

2018

MID-WESTERN REGIONAL COUNCIL
COUNCIL BUSINESS PAPERS

ORDINARY MEETING
WEDNESDAY 21 FEBRUARY 2018

SEPARATELY ATTACHED ATTACHMENTS



*A prosperous and progressive community,
we proudly call home*

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ASBESTOS MANAGEMENT 2013



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Council disclaimer

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

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

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

MWRC has adopted the Asbestos Management Plan as recommended by the National Occupational Health and Safety Commission, now known as the Australian Safety and Compensation Council, "Code of Practice for the Management and Control of Asbestos in the Workplaces - NOHSC 2005" to manage asbestos containing materials of the MWRC area. In addition to conducting workplace procedures as per Safe Work Australia Code of Practice (COP): How to Manage and Control Asbestos in the Workplace – 2016.

In respect to Council Operations Waste facilities including remote waste stations MWRC and Water Supply & Waste Water have incorporated specific Safe Work Method Statements (SWMS) to ensure the correct identification, handling, isolation and disposal is carried out. All relevant staff are trained in the respective Asbestos handling and Supervisory training required under SafeWork NSW requirements as identified in the COP.

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1. Introduction

Mid-Western Regional 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.

Mid-Western Regional Council (MWRC) acknowledges that due to the age of some Council buildings and structures in the Region that there will be some materials containing asbestos present, and it has an obligation to ensure that they are managed in accordance with legislative requirements to prevent health and environmental related risks.

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 this is called Friable.

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)
- worker's (employees and other persons) in council workplaces.

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

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

1.1 Purpose

This policy aims to outline:

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

1.2 Scope

This policy applies to all of the Mid-Western Region LGA within council's jurisdiction.

The policy provides information for council workers, the local community and wider public. Part 1 of the policy includes the sections that are likely to be of most interest to the local community and wider public. Part 2 is information that applies to workers associated with council including employees, contractors, consultants, and volunteers (as defined by the NSW *Work Health and Safety Regulation 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 policies. 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* 2016 published by Safe Work Australia.
- *Code of practice on how to safely remove asbestos* 2016 published by Safe Work Australia.
- Additional guidance material listed in Appendix B.

Detailed information on council's policies and plans may be found in other documents, which are referenced in part 2 under section 18.1.

2. Definitions

Definitions are provided in Appendix C.

3. Roles and responsibilities of council

3.1 Educating residents

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

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

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

3.2 Managing land

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

3.3 Managing waste

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

- Issuing clean up notices to address illegal storage or disposal of asbestos waste or after an emergency or incident (under the *Protection of the Environment Operations Act 1997-156*).
- 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 1997-156*).
- Issuing penalty infringement notices for improper transport of asbestos (under the *Protection of the Environment Operations Act 1997-156*).
- Applying planning controls to proposals to dispose of asbestos waste on-site, seeking advice from the Environment Protection Authority (EPA) on this matter and making notation on planning certificates (section 149 certificates) where on-site disposal is permitted.
- *Operating licensed landfill facility/facilities that accept/s 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:

- *Demolition work code of practice 2015 (catalogue no. WC03841)*
- *SafeWork NSW Asbestos Blueprint December 2017*
- *Contaminated Land Management Act 1997*
- ~~*Demolition work code of practice 2015 (catalogue no. WC03841)*~~
- ~~*CONTAMINATED LAND MANAGEMENT ACT 1997*~~
- *Environmental Planning and Assessment Act 1979*
- *Environmental Planning and Assessment Regulation 2000*
- *Local Government Act 1993 No. 30*
- *Protection of the Environment Operations Act 1997*
- *Protection of the Environment Operations (General) Regulation 2009*
- *Protection of the Environment Operations (Waste) Regulation 2014*
- *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*
- *State Environmental Planning Policy No. 55 – Remediation of Land.*

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

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

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

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

3.5 Responsibilities to workers

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

- general responsibilities
- education, training and information for workers
- health monitoring for workers
- policies 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

Asbestos is found as a naturally occurring mineral in the following locations in the LGA in low level areas North West of Rylstone and upon the approach to Sofala on the Ilford Sofala Road .(refer to Asbestos Blueprint 2011 NSW Location Map link appendix B) although no specific sites are known to council

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 breathe¹³d 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 [NSW Department of Industry](#).

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 sheets and NOA Asbestos Management Plan Guide* published by Safe Work Australia. Where naturally occurring asbestos is part of a mineral extraction process, Department of Trade and Investment, Regional Infrastructure 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 sheets and NOA Asbestos Management Plan Guide* published by Safe Work Australia.

5.2.1 Management of naturally occurring asbestos by council

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

- *If naturally occurring asbestos is discovered in the 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 hour's council employees have spent undertaking those tasks; and expenses incurred.

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

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

For sites that are 'significantly contaminated' and require a major remediation program independent of any rezoning or development applications, the EPA and WorkCover 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 192 and 193\(2\) of the *Environmental Planning and Assessment Act 1979*](#), [section 103 of the *Protection of the Environment Operations Act 1997*](#)

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.

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.

~~Emergencies and incidents such as major collapses, cyclones, explosions, fires, storms, or vandalism can cause damage to buildings or land that contain asbestos. This can create site contamination issues and potentially expose emergency service 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* 2016 published by SafeWork NSW.
- Ensure that any council workers attending the site have appropriate training and are wearing appropriate personal protective equipment (PPE).
- Exclude the public from the site.
- Inform the public of the potential sources of exposure to asbestos, health risks and emergency management response.
- Minimise the risks posed by any remaining structures (see section 6.4).
- Address the risks posed by disturbed asbestos containing materials by engaging a licensed removalist (as outlined in section 14.6.2) or issuing a clean-up or prevention notice (as outlined in section 6.4) to ensure asbestos containing materials are removed for disposal.
- Ensure that the site is kept damp, at all times or sprayed with PVA glue, particularly where friable asbestos is present, if considered appropriate (noting that in some instances this may not be appropriate, for example if there are live electrical conductors or if major electrical equipment could be permanently damaged or made dangerous by contact with water).
- Ensure that asbestos containing materials are disposed of at a facility licensed to accept asbestos waste and sight proof of appropriate disposal through weighbridge dockets or similar documentation.

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

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

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

- avoid unnecessary outdoor activity and do not put any laundry outside during the clean up
- close all external doors and windows and stay indoors during the clean up
- consider avoiding using air conditioners that introduce air from outside into the home during the clean up
- dispose of any laundry that may have been contaminated with asbestos as asbestos waste after the clean-up (advice on disposing of asbestos waste is provided in section 10)
- use a low pressure hose on a spray configuration to remove visible dust from pathways after the clean up
- wipe dusty surfaces with a damp cloth and bag and dispose of the cloth as asbestos waste after the clean-up (advice on disposing of asbestos waste is provided in section 10)
- any other measures recommended by an occupational hygienist following assessment of the situation.

8. Council's process for changing land use

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

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

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

9. Council's process for assessing development

This section applies to development applications assessed under the *Environmental Planning and Assessment Act 1979* and complying development applications assessed under the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* or council's complying codes (see

section 9.5.2). This includes alterations and additions to residential development, which may include internal work as well as extensions to the existing main structure, or changes to outbuildings, sheds or garages.

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

9.1 Responsibilities for approving development

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

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

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

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

The key points are:

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

Anyone who is undertaking renovations themselves without a contractor is encouraged to refer to Appendices A and B for more information and contact council where they require further advice or clarification. Anyone engaging an asbestos removal contractor may contact SafeWork NSW with any queries as they regulate 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 2017* states that the person conducting a business or undertaking in any building constructed before 31 December 2003 must identify if there is any asbestos in the building.

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

9.4 Removing asbestos, refurbishments and demolitions

9.4.1 Removing asbestos at domestic premises

If development is undertaken by contractors, as is the case with a lot of home renovations, then the work is considered to be at a workplace and is regulated by SafeWork NSW under the NSW *Work Health and Safety Regulation 2017*. This requires that a person conducting a business or undertaking who is to carry out refurbishment or demolition of residential premises must ensure that all asbestos that is likely to be disturbed by the refurbishment or demolition is identified and, so far as reasonably practicable, is removed before the refurbishment or demolition is commenced.

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

SafeWork NSW is responsible for issuing asbestos licences.

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

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

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

The removal of asbestos containing dust associated with the removal of more than 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 SWA - *Code of practice on how to safely remove asbestos 2016*.

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 must comply with Australian Standard AS 2601 – 2001: The demolition of 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 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.

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.

~~The *Code of practice for demolition work* (published by Safe Work Australia in 2012) provides practical guidance to persons conducting a business or undertaking on how to manage the health and safety risks associated with the demolition work. The *Code of practice for demolition work* applies to all types of demolition work.~~

9.5 Exempt or complying development

9.5.1 Exempt development

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

This means that there is no ability for council or a private certifier to impose safeguards for the handling of asbestos through conditions of development consent. However, council advises that all asbestos removal work should be carried out in accordance with the *Code of practice on how to safely remove asbestos 2016*.

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 2016*. 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 there is a final planning approval option: a development application (DA). A DA can only be approved by a local council, the JRPP or, for very large, State-significant development proposals, the State Government. A development application needs to be prepared and it will be assessed in accordance with the development standards established by council. Council may undertake a site inspection as part of the DA assessment.~~
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

1. Work involving the removal of 10m² or more of asbestos material must be carried out by a licensed contractor.
2. All demolition work including the removal of any asbestos material must be carried out in accordance with ~~work cover~~[Safe Work Australia](#) guidelines and Australian Standard 2601. Further information is available in the Guide to the Model Asbestos Policy.
3. Prior arrangements are to be made with Mid-Western Regional Council's Mudgee Waste Facility regarding the disposal of asbestos material in order for it to be disposed of in a satisfactory manner.

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 WorkCover 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 WorkCover 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 6.2 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 2016* 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 waste is covered, and leak-proof, during the transportation, and
- (b) if the waste consists of bonded asbestos material-it is securely packaged during the transportation, and
- (c) if the waste consists of friable asbestos material-it is kept in a sealed container during transportation, and
- (d) if the waste consists of asbestos-contaminated soils-it is wetted down.

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

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

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

The following requirements apply to the transport of asbestos waste and non-compliance with these requirements is an offence under the *Protection of the Environment Operations (Waste) Regulation 2005* clause 42(3):

- a. non-friable asbestos material must be securely packaged at all times
- b. friable asbestos material must be kept in a sealed container
- c. asbestos-contaminated soils must be wetted down
- d. all asbestos waste must be transported in a covered, leak-proof vehicle.

Asbestos waste that is transported interstate must be tracked in accordance with the *Protection of the Environment Operations (Waste) Regulation 2005*. Asbestos waste transported within New South Wales does not need to be tracked. The waste tracking system is administered by the EPA. An environment protection licence 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 \$1500 (to individuals) and \$5000 (to corporations).

10.4 Disposing of asbestos waste at waste facilities

- **Mudgee Waste Facility**
31 Blain Rd, Caerleon NSW 2850, approximately 1km from Castlereagh Highway)
- Mon-Fri 8.00am to 5.30pm
Sat - Sun 8.00am to 5.00pm

DOMESTIC CUSTOMERS - UTE / 6 X 4 TRAILER ONLY

FREE

COMMERCIAL CUSTOMERS PER TONNE

REFER TO COUNCIL'S FEES

- Please make sure you contact the Waste Facility beforehand to book in a time of delivery of asbestos waste on (02) 6378 2770.
- This information can be found on Councils web site at www.midwestern.nsw.gov.au/Waste, Recycling & Water Services/Waste management Facilities
- A licensed contractor is required for the removal of more than 10 square metres of *bonded asbestos* or ANY amount of *friable asbestos*. For the disposal of small amounts of *bonded asbestos* (less than 10 square meters) please refer to the following guide produced <https://asbestosawareness.com.au/disposal-legalities-nsw/diy-removal-nsw/>
- Please note that asbestos waste must only be disposed of at a landfill site licensed to accept asbestos waste. The licensed landfill site in the Mid-Western Regional Council area is the **Mudgee Waste Facility at 31 Blain Road, Caerleon (Mudgee)**.

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 2005* and these offences attract strong penalties.~~

Acceptance and handling of Asbestos is to be In compliance with our EPL No.6348.

~~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*). (as required by the *Protection of the Environment Operations (Waste) Regulation 2005*).~~

Note: It is the Transporters responsibility to ensure the load is safe to transport if/when turned away from a site.

~~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.~~

~~Individuals may be fined \$1500 and corporations may be fined \$5000 under the *Protection of the Environment Operations Act 1997* and *Protection of the Environment Operations (Waste) Regulation 2005* 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~~

~~Illegal land filling, which is waste used as fill material with the consent of the owner or occupier of the land but without the necessary council or EPA approvals, is also considered to be illegal dumping and pollution of land.~~

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

- ~~• on the spot fines of up to \$5000~~
- 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.~~

~~•~~

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

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

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

A handbook to assist Aboriginal communities to prevent and arrange the clean-up of illegal dumping (published by the EPA) is noted at <https://asbestosawareness.com.au/faq-learn-more-nsw/> and listed 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 policy 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 policies, 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 firefighting or fire protection purposes), or
- compressed air.

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

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

12.2 Responsibilities of council to council workers

12.2.1 Council's general responsibilities

Council has general responsibilities under the NSW *Work Health and Safety Act 2011* and the NSW *Work Health and Safety Regulation 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
- not work with any Friable Asbestos (unless appropriately trained)
- 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 fibres 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 2017*.

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

12.2.2 Education, training and information for workers

As required by the NSW *Work Health and Safety Act 2011* and NSW *Work Health and Safety Regulation 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.
- 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 policies, 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 2016*.

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.

This may take the form of tool box meetings, general in-house training or on council's intranet.

A record of asbestos training undertaken by each worker will be kept by HR dept on Councils electronic lodgement process 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 via HR and Councils electronic record system.

12.2.3 Health monitoring for workers

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

The health monitoring will be consistent with the *Code of practice on how to safely remove asbestos 2016* and meet the requirements of the NSW *Work Health and Safety Regulation 2017*.

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.

Health monitoring documentation is part of WHS & HR recording system, a 2 yearly check-up with the Dust Disease Board Bus is carried out locally for all staff who work in areas that have asbestos or other dust sources identified as a potential hazard.

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 will prepare an asbestos register and keep it at the workplace; the register will be located on Councils Electronic Lodgement System - ELO, while individual report information will populate the overall Register as information is collected.
- 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 an Asbestos report generated from ELO.

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

- Please refer to Council's asbestos management plan which can be found on Council's intra website – Wesley 2.0. 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 from operations undertaken. 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.

Councils Asbestos SWMS cover various operational methods in relation to handling asbestos found in the workplace. These are reviewed every 2 years and are located in council's records system - ELO.

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 provide an 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 2016*.

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 before carrying out asbestos removal work at the workplace
- 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

The Human Resources Department retains a list of employees trained and nominated to remove asbestos (Non Friable and Friable) as well as nominated supervisors.

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

- appropriately trained, and maintained current
- adequately supervised
- provided with appropriate personal protective equipment PPE and protective 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.
- appropriate SWMS to be complied with during any Asbestos work, a refresher Toolbox Talk on the relevant SWMS may be required and completion of checklist of requirements.

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 prior to engaging their services and will verify the licence details with SafeWork NSW 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 therefore require a statement in a written contract or agreement with the licensed asbestos removalist that the licensed asbestos removalist who will undertake the work has been adequately trained.

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

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

14.6.3 Clearance inspections and certificates

Where council undertakes under their own Class B Licence or 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.

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

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

15. Accidental disturbance of asbestos by workers

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

It may be appropriate that council:

- *stops works in the vicinity of the asbestos immediately*
- *inform the site supervisor immediately, inform necessary workers and record the incident*
- *evacuate the area*
- *provide personal protective equipment and briefing to appropriately trained workers who will respond to the incident*
- *restrict access to the area and ensure only appropriately trained and equipped council workers attend the site*
- *exclude the public from the site and provide information to the public if in a public area*
- *wet surfaces to reduce the dust levels*
- *prevent the spread of contamination by using wash down facilities*
- *provide information, training, available health check information and supervision to all workers potentially at risk*
- *contact SafeWork NSW to report the disturbance, they 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 2016*
- *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 and or similar documentation*
- *update the asbestos register and notify workers of any newly identified asbestos locations.*

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

16.1 Responding to illegal dumping

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

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

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

16.2 Transporting and disposing of asbestos waste

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

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

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

(1) A person disposing of asbestos waste off the site at which it is generated must do so at a landfill site that can lawfully receive the waste.

(2) When a person delivers asbestos waste to a landfill site, the person must inform the occupier of the landfill site that the waste contains asbestos.

(3) When a person unloads or disposes of asbestos waste at a landfill site, the person must prevent:

(a) any dust being generated from the waste, and

(b) any dust in the waste from being stirred up.

(4) The occupier of a landfill site must ensure that asbestos waste disposed of at the site is covered with virgin excavated natural material or (if expressly authorised by an environment protection licence held by the occupier) other material:

(a) initially (at the time of disposal), to a depth of at least 0.15 metre, and

(b) at the end of each day's operation, to a depth of at least 0.5 metre, and

(c) finally, to a depth of at least 1 metre (in the case of bonded asbestos material or asbestos-contaminated soils) or 3 metres (in the case of friable asbestos material) beneath the final land surface of the landfill site.

Council has developed 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. Waste management facilities must be managed in accordance with the *Protection of the Environment Operations (Waste) Regulation 2005* including section 42 which specifies that:

- asbestos waste in any form must be disposed of correctly contained (wrapped or sealed) only at a landfill site that may lawfully receive the waste
- when asbestos waste is delivered to a landfill site, the occupier of the landfill site must be informed by the person delivering that the waste contains asbestos
- when unloading and disposing of asbestos waste at a landfill site, the waste must be unloaded and disposed of in such a manner as to prevent the generation of dust or the stirring up of dust, and
- asbestos waste disposed of at a landfill site must be covered with virgin excavated natural material or other material as approved in the facility's environment protection license as detailed in the *Protection of the Environment Operations (Waste) Regulation 2005*.

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

When council is receiving construction, renovation and demolition waste, council may screen and inspect incoming loads to minimise asbestos contamination risk as this waste may be high risk for asbestos materials.

Council shall develop policies to avoid asbestos contamination in material intended for resource recovery.

Council will issue a receipt for asbestos waste received at a licensed landfill facility. The receipt will note the time, date and location of disposal, weight of asbestos containing material disposed and any Building or Development Approval number and a receipt number.

This information must be recorded by the facility, regardless of whether a receipt is issued.

16.3.1 Asbestos waste incorrectly presented to council's waste facilities

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

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

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

- contact details of the transporter & vehicle registration
- 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 Safe Work Australia fact sheets on correct methods for packaging, delivery and disposal of asbestos
- question the transporter about the source of asbestos waste
- issue a cleanup notice or prevention notice under the *Protection of the Environment Operations Act 1997*
- issue a compliance cost notice under the *Protection of the Environment Operations Act 1997*
- issue a penalty infringement notice for improper transport of asbestos (under the *Protection of the Environment Operations Act 1997*).

Where asbestos waste is taken to a waste facility that does not accept asbestos waste, council may reject the waste. Where waste is rejected, council should complete a rejected loads register. Council will also inform the transporter of a waste facility to which the waste may be transported, that is, a waste facility at which the waste can be legally accepted (as required by the [*Protection of the Environment Operations \(Waste\) Regulation 2014*](#) ~~*Protection of the Environment Operations (Waste) Regulation 2005*~~). If council suspects that there is a risk of illegal dumping of the rejected waste, council will inform council's rangers.

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 of.

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

- undertake surveillance via video cameras to issue fines or deter dumping
- provide targeted education to neighboring landholders to ensure that they do not allow access to the waste station.
- Provide a record of the incident as part of councils Incident/Injury /Near Miss reporting process, along with a completed Asbestos incident form.

16.4 Recycling & Waste 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 2010*.

Council to develop policies to avoid asbestos contamination in material intended for resource recovery

16.5 Re-excavation of landfill sites

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

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

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

Council may request that tenants in council property:

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

18. Implementing council's asbestos policy

18.1 Supporting documents

The implementation of this policy is supported by council's publicly available documents on its Website :

- Renovating Fibro Homes – Asbestos Removal
- What is Asbestos & what are the risks
- Council Approval/Licensing requirements.
- Disposal of Asbestos in the Mid-Western Regional Council area

Council also has several internal documents that support this policy:

- *complaints handling policies*
- *asbestos register*
- *Council's existing risk assessment matrix and a risk controls checklist for asbestos*
- *employee health monitoring through Dust Disease Board program*
- *incident/near miss report form*
- *maintenance and inspection schedules for council owned assets*

- *risk registers*
- *safe work method statements (SWMS) for asbestos handling and removal for council employees*
- *site maps and GPS coordinates for asbestos in landfill and other operational locations*
- *site specific safety management plans*
- *training registers/ records (relevant to identifying, handling and removing of asbestos materials).*

18.2 Communicating the policy

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

- Council's administration offices at Mudgee, Gulgong and Rylstone
- Council's website www.midwestern.nsw.gov.au
- Council's electronic record keeping system – ELO and Intranet - Wesley 2.0

All employees shall receive information about the policy and plan at induction from the Human Resources Department

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 asbestos registers, 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 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.

In the event that employees fail to comply with the policy, council's disciplinary policies shall be followed.

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.

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

19. Variations to this policy

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

Appendices

Appendix A – General information and guidance

1. What is asbestos?

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

There are two major groups of asbestos:

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

Further information about the different types of asbestos and its locations can be found at <https://asbestosawareness.com.au/?runonce=1>

And A Guide to the Roles and Responsibilities of Government agencies at:

http://www.safework.nsw.gov.au/_data/assets/pdf_file/0009/328752/asbestos-blueprint-SW08797.pdf

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.

[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)

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 listed as possibly having naturally occurring asbestos.

Note:

No known areas of naturally occurring asbestos are registered within council following discovery during operations.

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 at <https://asbestosawareness.com.au/noa/> and in the *Naturally-occurring asbestos fact sheet* located on SafeWork NSW web site.

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)~~ ~~ceilings (ceiling tiles or sprayed coatings or loose in the ceiling cavity)~~
- ~~_____~~
- cement flooring
- external toilets
- fencing
- guttering, downpipes and vent pipes
- inside appliances eg irons, whitegoods
- gable ends
- outbuildings
- ridge capping
- swimming pools – reinforcing marble swimming pools
- ventilators – internal and external.

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

2.3 Commercial and industrial premises

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

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

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

2.4 Sites contaminated with asbestos

Contamination of soils from asbestos or asbestos containing materials can present a risk in urban and rural environments if the asbestos can give rise to elevated levels of airborne fibres that people can breathe. Whilst buried material may not give rise to airborne asbestos fibres if securely contained, inappropriate disturbance of this waste could give rise to harmful levels of asbestos fibres in air.

Activities such as those listed in section 3 of this Appendix have the potential to encounter and disturb asbestos waste or contamination, particularly where the contamination is not known to be present at the site or has not been appropriately considered.

2.4.1 Situations where asbestos contamination may occur

Situations where asbestos contamination may occur include:

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

2.4.2 Significantly contaminated land

For sites that are significantly contaminated, the EPA and WorkCover 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: <http://app.epa.nsw.gov.au/prclmapp/searchregister.aspx>

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

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

3. Potentially hazardous activities

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

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

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

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

Council could inadvertently disturb asbestos through activities such as:

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

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

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

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

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

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

4. Health hazards

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

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

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

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

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

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

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

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

Appendix B – Further information

Aboriginal communities

Illegal dumping prevention and clean-up. Handbook for Aboriginal communities, 2008 (EPA) at <https://www.epa.nsw.gov.au/publications/illegaldumping/080425-aboriginal-communities>

and

<https://asbestosawareness.com.au/faq-learn-more-nsw/>

Asbestos contractors

Choosing an asbestos contractor can be carried out at <http://www.safework.nsw.gov.au/information-searches/asbestos-and-demolition-licence-holders> or by calling SafeWork NSW on 13 10 50

Asbestos waste

Crackdown on Illegal Dumping: A Handbook for Local Government, 2011 (EPA)

<http://www.environment.nsw.gov.au/resources/illegaldumping/20110002illegaldumping.pdf>

Management of asbestos in recycled construction and demolition waste, 2010 (WorkCover SafeWork NSW)

http://www.safework.nsw.gov.au/_data/assets/pdf_file/0016/51730/asbestos_recycled_construction_demolition_waste_2772.pdf

Safely disposing of asbestos waste from your home and due to illegal dumping, via

<https://asbestosawareness.com.au/>

Contaminated land

Guidelines on the duty to report contamination under the Contaminated Land Management Act 1997, 2009 (EPA).

<https://www.epa.nsw.gov.au/publications/contaminatedland/150164-land-contamination>

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

www.epa.nsw.gov.au/resources/clm/gu_contam.pdf

Environmental risk assessment

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

[https://www.health.gov.au/internet/main/publishing.nsf/Content/A12B57E41EC9F326CA257BF0001F9E7D/\\$File/Environmental-health-Risk-Assessment.pdf](https://www.health.gov.au/internet/main/publishing.nsf/Content/A12B57E41EC9F326CA257BF0001F9E7D/$File/Environmental-health-Risk-Assessment.pdf)

Health

Asbestos and health risks fact sheets

<https://asbestosawareness.com.au/>

Renovation and development

Asbestos: A guide for householders and the general public, 2012 (Commonwealth of Australia)

<https://asbestosawareness.com.au/>

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

<http://bpb.nsw.gov.au/sites/default/files/public/Finalbuildingappbroch.pdf>

Practical guidance

Code of practice on how to manage and control asbestos in the workplace 2016 published by Safe Work Australia

Code of practice on how to safely remove asbestos 2016 published by Safe Work Australia

Tenants

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

<https://www.tenants.org.au/factsheet-26-asbestos-and-lead>

<https://asbestosawareness.com.au/>

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* 2016 published by SafeWork NSW
- *Code of practice on how to safely remove asbestos* 2016 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:

e.a. actinolite asbestos

f.b. grunerite (or amosite) asbestos (brown)

g.c. anthophyllite asbestos

h.d. chrysotile asbestos (white)

i.e. crocidolite asbestos (blue)

j.f. tremolite asbestos

k.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:

l.e. work involving the removal of asbestos or asbestos containing material, or

m.g. 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:

- p.** a certification in relation to the specified VET course for asbestos assessor work, or
- q.** 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:

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

development means:

- f.** the use of land
- g.** the subdivision of land
- t.** the erection of a building
- u.** the carrying out of a work
- v.** the demolition of a building or work
- w.** 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:

- x. the Ambulance Service of NSW
- y. Fire and Rescue NSW
- z. the NSW Rural Fire Service
- aa. the NSW Police Force
- bb. the State Emergency Service
- cc. the NSW Volunteer Rescue Association Inc
- dd. the NSW Mines Rescue Brigade established under the *Coal Industry Act 2001*
- ee. 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:

- ff. is in a powder form or that can be crumbled, pulverised or reduced to a powder by hand pressure when dry
- gg. 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:

- hh. not involved in the removal of the asbestos
- ii. 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:

- jj. to carry out air monitoring during Class A asbestos removal work
- kk. to carry out clearance inspections of Class A asbestos removal work
- ll. 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:

~~mm.~~ is less than three micrometres wide

~~mm.~~ more than five micrometres long

~~mm.~~ has a length to width ratio of more than 3:1.

specified VET course means:

~~pp.~~ in relation to Class A asbestos removal work – the following VET courses:

- remove non-friable asbestos
- remove friable asbestos, or

~~qq.~~ in relation to Class B asbestos removal work – the VET course Remove non-friable asbestos, or

~~rr.~~ in relation to the supervision of asbestos removal work – the VET course Supervise asbestos removal, or

~~ss.~~ 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:

~~tt.~~ buildings, masts, towers, framework, pipelines, transport infrastructure and underground works (shafts or tunnels)

~~uu.~~ any component of a structure

~~vv.~~ part of a structure

~~ww.~~ 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:

- ~~xx.~~•an employee, or
- ~~yy.~~•a contractor or subcontractor, or
- ~~zz.~~•an employee of a contractor or subcontractor, or
- ~~aaa.~~•an employee of a labour hire company who has been assigned to work in the person's business or undertaking, or
- ~~bbb.~~•an outworker, or
- ~~ccc.~~•an apprentice or trainee, or
- ~~ddd.~~•a student gaining work experience, or
- ~~eee.~~•a volunteer, or
- ~~fff.~~•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
SWMS	Safe Work Method Statements
SEPP	State Environmental Planning Policy
VET	Vocational Education and Training

Appendix E – Relevant contacts

Mid-Western Regional Council

86 Market Street

Mudgee NSW 2850

Website: www.midwestern.nsw.gov.au

Telephone: (02) 6378 2850

Asbestos-related disease organisations (non-exhaustive)

Asbestos Diseases Foundation Australia Inc

Phone: (02) 9637 8759

Helpline: 1800 006 196

Email: info@adfa.org.au

Website: www.adfa.org.au

Asbestos Diseases Research Institute

Phone: (02) 9767 9800

Email: info@adri.org.au

Website: www.adri.org.au

Australian Institute of Occupational Hygienists Inc.

Phone: (03) 9338 1635

Email: admin@aioh.org.au

Website: www.aioh.org.au

iCare – previously Dust Diseases Board

Toll Free: 13 94 44

Email: lungscreen@icare.nsw.gov.au

Website: www.icare.nsw.gov.au

Environment Protection Authority (EPA)

Phone: (02) 9995 5000

Environment line: 13 15 55

Email: info@epa.nsw.gov.au

Website: <http://www.epa.nsw.gov.au/>

Licensed Asbestos Contractors

For a listing of asbestos removal contractors in your area, refer to SafeWork NSW web site and select your area

Asbestos Removal Contractors Association NSW (ARCA)

Email: email@arcansw.asn.au

Website: <http://www.arcansw.asn.au/>

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

Civil Contractors Federation (CCF)

Phone: (02) 9009 4000

Email: ccfnat@civilcontractors.com

Website: www.civilcontractors.com

Local Government and Shires Associations of NSW (LGSA)

Phone: (02) 9242 4000

Email: lgnsw@lgnsw.org.au

Website: <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

Website: www.ombo.nsw.gov.au

Appendix F – Waste management facilities that accept asbestos wastes

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

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

Council Waste management facilities must be managed in accordance with the *Protection of the Environment Operations (Waste) Regulation 2005* including section 42 which specifies that:

- asbestos waste in any form must be disposed of only at a landfill site that may lawfully receive the waste
- when asbestos waste is delivered to a landfill site, the occupier of the landfill site must be informed by the person delivering the waste that the waste contains asbestos
- when unloading and disposing of asbestos waste at a landfill site, the waste must be unloaded and disposed of in such a manner as to prevent the generation of dust or the stirring up of dust, and
- asbestos waste disposed of at a landfill site must be covered with virgin excavated natural material or other material as approved in the facility's environment protection license as detailed in the *Protection of the Environment Operations (Waste) Regulation 2005*.

The waste management facility in this region that accepts asbestos waste is:

- **Mudgee Waste Facility**
31 Blain Road, Caerleon (Mudgee) NSW
- Mon - Fri - 8.00am to 5.30pm
Sat - Sun 8.00am to 5.00pm

Waste management facilities in other areas that accept asbestos wastes

A list of licensed landfills that may accept asbestos waste from the public is available on the EPA website at:

<http://www.environment.nsw.gov.au/questions/landfills-asbestos>

<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

- [Demolition work code of practice 2015 \(catalogue no. WC03841\)](#)
- ~~[Australian Standard AS-2601 – 2001: The demolition of structures](#)~~
- Contaminated Land Management Act 1997
- Code of practice on how to manage and control asbestos in the workplace 2016 published by SafeWork NSW
- Code of practice on how to safely remove asbestos 2016 published by SafeWork NSW
- Code of practice for demolition work published by Safe Work Australia, 2012
- 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 2005](#)~~
- [Protection of the Environment Operations Act 1997](#)
- [Protection of the Environment Operations \(Waste\) Regulation 2014](#)
- State Environmental Planning Policy No. 55 – Remediation of Land
- State Environmental Planning Policy (Exempt and Complying Development Codes) 2008
- NSW Work Health and Safety Act 2011
- NSW Work Health and Safety Regulation 2017
- Workers' Compensation (Dust Diseases) Act 1942.

Appendix H – Agencies roles and responsibilities

NSW organisations

Department of Planning and Infrastructure (DP&I) and the Building Professionals Board (BPB)

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

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

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

The Building Professionals Board (BPB) which reports to the Minister for Planning and Infrastructure, also has a role in the management of asbestos. The BPB's role involves providing practice advice and educational programs to assist certifying authorities (private and council) in carrying out their role and this includes education in relation to managing asbestos. The BPB certifies and audits both private and council certifiers. Further information about the BPB may be found at: www.bpb.nsw.gov.au

iCare – previously Dust Diseases Board (DDB)

iCare 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 DDB's statutory function is to administer the *Workers' Compensation (Dust Diseases) Act 1942*. Services include:

- payment of compensation benefits to eligible workers and dependents
- 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 2005*. Clause 42 of the *Protection of the Environment Operations (Waste) Regulation 2005* sets out the special requirements relating to the transportation and disposal of asbestos waste.

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

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

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

Heads of Asbestos Coordination Authorities (HACA)

The HACA is chaired by the Chief Executive Officer of WorkCover NSW with senior officials from:

- Department of Planning and Infrastructure
- Department of Trade and Investment, Regional Infrastructure and Services
- Division of Local Government
- Dust Diseases Board
- Environment Protection Authority
- Local Government and Shires Association of NSW
- Ministry for Police and Emergency Services
- Ministry of Health.

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 WorkCover website: www.workcover.nsw.gov.au.

Local Government NSW (LGNSW)

The Local Government NSW represent 152 general purpose councils, 12 special purpose councils and the NSW Aboriginal Land Council.

The Associations represent the views of these councils by:

- presenting councils views to governments
- promoting Local Government to the community
- providing specialist advice and services.

The Associations hold annual conferences where members are able to vote on issues affecting Local Government. The Annual Conferences are the supreme policy making events.

In 2012, the Associations commenced a project funded by WorkCover to assist councils to adopt and implement a model asbestos policy. <http://asbestosawareness.com.au/asbestos-awareness-campaign/register/>

NSW Ministry of Health

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

NSW Ombudsman

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

SafeWork NSW and iCare

SafeWork NSW is responsible for the issuing and control of licences that are issued to all asbestos removal and demolition contractors. They 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, while **iCare** administers injury management, return to work and workers compensation laws, and manage the workers compensation system.

While **SafeWork NSW** activities include: health and safety, licensing for some types of plant operators, registration of some types of plant and factories, training and assessment **iCare** activities cover injuries and claims, medical and healthcare, return to work law and policy.

The SafeWork NSW website provides a wide range of asbestos resources, support networks and links at: <http://www.safework.nsw.gov.au/>

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

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

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

Environmental Health Committee (enHealth)

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

Website: <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@safeworkaustralia.gov.au
Website: www.safeworkaustralia.gov.au

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

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

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

Further details are provided in the *Asbestos Blueprint: A guide to roles and responsibilities for operational staff of state and local government*, 2011 (NSW Government).

Emergency management

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

Naturally occurring asbestos

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

Residential settings

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

Site contamination

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

Waste

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

Workplaces

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

Appendix J – Asbestos containing materials

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

Asbestos containing materials	Approximate supply dates
Cement sheets	Imported goods supplied from 1903 locally made 'fribrolite' from 1917
Cement roofing / lining slates	Imported goods supplied from 1903 locally made 'fribrolite' from 1917
Mouldings and cover strips	Available by 1920s and 1930s
Super-six (corrugated) roofing	Available by 1920s and 1930s – 1985
'Tilex' decorative wall panels	Available by 1920s and 1930s
Pipes and conduit piping	Available by 1920s and 1930s
Motor vehicle brake linings	Available by 1920s and 1930s
Striated sheeting	Available from 1957
'Asbestolux' insulation boards	Available from 1957
'Shadowline' asbestos sheeting for external walls, gable ends and fences	Available from 1958 – 1985
Vinyl floor tiles impregnated with asbestos	Available up until 1960s
Asbestos containing paper backing for	Available up until 1960s
'Durasbestos' asbestos cement products	Available up until 1960s
'Tilex' marbletone decorative wall panels	Available from early 1960s
'Tilex' weave pattern decorative wall panels	Available from early 1960s
'Hardiflex' sheeting	Available from 1960s – 1981
'Versilux' building board	Available from 1960s – 1982
'Hardiplank' and 'Hardigrain' woodgrain	Available from mid 1970s – 1981
Loose-fill, fluffy asbestos ceiling insulation	Supplied from 1968 – 1978 by a Canberra contractor and generally restricted to houses in the Australian Capital Territory with some materials supplied to the Queanbeyan area and some other NSW locations near Sydney and north & south coast towns
Asbestos rope gaskets for wood heaters. Heater and stove insulation	Dates of supply availability unknown but prior to 31 December 2003
Compressed fibro-cement sheets	Available from 1960s – 1984
Villaboard	Available until 1981
Harditherm	Available until 1984
Highline	Available until 1985
Coverline	Available until 1985
Roofing accessories	Available until 1985
Pressure pipe	Available until 1987
<u>Ceiling Insulation (Which may have moved into wall cavities, cornices and sub floor areas</u>	<u>Dates of supply availability unknown - Insulation in ceilings, which may have spread to wall cavities, cornices and sub-floor areas. Source:</u> <u>NSW Taskforce Report: Loose-Fill Asbestos Insulation in NSW Homes (2015)</u> <u>http://www.fairtrading.nsw.gov.au/biz_res/ftweb/pdfs/Tenants_and_home_owners/Loose_Fill_Abestos_Taskforce_Report.pdf</u>

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

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

A

Air conditioning duct, in the exterior or interior acoustic and thermal insulation

Arc shields in lift motor rooms or large electrical cabinets

Asbestos-based plastics products as electrical insulates and acid resistant compositions or aircraft seats

Asbestos ceiling tiles

Asbestos cement conduit

Asbestos cement electrical fuse boards

Asbestos cement external roofs and walls

Asbestos cement in the use of form work for pouring concrete

Asbestos cement internal flues and downpipes

Asbestos cement moulded products such as gutters, ridge capping, gas meter covers, cable troughs and covers

Asbestos cement pieces for packing spaces between floor joists and piers

Asbestos cement (underground) pit as used for traffic control wiring, telecommunications cabling etc

Asbestos cement render, plaster, mortar and coursework

Asbestos cement sheet

Asbestos cement sheet behind ceramic tiles

Asbestos cement sheet over exhaust canopies such as ovens and fume cupboards

Asbestos cement sheet internal walls and ceilings

Asbestos cement sheet underlay for vinyl

Asbestos cement storm drain pipes

Asbestos cement water pipes (usually underground)

Asbestos containing laminates, (such as Formica) used where heat resistance is required

Asbestos containing pegboard

Asbestos felts

Asbestos marine board, eg marinate

Asbestos mattresses used for covering hot equipment in power stations

Asbestos paper used variously for insulation, filtering and production of fire resistant laminates

Asbestos roof tiles

Asbestos textiles

Asbestos textile gussets in air conditioning ducting systems

Asbestos yarn

Autoclave/steriliser insulation

B

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

C

Cable penetration insulation bags (typically Telecom)
Calorifier insulation
Car body filters (uncommon)
Caulking compounds, sealant and adhesives
Cement render
Chrysotile wicks in kerosene heaters
Clutch faces
Compressed asbestos cement panels for flooring, typically verandas, bathrooms and steps for demountable buildings
Compressed asbestos fibres (CAF) used in brakes and gaskets for plant and automobiles

D

Door seals on ovens

E

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

F

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

Floor vinyl sheets

Floor vinyl tiles

Fuse blankets and ceramic fuses in switchboards

G

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

Gaskets: chemicals, refineries

Gaskets: general

Gauze mats in laboratories/chemical refineries

Gloves: asbestos

H

Hairdryers: insulation around heating elements

Header (manifold) insulation

I

Insulation blocks

Insulation in electric reheat units for air conditioner systems

L

Laboratory bench tops

Laboratory fume cupboard panels

Laboratory ovens: wall insulation

Lagged exhaust pipes on emergency power generators

Lagging in penetrations in fireproof walls

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

Limpet asbestos spray insulation

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

M

Mastik

Millboard between heating unit and wall

Millboard lining of switchboxes

Mortar

P

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

Packing material on window anchorage points in high-rise buildings

Paint, typically industrial epoxy paints

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

R

Refractory linings
Refractory tiles
Rubber articles: extent of usage unknown

S

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

T

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

V

Valve and pump insulation

W

Welding rods
Woven asbestos cable sheath

Source: *Environmental health notes number 2 guidelines for local government on asbestos, 2005* (Victorian Department of Human Services).

http://www.health.vic.gov.au/environment/downloads/hs523_notes2_web.pdf

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"> any amount of friable asbestos or asbestos containing material any amount of asbestos containing dust any amount of non-friable asbestos or asbestos containing material.
Class B	<p>Can remove:</p> <ul style="list-style-type: none"> any amount of non-friable asbestos or asbestos containing material <p>Note: A Class B licence is required for removal of more than 10 m² of non-friable asbestos or asbestos containing material but the licence holder can also remove up to 10 m² of non-friable asbestos or asbestos containing material.</p> <ul style="list-style-type: none"> asbestos containing dust associated with the removal of non-friable asbestos or asbestos containing material. <p>Note: A Class B licence is required for removal of asbestos containing dust associated with the removal of more than 10 m² of non-friable asbestos or asbestos containing material but the licence holder can also remove asbestos containing dust associated with removal of up to 10m² of non-friable asbestos or asbestos containing material.</p>
No licence required	<p>Can remove:</p> <ul style="list-style-type: none"> up to 10 m² of non-friable asbestos or asbestos containing material asbestos containing dust that is: <ul style="list-style-type: none"> associated with the removal of less than 10 m² of non-friable asbestos or asbestos containing material not associated with the removal of friable or non-friable asbestos and is only a minor contamination.

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

Appendix L – Known areas of naturally occurring asbestos

By referring to the link below this assist in identifying known areas of NOA

http://www.safework.nsw.gov.au/_data/assets/pdf_file/0006/56778/WC01788-0715-297174.pdf

In addition mapping of NSW has been conducted by NSW resources and differing levels of NOA risk can be selected when reviewing the NSW map at the link below;

<https://trade.maps.arcgis.com/apps/PublicInformation/index.html?appid=87434b6ec7dd4aba8cb664d8e646fb06>

Attachment 1 – Proposed Conditions

Original DA No: DA0330/2012
Section 96 No: MI0020/2016 - Minor modifications

CONDITIONS**APPROVED PLANS**

1. Development is to be carried out generally in accordance with:
 - Environmental Impact Statement by Wells Environmental Services dated April 2012;
 - Addendum Letter dated 13 February 2013 from Kleinfelder ecobiological;
 - Revised Surface Water Management Assessment Report by Minespex undated Submitted with Addendum letter by Kleinfelder ecobiological;
 - Minespex Specified Measures Report of November 2012;
 - Minespex CAA Report dated December 2012;
 - Insite Civil Engineering Plans issued 7 December 2012

except as varied by the conditions listed herein. Any minor modification to the approved plans will require the lodgement and consideration by Council of amended plans. Major modifications will require the lodgement of a new development application. In the event of an inconsistency between the conditions of consent and the approved plans and EIS, the conditions of consent will prevail.

- 1a. All previous consents relating to the quarry operation are to be surrendered in accordance with clause 97 of the Environmental Planning & Assessment Regulation 2000 within 1 month from the date of issue of the modified consent MA0002/2017.

[NEW CONDITION MA0002/2017]

ROADS AND MARITIME - GENERAL TERMS OF APPROVAL

2. The intersection of Bylong Valley Way and the internal haul road must be upgraded to a BAL/CHR(S) standard in accordance with Figure 7.6 of Austroads Part 4A: Guide to Road Design. This intersection must be sealed for a minimum distance of 20 m from Bylong Valley Way.
3. The formation of Bylong Valley Way at the site will need to be widened and should meet the nominated lane width (3.5 m) and sealed shoulder width (1.5 m) requirements from the Austroads Guide to Road Design, Part 3.

4. Truck stopping sight distance (TSSD) in each direction at the intersection of Bylong Valley Way and the internal haul road are to be upgraded so that they meet current Austroads standard of 191 m for a 100 km/h road design speed.
5. Additional signage will need to be erected on the internal haul road and on Bylong Valley Way. The additional signage will include:
 - a. Two "Give Way" [R1-2] signs at the egress point on the internal haul road to control vehicles leaving the site.
 - b. Two "Trucks Turning" [W5-205] signs with supplementary "300 m" [W8-5] on Bylong Valley Way. These signs will be erected 300 m in each direction from the intersection to warn approaching drivers.
6. All signage must meet the relevant Australian Standards and RMS specifications/ technical directions.
7. All vehicles are to enter and leave the property in a forward direction.
8. All loads are to be adequately covered before exiting the quarry.
9. Vehicles are not to track dust, dirt or mud onto Bylong Valley Way. A structure (such as a grid) may need to be installed on the internal haul road to make sure that any particles are removed from the wheels of vehicles before they exit the site.
10. If a gate, grid or similar structure is constructed on the access it is to provide suitable storage capacity between the grid and the give way line to cater for the maximum length vehicle to access the site (eg 20 metres for single articulated).
11. All works associated with the development are to be at no cost to Roads and Maritime Services (RMS) or Mid-Western Regional Council.

EPA- GENERAL TERMS OF APPROVAL

Administrative Conditions

Information supplied to the EPA

12. Except as expressly provided by these general terms of approval, works and activities must be carried out in accordance with the proposal contained in:
 - the development application DA0330/2012 submitted to Mid-Western Regional Council on 7 May 2012; and
 - the Bylong Quarry Expansion and Concrete Batching Plant, Bylong Environmental Impact Statement prepared by Wells Environmental Services (April 2012).

Fit and Proper Person

- 13. The applicant must, in the opinion of the EPA, be a fit and proper person to hold a licence under the Protection of the Environment Operations Act 1997, having regard to the matters in s.83 of that Act.

LIMIT CONDITIONS

Pollution of waters

- 14. Except as may be expressly provided by a licence under the Protection of the Environment Operations Act 1997 in relation of the development, section 120 of the Protection of the Environment Operations Act 1997 must be complied with in and in connection with the carrying out of the development.

Concentration limits

- 15. For each discharge point or utilisation area specified in the tablets below, the concentration of a pollutant discharged at that point, or applied to that area, must not exceed the concentrations limits specified for that pollutant in the table.

Where a pH quality limit is specified in the Table, the specified percentage of samples must be within the specified ranges.

To avoid any doubt, this condition does not authorise the discharge or emission of any other pollutants.

Water and Land

Sediment Detention Basin 1 and Sediment Detention Basin 2 -as shown in Figure 5.4.2 of the Bylong Quarry Expansion and Concrete Batching Plant, Bylong Environmental Impact Statement prepared by Wells Environmental Services (April 2012)

Pollutant	Units of mea:sure	50% concentration limit	90% concentration limit	3DGM concentration limit	100% concentration limit
pH	pH				6.56-8.5
Total Suspended Solids	Milligrams per litre				50

(TSS)					
Turbidity	nephelometric turbidity units				25
Oil & grease,	milligrams per litre				10

The TSS and turbidity limits specified in the table above for sediment basins 1 and 2 do not apply when the discharge occurs solely as a result of rainfall at the premises which exceeds a total of 44 millimetres of rainfall over any consecutive 5 day period.

Note: A 44 mm rainfall depth is defined by the publication Managing Urban Stormwater: Soils and Construction (Landcom 2004) as the rainfall depth in millimetres for 95th percentile 5 day rainfall events for the Central Tablelands consistent with the storage capacity (recommended minimum design criteria) for Type D sediment retention basin for mines and quarries (Vol 2E of Landcom 2004).

Waste

16. The licensee must not cause, permit or allow any waste received at the premises, except the wastes expressly referred to in the column titled "waste" and meeting the definition, if any, in the column titled "description" in the table below.
17. Any waste received at the premises must only be used for the activities referred to in relation to that waste in the column titled "activity" in the table below.
18. Any waste received at the premises is subject to those limits or conditions, if any, referred to in relation to that waste contained in the column titled "other limits" in the table below.
19. This condition does not limit any other conditions in this licence.

Code	Waste	Description	Activity	Other
NA	General or specific exempted waste	Waste that meets all the conditions of the resource recovery exemption under Clause 51A of the Protection of the Environment Operations (Waste) Regulation 2005	As specified in each particular resource recovery exemption	NA

Noise limits

20. Noise from the premises must not exceed an LAeq(15 min) criterion (noise limit) of 35dB(A) at any time.
21. Noise from the premises is to be measured at "Bylong Station" and "Murrumbo" to determine compliance with this condition.
22. The noise limits apply under all meteorological conditions except for the following:
 - a) Wind speeds greater than 3 metres/second at 10 metres above ground level; or
 - b) Stability category F temperature inversion conditions and wind speeds greater than 2 metres/ second at 10 metres above ground level; or
 - c) Stability category G temperature inversion conditions.
23. To determine compliance:
 - a) with the Leq(15 minute) noise limits, the noise measurement equipment must be located:
 - approximately on the property boundary, where any dwelling is situated 30 metres or less from the property boundary closest to the premises; or
 - within 30 metres of a dwelling facade, but not closer than 3m, where any dwelling on the property is situated more than 30 metres from the property boundary closest
 - to the premises; or, where applicable
 - within approximately 50 metres of the boundary of a National Park or a Nature Reserve
 - b) with the noise limits, the noise measurement equipment must be located:
 - at the most affected point at a location where there is no dwelling at the location; or
 - at the most affected point within an area at a location prescribed by (a) above.
24. A non-compliance with the noise limits will still occur where noise generated from the premises in excess of the appropriate limit is measured:
 - at a location other than an area prescribed by conditions (a) and (b) above; and/or
 - at a point other than the most affected point at a location.
25. For the purposes of determining the noise generated at the premises the modification factors in Section 4 of the NSW Industrial Noise Policy must be applied, as appropriate, to the noise levels measured by the noise monitoring equipment.

Hours of operation

26. Quarrying activities at the premises may only be carried on between 0700 and 1700 hours Monday to Friday and 0700 and 1400 hours on Saturdays. No quarrying activities are to be undertaken at the premises on Sundays and public holidays.
27. The operation of the concrete batching plant and all related activities may only

be carried out between 0700 and 1700 hours, 7 days per week.

28. These conditions do not apply to the delivery of material outside the hours of operation permitted by the conditions above, if that delivery is required by police or other authorities for safety reasons; and/or the operation or personnel or equipment are endangered. In such circumstances, prior notification is provided to the EPA and affected residents as soon as possible, or within a reasonable period in the case of emergency.

Blasting

Blasting limits

29. The airblast overpressure level from blasting operations at the premises must not exceed 115dB (Lin Peak) at any noise sensitive locations for more than five per cent of the total number of blasts over each reporting period. Error margins associated with any monitoring equipment used to measure this are not to be taken into account in determining whether or not the limit has been exceeded.
30. The airblast overpressure level from blasting operations at the premises must not exceed 120dB (Lin Peak) at any time at any noise sensitive locations. Error margins associated with any monitoring equipment used to measure this are not to be taken into account in determining whether or not the limit has been exceeded.
31. Ground vibration peak particle velocity from the blasting operations at the premises must not exceed 5mm/sec at any noise sensitive locations for more than five per cent of the total number of blasts over each reporting period. Error margins associated with any monitoring equipment used to measure this are not to be taken into account in determining whether or not the limit has been exceeded.
32. Ground vibration peak particle velocity from the blasting operations at the premises must not exceed 10mm/sec at any time at any noise sensitive locations. Error margins associated with any monitoring equipment used to measure this are not to be taken into account in determining whether or not the limit has been exceeded.

Notes: "Noise sensitive locations" includes buildings used as a residence, hospital, school, child care centre, places of public worship and nursing homes. A noise sensitive location includes the land within 30 metres of the building.

The airblast overpressure and ground vibration limits do not apply at noise sensitive locations that are owned by the licensee or subject to a private agreement, relating to airblast overpressure and ground vibration levels, between the licensee and land owner.

Time of blasting

33. Blasting at the premises may only take place between 0900 and 1700 hours Monday to Friday. Blasting is not permitted on public holidays.

34. Blasting outside of these hours can only take place with the written approval of the EPA.

Frequency of Blasting

35. Blasting at the premises is limited to 1 blast per day and one blast per week averaged over a 12 month period.

Operating conditions Dust

36. Activities occurring at the premises must be carried out in a manner that will minimise emissions of dust from the premises.
37. All trafficable areas, stockpile areas, storage areas and vehicle manoeuvring areas in or on the premises must be maintained, at all times, in a condition that will minimise the generation, or emission from the premises, of wind-blown or traffic generated dust.
38. Trucks entering and leaving the premises that are carrying loads must be covered at all times, except during loading and unloading.

Effluent Application to land

39. Effluent application must not occur in a manner that causes surface runoff.
40. Spray effluent application must not drift beyond the boundary of the premises.
41. The quantity of effluent applied to the utilisation area(s) must not exceed the capacity of the utilisation area(s) to effectively utilise the effluent.
Note: For the purpose of this condition, "effectively utilise" includes the ability of the soil to absorb the nutrient, salt and hydraulic loads and the applied organic material without causing harm to the environment.

Chemical, fuel and explosives

42. All chemicals, fuels and explosives must be handled and stored in a bunded area which complies with the specifications of the relevant Australian Standard and legislative requirements.
43. Contingency and emergency management plans must be developed and implemented for the spill of any chemicals and fuel.
44. A Blasting/Vibration Management Protocol must be prepared and implemented. The protocol must include, but need not necessarily be limited to the following:
 - compliance standards;
 - mitigation measures;
 - remedial action;
 - monitoring methods and monitoring program;
 - monitoring program for flyrock distribution;
 - notification procedures for neighbours prior to the detonation of each blast.

Erosion and sediment control plan

45. An Erosion and Sediment Control Plan (ESCP) must be prepared and implemented. The plan must describe the measures that will be employed to minimise soil erosion and the discharge of sediment and other pollutants to lands and/or waters during construction activities. The ESCP should be prepared in accordance with Landcom's Managing Urban Stormwater: Soils and Construction (Vol 1).

Water

46. Sediment Detention Basin 1 and Sediment Detention Basin 2 -as shown in Figure 5.4.2 of the Bylong Quarry Expansion and Concrete Batching Plant, Bylong Environmental Impact Statement prepared by Wells Environmental Services (April 2012) must be drained or pumped out as necessary to maintain each basins design capacity within 5 days following rainfall.
47. Water discharged to comply with the above condition may only be discharged where the water complies with the concentration limits.
48. The licensee must undertake maintenance as necessary to desilt the sediment detention basins in order to retain each basins design storage capacity.
49. Stormwater drainage from the haul road (both light and heavy vehicle lanes), including the crossing of the water course/creek as shown in figure 3.3.1 of the Bylong Quarry Expansion and Concrete Batching Plant, Bylong Environmental Impact Statement prepared by Wells Environmental Services (April 2012), is not permitted to be discharged or drain into the water course/creek as shown in figure 3.3.1 of the Bylong Quarry Expansion and Concrete Batching Plant, Bylong Environmental Impact Statement prepared by Wells Environmental Services (April 2012).

Monitoring and recording Conditions

Monitoring Records

50. The results of any monitoring required to be conducted by the EPA's general terms of approval, or a licence under the Protection of the Environment Operations Act 1997, in relation to the development must be recorded and retained as set out below.
51. All records required to be kept by the licence must be:
 - a. in a legible form, or in a form that can readily be reduced to a legible form;
 - b. kept for at least 4 years after the monitoring or event to which they relate took place; and
 - c. produced in a legible form to any authorised officer of the EPA who asks to see them.
52. The following records must be kept in respect of any samples required to be collected: the date(s) on which the sample was taken;
 - a. the time(s) at which the sample was collected;
 - b. the point at which the sample was taken; and

- c. the name of the person who collected the sample.

Requirement to monitor concentration of pollutants discharged

53. For each monitoring/ discharge point or utilisation area specified below, the applicant must monitor (by sampling and obtaining results by analysis) the concentration of each pollutant specified in Column 1. The applicant must use the sampling method, units of measure, and sample at the frequency, specified opposite in the other columns:

Water and Land

Sediment Detention Basin 1 and Sediment Detention Basin 2 -as shown in Figure 5.4.2 of the Bylong Quarry Expansion and Concrete Batching Plant, Bylong Environmental Impact Statement prepared by Wells Environmental Services (April 2012)

Pollutant	Units of measure	Frequency	Sampling Method
pH	pH	Daily during any discharge	Representative sample
Total Suspended Solids	Milligrams Per Litre	Daily during any discharge	Grab sample
Turbidity	Milligrams Per litre	Daily during any discharge	Grab sample
Oil & grease	Milligrams Per litre	Daily during any discharge	Grab sample
Electrical Conductivity	Microsiemens per centimetre	Daily during any discharge	Representative sample

Air

Dust monitoring points – north-western corner of Lot 66 DP755420 and midpoint of the eastern boundary of Lot 53 DP755420.

Pollutant	Units of Measure	Frequency	Sampling Method
Particulates - deposited	grams per square	Monthly	AM -19

Testing methods -concentration limits

54. Monitoring for the concentration of a pollutant emitted to the air required to be conducted by the EPA's general terms of approval, or a licence under the Protection of the Environment Operations Act 1997, in relation to the development or in order to comply with a relevant local calculation protocol must be done in accordance with:

- any methodology which is required by or under the POEO Act 1997 to be used for the testing of the concentration of the pollutant; or
- if no such requirement is imposed by or under the POEO Act 1997, any methodology which the general terms of approval or a condition of the licence or the protocol (as the case may be) requires to be used for that testing; or
- if no such requirement is imposed by or under the POEO Act 1997 or by the general terms of approval or a condition of the licence or the protocol (as the case may be), any methodology approved in writing by the EPA for the purposes of that testing prior to the testing taking place.

Note: The POEO (Clean Air) Regulation 2010 requires testing for certain purposes to be conducted in accordance with test methods contained in the publication "Approved Methods for the Sampling and Analysis of Air Pollutants in NSW".

55. Monitoring for the concentration of a pollutant discharged to waters or applied to a utilisation area must be done in accordance with:

- the Approved Methods Publication; or
- if there is no methodology required by the Approved Methods Publication or by

the General Terms of Approval or in the licence under the Protection of the Environment Operations Act 1997 in relation to the development or the relevant load calculation protocol, a method approved by the EPA in writing before any tests are conducted, unless otherwise expressly provided in the licence.

Blast Monitoring

56. To determine compliance with the ground vibration and overpressure limits:

- Airblast overpressure and ground vibration levels experienced at the following noise sensitive locations must be measured and recorded for all blasts carried out on the premises;
- at the nearest residence on the properties "Bylong Station" and "Murrumbo".
- Instrumentation used to measure and record the airblast overpressure and ground vibration levels must meet the requirements of Australian Standard AS 2187.2-2006.

Note: A breach of the licence will still occur where airblast overpressure or ground vibration levels from the blasting operations at the premises exceeds the limits at any "noise sensitive location" other than the locations identified in the above condition.

Reporting conditions

57. The applicant must provide an annual return to the EPA in relation to the development as required by any licence under the Protection of the Environment Operations Act 1997 in relation to the development. In the return the applicant must report on the annual monitoring undertaken (where the activity results in pollutant discharges), provide a summary of complaints relating to the development, report on compliance with licence conditions and provide a calculation of licence fees (administrative fees and, where relevant, load based fees) that are payable.

Administrative conditions**Other activities**

58. This licence applies to all other activities carried on at the premises, including:
- Crushing, grinding or separating -meaning the processing of materials (including sand, gravel, rock or minerals, but not including waste of any description) by crushing, grinding or separating them into different sizes; and
 - Concrete works -meaning the production of pre-mixed concrete or concrete products.

Operating conditions

59. Licensed activities must be carried out in a competent manner. This includes;
- the processing, handling, movement and storage of materials and substances used to carry out the activity; and
 - the treatment, storage, processing, reprocessing, transport and disposal of waste generated by the activity.
60. All plant and equipment installed at the premises or used in connection with the licensed activity:
- must be maintained in a proper and efficient condition; and
 - must be operated in a proper and efficient manner.

Monitoring and recording conditions

61. The licensee must keep a legible record of all complaints made to the licensee or any employee or agent of the licensee in relation to pollution arising from any activity to which this licence applies.
62. The record must include details of the following:
- the date and time of the complaint;
 - the method by which the complaint was made;
 - any personal details of the complainant which were provided by the complainant or, if no such details were provided, a note to that

- effect;
 - the nature of the complaint;
 - the action taken by the licensee in relation to the complaint, including any follow-up contact with the complainant; and
 - if no action was taken by the licensee, the reasons why no action was taken.
63. The record of a complaint must be kept for at least 4 years after the complaint was made.
64. The record must be produced to any authorised officer of the EPA who asks to see them.
65. The licensee must operate during its operating hours a telephone complaints line for the purpose of receiving any complaints from members of the public in relation to activities conducted at the premises or by the vehicle or mobile plant, unless otherwise specified in the licence.
66. The licensee must notify the public of the complaints line telephone number and the fact that it is a complaints line so that the impacted community knows how to make a complaint.
67. This condition does not apply until 3 months after this condition takes effect.

Reporting conditions

Annual Return documents

68. The licensee must complete and supply to the EPA an Annual Return in the approved form comprising:
- a Statement of Compliance; and
 - a Monitoring and Complaints Summary.

At the end of each reporting period, the EPA will provide to the licensee a copy of the form that must be completed and returned to the EPA.

69. An Annual Return must be prepared in respect of each reporting, except as provided below.
70. Where this licence is transferred from the licensee to a new licensee,
- the transferring licensee must prepare an annual return for the period commencing on the first day of the reporting period and ending on the date the application for the transfer of the licence to the new licensee is granted; and
 - the new licensee must prepare an annual return for the period commencing on the date the application for the transfer of the licence is granted and day of the reporting period.
71. Where this licence is surrendered by the licensee or revoked by the EPA or Minister, the licensee must prepare an annual return in respect of the period commencing on the first day of the reporting period and ending on
- in relation to the surrender of a licence - the date when notice in writing of approval of the surrender is given; or
 - in relation to the revocation of the licence - the date from which notice revoking the licence operates.

72. The Annual Return for the reporting period must be supplied to the EPA by registered post not later than 60 days after the end of each reporting period or in the case of a transferring licence not later than 60 days after the date the transfer was granted (the 'due date').
73. The licensee must retain a copy of the annual return supplied to the EPA for a period of at least 4 years after the annual return was due to be supplied to the EPA.
74. Within the Annual Return, the Statement of Compliance must be certified and the Monitoring and Complaints Summary must be signed by:
 - (a) the licence holder; or
 - (b) by a person approved in writing by the EPA to sign on behalf of the licence holder.
75. A person who has been given written approval to certify a Statement of Compliance under a licence issued under the Pollution Control Act 1970 is taken to be approved for the purpose of this condition until the date of first review this licence.

Notes: The term "reporting period" is defined in the dictionary in the licence. Do not complete the Annual Return until after the end of the reporting period.

An application to transfer a licence must be made in the approved form for this purpose.

Notification of environmental harm

76. The licensee or its employees must notify all relevant authorities of incidents causing or threatening material harm to the environment immediately after the person becomes aware of the incident in accordance with the requirements of Part 5.7 of the Act
77. Notifications must be made by telephoning the EPA's Pollution Line service on 131 555.
78. The licensee must provide written details of the notification to the EPA within 7 days of the date on which the incident occurred.

Written Report

79. Where authorised officer of the EPA suspects on reasonable grounds that:
 - Where this licence applies to premises, an event has occurred at the premises; or
 - Where this licence applies to vehicles or mobile plant, an event has occurred in connection with the carrying out of the activities authorised by this licence,And the event has caused, is causing or is likely to cause material harm to the environment (whether the harm occurs on or off premises to which the licence applies), the authorised officer may request a written report of the event.

81. The licensee must make all reasonable inquiries in relation to the event and supply the report to the EPA within such time as may be specified in the request.
82. The request may require a report which includes any or all of the following information:
 - the cause, time and duration of the event;
 - the type, volume and concentration of every pollutant discharged as a result of the event;
 - The name, address and business hours telephone number of employees or agents of the licensee, or a specified class of them, who witnessed the event; and
 - the name, address and business hours telephone number of every other person (of whom the licensee is aware) who witnessed the event, unless the licensee has been unable to obtain that information after making reasonable effort; action taken by the licensee in relation to the event, including any follow- up contact with any complainants;
 - details of any measure taken or proposed to be taken to prevent or mitigate against a recurrence of such an event; and
 - any other relevant matters.
83. The EPA may make a written request for further details in relation to any of the above matters if it is not satisfied with the report provided by the licensee. The licensee must provide such further details to the EPA within the time specified in the request.

General Conditions

84. A copy of this licence must be kept at the premises or on the vehicle or mobile plant to which the licence applies
85. The licence must be produced to any authorised officer of the EPA who asks to see it.
86. The licence must be available for inspection by any employee or agent of the licensee working at the premises or operating the vehicle or mobile plant.

GENERAL CONDITIONS

- ~~87. Quarry production rates are permitted up to 199,000 tonnes per annum (tpa) subject to an average of 50,000 tpa for Basalt and 2,000 tpa for the life of the quarry.
(Deleted: MI0020/2016)~~
87. Quarry production rates are permitted up to 199,000 tonnes per annum (tpa) subject to an average of 50,000 tpa for basalt and 2,000 tpa for sandstone for the life of the quarry.
(Added: MI0020/2016)
88. Pre mixed concrete production is limited to 30,000 tpa.
89. This consent is limited to a period of twenty (20) years.
90. A copy of the Annual Return required in the General Terms of Approval from

the NSW Environmental Protection Authority shall be provided to Council.

- ~~91. Prior to the commencement of operations, the applicant is to obtain a Mining Lease from the relevant State Government Department and is to strictly adhere to the conditions of the lease.
(Deleted: MI0020/2016)~~
- ~~92. The proponent must prepare and implement a Rehabilitation Plan to the satisfaction of the Director General of the Department of Trade and Investment NSW. The Rehabilitation Plan must:
a) Be prepared in accordance with the Department of Trade and Investment guidelines and in consultation with relevant agencies and stakeholders.
b) Be submitted and approved by the Director General of the Department of Trade and Investment
(Deleted MI0020/2016)~~
92. Within twelve (12) months of the date of approval of the application to modify consent (MI0020/2016) the operator of the quarry is to prepare and implement a Rehabilitation Plan. The Rehabilitation Plan is to be submitted to Mid-Western Regional Council and is to be prepared having consideration for any relevant industry guidelines and in consultation with relevant agencies and stakeholders. The Rehabilitation Plan is to specify details of both the progressive implementation of rehabilitation works during the life of the quarry and the rehabilitation of the site following completion of extraction activities.
(Added: MI0020/2016)
- ~~93. All activities at the premises may only be carried out between 0700 and 1700 hours Monday to Friday.
(Deleted: MI0020/2016)~~
94. The four Aboriginal Heritage items identified in the Aboriginal Archaeological and Cultural Significance Assessment prepared by Archaeological Reports and Assessments Pty Ltd are to be protected in accordance with report and are to be a no-go zone with a minimum 20 metre buffer, delineated with high visibility nightline.
95. All mitigation measures outlined in the Environmental Impact Statement are to undertaken at full cost to the developer.
96. The applicant shall be required to contribute toward the routine maintenance provided by Council on the sections of public road under the control of Mid-Western Regional Council and used by haulage operations relating to the development.

In accordance with the Mid-Western Regional Council Section 94 Development Contributions Plan 2005-2021, contributions will be required to be paid on a monthly basis to Council for each tonne of material leaving the site by road transport - levied at \$0 per tonne for the first 15,000 tonnes and \$0.95 per tonne thereafter. This levy applies to both the Basalt and Sandstone materials.

Council may at any time request the production of records from the applicant to verify haulage quantities. The rate of contribution shall be subject to annual

adjustment in accordance with the Consumer Price Index. These adjustments will be effective from 1 July each year.

[AMENDED CONDITION MA0002/2017]

97. A site supervisor is to be nominated by the applicant prior to issue of the *Construction Certificate*.
98. A sign must be erected in a prominent position on any work site on which involved in the erection or demolition of a building is carried out;
 - a) stating that unauthorized entry to the work site is prohibited, and
 - b) showing the name of the person in charge of the work site and a telephone number at which that person may be contacted outside working hours.
99. A Traffic Control Plan (TCP) completed by a "Certified Person" for implementation during works is to be submitted to Mid Western Regional Council prior to any work commencing. Contractor's insurance cover for a minimum of \$20,000,000 (Twenty million dollars) is to be sighted and to be shown to Mid Western Regional Council as an interested party.
100. Should groundwater be intercepted at any stage during mining operation, all works are to cease immediately and the NSW Office of Water is to be notified immediately. No works are permitted to recommence without the written authorisation of the Office of Water.
101. All handling, storage and transportation of hazardous materials is to be undertaken in accordance with the relevant Australian Standards including but not limited to AS1940, AS1596, and the Dangerous Goods Code. No explosive materials are to be stored on site without consent and a Materials Safety Data Sheet shall be retained on site at all times.

Other Approvals:

N/A

Signed on behalf of Mid-Western Regional Council by:

LINDSAY DUNSTAN
MANAGER STATUTORY PLANNING
DEVELOPMENT
9 May 2017

Notes:

1. *The amendment of this development consent does not extend the date from which approval is current.*
2. *If you are dissatisfied with this decision section 97 of the Environmental Planning and Assessment Act 1979 gives you the right to appeal to the Land and Environment Court within 6 months after the date on which you receive this notice.*
3. *To ascertain the date upon which the consent becomes effective, refer to Section 83 of the Act.*
4. *To ascertain the extent to which the consent is liable to lapse, refer to Section 95 of the Act.*



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OUR REF: TC:RP:137234

YOUR REF:

23 March 2011

Ms Catherine Van Laeren
Group Manager, Planning & Development
Mid Western Regional Council
PO Box 156
MUDGEES NSW 2850

Dear Ms Van Laeren,

Mudgee Dolomite & Lime Pty Limited (MDL)
Bylong Quarry: Lots 47, 55 & 66 DP755420, 7961 Bylong Valley Way

1 Introduction

- 1.1 We refer to our letters dated 11 March 2011 and 17 March 2011.
- 1.2 Our first letter was forwarded to follow up the meeting held at the Council's Mudgee offices on Wednesday 9 March 2011, and attended by yourself and Ms Liz Densley on behalf of Mid Western Regional Council (Council). As noted in our letter, we have been instructed by Mudgee Dolomite & Lime Pty Limited (MDL) to make submissions to the Council concerning the continued use of the Bylong Quarry (quarry), which is identified in the heading to this letter, and of the legal basis of that continued use.
- 1.3 As the Council is aware, MDL has secured contractual rights to excavate materials from the quarry. In accordance with those contractual rights, MDL has concluded an agreement with the operator of the Wilpinjong Coal Mine (WCM) to provide hard rock from the quarry to WCM. The quarry is the preferred source of supply for WCM, as the quality of the material available from the quarry exceeds the quality of possible alternative materials.
- 1.4 The Council has to date agreed not to challenge MDL's extraction and transportation from the quarry (by road) of up to 15,000.00 tonnes of hard rock. That position has been recorded in the recent exchange of correspondence between the Council and MDL. However, we understand the Council's present position to be that it will not accept the removal of more than 15,000 tonnes of rock from the quarry without being

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ANN SCHRALE B.A., LL.B. Acc. Spec. (Family Law)

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25 MAR 2011
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Page: 2

satisfied that the extraction and removal activity is covered by an existing development consent or by existing use rights.

- 1.5 This letter has been prepared to provide an initial response to the Council's expressed concerns. However, our response has been handicapped by two factors.
- 1.6 First, the Council is unable to locate file D1.3.319 (File 319) of the former Rylstone Shire Council (RSC), which was in recent years amalgamated with the Council. File 319 holds the copy of the development consent that was granted by RSC to Ulan Coal Mines Limited (UCML) in 1982 (DA319), which relates to the extraction from the quarry of hard rock materials for the purpose of constructing the then new Ulan railway line. That file also records the RSC decision to extend DA 319, in the circumstances described below.
- 1.7 In our letter dated 11 March 2011 we referred to the annexure to the development application lodged on 4 May 1984 by White Industries Limited (WIL), which made specific reference to File 319 and which identified the subject matter of that file.
- 1.8 The second difficulty that we faced, which we accept is the direct result of the Council's attempt to respond as quickly as possible to our request for access to the relevant Council files, is that a number of documents copied from RSC file D1.1.364 (File 364) were not copied in full, when those documents were sent to us last week. That matter was promptly addressed by the Council on Friday of last week.

2 **Background History of the Quarry – 1980-1984**

- 2.1 Only very limited information is currently available concerning the history of the quarry prior to April 1980. In all probability, the quarry was used for the initial construction work undertaken on the Sandy Hollow Railway in the period from the late 1920's to the early 1940's.
- 2.2 The gaps in the historic record relating to this period are the subject of enquiries now being pursued by our client through possible local sources, including the local Historical Societies, newspaper archives and anecdotal recollections of long term residents of the Bylong valley. As this information is collated, further details will be provided to the Council.
- 2.3 However, there appears to be no doubt that as at April 1980 a large quarry existed within Portions 47, 55 and 66 on the land known as "*Bylong Station*". Significant parts of the Station, within these portions, had been excavated and hard rock had been removed. The material concerned is of high quality and it was this fact which drew the attention of the proponents of the revitalised Gulgong/Ulan/Sandy Hollow project to the existence of the quarry.
- 2.4 In April 1980 Longworth & McKenzie Pty Limited (L&M) prepared an Environmental Impact Statement (L&M EIS) for the then proposed Sandy Hollow – Ulan railway proposal. A copy of the L&M EIS is held by the Council and has been made available

to us in response to our application under s41 of the Government Information (Public Access) Act 2009 (GIPA Act).

- 2.5 The L&M EIS related to the first stage of the proposed railway construction. At page 24 the L&M EIS addressed the provision of ballast material for the project. In the first subparagraph within section 5.5 the L&M EIS refers to the quarry at “Stony Pinch”. We are instructed that this is in fact a reference to the quarry.
- 2.6 The third paragraph within section 5.5 of the L&M EIS is as follows:

“The Stony Pinch quarry, which has been worked previously, is located within an enclosed valley formation. The quarry is located approximately 3km east of ‘Marapana’ and ‘Bylong Station’ and 5km west of ‘Murrumbo’. It is proposed that the site be fenced and worked up the valley away from the road but behind a buffer zone for safety and noise control reasons. It is proposed that the quarry be left ultimately as a permanent water pool for stock. No other rehabilitation is proposed but the natural topography will shield the quarry from site.”
- 2.7 In October 1981 Kinhill Pty Limited (Kinhill) prepared an Environmental Impact Statement (Kinhill EIS) relating to the Ulan to Gulgong railway line extension. The L&M EIS proposed the extraction of the ballast material required for the new railway line from a quarry north of Ulan (page 11). However, page 20 addressed the possibility that the ballast material might be obtained from the quarry and transported by rail to Ulan.
- 2.8 This possibility was further addressed on page 34 of the Kinhill EIS, in the following paragraph:

“Current investigations by Ulan Coal Mines Limited have identified the proposed quarry [ie. the quarry proposed to be opened at Ulan] as being the preferred source of ballast for the railway line extension. However an alternate source exists in that ballast could be transported from the Bylong Quarry. This quarry is currently operating and the feasibility of obtaining ballast from this quarry and transporting it to Ulan is being investigated as an alternative to the above.”
- 2.9 Following the preparation of the Kinhill EIS, the then Department of Environment and Planning (DEP) undertook an assessment of the proposal for the construction of the Ulan/Gulgong railway extension (DEP Assessment).
- 2.10 The opening paragraphs of the DEP Assessment referred to the initial proposal for the completion of the Ulan/Sandy Hollow railway, which was the subject of the L&M EIS. This assessment confirms that the L&M EIS was placed on public exhibition in June/July 1980 and that the proposal was subsequently approved by the DEP in September 1980. The DEP Assessment is dated March 1982 and notes that as at that time the Sandy Hollow/Ulan railway project was under construction and scheduled for completion by the end of June 1982.

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- 2.11 At page 5 the DEP Assessment addresses the provision of earth capping material and approximately 100,000 tonnes of sized ballast for the project. The Assessment then states:

“..... It is proposed that this be obtained from either a new quarry near Ulan or the existing quarry at Bylong...”

- 2.12 In relation to the provision of ballast for the Ulan/Gulgong railway project the DEP Assessment records the DEP’s agreement *“with the Council that use of the Bylong Quarry would be preferable in terms of environmental, road safety and road maintenance criteria.”* The DEP Assessment favoured the use of the Bylong Quarry, and the associated use of rail transport to convey ballast from the Bylong Quarry to the site of the railway construction.
- 2.13 On 1 June 1982 to the then Minister for Planning, the Hon. Eric. Bedford issued a consent to the development application for the proposed Ulan to Gulgong section of the new railway project (Ulan/Gulgong consent). This consent related to the part of the railway that was the subject of the Kinhill EIS. MDL does not currently have access to any consent granted by the Minister in relation to the Sandy Hollow/Ulan section of that railway.
- 2.14 The Ulan/Gulgong consent was granted subject to a number of conditions. Condition (xv) stated:

“(xv) That the applicant shall, prior to the commencement of the extraction of ballast, investigate and report to the Department on the economic feasibility and general practicability of using the existing Bylong Quarry as a source of ballast with a view to transporting ballast by rail and abandoning the Ulan quarry proposal. In the event that use of the Bylong Quarry and rail transport of ballast be found by the Company and agreed by the department, to be impracticable, the following conditions shall apply”

- 2.15 On 4 May 1984 WIL lodged development application 634/84 with RSC. The development purpose for which consent was sought is described in paragraph B of the development application form as follows:

“Quarrying and preparation of crushed rock material for the Ulan-Gulgong Railway Project from the existing hard rock quarry at Bylong.”

Development application 684/84 is endorsed with the consent of Mr VHD Ross, a director of Bylong Station Pty Limited.

- 2.16 DA 634/84 was accompanied by a short Statement of Environmental Effects and by an Annexure. The annexure describes WIL as acting as agents for UCML. The annexure also confirms that the ballast is required for the railway project. The annexure confirms (paragraph 2) the proposal *“that the material requirement will be satisfied by the continued operation of the existing hard rock quarry located near Stoney Pinch at Bylong”*.

- 2.17 In relation to the scale of the proposed development, the annexure to DA634/84 states (paragraph 4):
- “It is proposed that a mobile crushing (sic.) will be established and operated for the crushing operation. Operations will be conducted during normal construction working hours for 6 days a week. It is anticipated that approximately 70,000 tonnes of sized usable ballast will be produced over a period of approximately 4 to 5 months from the commencement of crushing operations. Blasting operations will be necessary to extract this material.”*
- 2.18 In many respects, the Annexure and the WIL Statement of Environmental Effects repeat statements made in the Kinhill EIS and in the L&M EIS, to which we have already referred. However, DA634/84 was supported by a number of plans of the Bylong Quarry site, depicting the areas within which extraction activities would take place.
- 2.19 On 25 May 1984 UCML forwarded a letter bearing that date to RSC. This letter is marked for the reference of “Esme Martens, Shire Engineer”, and is also addressed to Ms Martens. The letter refers to the agreement of RSC to extend the development consent for the quarry.
- 2.20 The author of this letter had been permitted to address RSC “last Thursday”. The letter infers that the author had addressed a full Council meeting of RSC, and that RSC had formally resolved to extend the operation of DA319.
- 2.21 The UCML letter dated 25 May 1984 was acknowledged by RSC on 31 May 1984. The RSC acknowledgement reiterated RSC’s requirement that material from the quarry be made available to RSC for use in its roads program as sealing aggregate.
- 2.22 As part of the agreement reached between UCML and RSC, it was agreed that WIL would withdraw development application 634/84. Instead, the application fee submitted by WIL was to be *“transferred for application to the request for extension of the existing development consent held by Ulan Coal Mines Limited.”*
- 2.23 As a condition of extending DA319 RSC also required that UCML *“look after the covering of the Bylong rubbish dump for the period of occupancy of the quarry in accordance with the terms of the existing Development Consent.”*
- 2.24 On or about 19 June 1984 the Readymix Farley Group (RFG) forwarded a letter bearing that date to RSC. That letter confirms that RGG had been retained by WIL to work the Bylong Quarry and to extract 85,000 cubic metres of ballast over a 6 month period.
- 2.25 This letter was acknowledged by RSC on 28 June 1984. The contact person for this letter was the then RSC Shire Engineer, Ms Esme Martens.

- 2.26 Ms Martens' letter to RFG confirmed the RSC decision to approve the re-use of the Bylong Quarry. The letter dated 28 June 1984 is already known to the Council, as are the conditions imposed by RSC for the continued use of the quarry. Among those conditions were requirements that material from the quarry be used as covering on the Bylong Rubbish Dump and that other material be provided to RSC for use as sealing aggregate to RSC's roads, to DMR specification.
- 2.27 Two critical points emerge from the documentary record to which we have referred above. First, development application D1.3.364, submitted by WIL to RSC was withdrawn. Secondly, at the time of that withdrawal, RSC resolved, apparently at a meeting held in the week prior to 25 May 1984, that DA 319 would be extended.
- 2.28 The UCML development consent was numbered D1.3.319. File 319 relating to this development consent cannot be located by RSC. As the Council will appreciate, this is a most important loss. Any resolution of RSC to formally extend (or modify) DA319 would be recorded on that development consent file. However, the fact of the extension of the consent, and the authorisation of the continued use of the quarry, is readily apparent from the events that have occurred since 1984.

3 The Use of the Quarry – 1984 to Date

- 3.1 During the period in which the quarry was worked by RFG/WIL, there were complaints concerning damage to sections of the Bylong Road. The RSC records include correspondence and notes of meetings relating to this damage. The dialogue between the parties culminated in WIL's agreement to repair the roads and to make a lump sum payment to RSC. We understand that this correspondence was exchanged at the end of the period during which the works relating to the Ulan/Gulgong Railway had been undertaken, and at approximately the point at which WIL/RFG withdrew from the use of the quarry.
- 3.2 By letter dated 12 November 1984, forwarded during the period in which the road works remained under discussion, UCML reported to RSC concerning discussions with the owner of the Bylong Quarry. The letter confirmed that the then owner of Bylong Station, Mr Ross, had agreed to grant RSC access through his property to the reject stockpile within the quarry for a period of 3 years from 1 January 1985, with provision for extensions of this period on 12 month's notice. The letter also confirms a suggested rate per tonne to be paid by RSC for this material.
- 3.3 The contents of the letter dated 12 November 1984 are confirmed in a handwritten RSC diary note, bearing the same date. The opening paragraph of that diary note is in the following terms:

“METAL FROM BYLONG STATION

Cas Mills – Ulan Coal has advised that he has had a meeting with Hugh Ross & put forward the proposition re metal as discussed with Shire President, Clerk and Engineer. This is not acceptable to him [ie Mr Ross].

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- 3.4 The issue of removal of gravel from the quarry, for the benefit of RSC, was considered at the RSC meeting held on 20 December 1984. RSC resolved to seek legal advice concerning the most appropriate way to resolve the access problem, and to secure the use of *“half the metal which is owned by Ulan Coal Mines”*.
- 3.5 By letter dated 14 January 1985 forwarded by RSC to UCML, RSC again canvassed the issue of road repairs. This letter refers to the Council’s decision to extend the development consent to allow ballast to continue to be obtained from the quarry, and also identifies damage to RSC-owned roads arising from use of those roads by ballast haulage trucks. Relevantly, the letter notes that the haul road, constructed at the rear of the quarry to link with the railway line adjacent to Bylong siding, was never used.
- 3.6 Further discussions took place between RSC and UCML, with a meeting held on 20 February 1985. At that meeting the UCML representative confirmed that UCML’s rights in relation to the quarry had terminated in December 1984. UCML suggested that RSC negotiate directly with Mr Ross, on a royalty basis, for the removal of gravel from the quarry.
- 3.7 The roads dispute between RSC and WIL was finally resolved by resolution of RSC on 21 February 1985. At that time RSC determined to accept the sum of \$56,000.00 towards the cost of the road restoration works, in full settlement of its claim against WIL.
- 3.8 The Council file relating to development application D1.3.364 (which was not, as already noted, ever the subject of a development consent granted by RSC) includes copies of correspondence exchanged in early 1985 between RSC and Mr Ross in relation to the removal of gravel from the quarry. One of those letters is dated 12 April 1985 and endorsed on one copy of that letter is the text of a resolution passed by RSC at the meeting held on 18 April 1985.
- 3.9 In accordance with that resolution RSC agreed to purchase road base from Mr Ross, as that material was required for road works. The resolution indicates that the gravel was to be removed progressively from the quarry, and that the Council was not to be responsible for the regeneration of the area.
- 3.10 The arrangements between the Council and successive owners of Bylong Station and the quarry obviously continued over many years. The RSC file includes a copy of a document entitled *“Permit To Enter and Agreement Form For The Purpose Of Winning Gravel”* between Mr Graham Ford of Bylong Station and RSC. The agreement concerned is dated 9 January 1993 (1993 agreement).
- 3.11 The 1993 agreement confirms the agreement of the then owner of Bylong Station (Mr Graham Ford) to RSC entering upon Bylong Station from time to time:

“..... with sufficient plant and men for the purpose of winning, loading and hauling gravel from the pit described below.”

The term of this agreement was for the period of one year ending 1 December 1993.

3.12 On 13 January 2004 (nine years after the conclusion of the agreement for gravel extraction between RSC and Mr Ford) there was an exchange of correspondence between RSC and Gadens lawyers, who were then acting for the prospective purchasers of Bylong Station. That correspondence related to an apparent error made by RSC when s149(5) certificate 251-03 was issued by RSC.

3.13 In its facsimile memo dated 13 January 2004 forwarded to Gadens, RSC stated:

“In relation to the Gravel Extraction Agreement, Council is still extracting gravel as required from the pit on Bylong Station. A copy of the original agreement should perhaps be included in the Contract for Sale and the Agreement itself updated when the new owners take possession.

If you require any further information, please do not hesitate to contact Council's Technical Services Department during normal office hours.”

3.14 It is apparent from this exchange of correspondence that the existence of the Gravel Agreement was a matter of significant importance to the then prospective purchasers of Bylong Station. Those purchasers were Mr Greg Fuller and Mrs Sharon Fuller, who remain the registered proprietors of the Station.

3.15 As a result of the communications between RSC and Gadens, Mr and Mrs Fuller were reassured that there was an agreement in force between RSC and the then proprietor of Bylong Station, concerning the winning gravel from the quarry. Mr and Mrs Fuller have confirmed that the extraction of gravel from the quarry has continued during the period of their ownership and that this gravel was supplied to RSC, in the early period of their ownership, with the gravel removal continued by the Council, following the merger of the former local government areas that now make up the Mid Western Regional Council area.

4 Events from 2004 to Date

4.1 Mr and Mrs Fuller have confirmed that since their acquisition of Bylong Station in 2004 the quarry has been used:

- (a) to supply road base material to the Council;
- (b) by Environmental Land Clearing, which excavated and purchased road base and rock for the substation project at Wollar;
- (c) by Westco, which excavated and removed aggregate, for use in the concrete industry;
- (d) by Robson Civil Projects in 2008/2009, for use in the construction of the Wollar rail loop, including the provision of road base, capping and rail base;
- (e) by Robson Civil Projects in 2009/2010 for the extraction of materials used in the construction of the Upper Bylong rail loop, with those materials again comprising road base, capping and rail base;
- (f) in late 2009/2010 by MASS Pty Limited, which extracted products from the quarry for use in the construction of the Wollar/Wellington transmission line;

- (g) since 2010 for the extraction of materials from the quarry to use as road base, capping and ballast, with the products concerned being supplied to Mudgee Minimix Concrete at Moolarben Mine and to High Tech Concrete at Mudgee; and
 - (h) over the past 18 months, for the excavation and removal of materials for use as road base and related products by the Council, in its own road projects.
- 4.2 During Mr and Mrs Fuller's ownership of the quarry there has been regular extraction and removal of materials from the quarry. The quarry operates to fulfil orders as those orders are placed. As previously noted, Mr and Mrs Fuller purchased Bylong Station in the belief, which was supported by the communications forwarded to Gadens solicitors by RSC, that RSC was an active purchaser of materials excavated from the quarry and, implicitly, that RSC was satisfied that all required approvals, to allow RSC to undertake its activities at the quarry, had been granted.

5 Correspondence with the Council

- 5.1 On or about 10 March 2008 Mr and Mrs Fuller forwarded a letter to the Council, for the attention of Ms Sarah Mullinger. The opening paragraph of that letter stated:

“The quarry on Bylong Station has now been operating for a period exceeding 25 years and has been used by Council as well as certain independent operators over the past 5 year period – indeed Council's most recent use was in September 2007. There are currently materials being extracted by Environmental Land Clearing Pty Limited.”

- 5.2 Although Mr and Mrs Fuller's letter identified the continuing use of the quarry, the letter incorrectly assumed that RSC had granted a development consent to WIL in 1984 for the operation of the quarry. As previously noted, this understanding was incorrect. It is the missing RSC file D1.3.319 which will hold the copy of the relevant development consent being DA319. No such consent is found on the RSC file D1.3.364.
- 5.3 The Council responded to Mr and Mrs Fuller by letter dated 30 April 2008. Again, this letter did not refer to the RSC development consent granted in relation to the use of the quarry. The letter also incorrectly stated that the development application lodged by WIL on 4 May 1984 resulted in (by inference) the consent confirmed in the RSC letter dated 28 June 1984.
- 5.4 It was at this point that correspondence began to be exchanged between the Council and the Department of Environment and Climate Change NSW (DECC). By letter dated 26 May 2009 DECC recorded its (incorrect) understanding of the history of the quarry. The DECC letter included the following statements:

“As part of the application, the proponent included copies of a Development Assessment (DA) which was granted in 1982 [a reference to the consent granted by the then Minister for Planning the Hon. Eric Bedford] which permitted the production of ballast to be obtained from the site for use in the

extension of the Ulan to Gulgong Railway. It is understood by the Department that following the completion of the Railway that the quarry may have closed. This could be supported by the fact that a subsequent DA was approved in June 1984 permitting the re-use of the quarry subject to conditions (DA634/84). The Statement of Environmental Effects which was included with the 1984 DA proposed production levels of up to 70,000 tonnes over a period of four to five months, however, the 1984 approval does not refer to the Statement Environmental effects [sic.] nor does it specify production rates.”

- 5.5 The errors to which we have previously referred were repeated in the DECC letter. First, there was no development consent granted by RSC in 1984 in file D1.3.364, and there is no development consent known as DA634/84. In fact, the WIL development application was withdrawn. In its place, RSC resolved to approve an extension of the earlier development consent DA319 granted to UCML for the use of the quarry. Further, and in accordance with this decision to extend the use of the quarry, RSC continued to win and remove gravel from the quarry in the period from 1985 (when the correspondence with Mr Ross was exchanged) up to at least 2004 (when Mr and Mrs Fuller purchased the quarry, as evidenced in the RSC correspondence exchanged with Gadens).
- 5.6 In response to the DECC letter dated 26 May 2009, the Council responded by letter dated 25 June 2009, prepared by Mr Gary Bruce, Team Leader – Planning & Development. This letter provides a reasonably accurate history of the original approval of the quarry for the provision of ballast for the Ulan/Gulgong Railway project. Importantly, the letter confirms that the Council’s file (an apparent reference to the file for D1.3.364) did not include a copy of the original EIS “*or the second determination for the extension*”. Mr Bruce noted that the Council would need to obtain further information before it could provide the advice sought by DECC.
- 5.7 In July 2009 correspondence was exchanged between Wells Environmental Services, acting on behalf of the principals of the quarry, and the Council. On 24 July 2009 you responded on behalf of the Council to Mr Wells’ letter dated 3 July 2009. In your response, you made the following statements:

“Council has reviewed the information that has been provided by your office and has also reviewed the information contained in its own files relevant to this site.

Council is of the opinion that the quarry is a lawful use that has existed in one manner or another for quite some time and would most likely pre-date any environmental legislation.

However, Council is unable to provide any guidance as to the current extraction rate. It is noted that there has been approved extraction rates ranging from 70,000 tonnes to 250,000 tonnes. The consents and Environmental Impact Statements that have been provided to Council, although demonstrating the existence of such a use, relate to the extraction of material for a specific use: the construction and extension of a rail line.”

- 5.8 When you forwarded this response on behalf of the Council, you were apparently unaware of the use of the quarry by or behalf of both RSC and the Council in the period 1985 to date. However, in the Council's letter dated 24 September 2009, forwarded to DECC, you did acknowledge on behalf of the Council that the use of the quarry was a "lawful use". The relevant paragraphs in this more recent letter were the following:

"Council is still of the opinion that the quarry is a lawful use that has existed in one manner or another for quite some time and would most likely pre-date any environmental legislation.

However, Council is unable to provide any guidance as to the current extraction rate. It is noted that there have been approved extraction rates ranging from 70,000 tonnes to 250,000 tonnes.....

Accordingly Council considers the continued use of the quarry with the proposed extraction rate of 250,000 tones [sic.] per anum [sic.] is not consistent with Section 109(2)(a), (b) and (c) of the Environmental Planning & Assessment Act 1979."

6 Conclusion and Submission

- 6.1 In MDL's submission, it is clear that the quarry has remained in regular use since development consent was granted by RSC for the use of the quarry for the purposes of the Ulan railway project. The various documents to which we have referred in this letter indicate that the quarry was in use in June 1982, when the Minister for Planning granted development consent for the Ulan/Gulgong section of that project.
- 6.2 Thereafter, although the Council is unable to find the RSC development consent file for DA319, it is clear that RSC was itself satisfied that the continued use of the quarry was authorised. It is also relevant that in early 1985 RSC was negotiating with the then owner of the quarry to remove quantities of excavated materials in the range of 80,000 tonnes to 100,000 tonnes. As the Council is aware, based on its review of this letter and of its own records, rock has continued to be excavated, crushed and removed from the quarry by or on behalf of a variety of owners and users, including RSC and in recent years the Council, without objection.
- 6.3 Against that background, our client submits that the Council should not attempt to obstruct the fulfilment by MDL of its contract to supply materials to the Wilpinjong Mine. The Council has already agreed not to stand in the way of the excavation and removal of up to 15,000 tonnes of material. Our client seeks the Council's agreement not to attempt to prevent the removal of the additional 45,000 tonnes of material that our client will require to satisfy its contractual obligations with the proprietor of Wilpinjong Mine.
- 6.4 If the Council accepts this position, and subject to paragraph 6.6, then we are instructed that MDL undertakes to confine any additional excavation and removal

activity to a quantity of materials that does not exceed 30,000m³ per annum, until our client has submitted its foreshadowed development application to remove up to 250,000 tonnes of material from the quarry per annum.

- 6.5 That development application will be accompanied by a fully documented Environmental Impact Statement, and will meet the statutory requirements in relation to designated development. At the same time, our client will be seeking the grant of an Environment Protection Licence through the DECCW.
- 6.6 In the context of both of those applications, our client will continue its current enquiries concerning the history of the quarry, and the development consents that have been granted in relation to the quarry. Our client reserves the right not to proceed with the foreshadowed development application if it is able to establish, to the Council's satisfaction (with the Council acting reasonably), that existing consents will cover the proposed excavation and removal of materials from the quarry.
- 6.7 Our client accepts that such an outcome would involve a specific written acknowledgement by the Council that it is satisfied concerning the documented development and consent history of the quarry, and is also satisfied that the rights available to the quarry owner, under either a development consent or acknowledged existing use rights, render any further development consent unnecessary. In the absence of the Council being so satisfied, the foreshadowed development application process will be initiated.

Yours faithfully
McPhee Kelshaw



04/10 2008 15:01 FAX 0263798242

PC ANGUS STUD

BYLONG, N.S.W. 2849

June, 1984

The Exploration & Development Manager
Mr. P.R. Gray
The Readymix Farley Group
PO Box 370
UNLEY SA 5061

Dear Sir,

Use of Bylong Quarry Site - Part of Portions 47,55 & 66
Parish of Bylong, County of Phillip

In reply to your letter of 19/6/84, I wish to advise that Council has approved the re-use of the Bylong Quarry subject to the following conditions:

- a) the Company is to look after the covering of the Bylong rubbish dump for the period of occupancy of the quarry in accordance with the terms of the existing development consent;
- b) subject to arrangements with the State Rail Authority the Company will install a crossing on the main line near the rail ballast dump for the purpose of utilising the private haul road to the maximum extent. The Main Road is only to be used if all negotiations for the private road fail;
- c) the Company is to be responsible for the immediate repair of the potholes and side runnels on the new bitumen seal between Bylong and the old caravan site and is to provide water levels and bring the gravel section of the road near Stoney Pinch to a reasonable condition. Further, if the road is used within 3-4 months of ceasing to use the road, the Company is to repair any damage that Council considers has occurred through Company use;
- d) subject to a suitable arrangement being possible with the present and future owner of Bylong Station the Company will permit the Council to utilise the material reject from ballast production for their own purposes at a nominal amount payable on demand;
- e) the Company will install a ballast unloading arrangement on rail at Ulan Mine so that no preliminary ballast will be carried over Shire roads;
- f) the Company is to supply Council with a price to screen 14mm sealing aggregate to DMR specification.

*Equivalent 1944? **

Details of the portable buildings and arrangements of sanitary and potable water will need to be conveyed to Council for record purposes.

Yours faithfully,

J.J. Gossage
Shire Clerk

25/6/84 *ee* *28/6*



46 Market St
PO BOX 464
Mudgee NSW 2850
Mob: 0439 724 980
yule.atlas@gmail.com

ABN: 79718726016

30 June 2016
Our Ref: A19 Bylong MOD let 090612

Attn: Planning and Development

The General Manager
Mid-Western Regional Council
PO BOX 156
MUDGEES NSW 2850

Dear Sir,

STATEMENT OF ENVIRONMENTAL EFFECTS FOR PROPOSED S96(1A) MODIFICATION TO DA0330/2012 BYLONG QUARRY EXPANSION AND CONCRETE BATCHING PLANT – LOTS 53, 55 & 66 DP755420, 8346 BYLONG VALLEY WAY BYLONG NSW 2849

This Statement of Environmental Effects (SEE) is to support the proposed s96(1A) Modification to Development Application. With regard to the development consent issued for the Bylong Quarry operated by Mudgee Dolomite and Lime Pty Ltd (MDL), please accept this correspondence on behalf of MDL as application to modify the approval.

It is assumed that all aspects proposed to be modified in this application are able to be modified in accordance with s96 (1A) of the Environmental Planning and Assessment Act 1979.

1. CONSIDERATION OF S96(1A)

S96 Modification of consents—generally

(1A) Modifications involving minimal environmental impact

A consent authority may, on application being made by the applicant or any other person entitled to act on a consent granted by the consent authority and subject to and in accordance with the regulations, modify the consent if:

- (a) it is satisfied that the proposed modification is of minimal environmental impact, and*
- (b) it is satisfied that the development to which the consent as modified relates is substantially the same development as the development for which the consent was originally granted and before that consent as originally granted was modified (if at all), and*



- (c) *it has notified the application in accordance with:*
- (i) *the regulations, if the regulations so require, or*
 - i) a development control plan, if the consent authority is a council that has made a development control plan that requires the notification or advertising of applications for modification of a development consent, and*
- (d) *it has considered any submissions made concerning the proposed modification within any period prescribed by the regulations or provided by the development control plan, as the case may be.*

Subsections (1), (2) and (5) do not apply to such a modification.

MWRC can be satisfied that the proposed modification is of minimal environmental impact. The proposed modification seeks to amend condition 96 referring to contributions payable, and will not alter the physical aspects of the development proposed or the previously assessed potential impacts of the development.

Similarly, the consent as modified would relate to the same development as the development originally proposed. The modification does not include any new activities or seek to modify activities proposed. The details of the modification are described further below. The development was originally assessed as designated development with reference to Schedule 3 Designated development of the Environmental Planning and Assessment Regulation 2000 with a proposed extraction rate of 199,000tonnes per annum. Further the application was hence referred to the Western Joint Regional Planning Panel pursuant to Clause 20 of the SEPP (State and Regional Development) 2011 and schedule 4A of the Environmental Planning and Assessment Act 1979 as the proposal related to development that was an extractive industry which was designated development.

It is noted that MWRC would notify the application as required and consider any submissions received in regard to the modification.

2. DESCRIPTION OF THE PROPOSED MODIFICATION

2.1 History of the Site and Approvals

A letter summarising the history of site activities, ownership and approvals prepared by Trevor Cork of McPhee Kelshaw (solicitors) is attached for reference. It is understood that the quarry was initially established as part of railway projects from as early as the 1920's and 1940's. The quarry was also associated with winning material for ballast for the railway project associated with the UCML coal mine. It was determined by the investigation by MDL's legal representatives that the Rylstone Shire Council approved an extension to the UCML (Ulan Coal Mines Ltd) DA319 approval in May 1984. The quarry has operated with road haulage as described in the history. With agreements with landowners, Rylstone Shire Council (RSC) since that time up to at least 2004 continued to win and removal gravel from the quarry. Correspondence has been identified where Council required as a condition of DA319 the covering of the Bylong rubbish dump, and had negotiated volumes with



range 80,000 to 100,000 tonnes. As Council is aware, rock has continued to be removed from the quarry by various owners/users including RSC and in recent years Mid-Western Regional Council without objection.

MDL began operation of the quarry in 2009. In 2009, DECC and Wells Environmental Services on behalf of MDL, sought advice from Council regarding the approval status as a result of an EPL application and use of the material for a contract with the Wilpinjong Mine. It was this process that triggered the process for a new DA.

The DA0330/2012 consent was sought at the time, because Council had not been able to locate the relevant DA319 file or records to enable a confirmation of extraction rate or allow for a modification application for the expansion project. Council has acknowledged that the quarry is a lawful operation (without commencing DA0330/2012). In past correspondence, Council has noted that there have been approved rates of extraction ranging from 70,000 tonnes to 250,000 tonnes. However Council have questioned whether consent for the operations (providing rail ballast) included transportation of material on the public road network, and as such an application for new development consent was required by Council at the time. (The evidence referred to in the letter prepared by McPhee Kelshaw is also available in Council files).

It is apparent from the history that the quarry was operated for various end uses and that the haulage has been via road. Haulage via rail did not occur and correspondence has referred to matters regarding road use and damage resulting in a sum of \$56,000 paid in settlement in a claim against White Industries for damage to Bylong Road in 1985. Council (Rylstone Shire Council and Mid-Western Regional Council) have entered agreements for the supply of road base from the quarry. (Refer to Attachment 1).

2.2 Proposed Modification

The modification pursuant to S96(1A) of the EP&A Act is sought to resolve the matter regarding applicable Section 94 contributions – Condition 96 below.

“Condition 96. The applicant shall be required to contribute toward the routine maintenance provided by Council on the sections of public road under the control of Mid-Western Regional Council and used by haulage operations relating to the development.

In accordance with the Mid-Western Regional Council Section 94 Development Contributions Plan 2005-2021, a fee of \$0.95 per tonne will be levied. Contributions will be required to be paid on a monthly basis to Council for each tonne of material leaving the site by road transport. This levy applies to both the Basalt and Sandstone materials.

Council may at any time request the production records from the applicant to verify haulage quantities. The rate of contribution shall be subject to annual adjustment in accordance with the Consumer Price Index. These adjustments will be effective from 1 July each year.”

MDL believe, the process at the time, regarding the expansion project & development application assessment has not given due recognition of the existing operation, which is now sought to be resolved with a S96(1A) application.

With the inability of Council to locate key records and MDL’s need for assurance of continued operation and extraction rates, the DA was lodged. It was not intended in the application to relinquish previous status of the



quarry, which is inherent in the 'expansion' aspect of the application. Due acknowledgement of the established quarry and an agreed extraction rate should be made.

The modification seeks acknowledgement and rewording of the condition 96. This is to address the 'increased' volume leaving the site, that is, the amount in the DA for 'expansion' (DA0330/2012) should be the only extractive resource levied. It is considered acceptable that Council seek s94 Contributions for the demand placed for an upgraded road system that can be directly related to the haulage route used by laden trucks for truck movements/volumes above those limits previously acknowledged.

MDL would see it as reasonable for Council consider that a limit be placed on the levied amount to omit charges for the first 50,000tpa as 'middle ground' in recognition of the existing use, i.e. a fee be paid on a monthly basis to Council for each tonne of material leaving the site by road transport – *based on \$0 per tonne for the first 50,000 tonnes of production and \$0.95 per tonne thereafter.*

3. THE SECTION 94 DEVELOPMENT CONTRIBUTIONS PLAN

The subject Condition 96, levies contributions as based on the Section 94 Development Contributions Plan 2005 – 2021.

Relevant provisions in the SECTION 94 DEVELOPMENT CONTRIBUTIONS PLAN 2005 – 2021 are referred to below:

Part B – Section 1.16 Are there allowances for existing development?

Contributions will be levied according to the estimated increase in demand for services and facilities. An amount equivalent to the contribution attributable to any existing (or approved) development on the site of a proposed new development will be allowed for in the calculation of contributions.....

Where a development is not a dwelling or a single lot, the Council will determine the credit on the basis of the likely demand that the existing development would create.

Comment:

As the development was an 'expansion' project (as approved), and Council has recognised the existing development, it is reasonable to assume that this section of the Section 94 Plan applies to the development. However, reference to Part B 1.16 and acknowledgement of the existing development has not been identified in the condition of consent or the MWRC Development Assessment Report for DA330/2012 in consideration of the contributions payable (publically available).

It is requested that with this modification, MWRC review the s94 Plan and make due allowance for the existing development as intended by this provision of the Plan.

**Part D – Section 4.0 Traffic Management and Roads****4.1.2 Roads and Traffic**

"Haulage Routes Extractive industry will impact upon the existing road network. The haulage routes will need to be maintained to their existing standards. A contribution will be levied on extractive industry to maintain the haulage routes."

Comment

It is acknowledged that the proposed development will utilise the existing road network and heavy haulage created by extractive industries results in the reduction of the expected road life. The contribution rate is not disputed (though it is noted that the MWRC levy is substantially higher than other LGA's).

Part D - 4.2 Nexus between Development and Demand**4.2.1 Causal Nexus (Page20)**Comment:

The s94 Plan establishes that any contribution levied must have a nexus established and be for an increased demand for a public facility or service that is caused by the development (see 3.1 Nexus page 18). This section refers to the causal nexus formed by the relationship between 'increased' heavy haulage and the additional works that are required to maintain roads at an acceptable standard. The causal nexus established in the s94 Plan refers to increase in extractive industries and road repair. The condition 96 in DA330/2012, does not have proper consideration of the causal nexus established in the S94 Plan and is inconsistent with Section 1.16 Allowances for Existing Development. The increased volume of laden traffic should be the basis for levying of contributions.

4.3 Calculation of Contribution Rates**4.3.2 Roads and Traffic – Haulage Routes**

"...relationship to the demand for an upgraded road system can be related directly to the volume of material leaving an extractive industry site. This will be the basis upon which contribution levies will be imposed." (page 22).

Comment:

The payment of contributions to Council based on the laden vehicles leaving the site is accepted. However it is proposed that the condition be modified in recognition of the existing use, i.e. a fee be paid on a monthly



Proposed Modification DA0330/2012

basis to Council for each tonne of material leaving the site by road transport – *based on \$0 per tonne for the first 50,000 tonnes of production and \$0.95 per tonne thereafter.*

The modification seeks amendment where the contribution levied has nexus to the demand created by the development proposed. This development (DA330/2012), is for an expansion project. To be consistent with the adopted MWRC S94 Development Contributions Plan 2005 – 2021, the consent conditions should reflect this in the conditioning of the s94 contributions.

Please do not hesitate to contact the undersigned with regard to this proposed modification or Mr Robert Murdoch of MDL on 02 6373 3939 in regard to any matters referring to the Bylong quarry.

Yours faithfully

EMMA YULE

BAppSc, Grad Dip URP

Atlas Environment and Planning

Attachments:

1 - Site history Details as prepared by Trevor Cork of McPhee Kelshaw Solicitors and Conveyancers

(draft letter to Ms Catherine Van Laeren, dated 22 March 2011, prepared with regard to the contract to supply material to Wilpinjong Coal Mine, which was resolved).

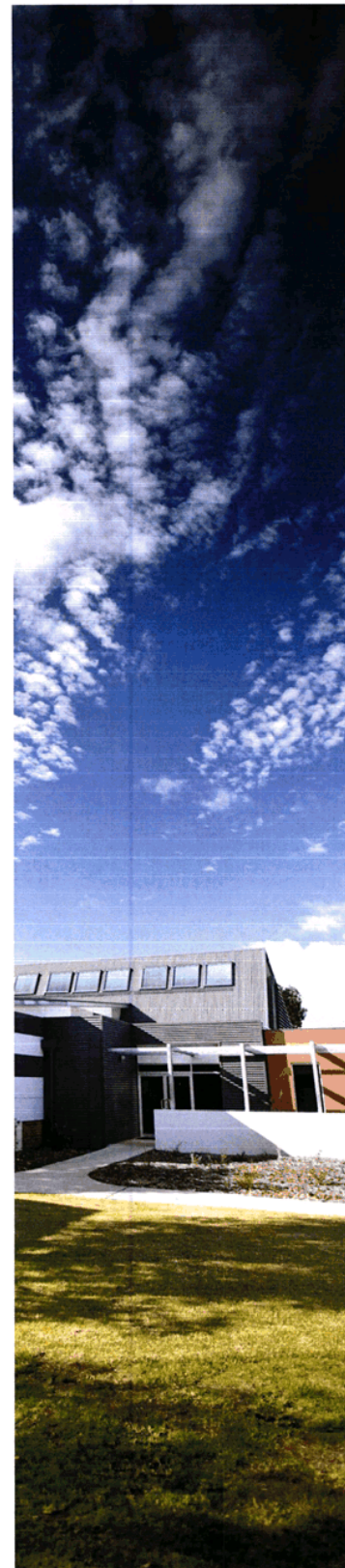


Structural Inspection Report

Mudgee Showground Grandstand

Prepared for Paul Blackwell of Mid-Western
Regional Council

(Our Reference: 28184-SR01_C.docx)
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date
26.10.2017

reference
28184-SR01_C.docx

receiver
Mid-Western
Regional Council
Attn: Paul Blackwell
PO Box 156
Mudgee NSW 2850

Dear Paul,

Structural Inspection Report Mudgee Showground Grandstand

As requested, Luke Morris inspected the structure at the above address on Thursday the 12th October 2017. The inspection and report were requested to re-assess the damage to the grandstand and provide a scope of works to remediate it in accordance with the relevant current structural and building codes.

Following is our report detailing findings from the investigation.

If you have any further enquiries regarding this matter, please contact the undersigned.

Yours faithfully
BARNSON PTY LTD

Luke Morris
B.E. MIEAust CPEng (NPER)
Director



Disclaimer

This report has been prepared solely for Paul Blackwell of Mid-Western Regional Council in accordance with the scope provided by the client and for the purpose(s) as outlined throughout this report.

Barnson Pty Ltd accepts no liability or responsibility for or in respect of any use or reliance upon this report and its supporting material by anyone other than the client.

Project Name:	Structural Inspection Report for Mudgee Showground Grandstand
Client:	Mid-Western Regional Council
Project No.	28184
Report Reference	28184-SR01_C.docx
Date:	26.10.2017
Revision:	Final

Prepared by:

A handwritten signature in blue ink, appearing to read "L. Morris", is written over a white background.

Luke Morris
B.E. MIEAust CPEng (NPER)
Director



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APPENDICES

Appendix A – Photos



1.0 INTRODUCTION

The following is a structural inspection and assessment report of the grandstand structure located at the Mudgee Showground, Nicholson Street, Mudgee.

1.1 Background and Commission

A number of structural inspection reports for the grandstand located at the Mudgee Showground have previously been prepared by Barnson for the Mid-Western Regional Council. This report has been commissioned by Mr. Paul Blackwell of the Mid-Western Regional Council in order to assess the structural adequacy of the existing structure in accordance with the current Australian Standards and advise the extent and cost estimate of any remedial works necessary to ensure compliance with the requirements of the relevant standards.

1.2 Inspection

A Structural Engineer from Barnson Pty Ltd, Mr. Selby Dutailis, undertook an original site inspection of the structure on 24th October 2006.

A local tradesperson, Mr. Roger Hayes was also present during the inspection to assist with the removal of existing cladding and building elements to enable access to the structural members of the grandstand substructure.

A subsequent site inspection and measure was carried out by Mr Luke Morris, a registered structural engineer with Barnson Pty Ltd. The inspection was carried on 12th October 2017.

Previous site inspections of the grandstand have also been undertaken by Mr. Luke Morris, a director of and registered Structural Engineer with Barnson Pty Ltd. The findings and assessments made following these inspections have been provided in the earlier reports which were submitted to the client.

1.3 Purpose of Inspection

This report has been prepared with the purpose of:

- Providing advice to the Mid-Western Regional Council as to the structural adequacy of the existing grandstand in accordance with the current Australia Standards; and
- Advising the required rectification works to ensure the longevity of the structure, the safety and well-being of the public during the use of the structure and ensuring the existence of an invaluable asset for use during the events held at the Mudgee Showground.

In order to address those items listed above, this report aims to:

- 1) Undertake a structural analysis of the existing grandstand substructure in accordance with the requirements of the current Australian Standards;
- 2) Review and assess the results from the structural analysis in Point No. 1 above and determine the structural adequacy of the existing grandstand substructure;



- 3) Advise the components of the substructure which are structurally inadequate under the required loading conditions;
- 4) Advise necessary rectification works required to increase the structural capacity of the existing substructure to ensure compliance with the requirements of the current Australia Standards and/or the Building Code of Australia (BCA); and
- 5) Provide a budget cost estimate for the proposed remedial works listed in Point No. 4 above.

1.4 Limitations and Conditions of Report

The scope and preparation of this report, the observations made and the required rectification measures provided, have been limited by the following:

- 1) A brief verbal scope of works provided by Mr. Paul Blackwell of the Mid-Western Regional Council as outlined in Section 1.3 which was received following the inspection undertaken;
- 2) Previous access difficulties to perform the inspection and measurement of the substructure primary structural members was limited due to the presence and fixing of cladding to the underside of the substructure, however the cladding was removed for the purposes of this inspection;
- 3) No documentation or structural drawings have been provided for review and assessment. The structural arrangement of the grandstand used for analysis and assessment in this report is based upon the inspection and measurements taken;
- 4) This report assumes the members inspected, measured and used for structural analysis have not been subject to aggressive pest activity. The following report is subject to an examination of all structural timber members by a suitably qualified person in pest identification and management to determine the existing condition of the members;
- 5) The following report has been prepared in consideration of the structural aspects of the grandstand only. An auxiliary sum has been included in the budget cost estimate for the provision of fire rating to the grandstand.
- 6) The assessment has been provided for structural purposes only and provides no comment on any heritage conditions or assessments associated with the building.



2.0 DESCRIPTION & HISTORY OF THE STRUCTURE

2.1 Description of the Structure

The grandstand structure is located at the Mudgee Showground, Nicholson Street, Mudgee and is primarily of timber construction. It is 30m x 10m (approx.), making the area under roof approximately 300sq.m.

The columns which form part of the substructure arrangement of the grandstand and support the primary timber bearers for the seating are part cast in rectangular concrete columns. The concrete columns are approximately 1m in height. It is assumed the timber column below the concrete is embedded into the ground with no concrete pier support

The substructure of the grandstand consists of the timber members listed in **Error! Reference source not found.** below.

Table 1: Grandstand Substructure Timber Member Schedule

Mark	Size	Remarks / Comments
C1	145 x 145 F17	Located at the front and mid-section of the grandstand Spaced at 3.34 m centres Height varies between 0.9m and 2.2m Base of column cast in rectangular concrete pier approximately 1m in height
C2	200 x 200 F17	Located at the rear of the grandstand Spaced at 3.34 m centres Height approximately 4.2m Base of column cast in a rectangular concrete pier, approximately 1m in height
B1	215 x 65 F17	Primary Timber Rafters Spaced at approximately 1.12m centres Beam is continuous and spans vary over length
B2	220 x 65 F17	Bottom chord of truss arrangement to support B4 member Spaced at approximately 3.34m centres Span approximately 4.8m
B3	265 x 75 F17	Strut member of truss arrangement to support B4 member Spaced at approximately 3.34m centres Size of member varies between trusses Length approximately 1m.
B4	200 x 60 F17	Primary Timber Bearer Support Beam Spaced at varying centres Span approximately 3.34m
B5	140 x 50 F17	Landing Bearer



		Spaced at 0.62m centres Supported on B1 and masonry wall Span approximately 1.4m
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The substructure area consists of several storage areas, a kitchenette and general office area. The ceiling of the substructure area is lined with steel cladding which has a corrugated profile. This cladding is fixed to the underside of the primary timber bearers

The seating of the grandstand is comprised of stepped timber planks which recline from the eastern elevation of the grandstand. Each seating row is approximately 900mm wide and consists of 6 off 150 x 20 F17 timber members. The members are fixed parallel to each other and are supported on timber members which are at 560mm centres. These members, in turn, are supported on 95 x 65 F17 timber members which are spaced at 900 centres and are positioned perpendicular to the primary timber bearers of the substructure on which they are supported. Additional timber risers have been constructed at locations along the seating to enable access around the grandstand.

Table 2: Grandstand Seating Timber Member Schedule

Mark	Size	Remarks / Comments
B6	95 x 65 F17	Primary Seating Support Beam Spaced at 0.9 m centres Span between primary timber bearer B1 of the substructure approximately 1.2m
B7	150 x 20 F17	Timber seating boards Span between timber supports approximately 0.56m

The superstructure of the grandstand consists of timber columns, flat trusses and queen post (fan) trusses. The timber columns are a continuation of the timber columns which form part of the substructure at the front and back of the grandstand. These columns support the roof superstructure of the grandstand.

The flat truss is located on the eastern elevation of the grandstand and span between the columns. The top and bottom chord of the timber truss and the vertical web member consist of timber members and the diagonal web members consist of steel rods. The flat trusses are supported at the columns on timber bearing seats at both the top and bottom chord. The roof trusses are a gable style queen post (fan) truss which span between the columns at the front and rear of the grandstand. The spacing of the trusses are unknown.

The trusses are supported either directly on the columns or the flat truss or top plate which spans between the columns.

The roof is clad with steel sheeting with a corrugated profile. This sheeting is fixed to timber purlins which are supported on the queen post trusses.

The North, South and West elevations of the grandstand are clad with steel sheeting. These elevations form the 2 side and back elevations respectively. The east elevation consists of a masonry wall with access stairs to the seating area of the grandstand. This elevation forms the front elevation of the grandstand.



The landscape surrounding the grandstand consists of grass covered areas with some small shrubs located around the perimeter of the grandstand. The area of land on which the grandstand has been constructed is level.

The grandstand is situated on the western side of the main showground arena. The grandstand is surrounded by a number of structures of varying styles of construction and functionality.

A general view of the grandstand is provided in **Error! Reference source not found.** of **Appendix A**.

2.2 History of the Structure

The age of the structure is unknown.

It was noted during the inspection that some improvement / repair works had been undertaken on the structure in order to rectify deteriorating or damaged members.

As advised by Mr. Roger Hayes during the inspection, an alternate seating system consisting of plastic seats had previously been installed onto the existing timber members. Following an inspection and report prepared by this office in August and September 2006 respectively, this seating was removed.

Since our original inspection, steel columns have been placed under the main bearers, presumably as an interim measure to prevent structural failure. This is provided in **Error! Reference source not found.** of **Appendix A**.



3.0 EXISTING SUBSTRUCTURE ANALYSIS

3.1 Loading & Design Parameters

The design and loading parameters and specifications used to analyse the existing substructure members and arrangement and determine the structural adequacy of these members in accordance with the loading requirements of the current Australian Standards are as follows:

- 1) **Design Loads:**
 - a. General: All loads have been determined in accordance with AS1170-2002 Loading Code
 - b. Dead Loads: Timber Self Weight.
 - c. Live Loads: In accordance with AS1170.1 Table 3.1 as listed in Table 3 below.

Table 3: Imposed Floor Actions (extracted from AS1170.1-2002)

Type of Activity	Specific Use	Uniformly distributed actions (kPa)	Concentrated actions (kN)
C5 Areas susceptible to overcrowding	Grandstands	5.0	3.6

- 2) **Serviceability Criteria:**
 - a. General: All deflections have been determined in accordance with Appendix C of AS1170.0-2002 Loading Code
 - b. Dead Load: Floors and floor supports – Span/300
 - c. Live Load: Floors and floor supports – Span/300
 - d. Dead & Live Load: Floors and floor supports – Span/300
- 3) **Standards and Specifications:**
 - a. AS1170.0-2002 General principles
 - b. AS1170.1-2002 Permanent, imposed and other actions
 - c. AS1720.1-1997 Timber structures Part 1: Design methods
- 4) **Timber:** Complies with AS1720.1, all members consist of the properties as listed in Table 4 below.

Table 4: Timber Members Properties used for Design

Stress Grade	Species	Strength Group	Joint Group	Grading Standard
F17	Douglas Fir	SD6	JD5	Visual



3.2 Structural Adequacy

A structural review and analysis of the grandstand substructure has been undertaken in accordance with the design parameters and specifications listed in Section 3.1.

Following this analysis and subsequent structural design checks of the substructure members as listed in **Error! Reference source not found.** of Section **Error! Reference source not found.**, the structural adequacy of each member is provided in Table 5 below.

Table 5: Grandstand Substructure Member Structural Adequacy

Member Mark	Structural Adequacy	Governing Criteria	Rectification Required
C1	Failed	Reduced capacity due to pest activity	Removal and replacement. Refer Section Error! Reference source not found. for recommended rectification works.
C2	Failed	Reduced capacity due to pest activity	Removal and replacement. Refer Section Error! Reference source not found. for recommended rectification works.
B1	Failed	Shear Capacity	Removal and replacement of the member will be required. Refer Section Error! Reference source not found. for recommended rectification works.
B2	Failed	Bending & Shear Capacity	Removal and replacement of the member will be required. Refer Section Error! Reference source not found. for recommended rectification works.
B3	OK	-	Nil
B4	OK	-	Nil
B5	Failed	Bending & Shear Capacity	Removal and replacement of the member will be required. Refer Section Error! Reference source not found. for recommended rectification works.

An analysis of the grandstand timber seating has also been undertaken. The structural adequacy of each component of the timber seating is provided in Table 6 below.

Table 6: Grandstand Timber Seating Member Structural Adequacy

Member Mark	Structural Adequacy	Governing Criteria	Rectification Required
B6	OK	-	Nil
B7	Failed	Bending Capacity	Removal and replacement of the member will be required. Refer Section Error! Reference source not found. for recommended rectification works.

Plates of the damaged members are shown in Appendix A.



3.3 General Observations

During the inspection, it was evident that most timber members were displaying signs of deterioration. This deterioration is believed to be a result of white-ant activity. Evidence of timber members displaying deterioration are provided in **Error! Reference source not found.**, **Error! Reference source not found.** & 5 of Appendix A.

Some major splitting of timber members was also noted during the inspection. An example of the splitting observed can be seen in Photo No.3 of Appendix A. Based upon the inspection of the splitting noted, it is believed this splitting has existed for some time but has continued to worsen since our previous inspection.

In addition to the obvious many structural faults, the following additional items are noted:

3.3.1 Stairways

The main access stairs to the grandstand feature 170mm risers with 300mm goings. The main access stairs within the grandstand feature 160mm risers with 280mm goings.

Neither of these configurations comply with AS-1657-2013-Fixed-platforms-walkways-stairways-and-ladders-Design-construction-and-installation.

3.3.2 Access to Buildings

The grandstand has no provision for access for the mobility impaired. This would include ramps and provision of a designated seating area. As such, the grandstand does not comply with Disability (Access to Premises – Buildings) Standards 2010.

3.3.3 Fire Egress

Under the grandstand has no emergency lighting, the paths of travel exceed BCA requirements, the fire exist signs as well as the egress doors are non-compliant.



4.0 RECTIFICATION

The following rectification works are recommended to increase the structural capacity of the existing substructure members, which were noted to be structurally inadequate in Section **Error! Reference source not found.**, to ensure compliance with the design and loading requirements of the Australian Standards listed under Point **Error! Reference source not found.** of Section 3.1

Table 7: Required Member Rectifications

Member Mark	Rectification Required
C1	Remove all timber columns; Install new concrete piers (900Ø x 2.4m deep) Replace as per existing.
C2	Remove all timber columns; Install new concrete piers (600Ø x 1.8m deep) Replace as per existing.
B1	Remove all and replace as per existing.
B2	Remove all and replace as per existing.
B5	Remove all and replace as per existing.
B7	Replace existing 150 x 20 F17 timber boards with 150 x 25 F17 timber boards.



5.0 RECTIFICATION WORKS BUDGET COST ESTIMATE

As requested, a budget cost estimate has been prepared for the required rectification works as detailed in Section **Error! Reference source not found.** in order to upgrade the existing substructure to ensure compliance with the applicable Australian Standards.

Table 8: Budget Cost Estimate for Rectification Works

Item	Description of Works	Amount (excluding GST)
1.0	Demolish existing internal finishes & claddings	\$7,500
2.0	Remove Timber Seating Boards	\$3,750
3.0	Remove roof	\$22,500
4.0	Remove sub-structure timbers	\$15,000
5.0	Remove columns	\$22,500
6.0	Remove stairs	\$12,000
7.0	Install piers	\$33,750
8.0	Replace columns C1 (145sq)	\$67,500
9.0	Replace columns C2 (200sq)	\$67,500
10.0	Replace all beams B1 (215 x 65 F17)	\$52,500
11.0	Replace all beams B2 (220 x 65 F17)	\$45,000
12.0	Replace all beams B5 (140 x 50 F17)	\$37,500
13.0	Install new Timber Seating Boards B7 including protective work	\$52,500
14.0	Replace internal finishes & claddings	\$12,000
15.0	New access stairs and ramp	\$35,000
16.0	Auxiliary Items under grandstand (Fire access/emergency lighting)	\$52,500
	Sub-Total	\$539,000
	Regional Increase (10%)	\$53,900
	10% GST	\$53,900
	Total	\$646,800
	Contingency (20%)	\$129,360
	Total Price	\$776,160

It should be noted that the cost figures provided above are approximate and are provided for budget purposes only. Trade quotations should be obtained to establish a more accurate cost estimate for the works required.



6.0 CONCLUSION

At present, the grandstand structure does not comply with the design and loading requirements of the current Australian Standards nor does it meet the minimum requirements for stairways or access in accordance with the Building Code of Australia.

The implementation of the rectification works provided in Section 4 of this report, will increase the structural capacity of the specific members in order to comply with the Australian Standards and ensure the structural integrity of the structure, however the works require almost total reconstruction.

Further, the grandstand appears of considerable age and is believed to have exceeded its design life.

In our opinion, the grandstand is un-useable in its present condition and poses an immediate public safety threat to anyone accessing it.

This assessment has been provided for structural purposes only and provides no comment on any heritage conditions or assessments associated with the building.

Should you require any further information or clarification regarding this report, please do not hesitate to contact the undersigned.

Yours faithfully
BARNSON PTY LTD

A handwritten signature in blue ink, appearing to read "Luke Morris".

Luke Morris
B.E. MIEAust CPEng (NPER)
Director



Appendix A - Photos



Photo No. 1 – General Overview



Photo No. 2 – Interim Steel Column Supports



Photo No. 3 – Failed splice joint of B1



Photo No.4 – Termite damage to C1 and C2



Photo No.5 – Termite damage to end wall girts



Photo No.6 – Weathering/splitting of seat boards B7



Photo No.7 – Non-compliant stairs

SHOWGROUND GRANSTAND MUDGEE

A submission in regard to:

The Midwestern Regional Council has lodged a new DA for the demolition of the grandstand.

The following report was prepared by heritage adviser Barbara Hickson as a submission due to a new DA application DA 136 /2018 to demolish the Grandstand.



FIGURE 1 LOOKING ACROSS THE RING TO THE GRANDSTAND

Summary

- Council should further consider retention of the Mudgee Showground Grandstand being repaired and refurbished.
- While Council has obtained a cost estimate for repairs this cost estimate may represent value when compared to a new grandstand
- Demolition should not be approved without a new grandstand being designed and costed.

Barbara Hickson Architect and Heritage Adviser

- Council should be mindful of setting a good example to owners of properties within the Conservation Area.
- The showground is located within the Mudgee Heritage Conservation area.
- The existing Grandstand is probably the oldest of the larger structures and is over 80 years of age having been built in 1936. Its character and scale have made a strong statement and other buildings around it have been designed to complement it. The value of an historic grandstand cannot be considered just in \$\$ terms
- If a new Grandstand is required, Council should still consider retaining and repairing this Grandstand pavilion, while building a new grandstand on an adjacent site to further complement the existing building group.
- Maintenance should be carried out regularly and not left until conditions are very poor.

Brief History

In the late 1800s the Mudgee Showground was managed by an amalgamation of the Pastoral and agricultural Society of Mudgee with the Free Selectors and Farmers' Association. Plans were afoot by 1883 to build a Grandstand, and this first construction was achieved before 1900. By 1902 Messrs. Stoddart and Casimir are the successful tenderers for work on the grandstand on the Mudgee Showground.²

However the present Grandstand was constructed in 1936, in the period of active building between the wars and after the effects of the Great Depression. In October 1935³ a show society general meeting was held in the Mudgee Town hall and called for the erection of a new Grandstand.

No time was wasted and plans were drawn up and advertised. In December 1935 the tender was awarded to Mr. Frazer of Randwick and construction began in the new year.

¹ 4th August 1883 Sydney Mail

² 6th March 1900 Mudgee Guardian

³ Sept 1935 Mudgee Guardian

The contractor intends to waste no time and will begin operations on January 2nd next. On and about that date he will require the services of carpenters, concrete workers and laborers.⁴

Description:

The grandstand is a timber framed structure four bays in width with a corrugated iron clad gable roof and a low concrete wall at the front, facing east. Access is via two sets of stairs at the front and the seating consists of broad timber lined tiered steps. Side walls are clad in vertical panelling, probably not original.

The design elements are simple, with the structure fully expressed: open girder trusses of steel rod chords and timber uprights, set on the brackets over the 5 posts, and simple timber king post trusses at each bay.



FIGURE 2 VIEW OF GRANDSTAND FROM THE NORTH

⁴ 23 December 1935 Mudgee Guardian

Councils web site gives the following information:

The Mudgee Showground is a popular space within easy walking distance of many residents and local shops. Offering a variety of buildings and infrastructure to meet the needs of the public and groups, the Showground is regularly used for shows, events and activities during the year.

The Mudgee Show has been held on the current site since 1856. It takes place annually on the first Friday and Saturday of the month of March.

The grounds are a popular venue for horse enthusiasts offering long term and short term stabling facilities, a round yard, a dressage arena and a large oval to exercise horses. In addition, the Showground is located close to many trails currently utilised by horse riders.

Buildings at the Showground can cater for various events and can be hired in conjunction with events that take place on the grounds. The buildings are popular for stock sales, exhibitions, birthday parties and other social events, functions and auctions.

Groups such as the Mudgee Dressage Group, Mudgee Pony Club, Poultry & Pigeon Club, Mudgee Show Society and Woodworking Club also currently utilise the facilities on a regular basis.

Assess Significance

The significance of the **Grandstand Pavilion** can be assessed using the Heritage Criteria:

- Criterion (a) Historical Significance

The Grandstand pavilion was constructed in 1936, part of the great community activity that followed the Great Depression.

- Criterion (b) Social Significance

The building is of great social significance being the venue for many spectator events including racing, gymkhanas, dog trials and leisure activities.

- Criterion (c) Aesthetic Significance

Aesthetically significant, this building is a good example of a 'between the wars' practical building in response to need. 'New' engineering at the times is illustrated in the

Barbara Hickson Architect and Heritage Adviser

steel and timber girder truss across the face. It is an attractive addition to the building group of the showground.

The building construction is largely intact.

The grandstand's long red roof combines with other roofs to contribute a strong ring-side presence of showground buildings.

- Criterion (d) Cultural Significance

A venue that has been part of many significant sporting events, races and events and the annual Christmas carols.

- Criterion (e) Educational or Technical Significance

- Criterion (f) Rarity

- Criterion (g) Typical or Representative

Representative of the 1930s and 'Between the Wars' era grandstand pavilions.

Statement of significance of the Grandstand

The grandstand constructed in 1936 is of considerable social and cultural significance being the venue for many spectator events. Aesthetically significant as a good example of the straightforward engineered structures built between the wars, and forms part of a strong 'streetscape of pavilions' around the central ring.

Comparisons

It is useful to look at other listings in NSW to make some comparisons as to the significance and rarity of a listing. There are around 25 country town showgrounds grandstand buildings listed on the various Local Environment Plans. (LEP) . These are items of heritage significance and some examples are shown below.

Bathurst Sportsground Grandstand

Built c. 1910 – a simple Edwardian grandstand. Constructed a little earlier than Mudgee's grandstand, the Bathurst grandstand was recently renovated and forms a very proud part of the sportsground facilities.



Barbara Hickson Architect and Heritage Adviser

1. Eastwood Park Grandstand.

Built in 1933 this architect designed grandstand is highly intact and original. Again it is held in high esteem as a listed item and is in good condition.



2. Gilgandra racecourse grandstand.

This is a fairly typical Federation grandstand built in 1906. It shows Federation brackets, a central decorative gable, and classical symmetry. It is characterised by the use of simple timber construction and a brick understorey.



3. Morpeth grandstand.



A Federation grandstand built in 1906 fully in timber with weatherboard lining. A Dutch gable iron clad roof and decorative timber brackets.

From the above it would seem that Mudgee Showground Grandstand is a good example of a later period of community showground buildings, but one that does deserve recognition as aesthetically and socially significant.

Barbara Hickson

Architect and heritage adviser 6th September 2017

Barbara Hickson Architect and Heritage Adviser

**MID-WESTERN REGIONAL COUNCIL
HERITAGE MEMORANDUM**

TO: DREW ROBERTS
FROM: HERITAGE ADVISER
REF: 86 MARKET STREET MUDGEES:
DATE: 6 SEPTEMBER 2017: DA0039

Proposal

This Development Application seeks consent to the demolition of the grandstand at the Mudgee Showground.

Heritage status

The grandstand is not listed as an item of environmental heritage in Schedule 5 of the LEP but it lies within the Mudgee Heritage Conservation Area. Council is required under the LEP clause 5.10 (2) to consider the heritage impact of the proposal.

Documentation

The application does not include a Statement of Heritage Impact. A report from Barnson Pty Ltd on the structural adequacy of the building was submitted. It is silent on the question of heritage.

Comment

A Conservation Management Plan (CMP) for the Showground was prepared for Council by Conybeare Morrison International (architects and heritage consultants) in 2010. This included an assessment of the heritage significance of various structures against the Heritage Council's criteria. It concluded that the grandstand is a significant item. I have examined the building and the CMP, and concur with that assessment. Demolition would result in the total loss of a contributory item in the Mudgee Conservation Area.

Barnsons were commissioned to advise on the structural adequacy of the building, having regard to current standards. Their report identifies certain deficiencies and the work required if they are to be rectified. It is notable that the report does not advise that the building presents any danger.

The application documents provided to me do not attempt to justify the proposed demolition. It is possible to infer that the rationale is that demolition will cost far less than upgrading. But there is no requirement to modify buildings and structures retrospectively to comply with current standards. Indeed there would be very few buildings which do comply.

Even if there is a danger, demolition of a heritage item or a contributory item in a conservation area cannot be justified simply on the grounds of cost. Demolition should only be permitted when an item cannot be saved. It is submitted that Council should set an example by conserving its own assets, rather than set a precedent for applications to demolish listed and contributory buildings on what may be dubious grounds.

Recommendation

The application should be refused

Note

The Adviser has been involved with a number of grandstands with structural problems and can advise on the conservation and use of this one if desired.



DELIVERY PROGRAM 2017/21

SIX MONTHLY PROGRESS REPORT 2017/18

Mid-Western Regional Council



Six Monthly Progress Report | 2017/18

Looking after our community

Vibrant towns and villages with a rich history, a safe and healthy community, and a strong sense of community pride – a great place for families

A safe and healthy community

Maintain the provision of high quality, accessible community services that meet the needs of our community

Action	Project/Service	Comments	Status
Provide comprehensive community support programs that embrace social justice and access and equity	Provide Meals on Wheels service	Council provides meals to members of the community who are unable to access mainstream meal services or attend supermarkets themselves. The Meals on Wheels service has established itself as a provider under the National Disability Insurance Scheme and continues to provide meals to the frail aged living within the immediate Mudgee community, as well as those living outside of town limits by way of frozen meal options.	Progressing
Provide comprehensive community support programs that embrace social justice and access and equity	Provide Community Transport service	Council continues to auspice a highly popular and much-needed transport service for the frail aged, those living within the community with disability and people without access to adequate and affordable public transport options. The service has had recent challenges, including the roll out of the National Disability Insurance Scheme and compulsory upgrades to software. Volunteer numbers have fluctuated in recent months and three additional volunteers were recently engaged and trained up.	Progressing
Provide comprehensive community support programs that embrace social justice and access and equity	Provide financial and in-kind support to MWRC Youth Council to deliver a range of youth oriented initiatives	Council continues to provide financial and in-kind assistance for its Youth Council to undertake a range of youth-oriented activities and initiatives, such as school holiday workshops. Council has also engaged in successful negotiations with KEPCO Pty Ltd to fund a Youth Services Officer role from 2018.	Progressing

Six Monthly Progress Report | 2017/18

Action	Project/Service	Comments	Status
Provide comprehensive community support programs that embrace social justice and access and equity	Provide Family Day Care service	Council continues to support local families by providing a Family Day Care service.	Progressing
Provide customer focused library and information services	Deliver high quality, modern library services at Mudgee, Kandos, Rylstone and Gulgong	Mid-Western Regional Council Library continues to provide residents with a comprehensive, current, visually inviting and accessible library service, enabling them to meet their information, recreation, education and cultural needs. The Library is administered through 3 library branches and a Mobile Library Service, and serviced through the provision of extensive print and online collections, which are freely available to all members of the community.	Progressing
Provide customer focused library and information services	Provide Mobile Library service	The Mobile Library continues to be an integral part of the Library's Outreach Service, visiting small school, outlying communities and housebound customers in their own homes or care facilities. The Mobile Library travels across the region on a 3-week rotation, extending the Library's reach within the community, through the loan of physical Library items, and by promoting the use of the Library's online resources.	Progressing
Provide customer focused library and information services	Deliver children and youth library programs including pre-school Bookworms and school holiday reading program	The Library continues to encourage a life-long love of books and reading through its 3 early literacy programs for small children - Born to Read, Toddler Tales, and Bookworms - as well as hosting a wide range of children's craft and storytelling sessions during the school holidays. There is continuous high demand for the Library's Children's Services & Programs, including the annual special events - Dad's Night In, Bookweek, National Simultaneous Storytime, and the Summer Reading Program.	Progressing
Provide customer focused library and information services	Maintain an up to date library collection in accordance with Collection Policy	Mid-Western Regional Council Library continues to purchase items in line with the Collection Development Strategy. Items purchased include	Progressing

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Action	Project/Service	Comments	Status
		audio books, magazines, fiction and non-fiction for adults and children in both print and electronic formats and DVDs.	

Work with key partners and the community to lobby for effective health services in our Region

Action	Project/Service	Comments	Status
Explore funding opportunities for improved health services Work in partnership with Western Local Area Health Network to promote health projects	Lobby government and industry for funding including potential upgrade of Mudgee Hospital	Council representatives continue to participate in the working group for the initial planning and redevelopment of Mudgee Hospital.	Progressing
Explore funding opportunities for improved health services Work in partnership with Western Local Area Health Network to promote health projects	Liaise with Western NSW Local Health District and work with local Medical Services Organisations through interagency meetings	Council continues to liaise with the Local Health District and other medical services stakeholders via its regular interagency meetings. Council also liaises with these services on an ad hoc and informal basis as required, as well as through its Healthy Communities program.	Progressing
Explore funding opportunities for improved health services Work in partnership with Western Local Area Health Network to promote health projects	Provide accommodation assistance for Doctors in the region	Council maintains funds to assist in the provision of doctors accommodation should the need arise in order to promote and entice appropriate medical practitioners to the region.	Progressing

Support networks, programs and facilities which promote health and wellbeing and encourage healthy lifestyles

Action	Project/Service	Comments	Status
Provide financial assistance in accordance with Council's Community Grants Program Policy	Provide financial assistance for local and regional bodies in accordance with Community Grants Program Policy	\$83,309 of the \$120,000 budget has been allocated to date. There are two application rounds remaining in 2017/2018.	Progressing
Promote and support programs aimed at increasing community health and wellbeing	Provide funding for Healthy Communities initiatives	Council has engaged a number of fitness providers across the region to provide a range of activities to promote healthy activities and lifestyles across the community. Participation levels and feedback provided to date has been extremely positive.	Progressing

Six Monthly Progress Report | 2017/18

Work with key partners and the community to reduce crime, anti-social behaviour and improve community safety

Action	Project/Service	Comments	Status
Support and implement programs which aim to reduce anti-social behaviour.	Maintain effective working relationship with NSW Police	Council continues to work closely with NSW Police on matters of community concern.	Progressing
Support and implement programs which aim to reduce anti-social behaviour.	Participate in the Liquor Accord as required	Council staff attend Liquor Accord meetings as required. No significant issues were identified for Council to action at the last meeting.	Progressing
Support and implement programs which aim to reduce anti-social behaviour.	Maintain Alcohol Free Zones in Town Centres	Council maintain alcohol free zones in town centres and consider requests from event organisers to temporarily lift restrictions for major events such as Flavours of Mudgee and Rylstone StreetFest. The service of alcohol within footpath dining areas is managed in accordance with Council's Footpath Dining policy.	Progressing
Support and implement programs which aim to reduce anti-social behaviour.	Increase lighting and other safety initiatives in parks and gardens as per Capital Works Program 2017/18	There are no planned capital works for lighting in 2017/18.	Not Due To Start
Support and implement programs which aim to reduce anti-social behaviour.	Investigate options for CCTV cameras in town centres	Council's newly formed Community Safety Committee will investigate options for CCTV.	Progressing
Maintain clean and attractive streets and public spaces where people feel safe	Regular street cleaning and litter collection in town centres	Council's street sweeping and town litter cleaning programs are progressing as scheduled.	Progressing
Work effectively with State Agency partners to maintain and enhance public safety	Participate in review of Emergency Plan as required	The local EMPLAN is due to be reviewed in November 2018. The Consequence Management Guides are currently being reviewed and are listed for the February Local Emergency Management Committee meeting in February 2018.	Progressing
Effective public health regulation and continuing education	Work in partnership with the NSW Food Authority to address matters such as food premises inspections, safe food handling and food borne illness investigations	Inspections of fixed food premises are generally only undertaken on new fitouts or complaints during this reporting period. The annual inspection program will commence towards the end of Q3 and continue throughout Q4.	Progressing

Six Monthly Progress Report | 2017/18

Action	Project/Service	Comments	Status
Effective public health regulation and continuing education	Continued support and promotion of Scores on Doors initiative	Council health officers are continuing to inspect and rate food premises in line with the Scores On Doors initiative.	Progressing
Effective public health regulation and continuing education	Onsite sewerage management registration and inspections	Council health officers continue to receive and assess applications for new On-Site Sewage Management systems, along with inspecting existing systems for compliance. Given the large numbers of known and expected unauthorised systems, Council's limited resources are focused on ensuring that existing systems are compliant by providing advice to the public of their obligation to have a valid 'Approval to Operate'. Owners may apply to have their existing system inspected for compliance. Council also investigates complaints on systems that are reported to be failing, liaising with owners to have the system brought up to acceptable standards.	Progressing
Effective animal control regulation	Utilise website to actively re-home animals	Council continues to evolve the relationship with Friends of Mudgee Pound Facebook site for the re-homing of impounded dogs and cats.	Progressing
Effective animal control regulation	Encourage registration of dogs through Council media channels	Council continues to encourage responsible pet ownership through various media channels. All primary schools have been provided with the opportunity for Rangers to address school children but are yet to take up this offer.	Progressing
Effective animal control regulation	Provide off leash dog areas	Council provides off leash dog areas in Gulgong, Mudgee and Rylstone, which are well supported by the community.	Completed

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Vibrant towns and villages

Respect and enhance the historic character of our Region and heritage value of our towns

Action	Project/Service	Comments	Status
Review of Development Control Plan	Conduct annual review of Development Control Plan	A review of the Development Control Plan has commenced. Staff are working on a draft amendment involving the inclusion of controls for the potential subdivision and development of future 2ha lots.	Progressing
Heritage advisory services and heritage conservation	Access to heritage funding through Local Assistance Program	Local Heritage Grants have been allocated, with works progressing at all sites.	Progressing
Support and assist preservation of important historical sites in the Region	Maintain historical sites within the region, for example Red Hill Reserve	Red Hill, the Camping Tree and Henry Lawson Memorial are maintained by Council.	Progressing
Maintain the 2017/19 Mid-Western Regional Heritage Strategy	Implement actions identified in the 2017/19 Heritage Strategy	Council has commenced implementation of the 2017/19 Heritage Strategy, with local heritage grants underway.	Progressing

Manage the impacts of mining operations in the Region

Action	Project/Service	Comments	Status
Monitor employment and population growth	Provide updated population estimates based on building statistics and employment growth	Council continues to monitor relevant statistics and update documentation in conjunction with government agencies.	Progressing
Meet regularly with mining companies	Hold quarterly meetings with mine managers	Quarterly meetings held with representatives of local mines.	Progressing

Make available diverse, sustainable, adaptable and affordable housing options through effective land use planning

Action	Project/Service	Comments	Status
Ongoing monitoring of land release and development	Review and release land for development as required	Council utilises a Land Use Monitoring tool to monitor building approvals, subdivision approvals, construction and subdivision certificates against Council's Urban Release Strategy.	Progressing

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Action	Project/Service	Comments	Status
Regular updating of the Comprehensive Land Use Strategy	Conduct annual review of Comprehensive Land Use Strategy	A review of the Comprehensive Land Use Strategy will be undertaken in conjunction with the proposed amendments to the Environmental Planning and Assessment Act which are expected to commence in March 2018.	Progressing
Promote Affordable Housing options within the Region	Provide funding to lease emergency housing for women and children leaving family violence	Council continues to provide financial support for women and children experiencing family violence and requiring assistance with emergency accommodation.	Progressing

Maintain and promote the aesthetic appeal of the towns and villages within the Region

Action	Project/Service	Comments	Status
Maintain and beautify civic open space and street access areas within towns and villages in the Region	Implement program of street beautification and tree planting	Works continue throughout the financial year.	Progressing
Maintain and beautify civic open space and street access areas within towns and villages in the Region	Work in partnership with local groups to apply for grants to buy and install sculptures across the region	Council continues to acquire and install art works across the region, including three recent acquisitions from Sculptures in the Garden 2017. The artworks were promoted with a hosted Sculpture Walk in September 2017.	Progressing
Application of appropriate building and development controls to protect and enhance the natural and built environment of the Mid-Western Region	Deliver planning functions and building regulation in accordance with relevant legislation and adopted planning instruments	Council continues to undertake planning and building regulatory functions. Monthly reports are provided to Council on the number of applications determined and processing.	Progressing

Effective and efficient delivery of infrastructure

Provide infrastructure and services to cater for the current and future needs of our community

Action	Project/Service	Comments	Status
Review asset management plans and underpin with financial strategy	Review, update and develop asset management plans for each major category of infrastructure in accordance with AMP review schedule	Asset Management Plans are currently up to date and will be updated in the following year after the fair value revaluation process	Progressing

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Action	Project/Service	Comments	Status
Manage and maintain sportsgrounds, parks, reserves and playgrounds across the Region	Review and update Parks Management Plans	A plan of management for passive parks has been completed. Drafting of an active parks plan has commenced.	Progressing
Manage and maintain sportsgrounds, parks, reserves and playgrounds across the Region	Maintain and operate public open space in accordance with agreed service levels	All parks and playgrounds are maintained to a high standard with increased usage as well as positive feedback. Maintenance continues throughout the financial year.	Progressing
Manage and maintain sportsgrounds, parks, reserves and playgrounds across the Region	Passive parks and facilities upgrades as per Capital Works Program 2017/18	Works continue throughout the financial year. A new playground has been installed at Waratah park, with signage upgraded and trees replaced.	Progressing
Manage and maintain sportsgrounds, parks, reserves and playgrounds across the Region	Public toilet construction and refurbishment as per Capital Works Program 2017/18	Works continue throughout the financial year.	Progressing
Manage and maintain sportsgrounds, parks, reserves and playgrounds across the Region	Playground installations and upgrades as per Capital Works Program 2017/18	A new playground at Waratah Park has been completed. A jumping pillow has been completed at Cudgegong Waters Park, with a playground to be installed in April 2018.	Progressing
Manage and maintain sportsgrounds, parks, reserves and playgrounds across the Region	Active parks and facilities upgrades as per Capital Works Program 2017/18	Council continues to manage and maintain the region's sportsgrounds.	Progressing
Manage and maintain cemeteries throughout the Region	Maintain and operate town and rural cemeteries in accordance with adopted service levels and policy requirements	Maintenance continues throughout the financial year.	Progressing
Manage and maintain cemeteries throughout the Region	GPS mapping of town cemeteries	Council has engaged a contractor to undertake GPS mapping, with information to be provided early 2018.	Progressing
Manage and maintain cemeteries throughout the Region	Upgrades and extensions of cemeteries as per 2017/18 Capital Works Program	Kerbing works have been completed at Mudgee Cemetery with quotes being sought for irrigation works. Both Mudgee and Gulgong are receiving extensions.	Progressing
Manage, plan and maintain buildings and other assets across the Region	Buildings upgrade and refurbishments as per Capital Works Program 2017/18	Works continue throughout the year in line with the capital works program.	Progressing

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Action	Project/Service	Comments	Status
Maintain and operate swimming pool centres across the Region	Maintain and operate swimming pool facilities at Mudgee, Gulgong and Kandos in accordance with adopted service levels	The region's pools opened the last Saturday in September and will operate until the last Sunday in April. All pools are maintained in accordance with NSW pool regulations.	Progressing
Maintain and operate swimming pool centres across the Region	Undertake capital upgrades and renewals to swimming pool facilities as per Capital Works Program 2017/18	Pool filter servicing has been completed.	Completed

Meet the diverse needs of the community and create a sense of belonging

Support programs which strengthen the relationships between the range of community groups

Action	Project/Service	Comments	Status
Provide youth representation through the Youth Council	Provide secretarial support for Youth Council	Council continues to provide support for its Youth Council to undertake youth-oriented activities and initiatives across the region, including preparation for Youth Week in April 2018. Youth Council elected its office bearers at its November 2017 meeting.	Progressing
Provide youth representation through the Youth Council	Provide funding for delivery of youth oriented initiatives by MWRC Youth Council	Council continues to provide financial and in-kind assistance for its Youth Council to undertake a range of youth-oriented activities and initiatives, such as school holiday workshops. Council has also engaged in successful negotiations with KEPCO Pty Ltd to fund a Youth Services Officer role from 2018.	Progressing
Provide meaningful employment to members of the disabled community	Maintain policies that support employment for people with disabilities at MWRC	Council has an EEO and Anti-Discrimination Policy and EEO Management Plan. Council continues to support employees with disabilities.	Progressing
Provide meaningful employment to members of the disabled community	Continued operations of Mudgee Recycling and Ironed Out	Both services continue to operate as per operational plans. The majority of workers have now been moved over to NDIS funding.	Progressing
Work with lead agencies to ensure adequate provision of a range of services	Attend inter-agency meetings	Council provides representation and secretarial assistance at interagency meetings convened in both Mudgee and Rylstone.	Progressing

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Action	Project/Service	Comments	Status
Promote volunteering through the community	Run community services programs that encourage volunteering	Council-aided services Community Transport and Meals on Wheels are provided through the dedication and commitment of volunteers to drive cars and deliver meals to the community's aged population or those living with disability. Whilst volunteer numbers for the Meals on Wheels service are extensive, recruitment strategies are employed from time to time by the transport service in order to ensure adequate volunteer numbers.	Progressing

Support arts and cultural development across the region

Action	Project/Service	Comments	Status
Arts and cultural events promotion	Provide financial and in-kind support to events in accordance with Events Assistance Policy	The Event Assistance Program continues to be delivered every 6 months to provide financial support for local community events.	Progressing
Arts and cultural events promotion	Promote the use of Council facilities for significant events	Council undertakes a number of activities to increase venue patronage. A Charity Shield and NRL premiership game will be held at Glen Willow in 2018.	Progressing
Provision of meeting and exhibition space	Promote the use of community buildings and make available at reasonable cost	A review of fees and charges is being undertaken to ensure facilities are available at a reasonable cost and with flexible hire options for a variety of community stakeholders.	Progressing
Provision of meeting and exhibition space	Promote the use of exhibition space provided at Mudgee Library	Council continues to utilise the Mudgee Town Hall Library for a variety of art exhibitions throughout the year. The Tatlow collection is currently on exhibition.	Progressing
Coordinate and facilitate cultural and arts projects throughout the Region	Liaise with Cultural Development Committee, Orana Arts and local arts and cultural groups to develop cultural and artistic projects within the Region	Council is represented on the Cultural Development Committee and provides secretarial support. Council is an active member of Orana Arts and has been actively advocating for funding for a regional art gallery. Council continues to work with local arts and cultural groups through initiatives such as the	Progressing

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Action	Project/Service	Comments	Status
Coordinate and facilitate cultural and arts projects throughout the Region	Support arts events and programs in the Region	Seniors Week art competitions, and through its Community Grants program. Council continues to support arts events and programs across the region, including the Rylstone Wood Symposium 2017 and Sculptures in the Garden 2017. It also supports youth oriented arts projects, such as Waste 2 Art workshops, high school art exhibitions and school holiday workshops. Planning is underway to support a Live and Local music event in Mudgee in March 2018.	Progressing
Provide equitable access to a range of places and spaces for all in the community			
Action	Project/Service	Comments	Status
Public facilities to be accessible	Continue to monitor existing buildings	Council continues to monitor its public buildings and upgrade in accordance with accessibility standards.	Progressing
Public facilities to be accessible	Deliver actions developed in the Disability Inclusion Access Plan	Council continues to implement actions in the Disability Inclusion Access Plan, such as active community consultation with its Access Committees. It also continues to be mindful of accessibility issues in relation to Council hosted events and activities.	Progressing
Coordinate the provision of local community centres and halls for community use	A variety of community facilities available for use	Council continues to promote the use of community facilities its website and staff discussions. New booking software has been installed to help manage bookings at Council facilities.	Progressing

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Protecting our natural environment

conserving and promoting the natural beauty of our region

Protect and enhance our natural environment

Ensure land use planning and management enhances and protects biodiversity and natural heritage

Action	Project/Service	Comments	Status
Include biodiversity and heritage as key components in the development application process	Implement Development Control Plan (DCP) through the development assessment process	The Development Control Plan is considered during the assessment of development applications.	Progressing
Manage environmental and cultural factors impacted by physical works on Council lands	Prepare Review of Environmental Factors for MWRC works	REF's have been provided as required for Council works.	Progressing
Manage environmental and cultural factors impacted by physical works on Council lands	Work with local Aboriginal groups to effectively plan works involving sites of cultural significance	Due diligence is undertaken for all REF's.	Progressing

Minimise the impact of mining and other development on the environment both natural and built

Action	Project/Service	Comments	Status
Work with the community and government agencies to identify and address the issues and mitigate impacts associated with mining	Raise any issues as part of State Significant Development process	Council is actively engaged in the planning process for State Significant Development. This includes meeting with PAC representatives, making submissions and working with proponents to manage local impacts for the Bylong Coal, Beryl Solar and Moolarben Optimisation projects.	Progressing
Work with the community and government agencies to identify and address the issues and mitigate impacts associated with mining	Represent MWRC on Community Consultative Committees	Councillors are represented on Community Consultative Committees for local mines.	Progressing

Raise community awareness of environmental and biodiversity issues

Action	Project/Service	Comments	Status
Deliver projects which work towards protecting biodiversity and regeneration of native environment	Pursue grant funding for environmental projects	A successful grant from Local Land Services has been secured, with \$60,000 for roadside vegetation	Progressing

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Action	Project/Service	Comments	Status
Support National Tree Day	Facilitate National Tree Day activities	habitat. Ongoing monitoring for other grant opportunities. National Tree Day community planting was carried out at the Glen Willow loop.	Completed
Work with schools to promote environmental awareness amongst students	Support Green Day	Council representatives from Waste, Weeds and Environment attended and presented at Green Day.	Completed

Control invasive plant and animal species

Action	Project/Service	Comments	Status
Effective weeds management	Effective monitoring and management of noxious weeds across region	Council's weed inspection program continues throughout the year, with the number of property inspections on target for the year.	Progressing
Effective weeds management	Ongoing community education on noxious weeds	Weeds officers attended Green Day and Lamb Fest to provide education on weeds control. Printed information is distributed as required.	Progressing
Effective weeds management	Undertake weed control on roadsides and MWRC land	Council's roadside spraying program is ahead of schedule. Council property spraying continues as requested.	Progressing
Collaborate with agencies to manage feral animals	Support relevant agencies with community education and awareness programs	Council continues to cooperate with Local Land Services to manage feral animals in the region.	Progressing

Provide total water cycle management

Identify and implement innovative water conservation and sustainable water usage management practices

Action	Project/Service	Comments	Status
Encourage reduced water consumption through Best Practice Pricing	Maintain Best Practice water supply, sewerage and trade waste tariffs	Best practice water pricing structure is being maintained. Water consumption for quarter 1 2017/18 was 430kL's, up from 348 kL's in quarter 1 2016/17.	Progressing
Implement water conservation and reuse programs	Ongoing community education on water conservation	Council is a member of Smart Water Mark (via LMWUA) with community educational material	Progressing

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Action	Project/Service	Comments	Status
		available via Council's website. In conjunction with LMWUA Council's, Smart Water Mark produced a water conservation TV commercial package which aired throughout the summer cricket programs. Water conservation advice is available via Council's website and distributed through Council's social media channels as required. The measure of reduction in water consumption alone does not accurately reflect the success of these education programs. Other influences on overall water consumption include new development and population fluctuations.	
Work to secure water for agriculture and urban use	Work with State Government to secure domestic water supply	Council maintains ongoing dialogue with the State Government regarding water security.	Progressing
Play an active role in the implementation of the Murray Darling Basin Plan	Represent MWRC at Murray Darling Association meetings	Council is represented at the Murray Darling Association by Councillor Kennedy and Councillor Holden.	Progressing
Play an active role in the Cudgong Valley and Macquarie Valley User Group	Represent community at Customer Service Committee meetings for the Cudgong Valley and Macquarie Valley User Groups	Council continues to represent community interests at meetings.	Progressing
Maintain and manage water quantity and quality			
Action	Project/Service	Comments	Status
Achieve NSW Government Best Practice Management of Water Supply and Sewerage	Implement an Integrated Water Cycle Management Strategy	The Integrated Water Cycle Management Evaluation Study has been completed. Staff are currently scoping IWCM Strategy development with NSW Public Works for completion this financial year.	Progressing
Achieve NSW Government Best Practice Management of Water Supply and Sewerage	Ongoing implementation and review of the Drinking Water Management System	An annual progress report on Drinking Water Management System implementation has been submitted to NSW Health during the last quarter. Council staff participate in quarterly Drinking Water Management System Committee meetings facilitated by a consultant (via LMWUA) as well as fortnightly	Progressing

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Action	Project/Service	Comments	Status
Identify and plan future maintenance, renewals and upgrades for Council's water supply infrastructure	Water Supply infrastructure renewals and new works undertaken as per Capital Works Program 2017/18	water quality meetings to ensure the Drinking Water Management System remains current and relevant. Approximately 50% (by expenditure) of the water mains renewal program has been completed. This equates to 1,932m of water main replaced this financial year, with the majority of works to date undertaken in Gulgong to replace unlined cast iron pipes. Scoping and design works are underway for major upgrade projects including Rylstone Dam, Ulan Road trunk main, and Mudgee Headworks upgrades.	Progressing

Protect and improve catchments across the Region by supporting relevant agencies

Action	Project/Service	Comments	Status
Support relevant agencies with implementation of regional plans	Represent MWRC interests as appropriate	Council representatives attended two meetings and hosted one meeting of the Environment and Waterways Alliance.	Progressing
Continue riparian rehabilitation program along waterways	Continue riverbed regeneration	Weed control program implemented along the Cudgegong in July and December.	Progressing
Continue riparian rehabilitation program along waterways	Maintenance and promotion of Putta Bucca Wetlands	Ongoing maintenance works continue. Council supports the Friends of Putta Bucca group and holds quarterly meetings with interested parties.	Progressing
Provide education to the community of the importance of waterways	Ongoing community education on protecting waterways	Educational signage is being erected in various locations (ie Putta Bucca and Glen Willow loop) to promote waterways protection.	Progressing

Maintain and manage waste water quality to meet Environmental Protection Agency standards

Action	Project/Service	Comments	Status
Identify and plan future maintenance, renewals and upgrades for Council's sewerage treatment infrastructure	Implement a system for the effective management of residential sewage at Charbon village	Council has received notification of a successful funding application associated with sewage management for Charbon. A program proposal has been submitted to Infrastructure NSW (funding body)	Progressing

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Action	Project/Service	Comments	Status
Identify and plan future maintenance, renewals and upgrades for Council's sewerage treatment infrastructure	Sewer Infrastructure renewals and new works undertaken as per Capital Works Program 2017/18	and Council is awaiting advice/acceptance before proceeding with the project. The sewer mains renewal program is approximately 80% complete (by expenditure) at the end of quarter 2 with 7,312m of sewer main relined this financial year. The overall sewer capital program is 40% complete at the end of quarter 2, with the major project of Charbon sewerage augmentation awaiting program approval via Infrastructure NSW (associated with grant funding requirements) prior to commencement.	Progressing
Improve and develop treatment options to ensure quality of waste water meets EPA standards	Continue to improve outgoing water quality at all sewerage treatment plants across the Region	Trial chemical dosing systems were installed at both Kandos and Rylstone STPs during the last quarter. If successful over the next quarter, similar trials will be investigated to improve Gulgong STP effluent quality. Mudgee STP is consistently meeting EPA discharge requirements.	Progressing
Achieve NSW Government Best Practice Management of Water Supply and Sewerage	Implement Liquid Trade Waste Policy and Pricing as per 4 year rollout program	Council's Liquid Trade Waste implementation program is on schedule for 2017-18 targets within the 4 year rollout program. Initial Liquid Trade Waste Pricing was implemented from July 2017 and commercial and industrial businesses have been inspected for compliance with Liquid Trade Waste requirements. During the next quarter, businesses will be notified of the application process to gain approval to discharge Liquid Trade Waste into Council's sewerage systems as well as any details of non-compliances with the Liquid Trade Waste Policy requirements.	Progressing
Provide a water and sewer network that balances asset conditions with available resources and community needs			
Action	Project/Service	Comments	Status
Identify and plan future maintenance, renewals and upgrades for Council's stormwater assets	Drainage renewal and new works undertaken as per Capital Works Program 2017/18	Works continue throughout the financial year.	Progressing

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Action	Project/Service	Comments	Status
Identify and plan future maintenance, renewals and upgrades for Council's stormwater assets	Effectively maintain existing drainage network including built infrastructure and overland drainage reserves	Works continue throughout the financial year.	Progressing
Identify and plan future maintenance, renewals and upgrades for Council's stormwater assets	Identify and undertake culvert replacement and causeway improvement program	The causeway on Black Springs Road has been completed, with the Triamble causeway to be replaced in quarter 3. Stormwater culverts are replaced throughout the year when defects are identified.	Progressing
Identify and plan future maintenance, renewals and upgrades for Council's stormwater assets	Update Mudgee Flood Study and Flood Management Plan	Council has received funding under the Floodplain Risk Management Grants Scheme. Staff are preparing documentation for the engagement of consultants	Progressing

[Live in a clean and environmentally sustainable way](#)

Educate, promote and support the community in implementing waste minimisation strategies

Action	Project/Service	Comments	Status
Promote a philosophy of Reduce, Reuse, Recycle	Provide education on waste minimisation	Several school events have been attended (including Green Day Mudgee and Gulgong) as well as conducting various social media campaigns. Regional TV advertising continues.	Progressing
Provide a domestic recycling and waste services for all residents through kerbside collection and rural waste transfer stations	Provide kerbside services and local recycling facilities	Council's kerbside collection and recycling program is running to schedule.	Progressing
Promote home composting initiatives for green waste	Provide education on managing green waste	General education has commenced, with a significant green waste education campaign to be implemented with the Green Bin rollout and service commencement.	Progressing

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Work regionally to implement strategies that will enhance environmental outcomes in regards to waste management and minimisation

Action	Project/Service	Comments	Status
Participate in regional procurement contracts for waste services that provided added value	Provide regional scrap steel, green waste processing, used motor oil, household chemical collection and e-waste services	Council is an active participant in all regional contracts and has been on the assessment panel for several new contracts.	Progressing
Participate in regional investigations for collaborative solutions to problem wastes types	Participate in NetWaste steering committee for strategic direction of the group	Quarterly steering committee meetings have been attended as well as representing the region on the state committee.	Progressing
Apply for available grants under the NSW Government 'Waste Less Recycle More' package	Apply for grants to upgrade or introduce services to the community that reduce landfill tonnes and Co2 emissions	Waste Less Recycle More grant funding is being utilised for the Green Waste collection and rollout program. An application for infrastructure upgrading was unsuccessful.	Progressing

Support programs that create environmental awareness and promote sustainable living

Action	Project/Service	Comments	Status
Build community awareness through environmental education	Provide education to the community on environmental issues	Grant funded programs for tree planting and habitat enhancement on private lands recently opened for applications.	Progressing
Build community awareness through environmental education	Facilitate and promote community garden programs	Planning for an education workshop in community garden commenced.	Progressing

Consider technologies in Council's facilities, infrastructure and service delivery to reduce ecological footprint

Action	Project/Service	Comments	Status
Implement alternative energy and sustainable technologies in physical works and service delivery	Consider opportunities for alternative energy and sustainable technologies (such as green energy programs or solar panel installation) as part of the capital works program	Council continues to look for the best opportunities to introduce technologies and infrastructure that will assist in reducing Council's overall environmental impact.	Progressing
Implement alternative energy and sustainable technologies in physical works and service delivery	Work with Essential Energy to obtain funds for LED Street Lighting Retrofit	No Comments	Not Updated

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Building a strong local economy

A prosperous and diversified economy delivering lifestyle benefits to the community through employment, income and sustainable economic growth

A prosperous and diversified economy

Support the attraction and retention of a diverse range of businesses and industries

Action	Project/Service	Comments	Status
Promote the region to target businesses that complement key local industries	Conduct 2-3 marketing activities, conferences or events where the region can be promoted	Virtual reality films have been produced for distribution by social media and utilised at events.	Progressing
Work with business and industry groups to facilitate business development workshops for existing businesses in the region	Support the business chambers and industry groups by attendance at meetings as required	Council representatives attend events and meetings as required.	Progressing
Establish a process of capturing and monitoring relevant economic data to identify opportunities, trends and needs of local businesses	Produce annual update to Economic and Business Profile booklet	Council's Economic and Business Profile is being updated with newly released 2016 Census Data.	Progressing
Work with the community to identify economic development opportunities	Be aware of new business investors coming to the Region and work with them to promote benefits	Council utilises ABR data to track new businesses opening in the region and continues to provide information to encourage new investment.	Progressing
Work with the community to identify economic development opportunities	Conduct annual think tank forum to encourage business leaders to participate in local economic development	Think Tank members have participated in workshops to inform a review of the Economic Development Strategy by NSW Department of Premier and Cabinet.	Progressing
Work with the community to identify economic development opportunities	Identify opportunities to invest in infrastructure which attracts new business investors to the Region	Council engages with local business leaders and the broader community to identify infrastructure gaps and opportunities which may support new investment. The community is able to put forward new ideas to Council as part of its annual budgeting process.	Progressing
Work with Mudgee Regional (MRTI) to identify target markets and promote the region	Work with MRTI to identify visitor trends and marketing initiatives	Quarterly meetings are held to share information with MRTI and other tourism stakeholders. A number of joint activities are planned for 2018.	Progressing

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Action	Project/Service	Comments	Status
Develop existing events in the region and attract new event proponents to hold major events and festivals in the region	Submit bids for new events and conferences and support event proponents holding or seeking to hold events in the Region	A number of bids and proposals have been submitted for the region. Successful applications have been made to host a Live and Local Music event in March 2018 and an Environmental Development and Allied Professionals Conference in April 2018.	Progressing
Develop existing events in the region and attract new event proponents to hold major events and festivals in the region	Deliver Flavours of Mudgee in September 2017	A successful event was delivered with 10,500 attendees investing \$1.9m into the local economy. 70 local stallholders received 21,069 tokens for tastings. 96% of stallholders and 94% of event attendees indicated they would attend next year.	Completed

Encourage the development of a skilled and flexible workforce to satisfy local industry and business requirements

Action	Project/Service	Comments	Status
Work with business and industry groups to identify the main skills shortage areas	Encourage business leaders to provide feedback on skills issues	A region wide business survey was conducted as part of a review of Council's Economic Development Strategy being performed by NSW Department of Premier and Cabinet. More than 300 businesses responded to the survey, which will help identify areas of skill shortages in the region.	Progressing
Encourage workers to move to the region for employment opportunities where skills shortages exist	Conduct 2-3 marketing activities, conferences or events where the Region can be promoted	Virtual reality films produced for distribution by social media and utilised at events	Progressing

[An attractive business and economic environment](#)

Promote the region as a great place to live, work, invest and visit

Action	Project/Service	Comments	Status
Provide brand leadership, market the Region's competitive advantages and investment opportunities	Conduct 2-3 marketing activities, conferences or events where the Region can be promoted	Virtual reality films have been produced for distribution by social media and utilised at events	Progressing

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Provide leadership on economic development initiatives and identify resources and infrastructure required to drive investment and economic growth in the region

Action	Project/Service	Comments	Status
Promote the development of infrastructure at the Mudgee Airport as an opportunity for business expansion in the aviation industry	Deliver infrastructure upgrades at Mudgee Airport Precinct in accordance with Restart NSW funding	Construction works are underway on the taxiway extension and the electrical reticulation system which is awaiting approval from Essential Energy.	Progressing
Promote the development of infrastructure at the Mudgee Airport as an opportunity for business expansion in the aviation industry	Review airport development strategy and promotional opportunities in the future	The Mudgee Airport Master Plan was adopted in 2015. Council continues to pursue opportunities in accordance with the plan.	Progressing
Lobby State and Federal Government on infrastructure needs of local businesses including transport and communications linkages	Lobby government agencies and departments on the provision of infrastructure to meet community needs	Council continues to identify issues with local MPs and relevant government ministers.	Progressing

Support the expansion of essential infrastructure and services to match business and industry development in the region

Action	Project/Service	Comments	Status
Lobby State and Federal Government for expanded health and education services	Lobby government agencies and departments on the provision of infrastructure to meet community needs	Council continues to identify issues with local MPs and relevant government ministers.	Progressing

Develop tools that simplify development processes and encourage high quality commercial and residential development

Action	Project/Service	Comments	Status
Provide information to assist potential investors understand local development controls and assessment processes	Provide an overview of local development controls and assessment processes in a fact sheet	Work has commenced on the development of fact sheets.	Progressing

[A range of rewarding and fulfilling career opportunities to attract and retain residents](#)

Support projects that create new jobs in the Region and help to build a diverse and multi-skilled workforce

Action	Project/Service	Comments	Status
Work with lead agencies for employment to identify trends and discuss issues impacting employment	Work with major employers to identify trends and develop strategies to create employment opportunities across the Region	A region wide business survey was conducted as part of a review of Council's Economic Development Strategy being performed by NSW Department of Premier and Cabinet. More than 300 businesses	Progressing

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Action	Project/Service	Comments	Status
		responded to the survey, which will help identify employment related issues in the region.	
Build strong linkages with institutions providing education, training and employment pathways in the Region			
Action	Project/Service	Comments	Status
Work with lead agencies for education in the region to identify opportunities for economic growth	Pursue opportunities to develop a university outreach campus with offerings aligned to local industries	Council is working with TAFE NSW and tourism industry stakeholders to investigate a Hospitality School of Excellence. Council continues to build its relationships with UOW for future opportunities.	Progressing
Work with lead agencies for education in the region to identify opportunities for economic growth	Work with education providers on the provision of services to meet community needs	Under review with Economic Development Strategy. Also working with TAFE NSW to investigate development of Hospitality School of Excellence.	Progressing

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Connecting our region

Vibrant towns and villages with a rich history, a safe and healthy community, and a strong sense of community pride – a great place for families

High quality road network that is safe and efficient

Provide traffic management solutions that promote safer local roads and minimise traffic congestion

Action	Project/Service	Comments	Status
Work with the RMS to improve road safety	Liaise with the RMS on road safety matters	Council continues to raise road safety issues with the RMS through regular meetings including the LTC.	Progressing
Regulate effective and appropriate user activities on the road network	Provide local assessments to the National Heavy Vehicle Regulator as required	Council continues to assess applications received through the NHVR for the movement of oversize and overmass vehicles through the LGA on the local and regional road network. Applications are reviewed as received.	Progressing
Regulate effective and appropriate user activities on the road network	Review speed limits and traffic management	Council undertakes traffic management reviews and speed reviews in conjunction with RMS as requested.	Progressing
Participate in relevant regional transport committees and working parties	Facilitate the Local Traffic Committee	Monthly Local Traffic Committee meetings undertaken as scheduled.	Progressing

Provide a roads network that balances asset conditions with available resources and community needs

Action	Project/Service	Comments	Status
Review the Roads Asset Management Plan	Update data for Asset Management Plans in line with Fair Value reporting requirements	Asset data continues to be updated and reviewed to ensure the most accurate information is available.	Progressing
Implement the works program in accordance with the Roads Asset Management Plan	Manage State Roads in accordance with RMS contracts	Council continues to fulfill the requirements of the Routine Maintenance Council Contract. Council are undertaking ordered works for RMS on the State Road network.	Progressing

Six Monthly Progress Report | 2017/18

Action	Project/Service	Comments	Status
Implement the works program in accordance with the Roads Asset Management Plan	Ongoing maintenance and upgrades of Regional Roads network	The Hill End Road project is complete and works will commence on the Bylong Valley Way rehabilitation in Q3. Maintenance continues throughout the year.	Progressing
Implement the works program in accordance with the Roads Asset Management Plan	Maintain local road network in accordance with established levels of service	General maintenance continues throughout the year. Repairs to the unsealed network continue under the natural disaster funding, however grading has been scaled back due to dry conditions.	Progressing
Implement the works program in accordance with the Roads Asset Management Plan	Upgrade, renewal and extension of local roads in accordance with Capital Works Program 2017/18	Capital works projects are progressing as planned. The rural reseals are complete and urban reseals planned for quarter 3. Cudgegong Road upgrade project, Lyons Drive, White Street and Cairo Street rehabilitations have been completed.	Progressing
Implement the works program in accordance with the Roads Asset Management Plan	Upgrade and renewal of local bridges in accordance with the Capital Works Program 2017/18	Council is in the process of procuring a contractor to construct the duplicate bridge over Pipeclay Creek on Henry Lawson Drive. Funding was secured in quarter 2 to replace the Goodiman Creek bridge on Mebul Road. A contractor will be procured in quarter 3 with construction planned to commence in quarter 1 of 2018/19.	Progressing
Implement the works program in accordance with the Roads Asset Management Plan	Upgrade to Wollar Road in accordance with Restart NSW funding agreement	Works progressing on schedule and on budget. Forecast completion is May 2018.	Progressing
Implement the works program in accordance with the Roads Asset Management Plan	Upgrades to Ulan Road in accordance with the Ulan Road Strategy	This major upgrade is on target to be completed by June 2018.	Progressing
Pursue additional funding for upgrading of roads infrastructure	Lobby for additional funding for roads	Grant applications for major upgrades have been submitted to the Resources for Regions and Black Spot Program.	Progressing
Pursue additional funding for upgrading of roads infrastructure	Ensure major developers contribute to local road upgrades for the impact of additional development	Funding committed through Ulan Road Strategy and Resources for Regions program.	Progressing

Six Monthly Progress Report | 2017/18

Efficient connection of the region to major towns and cities

Develop a regional network in partnership with government agencies, that grows with the needs of residents and businesses

Action	Project/Service	Comments	Status
Support the continuation of commercial passenger services at Mudgee Airport	Work with operator to maintain regular passenger services to and from Sydney	FlyPelican commenced services in June 2015. The service remained operational at 31 December 2017.	Progressing
Support the continuation of commercial passenger services at Mudgee Airport	Operation and maintenance of Mudgee Airport in accordance with agreed service levels	Mudgee Airport meets all current safety and security requirements.	Progressing
Lobby for improved highway linkages along the Great Western Highway and Bells Line	Lobby for improved access to Western NSW from Sydney	Council continue to participate in transport infrastructure planning groups and meetings with relevant government agencies.	Progressing

Create a communication network that services the needs of residents and businesses

Action	Project/Service	Comments	Status
Pursue improved broadband and mobile coverage with Government and major service providers	Lobby for improved internet speeds and mobile coverage throughout the region	Council continues to pursue grant opportunities and lobby for improved mobile coverage and internet speeds. Council receives regular updates and raises issues relating to the rollout of the NBN.	Progressing

An active travel network within the region

Develop and enhance walking and cycling networks across the Region

Action	Project/Service	Comments	Status
Implement the Pedestrian Access Mobility Plan	Upgrade and renewal of footpaths and cycleways in accordance with Capital Works Program 2017/18	Footpath capital projects for 2017/18 are nearing completion. Projects are identified from the PAMP.	Progressing
Implement the Pedestrian Access Mobility Plan	Maintain existing footpath and cycleway network in accordance with established levels of service	Scheduled footpath maintenance has been completed. The remaining budget is for any urgent or emergency works required.	Progressing
Implement the Pedestrian Access Mobility Plan	Extension of Cudgegong River shared pathway to Glen Willow/Putta Bucca	Council continues to develop the shared pathway.	Progressing

Six Monthly Progress Report | 2017/18

Support viable public transport options across the Region

Action	Project/Service	Comments	Status
Examine opportunities to develop viable public transport options	Investigate the demand for public transport with the community	The demand for public transport is being investigated including liaison with local bus organisations.	Progressing

Six Monthly Progress Report | 2017/18

Good government

A strong council that is representative of our community and effective in meeting the needs of the community

Strong civic leadership

Provide clear strategic direction through the Community Plan, Delivery Program and Operational Plans

Action	Project/Service	Comments	Status
Ensure actions of the Operational Plan and Delivery Program are completed on time, on budget and meets performance criteria	Successful delivery of 2017/18 Operational Plan	Progress is being made on the projects and initiatives identified in the 2017/18 Operational Plan.	Progressing
Ensure actions of the Operational Plan and Delivery Program are completed on time, on budget and meets performance criteria	Six monthly progress reporting against Delivery Program and comprehensive Quarterly Budget Reviews against Operational Plan	Six monthly progress will be reported to February Council meeting.	Progressing

Provide accountable and transparent decision making for the community

Action	Project/Service	Comments	Status
Ongoing review and enhancement of governance framework	Continue to hold "Open Day" prior to Council Meetings	Residents and community groups continue to utilise the open day session prior to Council meetings.	Progressing
Ongoing review and enhancement of governance framework	Promotion of upcoming Council meetings	Upcoming Council meeting dates are promoted on Council's website and in Community News.	Progressing
Ongoing review and enhancement of governance framework	Webcast of Council Meetings	Webcast of Council meetings continues on an ongoing basis.	Progressing
Provide professional development opportunities to support elected members in fulfilling their obligations as councillors	Provide access to professional development programs for elected members	A professional development program for Councillors has been adopted. A review is planned for Council's February 2018 meeting.	Progressing
Hold awareness sessions for potential candidates in the six months leading up to each Council election and ensure information packages are available	Develop program for candidate awareness sessions (next election due in 2020, or in case of a by-election)	A program was developed for the 2016 election. This program will be reviewed prior to the next election in 2020.	Completed

Six Monthly Progress Report | 2017/18

Provide strong representation for the community at Regional, State and Federal levels

Action	Project/Service	Comments	Status
Continue to lobby State and Federal Government on all matters that are of relevance to the Region	Work with the Mayor to access Local Members and Ministers on relevant issues	Regular meetings held with local members and access provided to various ministers for specific issues.	Progressing
Continue to lobby State and Federal Government on all matters that are of relevance to the Region	Strengthen relationships with local State and Federal members	Regular meetings held with local members and access provided to various ministers for specific issues.	Progressing
Continue to lobby State and Federal Government on all matters that are of relevance to the Region	Engage with Regional Directors of State Government agencies	Regular meetings held with regional directors to discuss regional priorities.	Progressing

Good communications and engagement

Improve communications between Council and the community and create awareness of Council's roles and responsibilities

Action	Project/Service	Comments	Status
Publish monthly editions of Community News	Community News distributed monthly to every household in the Region	Monthly editions published and delivered to mailboxes. Digital editions are currently being trialled.	Progressing
Provide an up to date and functional web interface	Ensure web content is kept up to date and relevant	Council website continues to be updated regularly to ensure information is relevant for the community.	Progressing
Regularly report to the community in a variety of interesting ways	Increased use of all media avenues including social media, radio and television to communicate Council initiatives	Continuing to grow media and social media reach through improved communications and increased use of digital and multimedia platforms.	Progressing
Operate and maintain a community works request system that provides timely and accurate information and responses	Maintain Works Request System and produce regular reporting on response times	Continue to monitor overdue work requests and provide a monthly report to Exec for both customer work requests and staff (internal) work requests.	Progressing
Operate and maintain a community works request system that provides timely and accurate information and responses	Promote use of works request system for community to submit works requests	Records and Customer Service staff continue to monitor the works request system to ensure timely responses to the community. Manual checks of the system are undertaken and there is ongoing discussion around improving communications with	Progressing

Six Monthly Progress Report | 2017/18

Action	Project/Service	Comments	Status
Ensure the community has clear information about who to contact in Council	Provide a customer focused web site	the community through both Council's website and social media platforms. Staff will review the Council website in the next 6 months with a focus on ensuring that it is customer centric, accessible and easy to navigate.	Progressing
Educate the community on Council's roles and responsibilities	Provide access to Council's corporate documents both through the website and Administration Centres	Council's corporate documents and documents on exhibition are available via Council's website and placed in the 3 administration centres.	Progressing
Encourage community access and participation in Council decision making			
Action	Project/Service	Comments	Status
Seek feedback on policy development and local issues	Ensure policies, strategies and proposals impacting the community are placed on exhibition for public comment	All documents on exhibition are made accessible via Council's website and available for viewing at administration centres during the public exhibition period.	Progressing
Seek feedback on policy development and local issues	Utilise a range of formal and informal engagement tools to seek community feedback on a broad range of issues	Social media is being utilised to engage the community along with traditional media.	Progressing
Provide opportunities and make it easy for the community to participate in and influence decision making	Encourage attendance at Council Meetings in person and via webcast	Council's Agency Information Guide is due to be updated in January 2018. This guide informs the community of opportunities to participate in Council decision making.	Progressing
Provide opportunities and make it easy for the community to participate in and influence decision making	Investigate and consult with the community on high priority projects as defined in the community consultation report for the Community Strategic Plan	Council continues to promote opportunities for the community to contribute to Council's planning and budgeting process through social media and online forms.	Progressing

Six Monthly Progress Report | 2017/18

An effective and efficient organisation

Pursue excellence in service delivery

Action	Project/Service	Comments	Status
Benchmark Council's service delivery against relevant organisations	Provide Planning and Building Statistics to Department of Planning	Reports are completed and submitted to the NSW Department of Planning as required.	Progressing
Benchmark Council's service delivery against relevant organisations	Participate in NSW LGPA, LGNSW, JO and other industry body surveys and benchmarking exercises	Staff continue to participate in relevant activities.	Progressing
Benchmark Council's service delivery against relevant organisations	Desktop analysis of annual financial results against other NSW councils	A preliminary analysis was undertaken by Council's Executive Management Team in August 2017. Awaiting revised 2016/17 data for comparative analysis, before roll out to Council.	Progressing
Benchmark Council's service delivery against relevant organisations	Report on OLG group comparative data	No action required during reporting period.	Not Due To Start
Conduct biennial community surveys	Undertake community surveys in 2018/19 and 2020/21	The next community survey is due to be undertaken in 2018/19. Staff are reviewing best practice for obtaining customer feedback and ratings.	Not Due To Start
Monitor community expectations regarding service delivery	Engage with the community on desired levels of service across Council functions	Initial planning for community engagement has commenced.	Progressing
Monitor community expectations regarding service delivery	Develop program of internal service reviews	Staff will commence internal service reviews in the second half of the year.	Not Due To Start
Provide a responsive customer service function	Reply to all correspondence within 14 days	This is an ongoing focus for Council's Records department to ensure all correspondence is acknowledged within 14 days. With increased online submissions being received, a weekly procedure has been implemented to ensure these submissions are received in a timely manner.	Progressing
Provide a responsive customer service function	Review Customer Service Charter and deliver positive, informative, and professional front-of-house and phone customer service function	This review has not yet commenced. Draft Service Level Agreements (SLAs) for each department will be used as the basis of the Customer Service charter.	Not Progressing

Six Monthly Progress Report | 2017/18

Provide a positive and supportive working environment for employees

Action	Project/Service	Comments	Status
Attract, retain and develop a skilled workforce	Implement a Leadership Program that includes merit based recruitment, performance management and legal responsibilities	The Leadership Program continues to be developed. Merit Based Recruitment training has been completed for Supervisors and Managers.	Progressing
Attract, retain and develop a skilled workforce	Develop a Learning and Development program targeted towards achievement of Delivery Program and areas of risk identified in Workforce Plan	Learning and development program is being implemented.	Progressing
Attract, retain and develop a skilled workforce	Provide a Leadership Capability Framework to develop current and future leaders which is linked to Learning and Development Plans	Leadership Capability Framework has been developed and has been included in updated Position Descriptions.	Progressing
Attract, retain and develop a skilled workforce	Ensure all employees have clearly articulated accountabilities against which they will be assessed annually	All employees have a Position Description which includes accountabilities. Performance reviews were completed for all employees in September 2017.	Completed
Provide a safe, healthy and non-discriminatory working environment	Establish a culture of workplace safety which includes daily pre-start meetings for outdoor staff and monthly Safety Toolbox Talks	Monthly safety toolbox talk topics are forwarded to Team by the WHS Coordinator. Daily pre-start meetings form part of the daily risk assessment process for outdoor workers.	Progressing
Provide a safe, healthy and non-discriminatory working environment	Implement and embed a WHS Management System that reflects AS4801 requirements	Council's WHS Management System is being reviewed and updated where required to reflect AS4801 requirements.	Progressing
Provide a safe, healthy and non-discriminatory working environment	Align workplace behaviour with core values of Respect, Integrity and Recognition	Behaviours aligned to our core values are included in Position Descriptions, Induction and Orientation. They are promoted and reinforced via staff update meetings and the fortnightly GM's newsletters.	Progressing
Provide a safe, healthy and non-discriminatory working environment	Implement and review the Equal Employment Opportunity Management Plan	The EEO Management Plan was reviewed and a new Plan is in place for 2017/18. The actions arising from the new plan are progressing.	Progressing
Conduct biennial employee opinion surveys	Seek staff feedback via Employee Opinion Survey 2018/19 and 2020/21	The next employee opinion survey is due to be completed in 2018/19.	Not Due To Start

Six Monthly Progress Report | 2017/18

Action	Project/Service	Comments	Status
Conduct biennial employee opinion surveys	Identify and implement improvement strategies based on feedback from Employee Opinion Survey	Improvement strategies arising from the survey and suggestions forwarded via the Ideas Hub are being reviewed and are progressing.	Progressing

Prudently manage risks associated with all Council activities

Action	Project/Service	Comments	Status
Monitor and review Council's policies and strategies	Provide up to date Policy Register	A detailed policy review schedule is distributed monthly to the management group which identifies policies due for review and outstanding policies.	Progressing
Monitor and review Council's policies and strategies	Identify and resolve existing policy gaps	A policy review register is used to monitor and review Council's policies and strategies, and staff continue to address gap areas.	Progressing
Monitor and review Council's policies and strategies	Education program to ensure staff understand policy requirements	Managers are responsible for policy application and receive regular communications about policy requirements.	Progressing
Monitor and review Council's risks	Develop an enterprise risk management (ERM) framework relevant to Council's activities	Staff have commenced work on the development of a draft ERM framework.	Progressing
Provide long term financial sustainability through sound financial management	Examine opportunities to raise additional revenue	2018/19 Fees and Charges are currently being reviewed for opportunities to raise additional revenue, or review heavily subsidised fees.	Progressing
Provide long term financial sustainability through sound financial management	Explore a special rate variation with the community	Investigations have been started regarding Council's options for a Special Rate Variation and introduction of a stormwater levy.	Progressing
Provide long term financial sustainability through sound financial management	Identify opportunities to increase revenue from property related investments	Council continue to identify and investigate commercial opportunities to support revenue growth.	Progressing
Provide long term financial sustainability through sound financial management	Update Long Term Financial Plan	The Long Term Financial Plan is currently being updated with the proposed budget for 2018/2027, as a part of the budget development process.	Progressing
Provide long term financial sustainability through sound financial management	Monthly reporting against budget and schedule for major works programs/strategic projects	All monthly budget reports were prepared for Council in accordance with the schedule.	Progressing

Six Monthly Progress Report | 2017/18

Action	Project/Service	Comments	Status
Provide long term financial sustainability through sound financial management	Comprehensive Quarterly Budget Review reporting	All Quarterly Budget Review Statements were complete within schedule and the Office of Local Government Guidelines.	Progressing
Provide long term financial sustainability through sound financial management	Development of Rating Strategy to support LTFP	Council has not progressed the development of a rating strategy during the reporting period.	Not Progressing
Provide long term financial sustainability through sound financial management	Integration of long term impacts on financial sustainability indicators incorporated into Council decision making process	A reporting template was introduced in August 2017 which includes Fit For The Future sustainability ratio impacts of Council recommendations and options, with Long Term Financial Planning and Asset Management impacts included.	Completed
Comply with relevant accounting standards, taxation legislation and other financial reporting obligations	To achieve a high standard of financial management	Council received an unqualified audit report for the financial year ended 30 June 2017 on 3 October 2017. This was the first audit performed through the Audit Office of NSW.	Completed
Comply with relevant accounting standards, taxation legislation and other financial reporting obligations	All rating, taxation, statutory, and grant reporting obligations satisfied in an accurate and timely manner	All statutory reporting and obligations have been completed on time, to date this financial year.	Progressing

Pursue efficiencies and ongoing business improvement

Action	Project/Service	Comments	Status
Provide effective and efficient internal support functions	Conduct quarterly Council Staff Updates across all work sites	Quarterly staff update meetings were held.	Progressing
Provide effective and efficient internal support functions	Effective capture and management of corporate records	This is an ongoing focus for Records staff. Staff receive ongoing training to ensure optimal use of ELO and system upgrades are performed as required.	Progressing
Provide effective and efficient internal support functions	Ongoing enhancements to Council procurement including Roadmap Best Practice Procurement project	Council continues to make improvements to Council procurement. Process improvements and policy reviews are continuous.	Progressing
Provide effective and efficient internal support functions	Provide effective Workshop services for Council fleet	All Council fleet meets RMS requirements and servicing is up to date.	Progressing

Six Monthly Progress Report | 2017/18

Action	Project/Service	Comments	Status
Enhance the information systems that support delivery of Council activities	Investigate options to increase speed and reliability of Council's network	Fibre extension options are currently being costed.	Progressing
Enhance the information systems that support delivery of Council activities	Continued investment in existing information systems to delivery productivity enhancements	Software upgrades are completed as required, with microwave upgrades being installed throughout the region.	Progressing
Enhance the information systems that support delivery of Council activities	Implementation of mobility solutions for integrated asset management	Asset management development continues. Work is progressing to support operation of the Technology One function on mobile tablets, with upgrades to software and mapping systems to be completed.	Progressing
Ensure strategic and asset management plans are underpinned by sound financial strategies	Consider the full life cycle costs associated with the investment in new assets, with a focus on capital investment and existing assets	Introduction of a business case for Community Plan Proposals ensures that whole of life costs are considered with the decision to invest in new capital and upgrades, during the budget cycle. CPPs are currently being prepared and compiled for consideration by Council.	Progressing
Ensure strategic and asset management plans are underpinned by sound financial strategies	Review depreciation methodology and process	Depreciation methodology is reviewed as a part of the Fair Value process for assets each year. This year Buildings and Plant are scheduled, and are progressing well.	Progressing
Ensure strategic and asset management plans are underpinned by sound financial strategies	Ongoing improvements to asset data and asset system capabilities	Data cleansing has started for Buildings and Plant asset categories. Asset system capabilities are progressing with integrated access to the asset system on mobility devices currently being tested.	Progressing
Ensure strategic and asset management plans are underpinned by sound financial strategies	Integrate long term asset management considerations into Council decision making process	A reporting template was introduced in August 2017, which includes Fit For Future sustainability ratio impacts of Council recommendations and options, with Long Term Financial Planning and Asset Management impacts included.	Completed

Six Monthly Progress Report | 2017/18

Action	Project/Service	Comments	Status
Ensure strategic and asset management plans are underpinned by sound financial strategies	Improved integration of Asset Management Plans and Long Term Financial Plan	Financial data within Asset Management Plans (AMPs) as been updated, in line with Long Term Financial Plan (LTFP) data. Progress continues as AMPs are scheduled for review. Further work is to be completed linking AMP data into LTFP sensitivity analysis.	Progressing



Application Form

APPLICANTS DETAILS

Name of Organisation	Running Stream Recreation Reserve Trust
Contact Person	Chris Reeves
Address	866 Razorback Road RUNNING STREAM NSW 2850
Phone	0263588285 or 0427 588285
Email	gcreeves4@gmail.com
ABN	
Bank Account Name	Running Stream Recreation Reserve 37372
BSB	062566
Account Number	00900728

PROJECT / ACTIVITY DETAILS

Name of Project / Activity	Repairs to Running Stream Reserve Trust School building	
Amount of funding requested	\$ 3,000.00	
Start and Finish date	START (click to tick)	FINISH (click to tick)
	01.06.2018	01.05.2019
Briefly, describe Project / Activity	Repairs to the exterior wall because of termite damage and replace windows. Repairs to the Weather shed and a repaint. New tank for the school building	

COMMUNITYGRANTS

ADDRESS CRITERIA

How will your project benefit the Mid-Western Region Community?

(Note: limited number of characters)

It will enable the School to be used for a local kids club the meets each week and for them to store there equipment.

What is the expected amount of resident participation?

(Please provide no. of estimated participants)

(Note: limited number of characters)

The trust members and local resident volunteers will participate in the clean up and removal of old timber and any rubbish removal. Up to 10 people.

What level of consultation and collaboration with other local groups has your organisation undertaken?

(ie what other local community groups are or will be involved in this project?)

(Note: limited number of characters)

NA

Outline your organisation's capacity to deliver the Project / Activity OR describe previous experiences.

(Note: limited number of characters)

We are hoping to get all these projects done in the next year so we can continue to use each building on the Running Stream Trust reserve.

COMMUNITY GRANTS

Project Income	Community Grant (amount sought from Council)	\$ 4,000.00
	Expected Sales Revenue i.e. Entry Fee, Membership Sales	
	Other Income	
TOTAL INCOME		\$ 4,000.00

List proposed cash expenditure (provide copies of quotes for equipment)

Project Expenditure	Quote as per Gavin McDonald	\$ 3,000.00
	New Tank for the school building	\$ 1,000.00
TOTAL EXPENDITURE		\$ 4,000.00
TOTAL SURPLUS / DEFICIT		\$ 0.00

If positive or surplus budget, please provide further details/explanation what this surplus will be used for.

Any funds left over will be used for the painting of the Interior of the Running Stream School.

(Note: Unspent grants >\$200 will be required to be returned to MWRC)

FINANCIAL DETAILS

	YES (click to tick)	NO (click to tick)
Is your group/organisation Incorporated?	<input type="radio"/>	<input checked="" type="radio"/>
Have you registered for Goods & Services Tax (GST) purposes?	<input type="radio"/>	<input checked="" type="radio"/>
Do you have an Australian Business Number (ABN)? Note: If you do not have an ABN please attach a 'Statement by Supplier' form	<input type="radio"/>	<input checked="" type="radio"/>

COMMUNITY GRANTS

Has your organisation/group previously received a Community Grant from Council?	YES (click to tick) <input type="radio"/>	NO (click to tick) <input checked="" type="radio"/>
If yes, please advise date and amount	DATE / YEAR <input type="text"/>	AMOUNT \$ <input type="text"/>
Did your group return the acquittal form?	YES (click to tick) <input type="radio"/>	NO (click to tick) <input checked="" type="radio"/>
Closing bank balance from the most recent bank statement or treasurer's report	<input type="text" value="\$ 5,134.88"/>	

Comment on cash set aside for specific projects (optional)

We will hopefully help pay where ever we can so we can keep the Building in great conditions. We are hoping to also paint the inside of the Running Stream Hall so we will have the expense of this also to come out of the above funds.

APPLICATION CHECKLIST

If the following are not attached with the application, this may result in the application not being considered.

	SUPPLIED? (click to tick)	
	YES	NO
A copy of the group's/organisation's most recent bank statement or treasurer's report	<input checked="" type="radio"/>	<input type="radio"/>
A copy of the group's/organisation's public liability insurance	<input checked="" type="radio"/>	<input type="radio"/>
Where the group intends to purchase equipment, a copy of the quote/s obtained	<input checked="" type="radio"/>	<input type="radio"/>
Where the groups/organisations does not have an ABN, 'Statement by Supplier' is required	<input checked="" type="radio"/>	<input type="radio"/>
If your group is not incorporated, please supply a letter from your auspicing body	<input checked="" type="radio"/>	<input type="radio"/>

AUTHORISATION OF APPLICANT

Name	<input type="text" value="Chris Reeves"/>
Position	<input type="text" value="Secretary"/>
Date	<input type="text" value="15.1.2018"/>

- I confirm that the information contained in the application form and within the attachments are true and correct.
- I confirm that this application has been submitted with the full knowledge and support of the applicant.
- I acknowledge the Community Grants Program acquittal requirements and understand that surplus funds may be required to be returned to Council.
- I am aware that this application will be reproduced in the Council Business Paper, and authorise public release of information provided.

COMMUNITYGRANTS

SUBMIT YOUR APPLICATION

EMAIL: After you complete this digital form, please save it to your computer and email to council@midwestern.nsw.gov.au

DELIVER TO: Customer Service Locations

86 Market Street
MUDGEE

109 Herbert Street
GULGONG

77 Louee Street
RYLSTONE

MAIL TO: Mid-Western Regional Council
Attn: Finance Department
PO Box 156
MUDGEE NSW 2850

SUBMIT ONLINE

COMMUNITY GRANTS POLICY

PRINT MY APPLICATION



Running Stream School building Eastern Wall repair estimate

The following estimate relates to removal of the termite effected wall (viz external & internal lining sheets, louvre windows, door & jamb, any remaining frame timber & at least one bearer & two floor joists) and reconstructing the wall in H3 treated pine.

Shoring timbers have already been placed inside the structure as a precaution.

Some flooring will need to be lifted to facilitate installation of the new bearer & it will be replaced once the new bearer is in place.

The wall will be rebuilt in sympathy with the existing design but I propose to install two banks of double louvred windows (recycled from those removed during demolition) which would be placed in direct line with the classroom windows. A scale sketch is attached.

This design is in keeping with the period the building was constructed, is more robust & would be more economical to construct and maintain.

I am hopeful that the termites have not travelled further into the school building structure but am not overly confident that this is the case.

Once the structure is rebuilt, mesh animal barrier would be installed to enclose the subfloor. I suspect that the original timber subfloor skirt was the route used by the termites to access the wall timbers. A metal mesh skirt will provide better cross flow ventilation & keep the soil under the building drier. A metal mesh access door would also be installed for the inspection hatchway near where the old rainwater tank was positioned.

I am proposing to use H3 treated pine for the task – cypress pine can be sourced but is over twice the cost of H3 pine.

DEMOLITION & REMOVAL OF WASTE MATERIALS	\$ 420
RECONSTRUCTION & LINING INTERNAL & EXTERNAL	LABOUR \$ 1900
	MATERIALS \$ 585

TRAVEL COST TO BATHURST FOR MATERIALS \$ 25 PER HOUR PLUS \$ 20 PER 100 KM

TOTAL COST FOR THE TASK IS NEAR TO \$ 3,000

Gaven McDonald 0428635885 gvmcdonald@activ8.net.au or gavenmcdonald@gmail.com

23 August 2017



AAI Limited trading as GIO ABN 48 005 297 807
18 Jamison Street Sydney NSW2000
GPO Box 2601, Sydney NSW2001
Telephone: 02 8121 1183 Fax 02 8121 0690

Wednesday, 16 August 2017

Reference: TMF 021 – 1718

NSW Department of Industry Lands & Forestry- Reserve Trust,

CERTIFICATE OF CURRENCY – NSW TREASURY MANAGED FUND

Insurance and Care NSW (icare) administers the New South Wales Government self insurance scheme called the Treasury Managed Fund (TMF). The TMF was established to manage the New South Wales Government's self insured assets and liabilities. It provides cover for all asset and liability exposures (other than compulsory third party insurance) for NSW Government Agencies that are members of the TMF.

This certificate of currency confirms that from 1 July 2017 to 30 June 2018 that NSW Department of Industry lands & Forestry- Reserve Trust is a member of the TMF. Cover is provided in accordance with the TMF Statement of Cover. This means that the NSW Department of Industry Lands & Forestry- Reserve Trust, their employees and volunteers, are fully covered for their legal liability to any third party arising out of their approved activities worldwide.

Cover includes, but is not limited to:

1. Legal liability inclusive of:
 - a. Public Liability for an amount of \$100 Million
 - b. Professional Indemnity for an amount of \$100 Million
 - c. Directors & Officers for an amount of \$100 Million and
 - d. Product Liability for an amount of \$100 Million

Identifier No: MF100906

2. Property coverage (including plate glass) on a full replacement (new for old) basis, including consequential loss, worldwide, for loss and/or damage to all real and personal property either owned by, or the responsibility of NSW Department of Industry Lands & Forestry- Reserve Trust.

Identifier No: MF101120

Inception Date: Wednesday, 1 July 2009

The TMF Statement of Cover provides further guidance on coverage.

NOTE: GIO hereby agrees that should such coverage be cancelled or withdrawn for any reason, 30 days notice will be provided.

Yours faithfully,

Mona Bechara
Client Services Manager OCW Treasury Managed Fund
Phone No: (02) 8121 3611

Email: mbechara@gio.com.au



Account Number 062566 00900728
Page 1 of 2

RUNNING STREAM RECREATION RESERVE NO 37372
YARRAS
RUNNING STREAM NSW Australia 2850

13 January 2018

Dear RUNNING STREAM RECREATION RESERVE NO 37372,
Here's your account information and a list of transactions from 01/12/17-13/01/18.

Account name RUNNING STREAM RECREATION RESERVE NO 37372
BSB 062566
Account number 00900728
Account type Society Cheque Acct
Date opened 01/08/1976

Date	Transaction details	Amount	Balance
29 Dec 2017	Chq 000271 presented Lithgow	-\$100.00	\$5,074.88
08 Jan 2018	Chq Dep Branch Lithgow	\$60.00	\$5,134.88

Any pending transactions haven't been included in this list. Proceeds of cheques aren't available until cleared.

If you have questions or need more information, go to commbank.com.au/support.

Yours sincerely,

Brian Moseley
General Manager, Retail Customer Service



Australian Government
Australian Taxation Office

Statement by a supplier

Complete this statement if the following applies:

- you are an individual or a business
- you have supplied goods or services to another enterprise (the payer), and
- you are not required to quote an Australia business number (ABN).

HOW TO COMPLETE THE STATEMENT

- Print clearly in BLOCK LETTERS using a black pen only.
- Use BLOCK LETTERS and print one character in each box.
- Place X in all applicable boxes.

▶ Payers can check ABN records of suppliers by visiting abr.business.gov.au or phoning 13 72 26 24 hours a day, 7 days a week.

Section A: Supplier details

Your name

R U N N I N G S T R E A M R E C R E A T I O N R E S E R V E
T R U S T

Your address

c/o 8 6 6 R A Z O R B A C K R O A D
R U N N I N G S T R E A M N S W 2 8 5 0

Reason/s for not quoting an ABN Place X in the appropriate box/es.

- The payer is not making the payment in the course of carrying on an enterprise in Australia.
- The supplier is an individual aged under 18 years and the payment does not exceed \$350 a week.
- The payment does not exceed \$75, excluding any goods and services tax (GST).
- The supply that the payment relates to is wholly input taxed.
- The supply is made by an individual or partnership without a reasonable expectation of profit or gain.
- The supplier is not entitled to an ABN as they are not carrying on an enterprise in Australia.
- The whole of the payment is exempt income for the supplier.

The supplier is an individual and has given the payer a written statement to the effect that the supply is either:

- made in the course or furtherance of an activity done as a private recreational pursuit or hobby, or
- wholly of a private or domestic nature (from the supplier's perspective).

Section B: Declaration

For information about your privacy, visit our website at ato.gov.au/privacy

Under pay as you go (PAYG) legislation and guidelines administered by us, the named supplier is not quoting an ABN for the current and future supply of goods or services for the reason or reasons indicated.

Name of supplier (or authorised person)

C H R I S R E E V E S

Signature of supplier (or authorised person)

Chris Reeves

Daytime phone number

0 2 6 3 5 8 8 2 8 5

Date

Day: 15 / Month: 01 / Year: 2018

⚠ Penalties apply for deliberately making a false or misleading statement.

⚠ Do not send this statement to us.
Give the completed statement to any payer that you are supplying goods or services to. The payer must keep this document with other records relating to the supply for five years.

COMMUNITY GRANTS



Application Form

MID-WESTERN REGIONAL COUNCIL
RECORDS
RECEIVED
06 DEC 2017
 SCANNED
 REGISTERED

APPLICANTS DETAILS

Name of Organisation	Mudgee District U3A Inc
Contact Person	Judith Darling, President
Address	PO Box 469 Mudgee NSW 2850
Phone	0431 551 596
Email	judithdarling@bigpond.com
ABN	65 762 490 750
Bank Account Name	Mudgee U3A
BSB	082726
Account Number	396808275

PROJECT / ACTIVITY DETAILS

Name of Project / Activity	Enrolment/Showcase Day	
Amount of funding requested	\$ 170.00	
Start and Finish date	START (click to tick)	FINISH (click to tick)
	13th January 2018	13th January 2018
Briefly, describe Project / Activity	The official Enrolment Day is Saturday January 13, 2018 at The Stables. Class presenters will be available to discuss needs and answer questions about the courses being offered (40 in 2017). This is a time to pay membership fees and enrol in the classes offered.	

MID-WESTERN REGIONAL COUNCIL
RECEIVED
06 DEC 2017
CUSTOMER SERVICE CENTRE

COMMUNITY GRANTS

ADDRESS CRITERIA

How will your project benefit the Mid-Western Region Community?

(Note: limited number of characters)

The principles of self-help and mutual support are the very cornerstones of the U3A movement. U3As are basically self-help groups built on the premise that collectively older people have the skills and knowledge to provide learning opportunities (education) for themselves. Membership helps promote health and wellbeing and encourages healthy lifestyles.

What is the expected amount of resident participation?

(Please provide no. of estimated participants)

(Note: limited number of characters)

Our current membership for the year 2017 is 242.

What level of consultation and collaboration with other local groups has your organisation undertaken?

(ie what other local community groups are or will be involved in this project?)

(Note: limited number of characters)

Collaboration with groups listed below has occurred to gain suitable venues & resources to conduct classes & to enhance the opportunities for members of the community to participate:

- Club Mudgee (RSL)
- Mudgee TAFE
- Pioneer House
- Opal Mudgee Aged Care
- St John the Baptist Anglican Church
- Mudgee Health Service Wellness Centre
- Mid-Western Regional Council
- Mudgee Library
- Mudgee High School

Outline your organisation's capacity to deliver the Project / Activity OR describe previous experiences.

(Note: limited number of characters)

Founded in 1998, Mudgee District U3A will be celebrating its 20th Anniversary in 2018.

COMMUNITY GRANTS

	Community Grant (amount sought from Council)	\$ 170.00
Project Income	Expected Sales Revenue i.e. Entry Fee, Membership Sales	\$ 5,541.35
	Other Income	
TOTAL INCOME		\$ 5,711.35

List proposed cash expenditure (provide copies of quotes for equipment)

	\$ 170.00
Project Expenditure	
TOTAL EXPENDITURE	\$ 170.00
TOTAL SURPLUS / DEFICIT	\$ 5,541.35

If positive or surplus budget, please provide further details/explanation what this surplus will be used for.

Course Expenses, Functions, Hall Hire & Cleaning, Presenters' Materials, Advertising, Dues & Subscriptions, Insurance, Fair Trading Fees, U3A Network Fees, Maintenance, Printing & Stationary, Postage Website Costs.

(Note: Unspent grants >\$200 will be required to be returned to MWRC)

FINANCIAL DETAILS

	YES (click to tick)	NO (click to tick)
Is your group/organisation Incorporated?	<input checked="" type="radio"/>	<input type="radio"/>
Have you registered for Goods & Services Tax (GST) purposes?	<input type="radio"/>	<input checked="" type="radio"/>
Do you have an Australian Business Number (ABN)? Note: If you do not have an ABN please attach a 'Statement by Supplier' form	<input checked="" type="radio"/>	<input type="radio"/>

COMMUNITY GRANTS

Has your organisation/group previously received a Community Grant from Council?	YES (click to tick) <input type="radio"/>	NO (click to tick) <input checked="" type="radio"/>
If yes, please advise date and amount	DATE / YEAR <input type="text"/>	AMOUNT \$ <input type="text"/>
Did your group return the acquittal form?	YES (click to tick) <input type="radio"/>	NO (click to tick) <input checked="" type="radio"/>
Closing bank balance from the most recent bank statement or treasurer's report	<input type="text" value="\$ 24,252.83"/>	

Comment on cash set aside for specific projects (optional)

Mudgee District U3A has never had a permanent tenancy agreement with any organisation in the Mid-Western Regional Council's area. The money set aside is to ensure we can meet any unexpected expenses that may occur in regard to the need to rent premises to maintain the delivery of our classes to members.

APPLICATION CHECKLIST

If the following are not attached with the application, this may result in the application not being considered.

	SUPPLIED? (click to tick)	
	YES	NO
A copy of the group's/organisation's most recent bank statement or treasurer's report	<input checked="" type="radio"/>	<input type="radio"/>
A copy of the group's/organisation's public liability insurance	<input checked="" type="radio"/>	<input type="radio"/>
Where the group intends to purchase equipment, a copy of the quote/s obtained	<input type="radio"/>	<input checked="" type="radio"/>
Where the groups/organisations does not have an ABN, 'Statement by Supplier' is required	<input type="radio"/>	<input checked="" type="radio"/>
If your group is not incorporated, please supply a letter from your auspicing body	<input type="radio"/>	<input checked="" type="radio"/>

AUTHORISATION OF APPLICANT

Name	Judith Darling
Position	President
Date	6th December 2017

- I confirm that the information contained in the application form and within the attachments are true and correct.
- I confirm that this application has been submitted with the full knowledge and support of the applicant.
- I acknowledge the Community Grants Program acquittal requirements and understand that surplus funds may be required to be returned to Council.
- I am aware that this application will be reproduced in the Council Business Paper, and authorise public release of information provided.

COMMUNITY GRANTS

SUBMIT YOUR APPLICATION

EMAIL: After you complete this digital form, please save it to your computer and email to council@midwestern.nsw.gov.au

DELIVER TO: Customer Service Locations

86 Market Street MUDGEE	109 Herbert Street GULGONG	77 Louee Street RYLSTONE
----------------------------	-------------------------------	-----------------------------

MAIL TO: Mid-Western Regional Council
Attn: Finance Department
PO Box 156
MUDGEE NSW 2850

SUBMIT ONLINE

COMMUNITY GRANTS POLICY

PRINT MY APPLICATION



Mudgee District U3A - [INC.9874819]PO Box 451
Mudgee, NSW 2850**Analyse Balance Sheet****November 2017**12/11/2017
10:35:14 AM

	This Year	Last Year	\$ Difference	% Difference
Assets				
Current Assets				
Cash on Hand				
NAB Mudgee	\$5,074.13	\$4,141.26	\$932.87	22.5%
Petty Cash	\$155.05	\$155.05	\$0.00	0.0%
Total Cash on Hand	\$5,229.18	\$4,296.31	\$932.87	21.7%
Other Assets				
Term Deposit NAB 30day 88	\$5,315.60	\$5,216.48	\$99.12	1.9%
Term Deposit NAB 90day 75	\$5,407.14	\$5,260.22	\$146.92	2.8%
Total Other Assets	\$10,722.74	\$10,476.70	\$246.04	2.3%
Non Current Assets				
Equipment at Cost	\$8,300.91	\$8,300.91	\$0.00	0.0%
Total Non Current Assets	\$8,300.91	\$8,300.91	\$0.00	0.0%
Total Assets	\$24,252.83	\$23,073.92	\$1,178.91	5.1%
Liabilities				
Net Assets	\$24,252.83	\$23,073.92	\$1,178.91	5.1%
Equity				
Member's Equity				
Member's Capital	\$5,561.59	\$5,561.59	\$0.00	0.0%
Retained Earnings	\$18,802.20	\$18,219.82	\$582.38	3.2%
Current Year Earnings	-\$110.96	-\$707.49	\$596.53	(84.3%)
Total Member's Equity	\$24,252.83	\$23,073.92	\$1,178.91	5.1%
Total Equity	\$24,252.83	\$23,073.92	\$1,178.91	5.1%

Mudgee District U3A - [INC.9874819]

PO Box 451
 Mudgee, NSW 2850

Profit & Loss Statement

August 2016 through July 2017

11/08/2017
 1:33:33 PM

	This Year	% of Sales	Last Year	LY % of Sales
Income				
Membership Fees	\$5,541.35	77.7%	\$6,509.50	61.2%
Badges	\$36.00	0.5%	\$18.00	0.2%
Function Fees Collected	\$181.00	2.5%	\$2,102.60	19.8%
Hall Hire Fees Collected	\$1,370.20	19.2%	\$1,732.00	16.3%
Course Notes	\$0.00	0.0%	\$68.70	0.6%
Miscellaneous Income	\$0.00	0.0%	\$211.00	2.0%
Total Income	\$7,128.55	100.0%	\$10,641.80	100.0%
Expenses				
Course Expenses				
Functions	\$993.55	13.9%	\$3,125.36	29.4%
Hall Hire & Cleaning	\$2,184.00	30.6%	\$2,408.00	22.6%
Presenters Materials	\$15.00	0.2%	\$0.00	0.0%
Badges	\$51.00	0.7%	\$31.00	0.3%
Total Course Expenses	\$3,243.55	45.5%	\$5,564.36	52.3%
Administration Expenses				
Advertising	\$497.20	7.0%	\$0.00	0.0%
Dues & Subscriptions	\$0.00	0.0%	\$15.00	0.1%
Insurance	\$0.00	0.0%	\$313.00	2.9%
Fair Trading Fees	\$44.00	0.6%	\$54.00	0.5%
U3A Network Fees	\$291.00	4.1%	\$259.10	2.4%
Maintenance	\$159.00	2.2%	\$10.74	0.1%
Printing & Stationary	\$1,497.53	21.0%	\$1,742.45	16.4%
Postage	\$842.08	11.8%	\$1,052.50	9.9%
Website costs	\$126.90	1.8%	\$84.18	0.8%
Sundry Expenses	\$50.00	0.7%	\$125.00	1.2%
Total Administration Expenses	\$3,507.71	49.2%	\$3,655.97	34.4%
Total Expenses	\$6,751.26	94.7%	\$9,220.33	86.6%
Operating Profit	\$377.29	5.3%	\$1,421.47	13.4%
Other Income				
Interest Income	\$205.09	2.9%	\$224.38	2.1%
Total Other Income	\$205.09	2.9%	\$224.38	2.1%
Other Expenses				
Net Profit/(Loss)	\$582.38	8.2%	\$1,645.85	15.5%

Aon Risk Services Australia LimitedAon Risk Services Australia Limited
ACN 000 434 720 ABN 17 000 434 720Bert de Hosson
U3A Network NSW
12 Elizabeth St
BURRADOO NSW 2576**CLIENT COVERAGE SUMMARY***If you have any queries please contact :*
Aon Risk Solutions
PO Box 1331
PARRAMATTA NSW 2124

Your contact is Nathan Richmond

Phone 02 8623 4000 Fax 02 9633 5009

Client Name : U3A Network NSW
Class of Insurance : VITAL PACK
Period of Insurance : From - 1st July 2017
: To - 1st July 2018**COVERING (Summary Only)****General Policy Information**

INSURED

U3A Network NSW Inc
U3A Armadale
U3A Ballina/Byron Bay
U3A Batemans Bay
U3A Bathurst
U3A Bermagui & District
U3A Bridport
U3A Broken Hill
U3A Brunswick Valley
U3A Bunbury
U3A Cairns
U3A Central Coast
U3A Central Illawarra
U3A Cessnock City
U3A Clarence River
U3A Coffs Harbour
U3A Cootamundra
U3A Corowa/Rutherglen
U3A Cowra
U3A Cygnet
U3A Deniliquin
U3A Dorrigo Plateau
U3A Dubbo Chapter
U3A Eastlakes
U3A Forbes College for Seniors
U3A Forster/Tuncurry
U3A Geraldton
U3A Gloucester District

CLIENT COVERAGE SUMMARY	U3A Network NSW VITAL PACK
U3A Goulburn/Mulwarree	
U3A Grafton	
U3A Griffith	
U3A Hawkesbury	
U3A Hobart	
U3A Independent Scholars Assoc.	
U3A Inverell	
U3A Kempsey/Macleay Valley	
U3A Kentish	
U3A Kiama	
U3A Kingborough	
U3A Lake Macquarie	
U3A Liverpool	
U3A Macarthur	
U3A Maitland	
U3A Mandurah City	
U3A Manjimup	
U3A Manning Valley	
U3A Margaret River	
U3A Meander Valley	
U3A Milton/Ulladulla	
U3A Moree	
U3A Mudgee District	
U3A Myall	
U3A Nambucca Valley	
U3A Namoi	
U3A Naturaliste	
U3A Newcastle	
U3A Norfolk Island	
U3A Northern Illawarra	
U3A Northern Rivers	
U3A Oberon	
U3A Orange	
U3A Parkes College for Seniors	
U3A Port Macquarie - Hastings	
U3A Port Macquarie - Watonga	
U3A Port Sorell	
U3A Port Stephens Third Age Learning	
U3A S.A.M	
U3A Sapphire Coast	
U3A Shellharbour	
U3A Shoalhaven	
U3A Singleton	
U3A Snowy Mountains	
U3A Southern Highlands	
U3A Southlakes	
U3A Tamar Valley	
U3A Tamworth Regional	
U3A Tuggerah Lakes	
U3A Tweed Coast	
U3A On Line	

CLIENT COVERAGE SUMMARY	U3A Network NSW VITAL PACK										
<p>U3A UWA Inc U3A Wagga Wagga U3A Warrumbungle U3A Wollongong U3A Wynyard U3A Yorke Peninsula</p>											
<p>BUSINESS DESCRIPTION Principally volunteer, community, charitable and not-for profit Organisations and all other associated and related activities including activities of volunteers.</p>											
<p>** IMPORTANT NOTICE ** THIS COVERAGE SUMMARY HAS BEEN PREPARED FOR GENERAL REFERENCE ONLY. NOTHING CONTAINED HEREIN PREVAILS OVER THE TERMS, CONDITIONS AND EXCLUSIONS OF THE POLICY.</p>											
<p>Primary Liability</p>											
<p>BUSINESS DESCRIPTION Principally volunteer, community, charitable and not-for profit Organisations and all other associated and related activities as declared by you on the liability declaration.</p>											
<p>LIMIT OF LIABILITY</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">General Liability</td> <td></td> </tr> <tr> <td style="padding-left: 40px;">Any one occurrence</td> <td style="text-align: right;">\$ 20,000,000</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td style="padding-left: 20px;">Products Liability</td> <td></td> </tr> <tr> <td style="padding-left: 40px;">Any one period of Insurance</td> <td style="text-align: right;">\$ 20,000,000</td> </tr> </table>		General Liability		Any one occurrence	\$ 20,000,000			Products Liability		Any one period of Insurance	\$ 20,000,000
General Liability											
Any one occurrence	\$ 20,000,000										
Products Liability											
Any one period of Insurance	\$ 20,000,000										
<p>SUB LIMITS OF LIABILITY Property in physical or legal care, custody & control endorsement limit: \$ 50,000</p> <p>The policy covers the organisation, its employees & volunteers from their legal liability to third parties for personal injury and/or property damage if proven legally liable or negligent as defined in the policy.</p>											
<p>ENDORSEMENTS</p> <p>Molestation Endorsement The limit of the Insurer's liability in respect of any one Claim shall not exceed \$5,000,000.</p> <p>The total aggregate liability of the Insurer during any one Policy Period shall not exceed \$5,000,000.</p>											

CLIENT COVERAGE SUMMARY		U3A Network NSW VITAL PACK						
<p>Supplementary Payments shall be included within the Limit of Liability.</p> <p>This Policy does not provide cover for legal liability arising out of or in any way connected with actual, threatened or perceived sexual assault, sexual harassment or molestation of any person arising from the operation or ownership of any school, religious organisation or child care centre.</p> <p>EXCLUSIONS - REFER TO POLICY FOR FULL CONDITIONS</p> <ul style="list-style-type: none">- All service providers to carry their own insurance- Excludes professional indemnity- Excludes all contractors and/or sub-contractors- Warranted no known or reported incidents/claims- Excludes Acts of War & Terrorism- Policy excludes liability arising from the participation in any sporting activities- Additional activities, events or fundraising not declared on original declaration not insured until referred to and accepted by the Insurer- Excludes molestation <p>PROVISIONS</p> <p>All service providers are required to carry their own insurance. A service provider is deemed as anyone hired by the Insured to provide a good or service. Service providers include but are not limited to security, amusement device operators, fireworks operators, caterers, contractors, venue owners, entertainers etc. It is a condition precedent to the policy that any Insured providing services to third party individuals or groups must hold the appropriate qualifications or licence. It is further agreed that staff/volunteers working for these Insured's must also be appropriately qualified in the activities they are conducting.</p> <p>POLICY CONDITIONS</p> <ol style="list-style-type: none">1. All NFP liability agreed terms and conditions to apply.2. PROFESSIONAL LIABILITY EXCLUSION AMENDMENT <p>DEDUCTIBLE</p> <p>\$ 1,000 each and every claim</p> <table><thead><tr><th>INSURER</th><th>POLICY NUMBER</th><th>PROPORTION</th></tr></thead><tbody><tr><td>CGU INSURANCE LIMITED A.B.N. 27 004 478 371 181 WILLIAM STREET MELBOURNE VIC 3000</td><td>10M1792939</td><td>100.0000%</td></tr></tbody></table> <p>Section Premium Details :</p>			INSURER	POLICY NUMBER	PROPORTION	CGU INSURANCE LIMITED A.B.N. 27 004 478 371 181 WILLIAM STREET MELBOURNE VIC 3000	10M1792939	100.0000%
INSURER	POLICY NUMBER	PROPORTION						
CGU INSURANCE LIMITED A.B.N. 27 004 478 371 181 WILLIAM STREET MELBOURNE VIC 3000	10M1792939	100.0000%						

CLIENT COVERAGE SUMMARY		U3A Network NSW VITAL PACK
Billing Currency : Australian Dollars		
TOTAL	0.00	
Premium Details :		
Billing Currency : Australian Dollars		
TOTAL	0.00	



Current details for ABN 65 762 490 750

ABN details

Entity name:	U3A Network - NSW
ABN status:	Active from 01 Aug 2007
Entity type:	Other Incorporated Entity
Goods & Services Tax (GST):	Not currently registered for GST
Main business location:	NSW 2518

Australian Charities and Not-for-profits Commission (ACNC)

U3A Network - NSW is registered with the Australian Charities and Not-for-profits Commission (ACNC) [as follows](#):

ACNC registration	From
Registered as a charity view ACNC registration	03 Dec 2012

Trading name(s)

From November 2018, ABN Lookup will cease displaying all trading names and only display registered business names. For more information, click [help](#).

Trading name	From
U3A Network - NSW	01 Aug 2007

Charity tax concession status

U3A Network - NSW is a Charity endorsed to access the following tax concessions:

Tax concession	From
GST Concession	01 Jan 2007
Income Tax Exemption	01 Jan 2007

Deductible gift recipient status

Not entitled to receive tax deductible gifts

ABN last updated: 30 May 2013

Record extracted: 11 Dec 2017

Disclaimer

The Registrar makes every reasonable effort to maintain current and accurate information on this site. The Commissioner of Taxation advises that if you use ABN Lookup for information about another entity for taxation purposes and that information turns out to be incorrect, in certain circumstances you will be protected from liability. For more information see [disclaimer](#).



ABN Lookup

Current details for ABN 65 762 490 750

ABN details

Entity name:	U3A Network - NSW
ABN status:	Active from 01 Aug 2007
Entity type:	Other Incorporated Entity
Goods & Services Tax (GST):	Not currently registered for GST
Main business location:	NSW 2518

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Registered as a charity view ACNC registration	03 Dec 2012

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Trading name	From
U3A Network - NSW	01 Aug 2007

Charity tax concession status

U3A Network - NSW is a Charity endorsed to access the following tax concessions:

Tax concession	From
GST Concession	01 Jan 2007
Income Tax Exemption	01 Jan 2007

Deductible gift recipient status

Not entitled to receive tax deductible gifts

ABN last updated: 16 Dec 2017

Record extracted: 31 Jan 2018

Disclaimer

The Registrar makes every reasonable effort to maintain current and accurate information on this site. The Commissioner of Taxation advises that if you use ABN Lookup for information about another entity for taxation purposes and that information turns out to be incorrect, in certain circumstances you will be protected from liability. For more information see [disclaimer](#).




Application Form

APPLICANTS DETAILS

Name of Organisation	Mudgee District Tennis Club Inc
Contact Person	Kylie Cooke
Address	PO Box 76 Mudgee NSW 2850
Phone	0427 724 899
Email	mudgeetennis@gmail.com
ABN	67 906 720 531
Bank Account Name	Mudgee District Tennis Club Inc
BSB	082726
Account Number	509796275

PROJECT / ACTIVITY DETAILS

Name of Project / Activity	Upgrade kitchen facilities at Tennis Clubhouse	
Amount of funding requested	\$ 10,000.00	
Start and Finish date	START (click to tick)	FINISH (click to tick)
	1/4/2018	30/6/2018
Briefly, describe Project / Activity	Purchase of items such as cabinetry, sink, new hot water zippy, oven, removal of asbestos wall sheeting & replace with new wall sheeting, plumbing, tiling/splashback, new flooring & new electrical cabling for kitchen area.	



ADDRESS CRITERIA

How will your project benefit the Mid-Western Region Community?

(Note: limited number of characters)

Up until the last few years MDTC Clubhouse has been made available for use by community groups and parties, once the Clubhouse is back up to standard, MDTC would like to again make it available for use by community groups, this may be for regular meetings or one off events. Currently vermin is able to contaminate items in the cupboards and updating the kitchen will bring it back up to current Australian Standards and allow for food preparation to be undertaken in a safer and more hygienic environment.

What is the expected amount of resident participation?

(Please provide no. of estimated participants)

(Note: limited number of characters)

MDTC has 250 members and numerous non-members that regularly use the clubhouse facilities. Any member of the community or visitor to the community is able to use MDTC's facilities.
 Each year MDTC holds a Central West Junior Development Series (JDS), bringing visitors from as far as the Nepean and Warren. Food is prepared and provided to approximately 60 JDS participants and their families.
 MDTC Club Championships are held annually and food is also prepared and provided to the participants of the Club Championships.

What level of consultation and collaboration with other local groups has your organisation undertaken?

(ie what other local community groups are or will be involved in this project?)

(Note: limited number of characters)

In April 2018 MDTC will hold a 'Family Fun Day', this will be held in conjunction with Relay for Life with all proceeds going to Relay for Life. Participants that attend Relay for Life will also be able to use the facilities at the Clubhouse for the 24 hour period that Relay for Life will be operating.
 Mudgee Junior Hockey Inc have recently used MDTC's facilities and trained on the synthetic courts, they could also potentially be involved in this project.

Outline your organisation's capacity to deliver the Project / Activity OR describe previous experiences.

(Note: limited number of characters)

We have successfully completed a major upgrade to Courts 3 & 4 with this project fully project managed by committee members (mainly Angus McDonald whom is the President). Angus has many years of Project Management and certainly has the capacity to deliver this project on budget and in a timely manner.



Project Income	Community Grant (amount sought from Council) Expected	\$ 10,000.00
	Sales Revenue i.e. Entry Fee, Membership Sales	
	Voluntary labour	\$ 2,000.00
TOTAL INCOME		\$ 12,000.00

List proposed cash expenditure (provide copies of quotes for equipment)

Project Expenditure	kitchen cabinetry	\$ 4,791.47
	sink, oven, hotplates	\$ 1,763.00
TOTAL EXPENDITURE		\$ 6,554.47
TOTAL SURPLUS / DEFICIT		\$ 5,445.53

If positive or surplus budget, please provide further details/explanation what this surplus will be used for.

Surplus will be spent on new flooring, replacing electrical cables, removal of asbestos sheeting & replacing with new sheeting, plumbing, hot water zippy

(Note: Unspent grants >\$200 will be required to be returned to MWRC)

FINANCIAL DETAILS

	YES (click to tick)	NO (click to tick)
Is your group/organisation Incorporated?	<input checked="" type="radio"/>	<input type="radio"/>
Have you registered for Goods & Services Tax (GST) purposes?	<input checked="" type="radio"/>	<input type="radio"/>
Do you have an Australian Business Number (ABN)? Note: If you do not have an ABN please attach a 'Statement by Supplier' form	<input checked="" type="radio"/>	<input type="radio"/>

COMMUNITY GRANTS

Has your organisation/group previously received a Community Grant from Council?	YES (click to tick) <input type="radio"/>	NO (click to tick) <input checked="" type="radio"/>
If yes, please advise date and amount	DATE / YEAR <input type="text"/>	AMOUNT \$ <input type="text"/>
Did your group return the acquittal form?	YES (click to tick) <input type="radio"/>	NO (click to tick) <input checked="" type="radio"/>
Closing bank balance from the most recent bank statement or treasurer's report	\$ 49,434.17	

Comment on cash set aside for specific projects (optional)

Whilst there is approx \$50,000 currently in the account, MDTC will be required in the near future to undertake another major upgrade to Courts 5 & 6. MDTC will be making a submission for the Operational Plan 2018/19 for the balance of the funds to undertake this project (total cost of project is approx \$130,000).

APPLICATION CHECKLIST

If the following are not attached with the application, this may result in the application not being considered.

	SUPPLIED? (click to tick)	
	YES	NO
A copy of the group's/organisation's most recent bank statement or treasurer's report	<input checked="" type="radio"/>	<input type="radio"/>
A copy of the group's/organisation's public liability insurance	<input checked="" type="radio"/>	<input type="radio"/>
Where the group intends to purchase equipment, a copy of the quote/s obtained	<input checked="" type="radio"/>	<input type="radio"/>
Where the groups/organisations does not have an ABN, 'Statement by Supplier' is required	<input type="radio"/>	<input checked="" type="radio"/>
If your group is not incorporated, please supply a letter from your auspicing body	<input type="radio"/>	<input checked="" type="radio"/>

AUTHORISATION OF APPLICANT

Name	Kylie Cooke
Position	Sponsorship Manager
Date	30/1/2018

- I confirm that the information contained in the application form and within the attachments are true and correct.
- I confirm that this application has been submitted with the full knowledge and support of the applicant.
- I acknowledge the Community Grants Program acquittal requirements and understand that surplus funds may be required to be returned to Council.
- I am aware that this application will be reproduced in the Council Business Paper, and authorise public release of information provided.



SUBMIT YOUR APPLICATION

EMAIL: After you complete this digital form, please save it to your computer and email to council@midwestern.nsw.gov.au

DELIVER TO: Customer Service Locations

86 Market Street
MUDGEE

109 Herbert Street
GULGONG

77 Louee Street
RYLSTONE

MAIL TO: Mid-Western Regional Council
Attn: Finance Department
PO Box 156
MUDGEE NSW 2850

SUBMIT ONLINE

COMMUNITY GRANTS POLICY

PRINT MY APPLICATION





Bunnings Group Limited
ABN 26 008 672 179

Quotation

Customer: KYLIE COOK

Date: 31-JAN-2018

Delivery Address:

Contact: KYLIE COOK
Phone: KYLIE 0427 724 899

Delivery Instructions:

Delivery Date: 28/02/2018

We have the pleasure in submitting our Quotation No: 116471665 for the following job:

Job Address:

Summary (Refer Attachment)	Amt Excl GST	GST Payable	Amt Incl GST
AS PER ATTACHED SCHEDULE PLUMBING & KITCHENS	5,958.61	595.86	6,554.47
Prices in this quotation are valid for a period of 30 days from the date of the Quotation after which the prices may be varied by Bunnings. Total	\$5,958.61	\$595.86	\$6,554.47

Hardwood Species will be supplied at Bunnings discretion unless otherwise requested.
Note: To ensure correct pricing, it is important to state the Quotation number when ordering.

For further enquiries concerning this Quotation would you please contact our representative.

Mikaela 344106

Tel No: +61 2 6378 6700

This Quotation is subject to Bunnings Terms & Conditions as printed on the reverse side of this form.

Bunnings is pleased to supply you with goods on the basis of the following:

Quotes & Estimates

Unless our quotation/estimate specifies otherwise, it is valid only if the full quantity is ordered within 30 days. Also, the order must be for delivery within 30 days (except some special orders where we require a longer delivery lead time).

If circumstances change (eg our cost price changes) then we might alter or withdraw the quotation/estimate. We will tell you if this happens.

You must ensure that the quantities and specifications on which our quotation/estimate is based are correct and reflect your requirements. If you wish to change the order or product specifications we will requote the order.

We will be bound to supply you the Goods when Bunnings accepts your order (but not before), and you will then be bound to pay for them.

Delivery

You will be charged for delivery unless otherwise specified. Bunnings will give you an estimated delivery date/time in good faith, but we are unable to accept liability if the delivery is late or if stock is not available in time for scheduled delivery.

We will deposit your Goods at ground level on the delivery site unless you have arranged otherwise with us. You must ensure we have clear and safe access for delivery. We do not accept liability for damage to any property occurring in the course of delivery. The Goods are at your risk after delivery.

Please ensure there is a person present at the delivery site who is authorised by you to accept delivery. If there is not, you authorise us to deliver the Goods anyway. If our delivery subcontractor arrives but is unable to deliver the Goods, you may be required to pay for re-delivery later.

Collection

If your Goods are being collected, please collect them within 10 days after we inform you that the Goods are ready for collection. If you do not do so, we will assume you have cancelled your order. We reserve the right to charge you in full for custom made goods which are not collected within 2 weeks.

Installation

Where we arrange for our supplier to install Goods supplied by us, you must contract separately with the installer. Bunnings will not be liable for any aspect of installation of Goods.

Warranties

Bunnings warrants that the Goods are fit for their usual purpose and are free of defects. All other warranties and representations (including any made to you verbally), except those which are non-excludable in law, are excluded. You must ensure that the Goods are suitable for your specific purpose.

Bunnings' liability to you is limited to refunding the price, replacing or repairing the Goods (at our option). We exclude liability for indirect or consequential loss (eg contractor time on site). We will not be liable for damage, loss or injury suffered as a result of any person failing to follow instructions relating to the Goods, modifying them, failing to appropriately maintain or store them or using them for an unintended purpose.

You must inspect the Goods upon taking delivery and any shortage, discrepancy, defect, wrong specification or similar problem must be notified to Bunnings as soon as you become aware of it, and in any event within 7 days of delivery (otherwise we will not be liable for that problem later).

Payment

If you are an account customer, Bunnings' Terms and Conditions of Supply on Credit apply to all your purchases from Bunnings. You must pay all amounts in respect of the Goods (plus GST) on time and without setoff. You must not backcharge or short pay any amount without our prior written agreement. However we will try and resolve any problems quickly after you notify us.

Cancellation & Returns

We will try and assist you if you wish to cancel your order or return the Goods unused, but we may require you to pay for loss we will incur as a result (for example, handling/transport costs or any re-stocking fee charged by our supplier). Some Goods, including custom made Goods, are not returnable.

You agree that these terms and conditions apply to the exclusion of all others even if other terms are exchanged later.



Bunnings Group Limited
 ABN 26 008 672 179

Mudgee Store
 Cnr Castlereagh Hwy and Burrundulla Rd
 MUDGEE NSW Regional 2850
 Phone +61 2 6378 6700

Quotation No: 116471665

Date: 31-JAN-2018

Customer: KYLIE COOK

Delivery Address:

Job Number:

Job Address:

Line	Item Number	Item Description	METRE or QTY	M3 or UNIT	RATE EXC GST	AMOUNT EXC GST	GST PAYABLE	AMOUNT INC GST
1	5103048	COOKTOP SENSOR TOUCH BELLINI++90CM 4 ZONE CERAMIC	1	Each	562.73	562.73	56.27	619.00
2	5102292	OVEN ELECTRIC BELLINI++90CM STAINLESS STEEL BO908CX	1	Each	862.73	862.73	86.27	949.00
3	5110284	SINK SS RADIANT++1200MM DBL END LBH 1TH R200.1L	1	Each	177.27	177.27	17.73	195.00
4	2662611	BASE CABINET KABOODLE++600MM W-51605	3	Each	107.27	321.82	32.18	354.00
5	2662511	DOOR KABOODLE++600MM GLOSS WHT MOD W-51750	3	Each	62.23	186.68	18.67	205.35
6	2662244	BASE CABINET KABOODLE++900MM W-51607	2	Each	130.91	261.82	26.18	288.00
7	2664585	DOOR KABOODLE++450MM GLOSS WHT MOD W-00341	4	Each	47.15	188.62	18.86	207.48
8	2662245	BASE CORNER CABINET KABOODLE++900MM W-51608	1	Each	170.91	170.91	17.09	188.00
9	2664666	BASE CORNER DOOR KABOODLE++GLOSS WHT MOD W-00349	1	Each	62.63	62.63	6.26	68.89
10	2662254	4 DRAWER BASE CABINET KABOODLE++450MM W-51617	2	Each	155.45	310.91	31.09	342.00
11	2665183	4 DRAWER KABOODLE++450MM GLOSS WHT MOD W-00401	2	Each	52.11	104.22	10.42	114.64
12	2662247	OVEN CABINET KABOODLE++900MM W-51610	1	Each	125.45	125.45	12.55	138.00
13	2662272	OVEN FRONT KABOODLE++900MM GLOSS WHT W-51795	1	Each	30.09	30.09	3.01	33.10
14	2662250	2 DRAWER BASE CABINET KABOODLE++900MM W-51613	1	Each	186.36	186.36	18.64	205.00
15	2665264	2 DRAWER KABOODLE++900MM GLOSS WHT MOD W-00409	1	Each	88.60	88.60	8.86	97.46
16	2662597	BASE CABINET KABOODLE++300MM W-51602	2	Each	75.60	151.20	15.12	166.32

17	2660458	DOOR KABOODLE++300MM GLOSS WHT MOD W-51034	2	Each	36.93	73.85	7.39	81.24
18	2662498	STD RUNNERS KABOODLE++510MM 1 SET W-50358	10	Each	24.92	249.18	24.92	274.10
19	2662005	STD HINGE KABOODLE++1PR W-50310	9	Each	9.84	88.53	8.85	97.38
20	2667721	ROUND BAR HANDLE KABOODLE++128MM BRUSHED S/STEEL W-50421	20	Each	7.64	152.73	15.27	168.00
21	2665387	KICKBOARD KABOODLE++2400MM GLOSS WHT W-00421	4	Each	43.66	174.65	17.47	192.12
22	2662462	CORNER CABINET KABOODLE++HINGE PACK W-50350	1	Each	54.13	54.13	5.41	59.54
23	2666392	BENCHTOP CUTTOMEASURE KABOODLE++600MM COOKIE CREAM C52166 1/8.25	8.25	1 Linear Metre	142.73	1,177.50	117.75	1,295.25
24	9830093	BENCHTOP SERVICE KABOODLE++EDGING C52159	4	Each	25.00	100.00	10.00	110.00
25	9830092	BENCHTOP SERVICE KABOODLE++BENCHTOP JOIN C52158	2	Each	48.00	96.00	9.60	105.60
GRAND TOTAL			87.25			5,958.61	595.86	6,554.47

*** Quote Valid until **02-MAR-2018** ***

All care taken but no responsibility accepted for any errors or omissions. It is the customer's responsibility to confirm all items and quantities prior to any order being accepted.

*** This quote is strictly confidential ***

Bunnings is pleased to supply you with goods on the basis of the following:

Quotes & Estimates

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Installation

Where we arrange for our supplier to install Goods supplied by us, you must contract separately with the installer. Bunnings will not be liable for any aspect of installation of Goods.

Warranties

Bunnings warrants that the Goods are fit for their usual purpose and are free of defects. All other warranties and representations (including any made to you verbally), except those which are non-excludable in law, are excluded. You must ensure that the Goods are suitable for your specific purpose.

Bunnings' liability to you is limited to refunding the price, replacing or repairing the Goods (at our option). We exclude liability for indirect or consequential loss (eg contractor time on site). We will not be liable for damage, loss or injury suffered as a result of any person failing to follow instructions relating to the Goods, modifying them, failing to appropriately maintain or store them or using them for an unintended purpose.

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You agree that these terms and conditions apply to the exclusion of all others even if other terms are exchanged later.



15 Aug 2017

TRIM Ref: DOC17/165660

Sponsorship Manager
Mudgee District Club
PO Box 76
Mudgee NSW 2850

Dear Sir, Madam

Re: Funding for the Mudgee District Tennis Club Inc

Department of Industry-Lands and Forestry considers any submissions for funding by the Mudgee District Tennis Club Inc for any improvements such as upgrades to court surfaces, fencing replacement, refurbishment of the Club House and upgrades to the car park to be all worthy projects that are consistent with the purpose and nature of Reserve 40891.

The completion of the renovations and general improvements to the Tennis Court complex at Mudgee would greatly benefit the community and the district.

The completed projects would contribute to the ability of the Mudgee District Tennis Club to keep and attract new membership providing the community of Mudgee with a modern sporting complex.

The improvements would add value to a community asset and contribute to the enhancement of the Reserve as a whole and is consistent with the principles of Crown land management allowing multiple use and enjoyment of Crown land in the best interest of the State of NSW.

If you require further information, please contact Jason Jones on 1300 886 235 or by email at jason.jones@crowland.nsw.gov.au

Yours faithfully

A handwritten signature in black ink, appearing to read 'Jason Jones'.

Jason Jones
Property Service Officer
Crown Lands, Dubbo



CERTIFICATE No. TA201718

Certificate of Insurance Currency

Sportscover Australia Pty Ltd

This certificate confirms that the under-mentioned policy is effective in accordance with the details shown:-

Name of Insured: Tennis Australia Club Insurance Program
(Including Tennis NSW and Mudgee District Tennis Club)

Cover: Public Liability: \$30,000,000 any one occurrence
Products Liability \$30,000,000 any one occurrence and in the aggregate
Professional Indemnity: \$10,000,000 any one claim and in the aggregate
(For the Business of Tennis as more clearly defined in the Policy Wording.)

Sport: Tennis

Excess: As per policy schedule.

Period of Insurance: 01 November 2017 to 30 June 2018

Underwriter: Sportscover Australia under an authority from Certain Underwriters at Lloyd's

Policy Number: PMEL99/0072947

Counterparties: Any Council, Shire, School or Government Department from whom the above named leases and/or hires and/or rents/or uses with written permission land and/or buildings shall be indemnified for claims brought against the Council, Shire, School or Government Department for which The Insured becomes legally liable to pay compensation.

**For full terms, conditions and exclusions please refer to Your Policy Wording
Version: General_Liability_For_Amateur_Sports_Policy_Wording_01.17**

Manager:



Date: 16 January 2018



NAB Community Fee Saver Account

For further information call 13 22 65 for Personal Accounts or 13 10 12 for Business Accounts.



A 2-726

THE TREASURER
MUDGEE DISTRICT TENNIS CLUB INCORPORATED
PO BOX 76
MUDGEE NSW 2850

Account Balance Summary

Opening balance	\$51,048.62 Cr
Total credits	\$490.14
Total debits	\$2,104.59
Closing balance	\$49,434.17 Cr

Statement starts 24 November 2017
Statement ends 22 December 2017

Outlet Details

Mudgee
64-66 Church St, Mudgee NSW 2850

Account Details

MUDGEE DISTRICT TENNIS CLUB INCORPORATED
BSB number 082-726
Account number 50-979-6275

Transaction Details

Date	Particulars	Debits	Credits	Balance
24 Nov 2017	Brought forward			51,048.62 Cr
27 Nov 2017	Stripe Bpyj6jlk9OT Stripe 507141		239.13	51,287.75 Cr
28 Nov 2017	Sdv-Vrfy Square Au Pty Lt 485450		0.01	
	Internet Transfer Coach	29.05		
	Internet Transfer Pay Back	50.00		
	Internet Transfer Cleaner	238.00		
	Internet Transfer Mudgee Tennis Club			
	Mudgee Tennis	253.87		
	Sdv-Vrfy Square Au Pty Lt 485450		0.01	50,716.83 Cr
30 Nov 2017	Stripe Br6ejl4pQvs Stripe 507141		39.00	
	2000040828657 Telstra Ddebit			
	316616	58.95		
	051600296092 Origin Elec			
	401938	1,474.71		49,222.17 Cr
4 Dec 2017	Stripe Bsbckrvuaya Stripe 507141		173.00	49,395.17 Cr
6 Dec 2017	Stripe Btlwj6d2ERA Stripe 507141		39.00	49,434.17 Cr

Summary of Government Charges

Government	From 1 July to date	Last year to 30 June
Withholding tax	\$0.00	\$0.00
Bank Account Debit (BAD) tax	\$0.00	\$0.00

Bank Accounts Debits (BAD) Tax or State Debits Duty has been abolished for all states & territories effective 1/7/2005. Any amount shown on this statement applies to debits processed on or before 30/6/2005.

For further information on any applicable rebates, fees or government charges, please refer to the NAB's "A Guide to Fees & Charges" booklet. Please retain this statement for taxation purposes.

Explanatory Notes

Please check all entries and report any apparent error or possible unauthorised transaction immediately.

We may subsequently adjust debits and credits, which may result in a change to your account balance to accurately reflect the obligations between us.

For information on resolving problems or disputes, contact us on 1800 152 015, or ask at any NAB branch.

3316246727MC_C08202018447_0010893



MID-WESTERN REGIONAL COUNCIL
RECORDS
RECEIVED
01 FEB 2018
 SCANNED
 REGISTERED

Application Form

APPLICANTS DETAILS

Name of Organisation	Mudgee Fine Foods Incorporated
Contact Person	Julie RMcR Watt
Address	PO Box 794 MUDGEE NSW 2850
Phone	0412 222 442
Email	farmersmarkets@mudgeefinefoods.com.au
ABN	84 596 498 377
Bank Account Name	Mudgee Fine Foods Inc.
BSB	012740
Account Number	224394619

PROJECT / ACTIVITY DETAILS

Name of Project / Activity	Farm Gate & Foodie Trail	
Amount of funding requested	\$ 3,300.00	
Start and Finish date	START (click to tick)	FINISH (click to tick)
	1.1.2018	30.4.2018
Briefly, describe Project / Activity	Our concept is to create a A5 sized localised Farm Gate & Foodie Trail brochure for distribution to locals and tourists. Incorporated in one handy booklet are those establishments offering and promoting local food produce in a substantial manner in their menus. Along with farmers, seasonal produce, farm gate experiences plus those value-adding producers and outlets selling that produce.	

 COMMUNITYGRANTS

ADDRESS CRITERIA

How will your project benefit the Mid-Western Region Community?

(Note: limited number of characters)

Broadly defined as 'food tourism' we are proposing to connect the producers with the consumers in an efficient manner. Food tourism is not simply about food. When locals and visitors consume a locally produced meal or product they do more than physically consume the food. The experience is permeated by the cultural aspects of the environment around them and compliments the whole local and tourism experience.
Our proposal benefits the community as a whole with many spin-offs from this informative document. From increasing visitation to the area to increased employment at those food outlets utilising local produce to putting people directly in touch with the producer in a cost-effective manner maybe leading to on-selling of product into different markets.

What is the expected amount of resident participation?

(Please provide no. of estimated participants)

(Note: limited number of characters)

There is substantial local resident participation is at every stage of this project. Including those participating in the actual booklet production including graphic designers, marketing consultant, advertising firms, printing firm, MFFI administration, distribution supplier and outlet. Then there' s the distribution outlets such as MFFI Farmers' and Makers' Markets, tourism office and events, cafes, restaurants, food product distributors, farmers and stall holders. It is estimated this project will directly affect just under 200 in the production phase however many thousands in distribution and flow on effects.

What level of consultation and collaboration with other local groups has your organisation undertaken?

(ie what other local community groups are or will be involved in this project?)

(Note: limited number of characters)

Extensive consultation has been carried out with Mudgee Fine Foods Incorporated, Splice Marketing and our members and stallholders. There has also been discussion with a MRTI board member.

Outline your organisation's capacity to deliver the Project / Activity OR describe previous experiences.

(Note: limited number of characters)

MFFI has been involved in many successful events including Mudgee Fine Foods Awards, Local Plate Farm Walks, Kids Cooking and Kids Gardening as well as the on-going successful presentation of the Makers' and Farmers' Markets.
Recently Mudgee was voted Number 1 Foodie Destination by Booking.com!

COMMUNITY GRANTS

	Community Grant (amount sought from Council)	\$ 3,000.00
Project Income	Expected Sales Revenue i.e. Entry Fee, Membership Sales	\$ 2,500.00
	Other Income	
	TOTAL INCOME	\$ 5,500.00

List proposed cash expenditure (provide copies of quotes for equipment)

Project Expenditure	Marketing Consultant	\$ 2,500.00
	Design and Production	\$ 1,200.00
	Printing of 10,000 copies	\$ 2,000.00
	Administration	\$ 700.00
	Distribution	\$ 450.00
	Advertising	\$ 800.00
	TOTAL EXPENDITURE	\$ 7,650.00
TOTAL SURPLUS / DEFICIT		\$ 100.00

If positive or surplus budget, please provide further details/explanation what this surplus will be used for.

MFFI is proposing to co-fund this production

(Note: Unspent grants >\$200 will be required to be returned to MWRC)

FINANCIAL DETAILS

	YES (click to tick)	NO (click to tick)
Is your group/organisation Incorporated?	<input checked="" type="radio"/>	<input type="radio"/>
Have you registered for Goods & Services Tax (GST) purposes?	<input type="radio"/>	<input checked="" type="radio"/>
Do you have an Australian Business Number (ABN)? Note: If you do not have an ABN please attach a 'Statement by Supplier' form	<input checked="" type="radio"/>	<input type="radio"/>

COMMUNITYGRANTS

Has your organisation/group previously received a Community Grant from Council?

YES (click to tick) <input checked="" type="radio"/>	NO (click to tick) <input type="radio"/>
---	---

If yes, please advise date and amount

DATE / YEAR <input type="text"/>	AMOUNT \$ <input type="text"/>
-------------------------------------	-----------------------------------

Did your group return the acquittal form?

YES (click to tick) <input checked="" type="radio"/>	NO (click to tick) <input type="radio"/>
---	---

Closing bank balance from the most recent bank statement or treasurer's report

<input type="text"/>	\$ 6,389.52
----------------------	-------------

Comment on cash set aside for specific projects (optional)

We have set aside funds to engage the Marketing Consultatant - Splice Marketing

APPLICATION CHECKLIST

If the following are not attached with the application, this may result in the application not being considered.

A copy of the group's/organisation's most recent bank statement or treasurer's report

SUPPLIED? (click to tick)	
YES	NO
<input checked="" type="radio"/>	<input type="radio"/>

A copy of the group's/organisation's public liability insurance

<input checked="" type="radio"/>	<input type="radio"/>
----------------------------------	-----------------------

Where the group intends to purchase equipment, a copy of the quote/s obtained

<input type="radio"/>	<input checked="" type="radio"/>
-----------------------	----------------------------------

Where the groups/organisations does not have an ABN, 'Statement by Supplier' is required

<input type="radio"/>	<input checked="" type="radio"/>
-----------------------	----------------------------------

If your group is not incorporated, please supply a letter from your auspicing body

<input type="radio"/>	<input checked="" type="radio"/>
-----------------------	----------------------------------

AUTHORISATION OF APPLICANT

Name	Julie RMcR Watt
Position	Market Manager
Date	31st January 2018

- I confirm that the information contained in the application form and within the attachments are true and correct.
- I confirm that this application has been submitted with the full knowledge and support of the applicant.
- I acknowledge the Community Grants Program acquittal requirements and understand that surplus funds may be required to be returned to Council.
- I am aware that this application will be reproduced in the Council Business Paper, and authorise public release of information provided.

 COMMUNITYGRANTS

SUBMIT YOUR APPLICATION

EMAIL: After you complete this digital form, please save it to your computer and email to council@midwestern.nsw.gov.au

DELIVER TO: Customer Service Locations

86 Market Street
MUDGEEE

109 Herbert Street
GULGONG

77 Louee Street
RYLSTONE

MAIL TO: Mid-Western Regional Council
Attn: Finance Department
PO Box 156
MUDGEEE NSW 2850

[SUBMIT ONLINE](#) [COMMUNITY GRANTS POLICY](#) [PRINT MY APPLICATION](#)



Bank Accounts ›

ANZ Everyday Account 012-740-224394619

- Commonwealth Bank Acc 062-577-10142832
- ING Direct Account 00000000
- PayPal Account 000-000-00



- Account Transactions
- Bank Statements

New

- Spend Money
- Receive Money
- Transfer Money

Reconcile

- Reconcile Account
- Bank Rules
- Reconciliation Report
- Import a Statement

Bank Feeds

Activated

- View Status Updates

Edit Account Details

30 Jan 2018
Reconciliation Report
What's this?

- Reconcile
- Cash coding
- Bank statements
- Account transactions

What's this?

Search

Minimum Amount

Exact Amount

Maximum Amount

Start Date

Exact Date

End Date

Cancel Clear Search

Showing
Statement lines

- Statements
- Statement lines

RestoreDelete
No transactions selected
Search

<input type="checkbox"/>	Date	Type	Payee	Particulars	Code	Reference	Analysis Code	Spent	Received	Balance	Source	Status
--------------------------	------	------	-------	-------------	------	-----------	---------------	-------	----------	---------	--------	--------

Natalie Barraclough Insurance Services Pty Ltd
 Authorised Representative of



National Adviser Services Pty Ltd
T/A NAS Insurance Brokers
 ABN 60 096 916 184 Australian Financial Services Licence No. 233750

Natalie Barraclough Insurance Services Pty Ltd
 PO Box 7003, Dubbo, NSW 2830
 Phone: 0458 771 165 Fax: (02) 6147 0202
 Email: natalie@nbinsurance.com.au

You are reminded that the policy mentioned below falls due for renewal on 24/1/2017. To maintain cover, payment to NAS Insurance Brokers MUST be received by 24/1/2017. This is an invitation to renew, and not a demand for payment.

TAX INVOICE

Mudgee Fine Foods Inc
 PO Box 794
 Mudgee NSW 2850

This document will be a tax invoice for GST when you make payment

Date: 17/01/2017
 Invoice No: 1-445780861

Attention: Mudgee Fine Foods Inc

Renewal

Policy No:	HGL8136	Liability
Product:	Winsure Public and Products Liability Insurance	Period of Cover:
Insurer:	Winsure Underwriting Pty Ltd Level 5, 97-99 Bathurst Street Sydney NSW 2000	From: 24/01/2017
The Insured:	Mudgee Fine Foods Inc	To: 24/01/2018 at 4:00pm

COMPLAINTS HANDLING

Clients who are not fully satisfied with our services should contact the NAS Insurance Brokers Customer Service Officer on (08) 9480 8900 or service@nasinsurance.com.au.

NAS Insurance Brokers also subscribes to the Financial Ombudsman Service (FOS), a free customer service (contactable on the toll free number of 1300 780 808), as well as to the General Insurance Brokers Code of Practice.

Details of your duty of disclosure and your insurance cover are on the following page(s).

INVOICE DETAILS

Base Premium	Underwriter Levy	Fire Services Levy	Administration Fee	GST	Stamp Duty	Total Premium
\$1,250.00	\$100.00	\$0.00	\$0.00	\$135.00	\$123.75	\$1,608.75

Printed on: 17 January 2017

Please retain this portion for your records

REMITTANCE ADVICE

Renewal 1-445780861

Policy No: HGL8136
 Due Date: 24/01/2017
 Insured: Mudgee Fine Foods Inc

Please see below for amount due, which varies by payment method.

PAYMENT BY CHEQUE: Please make your cheque for **\$1,608.75** payable to **NAS Insurance Brokers** and return it with this slip to **Natalie Barraclough Insurance Services Pty Ltd, PO Box 7003, Dubbo, NSW 2830**

PAYMENT BY EFT: Please complete an EFT transaction for **\$1,608.75** payable to **NAS Insurance Brokers** with Westpac Bank BSB **036011**, account number **293480** and a Description or Reference of **1-445780861**

PAYMENT BY BPAY:



Bill Code: 126144
Reference: 14457808617
Amount: \$1,608.75

Please contact your bank or financial institution to pay from your cheque, savings, debit or transaction account.

PAYMENT BY CREDIT CARD or DEBIT CARD: Please complete this section and mail this slip to **Natalie Barraclough Insurance Services Pty Ltd, PO Box 7003, Dubbo, NSW 2830** or Phone 0458 771 165 with your credit card details to authorise payment of **\$1,622.83**

Name on Card: _____ Expiry Date: _____

Card payments attract an additional fee of 0.88%

Signature: _____

Mastercard Visa

Natalie Barraclough Insurance Services Pty Ltd
 Authorised Representative of



National Adviser Services Pty Ltd
T/A NAS Insurance Brokers
 ABN 60 096 916 184 Australian Financial Services Licence No. 233750

Natalie Barraclough Insurance Services Pty Ltd
 PO Box 7003, Dubbo, NSW 2830
 Phone: 0458 771 165 Fax: (02) 6147 0202
 Email: natalie@nbinsurance.com.au

INSURANCE SCHEDULE

Policy No:	HGL8136	Liability
Product:	Winsure Public and Products Liability Insurance	Period of Cover:
Insurer:	Winsure Underwriting Pty Ltd Level 5, 97-99 Bathurst Street Sydney NSW 2000	From: 24/01/2017 To: 24/01/2018 at 4:00pm
The Insured:	Mudgee Fine Foods Inc	

YOUR DUTY OF DISCLOSURE

Before you enter into a Contract of general insurance with an Insurer, you have a duty under the Insurance Contracts Act 1984 to disclose to the Insurer every matter that you know, or could reasonably expect to know, which is relevant to the Insurer's decision whether to accept the risk of insurance and if so, on what terms. You have the same duty to disclose those matters to the Insurer before you renew, extend, vary or reinstate a Contract of general insurance. Your duty however does not require disclosure of matter:

- that diminishes the risk to be undertaken by the Insurer;
- that is common knowledge;
- that your Insurer knows or, in the ordinary course of business, ought to know;
- as to which the compliance with your duty is waived by the Insurer.

NON-DISCLOSURE

If you fail to comply with your duty of disclosure, the Insurer may be entitled to reduce the liability under the Contract in respect of the claim or may cancel the Contract.

If your non-disclosure is fraudulent, the Insurer may also have the option of avoiding the Contract from its beginning.

REFER TO PDS

Refer to PDS or Policy Wording for all Terms and conditions of cover.

PRIVACY

NAS Insurance Brokers supports the Australian Privacy Principles. Our Privacy Policy, developed in accordance with these principles, is available on request.

INSURANCE SCHEDULE

ULTIMATE INSURERS

=====

Lloyd's (Certain Underwriters at) 100%
 One Lime Street
 LONDON EC3M 7HA



MID-WESTERN REGIONAL COUNCIL
RECORDS
RECEIVED
25 JAN 2018
 SCANNED
 REGISTERED

Application Form

APPLICANTS DETAILS

Name of Organisation	VISION AISTRALIA - MUDGEES BLACK & WHITE
Contact Person	ANNIE JOHNSTON
Address	648 CASTLEREAGH HIGHWAY, BURRUNDULLA 2850
Phone	6373-1441
Email	lovettslodge@bigpond.com
ABN	17 000 434 720 AFSL 241141
Bank Account Name	Mudgee Black & White Committee
BSB	112879
Account Number	041681666

PROJECT / ACTIVITY DETAILS

Name of Project / Activity	St Patrick's Day Luncheon	
Amount of funding requested	\$ 1,150.00	
Start and Finish date	START (click to tick)	FINISH (click to tick)
	17th March 2018	17th March 2018
Briefly, describe Project / Activity	Each year we put on a function either lunch or dinner to raise money for the Vision Impaired in Mudgee & surrounds	

COMMUNITY GRANTS

ADDRESS CRITERIA

How will your project benefit the Mid-Western Region Community?

(Note: limited number of characters)

ALL proceeds raised via luncheon tickets, raffles & donations stays in our region to assist vision impaired or blind folk.

What is the expected amount of resident participation?

(Please provide no. of estimated participants)

(Note: limited number of characters)

Our current mailing list consists of 280, obviously not all those can attend, however in past years we have had a very good roll up of 100 - 150, 99% locals.

For this year's luncheon at AREC on 17th March we will be sending out invitations early February so at this stage do not know the actual number attending. With my fingers crossed we will have 120

What level of consultation and collaboration with other local groups has your organisation undertaken?

(ie what other local community groups are or will be involved in this project?)

(Note: limited number of characters)

None - we work alone, behind the scenes

Same as above

Outline your organisation's capacity to deliver the Project / Activity OR describe previous experiences.

(Note: limited number of characters)

In the 13 years I have been President of the Black & White Committee in Mudgee we have had many Operas at AREC & Guglong Opera House, I have previously engaged an Opera company from Sydney to perform. On all occasions they been fantastic, & we have raised over \$8,000 each year

COMMUNITY GRANTS

	Community Grant (amount sought from Council)	\$ 1,150.00
Project Income	Expected Sales Revenue i.e. Entry Fee, Membership Sales	\$ 4,800.00
	Other Income	\$ 1,000.00
TOTAL INCOME		\$ 6,950.00

List proposed cash expenditure (provide copies of quotes for equipment)

	AREC -venue	\$ 660.00
	Food (not purchased) approx will probably me more	\$ 300.00
Project Expenditure	Bubbles (not purchased) 2 x doz @ \$8.00 p/bottle	\$ 192.00
	Love to have NONE ?? unsure	
TOTAL EXPENDITURE		\$ 1,152.00
TOTAL SURPLUS / DEFICIT		\$ 5,798.00

If positive or surplus budget, please provide further details/explanation what this surplus will be used for.

As mentioned all proceeds stays in Mudgee & surrounds for Vision impaired or blind, not a big black hole in Sydney!

(Note: Unspent grants >\$200 will be required to be returned to MWRC)

FINANCIAL DETAILS

	YES (click to tick)	NO (click to tick)
Is your group/organisation Incorporated?	<input checked="" type="radio"/>	<input type="radio"/>
Have you registered for Goods & Services Tax (GST) purposes?	<input checked="" type="radio"/>	<input type="radio"/>
Do you have an Australian Business Number (ABN)? Note: If you do not have an ABN please attach a 'Statement by Supplier' form	<input checked="" type="radio"/>	<input type="radio"/>

COMMUNITYGRANTS

Has your organisation/group previously received a Community Grant from Council?	YES (click to tick) <input type="radio"/>	NO (click to tick) <input checked="" type="radio"/>
If yes, please advise date and amount	DATE / YEAR <input type="text"/>	AMOUNT \$ <input type="text"/>
Did your group return the acquittal form?	YES (click to tick) <input type="radio"/>	NO (click to tick) <input checked="" type="radio"/>
Closing bank balance from the most recent bank statement or treasurer's report	<input type="text"/>	
Comment on cash set aside for specific projects (optional)	<div style="border: 1px solid black; padding: 5px;">NIL</div>	

APPLICATION CHECKLIST

If the following are not attached with the application, this may result in the application not being considered.

	SUPPLIED? (click to tick)	
	YES	NO
A copy of the group's/organisation's most recent bank statement or treasurer's report ✓	<input checked="" type="radio"/>	<input type="radio"/>
A copy of the group's/organisation's public liability insurance ✓	<input checked="" type="radio"/>	<input type="radio"/>
Where the group intends to purchase equipment, a copy of the quote/s obtained ✓	<input checked="" type="radio"/>	<input type="radio"/> N/A
Where the groups/organisations does not have an ABN, 'Statement by Supplier' is required ✓	<input checked="" type="radio"/>	<input type="radio"/>
If your group is not incorporated, please supply a letter from your auspicing body ✓	<input checked="" type="radio"/>	<input type="radio"/>

AUTHORISATION OF APPLICANT

Name	Annie Johnston
Position	President, Black & White for Vision Aistralia
Date	18/1/2018

- I confirm that the information contained in the application form and within the attachments are true and correct.
- I confirm that this application has been submitted with the full knowledge and support of the applicant.
- I acknowledge the Community Grants Program acquittal requirements and understand that surplus funds may be required to be returned to Council.
- I am aware that this application will be reproduced in the Council Business Paper, and authorise public release of information provided.

COMMUNITYGRANTS

SUBMIT YOUR APPLICATION

EMAIL: After you complete this digital form, please save it to your computer and email to council@midwestern.nsw.gov.au

DELIVER TO: Customer Service Locations

86 Market Street
MUDGEE

109 Herbert Street
GULGONG

77 Louee Street
RYLSTONE

MAIL TO: Mid-Western Regional Council
Attn: Finance Department
PO Box 156
MUDGEE NSW 2850



1/20/2018

<https://ibanking.stgeorge.com.au/ibank/accountDetails.action?index=1>



Society Cheque

BSB 112-879 Acc 041 681 666

\$58.10
Available balance:
\$58.10

Date	Description	Debit	Credit	Balance
	Closing Balance			\$58.10
19/01/2018	Cheque Number 381	\$4,000.00		\$58.10
	Opening Balance			\$4,058.10

1/20/2018

<https://ibanking.stgeorge.com.au/ibank/accountDetails.action?index=1>



Society Cheque

BSB 112-879 Acc 041 681 666

\$58.10
Available balance:
\$58.10

Date	Description	Debit	Credit	Balance
Closing Balance				\$58.10





Certificate of Currency

Aon Risk Services Australia Limited
ABN 17 000 434 720 AFSL 241141

Jim Luscombe
Vision Australia
454 Glenferrie Rd
KOOYONG VIC 3144

In our capacity as Insurance Brokers to Vision Australia, we hereby certify that the under mentioned insurance policy is current.

As at Date

31 July 2017

Policy Information

Class of Public & Products Liability Insurance Insurance

Insurer (Lead) ANSVAR INSURANCE LTD ABN: 21 007 216 506

Policy Number(s)
C201672911196

Expiry Date
31/07/2018

Insured

Vision Australia Limited, and or Subsidiary Companies including Australian Blindness Services Pty Ltd, RVIB Foundation Pty Ltd, Royal Blind Society New South Wales, Vision Australia Foundation, Royal Victorian Institute for the Blind, Louis Braille Productions Ltd National Information and Library Service, RVIB Foundation, and Vision Australia Trust, The Blind Lottery Australia Pty Ltd, Shades for Sight Pty Ltd, Royal Blind Foundation for Children Ltd, SEDA Seeing Eye Dogs Australia and Vision Queensland Pty Ltd and/or those acquired or incorporated during the period of insurance for their respective rights and interests.

Interest Insured

The Insured's Legal Liability to pay compensation in respect of:

- (a) Injury to any person
- (b) Property Damage
- (c) Advertising Injury

Occurring within the Geographical Limits during the Period of Insurance as a result of an Occurrence happening in connection with the Insured's Business or Products.

Situation of Risk

Anywhere in the world except United States of America and Canada other than in respect of:

- (a)(i) Products sent to the United States of America and/or Canada without the knowledge of the Insured or
- (b) Commercial visits by directors and non manual employees normally resident outside USA or Canada

Sum Insured \$ 50,000,000 any one occurrence or in respect of
Products and Pollution, in the aggregate.

> **Important notes**

- This certificate is a summary of cover only. Please refer to the Policy Wording and Schedule for its full terms and conditions.
- Aon does not guarantee that the will continue to remain in force for the period referred to as the Policy may be cancelled or altered by either party to the contract, at any time, in accordance with the terms of the Policy and the *Insurance Contracts*
- Aon accepts no responsibility or liability to advise any party who may be relying on this Certificate of such alteration to or cancellation of the Policy.
- This Certificate does not
 - represent an insurance contract or confer rights to the recipient, or
 - amend, extend or alter the Policy.

Aon Risk Services Australia Limited | ABN 17 000 434 720 | AFSL 241141

Contact Us

CRM

Nick Oldridge

Telephone

613 92113307

Email

Nick.oldridge@aon.com

Branch

Level 51

80 Collins Street

MELBOURNE VIC 3000

The AON logo is displayed in a bold, red, sans-serif font.

Aon Risk Services Australia Limited | ABN 17 000 434 720 | AFSL 241141




Application Form

APPLICANTS DETAILS

Name of Organisation	Mudgee and District Relay for Life
Contact Person	Christina Caughey
Address	5 Barlow Court Mudgee NSW 2850
Phone	0418112686
Email	Christina.Caughey@midwestern.nsw.gov.au
ABN	51116463846
Bank Account Name	Cancer Council NSW
BSB	082048
Account Number	866996929

PROJECT / ACTIVITY DETAILS

Name of Project / Activity	Mudgee and District Relay for Life	
Amount of funding requested	\$ 1,036.00	
Start and Finish date	START (click to tick)	FINISH (click to tick)
	Friday 6th April 2018	Sunday 8th April 2018
Briefly, describe Project / Activity	<p>Cancer Council's Relay for Life is a 24 community event that raises money for cancer research, prevention, support and advocacy.</p> <p>Mid-western Regional Council has been a major supporter of the event since it started in 2003.</p>	



ADDRESS CRITERIA

How will your project benefit the Mid-Western Region Community?

(Note: limited number of characters)

Relay For Life is a 24 hour event, where the community comes together to raise funds for cancer research, education, prevention and support services. It is a unique occasion to celebrate the lives of people we know who have survived cancer, to honour those we lost, and to fight back against cancer in our community. A festival-style atmosphere is created around the event with participants encouraged to pitch a tent, camp overnight and enjoy the community atmosphere.

What is the expected amount of resident participation?

(Please provide no. of estimated participants)

(Note: limited number of characters)

In past years we have had up to 500 participants registered in 80 teams in the one event and great community participation in the activities throughout the event - including Survivors and Carers morning tea and Hope ceremony. This year we are hoping for 550 participants to attend the event.

What level of consultation and collaboration with other local groups has your organisation undertaken?

(ie what other local community groups are or will be involved in this project?)

(Note: limited number of characters)

Relay for Life has been occurring in Mudgee at Victoria Oval since 2003.

Community groups that participate include: Lions Club, Rotary Club, Tennis Club, Firefighters, local police, primary and high schools from Mudgee, Gulgong, Kandos & Rylstone, church groups, big and small businesses around the region - Moolarban, Peabody, Wilpinjong, Ulan Mines, pharmacies, solicitor firms, Coles and Woolworths, real estate agencies and many more.

Outline your organisation's capacity to deliver the Project / Activity OR describe previous experiences.

(Note: limited number of characters)

Relay for Life started in 2003 and was an annual event until 2009. It has then occurred occurred bi-annually in Mudgee since 2010 and has continued to be a success. The current committee has worked together to deliver very successful Relays since 2009. They are a very confident and competent group of dedicated volunteers.



Project Income	Community Grant (amount sought from Council)	\$ 1,036.00
	Expected Sales Revenue i.e. Entry Fee, Membership Sales	
	Other Income	
TOTAL INCOME		\$ 1,036.00

List proposed cash expenditure (provide copies of quotes for equipment)

Project Expenditure	Use of Victoria Oval - and all facilities (\$160 per day over 6-8th April)	\$ 480.00
	Use of lights (All lights 7-10pm. 1/2 lights 10-12pm. 1 light 12 - 6am)	\$ 100.00
	Delivery / pick up of 45 garbage bins over the weekend (\$152 per 15 bins)	\$ 456.00
	TOTAL EXPENDITURE	\$ 1,036.00
TOTAL SURPLUS / DEFICIT		\$ 0.00

If positive or surplus budget, please provide further details/explanation what this surplus will be used for.

The \$1, 036 will be in kind, as in no charge for the facilities and services listed above. ALL money raised at the event goes towards the Mudgee and Districts Relay for Life total, which can be tracked on the team sponsorship page www.cancerCouncil.com.au/event/relay-for-life-mudgee-2018/ As in previous years the Mid-Western Regional Council is a top sponsor - receiving recognition in all programming etc

(Note: Unspent grants >\$200 will be required to be returned to MWRC)

FINANCIAL DETAILS

	YES (click to tick)	NO (click to tick)
Is your group/organisation Incorporated?	<input checked="" type="radio"/>	<input type="radio"/>
Have you registered for Goods & Services Tax (GST) purposes?	<input checked="" type="radio"/>	<input type="radio"/>
Do you have an Australian Business Number (ABN)? Note: If you do not have an ABN please attach a 'Statement by Supplier' form	<input checked="" type="radio"/>	<input type="radio"/>

COMMUNITY GRANTS

Has your organisation/group previously received a Community Grant from Council?	YES (click to tick) <input checked="" type="radio"/>	NO (click to tick) <input type="radio"/>
If yes, please advise date and amount	DATE / YEAR All previous RFL event	AMOUNT \$
Did your group return the acquittal form?	YES (click to tick) <input checked="" type="radio"/>	NO (click to tick) <input type="radio"/>
Closing bank balance from the most recent bank statement or treasurer's report	<input type="text"/>	

Comment on cash set aside for specific projects (optional)

Mudgee and District Relay for Life is organised and run by a volunteer committee with the guidance of a Cancer Council representative. This year it is KATHERINE BODICKY. She is based at the Orange Cancer Council office. Phone 02 6392 0800

APPLICATION CHECKLIST

If the following are not attached with the application, this may result in the application not being considered.

	SUPPLIED? (click to tick)	
	YES	NO
A copy of the group's/organisation's most recent bank statement or treasurer's report	<input checked="" type="radio"/>	<input type="radio"/>
A copy of the group's/organisation's public liability insurance	<input checked="" type="radio"/>	<input type="radio"/>
Where the group intends to purchase equipment, a copy of the quote/s obtained	<input checked="" type="radio"/>	<input type="radio"/>
Where the groups/organisations does not have an ABN, 'Statement by Supplier' is required	<input checked="" type="radio"/>	<input type="radio"/>
If your group is not incorporated, please supply a letter from your auspicing body	<input checked="" type="radio"/>	<input type="radio"/>

AUTHORISATION OF APPLICANT

Name	Christina Caughey
Position	Chairman - Mudgee & Districts RFL Committee
Date	29/01/2018

- I confirm that the information contained in the application form and within the attachments are true and correct.
- I confirm that this application has been submitted with the full knowledge and support of the applicant.
- I acknowledge the Community Grants Program acquittal requirements and understand that surplus funds may be required to be returned to Council.
- I am aware that this application will be reproduced in the Council Business Paper, and authorise public release of information provided.



SUBMIT YOUR APPLICATION

EMAIL: After you complete this digital form, please save it to your computer and email to council@midwestern.nsw.gov.au

DELIVER TO: Customer Service Locations

86 Market Street MUDGEE	109 Herbert Street GULGONG	77 Louee Street RYLSTONE
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MAIL TO: Mid-Western Regional Council
Attn: Finance Department
PO Box 156
MUDGEE NSW 2850

SUBMIT ONLINE

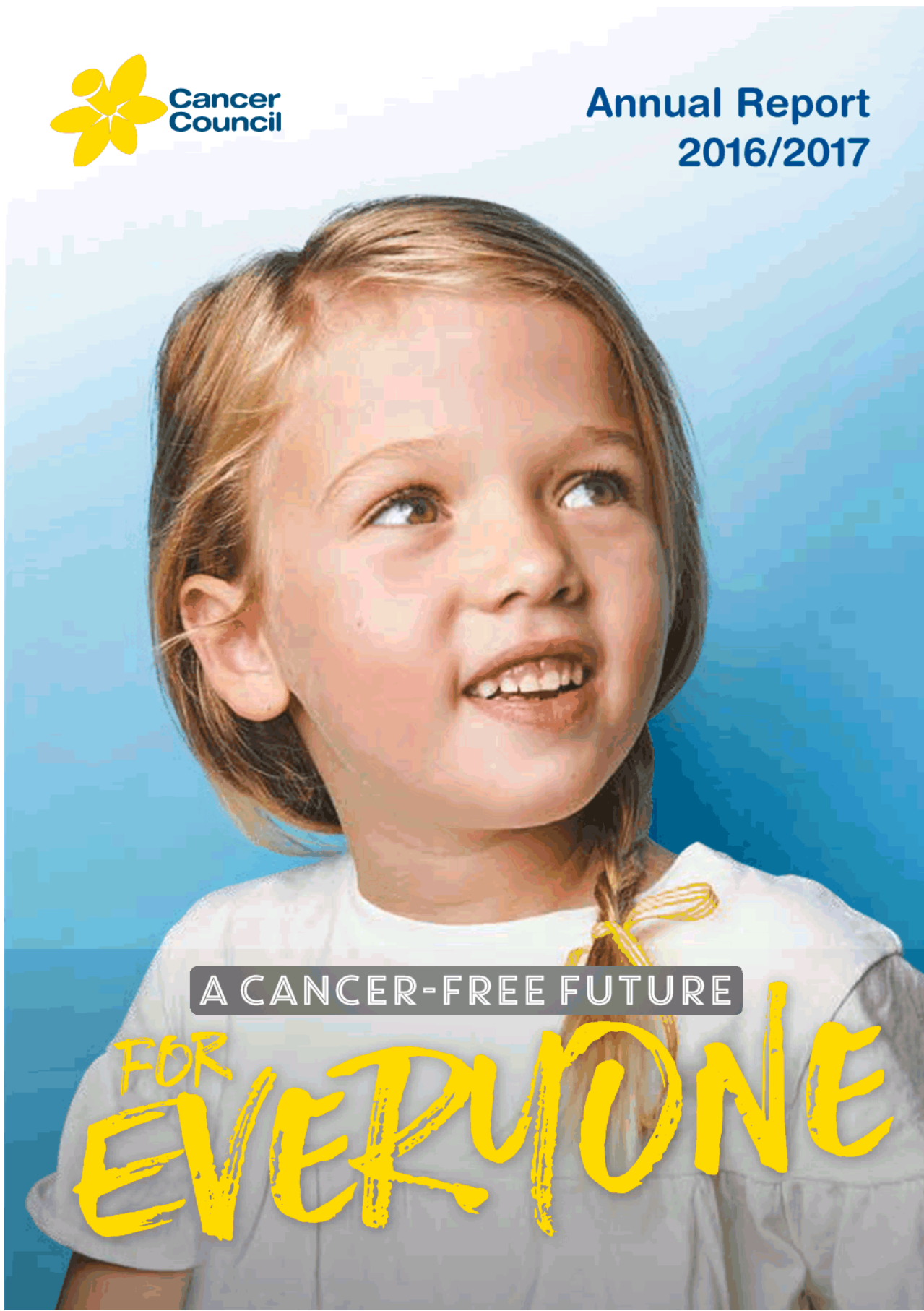
COMMUNITY GRANTS POLICY

PRINT MY APPLICATION





Annual Report 2016/2017



A CANCER-FREE FUTURE

FOR
EVERYONE

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EVERU

OUR VISION

A cancer-free future

OUR PURPOSE

We are Australia's leading cancer charity; uniting the community, investing in research, supporting people and saving lives

OUR VALUES

Our values influence the work that we do and the way we work with our colleagues and with our community



INNOVATION

Seek and embrace the best



RESPONSIBILITY

Be accountable for our results and resources



COURAGE

Speak out and step up



COLLABORATION

Work together to achieve our goals

WHERE



ABOUT US

Cancer Council NSW believes in a cancer-free future. There are things that we can all do every day to help make this happen.

Every year in NSW alone, more than 48,000 new cases of cancer are expected to be diagnosed, and the impact on families, carers and communities is significant.

Together with our volunteers, supporters, stakeholders and staff, we are committed to reducing the impact of cancer on individuals and the community, and to lessening the burden for people affected by cancer.

We are the only organisation that works across every area of every cancer:

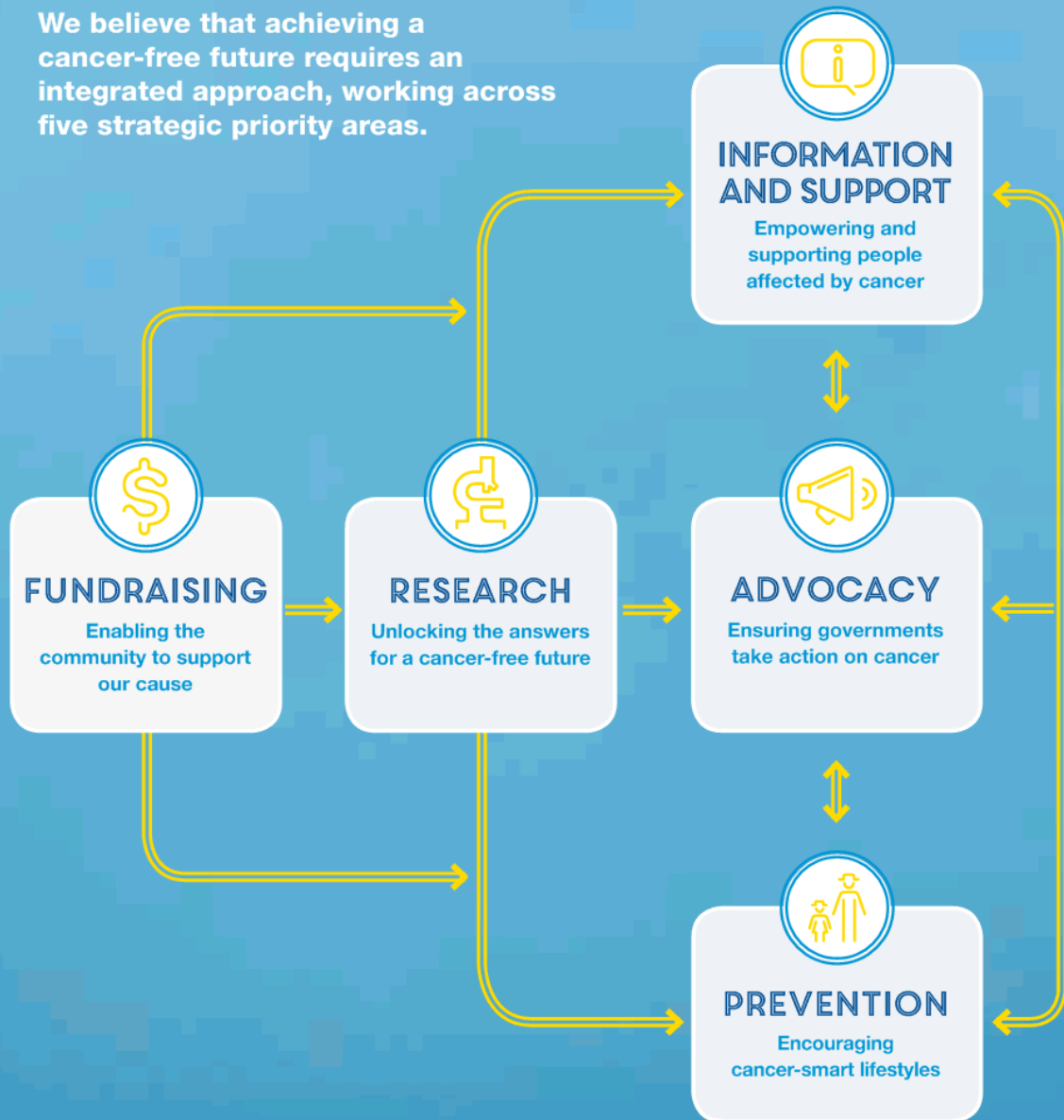
- conducting and funding world-class research that underpins our work across the cancer journey
- preventing cancer by encouraging cancer-smart lifestyles
- supporting people as they navigate the cancer journey
- advocating to ensure that governments take action on cancer.

We are there not only for those touched by cancer today, but to prevent and manage cancer for future generations.

Our 2016/17 Annual Report is a snapshot of our achievements. In the following pages, we are able to share just some of the stories and successes from the past year. These are not just Cancer Council NSW's stories, they reflect a community that shares our vision of a cancer-free future.

OUR STRATEGIC PRIORITIES

We believe that achieving a cancer-free future requires an integrated approach, working across five strategic priority areas.



Find out more about our *Strategic Intent 2014-2018* and strategic priorities online at cancercouncil.com.au/about-us

HELLO FROM OUR CHAIR

Thanks to our supporters and our partnership with the community, 2016/17 was another strong year for Cancer Council NSW.

Our fundraising income has remained steady this year and we have invested more in our mission areas of research, prevention, information, support and advocacy. As a community-funded organisation, we are dedicated to ensuring our services and programs meet the needs of communities across NSW.

While we focus our activities predominantly within NSW, we are a member of a national federation of Cancer Councils that covers every state and territory across Australia. This federated model allows us to focus on opportunities, needs and initiatives within NSW, while collaborating nationally on issues that have an impact on all Australians.

This year, all members of the federation have come together with a new shared vision of a *cancer-free future*. This is aspirational and is meaningful for people across the country.

I am very proud of what Cancer Council NSW has achieved throughout 2016/17. We continue to provide support and assistance to large numbers of people affected directly and indirectly by cancer. Our advocacy and awareness campaigns have brought substantial progress in addressing and resolving some key issues. We have remained one of the largest non-government funders of cancer research in Australia.

This year has also been one with new direction and leadership for Cancer Council NSW. In October 2016, we farewelled outgoing CEO, Jim L'Estrange, and welcomed Jeff Mitchell into the role. Jeff was a member of our Board before taking up this position, and his experience has ensured a smooth transition and a strong foundation for the organisation's future.

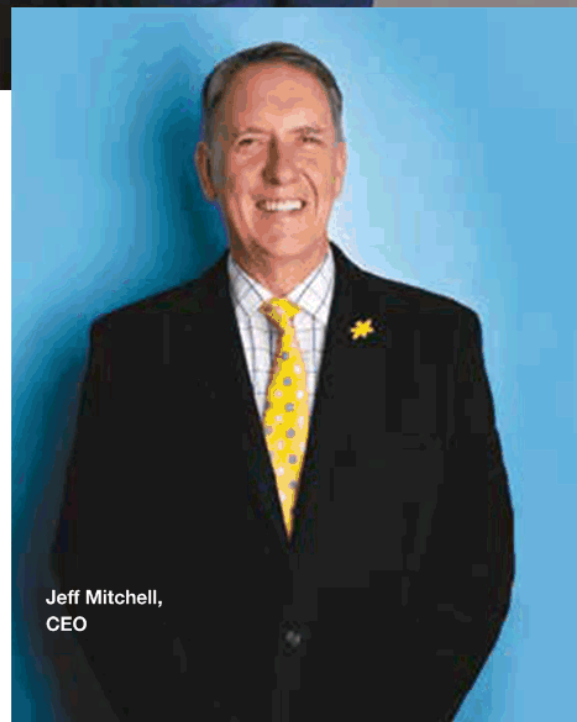
We also have a strong and diverse Board that provides effective leadership; and I thank all of my fellow directors for their efforts, passion and skills in contributing to our work.

On behalf of the Board, I would like to thank our volunteers, supporters and staff for their hard work and dedication to Cancer Council NSW. We are privileged to have the support of so many people contributing to our cause.

Mark Phillips
Chair, Cancer Council NSW



Mark Phillips,
Chair



Jeff Mitchell,
CEO

HELLO FROM OUR CEO

This has been a year of change, a year of progress and most importantly a year of working together with and in the community to bring us closer to a cancer-free future.

I began my new role as CEO in October and I want to thank and acknowledge Jim L'Estrange for his leadership and contribution as the outgoing CEO. Jim did so much to build relationships and strengthen our organisation, and he remains an active supporter.

We have a fabulous team of volunteers, supporters and staff across NSW and I want to thank them all for their enthusiasm and hard work.

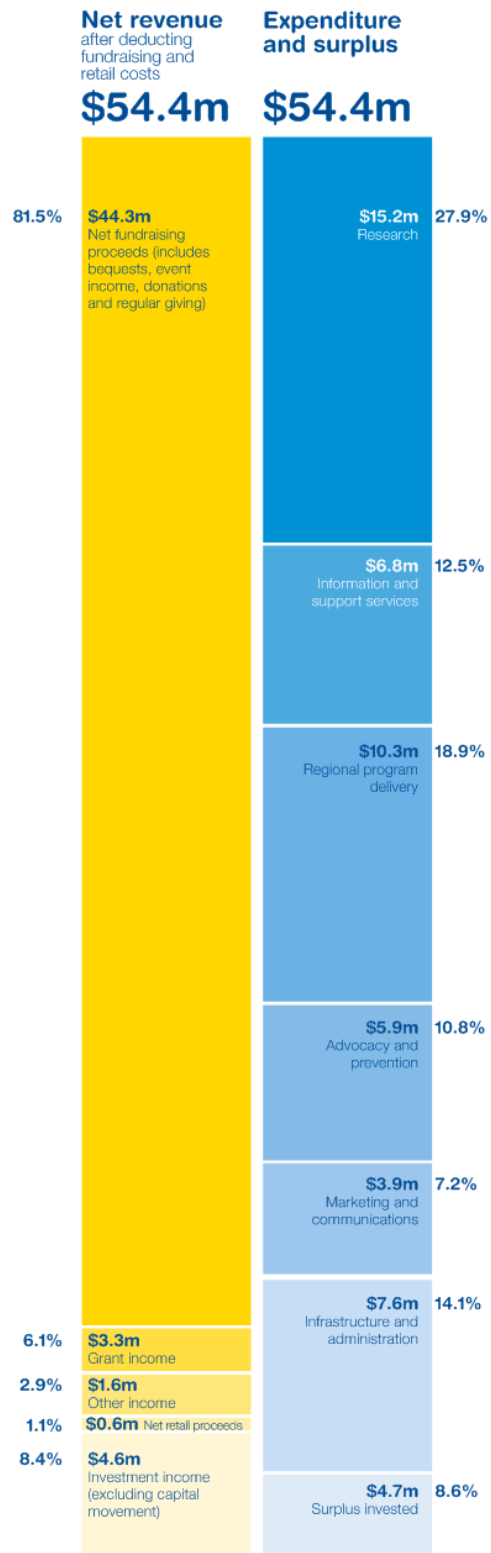
Our 2016/17 Annual Report showcases some great stories and illustrations of our work. We have continued with strategies that have served us well and we have commenced new initiatives across a range of areas from research to supportive care. Some of the themes this year were:

- **Simplifying our processes** – We have embarked on a program called Business Transformation, to streamline processes, technology and systems, so that more of our time and effort will be on our core mission.
- **Building our reach and impact** – Throughout the year we have refined our programs and implemented new activities to extend our reach, so we can support more people affected by cancer. We have made some good progress and there is still more work to do.
- **Investing more in cancer research** – With support from our Board we have commenced a long-term program of epidemiological research called *Pathways to a cancer-free future*. Collaborating with some of the best researchers, this program will help us build evidence-based recommendations on where to invest our resources to have the greatest impact on reducing the burden of cancer.
- **The power of the community voice** – Thanks to the strength of our community, the *I Care for Palliative Care* campaign has made a real difference in ensuring better palliative care services across the state.

This is all made possible because of support from local communities across NSW, to whom we say a very big thank you.

Jeff Mitchell
 Chief Executive Officer, Cancer Council NSW

Where our funds came from and where they were spent



OUR HIGHLIGHTS



COMMUNITY

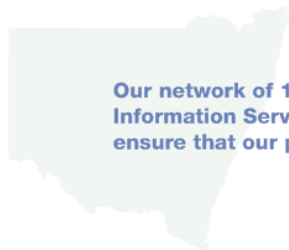
WE ARE
95%
COMMUNITY
FUNDED

28,100+

community supporters get behind our cause.

3,000+

registered volunteers generously donate their time and work alongside our staff.



Our network of 14 offices, seven retail outlets and 19 Cancer Council Information Services enables us to work within communities across NSW and ensure that our programs and services are tailored to meet their needs.



RESEARCH

\$15.2M

INVESTED
IN 2016/17

\$148M

INVESTED OVER THE
PAST 10 YEARS

OUR RESEARCH:

- ✓ has provided critical information about cervical screening in our population, supporting Australia's renewed **National Cervical Screening Program**.
- ✓ found that 83,800 lives could be saved if 60% of Australians participated in the **National Bowel Cancer Screening Program**.
- ✓ determined a 20% **tax on sugary drinks** has the potential to reduce consumption, save lives and have wider economic benefits.



PREVENTION

17,000+

PEOPLE TOOK
OUR CANCER
RISK QUIZ

on 1in3cancers.com.au
to learn which lifestyle choices
can reduce their cancer risk.

900,000+

children across NSW are protected from the harmful effects of the sun while at school and childcare services because of our **SunSmart Program**.

12,900+

parents are helping protect their children from cancer by getting them to eat more fruit and vegetables, thanks to our **Eat It To Beat It program**.



INFORMATION AND SUPPORT

199,000+

UNDERSTANDING
CANCER
RESOURCES

were distributed, ensuring
people have access to reliable
and easy-to-understand cancer
information.

\$1.5M

worth of assistance was provided for free through our **Pro Bono Legal and Financial Program**, helping 864 people in NSW with legal, financial and workplace advice.

12,200+

people called **Cancer Council 13 11 20 for Information and Support** from our specialist cancer professionals.



ADVOCACY

26,500+

CANACT
COMMUNITY
SUPPORTERS

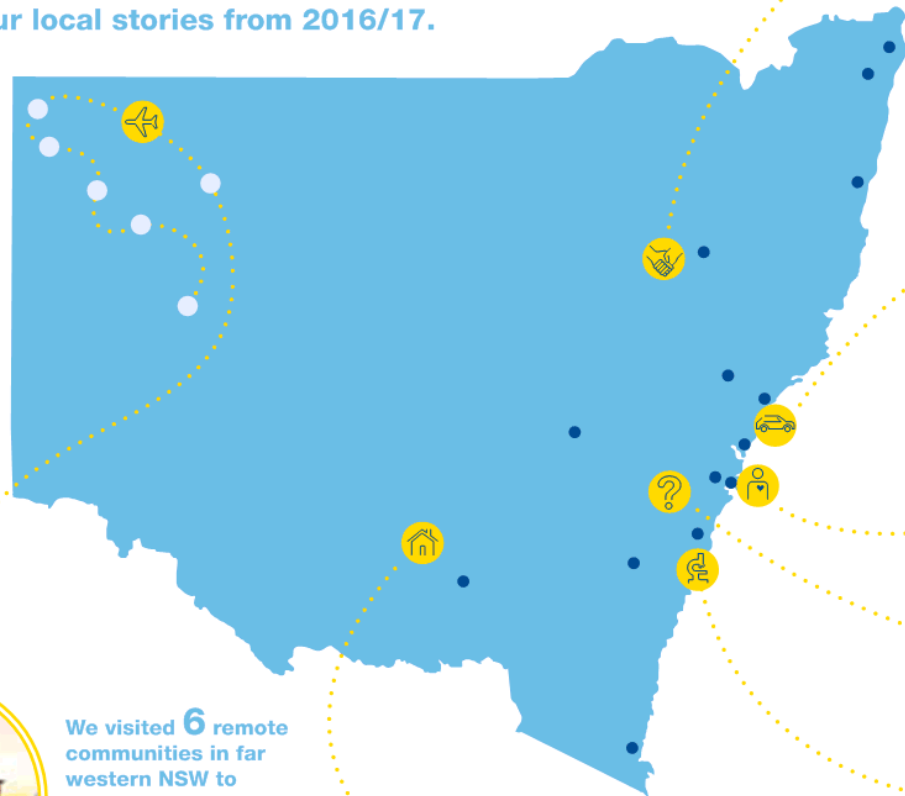
have helped us achieve
some amazing wins.

✓ Our **I Care for Palliative Care** campaign helped achieve a record \$100 million funding commitment from the NSW Government to improve palliative care services.

✓ **Nine Cancer Advocacy Networks** are addressing local cancer-related issues like funding for oncology social workers and securing smoke-free local council areas.

OUR IMPACT ACROSS NSW

We work in local communities across the state, which means we can deliver programs and services that best meet their needs and have the greatest impact. Here is a snapshot of some of our local stories from 2016/17.



We visited **6** remote communities in far western NSW to increase knowledge about cancer and spread prevention messages.

Cancer Council NSW partnered with the Royal Flying Doctor Service to deliver education sessions about bowel, lung, breast and skin cancers in a Fly Around Clinic in **western NSW**. We also promoted Cancer Council NSW support services and visited schools to raise awareness of sun safety and healthy eating, for reducing cancer risk.



We provided **19,897** nights of affordable accommodation so that cancer patients and their carers could stay close to treatment centres.

When Keith Bryce was diagnosed with prostate cancer, he needed to be close to hospital for daily radiotherapy but he lived more than 200 kilometres away. He and his wife stayed at Lillier Lodge in **Wagga Wagga** which meant he could access treatment easily.

● = Cancer Council NSW offices



Our **26,561** CanAct Community members got behind our palliative care campaign across the state.

After losing his mother to breast cancer, Mitch Williams became involved in the *I Care for Palliative Care* campaign. He worked with the **Tamworth** community, collecting pledges and speaking at local events. He is dedicated to improving palliative care and speaking out on behalf of the local community.



Our Transport to Treatment drivers made **20,296** trips, covering nearly 800,000 km.

Margaret Watson from **Newcastle** drives local cancer patients and their carers to treatment. After her husband died from cancer, Margaret was motivated to volunteer with Cancer Council NSW and help people in her area. She is committed to making their experiences with cancer a little bit easier.



We helped **215** survivors and carers adjust to life after cancer through our ENRICHing Survivorship program.

The program allowed Lily Gubbay, a cancer survivor from **Sydney**, to connect with other people who had been through similar experiences and work with professionals to improve her health. She enjoyed the nutrition and diet advice, which helped her to get back into her normal life.



Our **19** Cancer Council Information Services (CCIS) are located in hospitals and treatment centres, providing free information and support services.

Sue Woodward volunteers at the CCIS at **Blacktown** Hospital. She is there to listen and support people – as a cancer survivor, she can understand what they are going through. Sue is fluent in multiple languages, so she can provide easy-to-understand information about Cancer Council NSW's support services to people from many backgrounds.



Thanks to community support, we have contributed **\$15.2 million** to conduct and fund world-class research, which underpins everything we do.

The Honeybees from **Illawarra** are a group of ladies who fundraise for cancer research in a variety of ways including raffles and craft sales. Each with their own connection to cancer, the women also help out at events like Daffodil Day and the Stars of Wollongong. The Honeybees have raised \$125,000 since 2004, enabling us to fund important research projects.



For more information about our work in local communities, visit cancercouncil.com.au/local-services



To conduct and fund world-class research that reduces the impact of cancer.

Research guides our path to a cancer-free future. Cancer Council NSW is committed to conducting and funding research that enhances outcomes across the entire cancer journey and is of value to the community. As an evidence-based organisation, research helps us prioritise areas where we can have the greatest impact, and it underpins our prevention, information and support, and advocacy programs.

Cancer Council NSW is proud to be one of the largest non-government funders of cancer research in Australia. On behalf of the community, in 2016/17 Cancer Council NSW **invested \$15.2 million** to conduct and fund research.

We believe cancer survivors, carers and members of the general public should be at the heart of cancer research, and the community plays a vital role in supporting our work – not only by raising money for research, but also in selecting which projects we fund. Members of the community have a unique insight into the problems faced by those going through cancer. Their involvement in the funding process means that research is conducted in partnership with the people it is intended to benefit. This partnership helps to ensure real-world needs are met by the research Cancer Council NSW funds.

Pathways to a cancer-free future

Our dedicated team of internal researchers has embarked on a new long-term program that aims to save more lives by identifying where the greatest impact can be made on reducing the burden of cancer.

The program is called **Pathways to a cancer-free future** (*Pathways*) and will bring together experts and policy makers to determine the greatest opportunities for reducing the impact of cancer by 2040.

Pathways will guide our activities across research, prevention, advocacy, information and support.

This world-leading program is underpinned by innovative predictive modelling research across five initial cancer types: cervix, lung, bowel, prostate and breast. Together, these are responsible for a large number of cancer cases in Australia.

Funding world-class researchers

Every year we award grants to Australia's leading research teams. Before we invest in a new project, it is reviewed by both scientific experts and our panel of cancer survivors and carers.

In 2016/17, we invested \$8.8 million to fund 256 researchers from 13 institutions, who are working on 70 projects. In addition, we awarded **15 new external research projects**, worth \$6 million over the next three years. These projects include studying a new treatment combination to stop breast cancer growth and improve patient outcomes, and testing drug combinations for pancreatic cancer that could overcome or prevent resistance to treatment. Another project will explore how to help the immune system to fight lymphoma.

In 2016/17 we funded:



256
Researchers



70
Projects



13
Institutions



“ I am a thoracic physician sub-specialising in lung cancer. I got involved in *Pathways* because the program, including the modelling framework developed by the team at Cancer Council NSW, has the potential to help us address the huge burden of disease from lung cancer. Specifically, we are evaluating the cost-effectiveness of lung cancer screening in Australia.

Our aim is to identify how we can have the biggest impact along the whole journey; investigating things like helping people stop smoking or making sure people diagnosed with cancer get the best treatment and care possible. We also aim to improve screening and detection for people at risk of lung cancer, given that most cancers are currently diagnosed at a late stage when cure may no longer be possible.

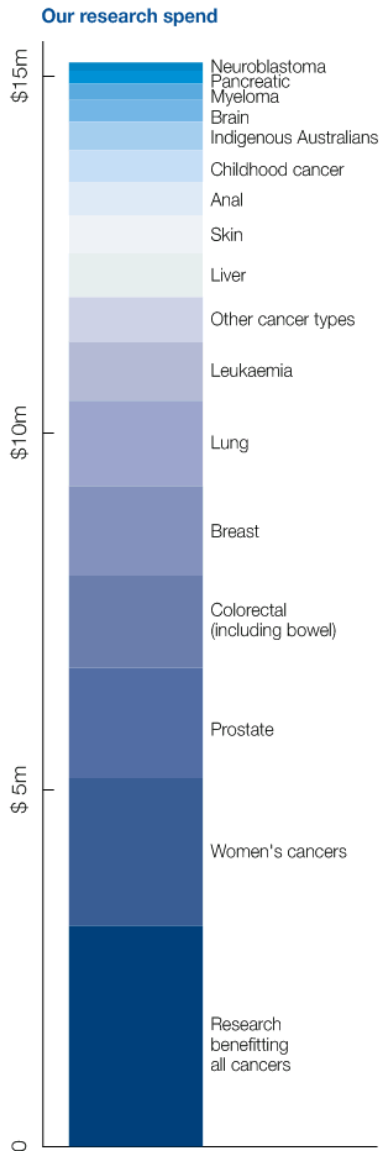
An important part of this research is advanced modelling – looking at what options are most useful and effective, and putting them into practice so that people in the community can benefit.

It is very rewarding work. In the clinic, we can help one person at a time. *Pathways* has the potential to affect many people by improving the whole system, and making a major impact on society.

Throughout my career we have witnessed many improvements to cancer detection, interventions and treatments, but there is still a lot of work to do. Lung cancer is the biggest cause of cancer deaths in Australia. No one is immune and no one deserves it. And together, we are working hard to help everyone achieve the best possible outcome. ”

Professor Kwun Fong
Chair of *Pathways* Lung Scientific
Advisory Committee

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Demonstrating the real-life impact of HPV screening

Cancer Council NSW continues to be a world leader of cervical cancer research. In collaboration with the Victorian Cytology Service, we are conducting a trial to compare the effectiveness of the two approaches to cervical cancer screening – 2.5 yearly Pap test screening and five-yearly Human Papillomavirus (HPV) screening – in an HPV-vaccinated population. With 121,000 female participants, the **Compass trial** is the largest clinical trial in Australia.

Compass has provided critical information about cervical screening in our population, supporting Australia's renewed National Cervical Screening Program, which is expected to roll out in December 2017. It will also provide data to other countries grappling with the challenges of optimising cervical screening.

To conduct a controlled assessment of the performance of HPV testing in both unvaccinated and vaccinated women, the trial is divided into two cohorts based on women's age and eligibility for the HPV vaccine. Over 36,300 unvaccinated women aged 36–69 years are currently participating in the trial, and recruitment is underway for participants aged between 25 and 36 who have been offered vaccination. More than 60,000 participants have already been recruited.

Saving lives with increased bowel cancer screening

In 2016/17, our researchers examined the potential impact of **Australia's National Bowel Cancer Screening Program** between 2015 and 2040 and the effect that improved participation rates could have.

If 60% of Australians participated in the National Bowel Cancer Screening Program, 83,800 lives could be saved between now and 2040.

Currently, around 40% of those who are eligible for bowel screening participate in the program. At this level of participation, the program is expected to prevent 59,000 bowel cancer deaths between now and 2040.

The study found that if 60% of Australians participated in the program, 83,800 lives could be saved between now and 2040.

We also examined the cost-effectiveness of the program, considering the high burden and cost of treating bowel cancer. Our researchers found cost savings to the health system could be achieved within a decade of roll-out of the screening program.

PERFORMANCE

HOW	MEASURES	2013	2014	2015	2016	2017
We forge new discoveries in cancer causes, biology, trends and consequences, through funding world-class research.	New research grants awarded	21	16	16	16	15
	Total research grants funded	71	72	77	80	70
In partnership with government and collaborators, we seek competitive grant funding.	Number of research grants received	19	9	14	12	11
	Total research grants received (\$m)	1.5	0.4	0.9	1.5	1.2
We trial and deploy novel funding strategies and partnerships to unite the best ideas and researchers for the benefit of cancer control.	Total research expenditure (\$m)	14.8	14.2	14.9	15.0	15.2

HIGHLIGHT

- We launched *Pathways to a cancer-free future*, our long-term program that aims to save more lives.

CHALLENGE

- We are refreshing our external grants program to align with changes to the National Health and Medical Research Council's national grants program.

We know that 90% of bowel cancers can be cured if detected early. We encourage Australians aged 50 to 74 to take part in the National Bowel Cancer Screening Program and complete the test when they receive it in the mail.

Estimating the economic benefit of a sugar tax

Consuming sugary drinks can lead to obesity, which is a risk factor for 11 types of cancer, including some breast, bowel, kidney, endometrial, gallbladder and pancreatic cancers. Being overweight or obese is linked to nearly 4,000 cancer cases in Australia each year.

This year, our researchers explored how a **tax on sugary drinks** would impact on Australia's productivity. The Australian-first study found that a 20% tax on sugar-sweetened beverages has the potential to reduce consumption, avoid unnecessary health care costs and save lives, and enhance incomes and economic growth.

Such a tax would also have wider economic benefits, including helping prevent obesity and the illnesses associated with it, so more people would be able to keep working for longer. Specifically, the study estimated that over the lifetime of the adult Australian population, the tax would translate into productivity

gains of \$750 million in the paid work sector alone, and almost \$1.2 billion across volunteer and other unpaid work.

Cancer Council has recommended that the Australian Government introduce a tax on sugary drinks. Additional measures that the government should consider as part of a comprehensive approach include reducing children's exposure to marketing of sugary drinks, and restricting the sale of these drinks in all children's settings such as schools and sporting venues.

Predicting lung cancer risks

Lung cancer is the leading cause of cancer death in Australia and is the fifth most commonly diagnosed cancer type. A study by Cancer Council NSW has, for the first time in Australia, evaluated the performance of a **lung cancer risk prediction tool**, developed in the United States and Canada, to predict current and ex-smokers at the highest risk of lung cancer.

Lung cancer screening is only effective at reducing mortality among those smokers and ex-smokers at the highest risk of lung cancer, making targeting the right group essential. So far, identifying high risk groups has been an unsolved challenge in Australia. This year, however, our

researchers successfully tested a promising method that could reduce the number of people who might be screened unnecessarily. Results of this study have major implications for the future of lung cancer screening in Australia.

The study compared the tool's predictions with real life outcomes among 95,000 people aged 55–74 years in the 45 and Up Study. It correctly predicted nearly 70% of all lung cancers that occurred up to six years from the commencement study. Applying a risk prediction tool to identify people who are at the highest risk has the potential to reduce the number of people needing to be screened, as well as the number of false positives, making screening more efficient and cost effective.

While these findings are promising, there is a pressing need for more data and evidence about lung cancer screening. An Australian screening trial is underway to further evaluate the use of the tool in clinical settings. This research is part of a trial funded by the National Health and Medical Research Council, led by Professor Kwun Fong at The University of Queensland. Cancer Council NSW is planning a health economic evaluation of lung cancer screening for Australia using data from the trial, which is due for completion in approximately three years' time.



Recipients of external research grants for 2017 at Cancer Council NSW's annual Research Awards.

WHAT'S NEXT?

Lynch syndrome is an inherited genetic mutation that gives some people a higher chance of developing certain cancers, particularly colorectal cancer. Identifying patients with Lynch syndrome can save lives, but it is currently underdiagnosed. Our researchers have begun a project testing different approaches to ensure patients with a high risk of Lynch syndrome are identified and referred into genetics services.



Read more about our research activities in our *Research Highlights Report 2016/2017* at cancercouncil.com.au/research-highlights-2016-2017



PREVENTION PRIORITY

To reduce cancer in the NSW community by encouraging people to lead healthy, cancer-smart lifestyles.

Preventing cancer is one of the most effective ways of achieving a cancer-free future. Research shows that one third of all cancers are related to smoking, exposure to UV radiation, obesity, poor nutrition, alcohol consumption and lack of physical activity. By creating environments that promote cancer-smart behaviours, and helping people make healthier choices, we can reduce known cancer risks and lower cancer incidence.

To achieve a cancer-free future, we need to stop cancer before it starts. Our prevention programs focus on three key areas where we can make a big difference: tobacco control, skin protection and nutrition.

1 in 3 Cancers campaign

Evidence shows that in Australia 37,000 – or one third of cancer cases – are preventable. In September 2016, Cancer Council NSW launched the **1 in 3 Cancers campaign**.

While other campaigns have raised awareness of single risk factors such as smoking or UV exposure, our *1 in 3 Cancers* campaign is the first to look collectively at the lifestyle choices that influence an individual's risk of cancer. This includes quitting smoking, using sun protection, achieving a healthy weight, drinking less alcohol, cutting down on red and processed meat, eating more fruit and vegetables, and increasing physical activity.

The campaign calls on people to visit 1in3cancers.com.au and

complete our **Cancer Risk Quiz**. The quiz is designed to help people learn how their lifestyle choices affect their cancer risk. The campaign aired across television, digital and social media channels, reaching over one million people in NSW. There was a very positive response, with over 45,000 people visiting the website and over 17,000 people completing the quiz.

Evaluation of the campaign found that, when prompted, approximately 30% of the target audience of women and men aged 35–55 years recognised the campaign. Of these, nearly 60% could recall key campaign messages without prompting, increasing to 95% when prompted. These results demonstrate that the campaign resonates with our key audiences and the message 'you hold the cards to reducing your cancer risk' is both compelling and accessible. Our challenge ahead is to extend the campaign to reach a greater proportion of the community and encourage them to take action.

Instilling cancer-smart behaviours from a young age

Participating in outdoor sports is a large part of the Australian culture. In 2016/17, 30 junior cricket clubs continued to encourage cancer-smart behaviours among young cricketers and their families through our **Healthy Sports Initiative**. The initiative supports clubs to address five health standards: sun protection, smoke-free environments, healthy eating, alcohol management, and healthy sponsorship and fundraising. The focus of 2016/17 was to promote sun protection while continuing to build on the smoke-free environment messages from 2015/16.

Reducing harm from smoking

Tobacco smoking is the biggest risk factor for preventable cancers, causing one in five of all cancer deaths in Australia. While smoking rates have declined significantly in recent years – to 15% of NSW adults – they remain significantly higher among some groups in our

Continued...

Evaluation of the 1 in 3 Cancers campaign





“ I founded Blowfly Cricket Club nine years ago. I’ve always loved sports and wanted to create an environment where children with special needs have the opportunity to participate in a team sport, get outdoors and keep active.

We’ve been involved in the Healthy Sports Initiative since it began in 2015. It’s a fantastic program that the club has really taken ownership of.

We began the program by encouraging our members to be more sun-safe. For children with physical and intellectual disabilities keeping a hat on or applying sunscreen can be difficult, but our club members learned to really embrace it. Today, the children are so switched-on reminding everyone to wear their broad-brimmed hats and to keep in the shade when they’re not on the field.

We’ve also worked on keeping our playing field and club house smoke-free and are encouraging healthy eating at our weekly barbeque by introducing meat-alternatives.

The most rewarding part of being involved in this program is seeing the kids act out those healthy behaviours on their own accord.

I always say to the team, ‘this is your club,’ so it’s so great to see them embrace the Healthy Sports Initiative. Whether it’s by putting up Cancer Council sun safety signage, reminding others to wear their sunscreen or participating in the cricket match, they’re really involved and they’re taking on these healthy habits.

At Blowfly Cricket we promote an accepting, safe and healthy environment for all children of all abilities, and the Healthy Sports Initiative has become a big part of that philosophy. ”

Mark Rushton
Blowfly Cricket Club Founder,
Healthy Sports Initiative participant

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community, such as Aboriginal people and those with a mental illness.

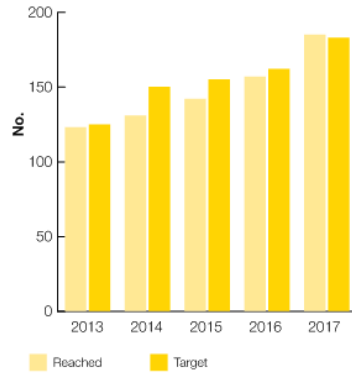
Our **Tackling Tobacco program** partners with community organisations that work with these priority populations to reduce smoking-related harm for their clients. In 2016/17, we worked with 53 organisations and completed 36 projects. We have centralised and automated the recruitment process for new Tackling Tobacco projects, leading to an 18% growth in completion from 2015/16.

A key focus this year was working with eight Aboriginal health organisations on Tackling Tobacco projects with an adapted version of the program to make it more culturally appropriate. We also brought Aboriginal health workers together to share their stories of what they are doing to address smoking in their communities.

We have also continued our work towards **smoke-free living** for people in apartment complexes. We know that 93% of adults do not permit smoking inside their home, yet very few strata schemes in NSW have adopted by-laws to address smoking. With new model by-laws introduced under the Strata Management Regulation, Cancer Council NSW ran a campaign featuring a story of a mother with young children affected by smoke-drift. The campaign promoted our *Achieving Smoke-free Apartment Living* toolkit. This toolkit

summarises the health, financial and legal benefits of smoke-free apartment complexes, as well as how to achieve this, and examples of what to include in a smoke-free by-law.

Number of social and community service organisations reached through Tackling Tobacco



Preventing skin cancer

Australia has one of the highest rates of skin cancer in the world, with two in three people who grow up in Australia diagnosed with some form of skin cancer by the time they are 70 years old. We continue to deliver sun protection programs designed to reduce the incidence and mortality of skin cancer in high risk populations such as children, young people and older men.

Our **SunSmart Program** supports the development and implementation of best practice sun protection policies in primary

schools and childcare centres. We know that reducing UV exposure during the first 15 years of life significantly reduces the risk of developing skin cancer later in life. In NSW, 92% of early childhood services and 81% of primary schools participated in the program during 2016/17, reaching an estimated 900,000 children.

Practicing sun-safe behaviours at any age reduces the risk of skin cancer. This year, we continued to work with the support of Cancer Institute NSW to promote sun protection practices among men aged 40–64 years through **Improve your long game**, a skin cancer prevention program running in NSW golf clubs.

We know that men over the age of 40 are 1.5 times more likely to be diagnosed with melanoma and more than twice as likely to die from it than women of a similar age. In 2016/17, a record 82 NSW golf clubs registered to implement the program throughout summer, estimated to reach more than 10,000 members. Participating clubs are provided with sun protection signage and sunscreen to use at various sites across the clubhouse and on the green, with reminders to reapply sunscreen at the 10th hole.

Enhancing advice regarding the safe use of sunscreens

In early 2017 there were media reports that a number of well-known brands of sunscreen, including our

PERFORMANCE

HOW	MEASURES	2013	2014	2015	2016	2017
We facilitate cancer-smart policies and practices in organisations and settings.	Percentage of NSW primary schools participating our SunSmart Program	67%	75%	78%	80%	81%
We support individuals to adopt cancer preventative behaviours, including increased fruit and vegetable consumption.	Number of new parents participating in the Eat It To Beat It program	3,443	8,912	13,227	12,300	12,933
We help at-risk populations change their behaviour, including partnering with social and community service organisations to address tobacco issues and support clients to quit.	Number of new projects with social and community service organisations reached through Tackling Tobacco	22	10	11	15	28

HIGHLIGHT

- The new Tackling Tobacco in Aboriginal Communities initiative engaged eight Aboriginal Medical Services.

CHALLENGE

- In response to issues regarding sunscreen sensitivity, we have worked on increasing community awareness around the safe and effective use of sunscreen.

own Cancer Council SPF 50+ Kids sunscreen, had caused a small number of adverse reactions.

Reactions to sunscreen are rare and can result from a sensitivity or allergy to any of the ingredients used in these products. For this reason, Cancer Council recommends performing a patch test before applying any sunscreen, and stopping use if any unusual reaction occurs.

The manufacture of sunscreens is strictly regulated by the Australian Government's Therapeutic Goods Administration (TGA) and **all Cancer Council sunscreens are thoroughly tested** to ensure they are safe and TGA-approved.

Cancer Council has made improvements to the advice we provide regarding how best to use sunscreen, including use of sunscreen with babies and children. This is supported by enhancements in the instructions on sunscreen packaging and the removal of Cancer Council aerosols from market.

Preventing cancer through healthy eating

Eating a nutritious diet with plenty of fruit and vegetables can reduce the risk of bowel, oesophageal, lung and



1 in 3 Cancers campaign poster.

some mouth and throat cancers. A healthy diet also helps maintain a healthy body weight, but only one in five Australians are eating enough vegetables and about half eat the recommended amount of fruit.

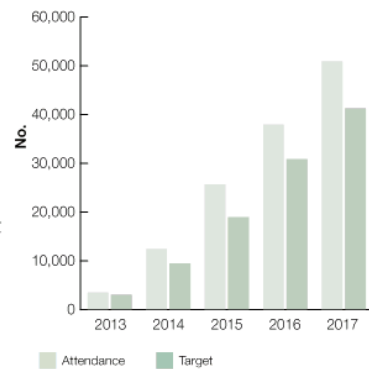
Our free **Eat It To Beat It program** now covers all of NSW with its expansion into southern NSW and metropolitan Sydney this year. As part of the program, 11,858 parents of kindergarten-aged children attended our 25-minute Healthy Lunch Box sessions to learn how to pack a healthy lunch box. A further 1,075 parents took part in our Fruit & Veg Sense Workshops to learn about preparing healthy family meals, with a focus on increasing fruit and vegetable intake.

Campaigning for healthier environments – junk food marketing to children

Cancer Council NSW continues to conduct research into the **impact of unhealthy food marketing on children**. In 2016/17, our research into the sponsorship of junior sports programs by food, beverage, alcohol and gambling companies found that while there are a relatively low number of these sponsors, 91% are marketing unhealthy products.

We also analysed advertisements broadcast during children's peak viewing times. Our results found that there was no change in the rate of unhealthy food and drink advertisements on television since our last study in 2011, despite

Number of parents who have attended Eat It To Beat It sessions



voluntary self-regulatory initiatives introduced by the food industry in 2009. We found 44% of food advertisements featured unhealthy foods, exposing children to three junk food advertisements every hour.

We found 44% of food advertisements featured unhealthy foods, exposing children to three junk food advertisements every hour.

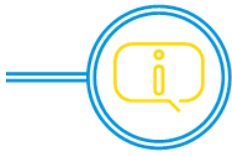
Both pieces of research gained significant media attention, highlighting our calls on the government to take action to protect children from the influence of junk food sponsorship and advertising, and progress an evidence-based recommendation to address childhood obesity.

WHAT'S NEXT?

Over the next year, we will explore strategies to extend the reach of the 1 in 3 Cancers campaign, including finding ways to link the campaign with our existing initiatives such as Relay for Life. We will continue to refine our campaign strategy to promote and support healthy lifestyles across the NSW community.



To find out more about cancer prevention, visit: cancercouncil.com.au/cancer-prevention, 1in3cancers.com.au, sunsmartnsw.com.au and junkbusters.com.au



INFORMATION AND SUPPORT PRIORITY

To empower and support people affected by cancer, so that no one need face cancer alone.

Cancer Council NSW supports people affected by cancer through all stages of their cancer journey. As well as providing evidence-based information about cancer, we provide practical and emotional support to help people cope better with cancer. As cancer treatments improve, more people are living longer after a cancer diagnosis. Adjusting to life after cancer makes the availability of ongoing support crucial.

Cancer Council NSW is there for people who have questions about cancer, have been diagnosed with cancer or are undergoing treatment, or are caring for loved ones. Anyone can call **Cancer Council's 13 11 20 Information and Support service** and speak to a health professional about any aspect of cancer. This year, we received 12,225 calls and emails to 13 11 20. Of these, approximately 60% (7,198) were referred to additional Cancer Council NSW support services for practical and emotional support.

Practical support for anyone affected by cancer

A cancer diagnosis can bring about a range of financial and legal issues, which can be difficult for a person to deal with while undergoing treatment or caring for a loved one. To help reduce the stress related to these issues we offer a range of practical support programs and services.

Financial stress is reported by one third of people with cancer and around a quarter of carers. In 2016/17, the **Financial Assistance Program** provided information, support and financial assistance to 2,750 people affected by cancer and experiencing acute financial hardship. As part of this, our **Emergency Financial Assistance** service provided \$587,052 worth

of aid to 2,538 people across NSW to help with household expenses and the cost of getting to treatment. This included vouchers for food and petrol as well as help with utility bills.

An evaluation of these programs conducted in 2016/17 found that those who had accessed the service felt less stressed and better able to cope with their financial situation once they understood what assistance was available.

Cancer Council's **Pro Bono Program** continues to help people affected by cancer access free legal, financial planning and workplace advice. Cancer Council NSW manages the Pro Bono Program across Australia through partnerships with Cancer Councils in every state and territory. In 2016/17, professionals provided \$1.5 million worth of support for free, assisting 864 people in NSW with 1,128 issues including legal disputes, wills, superannuation, budgeting and negotiation with employers. Nationally, this program helped 2,630 people with 3,519 matters amounting to \$5 million of assistance in 2016/17.

We continue to strengthen our relationships with professionals who deliver these services free of charge, and in 2016/17 the program reached a milestone of partnering with over 1,000 service providers nationally. This year, Cancer Council

NSW teams met with lawyers and financial planners in regional areas across western and northern NSW to promote the program, recruit additional advisors, and thank existing advisors for their ongoing support. During 2016/17, the expansion of this service was also driven by a new partnership with the Financial Planning Association of Australia, which is providing access to more financial planners.

Supporting emotional needs

Cancer Council NSW provides support to ease the emotional burden for people while they are undergoing treatment, making decisions about life matters or coming to terms with their circumstances. We offer opportunities for people to talk to cancer professionals or connect with people who have had similar experiences – one-to-one through our Cancer Connect program over the phone, in group settings or online.

This year we launched our newly redesigned **Cancer Council Online Community** which is a safe, online space for cancer patients, survivors, families and carers. The website offers information and support, and reduces isolation by allowing people to share their cancer experience through blogs, discussion forums and support groups.

Continued...



“ I was 28 years old when I was diagnosed with stage three colorectal cancer. I was living and working in Beijing at the time and was back home in Australia for a week when I received my diagnosis. With no known family history, my cancer came as a real shock.

It was completely out of the blue and it took my life in another direction.

I underwent 18 months of treatment involving radiotherapy, chemotherapy and surgery.

I became involved with Cancer Council NSW early on. I started volunteering post-surgery. Since then I've been a guest speaker on the webinar series and active on the newly launched Online Community, engaging with patients and survivors while sharing my experience and understanding.

Cancer can be a very isolating experience. That's why online support services are so important, particularly for people in my age group. We're online all the time, so it's reassuring to know that Cancer Council NSW facilitates these services so we can trust the information and access it anywhere, anytime.

One of the most valuable features of these online support services is that most of the comments you receive are in real-time. It creates a two-way dialogue and helps you to cope better.

I continue to keep in touch with the people I meet through my involvement with these support services. They're all affected by cancer differently, but all are able to empathise and understand the impact it has. The more connected all people affected by cancer can be, the better. ”

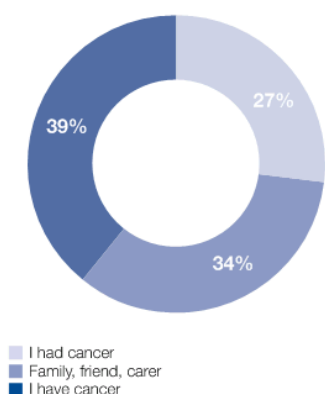
Ben Bravery
Survivor and Cancer Council
Online Community member

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Research shows that access to reliable online information helps people affected by cancer to reduce anxiety, create realistic expectations, promote self-care and minimise feelings of isolation.

Since its launch in November 2016, the website has grown to over 5,100 community members and there have been over 27,700 visits.

How cancer relates to members of the Online Community



A trusted source of information

We know how important it is for people to be able to access reliable information about cancer at the time they need it and in a place and format that is right for them.

To achieve this, we created a series of 10 **podcasts** this year, called *The Thing about Cancer*. The podcasts provide a new and engaging way for people to access trusted information, and are particularly helpful for those who are too fatigued to read, have low literacy levels, or simply prefer to listen rather than read.

Presented by renowned Australian broadcaster Julie McCrossin, each episode focuses on a different topic such as coping with a cancer diagnosis, making treatment decisions, explaining cancer to children, managing fatigue, and how cancer affects carers. The podcasts are proving popular, with more than 3,600 listens in the first six weeks. They are available for free on our website or through the online iTunes Store.

Our **Understanding Cancer** series continues to provide information

about cancer through booklets, fact sheets, online content, CDs and DVDs. The series includes over 85 clinically reviewed information resources, including 51 printed booklets. In 2016/17, we distributed 199,040 printed resources and a further 19,179 were downloaded from our website. In addition, we have expanded our range of ebooks to 22 editions.

During 2016/17, we added two new national online fact sheets to the *Understanding Cancer* series – *Understanding Immunotherapy* and *Understanding Lymphoedema* – and updated 10 online workplace fact sheets to assist human resources teams and managers to support any employees who are affected by cancer.

To complement our *Exercise for People Living with Cancer* booklet, we developed 22 **exercise videos** which are available on our website. Research indicates that exercise during and after cancer treatment is beneficial in a number of ways. Coupled with the information in the booklet and on the website, the videos encourage people to be active during their treatment, make exercise easier and more achievable,

PERFORMANCE

HOW	MEASURES	2013	2014	2015	2016	2017
We increase the number and reach of information and support services for people with cancer and their families.	Calls and emails to 13 11 20 Information and Support	18,339	15,763	12,335	11,948	12,225
	Cancer Council resources distributed	239,961	241,825	238,014	228,264	199,040
	<i>Understanding Cancer</i> booklets and ebooks downloaded	-	11,731	14,942	28,774	19,179
We provide help with the high cost of cancer.	Financial assistance grants to cancer patients and carers	1,937	1,794	1,831	2,228	2,538
	Financial assistance grants (\$)	444,551	441,853	486,083	508,000	587,052
We receive pro bono contributions from organisations and businesses with expertise and capacity to lend support to cancer patients and carers.	Number of matters referred to our Pro Bono Programs across Australia	2,685	3,165	3,457	3,882	3,518
We improve access to treatment via the provision or support of patient transport and accommodation services.	Number of trips by our Transport to Treatment program	-	-	-	-	20,296*
	Patient accommodation nights supported by Cancer Council NSW	16,633	18,700	19,246	19,878	19,897

HIGHLIGHT

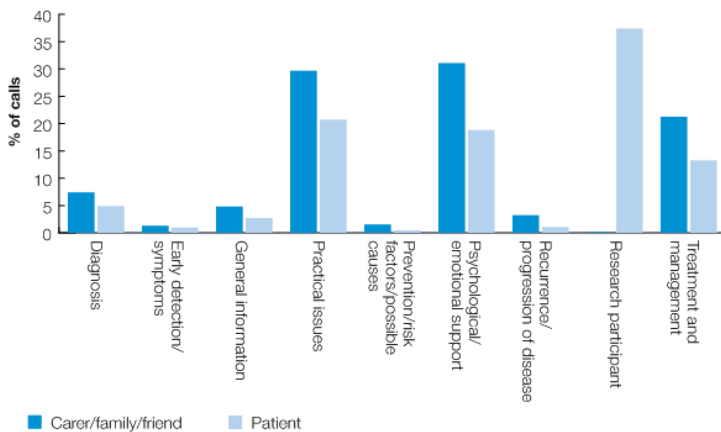
- Partnerships with utility providers contributed \$153,000 towards our Financial Assistance Program meaning more assistance could be provided at no additional cost to Cancer Council NSW.

CHALLENGE

- While the total number of printed *Understanding Cancer* resources distributed this year is slightly lower, distribution to cancer treatment centres and hospitals in NSW has increased.

*In 2016/17, we implemented a new method of reporting Transport to Treatment trips.

Why patients and carers call Cancer Council 13 11 20 Information and Support



while supporting people to do the exercises safely and correctly.

We have 19 **Cancer Council Information Services (CCIS)** located in hospitals and treatment centres across NSW, providing free information and access to support services for people with cancer, their families and carers. This year we introduced the use of mobile devices which enable our volunteers to move around treatment wards and speak with people on the go. This has resulted in more effective data collection and flexibility in delivering information.

When treatment has finished

Over the years, cancer treatments and survival rates have continued to improve, which means more people are adjusting to life after cancer. This is why we offer a range of programs and services to address the unmet needs of cancer survivors.

During 2016/17, we redeveloped one of our key survivorship programs to deliver a more sustainable program called **ENRICHing Survivorship**. This brings together exercise, nutrition, mindfulness and peer support into one program.

Six pilot programs of ENRICHing Survivorship were delivered in 2016/17, with participants reporting a greater positive impact on health and wellbeing outcomes than previous program variations. ENRICHing Survivorship has since been rolled out statewide, with many sessions delivered in collaboration with treatment centres.

Cancer survivors, carers, their family and friends can access real-time information through Cancer Council NSW's **webinar series**. The webinars allow anyone in Australia to interact with the presenters and other participants and learn about strategies to improve their wellbeing. The webinars continue to be well received, with eight held in 2016/17 on topics including anger after cancer, fatigue after treatment and the guilt of surviving cancer. Across the series, there were 3,140 registrations and 1,306 live and recorded views.

This year we also developed three **webinars for the Chinese community** in Mandarin, Cantonese and English to address the needs of this group. The project, funded by a grant from Cancer Australia, aimed to address some of the barriers that Chinese migrants face in accessing cancer information and support. The webinar series focuses on themes that our research with the Chinese community identified as being the most essential to feeling well informed and supported: trust, wellness, and legal and financial assistance.



Our *Understanding Cancer* booklets provide reliable and easy-to-understand information.

WHAT'S NEXT?

In 2017/18, we will expand our financial counselling program into regional areas, and fund a financial navigator who will be a first point of contact to answer financial questions and discuss options.



For cancer information and support, call: Cancer Council 13 11 20 Information and Support or visit: cancerCouncil.com.au/get-support



ADVOCACY PRIORITY

To ensure that governments take action to reduce cancer risk and improve access to care and treatment.

We know that, at times, government policies do not reflect what available evidence tells us about cancer prevention and access to care and treatment. Cancer Council NSW brings evidence and people together to influence policy, funding and legislation to help prevent cancer and improve cancer treatment and care.

Our **CanAct Community** is made up of 26,561 people across NSW who have the passion and power to change what politicians do about cancer. Cancer Council NSW works with these dedicated supporters to identify cancer-related issues and speak out on behalf of the community. We connect these people with each other, and their Member of Parliament (MP), to ensure decision-makers take action on cancer.

We know that when we act together, we make change. Our work has led to things like more funding for palliative care; better access to affordable car parking for people undergoing cancer treatment; and more smoke-free areas to protect the community from second-hand smoke as well as support people trying to quit.

Ending the palliative care shortage

When our loved ones have terminal cancer, they deserve the best care and support. However, without enough palliative care doctors and nurses to meet the needs of the community, this isn't always possible.

In June 2017, in response to community pressure including from Cancer Council NSW, the NSW Government announced a record \$100 million funding boost for palliative care over the next four years. This funding will allow for additional specialist palliative care

nurse and physician positions across NSW, as well as provide training and scholarship opportunities to help develop the palliative care workforce of the future. This is a significant investment and indicates the strength of the community campaign on this issue.

Cancer Council NSW supported Push for Palliative's campaign for many years, and we increased our focus and attention on the issue in the lead up to the 2015 state election. Since then it has continued to be a key advocacy priority for Cancer Council NSW and our CanAct Community.

We launched our **I Care for Palliative Care campaign** in November 2016. We called on the NSW Minister for Health to fund at least 10 more full-time specialist palliative care physicians to bring NSW in line with recommended staffing ratios. We also called for 129 full-time palliative care nurses, to bring us in line with other states.

To ensure that Aboriginal people get the unique support they need, we called for more culturally-appropriate specialist palliative care services for Aboriginal people. Aboriginal people have limited access to palliative care that fits with their community values, beliefs and heritage, and this is an area that we want to continue working on with the government.

We launched the campaign at our **Planning 4 Change** event, where

Results from our *I Care for Palliative Care* campaign

12,000+
pledges of support



OVER 50%

of Members of NSW Parliament briefed and 65 pledges from MPs, including the Minister for Health



120+

endorsements from businesses and organisations

17

local launches with community members and NSW MPs

200



local media stories reaching 100% of state electorates

Continued...





“ I lost my mother-in-law to cancer six years ago. She had been diagnosed with lymphoma.

At the time, I was living in Australia while she was back home in the United States. It's always hard losing a loved one, but even more so when you're not there with them.

After she passed away I thought of how the support and care she received could have been improved. I knew I could put my skills in public health to use and affect real change. Around that time I got involved with Cancer Council NSW.

I joined the CanAct Community in 2013, and two years later I trained to become an MP (Member of Parliament) Liaison Officer. This volunteer role brought me face-to-face with my local MP so I could discuss our advocacy campaigns and how we want government to respond.

I never thought it could be possible to meet with politicians and open up the conversation about action on cancer. That's why the CanAct Community is so powerful.

The recent *I Care For Palliative Care* campaign is one very close to my heart. My five-year-old niece requires daily care from a palliative care nurse, and has needed it since she was two. I know how important this type of care is, not only for the patient but their family as well. It can make a world of difference.

In the months leading up to the NSW Government's announcement of \$100 million in palliative care funding, I could feel the momentum building. It had been months of hard work from passionate advocates and it paid off. ”

Jamie Seymour
CanAct Community MP Liaison Officer

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we brought more than 100 CanAct Community members and Cancer Council NSW staff together to build community leadership and share experiences of palliative care. We also launched the *Our Stories* booklet, a collection of personal accounts of palliative care. The stories tell of the incredible difference that palliative care staff make, and the strain placed on families when they are unable to access the care and support they need.

Throughout April 2017, we also held a **palliative care call-in**, where we asked cancer patients, carers and families who had been affected by advanced or terminal cancer to share their experiences with us. We had a great response, with 339 calls to our 13 11 20 Information and Support service and questionnaires completed online. The information they shared demonstrated the significant difference that palliative care staff make to people's lives.

Together with our CanAct Community volunteers and supporters, along with Push for Palliative campaign leaders, Cancer Council NSW has kept the need for more palliative care in the hearts and minds of politicians. The commitment by the NSW Government shows it has listened, and will help ensure more people get the support they need at

a time when they are at their most vulnerable.

Increasing Aboriginal workforce in health services

Our research shows that Aboriginal people are more likely to have cancer diagnosed later, receive less active treatment, and have poorer long-term cancer outcomes than non-Aboriginal people. To improve health outcomes for Aboriginal people and improve services and treatment, we want to **strengthen the Aboriginal health workforce** in NSW to ensure culturally appropriate care is more widely available. We continue to call on the NSW Government to increase the number of Aboriginal staff working in cancer services.

Cancer Council NSW participated in the review of the NSW Government's *Good Health – Great Jobs: Aboriginal Workforce Strategic Framework 2016–2020*. We ensured that cancer care was referenced as an area of need. However, the government indicated that the issue needs to be addressed at a Local Health District level. This issue continues to be an area of focus for Cancer Council NSW and we will include it in our agenda for the next state election. We aim to bring the issue forward and close the gap in Aboriginal health services at the local level.

Reducing harm from smoking

Reducing harm from tobacco continues to be a priority for Cancer Council NSW and reducing the retail availability of tobacco products is one way to do this. We held the first ever **Tobacco Retail Summit** in Sydney on World No Tobacco Day 2017. The event brought together nearly 100 policy makers, researchers and advocates to consider ways of addressing the oversupply of tobacco products in Australia. Presentations focused on successful international legislative initiatives, including in San Francisco and Hungary, and speakers also discussed potential models for an Australian context.

The Summit provided an opportunity to reinforce our position with the NSW Government as it develops the next NSW Tobacco Strategy. Cancer Council Australia and the National Heart Foundation's Tobacco Issues Committee also met the following day to continue working on a national approach to tobacco retail.

This year Cancer Council NSW, through this Tobacco Issues Committee, maintained our position for regulation for e-cigarettes. The Therapeutic Goods Administration (TGA) considered whether e-cigarettes and e-liquids containing nicotine below a certain amount should be exempt from the Poisons

PERFORMANCE

HOW	MEASURES	2013	2014	2015	2016	2017
We develop and deploy ways to engage, equip and mobilise people in achieving social change aligned to our mission.	New Cancer Council advocates trained in NSW	85	106	51	65	66
	Cancer Council advocacy supporters in NSW	10,600	13,745	18,634	18,891	26,561
We enhance understanding and support among policy makers for changes required to reduce the incidence and impact of cancer.	Number of volunteers trained through our MP Liaison Program	24	19	14	17	8

HIGHLIGHT

- In response to our advocacy efforts, the NSW Government has announced that it will invest an additional \$100 million in palliative care funding over the next four years.

CHALLENGE

- We are improving our understanding of the best policy approach to deal with out-of-pocket costs incurred by people with cancer and their families.

Standard. Along with other Cancer Councils we made submissions recommending the TGA maintain the status of nicotine as a dangerous poison and continue to restrict the sale of these products because there is little evidence that they are an effective tool to help quit smoking. In March 2017, the TGA decided to maintain the status quo in line with Cancer Councils' recommendation.

Advocacy at a local level

In addition to supporting statewide campaigns, our nine **Cancer Advocacy Networks** across NSW support the community to take action on local cancer issues. This year, they have won a number of local campaigns, including:

- securing a stand-alone palliative care ward at Westmead Hospital in Sydney
- funding for an oncology social worker in Albury.

These local groups were also actively involved in the *I Care for Palliative Care* campaign and played a critical role in that achievement as well.

Evaluating our model

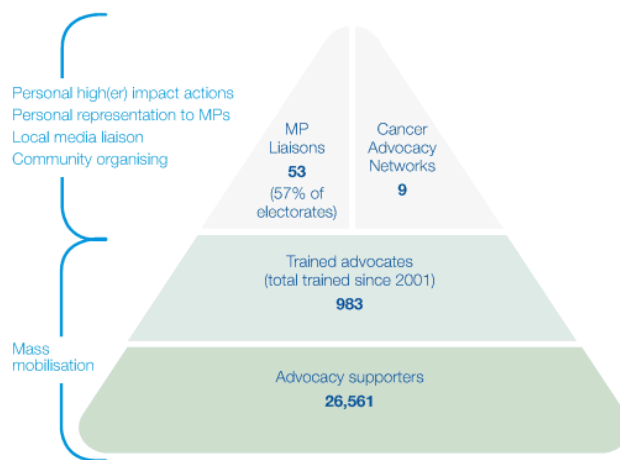
To evaluate the way we work with our CanAct Community, we took an in-depth look at whether Cancer Council NSW's **training, leadership development and**

ongoing support give CanAct volunteer leaders the skills and knowledge they need for their role. We also conducted a survey with our CanAct members to see if the amount, and type, of advocacy they did increased as a result of our training and support.

Survey results showed that overall, the more training and development an advocate had, the more advocacy activities they undertook, especially more complex activities such as

meeting with an MP. The results demonstrated that our model of advocacy is successful in building CanAct advocates' knowledge, skills and confidence, and helps them engage with decision-makers. Thanks to this model, we have a large group of trained advocates and MP Liaisons who are committed, active participants in Cancer Council NSW's advocacy campaigns, and successful at influencing policy change to reduce the impact of cancer on the community.

CanAct – our supporter structure – leading to change



Panel discussion at the Tobacco Retail Summit.

WHAT'S NEXT?

Our current priorities include advocating for further changes to smoke-free legislation, further restrictions on e-cigarettes and reducing retail supply of tobacco. We are also developing a campaign to increase pressure on the government to introduce more effective regulation of junk food marketing to children. This will help encourage healthy eating habits in children that will reduce their risk of cancer as adults. Over the next year, we will revise our advocacy agenda ahead of the 2019 NSW election.



To find out more about the CanAct Community and Cancer Council NSW's ongoing advocacy campaigns, visit: CanAct.com.au



FUNDRAISING

PRIORITY

To enable the community to raise money for a cancer-free future.

With the help of our generous community supporters, each year we are getting closer and closer to a cancer-free future. Cancer Council NSW is 95% community funded and relies on the community to drive our fundraising efforts. Fundraising is essential for delivering our research, prevention, information and support, and advocacy programs.

Thousands of community members chose to support Cancer Council NSW through fundraising events and initiatives in 2016/17. More than 95,000 people donated, and over 26,000 community supporters gave their time and organised fundraising events for us – to all of these people we say thank you. We would not be able to do the work we do without you.

While the fundraising space is crowded and highly competitive, our diverse fundraising portfolio continues to perform well. The breadth and complexity of our fundraising activities reflects our **commitment to sustainable fundraising**. We know that our vision of a cancer-free future is not a short-term goal, and so we invest carefully in this range of sustainable fundraising programs to ensure that

we raise funds not only for today, but for future generations.

This year, we raised a total of \$66.9 million, which is a decrease of 0.7% on the previous year. We strive for efficiency and this year we had a cost to income ratio of 34%.

Thank you to our individual supporters

There are many ways that individuals can support Cancer Council NSW, including one-off gift donations, participating in workplace-giving programs, leaving a gift in memory of a loved one, or leaving a gift in their will. These programs make up two-thirds of the funds raised in 2016/17.

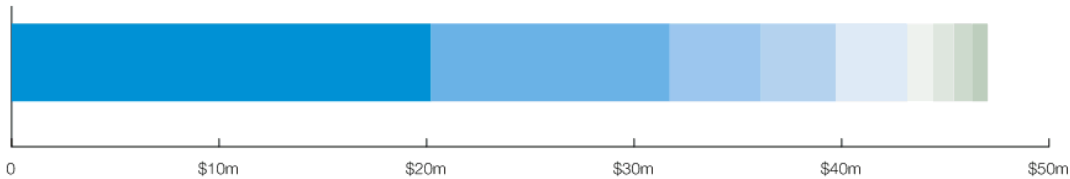
Individual supporters contributed \$44.2 million to Cancer Council NSW in 2016/17, with \$16.3 million

of this coming in the form of monthly gifts to our **Breakthrough program**. We were delighted to welcome over 18,000 new regular givers to the Breakthrough program this year – this was a remarkable show of support from the community, and the most successful year for the program in over 10 years.

By pledging a gift to Cancer Council NSW in their will, supporters can help us ensure a strong foundation for the future. Thanks to the generosity of those who left us a gift, our **bequest program** raised \$21.1 million from 150 estates this year (see page 59). In addition, 504 people indicated that they intend to leave a gift in their will to Cancer Council NSW as part of their legacy. This is the highest number of people who have made this generous

Continued...

Net fundraising proceeds 2015/16*



Net fundraising proceeds 2016/17*



- Bequests
- Breakthrough (regular giving)
- Do It For Cancer
- Australia's Biggest Morning Tea
- Relay For Life
- Daffodil Day
- Pink events
- POSH
- Direct mail

*Funds raised after deducting fundraising costs.



“ I first got involved with Cancer Council NSW 14 years ago when I registered for my first Relay For Life in Hawkesbury. I lost my husband to cancer a few years earlier and I began to fundraise at Relay each year in memory of him.

His last dying words to me were, 'now is the time to show your mettle'. I made it my mission to get out there and do what I can to support others affected by cancer, especially when I know so many friends and loved ones who have also been impacted.

I've always loved walking, which made Relay For Life such a perfect event for me. But it wasn't until 2011, when I was 84 years old, that I started race-walking competitively. Now that I'm 90, I've competed in several World Masters Games and I've broken Australian and World Records for race-walking in my age group over the past six years.

When I heard about Cancer Council's The March Charge, I knew it was another perfect challenge for me to take on. This year, I set a goal of walking 200km over the month and reached it within 25 days! It was a great achievement, but more importantly it was the chance to raise money for the research, services and support that Cancer Council NSW delivers.

I may not be your average 90-year-old, but if there is anything that I can do that will support Cancer Council NSW then I'm always up for the challenge! ”

Heather Lee
The March Charge and
Relay For Life supporter

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commitment in a single year since the program began more than 30 years ago.

Engaging the community through our fundraising events

Our iconic events are some of the most popular and well recognised in Australia, and include Daffodil Day, Australia’s Biggest Morning Tea and Relay For Life. People can get involved and fundraise for Cancer Council NSW in a range of ways, whether it be entering challenge events or hosting or creating their own fundraiser. During 2016/17, almost 50,000 people across NSW took part in our fundraising events, helping to bring us another step closer to a cancer-free future. Together, our event hosts, volunteers and supporters helped raise \$22.7 million.

One of our biggest successes this year was **The March Charge** (themarchcharge.com.au). Now in its third year, over 6,500 people took on the month-long challenge and told cancer where to go by walking or running nearly 340,000 kilometres throughout the month and raising \$914,078 around Australia. This year saw the highest number of participants and most funds raised since the campaign began in 2015. The event also tied in with our work in prevention, reminding supporters

of the importance of being physically active to reduce cancer risk.

Another key achievement was our annual **POSH Gala Ball** (poshauction.com.au). Over 730 generous community supporters and corporate partners raised \$1.1 million for Cancer Council NSW. We included the ‘Fund a PhD Researcher’ as an auction item again this year, which raised \$66,000 for cervical cancer research.

Strengthening our fundraising base

In 2016/17, we focused on further strengthening our fundraising base by increasing engagement opportunities for corporate partners, trusts and foundations, and major donors. Our focus was on **creating sustainable, long-term partnerships**, which align with our work to encourage cancer-smart behaviours and environments.

Some of the key highlights include:

- Cancer Council NSW was selected as an official charity partner of the NSW Waratahs. The club shares our vision of encouraging an active, healthy lifestyle, both through their professional teams and their junior sports development programs.
- We kick-started a partnership with Energy Locals, a social enterprise that donates half of its profits to hand-picked charity and community partners.
- We secured funding from Greater Charitable Foundation, who share our commitment to supporting regional communities. The grant will fully fund a full-time financial counsellor to support people affected by cancer in the Hunter Central Coast area.

WHAT'S NEXT?

In the year ahead, we will be improving our two-way communication with supporters. We are working on how we can improve their experiences and make it easier for supporters to access and engage with all of our services. We will also continue to build on the great relationships we are establishing with partnerships, and trusts and foundations.

PERFORMANCE

HOW	MEASURES	2013	2014	2015	2016	2017
For efficiency, we monitor our fundraising portfolio to ensure profitability and continuous improvements in an ever-increasing competitive market.	Cost:income ratio	37%	37%	33%	30%	34%
	Fundraising income/fundraising staff FTE*	\$774,000	\$818,548	\$820,492	\$812,230	\$891,788
We build a robust, diverse fundraising portfolio to ensure the ongoing funding of our programs and to underpin the independence of our operations.	Total fundraising income (\$m)	59.6	59.8	67.4	67.4	66.9
	Number of event hosts and community organisers	28,000	24,500	20,500	23,000	26,000
	Number of people who gave a monthly gift	54,595	57,201	56,710	55,923	60,353
	Number of people who left us a bequest	129	158	121	152	150
	Percentage of funds received from the community	96%	97%	97%	96%	95%

*FTE: Full-time equivalent

HIGHLIGHT

- We saw the highest number of people signing up to the Breakthrough program in over 10 years.

CHALLENGE

- A declining participation trend among our national events means we need to look at new ways of attracting supporters.

OUR FUNDRAISING HIGHLIGHTS

\$66.9 MILLION
RAISED IN 2016/17

 **95,000+** 
PEOPLE GOT BEHIND OUR CAUSE AND
DONATED TO CANCER COUNCIL NSW



60,300+
people gave regular
monthly gifts



\$21.1M
was raised through
bequests from
150 estates



6,829 hosts
raised \$4.9 million for
Australia's Biggest Morning
Tea, making this our highest
fundraising event



4,350 volunteers
at 650 sites raised
\$2.1 million for Daffodil Day



239 cars drove
from Adelaide to Cairns
in Sh*tbox Rally, raising
\$1.6 million for research



28,000 supporters attended
44 Relay For Life events
across NSW, raising
\$4.4 million



1,298 people
created their own fundraiser
for Do It For Cancer, raising
more than \$2.1 million



15 'Stars of'
local celebrity dance
competitions across NSW
raised \$1.5 million

OUR COMMUNITIES

Our vision can only be realised by harnessing the support and power of our community. Cancer Council NSW is community focused and 95% community funded. Our work drives positive and lasting change at a grassroots level, and brings people together to create a cancer-free future.

Working across metro, regional, rural and remote communities, our network of 14 offices, seven retail stores and 19 Cancer Council Information Services ensures that our programs and services meet community needs.

Improving outcomes for Aboriginal people

Aboriginal people are 60% more likely to die from cancer than non-Aboriginal Australians according to our Aboriginal Patterns of Cancer Care study, with cancer being the second leading cause of death. In 2016/17, a range of new initiatives continued our commitment to improving cancer outcomes for Aboriginal people.

A key reason Aboriginal people avoid cancer screening and treatment – a major factor in the high death rate – is due to a lack of culturally appropriate healthcare. Following consultation with Aboriginal communities, we partnered with two universities to establish **Indigenous Health Scholarships**. These will help address the healthcare issue and build on the future Aboriginal health workforce.

- The Norm Allan Cancer Council NSW Indigenous Health Scholarship, in partnership with UNSW in Sydney and the university's Nura Gili Indigenous Programs Unit, was awarded to a first-year medical student and provides financial assistance for the next three years.
- The MaryAnn Bin-Sallik Cancer Council NSW Indigenous Health Scholarship at the University of Wollongong was awarded to two students to assist with

their final year of study in a health-related discipline.

As part of our commitment to being a more welcoming and culturally safe place for Aboriginal and Torres Strait Islander people, 90% of Cancer Council NSW employees attended an **Aboriginal Cultural Awareness Workshop** in 2016/17. Staff developed their understanding of Aboriginal culture and learned culturally appropriate ways to communicate with Aboriginal people, to better connect with them and their communities.

The **Dadirri Yarning Circle**, a two-day workshop for 25 Aboriginal health workers from 10 Aboriginal Medical Services across NSW, enabled participants to discuss ways to address smoking in their communities. The workshop complemented our Tackling Tobacco

program (see page 16), to help participants address smoking at their service and consider priority needs in Aboriginal communities across the entire cancer journey. It also helped build trusted relationships for future work together.

Working with culturally and linguistically diverse communities

In 2016/17, we continued our work with culturally and linguistically diverse communities. With **more than 30% of people living in NSW speaking a language other than English at home**, language remains a barrier to accessing information and services. To address this, we increased the cultural diversity of our volunteer workforce to reflect the communities in which we work.

[Continued...](#)



University of Wollongong student and scholarship recipient Marcelle Skimmings with her family.



“ I have been an enrolled nurse for 26 years, working in palliative care. I am now studying a Bachelor of Nursing at the University of Wollongong and I was overjoyed to receive the scholarship from Cancer Council NSW.

Having worked in palliative care for so long, I am aware of the issues in our health system in providing culturally appropriate care for Aboriginal and Torres Strait Islander people. Improving this is a big part of closing the gap.

Cancer Council NSW recognises that there are areas that need improvement. As a high profile organisation, they are getting things moving in this space. For example, they are working hard to improve palliative care services and make them more culturally sensitive. This will have a big impact on families, because having a positive memory of the person's death helps people recover from losing their loved ones.

I identify as Torres Strait Islander and when I finish studying, my dream is to work as a nurse with communities on Thursday Island. This scholarship has allowed me to focus on my study while supporting my children. It really has made a difference to our lives.

It's great for my three boys to see that if you work hard, you will get recognition and – no matter how old you are – you can ask for some support. When they see me studying, it gives them inspiration to do what they want to do, and follow their dreams. ”

Marcelle Skimmings
The MaryAnn Bin-Sallik
Cancer Council NSW Indigenous
Health Scholarship recipient

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At our Cancer Council Information Services located at Blacktown, Liverpool, Nepean and Westmead hospitals in the Greater Western Sydney area, we have recruited local volunteers who speak 12 languages, ensuring more people can understand what information and services are available to them at a time when they need it.

Providing patients with affordable accommodation options

Cancer Council NSW helps ease the financial burden of cancer by providing access to affordable accommodation for patients, carers and their families when travelling for treatment. In 2016/17, we provided 19,897 nights of accommodation for 1,024 people.

To address the lack of affordable accommodation close to treatment centres, our **partnership with Accor Hotels** continued to provide reduced-rate hotel rooms for cancer patients travelling. This complements the NSW Government's Isolated Patients Travel and Accommodation Assistance Scheme, which provides eligible cancer patients with accommodation reimbursements.

We also help provide **patient accommodation at 11 facilities** across NSW, through a range of funding and partnership models.

In 2016/17, Cancer Council NSW:

- launched the refurbished Lillier Lodge in Wagga Wagga, providing rural cancer patients a home-away-from-home during their treatment. Cancer Council NSW and our partner CanAssist, with funding from the Dry July initiative, invested more than \$150,000 to refurbish the 21-room facility.
- formed a new partnership with Alkira Lodge, an accommodation facility in Wollongong. We are funding a Cancer Council NSW accommodation and support services coordinator to work on-site, and ensure that patients and carers can access our range of support services.

Cancer Council NSW also offers financial assistance through our **Accommodation Services Hardship Program**. In 2016/17, we provided 426 nights of accommodation, worth \$45,000, to 59 people.

Providing practical assistance

Through our consultation with the community, we know that practical support services such as transport and home help are a key need for people affected by cancer.

For those living in regional, remote or rural communities, it can be difficult to access cancer services and resources. This year our **Transport to Treatment program** expanded to 28 services, connecting 1,962 cancer patients and carers with drivers, so that they can get to treatment centres or hospitals. Many of these services are delivered by volunteer drivers, and funded by partnerships with local supporters and businesses. We will expand this by up to 10 services in 2017/18.

Our **Home Help program** supports people with cancer during treatment or recovery. By engaging local contractors, it assists with day-to-day jobs like mowing the lawn, cleaning and other domestic services. Piloted in the Hunter Central Coast region, the program helped 186 people in 2016/17. This pilot has informed a new strategy for home help services, which we are looking to implement across NSW in the coming year.

Reaching rural and remote communities

In October 2016, we worked with the Royal Flying Doctor Service to deliver

cancer-focused educational sessions through a **Fly Around Clinic** in far western NSW, where options for cancer information are limited.

We held interactive sessions in six communities, to increase knowledge around bowel, lung, breast and skin cancers, and how people can reduce their risk of cancer. We also promoted support services available through Cancer Council 13 11 20 Information and Support, and visited schools to talk about sun safety and healthy eating with students and teachers. Those who attended the clinics reported an increase in awareness of cancer risks, screening and support services, and we saw a rise in the number of calls to our information and support line.

Our retail stores

Cancer Council NSW's seven retail stores are located in major shopping centres in NSW, selling sun protection products including sunglasses, hats and sunscreen. We also manage the retail business in South Australia on behalf of Cancer Council SA. This year, our retail revenue in NSW and SA was \$8 million, with all of our retail **profits going towards melanoma research and prevention**.

In 2016/17, we continued to look for opportunities to engage customers with our programs and services in their local communities. A key highlight was the successful integration of the *I Care for Palliative Care* campaign into our NSW stores, which resulted in 900 pledges of support over a four-week period.

WHAT'S NEXT?

In the coming year, we will be reaching out to our communities to gather information that will help us plan and further improve our services to meet their needs. A key focus will be on helping even more people affected by cancer – we want to meet the needs of all parts of the community and raise awareness of all our services.

OUR COMMUNICATIONS

Our work is only possible with the support of the community, and we want to make sure that all our volunteers, stakeholders, partners, researchers, donors, advocates and community supporters are kept up-to-date with our progress.

It's important that we let our supporters know how they are making a real difference to the lives of people affected by cancer, and during 2016/17 we placed a greater focus on communicating about our impact.

We continued to connect with our volunteers through a range of **community newsletters** such as *Volunteer Voice*. We also expanded our existing communications and developed a number of newsletters for our fundraising supporters and advocacy community.

We also engage with our community through **online channels** including our website (cancercouncil.com.au), Twitter, Facebook and Instagram, providing opportunities for people to become informed, get support or be involved. During 2016/17, we ran a new social media campaign

called ***Every cancer story must be heard***, which featured in-depth interviews with members of the community across a number of posts. The stories portrayed each person's different experience of cancer, from screening and prevention, to survival and loss. The community engaged strongly with this campaign. With the generosity of those who shared their story, it reinforced to our wider community that they do not have to face experiences like these alone and showed how Cancer Council NSW has impacted the lives of people with cancer.

Our **Cancer Council blog** continued to deliver the latest information from experts in a range of fields including cancer research, prevention, support and advocacy. In 2016/17, 32,760 people visited the blog, which provided a wealth

of useful information on helping to reduce cancer risk, managing cancer and survivorship, our research discoveries, as well as stories from our volunteers and supporters. The mainstream media also plays a vital role in spreading the word about our work and getting people involved in our fundraising activities. Media coverage of our research, our cancer programs and our fundraising events is a key part of our communication with the public.

During 2016/17, we were pleased to receive a **Gold Award for Excellence in Reporting** at the Australasian Reporting Awards for the *Cancer Council NSW Annual Report 2015/16*. This was a significant achievement highlighting our commitment to transparency in our annual reporting, and the second year in a row we have received this award.



Our social media campaign, *Every cancer story must be heard*, featured personal stories from community members such as Amalda Fields (pictured left with her grandson Callum) and Emma Grant-Williams (pictured right).

“ I was diagnosed with head and neck cancer in 2011. It came as a shock, I was 44 years old and no one in my family had previously been affected by cancer.

When I walked out of the doctor's office after being diagnosed, I remember seeing the Cancer Council Information Service (CCIS) at the hospital. There was a lady there who I will never forget. She was very supportive and at that point I thought to myself, if I get through this, I'll give back.

Throughout my treatment I would stop by and say hello. I had intense chemotherapy and six weeks of radiation. I also had nine teeth removed, and I had to learn how to eat and speak again. Throughout it all, the support from Cancer Council NSW was amazing. I found the information booklets so helpful; I read them cover-to-cover.

When I got the all clear, I started volunteering at the CCIS at Nepean Hospital, and this year I moved to Blacktown Hospital. I go in one day a week and help people access Cancer Council resources, and have a chat with the people in the waiting area. I love being there. I hold the daffodil close to my heart as a symbol of hope.

When I had cancer, I felt relieved to speak to someone else who had been through it. Now, when I tell people I am a cancer survivor, I can see they relax because they have found someone to talk to who knows what they're going through. ”

Kathy Mandarano
Cancer survivor and Cancer Council
Information Service volunteer

EVERYONE
WORKING
TOGETHER
FOR A CANCER-FREE FUTURE

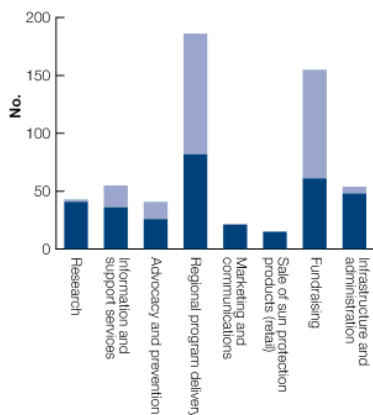


OUR PEOPLE

Our staff and volunteers are our greatest assets and we value their commitment, passion and contribution to the cancer cause. At Cancer Council NSW we attract and retain the best workforce by investing in our people. Our positive workplace culture recognises performance, offers professional development opportunities and encourages innovation, so that together we can make the biggest possible difference.

Cancer Council NSW has a highly committed and diverse team. In 2016/17, our workforce comprised 368 permanent and contract staff and 28,114 community supporters (including 3,018 registered volunteers). Registered volunteers generously donate their time to work alongside our staff performing specific roles, amounting 282,985 hours or the equivalent of 155 full-time resources.

Staff and volunteer contributions in 2016/17 (FTEs*)



■ Voluntary contributions
 ■ Paid staff

*FTE = full-time equivalent staff member

Highly engaged workforce

To understand what motivates our staff and volunteers, we conduct regular engagement surveys. In May 2017, we surveyed both **employee and volunteer engagement** so that we could identify areas for improvement. We had strong completion rates, with 96% of employees and 33% of volunteers

participating. The surveys were done in collaboration with other Cancer Councils in Victoria and Tasmania, allowing cost-savings for survey design and analysis.

In 2016/17, our employee engagement score was 80%, which is a slight increase from our 2015 result of 79%. This is 4% above not-for-profit, and 5% above health and community services benchmarks. Our key areas of strength were:

- belief in our mission and values
- organisational direction
- teamwork
- role clarity.

The survey also identified three priority areas for improvement:

- improving communication and collaboration across all sections of Cancer Council NSW
- making good use of our technology
- continuing to focus on the ongoing development of our people.

To increase employee involvement in driving engagement, in 2016/17 team

members from each division took on roles as divisional engagement leads. These employees will work with their teams to create action plans and address specific feedback from the survey results.

Our volunteer engagement score from the 2017 survey was also really strong at 88%, which is on par with our 2015 results. The top performing areas were:

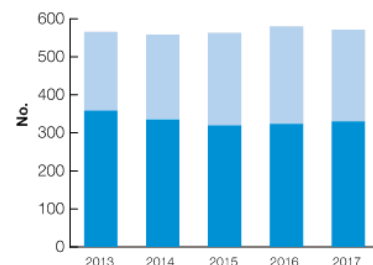
- belief in our mission and values
- ethics
- organisational objectives
- diversity.

Some key priority areas for volunteering are:

- recognising and acknowledging volunteer contributions
- consulting volunteers regarding decisions that affect them, encouraging feedback and input into everyday decision-making
- ensuring volunteers feel emotionally well while volunteering.

Continued...

Trends over 5 years (FTEs*)



■ Voluntary contributions
 ■ Paid staff

*FTE = full-time equivalent staff member

Employee engagement

80%

Volunteer engagement

88%

Cancer Council NSW will continue to address these priority areas, with projects to improve volunteer training and development already underway.

Developing our workforce

To support the ongoing development of our people, we expanded our range of career development tools and resources.

This year, 10 managers participated in a **Career Navigation Program**, to help them proactively manage their career and provide a framework to support the career development of their team members. Participants gained a better understanding of their communication style, work preferences and motivations, and learned how to build a career development action plan.

We received government funding to provide employees with accredited training to build their **project management** capability. Employees studied four modules of the Certificate IV in Project Management Practice, and 20 employees completed the course.

We also received government funding to provide employees with accredited training to build their **leadership management** capability, which covered six modules of the

Certificate IV in Leadership and Management. Twenty employees completed this course.

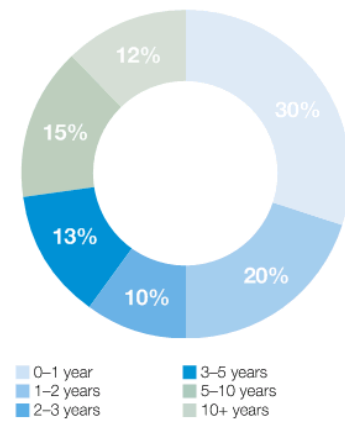
To help managers deepen their understanding of themselves as leaders and strengthen their confidence in having quality conversations with their team members, we continued to roll out training in **High Performance Conversations** across the organisation. The program incorporates the Herrmann Brain Dominance Instrument, a thinking-styles assessment tool, to promote better communication and collaboration within our organisation. This has resulted in improved teamwork, leadership, customer relationships, creativity and problem solving across the organisation.

In April 2017, we launched the **Volunteer Learning Hub**, an online learning and development platform. This will help improve flexibility, accessibility and availability of training opportunities for our volunteers. The hub collates a range of learning resources, including videos and webinars, as well as opportunities for on-the-job learning and learning through others. In the first three months, 341 people had visited the site.

Recognising our people

A key focus this year was recognising the great work being done by our employees and volunteers. To enhance recognition outside of direct reporting lines, we created a recognition system which allows for informal, peer-to-peer acknowledgment for employees and volunteers. Nominations are featured on a wall each month, after which time the certificates are distributed to the recipients and the names are communicated in our weekly internal newsletter. This has been very successful, with over 300 nominations since the initiative launched in August 2016.

Staff by tenure



PERFORMANCE

HOW	MEASURES	2013	2014	2015	2016	2017
We engage volunteers in a wide variety of roles, extending our mission and reach in the community.	Volunteer contributions (hours captured)	348,298	374,975	407,507	498,507	421,713
We ensure volunteers have opportunities to use their diverse skills and capabilities.	Number of volunteers and community supporters contributing during the year	38,156	32,681	27,154	33,318	28,114
We have an engaged and highly skilled paid workforce.	Number of staff, headcount (excluding casuals)	358	355	345	324	368
We provide learning opportunities to increase and extend the capabilities of our people, so that they are equipped to deliver our mission.	Learning and development spend as percentage of staff costs	0.8%	0.8%	0.8%	0.7%	0.7%

HIGHLIGHT

- Cancer Council NSW won the Australian HR Awards 'Employer of Choice' award in the public sector and not-for-profit category.

CHALLENGE

- As we strive to maintain a highly engaged workforce, we are looking at closing gaps in employee and volunteer engagement levels.

Attracting great talent

Cancer Council NSW has a great culture with supportive people, working together for an important cause. This year we took a creative approach to attracting new job applicants and developed a range of videos that feature our staff talking about why they love working for Cancer Council NSW. Their comments reflect on our organisational culture, career growth and development opportunities, as well as our organisational work/life balance.

Cancer Council NSW's Human Resources team featured in *HRD* magazine's Innovative HR Teams 2017. The report showcases 'teams at

the forefront of change and innovation in HR strategies and service delivery'. The team led the organisation's submission in the Australian HR Awards and we won the 'Employer of Choice' award in the public sector and not-for-profit category.

Gender equality

In May 2017, we submitted our annual Workplace Gender and Equality Report as required under the *Workplace Gender Equality Act 2012* (Cth). Some key highlights from 2016/17 were:

- Overall gender composition of our workforce is 81% female, significantly higher than the 2015/16 national workforce average of 46%.

- Our Executive team is made up of 62% women and 38% men.
- In line with the Australian Institute of Company Directors best practice, we achieved our target of 30% female representation among our Board Directors.

Work, health and safety

This year we focused on how we manage work, health and safety (WHS), bringing issues such as workers compensation and return to work under our Human Resources team. Cancer Council NSW also commissioned an independent audit of our WHS systems, which identified both areas of strength and actions for improvement.

As a result, we have started to review WHS policies and procedures to ensure they conform with legislative changes. We are focusing on risk assessment, including refining the tools and improving risk management capability. To date, we have achieved savings through the assessment of our workers compensation industry classifications to ensure they align to our core business.



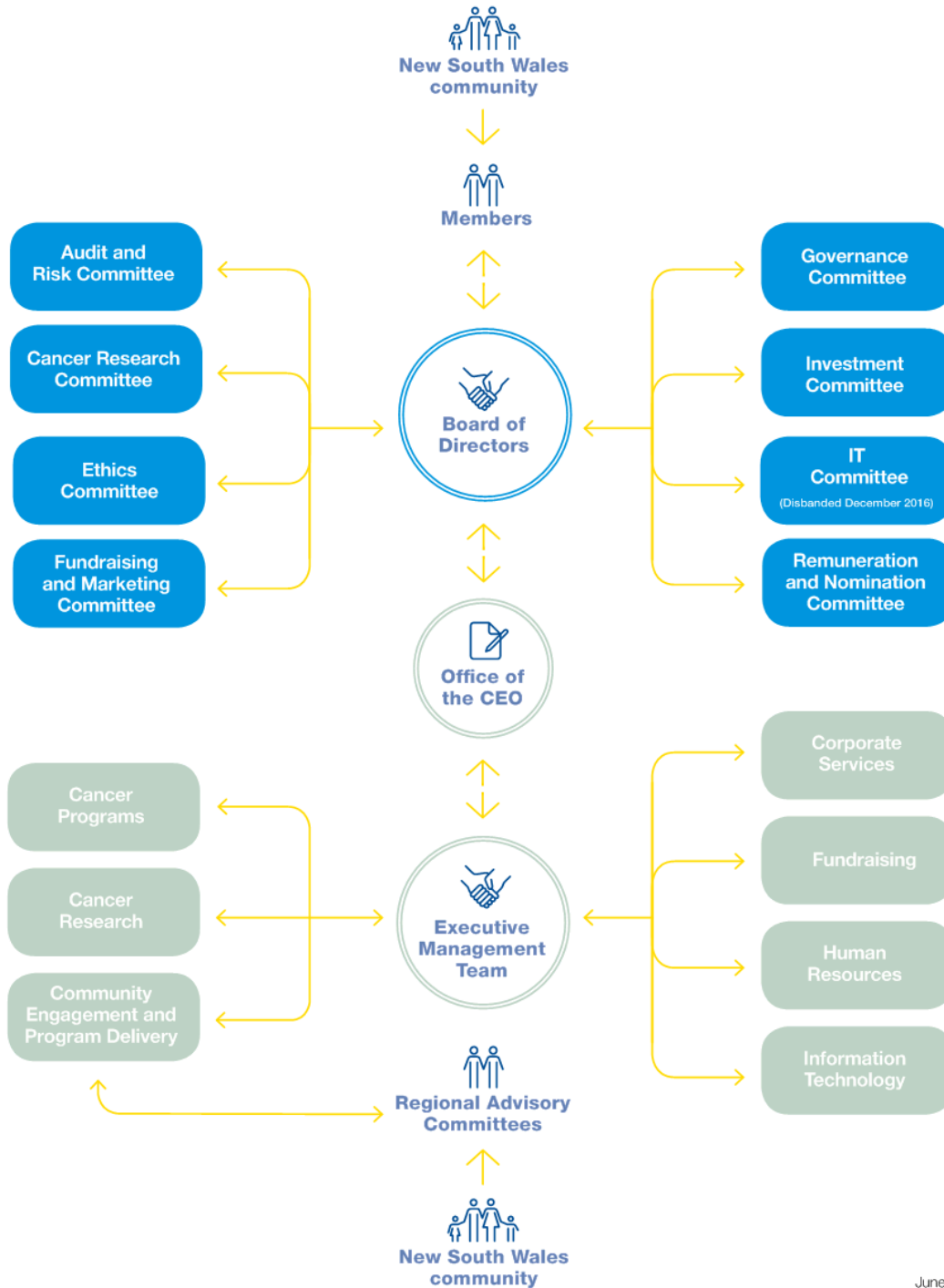
Cancer Council NSW's Human Resources team at the Australian HR Awards in 2017.



WHAT'S NEXT?

Next year we will further improve the way we recognise our people, with the launch of our new streamlined program, *Make your mark*. This will encompass formal and informal recognition initiatives culminating in the Annual CEO Awards to celebrate employee, volunteer and team of the year.

OUR STRUCTURE



June 2017

OUR BOARD



From left to right, top to bottom: Mark Phillips, Nicholas Adams, James Butler, Dr Toby Heap, Professor Lisa Horvath, Dr John Laker, Associate Professor Joe McGirr, Melanie Trethowan and Professor Jane Young.

Mr Mark Phillips

BCom (Hons), MCom, FAICD

Chair of the Board, Cancer Council NSW representative on the Cancer Council Australia Board

Appointed to the Board in April 2013 and re-appointed April 2016

Mr Phillips has more than 30 years' experience in business. In a 20-year career with the Commonwealth Bank

of Australia, he was instrumental in the development of a range of new business divisions. Subsequently, Mr Phillips spent more than 10 years as the Chief Executive Officer of various companies listed on the Australian Securities Exchange and as an adviser to businesses and not-for-profit organisations. He is currently Chief Executive Officer of CatholicCare Sydney.

Mr Nicholas Adams

BCom (Marketing)

Chair of the Fundraising and Marketing Committee

Elected to the Board in December 2015

Mr Adams is the Chief Market Manager at Allianz Australia Insurance and has 23 years' experience in financial services and telecommunications marketing

with companies such as Westpac, American Express and Bupa. He has expertise in customer relationship management (CRM), loyalty and digital marketing, and building data-driven marketing programs to drive both revenue and customer engagement with brands. At a community level, Mr Adams is involved with supporting the homeless through the St Vincent de Paul Society, and Weave, a not-for-profit group focused on disadvantaged and vulnerable young people, women, children and families in the City of Sydney and South Sydney.

Mr Adams was recognised as a Rising Star of Australian Marketing in 2004 and was named the Australian Direct Marketer of the Year in 2010. He was also identified as a Global Marketing Leader in 2011, 2012, 2013 and 2014 by the New York-based *Internationalist Magazine*.

Mr James Butler

Member of the Remuneration and Nomination Committee, Chair of the Consumer Research Review Panel, Chair of the Relay For Life Steering Committee

Elected to the Board in December 2014

Mr Butler has been an active volunteer for Cancer Council NSW for almost 20 years, holding roles including Chair of the Hills Relay For Life Committee, and Chair of the Western Sydney Cancer Advocacy Network. He is a trained Cancer Council NSW advocate. As a two-time cancer survivor, he understands the need to influence decision-makers around key issues that have an impact on people affected by cancer.

Mr Butler is currently Chair of Cancer Council NSW's Consumer Research Review Panel and the Hills Community Cancer Network. Mr Butler has also been a business owner for 25 years and is an active consumer representative on cancer services committees in the Western Sydney Local Health District.

Dr Toby Heap

BAppSc, MCom, PhD, GAICD

Chair of the Investment Committee, Member of the Audit and Risk Committee, Member of the Fundraising and Marketing Committee

Elected to the Board in December 2015

Dr Heap is a Founding Partner of H2 Ventures, a venture capital investment firm. He is a Non-Executive Director of not-for-profit fintech hub Stone & Chalk, equity crowdfunding platform Equitise, and is the Chair of the independent dance organisation Shaun Parker & Company. He is a member of The University of Sydney Alumni Council and holds a PhD in Health Sciences from The University of Sydney.

Previously a founder of several digital startups, Dr Heap was a Research Fellow at The University of Sydney, a member of the Australian Securities and Investment Commission's Digital Finance Advisory Committee and a Non-Executive Director of SPELD NSW – a not-for-profit association supporting children and adults with specific learning difficulties.

Professor Lisa Horvath

MBBS, FRACP, PhD

Board Director Representative on the Cancer Research Committee

Appointed to the Board in April 2015

Professor Horvath is the Director of Medical Oncology and Inaugural Director of Research at the Chris O'Brien Lifehouse. She completed medical school at The University of Sydney and trained in medical oncology at Royal Prince Alfred Hospital, where she was appointed to the senior staff in 2003. She completed her PhD in translational research at the Garvan Institute of Medical Research in 2004.

Professor Horvath's research interest is predominantly in the field of prostate cancer biomarkers and therapeutics and she is involved in a large number of clinical trials in prostate and colorectal cancers, as well as Phase I trials. She holds academic appointments at both The

University of Sydney and UNSW, and is the Head of Clinical Prostate Cancer Research at The Kinghorn Cancer Centre/Garvan Institute of Medical Research. Professor Horvath has also published more than 70 research papers in peer-reviewed journals in the past 16 years.

Dr John Laker AO

BEC (Hons 1) (Syd), MSc (Econ) PhD (London), HonDSc (Syd)

Chair of the Governance Committee, Chair of the Remuneration and Nomination Committee, Chair of the Audit and Risk Committee

Elected to the Board in December 2014

Dr Laker was Chairman of the Australian Prudential Regulation Authority (APRA), the regulator of the Australian financial services industry, from 2003 to 2014. An economist by training, Dr Laker had an extensive career in the Reserve Bank of Australia before his appointment to APRA, both in Australia and London, and has also worked in the Commonwealth Treasury and the International Monetary Fund (IMF).

Currently, Dr Laker is an External Expert for the IMF and has participated in a number of reviews of major banking systems. He is Chairman of The Banking and Finance Oath Limited and a member of the Council of the University of Technology, Sydney, as well as Australian Securities and Investment Commission's External Advisory Panel. He also lectures at The University of Sydney. Dr Laker was made an Officer of the Order of Australia in 2008 and has won other professional awards for his services to the regulation of the Australian financial system.

Associate Professor

Joe McGirr

MBBS, MHSM, FRACMA

Member of the Remuneration and Nomination Committee, Member of the Accommodation Sub-Committee

Elected to the Board in December 2014

Associate Professor McGirr is Associate Dean Rural of The

University of Notre Dame Australia School of Medicine, Sydney. He has worked in clinical medicine and senior health administration in south west rural and regional NSW for more than 25 years. He practised clinically as a specialist in emergency medicine before making a career in health administration, becoming Chief Executive Officer of the Greater Murray Area Health Service and then Director of Clinical Operations for the Greater Southern Area Health Service. Associate Professor McGirr is a fellow of the Australasian College for Emergency Medicine and the Royal Australasian College of Medical Administrators, and has been a member of the Western Regional Advisory Committee of Cancer Council NSW since 2011. He is currently a Director of the National Rural Health Alliance.

Ms Melanie Trethowan

MB (Mktg), GAICD

Member of the Fundraising and Marketing Committee, Member of the Governance Committee, Member of the Accommodation Sub-Committee

Elected to the Board in December 2008, re-elected December 2011 and December 2014

Ms Trethowan has been actively involved in cancer issues since 2004. To date, her roles with Cancer Council NSW include Regional Advocacy Network Facilitator, member of the Mudgee Relay For

Life Committee, Acting Chair of the Western Regional Advisory Committee, and Daffodil Day Town Manager. Her previous board experience includes the Central West Community College, Kanandah Retirement and the Foundation for Australian Agricultural Women.

She is a graduate of the Australian Rural Leadership Program, Australian Institute of Company Directors and is a Vincent Fairfax Fellow. Since 1996, Ms Trethowan has operated a marketing and project consultancy business based in Mudgee.

Professor Jane Young

MBBS, MPH, PhD, FAFPHM

Member of the Cancer Research Committee

Appointed to the Board in June 2016

Professor Young trained in medicine in the United Kingdom in 1983, undertook a Master of Public Health in 1998 and completed a PhD in applied epidemiology at The University of Sydney in 2000. She holds joint appointments with The University of Sydney, where she is Professor in Cancer Epidemiology; and Sydney Local Health District, where she is Executive Director of the Surgical Outcomes Research Centre, and Executive Director, Research for the Institute of Academic Surgery at Royal Prince Alfred Hospital.

Professor Young is a health services researcher with a focus on applying epidemiological methods to improve cancer services and patient outcomes. She has undertaken research spanning the cancer journey, and has an interest in surgical trials as well as developing and evaluating new models of care, promoting evidence-based practice and using data to improve cancer service delivery. She has co-authored over 200 peer-reviewed journal articles.

**Company Secretary
Ms Catherine Maxwell**

FGIA

Directors' benefit

No Director of Cancer Council NSW has received, or has become entitled to receive, a benefit in respect of their role as a Director.

**Incoming Board member:
Professor Lisa Jackson Pulver AM**

Professor Jackson Pulver was appointed to the Board in early 2017/18 to fill an existing vacancy. Professor Jackson Pulver is Pro Vice-Chancellor Engagement and Aboriginal and Torres Strait Islander Leadership at Western Sydney University, is an expert in public health and a prominent researcher, educator and advocate for Aboriginal and Torres Strait Islander Health and Education.

Meetings of Directors/Committees:

	Full meetings of Directors		Audit and Risk Committee		Cancer Research Committee		Fundraising and Marketing Committee		Governance Committee		Investment Committee		IT Committee ¹		Remuneration and Nomination Committee	
	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B
N Adams	5	6	*	*	*	*	3	3	*	*	*	*	*	*	*	*
J Butler	6	6	*	*	*	*	*	*	*	*	*	*	*	*	*	3
T Heap	5	6	5	5	*	*	3	3	*	*	4	4	*	*	*	*
L Horvath	5	6	*	*	5	5	*	*	*	*	*	*	*	*	*	*
J Laker	6	6	5	5	*	*	*	*	3	3	*	*	*	*	*	3
J McGirr	6	6	*	*	*	*	*	*	*	*	*	*	*	*	*	3
J Mitchell³	1	1	1	1	*	*	*	*	*	*	1	1	2	2	*	*
M Phillips	6	6	*	*	*	*	1	1	*	*	*	*	*	*	*	*
M Trethowan	6	6	*	*	*	*	3	3	3	3	*	*	*	*	*	*
J Young	6	6	*	*	2	5	*	*	*	*	*	*	*	*	*	*

¹ Disbanded December 2016

² Resigned as a Director 4 October 2016

³ CEO from 24 October 2016

A = Number of meetings attended

B = Number of meetings held during the time the Director held office or was a member of the Committee during the year

* = Not a member of the Committee

OUR MANAGEMENT



From left to right, top to bottom: Jeff Mitchell, Professor Karen Canfell, Branko Ceran, Dr Kathy Chapman, Fiona Fahey, Merewyn Partland, Lyndsey Rice and Peter Taylor.

Mr Jeff Mitchell

MBA, GAICD

Chief Executive Officer

Jeff Mitchell joined as CEO in October 2016. Prior to this role, Jeff was a member of the Cancer Council NSW Board and was Chair of the Audit and Risk Committee, Investment Committee and IT Committee.

Jeff brings 38 years of experience in financial services including financial markets, investment banking, and corporate and institutional banking in Australia and internationally. He was a member of the executive team at Westpac Group, responsible for strategy implementation, and has also led major change programs and businesses across the range of financial service sectors.

Professor Karen Canfell

D.Phil (Oxford)

Director, Cancer Research

Professor Karen Canfell leads the Cancer Research Division and is an Adjunct Professor at Sydney Medical School, The University of Sydney. She holds a D.Phil. (PhD equivalent) in Epidemiology from the University of Oxford. Her work involves the evaluation and translation of new strategies for cancer screening. A focus has been the interplay between HPV vaccination and cervical screening in both high and low resource countries. She has led economic evaluations of new cervical screening approaches for government and her group's work also underpins the current Renewal (review) of the National Cervical Screening Program in Australia.

In collaboration with the Victorian Cytology Service, Karen initiated Compass, which is Australia's largest clinical trial to assess cervical screening in an HPV-vaccinated population. In 2015, Karen received a '100 Women of Influence' nomination in the AFR/Westpac awards and also received a national Research Excellence Award from the National Health and Medical Research Council (NHMRC).

Mr Branko Ceran

DipProg

Chief Information Officer

Branko Ceran leads our Information Technology team and brings a strategic approach to his role. He is responsible for ensuring we maximise our technology investments. With over 25 years' experience optimising

and transforming organisations, Branko joined Cancer Council NSW in July 2014 from the not-for-profit MTC Australia, where he led an ambitious technology transformation. Nominated in 2014 as one of the Top 100 CIOs globally, Branko previously worked as an independent consultant for several of Australia's largest financial service organisations including NAB, Westpac and Commonwealth Bank of Australia.

Dr Kathy Chapman

BSc, MNutr&Diet, PhD

Director, Cancer Programs

(Resigned July 2017)

Dr Kathy Chapman has a Bachelor of Science, Master of Nutrition and Dietetics and a PhD from The University of Sydney. Kathy is an Accredited Practising Dietitian and has more than 20 years' experience working in public health and clinical settings. She has more than 80 peer-reviewed journal publications and has significant expertise in public health and cancer control programs.

As Director of the Cancer Programs Division, Kathy is responsible for developing and evaluating strategies and programs across our strategic priorities of prevention, supportive care and advocacy. Kathy is the Chair of Cancer Council Australia's Nutrition and Physical Activity Committee. She also sits on a range of government health committees.

Mrs Fiona Fahey

BSocSc

Director, Human Resources

Fiona Fahey holds a Bachelor of Social Science (Human Resources) and a Master of Commerce (Human Resources) from UNSW. She has more than 16 years' experience in human resources, working across a diverse range of industries including community services, financial services, engineering and education. Fiona has held a number of senior human resources positions in the corporate, not-for-profit and public sectors, including Mission Australia and NSW Trade & Investment. Fiona is responsible for our strategic

direction and leading the delivery of human resources and volunteering programs, services and technologies to build a talented, diverse, engaged and productive workforce to support the organisation.

Mrs Merewyn Partland

BComm, MHSM

Director, Community Engagement and Program Delivery

(Resigned August 2017)

Merewyn Partland holds a Bachelor of Arts (Communication) from the University of Technology, Sydney and postgraduate qualifications in the areas of public health, health service management and business. She has 17 years' experience working across a range of healthcare organisations, including the National Health and Medical Research Council, the Australian Indigenous Doctors' Association and the World Health Organization.

As Director of the Community Engagement and Program Delivery Division, Merewyn oversees the engagement of all communities across NSW, including delivery of cancer programs, community services and local fundraising initiatives. Merewyn is currently a member of the National Rural Health Alliance and a member of the Australian Health Promotion Association.

Ms Lyndsey Rice

BA

Director, Fundraising

As Director of Fundraising, Lyndsey Rice is responsible for fundraising income and developing opportunities for people to connect with and support the work of Cancer Council NSW. She provides leadership and strategic direction to teams responsible for individual giving, event fundraising, community fundraising, partnerships, direct marketing and major gifts.

Lyndsey holds a Bachelor of Arts (Literature) and is a mentor at the Fundraising Institute Australia. She has 14 years' experience in fundraising, working across

a diverse range of not-for-profit organisations in the social welfare, disability, international development and healthcare sectors. Prior to joining Cancer Council NSW, Lyndsey led fundraising teams at the Sydney Children's Hospital Foundation and Children's Medical Research Institute.

Mr Peter Taylor

BFinAdmin, DipFinMangt, CA, GAICD

Chief Financial Officer

(Resigned August 2017)

Peter Taylor holds a Bachelor of Financial Administration, a Diploma in Financial Management, is a Chartered Accountant in Australia and New Zealand, and is a Graduate of the Australian Institute of Company Directors. He has more than 25 years' experience in senior executive roles across the professional accounting, IT, resources and not-for-profit sectors. Prior to joining Cancer Council NSW, Peter was interim CEO for a smaller cancer charity, where he developed a passion for the not-for-profit sector and cancer research.

Peter is responsible for the strategic direction and leadership of the Corporate Services Division, which includes prudent financial management and reporting of our financial resources and assets, donor administration and servicing, shared services functions, and ensuring that Cancer Council NSW has appropriate risk and control measures in place.

OUR COMMITTEES

Board of Directors

Our Constitution provides that the Board directs the affairs of Cancer Council NSW (CCNSW). In carrying out its responsibilities and exercising its powers, the Board recognises its overriding responsibility to act honestly, fairly and diligently, and in accordance with the law in serving the interests of CCNSW, including its employees, customers and the community.

Mr Mark Phillips (Chair)
CEO, CatholicCare

Mr Nicholas Adams
Chief Market Manager, Allianz Australia Insurance

Mr James Butler
Businessman

Dr Toby Heap
Founding Partner, H2 Ventures

Prof Lisa Horvath
Director of Medical Oncology and Inaugural Director of Research, Chris O'Brien Lifehouse

Dr John Laker AO
Former Chairman, Australian Prudential Regulation Authority

Assoc Prof Joe McGirr
Associate Dean Rural, The University of Notre Dame Australia, School of Medicine, Sydney

Mr Jeff Mitchell
(until October 2016*)
Adviser to Business

Ms Melanie Trethowan
Consultant

Prof Jane Young
Professor in Cancer Epidemiology, School of Public Health, The University of Sydney

In attendance:

Mr Jeff Mitchell
(from October 2016*)
CEO, CCNSW

Mr Jim L'Estrange
(until October 2016)
Former CEO, CCNSW

Ms Catherine Maxwell
Company Secretary, CCNSW

Audit and Risk Committee

The Audit and Risk Committee is responsible for the adequacy and effectiveness of accounting and financial controls including: CCNSW policies and procedures to assess, monitor and manage business risk; annual and periodic reporting, legal and ethical compliance programs, and internal and external audit functions.

Dr John Laker AO (Chair)
(from October 2016)
CCNSW Board Member

Mr Jeff Mitchell (Chair)
(until October 2016*)
Former CCNSW Board Member

Dr Toby Heap
CCNSW Board Member

Mr Steve McLeod
Former Director of Financial Audit,
Audit Office NSW

In attendance:

Mr Todd Dewey
Oakton

Mr Paul Marsh
Oakton

Mr Ben Owens
Oakton

Mr Paul Bull
BDO Australia

Mr Adrian Thompson
BDO Australia

Mr Jeff Mitchell
(from October 2016*)
CEO, CCNSW

Mr Jim L'Estrange
(until October 2016)
Former CEO, CCNSW

Mr Peter Taylor
CFO, CCNSW

Ms Catherine Maxwell
Company Secretary, CCNSW

Cancer Research Committee

The Cancer Research Committee reports to the Board. Its responsibilities include: providing guidance to the Board on cancer research policy and programs; commissioning procedures in accordance with policy for funding research by CCNSW and ensuring the integrity of those procedures; and formulating recommendations for research grant funding for consideration by the Board.

Prof Anna DeFazio (Chair)
Head, Gynaecological Oncology Research Group, Westmead Millennium Institute of Cancer Research, Westmead Hospital

Prof Stephen Ackland
Senior Staff Specialist, Department of Medical Oncology, Calvary Mater Newcastle Hospital; Professor, Faculty of Health, University of Newcastle

Prof Minoti Apte OAM
Director, Pancreatic Research Group, Ingham Institute for Applied Medical Research, UNSW

Ms Robyn Bransby
Consumer Representative

Prof Jacob George
Professor of Hepatic Medicine, Storr Liver Unit, Westmead Millennium Institute of Cancer Research, The University of Sydney;

Head of Department of Gastroenterology and Hepatology, Westmead Hospital; Director of Gastroenterology and Sydney West Local Area Health District

Prof Lisa Horvath
CCNSW Board Member

Prof Kirsten Howard
(from November 2016)
Professor of Health Economics and Acting Sub Dean Research, Sydney School of Public Health, Sydney Medical School, The University of Sydney

Mr Jim L'Estrange
(until October 2016)
Former CEO, CCNSW (Ex officio)

Mr Dez Maule
Consumer Representative

Mr Jeff Mitchell
(from October 2016)
CEO, CCNSW (Ex officio)

Assoc Prof Nataalka Suchowerska
Lead Medical Physics Researcher at Chris O'Brien Lifehouse and The University of Sydney; Head, Research and Education, Department of Radiation Oncology, Royal Prince Alfred Hospital

Assoc Prof Alexander Swarbrick
Laboratory Head, Garvan Institute of Medical Research; Co-Lead, Translational Breast Oncology Program, The Kinghorn Cancer Centre

Assoc Prof Claire Wakefield
Paediatrics Discipline, School of Women's and Children's Health, Faculty of Medicine, UNSW; Leader, Behavioural Sciences Unit, Kids Cancer Centre, Sydney Children's Hospital

Prof Jane Young
CCNSW Board Member

In attendance:

Adjunct Prof Karen Canfell
Director, Cancer Research, CCNSW

Dr Kathy Chapman
Director, Cancer Programs, CCNSW

Dr John Williams
Research Governance Officer and Committee Secretary, CCNSW

Dr Jane Hobson
Manager, Research Grants Management Team, CCNSW

Ethics Committee

The Ethics Committee reviews the ethical acceptability of research proposals relating to cancer and public health. In addition to providing ethical review of research proposals, the committee advises researchers and research staff on navigating the challenges of preparing applications for ethics review of research protocols. The committee operates within the parameters provided by the National Health and Medical Research Council's National Statement on Ethical Conduct in Human

[Research Guidelines and Cancer Council NSW's Privacy Policy.](#)

Ms Alanna Linn (Chair)
Laywoman

Mr Stuart Davey
(until October 2016)
Pastoral Carer, Minister, Glebe Uniting Church

Ms Nicole Fleming
Pastoral Carer, Minister, Balmain Uniting Church

Ms Annie Fraser
Counsellor, Nurse Educator, NSW Justice
Health & Forensic Mental Health Network

Mr Chris Gardiner
Layman

Dr Alison McLean
Resident Medical Officer,
St Vincent's Hospital

Mr Alan Melrose
Legal Counsel (Research), UNSW;
Lawyer Representative

Ms Sheila Pham
Laywoman

Mr Tim Read
Layman

Assoc Prof Monica Robotin
(until October 2016)
Medical Director, CCNSW

Dr Claudia Rutherford
(from October 2016)
Quality of Life Office, Psycho-oncology
Co-operative Research Group,
The University of Sydney

Assoc Prof David Smith
Experienced Researcher Representative,
Research Fellow, Cancer Research Division,
CCNSW

Ms Frances Taylor
Laywoman

In attendance:

Dr John Williams
Research Governance Officer and
Committee Secretary, CCNSW

Fundraising and Marketing Committee

The Fundraising and Marketing Committee guides the Board in its consideration of fundraising, marketing and communications initiatives to be introduced or investigated by CCNSW. Where appropriate, the committee will also make recommendations to the Board about helping CCNSW with shared national communications, fundraising and marketing initiatives.

Mr Nicholas Adams (Chair)
CCNSW Board Member

Dr Toby Heap
CCNSW Board Member

Ms Melanie Trethowan
CCNSW Board Member

In attendance:

Mr Jeff Mitchell
(from October 2016)
CEO, CCNSW

Mr Jim L'Estrange
(until October 2016)
Former CEO, CCNSW

Ms Sarah Jauncey
Head of Brand, Marketing &
Communications, CCNSW

Ms Lyndsey Rice
Director, Fundraising, CCNSW

Ms Catherine Maxwell
Company Secretary, CCNSW

Governance Committee

The Governance Committee advises the Board on: the composition of the Board and its committees; reviewing the performance of the Board, its committees and individual directors; and overseeing the management of legal and compliance risks, and the systems established to manage those risks. This committee is also responsible for advising the Board on appropriate corporate governance standards and policies.

Dr John Laker AO (Chair)
CCNSW Board Member

Ms Michelle Seagert
Partner, Squire Paton Boggs;
Independent Expert

Ms Melanie Trethowan
CCNSW Board Member

In attendance:

Mr Jeff Mitchell
(from October 2016)
CEO, CCNSW

Mr Jim L'Estrange
(until October 2016)
Former CEO, CCNSW

Ms Catherine Maxwell
Company Secretary, CCNSW

Investment Committee

The Investment Committee provides guidance to the Board on the investment of CCNSW funds which are surplus to immediate operating requirements, incorporating CCNSW's real estate and accommodation investments, to maintain long-term viability.

Dr Toby Heap (Chair)
(from October 2016)
CCNSW Board Member

Mr Jeff Mitchell (Chair)
(until October 2016*)
Former CCNSW Board Member

Mr Craig Parker
Executive Director, Debt Capital Markets,
Westpac Banking Corporation

Mr Bruce Tomlinson
Sunsuper Pty Ltd

In attendance:

Mr Jeff Mitchell
(from October 2016*)
CEO, CCNSW

Mr Jim L'Estrange
(until October 2016)
Former CEO, CCNSW

Mr Doyle Mallett
Mercer Investments

Mr Peter Taylor
CFO, CCNSW

Ms Catherine Maxwell
Company Secretary, CCNSW

IT Committee

(Disbanded December 2016)

The IT Committee guided the Board in its consideration of IT and digital initiatives to be introduced or investigated by CCNSW. Where appropriate, the committee also made recommendations to the Board about helping CCNSW work towards national shared technology services. The Board disbanded the committee in December 2016 and it was reconstituted as an advisory committee to the CEO.

Mr Bob McKinnon (Chair)
(from October 2016)
Non-Executive Director, Independent Expert

Mr Jeff Mitchell
(Chair until October 2016, Ex officio from
October 2016*)
Former CCNSW Board Member;
CEO, CCNSW

Mr Jim L'Estrange
(until October 2016)
Former CEO, CCNSW (Ex officio)

Mr Stephen Roberts
(until September 2016)
Former CCNSW Board Member

In attendance:

Mr Branko Ceran
CIO, CCNSW

Mr Peter Taylor
CFO, CCNSW

Remuneration and Nomination Committee

The Remuneration and Nomination Committee guides the Board in its consideration of remuneration policies for the organisation, and the composition and performance of the Board.

Dr John Laker AO (Chair)
CCNSW Board Member

Mr James Butler
CCNSW Board Member

Mr Peter McAuley
Consultant

Assoc Prof Joe McGirr
CCNSW Board Member

In attendance:

Mr Jeff Mitchell
(from October 2016)
CEO, CCNSW

Mr Jim L'Estrange
(until October 2016)
Former CEO, CCNSW

Ms Fiona Fahey
Director, Human Resources, CCNSW

Ms Catherine Maxwell
Company Secretary, CCNSW

*Mr Jeff Mitchell retired from the Board on 4 October 2016 and replaced Mr Jim L'Estrange as Chief Executive Officer on 24 October 2016.

OUR ORGANISATION

Governance principles

PRINCIPLE 1:

Lay solid foundations for management and oversight

PRINCIPLE 4:

Safeguard integrity in financial reporting

PRINCIPLE 2:

Structure the Board to add value

PRINCIPLE 5:

Make timely and balanced disclosure

PRINCIPLE 3:

Act ethically and responsibly

PRINCIPLE 6:

Respect the rights of stakeholders



Our Corporate Governance Statement provides more detail about Cancer Council NSW's approach to corporate governance. To find out more, or to view this statement, visit cancercouncil.com.au/about-us

Registrations and legislation

On 30 September 2005, Cancer Council NSW began operating as a company limited by guarantee under the provisions of the *Corporations Act 2001* (Cth). The Cancer Council NSW is registered with the Australian Taxation Office as a Health Promotion Charity.

Cancer Council NSW is also registered as a not-for-profit charity with the Australian Charities and Not-for-profits Commission.

- The Australian Business Number (ABN) is 51 116 463 846.
- The Australian Company Number (ACN) is 116 463 846.
- The Cancer Council NSW is a company limited by guarantee trading under the name of Cancer Council NSW.
- Cancer Council NSW's charitable fundraising number is CFN 18521. This certifies that Cancer Council NSW holds a charitable

fundraising authority under Section 16 of the *Charitable Fundraising Act 1991* (NSW), and this authority must comply with the Act, the Charitable Fundraising Regulation 2003 and the conditions of the authority.

- Cancer Council NSW is endorsed as a deductible gift recipient under Subdivision 30-BA of the *Income Tax Assessment Act 1997* (Cth).

Government funding

Cancer Council NSW received government funding in the form of competitive, peer-reviewed grants. Grant expenditure is reported annually to the funding bodies.

In 2016/17, our Cancer Research Division received funding totalling:

- \$644,183 from the National Health and Medical Research Council (NHMRC).
- \$579,140 from Cancer Australia.
- \$390,000 from the Cancer Institute NSW.

- \$252,377 from the New Zealand Department of Health.
- \$10,000 from the Australian Government, Department of Health.

In 2016/17, our Prevention Unit within the Cancer Programs Division received funding totalling:

- \$238,800 from the Cancer Institute NSW.

In 2016/17, our Cancer Support Unit within the Cancer Programs Division received funding totalling:

- \$62,171 from NSW Department of Ageing, Disability and Home Care.

In 2016/17, our Community Engagement and Program Delivery Division received funding totalling:

- \$97,625 from NSW Health, Hunter New England Local Health District.

OUR INFRASTRUCTURE AND SYSTEMS

Improving our operations

Cancer Council NSW is continually looking for opportunities to make our processes more efficient and to ensure we use community funds to their full potential. This year, our internal auditors have continued to provide independent, objective assurance and consulting services designed to add value and improve Cancer Council NSW's operations. They conducted six audits in 2016/17, which included our project and program management, vendor management and payroll processes. This process resulted in 30 recommendations for improving our operations.

Following the **project and program management** assessment, we identified a range of better practice opportunities. These included revising business case processes, evaluating project and program outcomes, and using tools and templates more consistently.

We also reviewed our **vendor management** processes to ensure they remain effective, and that we can reduce risks and realise greater benefits from vendors. Vendors play

an important role in our operations across property management, IT services and marketing and communications. The audit found that, while Cancer Council NSW has efficient and effective processes, we need to document and formalise these processes.

During the year we recognised the opportunity to review our print management spend. We went out to tender with all responses reviewed by an internal panel and, as a result, we appointed a preferred print supplier with an overall cost saving of 8%. This will ensure greater efficiency.

Managing risk

During 2016/17, we focused on making our **payroll processes** more efficient. Our previous system created inefficiencies and increased the level of risk with manual work-arounds. To ensure the right level of specialist skills and knowledge to operate our system and improve our payroll service, we decided to move to an external provider. This has given us a reliable, efficient and compliant payroll service, supported by a system that complements our organisational requirements.

Investing for our future

Our investment in technology improvement is enabling us to increase our capacity and effectiveness, so we can build stronger relationships with our communities.

Through our **Business Transformation program**, we continued to make improvements to our customer relationship management (CRM) software. These changes will improve how we engage with the community, simplify our working environment and help us work more effectively. This year, we rolled out the new CRM across a number of our cancer prevention programs and a cancer research study, and this has resulted in increased reach of these programs and improved reporting.

As we further streamline our IT, we need to ensure consistency across the organisation. To help with this, we introduced two new policies to guide selection, purchase, management and use of technology within the organisation. These will help minimise the risk of software misuse and ensure we achieve the best value when purchasing technology.

PERFORMANCE

HOW	MEASURES	2013	2014	2015	2016	2017
We strive to work more effectively: better harnessing people, funds, technology and other resources to minimise our infrastructure and investment costs.	Infrastructure and administration costs as a percentage of total expenditure	8%	9%	11%	11%	10%
We maintain our investments at levels equivalent to between nine and 12 months of operational expenditure, in order to secure us against revenue fluctuations, to underwrite our forward commitments, and to provide capital funding flexibility.	Investment return per annum	17%	15%	8%	6%	9%
	Months of operational expenditure covered by investments	10.0	11.9	12.8	12.4	12.5

HIGHLIGHT

- We received a Gold Award for Excellence in Reporting at the Australasian Reporting Awards for the *Cancer Council NSW Annual Report 2015/2016*.

CHALLENGE

- We are simplifying our processes, technology and systems to enable the benefits of our Business Transformation program to be realised.

PUBLICATIONS AND SUBMISSIONS

The following pages document the extensive research undertaken by Cancer Council NSW staff and published in peer-reviewed publications in 2016/17. This reflects the breadth of our research into cancer causes, health services, prevention and supportive care, and the influence of our work locally and internationally. Also included are a number of reports and submissions made by Cancer Council NSW to decision-makers regarding public health policy and recommendations.

Publications

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Interviews with NSW Government consultants and follow-up submission on the NSW Tobacco Strategy 2018 onwards, February 2017.

Submission to the review of the NSW planning system, public consultation draft Environmental Planning and Assessment Amendment Bill 2017, March 2017.

Submission on the Greater Sydney Commission draft District Plans and the Towards our Greater Sydney 2056 amendment to A Plan for Growing Sydney, March 2017.

Submission to the Health Star Rating Advisory Committee on the reappraisal of the form of the food ('as prepared') rules for the Health Star Rating system, June 2017 (on behalf of Cancer Council Australia).

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OUR SUMMARISED FINANCIAL REPORT



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Australia

INDEPENDENT AUDITOR'S REPORT

To the members of The Cancer Council NSW

Report on the Summarised Financial Report

Opinion

We have audited the summarised financial report of The Cancer Council NSW (the Company), which comprises the statement of financial position as at 30 June 2017, the statement of profit or loss and other comprehensive income, statement of changes in equity, statement of cash flows for the year then ended together with the information on "Where the Money Comes From and "Where the Money Goes" information (other information) derived from the financial report of The Cancer Council NSW for the year ended 30 June 2017.

In our opinion, the accompanying summarised financial report including the other information on The Cancer Council NSW complies with Accounting Standard AASB 1039 *Concise Financial Reports*.

Basis for opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities section of our report. We are independent of the Company in accordance with the auditor independence requirements of the *Australian Charities and Not-for-profits Commission Act 2012* (ACNC Act) and the ethical requirements of the Accounting Professional and Ethical Standards Board's *APES 110 Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the summary financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Summarised financial report

The summarised financial report does not contain all the disclosures required by the Australian Accounting Standards in the preparation of the financial report. Reading the summary financial report and the auditor's report thereon, therefore, is not a substitute for reading the audited financial report and the auditor's report thereon. The summary financial report and the audited financial report do not reflect the effects of events that occurred subsequent to the date of our report on the audited financial report.

The financial report and our modified audit report thereon

We expressed a modified audit opinion on the financial report in our report dated 24 October 2017.

Basis for qualified opinion

In accordance with the revenue recognition policy of The Cancer Council NSW, the company has determined that it is impractical to establish controls over the collection of cash receipts from fundraising prior to its entry into its financial records. Accordingly, as the evidence available to us in regards to fundraising revenue from this source was limited, our audit procedures with respect to fundraising cash receipts was restricted to the amounts recorded in the financial records. We therefore are unable to express an opinion whether the fundraising cash receipt revenue of The Cancer Council NSW is complete.

Responsibility of the Director's for the summarised financial report

The directors are responsible for the preparation of the summarised financial report in accordance with Accounting Standard AASB 1039 *Concise Financial Reports*, and the *Australian Charities and Not-for-profits Commission Act 2012* (ACNC Act), and for such internal control as the directors determine is necessary to enable the preparation of the summary financial report.

Auditor's responsibility for the audit of the summarised financial report

Our responsibility is to express an opinion on whether the summarised financial report complies in all material respects, with AASB 1039 *Concise Financial Reports* of the based on our procedures, which were conducted in accordance with Auditing Standard ASA 810 *Engagements to Report on Summary Financial Statements*.

BDO East Coast Partnership

Paul Bull
Partner

SYDNEY, 24 October 2017

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STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME

For the year ended 30 June 2017

The financial statements and charts in this summarised financial report have been derived from Cancer Council NSW's Full Financial Report 2016/2017.

	2017 \$'000	2016 \$'000
Revenue		
Fundraising income	66,912	67,415
Sale of sun protection products (retail) income	8,000	7,753
Interest and investment income	4,589	4,445
Grant income	3,244	2,570
Other revenue	1,583	1,387
Total revenue	84,328	83,570
Increase in fair value of investment property	80	-
Total income	84,408	83,570
Expenses		
Fundraising	22,591	20,280
Sale of sun protection products (retail)	7,346	7,431
Research	15,196	15,048
Regional program delivery	10,223	9,652
Information and support services	6,801	5,592
Advocacy and prevention	5,941	5,081
Marketing and communications	3,901	3,483
Infrastructure and administration	7,666	8,052
Total expenses	79,665	74,619
Surplus before income tax expense	4,743	8,951
Income tax expense	-	-
Surplus for the year	4,743	8,951
Other comprehensive income		
Items that will not be reclassified subsequently to surplus or deficit:		
Increase/(decrease) in investments at fair value through other comprehensive income	3,876	(622)
Total comprehensive income for the year	8,619	8,329



For a full understanding of the financial performance, financial position, and the financing and investing activities of Cancer Council NSW, please see the full financial report and auditor's report on our website: cancercouncil.com.au/annualreport2017

STATEMENT OF FINANCIAL POSITION

As at 30 June 2017

	2017 \$'000	2016 \$'000
Assets		
Current assets		
Cash and cash equivalents	11,156	10,318
Trade and other receivables	5,549	6,584
Inventories	1,341	1,361
Financial assets	136	131
Total current assets	18,182	18,394
Non-current assets		
Investment properties	600	520
Financial assets	93,083	85,289
Intangible assets	4,096	1,476
Property, plant and equipment	23,484	24,059
Total non-current assets	121,263	111,344
TOTAL ASSETS	139,445	129,738
Liabilities		
Current liabilities		
Trade and other payables	7,650	6,958
Provisions - employee benefits	2,613	2,231
Total current liabilities	10,263	9,189
Non-current liabilities		
Provisions - employee benefits	646	632
Total non-current liabilities	646	632
TOTAL LIABILITIES	10,909	9,821
NET ASSETS	128,536	119,917
Funds		
General funds	102,823	96,937
Restricted funds reserve	9,085	11,159
Investments at fair value reserve	2,874	(1,002)
Grant income reserve	3,112	2,181
Asset revaluation reserve	10,642	10,642
TOTAL FUNDS	128,536	119,917

STATEMENT OF CHANGES IN FUNDS

For the year ended 30 June 2017

	General funds	Restricted funds reserve	Investments at fair value reserve	Grant income reserve	Asset revaluation reserve	Total funds
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Opening balance as at 1 July 2015	90,015	9,884	(380)	1,427	10,642	111,588
Transfer to/(from) reserves	(2,029)	1,275	-	754	-	-
Surplus for the year	8,951	-	-	-	-	8,951
Other comprehensive income for the year	-	-	(622)	-	-	(622)
Total comprehensive income for the year	8,951	-	(622)	-	-	8,329
Closing balance as at 30 June 2016	96,937	11,159	(1,002)	2,181	10,642	119,917
Opening balance as at 1 July 2016	96,937	11,159	(1,002)	2,181	10,642	119,917
Transfer to/(from) reserves	1,143	(2,074)	-	931	-	-
Surplus for the year	4,743	-	-	-	-	4,743
Other comprehensive income for the year	-	-	3,876	-	-	3,876
Total comprehensive income for the year	4,743	-	3,876	-	-	8,619
Closing balance as at 30 June 2017	102,823	9,085	2,874	3,112	10,642	128,536

Nature and purpose of reserves**Restricted funds reserve**

The restricted funds reserve relates to bequests and donations received by Cancer Council NSW with a purpose specified in the bequest or by the donors. These funds are held in the restricted funds reserve until spent appropriately.

Investments at fair value reserve

The investments at fair value reserve is used to record changes in the fair value of financial assets classified as investments at fair value through other comprehensive income.

Grant income reserve

The grant income reserve relates to grant monies received but not yet spent. These funds are held in reserve until spent appropriately in line with the conditions of the funding agreement.

Asset revaluation reserve

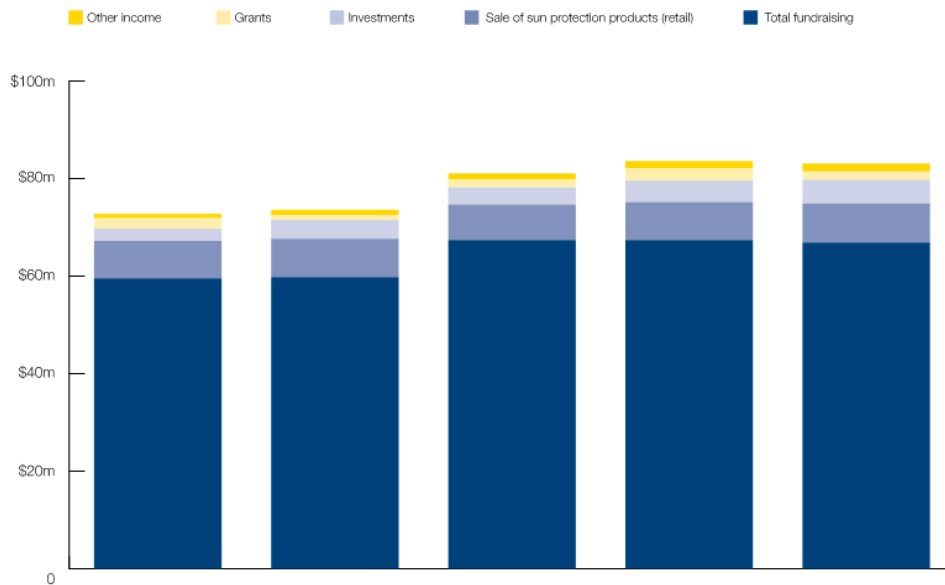
The asset revaluation reserve is used to record increments and decrements on the revaluation of Cancer Council NSW land and buildings.

STATEMENT OF CASH FLOWS

For the year ended 30 June 2017

	2017 \$'000	2016 \$'000
Cash flows from operating activities		
Receipts		
Receipts from supporters and funding sources (inclusive of GST)	78,293	69,591
Receipts from grant funding	3,568	2,570
Dividends, franking credits and interest received	791	653
	82,652	72,814
Payments		
Payments to suppliers and employees (inclusive of GST)	(77,731)	(70,871)
	(77,731)	(70,871)
Net cash inflow from operating activities	4,921	1,943
Cash flows from investing activities		
Payments for purchase of financial assets at fair value through profit and loss	(3,337)	-
Proceeds from sale of property, plant and equipment	121	193
Proceeds from sale of other financial assets	3,183	1,302
Disposal of bequested property	-	60
Payments for purchase of intangible assets	(2,778)	(998)
Payments for purchase of property, plant and equipment	(1,272)	(2,180)
Net cash inflow from investing activities	(4,083)	(1,623)
Net increase in cash and cash equivalents	838	320
Cash and cash equivalents at beginning of year	10,318	9,998
Cash and cash equivalents at end of year	11,156	10,318

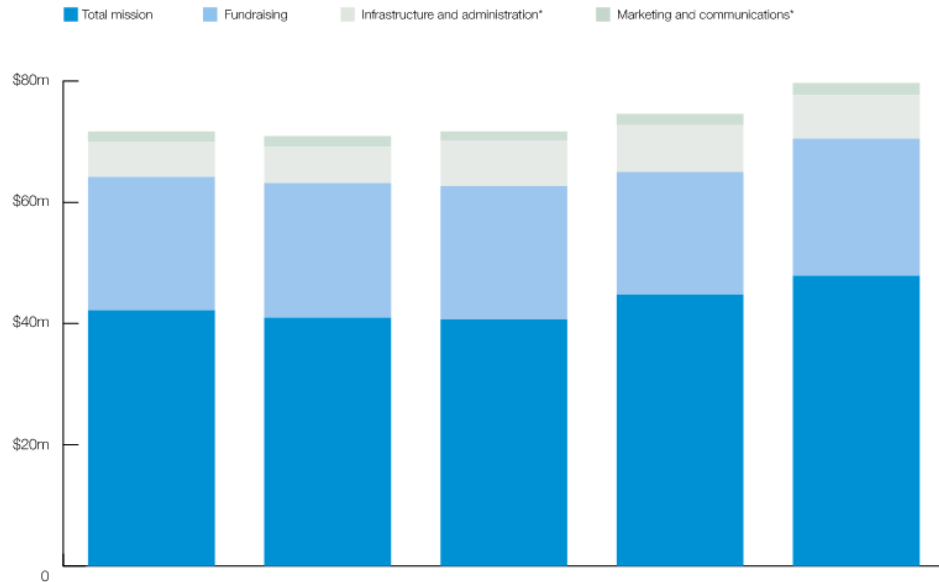
WHERE THE MONEY COMES FROM



	2013		2014		2015		2016		2017	
	\$m	%	\$m	%	\$m	%	\$m	%	\$m	%
Events	18.0		19.8		18.2		17.2		15.9	
Appeals	27.9		28.5		28.5		28.6		29.9	
Bequests	13.7		11.5		20.7		21.6		21.1	
Total fundraising	59.6	82%	59.8	81%	67.4	83%	67.4	81%	66.9	79%
Sale of sun protection products (retail)	7.6	11%	7.9	11%	7.3	9%	7.8	9%	8.0	10%
Investments	2.5	3%	3.8	5%	3.5	4%	4.4	5%	4.6	5%
Grants	2.2	3%	1.0	1%	1.7	2%	2.6	3%	3.3	4%
Other income	0.9	1%	1.1	2%	1.2	2%	1.4	2%	1.6	2%
Total income*	72.8		73.6		81.1		83.6		84.4	

*Excludes capital gains on investments

WHERE THE MONEY GOES



	2013		2014		2015		2016		2017	
	\$m	%	\$m	%	\$m	%	\$m	%	\$m	%
Mission expenditure										
Research	14.8		14.2		14.9		15.0		15.2	
Regional program delivery	7.2		7.3		7.3		9.7		10.3	
Advocacy and prevention	4.5		4.2		4.6		5.1		5.9	
Information and support services	7.0		6.2		5.3		5.6		6.8	
Sale of sun protection products (retail)	6.9		7.2		6.9		7.4		7.3	
Direct mission support	1.8		1.9		1.7		2.0		2.4	
Total mission	42.2	59%	41.0	58%	40.7	57%	44.8	60%	47.9	60%
Mission enabling expenditure										
Fundraising	22.0	31%	22.2	31%	22.0	31%	20.2	27%	22.6	28%
Infrastructure and administration*	5.8	8%	5.9	8%	7.5	10%	7.7	10%	7.2	10%
Marketing and communications*	1.7	2%	1.8	3%	1.5	2%	1.9	3%	2.0	2%
Total expenditure **	71.7		70.9		71.7		74.6		79.7	

*Items from these categories which are directly related to mission have been reallocated to direct mission support

**Excludes capital losses on investments

2016 and 2017 reflects total mission on a restated basis

THANK YOU

We thank the following generous individuals and organisations who have supported us in 2016/17. They have had a significant impact on our mission through the financial or in-kind support they have provided to Cancer Council NSW.

There are others who elected not to have their names published, and to whom we also say thank you.

Active Air Rentals
AMP Foundation
Andrea Lever and #teamjacka
Angela Cho
Anji Lake
Ben Thompson
Bloomfield Group
Britt Coombe
Bronwyn Ainsworth
Catherine Giunta and Nancy Sherry
Clare Rogers
Colton Computer Technologies
Commercial Club Albury
Cronulla High School
Damien Larnach
Denton Family Trust

Donna Craig and the Hills Ball Committee
Fay Vitalone and Wisdom Homes
Firies Walk For Life
Fussell Family Foundation
Hand Up Foundation
Heaven Can Wait Sailing Regatta
Holland America Line
Jack Lodge
James Freeman, Sh*tbox Rally
Jessica Hore
John Pow
Jonathan Herrman
Julie Giovenco
Kambala
Keith and Alison Ross
Kim Hicks and the Helping Hands Penrith Relay For Life team
Laurie Bender and Barry Rushworth Walk for Cancer Research
Louise Bailey
Luke Simmons
Macquarie Group Foundation
Mary and Julian Ugarte
Mato Demir
Max Schroder and Julie Hannaford
Michael and Kim Iori
NAB

Nine2Three Employment Solutions Pty Ltd
Nomads Sydney North
Northern Beaches Girls Night In
Outrun Cancer
PartyLite Australia
Paspaley
Patricia McAlary
Paul Apostoles
Penelope Swinney
QBE
Richard King
Sam Djodan
Sauer's Bakehouse
Skipper Jacobs Charitable Trust
SOS Print + Media Group
Southern Cross Austereo
Sydney Markets
Sydney Restaurant Group
Tanveer Shaheed & the Good Morning Bangladesh Community
Team Fort Street High School
Telstra
The Profield Foundation
Theresa Quattromani and Josephine Borg
Westpac Group
Winning Appliances

Cancer Council NSW acknowledges our state corporate partners for 2016/17:



Thank you for bequests

We acknowledge the extraordinary generosity of the following people who left a bequest to Cancer Council NSW in their will.

Their kindness enables us to fund life-saving research and provide cancer support services now and in the future. There can be no greater legacy than a gift that keeps on giving. There are some significant benefactors who wish to remain anonymous, and to whom we also say thank you.

Zoe Adams
Annie Allen
Colin Edward Archer
Raymond Bruce Archer
Beatrice Margery Arnold
Garth Andrew Barnett
Raymond Pirie Barrington
Allen Collins Bartlett
Graham Arthur Booth
Eric Keith Brown
Norma May Burgess
June Edith Bushby
Nancy Charlesworth Cairns
Marija Cepernic
Margaret Fraser Chambers
Harold Stuart Chandler
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Kathleen Grace Gardner
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Albert Francis Haley
Edna Frances Halpin
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John Albert Mann
Edna June Marriott
Grace Enid Martin
Majorie Ivy May
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Donald Hamilton McBride
John Perry McDonald
Marie Constance McGrath
Doreen McIntosh
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Lily Inta Mitrovich

Frank Muszynski
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Heber Perrin
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William Terrence Readman
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Kevin James Ross
Thomas Robert Saul
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Christine Sessa
Enid Elsie Shearer
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Ross Fyfe Smith
George Henry Sowter
June Elizabeth Staunton
Bryan Peter Stephenson
Joy Talbot
Barbara Thompson
Joan May Thorburn
Dragana Treloar
Lorna Dorothy Watson
Beatrice Leonora Watts
Douglas Mackay Webb
Joy Wellington
Phyllis Alma Bessie Williams
Vera Wood
Ruth Aileen Woods
Helen May Wynd

**Professional services
Cancer Council NSW
acknowledges the
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Bankers
NAB
Internal auditors
Oakton
External auditors
BDO Australia
Investment advisors
Mercer

**We thank the following
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Cancer Council NSW in
2016/17:**

Baker McKenzie
Clayton Utz

DLA Piper
Herbert Smith Freehills
Minter Ellison
Monahan Estate Planning
Sparke Helmore
TressCox Lawyers
Workplace Law

We also thank the professionals in the community who provide free legal, financial planning, small business accounting and workplace advice for people affected by cancer via our Pro Bono Legal and Financial Program.

HOW YOU CAN GET INVOLVED

Visit us online

For all cancer-related information, to get support, or get involved, visit cancercouncil.com.au

Volunteer with us

Our volunteers are everyday people who generously give their time, skills and hope. There are so many ways to volunteer your time and energy. For example, you may have specialist skills, be able to provide peer support for patients and carers at one of our Information Services, or perhaps you would like to help out at a fundraising event.

Find out more about opportunities for you or your organisation to volunteer with us by emailing volunteervacancies@nswcc.org.au or calling **13 11 20**.

Join a Relay For Life

Relay For Life is a global movement where communities come together in an overnight journey to take on the fight against cancer. Survivors are honoured, carers are applauded and supporters raise funds to help those affected by cancer. By standing in solidarity with others in the community we can all make a difference. Find your nearest Relay For Life and join the movement at relayforlife.org.au

Call Cancer Council 13 11 20 Information and Support

For information about any aspect of cancer, call our Cancer Council 13 11 20 Information and Support service. For the cost of a local call, you can talk confidentially with one of our experienced cancer professionals, who can provide evidence-based information about cancer or access to a range of emotional and practical support services. Call us now on **13 11 20**.

Join a fundraising event

Hosting or joining a fundraising event is a fantastic way to raise funds for a cancer-free future and have a great time with your friends, family or work colleagues. More than 26,000 people hosted or organised a fundraising event or activity for us this year. Our events are some of the most popular and well recognised in Australia – Daffodil Day, Australia's Biggest Morning Tea and Pink Ribbon events to name just a few.

To find out when and how you can get involved, visit cancercouncil.com.au/get-involved

Give regularly

Through our Breakthrough regular giving program, you can donate an amount each month or each quarter, which can be deducted from your bank account or credit card. Your regular gift will help to fund support services, prevention and advocacy programs, and current research studies, as well as future projects. To sign up as a regular giver, visit cancercouncil.com.au/donate

Online communities

Join us on social media – Facebook, Twitter, Instagram and more. Share your story, join the conversation, see what we are up to and the difference we are making thanks to your help. See the impact your donation makes, find out how you can take part in our events or become a volunteer, locate screening programs or support services and groups in your community and learn about our prevention programs. Our online communities cover it all. Visit cancercouncil.com.au/social

Campaign with us

Simple actions by individuals can lead to big wins in our communities. Learn more about our current advocacy campaigns and opportunities to get involved. You CanAct and make a difference by visiting CanAct.com.au

Remember us in your will

You can help us achieve a cancer-free future by including a gift in your will to Cancer Council NSW. It is a simple process, which will make a real difference to the lives of people affected by cancer and to the health of future generations. If you decide to include a gift in your will, please use the following wording:

'I (insert name here) bequeath to The Cancer Council NSW ABN 51 116 463 846 for its general purposes (or name a specific purpose, such as research, patient and support care services, cancer prevention programs)

[Choose and insert the appropriate statement from the list below]

1. *the whole of my estate*
2. *(insert number) percentage of my estate*
3. *the residue of my estate*
4. *the amount of \$ (insert the value of your gift in cash)*
5. *my (insert name of asset) free of all duties, and the receipt of the Secretary or other authorised officer for the time being shall be a complete and sufficient discharge for the Executor(s).'*

For more information, contact us by emailing bequests@nswcc.org.au or calling **(02) 9334 1479**.

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Certificate of Insurance

The policy described is current until 4.00pm on the Expiry Date shown

Policy No: AN MIS0067 PLB Policy Class: Liability

Insured: The Cancer Council NSW

Period of Insurance: From 4p.m. 30th June, 2017 to 4p.m. 30th June, 2018

Limit of indemnity:

General Liability:	\$40,000,000 any one Occurrence or series of Occurrences arising from one originating cause.
Product Liability:	\$40,000,000 any one Occurrence or series of Occurrences arising from one originating cause and in the aggregate for all Occurrences during the Period of Insurance.

Deductibles: As noted in the policy document

Geographical Limits: Anywhere in the world except the United States of America and Canada and as noted in the Policy document.

Policy Form: MMA CGL v3.0

Endorsements: As per policy documents

Date: 30th June ,2017

G. Arevalo
.....

**Gaston Arevalo
Underwriter**



*Good
Government*

QUARTERLY BUDGET
REVIEW STATEMENT
DECEMBER 2017

ATTACHMENTS

21 FEBRUARY 2018

MID-WESTERN REGIONAL COUNCIL
CORPORATE: FINANCE

■ ■ ■ ■ ■ TOWARDS 2030



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THIS DOCUMENT HAS BEEN PREPARED BY LEONIE JOHNSON, CHIEF FINANCIAL OFFICER FOR MID-WESTERN REGIONAL COUNCIL.

ANY QUESTIONS IN RELATION TO THE CONTENT OF THIS DOCUMENT SHOULD BE DIRECTED TO:
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DATE OF PUBLICATION: 21 FEBRUARY 2018

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1. Proposed Budget Variations

Community Plan Theme	Variation	Funding Source	Amount	Code
GENERAL FUND				
Positive Variations				
Looking after our Community	Defer Glen Willow Sports Ground Upgrades to 2018/19 until grant funding can be secured. Funded from \$400k section 94 developer contributions and \$2.6M grant income	Developer Contributions	400,000	F
Looking after our Community	Defer Youth Infrastructure water park budget of \$500k to 2018/19 until grant funding can be secured funded from \$250k unrestricted cash and \$250k grant income	Unrestricted Cash	250,000	F
Good Government	Plant Operations review to recognise increase hire and sale income offset partly by increased expenses	Plant Replacement Reserve	220,038	F
Connecting our Region	State roads - increase in RMS funded State Road ordered works: - Sofala Curves \$1,823k - Sofala Hill \$999k - Accidents \$26k - Heavy Patching \$42k Partially offset by reduction in RMCC works of \$266k, reduction of State Road reseals \$420k and cost allocations for State Road works \$2,119k	Unrestricted Cash	84,600	F
Connecting our Region	Ulan Road Strategy Reserve Adjustment - A reduction in the transfer from the Ulan Road Strategy Reserve to finalise the capital works upgrade is required to reconcile the total funding. This is due to the timing difference between accrual of grant income and receipt of payments as shown below in Ulan Road Strategy Funding adjustments.	Ulan Road Reserve	83,100	F
Looking after our Community	Public Health Registration and Inspection additional fee income budget of (\$50.5k), offset by recognising fees written off (\$5.2k)	Unrestricted Cash	50,500	F
Looking after our Community	Mudgee Showground Operations additional hire income budget	Unrestricted Cash	33,000	F
Good Government	Recognise workers compensation premium rebate	Unrestricted Cash	23,000	F
Good Government	Stores and purchasing increased income due to scrap material sales (\$16k), offset by increased cost for traineeship (\$6k)	Unrestricted Cash	10,000	F
Good Government	Traineeships - library trainee deferred to 2018/19 \$15.5k saving, partially offset by increase in civil construction apprentice for mature age apprentice (\$6k)	Unrestricted Cash	9,500	F
Looking after our Community	Waratah Park Playground Upgrade savings (offset below by \$3k due to grant funding correction)	Voluntary Planning Agreements	7,223	F
Connecting our Region	Urban local roads - savings on White St rehab \$17k, partially offset by additional budget required on Belmore St reseal to rectify damage to kerb & gutter caused by tree roots (\$12k)	Unrestricted Cash	5,000	F
Total Positive Variations			1,175,961	
Negative Variations				
Looking after our Community	Department of Family and Community Services - Return of unspent grants Respite Care \$46,966 Meals On Wheels \$9,435 Home Modifications \$4,837	Unspent Grants	(61,238)	U

CORPORATE: FINANCE |

Community Plan Theme	Variation	Funding Source	Amount	Code
Good Government	Corporate legal expenses additional budget required due to contract dispute resolution, GIPA proceedings and loan agreement preparation	Unrestricted Cash	(60,000)	U
Looking after our Community	Building Regulatory reduction of other fee income budgets (\$32.8k) and additional casual employee expenses \$12.5k	Unrestricted Cash	(45,300)	U
Good Government	Corporate Support - reduction of Insurance risk management rebate (Statewide Mutual)	Unrestricted Cash	(41,000)	U
Connecting our Region	3 Mile Gravel Pit Remediation	Unrestricted Cash	(30,000)	U
Good Government	Mudgee Depot Wash bay rebuild requires additional funds to meet regulations	Asset Replacement Reserve	(30,000)	U
Looking after our Community	Australian Government Department of Health - Return of unspent grant funding Meals on Wheels \$18,047.70 Home Modifications \$11,456.50	Unspent Grants	(29,504)	U
Looking after our Community	Gulgong Pool Disabled Ramp final expenses. These final costs were expected to be covered by the contractor however this was unsuccessful. It is noted that savings were recognised in the 16/17 financial year of \$28k in the March QBR and \$27k at year end.	Capital Reserve	(27,000)	U
Good Government	Purchase of mobile devices in order to run cloud based management systems	Unrestricted Cash	(23,000)	U
Good Government	Planning legal expenses additional budget required	Unrestricted Cash	(20,000)	U
Looking after our Community	Childcare centre lease income reduction due to vacation of tenant, offset by savings in maintenance budget	Unrestricted Cash	(16,700)	U
Looking after our Community	Glen Willow Cricket wicket additional costs	Capital Reserve	(9,900)	U
Building a Strong Local Economy	Real Estate Development - Reduction of rental income, Lease ceased Old Gulgong Fire Station	Unrestricted Cash	(8,764)	U
Looking after our Community	Gulgong Pool additional costs to fix ramp leak	Unrestricted Cash	(5,700)	U
Looking after our Community	Stables community centre hire income reduced due to limited availability for hire	Unrestricted Cash	(3,600)	U
Looking after our Community	Waratah Park Playground Upgrade correction of duplicate grant funding received in 2016/17 financial year	Unspent Grants	(3,000)	U
Protecting our Natural Environment	Stormwater Drainage - legal expenses for registration of drainage reserve	Unrestricted Cash	(1,280)	U
Building a Strong Local Economy	Real Estate Development - Burrundulla Land Development allocation of rates and water charges	Unrestricted Cash	(1,200)	U
Total Negative Variations			(417,186)	
Contra Variations				
Connecting our Region	Ulan Road Strategy - Transfer budget savings of \$456k in Church Lane to Overtaking Lane 14.5 project to the Wattlegrove Lane to Midblock 19.9 project	Grant Funding	456,000	C
Connecting our Region	Ulan Road Strategy - Additional expenditure to complete Wattlegrove Lane to Midblock 19.9 project \$456k	Grant Funding	(456,000)	C
Connecting our Region	Ulan Road Strategy Funding Adjustments - Mining company contributions higher than anticipated due to CPI \$9,584 - Recognition of Restart Grant receivable at 30 June 2017 year end \$474,176. Payment for this has been received in 2017/18 and is required to be fully spent for completion of the project. Funds have been allocated to the Wattlegrove Lane to Midblock 19.9 project. Less: - Revision of Restart grant income budget down by \$29,558 to balance to total funding including Cope Rd savings contributed	Grant Funding	454,202	C

CORPORATE: FINANCE |

Community Plan Theme	Variation	Funding Source	Amount	Code
Connecting our Region	Ulan Road Strategy Funding Adjustments - Funding allocated to complete Wattlegrove Lane to Midblock 19.9 project \$827,102	Grant Funding	(454,202)	C
Connecting our Region	Rylstone Pedestrian Bridge defer project to 2018/19	Grant Funding	400,000	C
Connecting our Region	Rylstone Pedestrian Bridge defer grant funding - applications for grant funding unsuccessful this year, no further known funding opportunities available for 2017/18	Grant Funding	(400,000)	C
Connecting our Region	Seal extension Wollar Road - reduce scope to transfer to Currans Cutting portion of project works	Grant Funding	215,110	C
Connecting our Region	Seal extension Wollar Road - increase scope of works for Currans Cutting project	Grant Funding	(215,110)	C
Connecting our Region	Sealed rural regional roads - cancel rehab Hill End Road \$215k, works completed through flood damage grant funding (Block funded)	Grant Funding	215,058	C
Connecting our Region	Sealed rural regional roads - reallocate Block funding to: - reseal Hill End road, increase cost for rubber coated bitumen \$108k, - Blackspot Hill End Road works, slight overs \$4k, - Bylong Valley Way reseal \$4k, - Wollar Road (Munghorn Gap) realignment & upgrade - survey and concept design \$99k	Grant Funding	(215,058)	C
Protecting our Natural Environment	Mudgee Flood Study review additional expenditure	Grant Funding	(90,000)	C
Protecting our Natural Environment	Mudgee Flood Study Office of Environment grant funding	Grant Funding	90,000	C
Connecting our Region	Sealed rural local roads - savings on Yarrabin Rd reseal \$54k and Henry Lawson Drive reseal \$18k	Unrestricted Cash	72,000	
Connecting our Region	Sealed rural local roads - savings transferred to complete rural reseals: - Laheys Creek Rd \$32k, - Wilbetree Road \$33k, - Tinja Lane \$2k, - Narrango Road \$5k	Unrestricted Cash	(72,000)	C
Looking after our Community	Public Health Registration and Inspection fees transferred form Building Regulatory (\$70k)	Unrestricted Cash	70,000	C
Looking after our Community	Building Regulatory transfer of fee budget to Public Health (\$70k)	Unrestricted Cash	(70,000)	C
Connecting our Region	Airport Extension of services expected RFS contribution income	Contributions	50,000	C
Connecting our Region	Airport Extension of services increase to required expenditure	Contributions	(50,000)	C
Connecting our Region	Cudgegong guardrail - reduce scope of works due to lack of grants available, remaining budget \$50k	Grant Funding	50,000	C
Connecting our Region	Cudgegong guardrail - remove grant funding as no grants available this year for this work	Grant Funding	(50,000)	C
Looking after our Community	Community Transport - Commonwealth Home Support Programme (CHSP), grant funding Increase transportation outputs within our region	Grant Funding	27,653	C
Looking after our Community	CHSP Grant Funding	Grant Funding	(27,653)	C
Good Government	IT Corporate Software - amend funding source for implementation of Developer levies module from reserves to section 94 plan administration restricted funds	Capital Reserve	25,000	C
Good Government	IT Corporate Software - amend funding source for implementation of Developer levies module from reserves to section 94 plan administration restricted funds	Developer Contributions	(25,000)	C
Good Government	Records Operations - Increase salaries and wages budget to use internal staff to undertake project work	Unrestricted Cash	(24,800)	C
Good Government	Records Operations -Transfer of expense budget from contractors	Unrestricted Cash	24,800	C

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Community Plan Theme	Variation	Funding Source	Amount	Code
Connecting our Region	Windeyer Road Bridge, replacement of guardrail following accident	Unrestricted Cash	20,000	C
Connecting our Region	Windeyer Road Bridge, transfer of funds from Bridge maintenance budget	Unrestricted Cash	(20,000)	C
Looking after our Community	Mudgee Pool Operations - recognise budget for income from kiosk sales	Unrestricted Cash	20,000	C
Looking after our Community	Mudgee Pool Operations - additional expenditure on casual staff to meet new practice note and kiosk requirements	Unrestricted Cash	(20,000)	C
Connecting our Region	Fairydale Lane Land Matters costs to finalise legal and land registration	Unrestricted Cash	(18,000)	C
Connecting our Region	Urban Roads Land Matters budget transfer to Fairydale Lane land matters	Unrestricted Cash	18,000	C
Looking after our Community	Mudgee Showground - remove contribution to Active Parks as both areas are now in General Fund	Unrestricted Cash	13,000	C
Looking after our Community	Active Parks - remove contribution from Mudgee Showground	Unrestricted Cash	(13,000)	C
Looking after our Community	Gulgong Memorial Hall hanging rail for artwork	Asset Replacement Reserve	12,618	C
Looking after our Community	Allocate the remaining Community Buildings capital budget to Gulgong Hall	Asset Replacement Reserve	(12,618)	C
Connecting our Region	Airport Capital Upgrades Increase required budgets for Relocation of Fencing (\$2,500), Terminal Building Fitout (\$5,300)	Grant Funding	(7,800)	C
Connecting our Region	Airport Capital Upgrades Restart grant Funding transferred from Extension of services project	Grant Funding	7,800	C
Total Contra Variations			0	
TOTAL GENERAL FUND			758,775	
	<i>Non-cash variations</i>			
	<i>Cash variations</i>		758,775	
WATER FUND				
Positive Variations				
Protecting our Natural Environment	Rylstone Dam Upgrade works are currently scoping requirements and any construction would not commence this financial year. Defer \$5.5M to 2018/19. Funding deferred id \$4M borrowings, \$1.2M Grant Income and \$300k Reserves.	Water Reserves	300,000	F
Total Positive Variations			300,000	
Contra Variations				
Protecting our Natural Environment	Water Mains- Replacement of water main at Caledonian Street along Castlereagh Hwy, Gulgong	Water Reserves	(29,500)	C
Protecting our Natural Environment	Water Mains - transfer from Water Main Capital Budget	Water Reserves	3,483	C
Protecting our Natural Environment	Water Mains - Savings from completion of projects at White Street and Mayne Street	Water Reserves	19,517	C
Protecting our Natural Environment	Water Mains - change of project scope at Dangar Street water mains	Water Reserves	6,500	C
Total Contra Variations			(0)	

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Community Plan Theme	Variation	Funding Source	Amount	Code
TOTAL WATER FUND			300,000	
		<i>Non-cash variations</i>	300,000	
		<i>Cash variations</i>	0	
SALEYARDS FUND				
<i>Positive Variations</i>				
Building a Strong Local Economy	Saleyards additional revenue expected offset partially by expenses	Saleyards Unrestricted Cash	8,700	F
Total Positive Variations			8,700	
TOTAL SALEYARDS FUND			8,700	
		<i>Non-cash variations</i>	8,700	
		<i>Cash variations</i>	0	

Code
 U - Unfavourable
 F - Favourable
 C - Contra

2. Unrestricted Cash by Fund

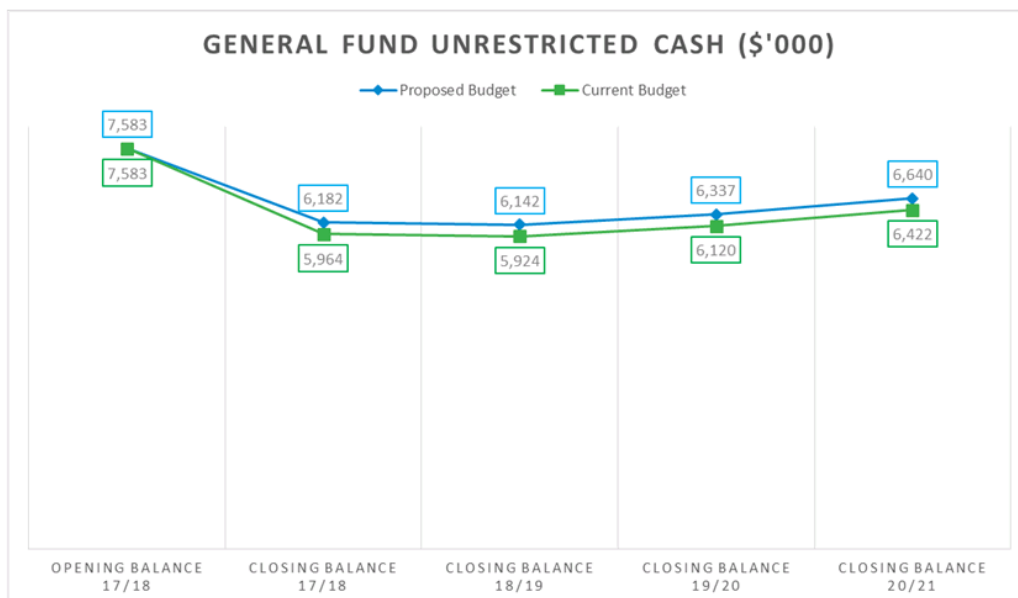
2.1 General Fund

Council finished the 2016/17 financial year with an unrestricted cash balance of \$7.583 million. As adopted by Council the Original Budget projected a decrease to 30 June 2018 of \$1.113 million. Council has since adopted the following budget movements, summarised below.

Variation	Amount (\$'000)	Movement
Original Budget	(1,113)	Decrease
Revotes	(64)	Decrease
Council Minutes – July to December	(245)	Decrease
September QBR variations	(197)	Decrease
December QBR proposed variations	218	Increase
Estimated movement to 30 June 2018	(1,401)	Decrease
Projected balance at 30 June 2018	6,182	

A projected unrestricted cash balance of \$6.182 million represents about 6.5 weeks of Council's 2017/18 operating expenditure budget. This is a high level of unrestricted cash and is adequate to ensure Council is able to meet its debts and obligations as they fall due.

The General Fund projected unrestricted cash balance over the next four years is shown below.



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2.2 Water Fund

Council finished the 2016/17 financial year with a Water fund unrestricted cash balance of \$3.490 million. As adopted by Council the Original Budget projected a decrease to 30 June 2018 of \$2.389 million. The budget movements are summarised below.

Variation	Amount (\$'000)	Movement
Original Budget	(2,389)	Decrease
September QBR	0	Nil
December QBR proposed variations	0	Nil
Projected balance at 30 June 2018	1,101	

2.3 Sewer Fund

Council finished the 2016/17 financial year with a Sewer Fund unrestricted cash balance of \$1.409 million. As adopted by Council the Original Budget projected a decrease to 30 June 2018 of \$178k. The budget movements are summarised below.

Variation	Amount (\$'000)	Movement
Original Budget	(178)	Decrease
September QBR variations	(41)	Decrease
December QBR proposed variations	0	Nil
Estimated movement to 30 June 2018	(219)	Decrease
Projected balance at 30 June 2018	1,190	

2.4 Waste Fund

Council finished the 2016/17 financial year with a Waste Fund unrestricted cash balance of \$687,000. As adopted by Council the Original Budget projected a decrease to 30 June 2018 of \$282k. Council has since adopted the following budget movements, summarised below.

Variation	Amount (\$'000)	Movement
Original Budget	(282)	Decrease
Revotes	(40)	Decrease
September QBR variations	(27)	Decrease
December QBR proposed variations	0	Nil
Estimated movement to 30 June 2018	(349)	Decrease
Projected balance at 30 June 2018	338	

2.5 Other Funds

Council maintains a number of other funds including:

- Private Works
- Saleyards
- Mudgee Sports Council
- Gulgong Sports Council
- Rylstone Sports Council

The cash balances held in the above Funds form part of the overall General Fund Unrestricted Cash Balance.

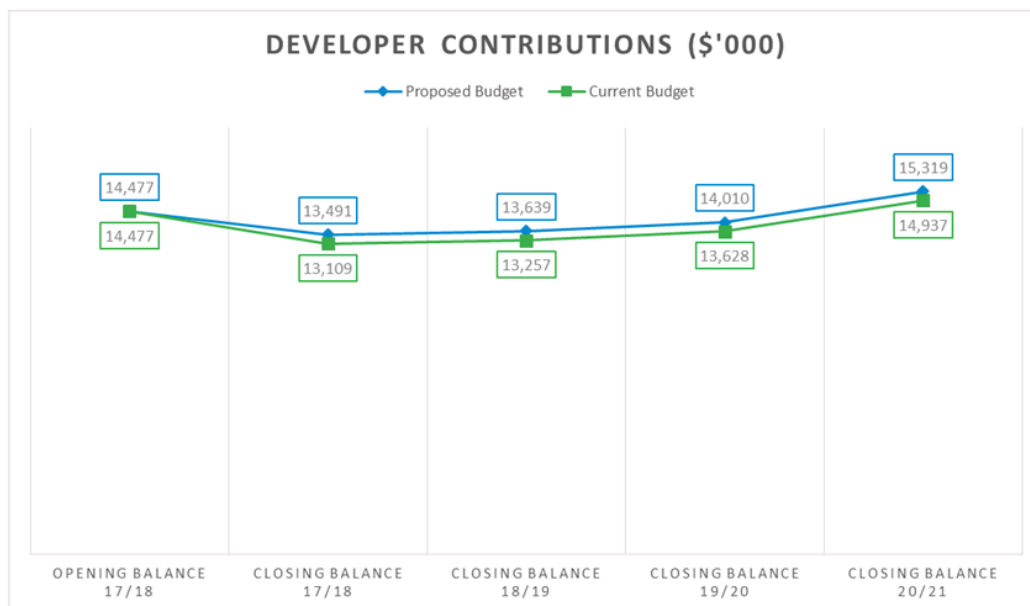
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3. Developer Contributions – Section 64, 94 and 93F

Council finished the 2016/17 financial year with a Developer Contributions balance of \$14.477 million. As adopted by Council the Original Budget projected a decrease to 30 June 2018 of \$1.199 million. Council has since adopted the following budget movements, summarised below.

Variation	Amount (\$'000)	Movement
Original Budget	(1,199)	Decrease
Revotes	(137)	Decrease
September QBR variations	(32)	Decrease
December QBR proposed variations	382	Increase
Estimated movement to 30 June 2018	(986)	Decrease
Projected balance at 30 June 2018	13,491	

The following chart shows the projected balances over a four year period.



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Detailed Section 64, 94 & 93F movements and current balances are as follows:

Restricted Purpose (\$'000)	Opening Balance	Budget Transfers To	Budget Transfers From	Budget Closing Balance	Current Balance
Traffic Management	598	90	0	688	622
Open Space	1939	305	210	2,034	1,979
Community Facilities	625	47	56	616	601
Administration	409	45	60	394	407
Civic Improvements	-4	0	0	-4	(4)
Car Parking	249	0	0	249	249
S94A Levies	529	11	0	540	619
Drainage – 2A	92	113	0	205	92
Total S94 Contributions	4,437	611	326	4,722	4,565
S64 Sewer	2,565	270	47	2,788	2,661
S64 Water	5,366	680	2,316	3,730	5,543
Voluntary Planning Agreements	2,108	903	760	2,251	2,416
Total Developer Contributions	14,476	2,464	3,449	13,491	15,185

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4. Loan Borrowings

Council's 2017/18 Operational Plan includes the proposed borrowings below.

Project	Fund	Original Budget \$'000	Current Budget \$'000	Proposed Variations \$'000	Proposed Budget \$'000	Actual YTD \$'000
Rylstone Dam Upgrade	Water	4,000	4,000	(4,000)	0	0
Total		4,000	4,000	(4,000)	0	0

Rylstone Dam Upgrade works are currently scoping requirements and any construction would not commence this financial year. It is proposed to defer the majority of the capital works budget including proposed loan funding to 2018/19.

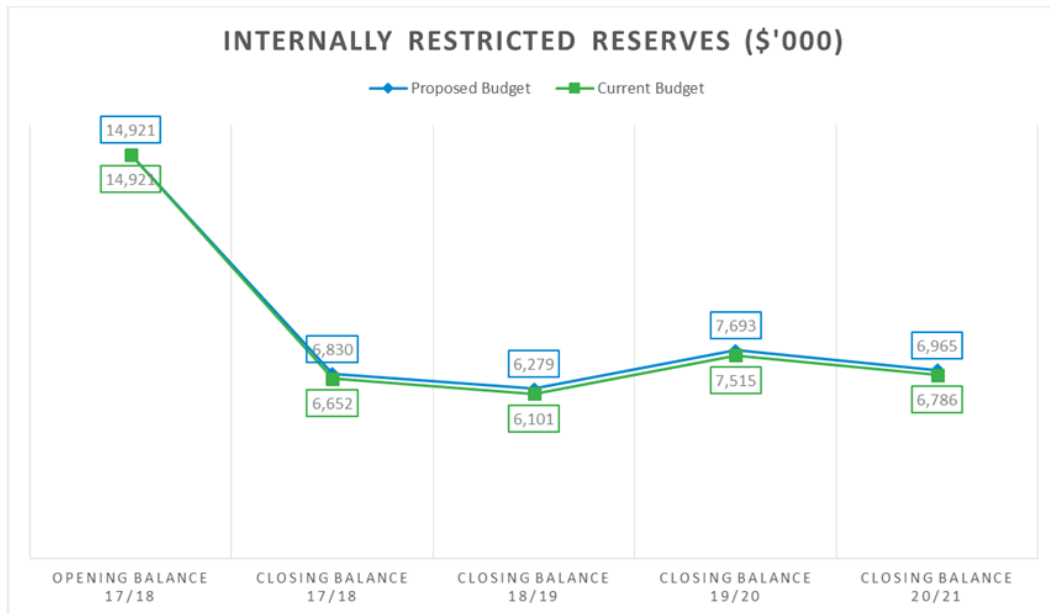
5. Reserves

5.1 Internally Restricted Reserves

Council finished the 2016/17 financial year with an Internally Restricted Reserve balance of \$14.921 million. As adopted by Council the Original Budget projected a decrease to 30 June 2018 of \$5.830 million. Council has since adopted the following budget movements, summarised below.

Variation	Amount (\$'000)	Movement
Original Budget	(5,830)	Decrease
Revotes	(1,967)	Decrease
Council minutes – July to December	(500)	Decrease
September QBR variations	28	Increase
December QBR proposed variations	178	Increase
Estimated movement to 30 June 2018	(8,091)	Decrease
Projected balance at 30 June 2018	6,830	

The following chart shows the projected balances over a four year period.



CORPORATE: FINANCE |

Detailed budgeted reserve movements are included in the following table.

Internally Restricted Reserves (\$'000)	Opening Balance	Budget Transfers To	Budget Transfers From	Budget Closing Balance	Current Balance
Employee Leave Entitlements	2,295	250	0	2,545	2,420
Land Development	5,232	(120)	4,893	219	5,232
Election	169	17	0	186	178
Plant Replacement	4,365	4,410	6,685	2,091	3,826
Asset Replacement	1,488	1,423	2,019	892	1,689
Capital Program	612	535	1,026	122	445
Livestock Exchange	50	15	10	55	57
State Roads Warranty	200	0	0	200	200
Future Fund	500	0	0	500	500
Mudgee Bicentenary	10	10	0	20	0
TOTAL	14,921	6,540	14,633	6,830	14,547

5.2 Externally Restricted Reserves

Council finished the 2016/17 financial year with an Externally Restricted Reserve balance of \$17.582 million. As adopted by Council the Original budget projected a decrease to 30 June 2018 of \$867k. Council has since adopted the following budget movements, summarised below.

Variation	Amount (\$'000)	Movement
Original Budget	(867)	Decrease
Revotes	(893)	Decrease
Council minutes – July to December	(500)	Decrease
September QBR variations	0	Nil
December QBR proposed variations	383	Increase
Estimated movement to 30 June 2018	(1,877)	Decrease
Projected balance at 30 June 2018	15,705	

The following chart shows the projected balances over a four year period.



Detailed budgeted reserve movements are included in the following table.

Externally Restricted Reserves (\$'000)	Opening Balance	Budget Transfers To	Budget Transfers From	Budget Closing Balance	Current Balance
Waste	3,385	1,000	2,922	1,463	3,860
Sewer	6,725	1,900	2,057	6,568	6,791
Water	3,845	3,900	2,657	5,089	5,795
Community Services	77	0	0	77	77
Community Tenancy Scheme - Walter & Denison St Units	116	0	12	104	109
Family Day Care	127	29	0	156	134
Bequest - Simpkins Park	101	0	0	101	101
Community Transport Vehicle Replacement	109	49	30	128	134
Ulan Road Strategy	3,098	678	1,755	2,020	2,478
TOTAL	17,583	7,556	9,433	15,706	19,479

CORPORATE: FINANCE |

6. Unspent Grants and Contributions

Council finished the 2016/17 financial year with unspent grants and contributions of \$4.317 million. As adopted by Council the Original Budget projected a decrease of \$520k to 30 June 2018. Council has since adopted the following budget movements, summarised below.

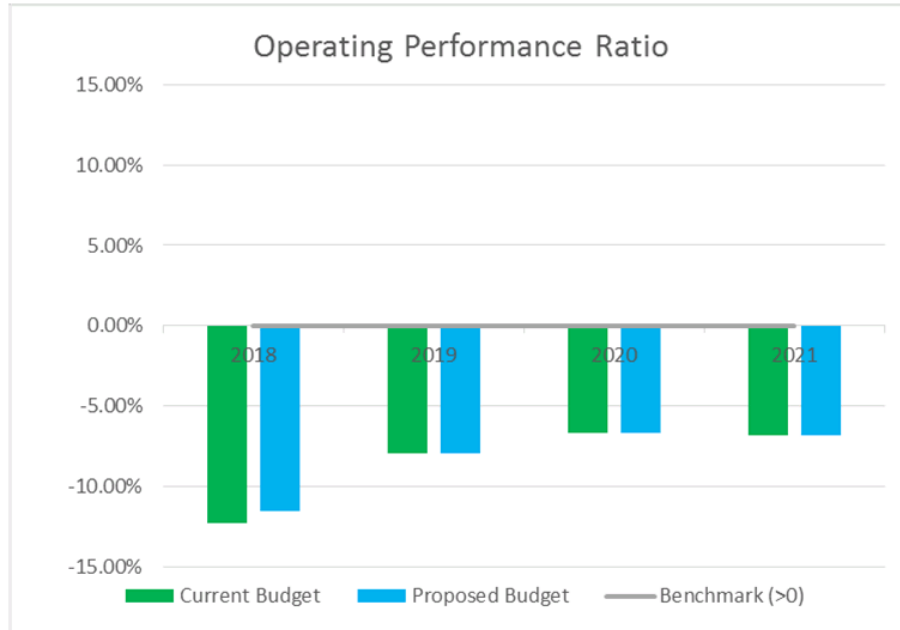
Variation	Amount (\$'000)	Movement
Original Budget	(520)	Decrease
Revotes	(142)	Decrease
Council minutes – July to October	(3,211)	Decrease
September QBR variations	(117)	Decrease
December QBR proposed variations	(94)	Decrease
Estimated movement to 30 June 2018	(4,084)	Decrease
Projected balance at 30 June 2018	233	

7. Consolidated Balance Sheet and Income Statement

Balance Sheet		
\$'000	ACTUAL YTD	ACTUAL 30 JUNE 2017
ASSETS		
Current Assets		
Cash & Cash Equivalents	5,480	6,431
Investments	60,900	59,100
Receivables	15,330	9,227
Inventories	1,260	1,037
Other	-	-
Total Current Assets	82,970	75,795
Non-Current Assets		
Investments	-	-
Receivables	150	-
Inventories	-	-
Infrastructure, Property, Plant & Equipment	892,567	885,890
Intangible Assets	294	369
Total Non-Current Assets	893,011	886,259
TOTAL ASSETS	975,981	962,054
LIABILITIES		
Current Liabilities		
Payables	2,868	7,432
Borrowings	810	1,591
Provisions	6,395	6,395
Total Current Liabilities	10,073	15,418
Non-Current Liabilities		
Borrowings	14,667	14,667
Provisions	2,993	2,979
Total Non-Current Liabilities	17,660	17,646
Total LIABILITIES	27,733	33,064
Net Assets	948,248	928,990
EQUITY		
Retained Earnings	403,917	380,748
Revaluation Reserves	544,331	548,242
Total Equity	948,248	928,990

Income Statement								
\$'000	ORIGINAL ANNUAL BUDGET	APPROVED VARIATIONS	REVISED ANNUAL BUDGET	ACTUAL YTD	% REVISED BUDGET	PROPOSED VARIATIONS	PROJECTED ANNUAL BUDGET	% PROJECTED ANNUAL BUDGET
INCOME								
Rates & Annual Charges	28,823	-	28,823	28,793	100%	-	28,823	100%
User Charges & Fees	12,384	578	12,962	4,575	35%	2,295	15,257	30%
Interest & Investment Revenue	1,668	-	1,668	968	58%	-	1,668	58%
Other Revenues	2,146	113	2,259	1,116	49%	(7)	2,252	50%
Grants & Contributions Operating	14,765	(889)	13,876	6,394	46%	27	13,903	46%
Grants & Contributions Capital	22,306	2,045	24,351	5,876	24%	(4,473)	19,878	30%
Gain on Disposal of Assets	225	516	741	223	30%	97	838	27%
Total Income	82,317	2,363	84,680	47,945	57%	(2,061)	82,619	58%
EXPENDITURE								
Employee Benefits & Oncosts	23,403	157	23,560	11,112	47%	17	23,577	47%
Borrowing Costs	1,118	-	1,118	517	46%	-	1,118	46%
Materials & Contracts	11,384	2,794	14,178	5,907	42%	2,242	16,420	36%
Depreciation & Amortisation	19,039	-	19,039	7,811	41%	-	19,039	41%
Other Expenses	6,452	69	6,521	3,334	51%	(33)	6,488	51%
Loss on Disposal of Assets	-	-	-	-	0%	-	-	0%
Total Expenditure	61,396	3,020	64,416	28,681	45%	2,226	66,642	43%
Net Result	20,921	(657)	20,264	19,264		(4,287)	15,977	
Net Result before Capital Items	(1,385)	(2,702)	(4,087)	13,388		186	(3,901)	

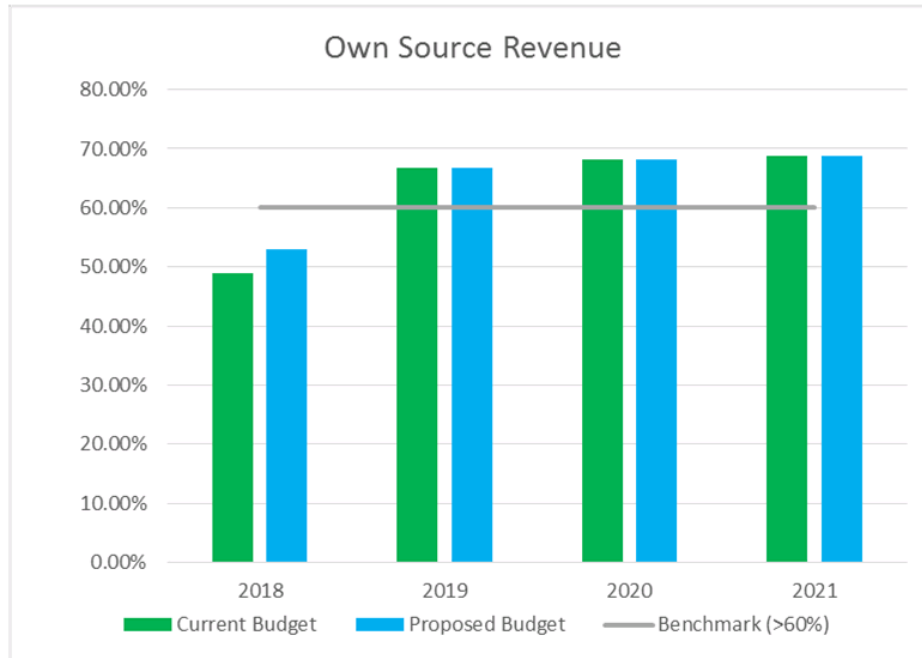
8. Key Financial Indicators



Note: Excludes Water & Sewer Fund

Measures Council's ability to keep operating expenses, including depreciation, within its continuing revenue.

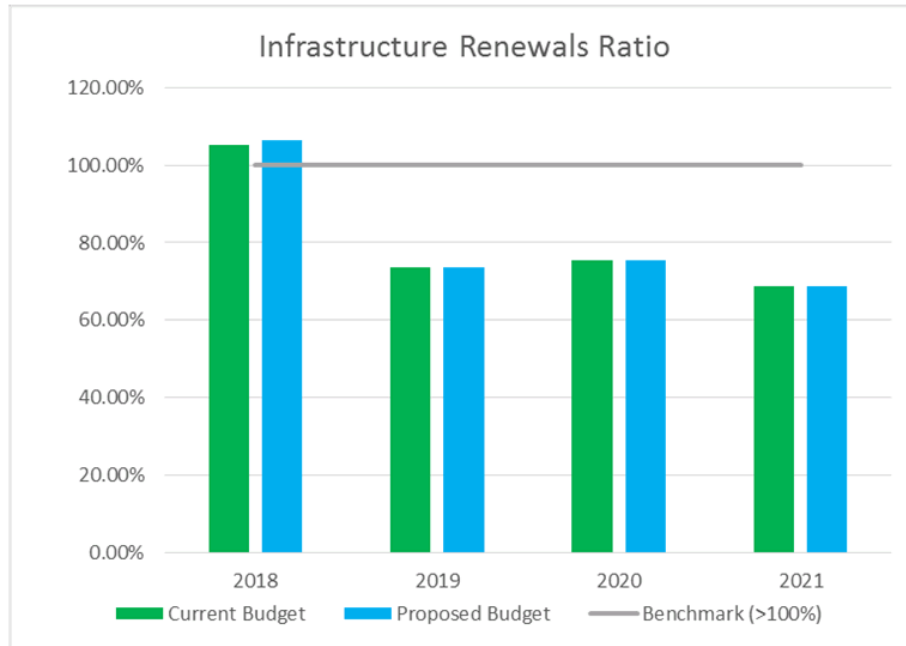
There is no significant change to this ratio this quarter.



Note: Excludes Water & Sewer Fund

Measures Council's degree of reliance on external funding

There is a small improvement to this ratio this quarter due to deferral of capital grant funding.



Note: Excludes Water & Sewer Fund

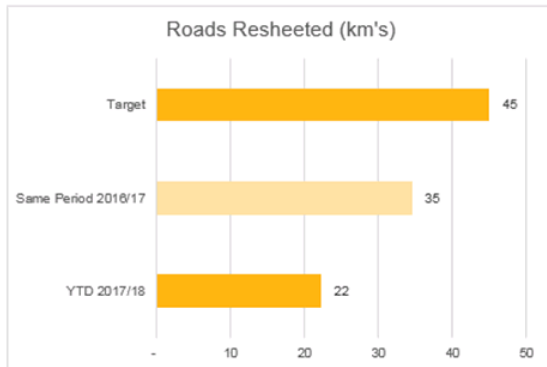
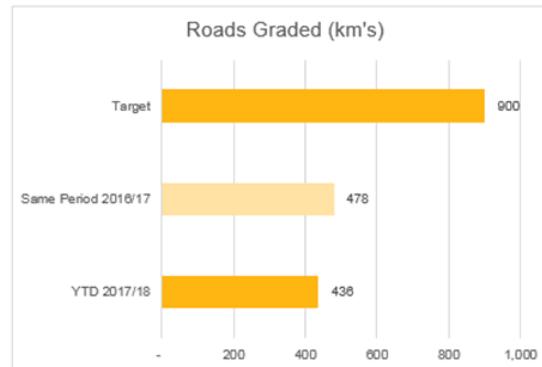
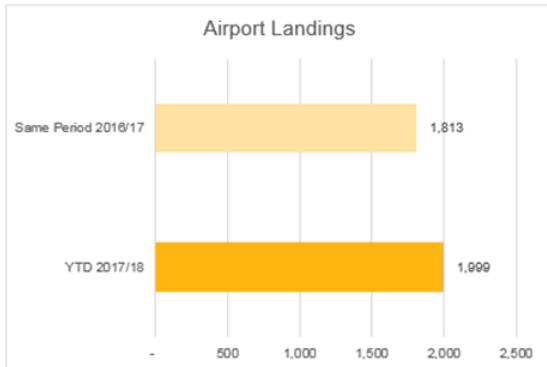
The rate at which assets are being renewed against the rate of depreciation

There is no significant change to this ratio this quarter

9. Budget Summary

9.1 Connecting Our Region

Key Performance Indicators

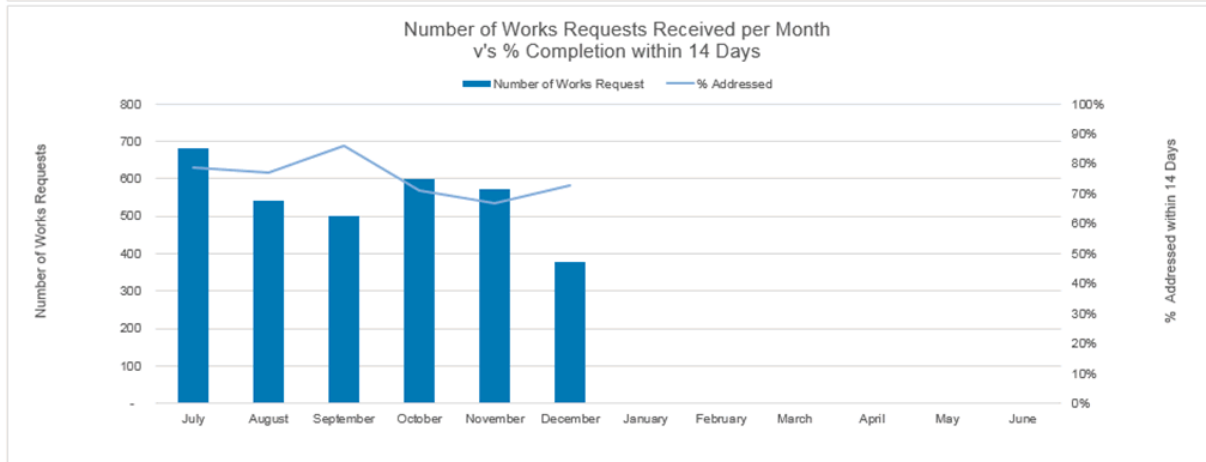
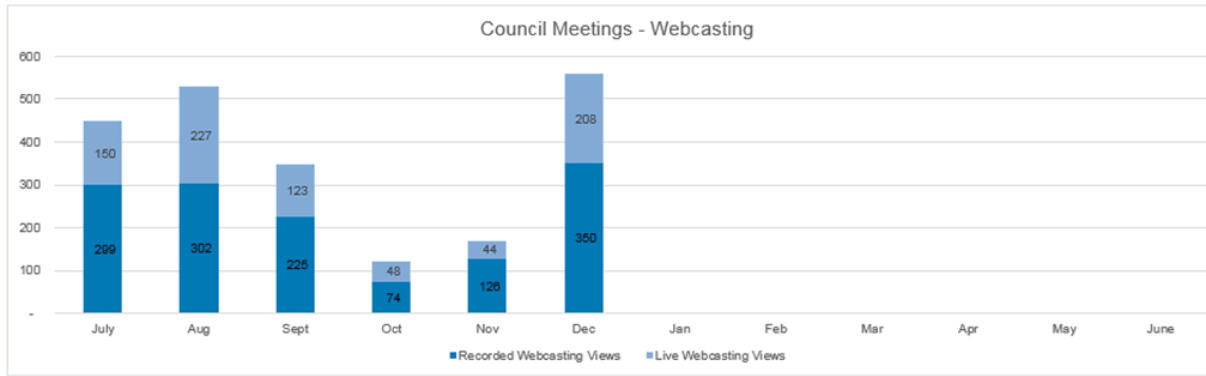


Significant Capital Projects

\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Commitments	Comment
Connecting our Region						
RURAL REHAB - CUDGEGONG RD SEG 60 TO 70	597	0	597	394	70	Project is practically complete. Outstanding safety barriers will be installed in January 2018.
SEAL EXTENSION - WOLLAR ROAD	9,988	(215)	9,773	3,383	4,558	Stage 1 complete, Stages 2, 3 & 4 under construction. On schedule for May 2018 finish.
HENRY LAWSON DRIVE BRIDGE	970	0	970	6	6	All aboriginal Heritage issues have been resolved and the project will be out to tender in January 2018.
ULAN ROAD - CHURCH LN TO OVERTAKING LN 14.5	1,186	(456)	730	711	5	The project is complete.
ULAN ROAD - WATTLEGROVE LN TO MIDBLOCK 19.999	2,030	827	2,857	979	33	This project is underway with pavement reconstruction works progressing southwards. 50% of the overtaking lane is constructed and was sealed in December 2017.
ULAN ROAD - WYALDRA LN TO QUARRY ENTRANCE 27.783	3,221	0	3,221	408	28	Drainage and tree removal works have been completed and earthworks are continuing to accommodate the overtaking lane.

9.2 Good Government

Key Performance Indicators

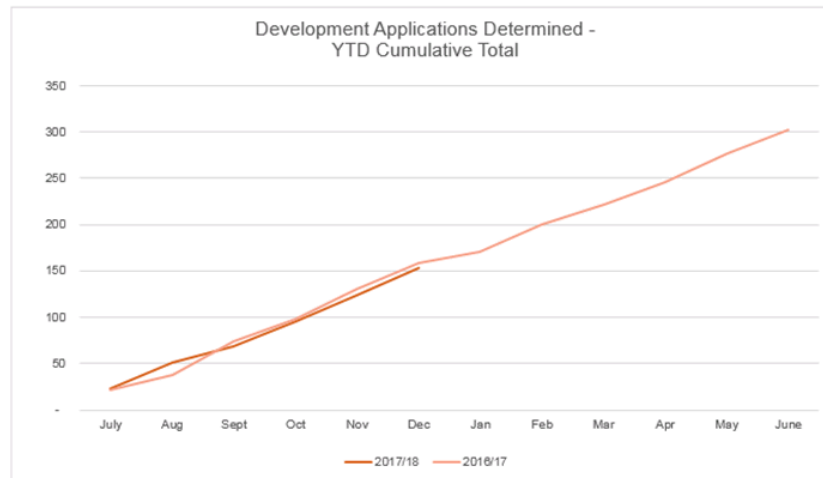
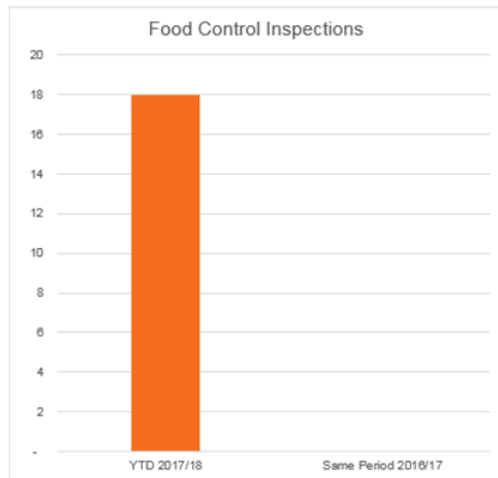
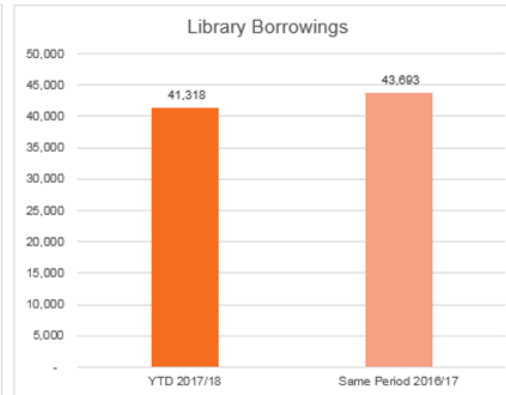
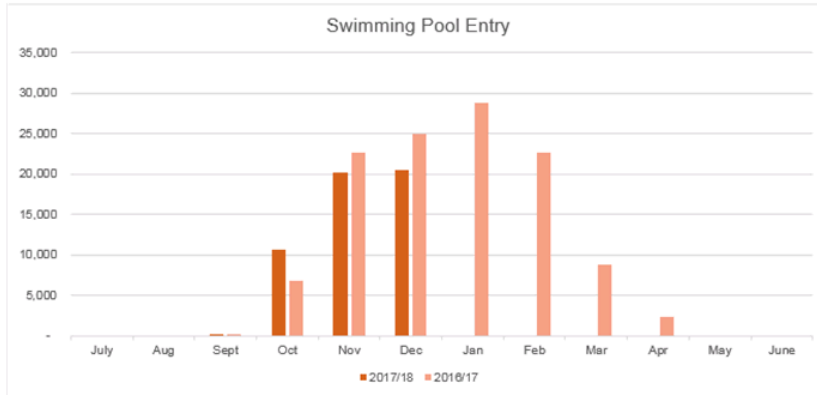


Significant Capital Projects

\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Commitments	Comment
Good Government						
PLANT PURCHASES	7,007	0	7,007	2,824	2,510	Majority of orders placed and awaiting delivery. Waiting on two truck quotes and several light fleet yet to be ordered.

9.3 Looking after Our Community

Key Performance Indicators

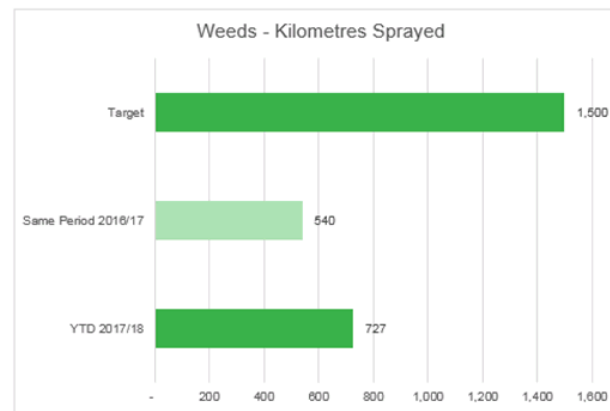
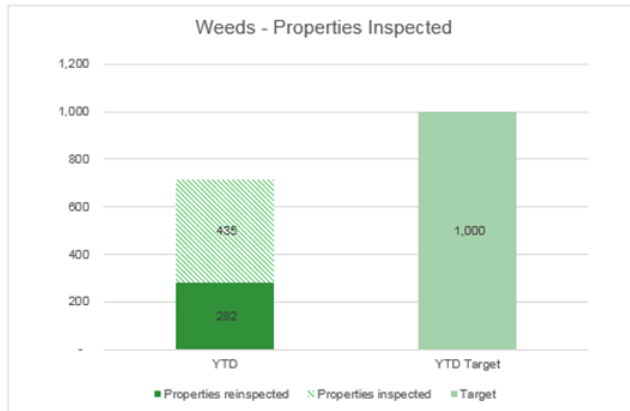
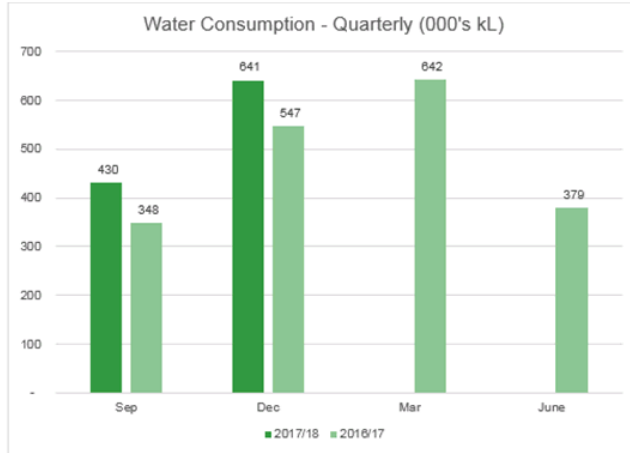


Significant Capital Projects

\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Commitments	Comment
Looking after our Community						
GLENWILLOW SPORTS GROUND UPGRADES	3,000	(3,000)	0	0	0	Awaiting grant funding. Proposed to defer to 2018/19
MUDGE SKATE PARK	250	0	250	0	26	Company engaged to liaise with youth and draw designs
YOUTH INFRASTRUCTURE	500	(500)	0	0	0	Awaiting grant funding. Proposed to defer to 2018/19

9.4 Protecting our Natural Environment

Key Performance Indicators



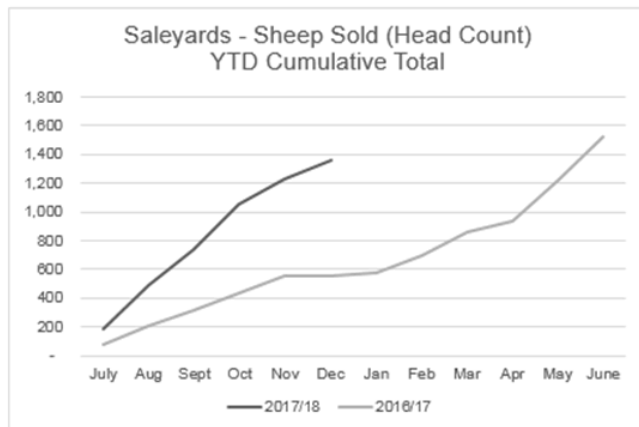
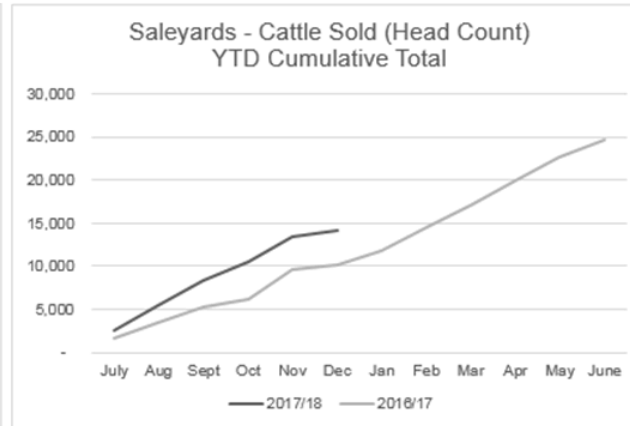
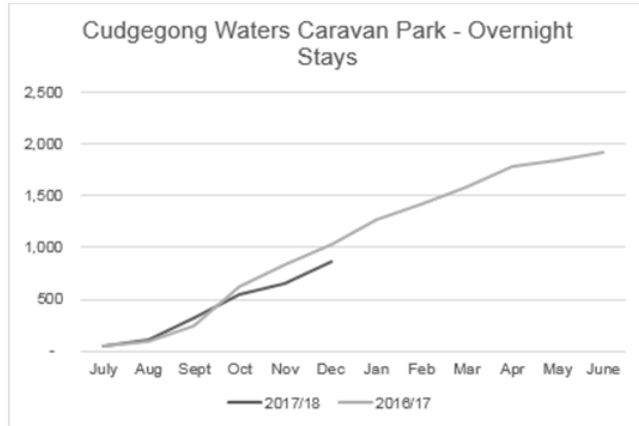
Significant Capital Projects

\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Commitments	Comment
Protecting our Natural Environment						
NEW TIP CONSTRUCTION	2,000	0	2,000	6	0	A new schedule of works and design has just been received for the tip extension and will be analysed and implemented over the next two months. Budget amendment will occur in March quarter.
WATER AUGMENTATION - MUDGEE HEADWORKS	1,332	0	1,332	0	0	Undertaking scoping of upgrade requirements in respect to current population and usage trends.
WATER AUGMENTATION - ULAN RD EXTENSION	1,584	0	1,584	5	39	Flow and pressure monitoring currently being finalised to allow model calibration followed by design and commencement of construction in 2018. Estimated that design and tendering can be completed within this financial year. Will reassess construction timing and adjust budget as required in March QBR.
WATER RYLSTONE DAM UPGRADE	5,852	0	5,852	17	146	Drilling and core testing of dam structure completed. Consultants will now work on providing further assessment of dam structure stability including provision of options if any work is required during March/April.
WATER METER REPLACEMENT	415	0	415	(2)	0	Tender documents currently being prepared to cover the multiple year/budget roll out of smart water metering. It is expected to call for tenders in February 2018.

\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Commitments	Comment
SEWER AUGMENTATION - RYLSTONE & KANDOS	1,310	0	1,310	2	0	Awaiting advice from Infrastructure NSW regarding proposed program of works to satisfy funding requirements for Charbon Sewerage Scheme. Upon receipt of advice, further investigation into alternative technologies and use of existing STP locations may also be progressed.
SEWER MAINS RELINING	1,127	0	1,127	840	150	Relining works have been completed for this financial year's program. Contractor is currently finalising a number of asset renewals that required excavation (could not be relined without restoring structural defects).

9.5 Building a Strong Local Economy

Key Performance Indicators

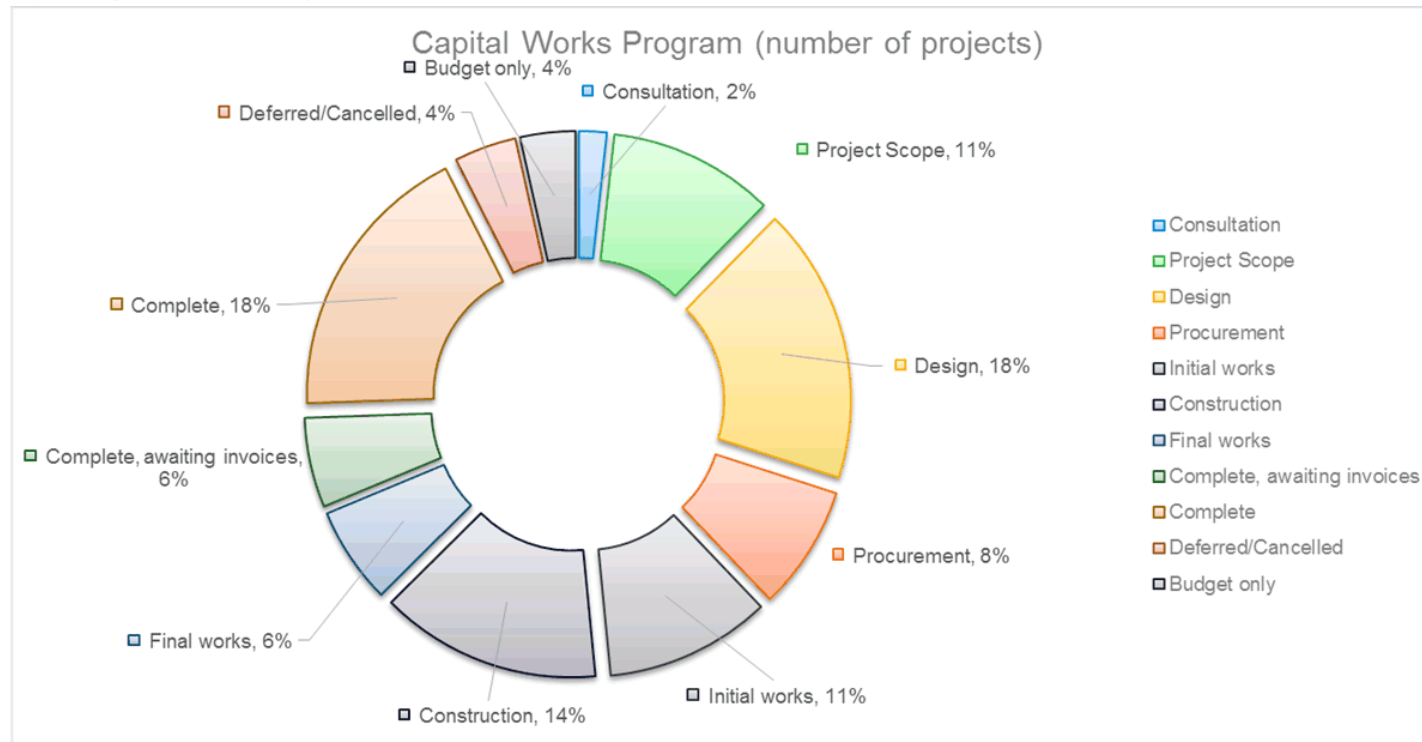


Significant Capital Projects

	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Commitments	Comment
\$'000						
Building a Strong Local Economy						
PROPERTY - DEVELOPMENT MORTIMER ST	4,820	0	4,820	0	56	The Mortimer Street development is still in the initial feasibility stage. A consultant has been engaged to prepare a site analysis and business case feasibility. The decision to proceed is also dependent on securing a tenant.

10. Capital Works Program

Capital Program Status Summary



KEY

Status	Description
Consultation	Engaging with stakeholders for ideas and to determine viability and direction for the project.
Project Scope	Initial concept, business case and project plan development.
Design	Initial and detailed design.
Procurement	Tendering, sourcing quotes or suppliers.
Initial works	Early stages of project delivery.
Construction	Major project activities are in progress.
Final works	Project is in final stages of completion or awaiting minor items.
Complete, awaiting invoices	Project work is complete. Waiting on invoices from suppliers for financial completion.
Complete	Project work is complete and all costs have been allocated.
Deferred/Cancelled	Project is no longer in current year's program
Budget only	Project for budget purposes only. Fully allocated out to projects.

Detailed Capital Works

	Original Annual Budget	Approved Variations	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
\$'000									
Looking after our Community									
IMPOUNDING FACILITY	0	16	16	0	16	16	100%	0	Complete
COMM. TRANSPORT- VEHICLE PURCHASE	46	0	46	0	46	0	0%	0	Initial works
AGED CARE UNITS - CAP - COOYAL/ANDERSON ST GULGONG	20	(9)	11	0	11	9	85%	0	Complete
AGED CARE UNITS - CAP -LOUEE ST UNITS	10	(3)	8	0	8	7	89%	0	Complete
WOLLAR PROGRESS ASSOCIATION COMMUNITY INFRASTRUCTURE	0	15	15	0	15	13	84%	0	Final works
CAPITAL -DENISON STREET UNITS	12	0	12	0	12	6	53%	0	Construction
MUDGEES CEMETERY CAP IMPV	0	61	61	0	61	28	46%	0	Construction
GPS CEMETERY SITES	40	0	40	0	40	0	0%	33	Construction
CEMETERY CAPITAL PROGRAM	15	0	15	0	15	4	26%	9	Construction
GULGONG LAWN CEMETERY EXTENSION	25	0	25	0	25	0	0%	11	Initial works
RYLSTONE CEMETERY NICHE WALL	0	22	22	0	22	0	0%	0	Procurement
PUBLIC TOILETS - CAPITAL UPGRADES - BUDGET ONLY	59	9	68	0	68	2	3%	0	Budget only
REDHILL PUBLIC TOILETS - CAP UPGRADE	55	0	55	0	55	0	0%	0	Deferred/Cancelled
LIBRARY MUDGEES CAPITAL UPGRADES	45	0	45	0	45	29	65%	2	Final works
LIBRARY BOOKS	68	0	68	0	68	56	81%	0	Construction

\$'000	Original Annual Budget	Approved Variations	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
RYLSTONE LIBRARY BRANCH	30	0	30	0	30	0	0%	0	Design
CAPITAL UPGRADE - RYLSTONE HALL	80	0	80	0	80	5	6%	0	Initial works
CAPITAL UPGRADE - KANDOS HALL	25	10	35	0	35	3	8%	30	Initial works
CAPITAL UPGRADE - KANDOS PRESCHOOL	0	5	5	0	5	0	9%	0	Design
CAP UPGRD-COMMUNITY BLD-BUDGET ONLY	23	(10)	13	(13)	0	1	0%	0	Budget only
CAPITAL UPGRADE - RYLSTONE GUIDE HALL	50	(50)	0	0	0	0	0%	0	Deferred/Cancelled
CAPITAL UPGRADE - MUDGEE TOWN HALL STAGE LIGHTING	0	8	8	0	8	8	95%	0	Complete
GULGONG POOL - DISABLED ACCESS	0	0	0	27	27	0	0%	0	
POOL CLEANER REPLACEMENT	16	(16)	0	0	0	0	0%	0	Deferred/Cancelled
POOL FILTER REPLACEMENT	20	16	36	0	36	0	0%	32	Complete, awaiting invoices
MUDGEE SHOWGROUND GRANDSTAND DEMOLITION	60	0	60	0	60	5	8%	0	Consultation
WALKERS FIELD AMENITIES REPAIRS	10	0	10	0	10	7	71%	1	Final works
GLENWILLOW SPORTS GROUND UPGRADES	3,000	0	3,000	(3,000)	0	0	0%	0	Deferred/Cancelled
GLEN WILLOW CRICKET WICKET	139	0	139	10	149	119	80%	30	Complete, awaiting invoices
GLEN WILLOW NETBALL COURTS	110	0	110	0	110	0	0%	0	Project Scope
GULGONG NETBALL COURT UPGRADE	35	32	67	0	67	0	0%	67	Initial works
GLEN WILLOW NETBALL BBQ AREA	10	0	10	0	10	0	0%	0	Design
GLEN WILLOW DRIVEWAY	0	95	95	0	95	0	0%	10	Initial works
MUDGEE SKATE PARK	250	0	250	0	250	0	0%	26	Design

	Original Annual Budget	Approved Variations	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
\$'000									
CAPITAL UPGRADE - KANDOS SPORTSGROUND CANTEEN	0	30	30	0	30	5	17%	2	Complete
GULGONG TENNIS COURTS	0	14	14	0	14	14	101%	0	Complete
BILLY DUNN SYNTHETIC WICKET	7	0	7	0	7	6	92%	0	Complete
VICTORIA PARK GULGONG - FENCING	0	16	16	0	16	15	99%	0	Complete
VICTORIA PARK GULGONG - DISABLED AMENITIES	52	0	52	0	52	1	2%	42	Procurement
MUDGEES TENNIS COURTS - CAPITAL UPGRADE	20	0	20	0	20	20	101%	0	Complete
SMART CUT MOWER	0	30	30	0	30	0	0%	28	Final works
PASSIVE PARKS - LANDSCAPING IMPROVEMENTS	5	0	5	0	5	0	0%	0	Design
PLAYGROUND UPGRADE - ANZAC PARK GULGONG	8	0	8	0	8	12	150%	0	Complete
SCULPTURES ACROSS THE REGION	31	0	31	0	31	10	32%	0	Construction
AVISFORD RESERVE - CAPITAL	0	3	3	0	3	0	0%	0	construction
PARK BIN REPLACEMENT	11	0	11	0	11	0	0%	0	Procurement
YOUTH INFRASTRUCTURE	500	0	500	(500)	0	0	0%	0	Deferred/Cancelled
IRRIGATION RENEWAL PROGRAM	60	0	60	0	60	37	62%	0	Final works
VICTORIA PARK GULGONG CAPITAL UPGRADES	15	0	15	0	15	14	93%	0	Complete
ROBERTSON PARK MUDGEES CAPITAL UPGRADES	15	0	15	0	15	12	78%	0	Complete
WARATAH PARK PLAYGROUND UPGRADE	28	0	28	(7)	21	21	100%	0	Complete
ART GALLERY FACILITY	0	38	38	0	38	10	26%	0	Consultation
STREETSCAPE - CBD INFRASTRUCTURE	13	9	22	0	22	0	0%	0	Procurement

\$'000	Original Annual Budget	Approved Variations	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
STREETSCAPE - TREE PLANTING RYLSTONE/KANDOS	5	3	8	0	8	10	119%	0	Complete
Total	5,023	345	5,368	(3,483)	1,885	507	27%	322	
Protecting our Natural Environment									
RURAL WASTE DEPOT UPGRADES	150	0	150	0	150	0	0%	0	initial works
MUDGEES WASTE DEPOT UPGRADES	34	0	34	0	34	0	0%	0	procurement
NEW TIP CONSTRUCTION	2,000	0	2,000	0	2,000	6	0%	0	procurement
WASTE SITES REHABILITATION	135	0	135	0	135	0	0%	0	Design
REMOTE SECURITY CAMERAS AT WTS	43	0	43	0	43	0	0%	0	Design
WTS - HARGRAVES UPGRADE	50	0	50	0	50	0	0%	0	initial works
WTS - BYLONG UPGRADE	30	0	30	0	30	0	0%	0	initial works
LEACHATE POND ENLARGEMENT	250	0	250	0	250	0	0%	0	Design
WEIGHBRIDGE SOFTWARE UPGRADE	35	0	35	0	35	2	5%	0	procurement
CARDBOARD COLLECTION CONTAINERS	30	0	30	0	30	0	0%	0	Design
WTS FRONT LIFT BINS	50	0	50	0	50	0	0%	50	complete
HOOKLIFT BINS	115	0	115	0	115	16	14%	10	initial works
DRAINAGE CAPITAL IMPROVEMENTS	48	(48)	(0)	0	(0)	0	0%	0	Budget only
CAUSEWAY IMPROVEMENTS	62	0	62	0	62	26	42%	0	Construction
RIFLE RANGE ROAD CULVERT UPGRADE	0	32	32	0	32	32	101%	0	Complete

	Original Annual Budget	Approved Variations	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
\$'000									
MUDGEE RACECOURSE DRAINAGE UPGRADE	0	26	26	0	26	9	34%	0	Final works
MASON STREET DRAINAGE IMPROVEMENTS	0	0	0	1	1	1	100%	0	Complete
BENT STREET DRAINAGE IMPROVEMENTS	80	0	80	0	80	0	0%	0	Deferred/Cancelled
LAWSON PARK WEST PIPE EXTENSION	52	0	52	0	52	2	4%	0	Final works
MUDGEE FLOOD STUDY & FLOODPLAIN MANAGEMENT PLAN	82	0	82	90	172	0	0%	0	Procurement
BOMBIRA AVE DRAINAGE IMPROVEMENTS	35	0	35	0	35	0	0%	0	Project Scope
DUNN STREET KANDOS DRAINAGE IMPROVEMENTS	10	0	10	0	10	0	0%	0	Project Scope
COURT STREET DRAINAGE IMPROVEMENTS	10	0	10	0	10	0	0%	0	Project Scope
PUTTA BUCCA WETLANDS CAPITAL	16	22	38	0	38	1	2%	0	initial works
PUTTA BUCCA WETLANDS EXTENSION	0	92	92	0	92	0	0%	0	Construction
ROADSIDE HABITAT CREATION	0	38	38	0	38	3	9%	0	Construction
WATER NEW CONNECTIONS	76	0	76	0	76	25	33%	2	Construction
WATER AUGMENTATION - MUDGEE HEADWORKS	1,332	0	1,332	0	1,332	0	0%	0	Project Scope
WATER AUGMENTATION - ULAN RD EXTENSION	1,574	10	1,584	0	1,584	5	0%	39	Design
WATER RYLSTONE DAM UPGRADE	5,800	52	5,852	0	5,852	17	0%	146	Design
WATER TELEMETRY	20	0	20	0	20	0	0%	0	Design
WATER MAINS - CAPITAL BUDGET ONLY	850	(847)	3	(3)	(0)	0	0%	0	Budget only
WATER MAINS - LYNNE ST GULGONG	0	5	5	0	5	5	97%	0	Complete

	Original Annual Budget	Approved Variations	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
\$'000									
WATER MAINS - ANGUS AVE KANDOS	0	15	15	0	15	5	35%	0	Construction
WATER MAINS - MEDLEY STREET	0	94	94	0	94	93	100%	0	Complete
WATER MAINS - MORTIMER STREET	0	72	72	0	72	71	99%	0	Complete
WATER MAINS - BELMORE STREET	0	54	54	0	54	0	0%	0	Design
WATER MAINS - THIRD STREET	0	40	40	0	40	0	0%	0	Design
WATER MAINS - STATION STREET	0	50	50	0	50	0	0%	9	Design
WATER MAINS - COURT STREET	0	60	60	0	60	0	0%	0	Design
WATER MAINS - LYNNE STREET	0	50	50	0	50	0	0%	10	Design
WATER MAINS - DENISON STREET	0	57	57	0	57	12	21%	0	Construction
WATER MAINS - CALDERWOOD ROAD	0	19	19	0	19	0	0%	0	Project Scope
WATER MAINS - WHITE STREET	0	32	32	(5)	27	27	100%	0	Complete
WATER MAINS - MAYNE STREET	0	145	145	(15)	130	130	100%	0	Complete
WATER MAINS - OPORTO ROAD	0	34	34	0	34	36	106%	0	Complete
WATER MAINS - ROBINSON STREET	0	30	30	0	30	6	19%	0	Construction
WATER MAINS - DANGAR STREET	0	100	100	(7)	94	0	0%	0	Project Scope
WATER MAINS - CASTLEREAGH HWY GULGONG	0	0	0	30	30	10	34%	0	Final works
WATER PUMP STATION - CAPITAL RENEWALS	207	0	207	0	207	0	0%	0	Design
RESERVOIRS - RYLSTONE, KANDOS, CHARBON, CLANDULLA	80	0	80	0	80	0	0%	60	Construction
RAW WATER SYSTEMS RENEWALS	16	14	30	0	30	29	96%	0	Complete

	Original Annual Budget	Approved Variations	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
\$'000									
WATER TREATMENT PLANT - RENEWALS	98	(84)	14	0	14	0	0%	0	Budget only
WATER TREATMENT PLANT - pH CORRECTION SYSTEM	0	45	45	0	45	22	48%	17	Final works
ONLINE ANALYSER REPLACEMENT - M, G, R WTP (Inc Flouride)	0	25	25	0	25	17	69%	0	Final works
WATER METER REPLACEMENT	415	0	415	0	415	(2)	-1%	0	Procurement
NEW WATER CONNECTIONS SPS	0	9	9	0	9	0	2%	0	Construction
SEWER NEW CONNECTIONS	24	0	24	0	24	9	38%	0	Construction
SEWER AUGMENTATION - RYLSTONE & KANDOS	1,295	15	1,310	0	1,310	2	0%	0	Project Scope
SEWER AUGMENTATION - MUDGEE	0	4	4	0	4	4	92%	0	Complete
SEWER TELEMETRY	21	0	21	0	21	0	0%	0	Project Scope
SEWER MAINS - CAPITAL BUDGET ONLY	230	(4)	226	0	226	0	0%	0	Budget only
SEWER MAINS RELINING	600	527	1,127	0	1,127	840	75%	255	Complete, awaiting invoices
SEWER MAINS - BELLEVUE TO RIFLE RANGE ROAD	0	47	47	0	47	0	0%	0	Complete, awaiting invoices
SEWER PUMP STATION - CAPITAL RENEWALS	69	(3)	66	0	66	0	1%	0	Procurement
SEWER PUMP STATION - CAERLEON	30	0	30	0	30	0	0%	0	Procurement
SEWER TREATMENT WORKS - RENEWALS	46	(46)	0	0	0	0	0%	0	Budget only
STW - RSTP DISINFECTION SYSTEM	0	36	36	0	36	32	88%	0	Final works
STW - KSTP DISINFECTION SYSTEM	0	21	21	0	21	16	78%	0	Final works
MUDGEE STP SLUDGE MIXER	0	23	23	0	23	0	0%	11	Construction
Total	16,100	862	16,962	91	17,053	1,513	9%	609	

	Original Annual Budget	Approved Variations	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
\$'000									
Building a Strong Local Economy									
CUDGEGONG WATERS CARAVAN PARK PLAYGROUND UPGRADE	124	0	124	0	124	21	17%	87	Construction
CUDGEGONG WATERS CARAVAN PARK	210	62	272	0	272	200	74%	0	Construction
SALEYARDS - POST AND RAIL REPLACEMENT	10	0	10	0	10	0	0%	0	Consultation
PROPERTY - MUDGEE AIRPORT SUBDIVISION	0	13	13	0	13	0	0%	0	Initial works
PROPERTY - EX SALEYARDS STAGE I	390	0	390	0	390	2	0%	0	
PROPERTY - MORTIMER ST PRECINCT	0	18	18	0	18	18	100%	0	Complete
PROPERTY - BURRUNDULLA LAND DEVELOPMENT	0	0	0	1	1	1	88%	0	
PROPERTY - DEVELOPMENT MORTIMER ST	4,820	0	4,820	0	4,820	0	0%	56	Project Scope
RYLSTONE KANDOS PRESCHOOL EXTENSION	160	0	160	0	160	1	0%	0	Consultation
Total	5,714	93	5,806	1	5,808	243	4%	143	

Connecting our Region

URBAN RESEAL - COURT STREET SEG 30 TO 40	12	0	12	0	12	1	8%	11	Initial works
URBAN RESEAL - DEWHURST DRIVE SEG 30 TO 60	27	0	27	0	27	1	4%	24	Initial works
URBAN RESEAL - FLEMING STREET SEG 10 TO 50	45	0	45	0	45	2	6%	41	Initial works
URBAN RESEAL - LLOYD AVENUE SEG 10 TO 20	6	0	6	0	6	1	13%	6	Design
URBAN RESEAL - LOVEJOY STREET SEG 10	22	0	22	0	22	0	0%	20	Design

\$'000	Original Annual Budget	Approved Variations	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
URBAN RESEAL - LOWANA CLOSE SEG 10	7	0	7	0	7	2	27%	7	Initial works
URBAN RESEAL - LYNNE STREET SEG 30 TO 80	24	0	24	0	24	0	0%	22	Design
URBAN RESEAL - LYNWOOD AVENUE SEG 10 TO 20	7	0	7	0	7	0	0%	6	Design
URBAN RESEAL - MADEIRA ROAD SEG 45 TO 50	10	0	10	0	10	0	3%	10	Design
URBAN RESEAL - MCDONALD STREET SEG 60	3	0	3	0	3	0	11%	3	Design
URBAN RESEAL - MEDLEY STREET SEG 20 TO 70, 110 TO 140	26	0	26	0	26	0	0%	23	Design
URBAN RESEAL - MORTIMER STREET SEG 130 TO 140	26	0	26	0	26	0	0%	24	Design
URBAN RESEAL - PERRY STREET SEG 70	6	0	6	0	6	0	0%	5	Design
URBAN RESEAL - RIFLE RANGE ROAD SEG 10 TO 20	15	0	15	0	15	4	27%	14	Initial works
URBAN RESEAL - STATION STREET SEG 10 TO 20	12	0	12	0	12	0	0%	11	Design
URBAN RESEAL - THIRD STREET SEG 10 TO 40	9	0	9	0	9	0	0%	8	Design
URBAN RESEAL - WHITE CRESCENT SEG 10 TO 20	8	0	8	0	8	0	0%	7	Design
URBAN RESEAL - MASON STREET SEG 10 TO 30	8	0	8	0	8	0	0%	7	Design
URBAN RESEAL - BELMORE STREET SEG 30 TO 40	13	0	13	12	25	0	0%	12	Design
URBAN RESEAL - DENISON STREET SEG 140 TO 190	20	0	20	0	20	0	2%	18	Design
URBAN RESEAL - MELTON ROAD SEG 10 TO 20	8	0	8	0	8	0	0%	7	Design
URBAN RESEAL - COX STREET SEG 30 TO 70	59	0	59	0	59	1	2%	53	Initial works

	Original Annual Budget	Approved Variations	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
\$'000									
URBAN ROADS KERB & GUTTER CAPITAL	24	0	24	0	24	24	98%	0	Construction
URBAN REHAB - ANGUS AVENUE KANDOS	453	0	453	0	453	0	0%	13	Design
URBAN REHAB - CAIRO STREET SEG 10	60	0	60	0	60	41	68%	0	Complete, awaiting invoices
URBAN HEAVY PATCHING	142	0	142	0	142	0	0%	1	Project Scope
URBAN REHAB - LEWIS STREET SEG 50 TO 60	94	0	94	0	94	4	4%	7	Project Scope
URBAN REHAB - INGLIS STREET SEG 20 TO 30	135	0	135	0	135	2	1%	0	Project Scope
URBAN REHAB - WHITE STREET SEG 30 TO 40	49	0	49	(17)	32	32	100%	0	Complete, awaiting invoices
URBAN REHAB - LIONS DRIVE SEG 10 TO 20	251	0	251	0	251	115	46%	0	Complete
RESHEETING - URBAN ROADS	15	0	15	0	15	0	0%	0	Project Scope
FAIRYDALE LANE LAND MATTERS CAPITAL	0	0	0	18	18	10	57%	0	Project Scope
URBAN ROADS LAND MATTERS CAPITAL	22	0	22	(18)	4	0	1%	0	Initial works
RURAL RESEAL - YARRABIN RD SEG 20, 30, 40	43	0	43	2	44	44	100%	0	Complete, awaiting invoices
RURAL RESEAL - LAHEYS CREEK RD SEG 40, 50	70	0	70	32	102	51	50%	0	Complete, awaiting invoices
RURAL RESEAL - LUE ROAD SEG 280, 345, 110	110	0	110	0	110	25	22%	100	Construction
RURAL RESEAL - WILBERTREE ROAD SEG 10 TO 80	165	0	165	33	198	86	43%	0	Complete, awaiting invoices
RURAL RESEAL - NARRANGO ROAD SEG 60	29	0	29	5	34	34	100%	0	Complete
RURAL RESEAL - HENRY LAWSON DRIVE SEG 170	18	0	18	(18)	0	0	0%	0	Deferred/Cancelled
RURAL RESEAL - TINJA LANE SEG 50 TO 60	25	0	25	3	28	27	99%	0	Complete

	Original Annual Budget	Approved Variations	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
\$'000									
RURAL RESEAL - YARRABIN ROAD SEG 100 TO 160	252	0	252	(56)	196	169	87%	0	Final works
RURAL RESEAL - GOREE LANE SEG 1	54	0	54	0	54	7	14%	0	Complete
RURAL RESEAL - ILFORD HALL ROAD SEG 10	35	0	35	0	35	16	45%	0	Complete
RURAL RESEAL - SPRING RIDGE RD SEG 130 - 180	218	0	218	0	218	29	14%	0	Complete, awaiting invoices
RURAL REHAB - CUDGEGONG RD SEG 60 TO 70	597	0	597	0	597	394	66%	70	Final works
RURAL REHAB - LUE ROAD SEG 170	280	0	280	0	280	35	12%	0	Construction
REALIGNMENT - ULAN WOLLAR RD	0	229	229	0	229	15	7%	145	Design
HEAVY PATCHING	109	0	109	0	109	0	0%	0	Project Scope
CUDGEGONG ROAD GUARDRAIL	100	0	100	(50)	50	0	0%	17	Procurement
FUTURE YRS REFS - BUDGET ONLY	6	0	6	0	6	0	0%	0	Budget only
RURAL SEALED ROAD LAND MATTERS	27	0	27	0	27	2	9%	0	Initial works
RURAL SEALED REGIONAL ROAD REPAIR PROGRAM	0	17	17	0	17	18	102%	0	Complete
BLACKSPOT HILL END ROAD	0	356	356	4	360	360	100%	0	Complete
REHAB HILL END ROAD SEG 2080	215	0	215	(215)	0	1	0%	0	Deferred/Cancelled
RESEAL HILL END ROAD SEG 2260 TO 2300	210	72	282	108	390	182	47%	12	Complete, awaiting invoices
REHAB BYLONG VALLEY WAY SEG 1040 TO 1045	518	0	518	0	518	1	0%	0	Design
WOLLAR ROAD REALIGNMENT & UPGRADE	0	0	0	99	99	0	0%	0	
REG RESEALS - BYLONG VALLEY WAY RESEAL SEG 1095	0	90	90	4	94	94	100%	0	Complete

\$'000	Original Annual Budget	Approved Variations	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
RURAL SEALED REGIONAL ROAD LAND MATTERS CAPITAL	5	0	5	0	5	0	0%	0	Initial works
TRIANGLE ROAD ACCESS	435	15	450	0	450	399	89%	0	Complete, awaiting invoices
BLACK LEAD LANE CONSTRUCTION	0	10	10	0	10	0	0%	0	Project Scope
SEAL EXTENSION - QUARRY LANE	90	0	90	0	90	56	63%	0	Complete, awaiting invoices
SEAL EXTENSION - OAKLANDS ROAD	0	37	37	0	37	4	12%	0	Construction
SEAL EXTENSION - BLACK LEAD LANE	0	51	51	0	51	0	0%	0	Project Scope
RESHEETING	1,039	(29)	1,010	0	1,010	610	60%	0	Construction
REALIGNMENT MALONEYS ROAD	60	0	60	0	60	0	0%	0	Project Scope
UNSEALED ROADS LAND MATTERS CAPITAL	16	0	16	0	16	0	0%	0	Initial works
SEAL EXTENSION - WOLLAR ROAD	9,480	508	9,988	(215)	9,773	3,383	35%	4,620	Construction
CURRANS CUTTING - WOLLAR RD SEAL EXTENSION	0	565	565	215	780	600	77%	41	Complete
HENRY LAWSON DRIVE BRIDGE	970	0	970	0	970	6	1%	6	Procurement
GOODIMAN CREEK BRIDGE REPLACEMENT	0	622	622	0	622	7	1%	10	Procurement
WINDEYER RD BRIDGE - GUARD RAIL	0	0	0	20	20	0	0%	0	
REGIONAL ROAD BRIDGE CAPITAL	56	0	56	0	56	3	6%	0	Initial works
ULAN ROAD - CHURCH LN TO OVERTAKING LN 14.5	870	316	1,186	(456)	730	711	97%	5	Complete
ULAN ROAD - COPE RD TO UCML MINE ENTRANCE	122	0	122	0	122	0	0%	0	Project Scope
ULAN ROAD - WATTLEGROVE LN TO MIDBLOCK 19.999	2,058	(27)	2,030	827	2,857	979	34%	33	Construction

\$'000	Original Annual Budget	Approved Variations	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
ULAN ROAD - WYALDRA LN TO QUARRY ENTRANCE 27.783	2,721	500	3,221	0	3,221	408	13%	28	Construction
FOOTWAYS - CAPITAL WORKS	127	0	127	0	127	105	83%	1	Construction
PEDESTRIAN - GLEN WILLOW WALKWAY	32	0	32	0	32	0	0%	1	
CYCLEWAY LINK LAWSON PARK TO PITTS LANE	300	120	420	0	420	64	15%	150	Construction
PEDESTRIAN BRIDGE RYLSTONE	400	0	400	(400)	0	0	0%	0	Deferred/Cancelled
GLEN WILLOW FOOTBRIDGE RECTIFICATION	0	150	150	0	150	0	0%	101	Procurement
AIRPORT - RELOCATION OF FENCING	50	0	50	3	53	0	0%	52	Construction
AIRPORT - TERMINAL BUILDING FITOUT	0	0	0	5	5	0	0%	5	
AIRPORT - EXTENSION OF WATER & SEWER SERVICES	171	6	177	42	219	69	32%	138	Construction
AIRPORT - SAFETY MARKERS	25	0	25	0	25	22	89%	0	Complete
AIRPORT - TAXIWAY CIVIL WORKS	0	180	180	0	180	0	0%	27	Project Scope
Total	23,725	3,788	27,513	(14)	27,499	9,258	34%	5,924	

Good Government

MUDGEES ADMINISTRATION BUILDING UPGRADE	100	0	100	0	100	0	0%	0	Project Scope
RYLSTONE COUNCIL BUILDING	30	0	30	0	30	5	16%	0	Design
CAPITAL UPGRADE - MWRC DEPOT	100	0	100	0	100	0	0%	0	Project Scope
MUDGEES TOWN HALL	0	7	7	0	7	5	73%	0	Complete
CAPITAL UPGRADE - RYLSTONE DEPOT	52	0	52	0	52	46	89%	0	Complete
IT SPECIAL PROJECTS	45	0	45	0	45	4	10%	12	Initial works

\$'000	Original Annual Budget	Approved Variations	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
IT NETWORK UPGRADES	60	0	60	0	60	6	11%	0	Design
IT CORPORATE SOFTWARE	161	33	194	0	194	18	9%	36	Procurement
SERVER ROOM MUDGEE CAPITAL UPGRADES	30	0	30	0	30	3	9%	0	Project Scope
PLANT PURCHASES	4,717	2,290	7,007	0	7,007	2,824	40%	2,510	Procurement
MUDGEE DEPOT CAPITAL WORKS	23	0	23	0	23	2	9%	3	Procurement
GULGONG DEPOT WASHBAY	100	40	140	0	140	120	86%	2	Complete
MUDGEE WORKSHOP TRUCK HOIST	40	0	40	0	40	46	114%	0	Complete
MUDGEE DEPOT WASHBAY	40	0	40	30	70	1	1%	0	Design
Total	5,497	2,369	7,866	30	7,896	3,080	39%	2,564	

Total Capital Works Program

56,060	7,456	63,516	(3,374)	60,141	14,599	24%	9,561
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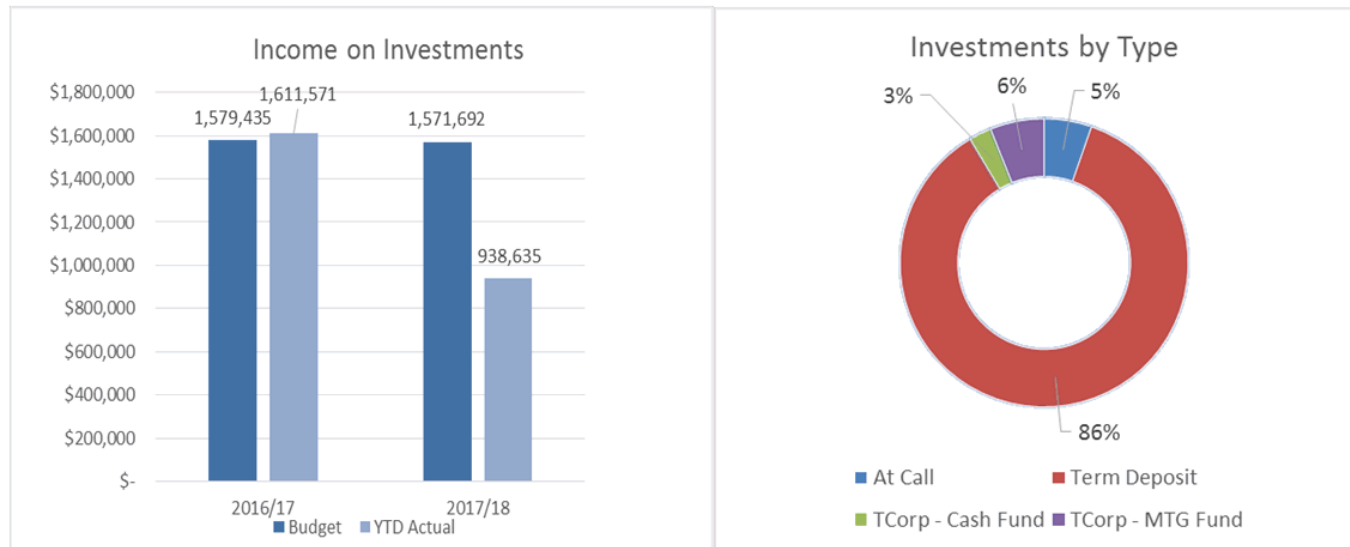
Capital Funding (\$ '000)	Original Annual Budget	Approved Variations	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Budget
Capital Grants & Contributions	(23,310)	(2,048)	(25,358)	313	(25,045)	(6,502)	26%
Loans	(4,000)	0	(4,000)	4,000	0	0	0%
External Restrictions							
S94 Developer Contributions - General	(606)	(60)	(666)	375	(291)	(97)	33%
S64 Developer Contributions - Water Fund	(2,306)	(10)	(2,316)	0	(2,316)	(5)	0%
S64 Developer Contributions - Sewer Fund	0	(47)	(47)	0	(47)	0	0%
S93F Developer Contributions Specific Purpose Unexpended Grants	(565)	(47)	(612)	7	(604)	(72)	12%
Reserves - Water	0	(365)	(365)	(3)	(368)	(362)	98%
Reserves - Water	(2,886)	(70)	(2,957)	300	(2,657)	(474)	18%
Reserves - Sewerage Services	(1,496)	(561)	(2,057)	0	(2,057)	(884)	43%
Reserves - Domestic Waste Management	(2,922)	0	(2,922)	0	(2,922)	(24)	1%
Reserves - Plant & Vehicle Replacement	(3,781)	(2,903)	(6,685)	0	(6,685)	(2,744)	41%
Reserves - Asset Replacement	(1,388)	(391)	(1,779)	13	(1,766)	(488)	28%
Reserves - Capital Program	(822)	(161)	(983)	(12)	(995)	(421)	42%
Reserves - Land Development	(4,700)	(193)	(4,893)	0	(4,893)	0	0%
Reserves - Saleyards	(10)	0	(10)	0	(10)	0	0%
Income from Sale of Assets							
General Purpose Revenue	(7,267)	(598)	(7,866)	(1,618)	(9,484)	(2,527)	27%
Total Capital Funding	(56,060)	(7,456)	(63,516)	3,374	(60,141)	(14,599)	24%

11. Investment Portfolio

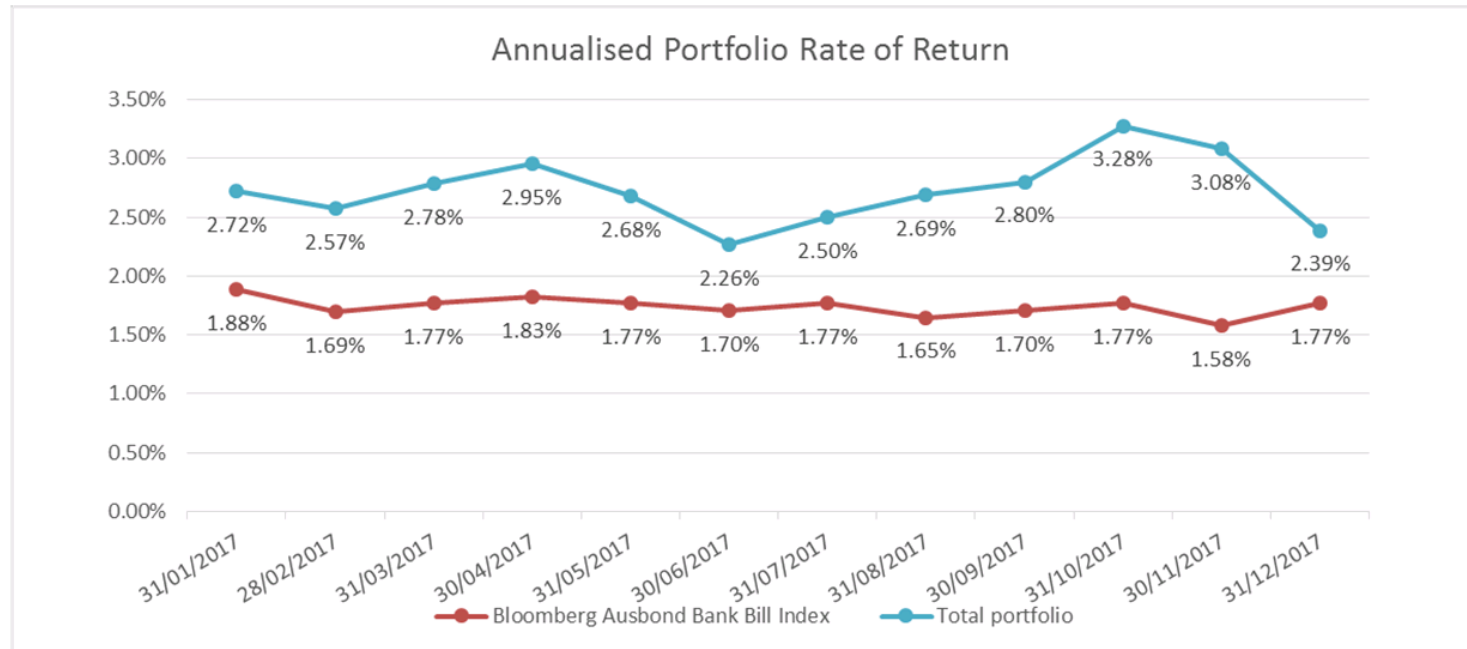
As at 31 December 2017 Council's investment portfolio balance was \$66.5M. This balance consisted of:

- Term Deposits \$57.3M
- At Call Funds \$3.5M
- Managed Funds \$5.7M

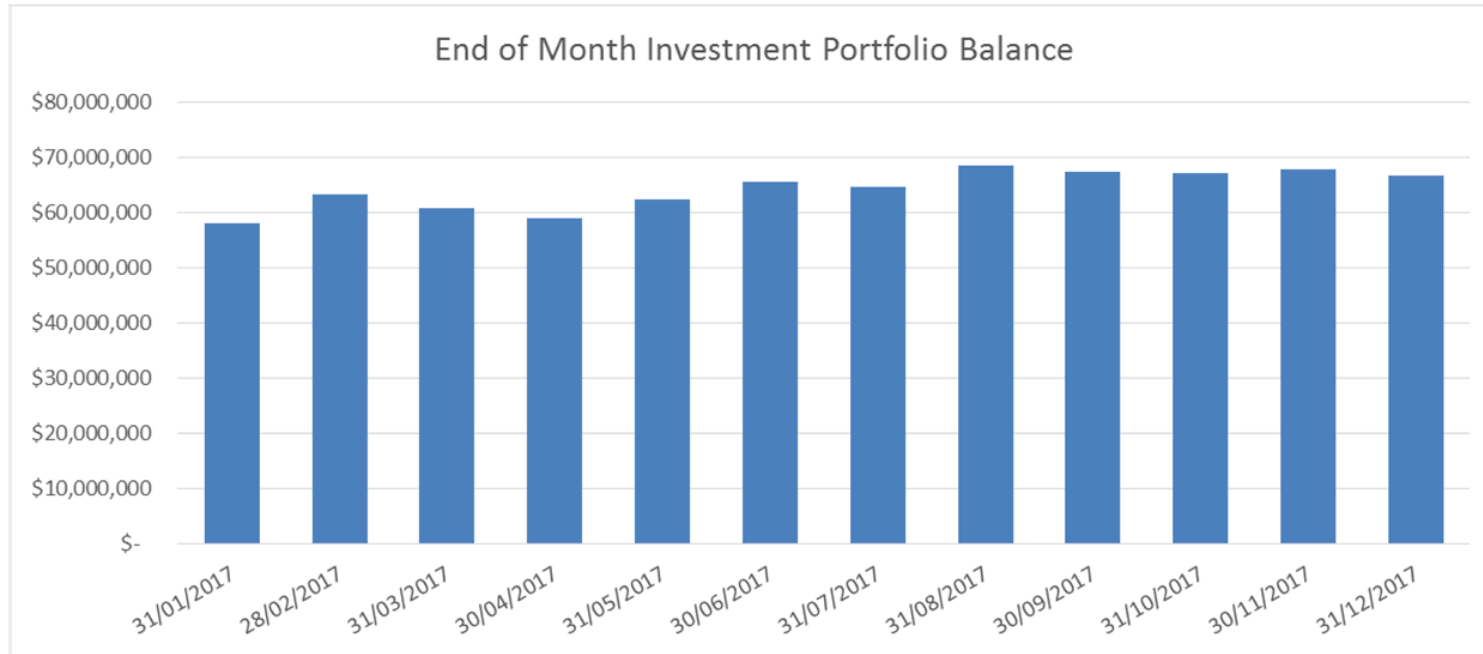
The year to date interest remains on track to achieving the budgeted income for the 2017/18 financial year.



The total portfolio annualised rate of return is shown below for the previous 12 months. The rate of return exceeded the benchmark Bloomberg Ausbond Bank Bill Index in all months. Term Deposit returns have declined slightly from approximately 2.7% to 2.6% over the 12 months shown. The volatility in return shown from February onwards is primary due to the change in value the Medium term Growth Fund with TCorp. This fund saw strong gains in October and November, however for the month of December did not increase in value.



Over the quarter the portfolio balance declined by \$695,473. The balance at 31 December was \$66,559,874.



12. Contract, Legal and Consultant Expenses

CONTRACTS > \$50,000

The following contracts with a value greater than \$50,000 were entered into during the period 1 October 2017 to 31 December 2017 and have yet to be fully performed.

Note that individual Panel Tender appointments are not included in the table below. For example, provision of general contractor services. Council creates panels of preferred suppliers from the tender responses received. Purchases are then made from the preferred supplier lists, and purchase decisions may vary for particular works depending upon availability and location.

Contractor	Contract Detail/Purpose	Contract Value (\$)	Commencement Date	Duration (Mths)	Budgeted (Y/N)
Technical Access Group	Replace Kandos and Rylstone reservoir hatches	56,320	13/10/2017	6	Y
Westrac	Four Caterpillar 12M motor graders	1,605,132	19/10/2017	6	Y
Tracserv	Isuzu truck - NQR 87/80-190	109,126	15/11/2017	6	Y
Tracserv	Isuzu truck - NPR 65/45-190	95,132	15/11/2017	6	Y
Tracserv	Isuzu truck - FRR 110-260	147,560	15/11/2017	6	Y
Telstra	IT&C products, Services and Consulting	Estimated at \$300,000	10/10/2017	24	Y

LEGAL EXPENSES

This financial year to date, Council has incurred \$130,210 of legal expenses. The primary areas of expenditure are:

- Debt recovery
- Corporate governance
- Development Control

CONSULTANCIES

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally, it is the advisory nature of the work that differentiates a consultant from other contractors.

This financial year to date, Council has incurred \$190,065 of consultancy expenses. The primary areas of expenditure are:

- Road and Bridge Design
- Software upgrades
- Asset Valuations
- Rylstone Dam study

13. Councillor Fees and Expenses Paid or Reimbursed as at 31 December 2017

Councillor Expenses											
	General Operations	Cr Cavalier	Cr Holden	Cr Karavas	Cr Kennedy	Cr Martens	Cr O'Neill	Cr Paine	Cr Shelley	Cr Thompson	TOTAL
Councillor Fees	-	11,264.19	11,264.19	11,264.19	14,774.19	11,264.19	11,264.19	11,264.19	11,264.19	11,264.19	104,887.71
Mayoral Fees	-	-	-	-	21,060.00	-	-	-	-	-	21,060.00
Council Meeting Expenses (accommodation, travel and meals)	3,317.69	-	638.22	-	-	2,030.18	-	-	514.80	814.00	7,314.89
Conferences, Seminars and Representational/Lobbying Expenses (accommodation, travel and meals)	-	24.23	461.36	-	239.20	-	-	-	-	-	724.79
Provision of Vehicle	-	-	-	-	4,809.52	-	-	-	-	-	4,809.52
Memberships & Subscriptions	47,753.15	-	-	-	-	-	-	-	-	-	47,753.15
Miscellaneous expenses (meals, sundries, stationery, etc)	1,464.41	-	-	-	8.24	202.90	-	-	937.89	-	2,613.44
Provision of office equipment, such as laptop computer and telephones	294.11	3,204.44	746.95	245.95	689.46	1,316.08	245.99	143.09	675.19	2,212.37	9,773.63
Training and provision of skill development for Councillors	-	-	900.00	-	500.00	-	-	-	-	-	1,400.00
Totals	41,500.07	14,492.86	14,010.72	11,510.14	42,609.43	14,813.35	11,510.18	11,407.28	13,392.07	14,290.56	200,337.13

CORPORATE: FINANCE |



POLICY

Companion Animals

*A prosperous
and progressive
community*

ADOPTED	VERSION NO	1.0
COUNCIL MEETING MIN NO 33/16	REVIEW DATE	MAY 2017
DATE: 17 FEBRUARY 2016	FILE NUMBER	GOV400047

Purpose

- ~~To ensure Midwestern Regional Council complies with the provisions of the Companion Animals Act 1998 providing for the effective and responsible care and management of companion animals~~
- ~~To recognize that companion animals form part of the Mid-Western community, contributing to the general quality of life of its residents.~~
- ~~To ensure the needs of companion animals, their owners and other citizens are managed harmoniously within the community.~~
- ~~To achieve high levels of responsible pet ownership through consultation and cohesive management within the community.~~

Scope

~~The Companion Animals Act in NSW regulates the way animals are managed by local authorities, and includes controls over domestic dogs and cats.~~

~~Mid-Western Regional Council's Companion Animals Policy acknowledges the high levels of responsibility citizens carry in pet ownership. The Policy clearly states Council's intention to enforce the provisions of the Legislation to achieve compliance across the community.~~

~~The Policy requires the Council to develop a Companion Animals Annual Work Plan that describes the actions to be taken by Council to achieve the Policy objectives.~~

~~Council recognises the importance of having a Companion Animals Annual Work Plan for the effective management of animals in the community.~~

Objectives

~~The Council's objectives relating to companion animals are;~~

~~The objectives of this policy are:~~

- ~~To comply with the provisions of the Companion Animals Act 1998~~
- ~~To achieve a high level of responsible pet ownership through education, consultation and cohesive management within the community.~~
- ~~To increase the number of animals microchipped and registered, ~~To~~ reduce the number of animals going to the pound.~~
- ~~To increase the number of impounded animals being returned to owners, sold or rehomed. ~~FROM THOSE ANIMALS BEING IMPOUNDED.~~~~
- ~~To reduce the negative impacts by companion animals in the community and the environment.~~

POLICY: COMPANION ANIMALS | 1.0

- To ensure adequate resources and facilities for the control, impounding, management and care of companion animals are established and maintained.
- To ensure procedures for enforcement of the Act are conducted to educate animal owners and protect the broader community.
- To establish guidelines for dealing with feral and infant animals.

Priorities

Legislative Requirements

- Companion Animals Act 1998

Policy Review

Mid-Western Regional Council will annually develop and make publicly available a Companion Animals Annual Work Plan that will identify the actions to be taken by Council to achieve the objectives of this policy and fulfil its responsibilities under the Companion Animals Act, 1998.

This Policy provides the strategic framework for key areas of responsibility and focus of the Companion Animals Annual Work Plan.

The priorities are;

1. Promoting responsible pet ownership
2. Public safety: dangerous and menacing dogs and restricted breeds
3. Registration and identification
4. Nuisance animals and excessive barking
5. Impounding animals
6. Animal welfare
- 6-7. Management of Feral and Infant Animals
- 7-8. Cat management
- 8-9. Dog off leash facilities

Mid-Western Regional Council's Companion Animals Policy is reviewed every 45 years or as required. The Companion Animals Annual Work Plan will be revised annually.

In reviewing the Policy and the Companion Animals Annual Work Plan, Council will invite the input of companion animal stakeholders within the community; including Veterinary Practitioners, RSPCA, NSW Police, the Guardian Newspaper and agencies that routinely access local properties e.g. Australia Post and meter readers.

Priority 1: Promoting Responsible Pet Ownership

OBJECTIVES:

- Achieve a high level of responsible pet ownership through education, consultation and cohesive management within the community

BACKGROUND:

Council encourages all pet owners to be responsible for their pets' actions. Owning a pet comes with responsibilities for its care and to demonstrate respect for the animal and the impact it has on the community.

Council aims to assist by education and promoting responsible pet ownership.

Council will also achieve compliance through law enforcement.

Being a responsible pet owner includes:

- Making sure the animal is properly identified and registered,
- Providing basic needs for health and welfare for the animal,
- Minimising nuisance behaviour and potential negative impacts on the environment and community,
- Keeping animals out of prohibited areas,
- For dogs, ensuring they are under the effective control of a leash, while in public.

COMMUNITY EDUCATION AND ENFORCEMENT:

The benefits of an extensive education program, supported by an appropriate level of law enforcement encouraging responsible community animal management, are well recognised.

The best outcome for the general community, companion animals and their owners will be achieved through a well-informed community, supporting Council's efforts to provide a sound animal management program.

Voluntary compliance is achievable through education, awareness programs, and incentives supported by law enforcement. The whole community, whether companion animal owners or not, should be involved in the process to achieve success with companion animal management. The combination of education and law enforcement will be applied to achieve the required outcomes for responsible companion animal management.

PROPOSED ACTIONS:

- Working with the media, schools and other Agencies promoting responsible companion animals management by increasing the Communities understanding of the negative impacts companion animals may have on the environment and in rural areas the impact on livestock from dog attacks, and;
- The adoption of a school education program to teach children how to behave around aggressive dogs.

Priority 2: Dangerous and Menacing Dogs and Restricted Breeds

OBJECTIVES:

- Minimise the threat to public safety from dangerous dogs and restricted breeds.
- Reduce the number of dog attacks.
- Effectively monitor, manage and control the keeping of identified restricted breeds, declared dangerous dogs and menacing dogs.

BACKGROUND:

Council receives a significant number of complaints of dog attacks each year. Council aims to effectively reduce the number of dog attacks.

As well as dogs attacking humans, there is also a problem with dogs attacking other animals and particularly in rural areas, where dogs too often attack livestock. Council acknowledges the impact

POLICY: COMPANION ANIMALS | 1.0

that such incidents have on farmers and is committed to ensuring that dog owners recognise their responsibilities to prevent such attacks.

Council recognises its obligation under the Companion Animals Act to investigate reports of aggression in dogs and to use preventative powers under the Act, to control and manage animal aggression.

Under the provisions of the Companion Animals Act, 1998 Council **will**:

- Declare a dog as dangerous or menacing under the provisions of the Companion Animals Act, if it attacks with or without provocation, or menaces a person or animal or repeatedly threatens to attack or repeatedly chases a person or animal.
- Conduct at least annual inspections of the premises where the restricted breeds and declared dangerous dogs are kept, to ensure compliance with the legislation.
- Where appropriate and suitable, take legal action to ensure the safe keeping of restricted breeds and declared dangerous dogs to ensure public safety.

PROPOSED ACTIONS:

In order to reduce the number of animal attacks and minimise threat to public safety, Council will:

- Council will place a high priority on managing reports of animal attacks
- Rangers will promptly respond to reports of animal attack.
- Rangers will declare dogs as “dangerous” or menacing, where necessary under the Companion Animals Act.
- Ensure that owners of restricted breeds, declared “dangerous” dogs and menacing dogs comply with any specified conditions (such as keeping their dog in a childproof enclosure) as required by the Act.

Priority 3: Registration and Identification:

OBJECTIVES

- To encourage the permanent microchip identification of companion animals,
- To facilitate the prompt return of lost or stray companion animals to their owners,
- To provide an efficient service, for customers updating or registering details on the NSW Companion Animal Register.

BACKGROUND

The management of companion animals is highly dependent on the animals being properly identified. Identification also leads to the ability to return animals to their owners and for the owners to be made accountable under the NSW Companion Animals Act.

Appropriate identification and registration is integral to the management of companion animals. Microchipping and registration allows lost or staying animals to be identified and returned to their owners as quickly as possible, generally avoiding the need for animals to be impounded.

Council encourages pet owners to:

- Make sure their animal is microchipped and registered and have a collar and a tag,
 - *Microchip their animal before 12 weeks of age and register by 6 months of age pursuant to the Companion Animal Act,*
- Notify Council of certain changes and events, such as changes to registration or identification information or if the animal goes missing or dies.

PROPOSED ACTIONS:

- Community education programmes to promote the benefits of microchipping and greater understanding of the 2 step identification process (*1. microchipping 2. Registration*),
- Conduct microchip dog days, where microchipping is offered at discounted rates.
- Encouraging companion animal owners to notify Council of changes of contact details,
- Compulsory microchipping of all animals released from Councils Pound, with a follow up notice to register (allowing time for animals to be desexed).

Priority 4: Nuisance Animals and Barking Dogs

OBJECTIVES:

- Reduce the number of reasonable complaints received due to barking dogs, and take necessary action to reduce noise pollution.
- Develop strategies of management that reduce the incidence of nuisance animals and barking dogs.

BACKGROUND:

Council recognises that noise created by animals can be the cause of aggravation, discomfort and conflict with neighbours. Complaints about barking dogs account for a large proportion of the noise complaints received by Council.

Council aims to resolve animal noise complaints efficiently and effectively and always attempts to reach an amicable outcome for all parties involved.

Under Section 21 of the Companion Animals Act 1998, a dog is a nuisance if it:

- Is habitually at large,
- Makes a noise by barking or otherwise, that persistently occurs or continues to such a degree or extent that it unreasonably interferes with the peace, comfort or convenience of any person in any other premises.
- Repeatedly defecates on any other person's property,
- Repeatedly chases any other person, animal or vehicle,
- Endangers any other person or animal, or
- Repeatedly causes substantial damage to anything outside the property on which it is ordinarily kept.

PROPOSED ACTIONS:

- Rangers trained to understand animal noise behaviours/problems.
- Providing advice and work with animal owners to reduce animal noise.
- Developing education packages in relation to nuisance animals.

Priority 5: Impounding Animals

OBJECTIVES:

To reduce the number of animals impounded and increase the rate of return to owners.

- To facilitate prompt returns to owners of seized animals.
- To minimise or eliminate the number of unwanted pets having to be euthanased.
- To provide appropriate pound facilities and services for the surrender of animals.

BACKGROUND:

POLICY: COMPANION ANIMALS | 1.0

A large number of companion animals are impounded each year. Council aims to reduce the number of animals impounded, and increase the number returned to their owners or rehomed.

Animals collected or impounded that are not properly microchipped or registered, shall be taken to Council's pound. All injured animals shall receive veterinary care to alleviate their suffering.

Council provides a service for the surrender of animals. Council aims to encourage the surrender of animals for reasons such as aggression, but does not encourage the surrender of animals where simple behaviour modification would suffice. Owners seeking the advice of companion animal's staff on behaviour modification for their pets, may be offered brief, experiential, verbal advice in good faith and with no liability attached. Animals which are surrendered for reasons of aggressive behaviour, will not be resold to the community. Such animals may be euthanased following the statutory period of impoundment.

Council has limited storage facilities for animals and overcrowding is not permitted, due to the risks which animals can pose to each other in crowded situations. Animals that are not collected or adopted are held for statutory periods, following which time elapses, animals are humanely euthanased. Council would welcome the circumstances which see every impounded animal finding a new, responsible and caring owner. Animals requiring euthanasia are listed for treatment in sequence based on the date of their initial impoundment.

PROPOSED ACTIONS:

- Ensuring identified animals are returned as quickly as possible to their owners.
- Regularly liaising with the RSPCA about re-homing of selected animals
- Ensuring animals in the care of Council's pound are well cared for, and the euthanasia of animals where it is necessary is conducted in an ethical and humane manner in accordance with standards and codes of practice.

Priority 6: Animal Welfare

OBJECTIVES:

- Promote responsible pet ownership,
- Encourage companion animal owners to provide appropriate mental and physical challenges for their animal, to improve animal welfare and reduce adverse impacts on the general community.

BACKGROUND:

Many pet problems arise from animals experiencing frustration or boredom, causing reactions such as barking, chasing and jumping up. By providing environmental enrichment such as the addition of cognitive, dietary, physical, sensory and social stimuli, physiological and psychological wellbeing can be improved.

Animal welfare is defined as providing appropriate nutrition, shelter, exercise and interaction to enhance the physical and mental wellbeing of the animal.

Council aims to work with local veterinary clinics and companion animal stakeholders to ensure animal welfare issues in the community are addressed.

PROPOSED ACTIONS:

- Regularly encourage animal owners to provide basic needs for the health and welfare of their pets.
- Promote desexing of non-breeding companion animals, to reduce the number of unwanted pets.

- Ensure Council staff regard animal welfare as a high priority, in all dealings with the community and companion animals that come under their control.

Priority 7: Management of Feral and Infant Animals

OBJECTIVES:

- To minimise or eliminate the amount of infant companion animals being euthanised.
- Manage the numbers of feral animals within the community.

BACKGROUND:

The Companion Animals Act 1998 requires Councils who seize animals under the provisions to either sell or destroy the animal after the statutory holding period has passed (Seven (7) days for unidentified animals and fourteen (14) days for identified animals). It permits Councils to develop policy guidelines for the management of feral or infant companion animals before the end of these standard statutory periods.

A feral animal under this policy is defined as an untamed or wild cat or dog whose owner is unidentified and has been living in undomesticated circumstances.

Feral animals can pose a health and safety risk to people and other animals and are not suitable for rehoming. To confine a feral animal for an extended period of time would cause stress and be considered cruel.

An infant animal under this policy is defined as a cat or dog less than eight (8) weeks of age.

PROPOSED ACTIONS:

FERAL ANIMALS

Animals accepted into Council's pound facility suspected of being feral must be assessed by a Veterinarian and the results of the assessment documented. Should the animal be deemed as feral and reasonable investigations into its identification have been made, then the Council will authorise the euthanasia prior to the standard statutory holding period.

INFANT ANIMALS

Animals identified as infant that are accepted into Councils pound facility are to be assessed by a Veterinarian at the earliest opportunity.

If the infant animal is considered to be of a size and age that survival is possible through intensive care external of the pound, or it is in the best interest of the animal to warrant early release, then Council must make appropriate enquiries with registered rescue organisations or the Royal Society for the Prevention of Cruelty to Animals NSW (RSPCA) as to whether they have the capacity to care for them.

Should the infant animal be in a condition that survival in the long term would be remote, or should external agencies not have the capacity to take on the animals after reasonable enquiries, Council will in consultation with the Veterinarian authorise the euthanasia.

Priority 8: CAT MANAGEMENT

OBJECTIVES:

- To increase the number of identified, registered and desexed cats
- To minimise the adverse impact of cats on wildlife and public amenity.

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BACKGROUND:

There is a continuing concern about the number of stray cats and unwanted kittens in the community, having to be euthanased.

Council aims to educate the community about the benefits of desexing their cats, and to address issues associated with straying cats.

Cats can be a nuisance to surrounding neighbours and when outdoors they also threaten native wildlife.

Under Section 31 of the Companion Animals Act, a cat is a nuisance if:

- It makes a persistent noise,
- It repeatedly damages anything outside the property on which it is ordinarily kept.

Council recognises that cats are more difficult to confine to a property, than dogs. It is envisaged that each complaint will need to be examined on a case by case basis. Distinctions also need to be made between stray or feral and domestic cats, for the purpose of applying this Policy Council Law Enforcement Officers will make that distinction as required.

Cats born after 1998 are required to be identified and registered under the Companion Animals Act.

Note: under the terms of the legislation, there is no definition for a 'stray or feral cat'.

PROPOSED ACTIONS:

- Promoting the de-sexing of cats.
- Educating cat owners about the benefits of keeping cats confined at night, to protect both the cat and wildlife.
- Increasing public awareness of the need to identify and register cats, and responsible cat ownership.

Priority 9: DOG OFF-LEASH AREAS

OBJECTIVES:

- Provide dog off-leash facilities.
- Patrol and enforce prohibition of dogs in some public places.

BACKGROUND:

Mid-Western Regional Council currently has three dog off-leash areas:

- Glen Willow Sporting complex, Mudgee,
- Peoples Park, Gulgong,
- Rylstone Showground, along the banks of the river,

Council recognises the benefit of off-leash facilities. Dogs need to be socialised with other dogs and humans. Exercise can play a part in alleviating unwanted behaviour such as excessive barking and some forms of aggression.

It is anticipated that designated off-leash facilities can also help prevent animal owners from using public parks and recreation areas. By providing a suitable off-leash facility, Council envisages compliance with leash requirements in other areas.

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PROPOSED ACTIONS:

- Monitor the operation of dog off leash areas.
- Encourage animal owners to make use of the off leash area facility rather than using public parks and recreation areas.

MIDWESTERN REGIONAL COUNCIL 2017/18 COMPANION ANIMALS ANNUAL WORK PLAN

PRIORITY 1: PUBLIC EDUCATION PROGRAMME / PROMOTING RESPONSIBLE PET OWNERSHIP

Aim	Action	Performance Indicator
<ul style="list-style-type: none"> ○ Achieve a high level of responsible pet ownership through education, consultation and cohesive management within the community. ○ To ensure that owners of dogs, particularly in rural areas, are well informed about their responsibilities. 	<ul style="list-style-type: none"> ○ Working with the media, schools and other Agencies promoting responsible companion animals management by increasing the Communities understanding of the negative impacts companion animals may have on the environment and in rural areas the impact on livestock from dog attacks; and ○ The adoption of a school education program to teach children how to behave around aggressive dogs. Letters to be issued to schools for Law Enforcement Officers to attend and give talks for children 10 to 12 years old. ○ Work with animal welfare organisations to investigate the implementation of a school education program to teach children responsible ownership of dogs including an awareness of a dog’s natural hunting instincts. ○ Encourage rural dog owners to ensure that their animals cannot venture onto adjoining properties and attack livestock. ○ Target the Urban/Rural interface with one information campaign in 2017/18. ○ Letterbox drop in neighbourhood where unidentified dog attacks have been reported. 	<ul style="list-style-type: none"> ○ At least four companion animal story/editorial/advertisement relating to responsible companion animals ownership published in the Guardian / Radio annually. ○ The number of schools attended annually.

MIDWESTERN REGIONAL COUNCIL 2017/18 COMPANION ANIMALS ANNUAL WORK PLAN

PRIORITY 2: PUBLIC SAFETY / DANGEROUS DOGS AND RESTRICTED BREEDS

Aim	Action	Performance Indicator
<ul style="list-style-type: none"> ○ Reduce the potential threat to public safety by management of aggressive animals. ○ Reduced incidence of dog attacks. ○ Effectively monitor, manage and control the keeping of identified restricted breeds and declared dangerous dogs. 	<ul style="list-style-type: none"> ○ Ensure an efficient and effective response to reported dog attacks. ○ Investigate all reports of animal aggression. ○ Update OLG Companion Animals data monthly. ○ Investigate the implementation of a school education campaign to teach children how to behave around animals. ○ Effectively monitor, manage and control the keeping of identified restricted breeds of dogs. ○ Declare dogs as dangerous or nuisance where necessary under the provisions of the Companion Animals Act. ○ Conduct annual inspections of the premises where restricted breeds of dogs are kept to ensure compliance with the legislation. 	<ul style="list-style-type: none"> ○ OLG dog attacks data demonstrates a reduction over time. ○ Number of satisfactory compliance inspections of dangerous dog controls in place at that time. ○ Commence investigation into all reported dog attacks within 2 hours of the report being communicated with Law Enforcement Officers. ○ Vocational training courses attended by Law Enforcement Officers in the 2017/18 year. ○ Office of Local Government dog attacks data reviewed and published in annual reports.

MIDWESTERN REGIONAL COUNCIL 2017/18 COMPANION ANIMALS ANNUAL WORK PLAN

PRIORITY 3: REGISTRATION AND IDENTIFICATION

Aim	Action	Performance Indicator
<ul style="list-style-type: none"> ○ Increase in the number of companion animals being lifetime registered and microchipped. ○ Increased community awareness of the benefits of microchipping and registration of their animal. ○ Lost or stray companion animals are returned to their owners promptly avoiding impounding. ○ Increase the number of desexed companion animals. ○ Encourage owners to be actively responsible for their animals' welfare. ○ Reduced numbers of companion animals' euthanised or going to Council's pound. 	<ul style="list-style-type: none"> ○ Implement education programs to advise residents of the process (and benefit) of microchipping and lifetime registering their animal. ○ Education programs to remind companion animal owners to notify of changes of ownership, address or other details. ○ Liaise with local veterinary clinics in raising community awareness about registration and identification. ○ Implement education programs that promote the benefits of desexing companion animals. ○ Encourage and educate companion animal owners to appropriately house and care for their animals. ○ Encourage companion animal owners to provide appropriate mental and physical challenges for their animal to improve animal welfare and reduce adverse impact on the general community. ○ Ensure that Council staff regard animal welfare as a high priority in all dealings with the community and their companion animals. 	<ul style="list-style-type: none"> ○ Increase in number of microchipped and lifetime registered animals in the community. ○ Decrease in the number of animals impounded. ○ Prompt return of identified animals to their owners. ○ OLG Companion Animals annual report lodged by due date – 31 August. ○ Increased number of desexed companion animals in the community. ○ Decrease the number of companion animals euthanised or taken to Councils Pound.

MIDWESTERN REGIONAL COUNCIL 2017/18 COMPANION ANIMALS ANNUAL WORK PLAN**PRIORITY 4: NUISANCE ANIMALS AND EXCESSIVE BARKING DOGS**

Aim	Action	Performance Indicator
<ul style="list-style-type: none"> ○ To minimise the adverse effects of animal noise in the community. 	<ul style="list-style-type: none"> ○ Review procedures for dealing with animal noise and nuisance complaints. ○ Provide advice to owners about ways they can stop dogs from excessive barking. ○ Encourage companion animal owners to provide appropriate mental and physical challenges for their animal to improve animal welfare and reduce adverse impact on the general community. ○ Remind owners that it is their responsibility to adequately confine their animal to their property. 	<ul style="list-style-type: none"> ○ Reduced number of complaints received due to barking dogs and nuisance animals.

MIDWESTERN REGIONAL COUNCIL 2017/18 COMPANION ANIMALS ANNUAL WORK PLAN

PRIORITY 5: IMPOUNDING ANIMALS

Aim	Action	Performance Indicator
<ul style="list-style-type: none"> ○ Reduce the number of animals impounded. ○ Ensure the prompt return of identified animals to their owners. 	<ul style="list-style-type: none"> ○ Encourage the community to lifetime register and microchip their animals. ○ Encourage companion animal owners to notify of changes of address and details that help facilitate the prompt return of animals. ○ Provide appropriate opportunities for the surrender of animals. ○ Maintain a patrol and collection service for stray animals. ○ Utilise Councils web page and social media promoting the rehoming and/or return to owner of impounded animals. ○ Ensure the safe and responsible adoption of animals. ○ To deal with the euthanasia of animals in a sensitive ethical manner in strict compliance of welfare standards and codes of practice. ○ Mandatory microchipping of all animals leaving pound. 	<ul style="list-style-type: none"> ○ Increased number of animals returned to their owners or re-homed. ○ Increased number of microchipped and registered animals.

MIDWESTERN REGIONAL COUNCIL 2017/18 COMPANION ANIMALS ANNUAL WORK PLAN

PRIORITY 6: ANIMAL WELFARE

Aim	Action	Performance Indicator
<ul style="list-style-type: none"> ○ Companion animal welfare standards are strictly applied. <i>(Australian Companion Animals Welfare Guideline)</i> 	<ul style="list-style-type: none"> ○ Impounded animals are cared for without compromise in accordance with national and state standards ○ Councils actively engages with the RSPCA ○ Law Enforcement Officers undertake vocational training to ensure a high level of understanding of national and state companion animal welfare standards. 	<ul style="list-style-type: none"> ○ RSPCA activity reports will be used to monitor welfare breaches aiming for a reduction of breaches over time.

PRIORITY 7: MANAGEMENT OF FERAL AND INFANT ANIMALS

Aim	Action	Performance Indicator
<ul style="list-style-type: none"> ○ To minimise or eliminate the amount of infant companion animals being euthanised. ○ Manage the number of feral animals within the community. 	<ul style="list-style-type: none"> ○ Frequent communication with registered rescue organisations and the RSPCA. ○ Close consultation with local veterinarians. ○ Education programs to promote the benefits of desexing companion animals. 	<ul style="list-style-type: none"> ○ Maintaining a low number of euthanised companion animals. ○ Increase in the amount of animals rehomed.

MIDWESTERN REGIONAL COUNCIL 2017/18 COMPANION ANIMALS ANNUAL WORK PLAN

PRIORITY 8: CAT MANAGEMENT

Aim	Action	Performance Indicator
<ul style="list-style-type: none"> ○ To increase the number of identified, registered and desexed cats within the Councils region. ○ To educate the community about responsible cat ownership aiming to reduce the numbers of stray/feral/non-registered cats in the community. 	<ul style="list-style-type: none"> ○ Working with the media, schools and other agencies promoting responsible companion animals' management by increasing the Communities understanding of the negative impacts companion animals may have on the environment. ○ Implement education programs to advise residents of the process (and benefit) of microchipping and lifetime registering their animal. ○ Education programs to remind the companion animal owners to notify of changes of ownership, address or other details. ○ Implement education programs that promote the benefits of desexing companion animals. 	<ul style="list-style-type: none"> ○ At least four companion animals' story/editorial/advertisement relating to responsible companion animals ownership published in the Guardian/Radio annually. ○ Increase in number of microchipped and lifetime registered animals in the community. ○ Increased number of desexed companion animals in the community.

PRIORITY 9: OFF LEASH DOG AREAS

Aim	Action	Performance Indicator
<ul style="list-style-type: none"> ○ Monitor the operation of off leash areas. ○ Encourage dog owners use the off leash facility appropriately. 	<ul style="list-style-type: none"> ○ Investigate alternative sites for additional off leash areas. ○ Educate the community about the benefits of using off leash areas. ○ Educate the community about the correct use and their responsibilities whilst using off leash areas. ○ Patrol of off leash areas. 	<ul style="list-style-type: none"> ○ Reduction in the number of dog owners observed/reported using public parks and recreation areas as off leash areas. ○ Number of dog owners using the off leash areas compared with prior years is increasing.

*Good
Government*

DOCUMENT ON EXHIBITION

Companion Animals Policy and Annual Work Plan 2017/18

**Exhibition period: 28 days
22 December – 19 January**

**Please submit your feedback in writing
addressed to the General Manager**

Email:
council@midwestern.nsw.gov.au

Post:
Mid-Western Regional Council
PO Box 156
Mudgee NSW 2850

■ ■ ■ ■ ■ TOWARDS 2030

Mid-Western
Regional Council



POLICY Companion Animals

*A prosperous
and progressive
community.*

ON EXHIBITION

COUNCIL MEETING MIN NO

DATE:

VERSION NO

REVIEW DATE

FILE NUMBER

GOV400047

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- ~~To ensure Midwestern Regional Council complies with the provisions of the Companion Animals Act 1998 providing for the effective and responsible care and management of companion animals~~
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- ~~To~~ increase the number of animals microchipped and registered, ~~TO~~ reduce the number of animals going to the pound.
- ~~To~~ increase the number of impounded animals being returned to owners, sold or rehomed, ~~FROM THOSE ANIMALS BEING IMPOUNDED.~~
- ~~To~~ reduce the negative impacts by companion animals in the community and the environment.

POLICY: COMPANION ANIMALS | 1.0

- To ensure adequate resources and facilities for the control, impounding, management and care of companion animals are established and maintained.
-
- To ensure procedures for enforcement of the Act are conducted to educate animal owners and protect the broader community.
- To establish guidelines for dealing with feral and infant animals.

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8. Dog off leash facilities

Mid-Western Regional Council's Companion Animals Policy is reviewed every 45 years or as required. The Companion Animals Annual Work Plan will be revised annually.

In reviewing the Policy and the Companion Animals Annual Work Plan, Council will invite the input of companion animal stakeholders within the community; including Veterinary Practitioners, RSPCA, NSW Police, the Guardian Newspaper and agencies that routinely access local properties e.g. Australia Post and meter readers.

Priority 1: Promoting Responsible Pet Ownership

OBJECTIVES:

- Achieve a high level of responsible pet ownership through education, consultation and cohesive management within the community

BACKGROUND:

Summary of Comments on Comments Companion Animal Management Plan Dec 2017 - 2017.pdf

Page: 3

Number: 1	Author: Adele	Subject: Note	Date: 17/01/2018 10:37:04 AM
7.		Management of feral and infant animals	
8.		Cat Management	
9.		Dog Off Leash Facilities	

POLICY: COMPANION ANIMALS | 1.0.

Council encourages all pet owners to be responsible for their pets' actions. Owning a pet comes with responsibilities for its care and to demonstrate respect for the animal and the impact it has on the community.

Council aims to assist by education and promoting responsible pet ownership.

Council will also achieve compliance through law enforcement.

Being a responsible pet owner includes:

- Making sure the animal is properly identified and registered,
- Providing basic needs for health and welfare for the animal,
- Minimising nuisance behaviour and potential negative impacts on the environment and community,
- Keeping animals out of prohibited areas,
- For dogs, ensuring they are under the effective control of a leash, while in public.

COMMUNITY EDUCATION AND ENFORCEMENT:

The benefits of an extensive education program, supported by an appropriate level of law enforcement encouraging responsible community animal management, are well recognised.

The best outcome for the general community, companion animals and their owners will be achieved through a well-informed community, supporting Council's efforts to provide a sound animal management program.

Voluntary compliance is achievable through education, awareness programs, and incentives supported by law enforcement. The whole community, whether companion animal owners or not, should be involved in the process to achieve success with companion animal management. The combination of education and law enforcement will be applied to achieve the required outcomes for responsible companion animal management.

PROPOSED ACTIONS:

- Working with the media, schools and other Agencies promoting responsible companion animals management by increasing the Communities understanding of the negative impacts companion animals may have on the environment and in rural areas the impact on livestock from dog attacks, and;
- The adoption of a school education program to teach children how to behave around aggressive dogs.

Priority 2: Dangerous and Menacing Dogs and Restricted Breeds

OBJECTIVES:

- Minimise the threat to public safety from dangerous dogs and restricted breeds.
- Reduce the number of dog attacks.
- Effectively monitor, manage and control the keeping of identified restricted breeds, declared dangerous dogs and menacing dogs.

BACKGROUND:

Council receives a significant number of complaints of dog attacks each year. Council aims to effectively reduce the number of dog attacks.

As well as dogs attacking humans, there is also a problem with dogs attacking other animals and particularly in rural areas, where dogs too often attack livestock. Council acknowledges the impact

POLICY: COMPANION ANIMALS | 1.0

that such incidents have on farmers and is committed to ensuring that dog owners recognise their responsibilities to prevent such attacks.

Council recognises its obligation under the Companion Animals Act to investigate reports of aggression in dogs and to use preventative powers under the Act, to control and manage animal aggression.

Under the provisions of the Companion Animals Act, 1998 Council **will**:

- Declare a dog as dangerous or menacing under the provisions of the Companion Animals Act, if it attacks with or without provocation, or menaces a person or animal or repeatedly threatens to attack or repeatedly chases a person or animal.
- Conduct at least annual inspections of the premises where the restricted breeds and declared dangerous dogs are kept, to ensure compliance with the legislation.
- Where appropriate and suitable, take legal action to ensure the safe keeping of restricted breeds and declared dangerous dogs to ensure public safety.

PROPOSED ACTIONS:

In order to reduce the number of animal attacks and minimise threat to public safety, Council will:

- Council will place a high priority on managing reports of animal attacks
- Rangers will promptly respond to reports of animal attack.
- Rangers will declare dogs as "dangerous" or menacing, where necessary under the Companion Animals Act.
- Ensure that owners of restricted breeds, declared "dangerous" dogs and menacing dogs comply with any specified conditions (such as keeping their dog in a childproof enclosure) as required by the Act.

Priority 3: Registration and Identification:

OBJECTIVES

- To encourage the permanent microchip identification of companion animals,
- To facilitate the prompt return of lost or stray companion animals to their owners,
- To provide an efficient service, for customers updating or registering details on the NSW Companion Animal Register.

BACKGROUND

The management of companion animals is highly dependent on the animals being properly identified. Identification also leads to the ability to return animals to their owners and for the owners to be made accountable under the NSW Companion Animals Act.

Appropriate identification and registration is integral to the management of companion animals. Microchipping and registration allows lost or staying animals to be identified and returned to their owners as quickly as possible, generally avoiding the need for animals to be impounded.

Council encourages pet owners to:

- Make sure their animal is microchipped and registered and have a collar and a tag,
 - *Microchip their animal before 12 weeks of age and register by 6 months of age pursuant to the Companion Animal Act,*
- Notify Council of certain changes and events, such as changes to registration or identification information or if the animal goes missing or dies.

POLICY: COMPANION ANIMALS | 1.0.

PROPOSED ACTIONS:

- Community education programmes to promote the benefits of microchipping and greater understanding of the 2 step identification process (1. microchipping 2. Registration),
- Conduct microchip dog days, where microchipping is offered at discounted rates.
- Encouraging companion animal owners to notify Council of changes of contact details,

Priority 4: Nuisance Animals and Barking Dogs

OBJECTIVES:

- Reduce the number of reasonable complaints received due to barking dogs, and take necessary action to reduce noise pollution.
- Develop strategies of management that reduce the incidence of nuisance animals and barking dogs.

BACKGROUND:

Council recognises that noise created by animals can be the cause of aggravation, discomfort and conflict with neighbours. Complaints about barking dogs account for a large proportion of the noise complaints received by Council.

Council aims to resolve animal noise complaints efficiently and effectively and always attempts to reach an amicable outcome for all parties involved.

Under Section 21 of the Companion Animals Act 1998, a dog is a nuisance if it:

- Is habitually at large,
- Makes a noise by barking or otherwise, that persistently occurs or continues to such a degree or extent that it unreasonably interferes with the peace, comfort or convenience of any person in any other premises.
- Repeatedly defecates on any other person's property,
- Repeatedly chases any other person, animal or vehicle,
- Endangers any other person or animal, or
- Repeatedly causes substantial damage to anything outside the property on which it is ordinarily kept.

PROPOSED ACTIONS:

- Rangers trained to understand animal noise behaviours/problems.
- Providing advice and work with animal owners to reduce animal noise.
- Developing education packages in relation to nuisance animals.

Priority 5: Impounding Animals

OBJECTIVES:

To reduce the number of animals impounded and increase the rate of return to owners.

- To facilitate prompt returns to owners of seized animals.
- To minimise or eliminate the number of unwanted pets having to be euthanased.
- To provide appropriate pound facilities and services for the surrender of animals.

BACKGROUND:

A large number of companion animals are impounded each year. Council aims to reduce the number of animals impounded, and increase the number returned to their owners or rehomed.

Page: 6

Number: 1 Author: Adele Subject: Note Date: 17/01/2018 5:51:39 PM

- Ensure all animals entering the pound leave with a microchip / are registered to their new owner.

POLICY: COMPANION ANIMALS | 1.0

Animals collected or impounded that are not properly microchipped or registered, shall be taken to Council's pound. All injured animals shall receive veterinary care to alleviate their suffering.

Council provides a service for the surrender of animals. Council aims to encourage the surrender of animals for reasons such as aggression, but does not encourage the surrender of animals where simple behaviour modification would suffice. Owners seeking the advice of companion animal's staff on behaviour modification for their pets, may be offered brief, experiential, verbal advice in good faith and with no liability attached. Animals which are surrendered for reasons of aggressive behaviour, will not be resold to the community. Such animals may be euthanased following the statutory period of impoundment.

Council has limited storage facilities for animals and overcrowding is not permitted, due to the risks which animals can pose to each other in crowded situations. Animals that are not collected or adopted are held for statutory periods, following which time elapses, animals are humanely euthanased. Council would welcome the circumstances which see every impounded animal finding a new, responsible and caring owner. Animals requiring euthanasia are listed for treatment in sequence based on the date of their initial impoundment.

PROPOSED ACTIONS:

- Ensuring identified animals are returned as quickly as possible to their owners.
- Regularly liaising with the RSPCA about re-homing of selected animals
- Ensuring animals in the care of Council's pound are well cared for, and the euthanasia of animals where it is necessary is conducted in an ethical and humane manner in accordance with standards and codes of practice.

Priority 6: Animal Welfare**OBJECTIVES:**

- Promote responsible pet ownership,
- Encourage companion animal owners to provide appropriate mental and physical challenges for their animal, to improve animal welfare and reduce adverse impacts on the general community.

BACKGROUND:

Many pet problems arise from animals experiencing frustration or boredom, causing reactions such as barking, chasing and jumping up. By providing environmental enrichment such as the addition of cognitive, dietary, physical, sensory and social stimuli, physiological and psychological wellbeing can be improved.

Animal welfare is defined as providing appropriate nutrition, shelter, exercise and interaction to enhance the physical and mental wellbeing of the animal.

Council aims to work with local veterinary clinics and companion animal stakeholders to ensure animal welfare issues in the community are addressed.

PROPOSED ACTIONS:

- Regularly encourage animal owners to provide basic needs for the health and welfare of their pets.
- Promote desexing of non-breeding companion animals, to reduce the number of unwanted pets.
- Ensure Council staff regard animal welfare as a high priority, in all dealings with the community and companion animals that come under their control.

Priority 7: Management of Feral and Infant Animals

OBJECTIVES:

- To minimise or eliminate the amount of infant companion animals being euthanised.
- Manage the numbers of feral animals within the community.

BACKGROUND:

The Companion Animals Act 1998 requires Councils who seize animals under the provisions to either sell or destroy the animal after the statutory holding period has passed (Seven (7) days for unidentified animals and fourteen (14) days for identified animals). It permits Councils to develop policy guidelines for the management of feral or infant companion animals before the end of these standard statutory periods.

A feral animal under this policy is defined as an untamed or wild cat or dog whose owner is unidentified and has been living in undomesticated circumstances.

Feral animals can pose a health and safety risk to people and other animals and are not suitable for rehoming. To confine a feral animal for an extended period of time would cause stress and be considered cruel.

An infant animal under this policy is defined as a cat or dog less than eight (8) weeks of age.

PROPOSED ACTIONS:

FERAL ANIMALS

Animals accepted into Council's pound facility suspected of being feral must be assessed by a Veterinarian and the results of the assessment documented. Should the animal be deemed as feral and reasonable investigations into its identification have been made, then the Council will authorise the euthanasia prior to the standard statutory holding period.

INFANT ANIMALS

Animals identified as infant that are accepted into Councils pound facility are to be assessed by a Veterinarian at the earliest opportunity.

If the infant animal is considered to be of a size and age that survival is possible through intensive care external of the pound, or it is in the best interest of the animal to warrant early release, then Council must make appropriate enquiries with registered rescue organisations or the Royal Society for the Prevention of Cruelty to Animals NSW (RSPCA) as to whether they have the capacity to care for them.

Should the infant animal be in a condition that survival in the long term would be remote, or should external agencies not have the capacity to take on the animals after reasonable enquiries, Council will in consultation with the Veterinarian authorise the euthanasia.

Priority 8: CAT MANAGEMENT

OBJECTIVES:

- To increase the number of identified, registered and desexed cats
- To minimise the adverse impact of cats on wildlife and public amenity.

POLICY: COMPANION ANIMALS | 1.0**BACKGROUND:**

There is a continuing concern about the number of stray cats and unwanted kittens in the community, having to be euthanased.

Council aims to educate the community about the benefits of desexing their cats, and to address issues associated with straying cats.

Cats can be a nuisance to surrounding neighbours and when outdoors they also threaten native wildlife.

Under Section 31 of the Companion Animals Act, a cat is a nuisance if:

- It makes a persistent noise,
- It repeatedly damages anything outside the property on which it is ordinarily kept.

Council recognises that cats are more difficult to confine to a property, than dogs. It is envisaged that each complaint will need to be examined on a case by case basis. Distinctions also need to be made between stray or feral and domestic cats, for the purpose of applying this Policy Council Law Enforcement Officers will make that distinction as required.

Cats born after 1998 are required to be identified and registered under the Companion Animals Act.

Note: under the terms of the legislation, there is no definition for a 'stray or feral cat'.

PROPOSED ACTIONS:

- Promoting the de-sexing of cats.
- Educating cat owners about the benefits of keeping cats confined at night, to protect both the cat and wildlife.
- Increasing public awareness of the need to identify and register cats, and responsible cat ownership.

Priority 9: DOG OFF-LEASH AREAS**OBJECTIVES:**

- Provide dog off-leash facilities.
- Patrol and enforce prohibition of dogs in public places.

BACKGROUND:

Mid-Western Regional Council currently has three dog off-leash areas:

- Glen Willow Sporting complex, Mudgee,
- Peoples Park, Gulgong,
- Rylstone Showground, along the banks of the river,

Council recognises the benefit of off-leash facilities. Dogs need to be socialised with other dogs and humans. Exercise can play a part in alleviating unwanted behaviour such as excessive barking and some forms of aggression.

It is anticipated that designated off-leash facilities can also help prevent animal owners from using public parks and recreation areas. By providing a suitable off-leash facility, Council envisages compliance with leash requirements in other areas.

Page: 9

Number: 1 "off leash"	Author: Adele	Subject: Note	Date: 17/01/2018 5:55:29 PM
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- Patrol and enforce prohibition of dogs OFF LEASH in public
(Surely don't really mean prohibit dogs in public)

Number: 2 "as off leash areas"	Author: Adele	Subject: Note	Date: 17/01/2018 10:43:01 AM
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POLICY: COMPANION ANIMALS | 1.0.

PROPOSED ACTIONS:

- Monitor the operation of dog off leash areas.
- Encourage animal owners to make use of the off leash area facility rather than using public parks and recreation area.



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Number: 1	Author: Adele	Subject: Note	Date: 17/01/2018 10:44:02 AM
"as off leash"			
Number: 2	Author: Adele	Subject: Note	Date: 17/01/2018 10:46:06 AM
On leash walking in town, public parks, recreation areas is beneficial to all dogs.			

Not all dogs are suited to being in dog parks. Council has to acknowledge and respect this.

MIDWESTERN REGIONAL COUNCIL 2017/18 COMPANION ANIMALS ANNUAL WORK PLAN

Priority 1: PUBLIC EDUCATION PROGRAMME / PROMOTING RESPONSIBLE PET OWNERSHIP

Aim	Action	Performance Indicator
<ul style="list-style-type: none"> o Achieve a high level of responsible pet ownership through education, consultation and cohesive management within the community. o To ensure that owners of dogs, particularly in rural areas, are well informed about their responsibilities. 	<ul style="list-style-type: none"> o Working with the media, schools and other Agencies promoting responsible companion animals management by increasing the Communities understanding of the negative impacts companion animals may have on the environment and in rural areas the impact on livestock from dog attacks; and o The adoption of a school education program to teach children how to behave around aggressive dogs. Letters to be issued to schools for Law Enforcement Officers to attend and give talks for children 10 to 12 years old. o Work with animal welfare organisations to investigate the implementation of a school education program to teach children responsible ownership of dogs including an awareness of a dog's natural hunting instincts. o Encourage rural dog owners to ensure that their animals cannot venture onto adjoining properties and attack livestock. o Target the Urban/Rural interface with one information campaign in 2017/18. o Letterbox drop in neighbourhood where unidentified dog attacks have been reported. 	<ul style="list-style-type: none"> o At least four companion animal story/editorial/advertisement relating to responsible companion animals ownership published in the Guardian / Radio annually. o The number of schools attended annually.

MIDWESTERN REGIONAL COUNCIL 2017/18 COMPANION ANIMALS ANNUAL WORK PLAN

Priority 2: PUBLIC SAFETY / DANGEROUS DOGS AND RESTRICTED BREEDS

Aim	Action	Performance Indicator
<ul style="list-style-type: none"> o Reduce the potential threat to public safety by management of aggressive animals. o Reduced incidence of dog attacks. o Effectively monitor, manage and control the keeping of identified restricted breeds and declared dangerous dogs. 	<ul style="list-style-type: none"> o Ensure an efficient and effective response to reported dog attacks. o Investigate all reports of animal aggression. o Update OLG Companion Animals data monthly. o Investigate the implementation of a school education campaign to teach children how to behave around animals. o Effectively monitor, manage and control the keeping of identified restricted breeds of dogs. o Declare dogs as dangerous or menacing or nuisance where necessary under the provisions of the Companion Animals Act. o Conduct annual inspections of the premises where restricted breeds of dogs are kept to ensure compliance with the legislation. 	<ul style="list-style-type: none"> o OLG dog attacks data demonstrates a reduction over time. o Number of satisfactory compliance inspections of dangerous dog controls in place at that time. o Commence investigation into all reported dog attacks within 2 hours of the report being communicated with Law Enforcement Officers. o Vocational training courses attended by Rangers in the 2017/18 year. o Office of Local Government dog attacks data reviewed and published in annual reports.

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Number: 1	Author: Adele	Subject: Note	Date: 17/01/2018 5:58:37 PM
Not a SMART indicator (Specific, Measurable, Achievable, Relevant and Time framed)			
Number: 2	Author: Adele	Subject: Note	Date: 17/01/2018 5:59:01 PM
and %			

MIDWESTERN REGIONAL COUNCIL 2017/18 COMPANION ANIMALS ANNUAL WORK PLAN

PRIORITY 3: REGISTRATION AND IDENTIFICATION

Aim	Action	Performance Indicator
<ul style="list-style-type: none"> ○ Increase in the number of companion animals being lifetime registered and microchipped. ○ Increased community awareness of the benefits of microchipping and registration of their animal. ○ Lost or stray companion animals are returned to their owners promptly avoiding impounding. ○ Increase the number of desexed companion animals. ○ Encourage owners to be actively responsible for their animals' welfare. ○ Reduced numbers of companion animals' euthanised or going to Council's pound. 	<ul style="list-style-type: none"> ○ Implement education programs to advise residents of the process (and benefit) of microchipping and lifetime registering their animal. ○ Education programs to remind companion animal owners to notify of changes of ownership, address or other details. ○ Liaise with local veterinary clinics in raising community awareness about registration and identification. ○ Implement education programs that promote the benefits of desexing companion animals. ○ Encourage and educate companion animal owners to appropriately house and care for their animals. ○ Encourage companion animal owners to provide appropriate mental and physical challenges for their animal to improve animal welfare and reduce adverse impact on the general community. ○ Ensure that Council staff regard animal welfare as a high priority in all dealings with the community and their companion animals. 	<ul style="list-style-type: none"> ○ Increase in number of microchipped and lifetime registered animals in the community. ○ Decrease in the number of animals impounded. ○ Prompt return of identified animals to their owners. ○ OLG Companion Animals annual report lodged by due date – 31 August. ○ Increased number of desexed companion animals in the community. ○ Decrease the number of companion animals euthanised or taken to Councils Pound.

Page: 13

Number: 1	Author: Adele	Subject: Note	Date: 17/01/2018 6:00:14 PM
Will always increase cannot decrease... No animals taken off the register...			
Number: 2	Author: Adele	Subject: Note	Date: 17/01/2018 6:01:29 PM
and percentage			
Number: 3	Author: Adele	Subject: Note	Date: 17/01/2018 6:02:09 PM
time frame/target??			
Number: 4	Author: Adele	Subject: Note	Date: 17/01/2018 6:03:52 PM
How to measure or control??			
Number: 5	Author: Adele	Subject: Note	Date: 17/01/2018 10:50:59 AM
remove "number"			
add "percentage"			
Number: 6	Author: Adele	Subject: Note	Date: 17/01/2018 10:52:53 AM
Number of pound dogs chipped			
Number: 7	Author: Adele	Subject: Note	Date: 17/01/2018 10:51:40 AM
Ensure all animals leaving the pound are microchipped			
Number: 8	Author: Adele	Subject: Note	Date: 17/01/2018 10:53:57 AM
No of dogs checked			
% compliance			
Number: 9	Author: Adele	Subject: Note	Date: 17/01/2018 10:52:26 AM
Scan dogs in public areas to check details are up to date. eg dog parks, public parks etc			

MIDWESTERN REGIONAL COUNCIL 2017/18 COMPANION ANIMALS ANNUAL WORK PLAN

Priority 4: NUISANCE ANIMALS AND EXCESSIVE BARKING DOGS

Aim	Action	Performance Indicator
<ul style="list-style-type: none"> ○ To minimise the adverse effects of animal noise in the community. 	<ul style="list-style-type: none"> ○ Review procedures for dealing with animal noise and nuisance complaints. ○ Provide advice to owners about ways they can stop dogs from excessive barking. ○ Encourage companion animal owners to provide appropriate mental and physical challenges for their animal to improve animal welfare and reduce adverse impact on the general community. ○ Remind owners that it is their responsibility to adequately confine their animal to their property. 	<ul style="list-style-type: none"> ○ Monitoring of the number of complaints received due to barking dogs and nuisance animals.

MIDWESTERN REGIONAL COUNCIL 2017/18 COMPANION ANIMALS ANNUAL WORK PLAN

Priority 5: IMPOUNDING ANIMALS

Aim	Action	Performance Indicator
<ul style="list-style-type: none"> ○ Reduce the number of animals impounded. ○ Ensure the prompt return of identified animals to their owners. 	<ul style="list-style-type: none"> ○ Encourage the community to lifetime register and microchip their animals. ○ Encourage companion animal owners to notify of changes of address and details that help facilitate the prompt return of animals. ○ Provide appropriate opportunities for the surrender of animals. ○ Maintain a patrol and collection service for stray animals. ○ Utilise Councils web page and social media promoting the rehoming and/or return to owner of impounded animals. ○ Ensure the safe and responsible adoption of animals. ○ To deal with the euthanasia of animals in a sensitive ethical manner in strict compliance of welfare standards and codes of practice. 	<ul style="list-style-type: none"> ○ The number of animals returned to their owners or re-homed. ○ The number of microchipped and registered animals.

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Number: 1	Author: Adele	Subject: Note	Date: 17/01/2018 10:55:13 AM
Remove "number add %			
Number: 2	Author: Adele	Subject: Note	Date: 17/01/2018 10:55:38 AM
Remove number add %			
Number: 3	Author: Adele	Subject: Note	Date: 17/01/2018 10:56:42 AM
Madatory Microchipping, desexing and vaccination of all pound animals.			

MIDWESTERN REGIONAL COUNCIL 2017/18 COMPANION ANIMALS ANNUAL WORK PLAN

Priority 6: ANIMAL WELFARE

Aim	Action	Performance Indicator
<ul style="list-style-type: none"> Companion animal welfare standards are strictly applied. (Australian Companion Animals Welfare Guideline) 	<ul style="list-style-type: none"> Impounded animals are cared for without compromise in accordance with national and state standards Councils actively engages with the RSPCA Law Enforcement Officers undertake vocational training to ensure a high level of understanding of national and state companion animal welfare standards. 	<ul style="list-style-type: none"> RSPCA activity reports will be used to monitor welfare breaches aiming for a reduction of breaches over time.



Priority 2: CAT MANAGEMENT

Aim	Action	Performance Indicator
<ul style="list-style-type: none"> To increase the number of identified, registered and desexed cats within the Councils region. To educate the community about responsible cat ownership aiming to reduce the numbers of stray/feral/non-registered cats in the community. 	<ul style="list-style-type: none"> Working with the media, schools and other agencies promoting responsible companion animals' management by increasing the Communities understanding of the negative impacts companion animals may have on the environment. Implement education programs to advise residents of the process (and benefit) of microchipping and lifetime registering their animal. Education programs to remind the companion animal owners to notify of changes of ownership, address or other details. Implement education programs that promote the benefits of desexing companion animals. 	<ul style="list-style-type: none"> At least four companion animals' story/editorial/advertisement relating to responsible companion animals ownership published in the Guardian/Radio annually. Increase in number of microchipped and lifetime registered animals in the community. Increased number of desexed companion animals in the community.

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Number: 1	Author: Adele	Subject: Note	Date: 17/01/2018 11:03:55 AM
Priority 7. Management of feral and infant animals			
Section to be completed			
Number: 2	Author: Adele	Subject: Note	Date: 17/01/2018 11:04:31 AM
Priority 8. CAT MANAGEMENT			
Number: 3	Author: Adele	Subject: Note	Date: 17/01/2018 6:10:25 PM
As with dogs, number can only go up as no animals are taken off the register			
Number: 4	Author: Adele	Subject: Note	Date: 17/01/2018 6:12:45 PM
not a SMART target. again number should go up. A percentage would be more meaningful			

MIDWESTERN REGIONAL COUNCIL 2017/18 COMPANION ANIMALS ANNUAL WORK PLAN

Priority 1 DOG OFF LEASH AREA

Aim	Action	Performance Indicator
<ul style="list-style-type: none"> ○ Monitor the operation of off leash areas. ○ Encourage dog owners use the off leash facility appropriately. 	<ul style="list-style-type: none"> ○ Educate the community about the benefits of using off leash areas. ○ Educate the community about the correct use and their responsibilities whilst using off leash areas. ○ Patrol of off leash areas. ○ Recommend improvements of off leash areas as required. 	<ul style="list-style-type: none"> ○ The number of dog owners observed/reported and warned using public parks and recreation areas as off leash areas. ○ Use of off leach areas observed during patrols.

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Number: 1	Author: Adele	Subject: Note	Date: 17/01/2018 11:06:23 AM
Priority 9. DOG OFF LEASH AREA			
Number: 2	Author: Adele	Subject: Note	Date: 17/01/2018 11:07:05 AM
and animals in area			
Number: 3	Author: Adele	Subject: Note	Date: 17/01/2018 6:16:17 PM
Not SMART (Measurable? Relevant? Time based??			
Number: 4	Author: Adele	Subject: Note	Date: 17/01/2018 11:08:22 AM
No of patrons using off leash areas.			

No of complaints about dog attacks in off leash areas.



POLICY
PUBLIC ART

*A prosperous
and progressive
community*

ADOPTED	VERSION NO
COUNCIL MEETING MIN NO	REVIEW DATE
DATE:	FILE NUMBER A0400024/REC800019/REC800021

Objective

This policy sets out Council’s commitment to developing a public art program that reflects our natural and cultural heritage, engages with our community and adds value to our infrastructure, attractions and public amenity. The purpose of this policy is consistent with the Community Plan, under the theme of Looking After Our Community. It specifically relates to the following goals and strategies as identified in the Community Plan.

GOAL	STRATEGIES
2. Vibrant Towns and Villages.	<p><u>2.1 Respect and enhance the historic character of our Region and heritage value of our towns.</u></p> <p><u>2.4 Maintain and promote the aesthetic appeal of the towns and villages within the Region.</u></p> <p><u>2.4 Maintain and promote the aesthetic appeal of the towns and villages within the Region.</u></p>
4. Meet the diverse needs of the community and create a sense of belonging.	<p><u>4.1 Support programs which strengthen the relationships between the range of community groups.</u></p> <p><u>4.3 Support arts and cultural development across the Region</u></p> <p><u>4.3 Support arts and cultural development across the Region.</u></p>

The quality and uniqueness of public environments demonstrate a community’s creative ability and its aspirations. Council recognises that public art, integrated with good urban design and landscape architecture can assist the region to be recognised as prosperous and progressive, and foster community pride.

Through this policy, Council aims to:

- Develop and maintain a public art collection and program that is responsive to the region’s natural and cultural history and which gives the region a distinctive voice;
- Encourage the participation in and appreciation of art by our communities;
- Add value to our infrastructure, attractions and public amenities; and
- Ensure the design, installation and maintenance of public artwork is in accordance with state and national standards of practice.

Legislative requirements

[Insert legislative requirements text here] Not applicable.

Related policies and plans

POLICY: PUBLIC ART | 30 AUGUST 2016 15 NOVEMBER 2017

- ~~Insert related policies and plans here (ALT-M body bullet)~~
- Art Collection Policy
- Public Art Plan

POLICY: PUBLIC ART PUBLIC ART | 15 NOVEMBER 2017, 30 AUGUST, 2014

Definition

Public art may be in any medium, and form, created by a single artist, group of artists or artists working with members of the community. It may be permanent, temporary or ephemeral and will be located in a place easily accessed by the public.

| POLICY: PUBLIC ART | 30 AUGUST, 2016 15 NOVEMBER 2017

Public Art Funding

| Council, with the help of the Public Art Advisory Panel Cultural Development Committee (see next point), will explore local, regional and national options to fund future public art projects from governments, funding agencies, individual and corporate donors.

POLICY: PUBLIC ARTPUBLIC ART | 15 NOVEMBER 2017, 30 AUGUST, 2014

Ownership

Wherever possible and appropriate public artworks will be owned by Council on behalf of the community.

The Cultural Development Committee (see below) may, from time to time, recommend to Council that public art works be loaned to local businesses and facilities, or even galleries outside of the region. Such loans are to be subject to endorsement by Council and appropriate paperwork will be completed to ensure the works are properly insured and maintained whilst on loan, and then returned to Council within a reasonable, stipulated timeframe.

POLICY: PUBLIC ART PUBLIC ART | 30 AUGUST, 2016 15 NOVEMBER 2017

Cultural Development Committee

The Cultural Development Committee is a section 355 Committee of Mid-Western Regional Council and provides advice to Council on:

- The implementation of its Cultural Strategic Plan and any amendment of that Plan as required;
- The relationship between Council and Orana Arts or any other peak regional arts body as applicable from time to time;
- The NSW Arts and Cultural Policy Framework and any obligations and responsibilities of Council in relation to it;
- The maintenance, display and storage of Council's cultural collections;
- The use of cultural spaces and the needs and requirements of the cultural community;
- proposals, acquisitions and public art programs within the parameters established by this policy;
- The resources Council will need for the purchase, installation, including any ground works, development approvals, ongoing maintenance, restoration and insurance for new and existing works;
- Processes relating to the commissioning, procurement and de-accessioning of public art;
- Public engagement necessary for installations and programs;
- Funding, partnership and donor opportunities;
- Appropriate interpretation of public art for diverse audiences; and
- This policy, in general, on a regular basis.

The Cultural Development Committee may also guide Council on commissioning, selection, maintenance, protection and de-accessioning of public art works and programs. The final decision on these matters, however, are to be made by the elected Council.

The Cultural Development Committee will comprise a range of stakeholder representatives, including one elected Councillor (for the duration of his/her Council term), one representative from a regional arts body, such as Orana Arts or the regional organisation which the Council is a member at the time, and at least three experienced regional community representatives. It is preferable that at least one of the community representatives is a current, practising artist and at least one other committee member has at least three years' experience in public art. Council staff will provide secretarial support and input to the committee.

The Cultural Development Committee may delegate its duties to a sub-committee (formerly known as the Public Art Advisory Panel) for particular tasks as appropriate.

Quorum for meetings will be four committee members (not including Council staff).

Public Art Advisory Panel (PAAP)

PAAP is a group of experienced stakeholder representatives appointed by Council on the advice of the Cultural Development Committee, to guide it on the commissioning, selection, maintenance,

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~~POLICY: PUBLIC ARTPUBLIC ART | 15 NOVEMBER 2017, 30 AUGUST, 2018~~

~~protection and de-accessioning of public art works and programs. The final decision on commissioning, selection, maintenance, protection and de-accessioning of public art will be made by the elected Council.~~

~~PAAP has the following responsibilities:~~

- ~~■ Evaluate proposals, acquisitions and public art programs within the parameters established by this policy and make detailed recommendations to Council;~~
- ~~■ Advise on the resources Council will need for the purchase, installation, including any ground works, development approvals, ongoing maintenance, restoration and insurance for new and existing works;~~
- ~~■ Oversee processes relating to the commissioning, procurement and de-accessioning of public art;~~
- ~~■ Evaluate public engagement with installations and programs;~~
- ~~■ Identify and advise Council of funding, partnership and donor opportunities;~~
- ~~■ Ensure public art is appropriately interpreted for diverse audiences; and~~
- ~~■ Review and evaluate Council's public art policy on a regular basis.~~

~~PAAP reports via the Cultural Development Committee to Council.~~

~~PAAP will include the following representatives:~~

- ~~■ Two Councillors, one of whom is to be the Councillor appointed to the Cultural Development Committee, and shall be on the committee for the duration of the Council term~~
- ~~■ One Cultural Development Committee member~~
- ~~■ One representative from a regional arts body such as Orana Arts or the regional organisation which the Council is a member at the time.~~
- ~~■ Three experienced regional community representatives, one of whom should be a practising artist with a minimum of 3 years experience in public art, at least one should be a practising artist with a minimum of three years experience in public art~~

~~The panel may seek the advice of internal and external advisors with specialist expertise, such as architects and engineers. Membership is limited to two years, with the exception of the Councillor representatives. In the first year four of the committee will be appointed for three years to provide continuity.~~

POLICY: PUBLIC ART PUBLIC ART | 30 AUGUST 2016 15 NOVEMBER 2017

Public Art Procurement

Mid-Western Regional Council recognises the following methods for procuring public artworks:

- Commissioning of new works
- Commissioning of existing designs
- Purchase of existing works
- Leasing or fees for temporary installations
- Donations and bequests, works on loan
- Works acquired through competitions or other awards

Any significant public art purchases should be referred to the [PAAP Cultural Development Committee](#) for consultation prior to finalisation of the purchase. The creator retains copyright after a work is sold. At the time of purchase and commission Council will request permission to create and publish images of the artwork.

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Bequests and donations guidelines

Donations or bequests are encouraged provided they adhere to this public art policy, and with the following provisos:

- The works are accepted only where the donor has legal title over the works and usually only if the gift is made on the basis of full transfer_{-;}
- The work's provenance can be clearly established and verifiable_{-;}
- Artworks are in good condition and Council is able to budget for foreseeable conservation, insurance and/or storage costs; and
- All donors are publicly acknowledged_.

| [POLICY: PUBLIC ART](#) | [30 AUGUST 2016 15 NOVEMBER 2017](#)

Care of the collection

Council acknowledges its responsibility to maintain, document and insure its public art collection. Prior to the approval of any public art installation, Council will consider, where appropriate, a budget for maintenance and conservation, and insurance of works. Where appropriate, professional conservators will be engaged as required to restore works that have been damaged. All works not on display will be securely stored.

POLICY: PUBLIC ARTPUBLIC ART | 15 NOVEMBER 2017, 30 AUGUST, 2014

Public Art Register

Council maintains a register of permanent public artworks. All artworks in this register are considered assets in Council's Corporate Asset Management System.

The key information retained includes:

- Artist's name;
- Title of work;
- Medium and materials;
- Size;
- Location;
- Value, date of valuation and valuer's name and organisation; and
- Date of acquisition and image of the work.

POLICY: ~~PUBLIC ART~~PUBLIC ART | ~~30 AUGUST, 2016~~15 NOVEMBER 2017

De-accessioning or re-locating Artwork

From time to time, decisions need to be made about the relocation or removal of public artworks from Council's ownership for a range of reasons including:

- ~~community~~Community relevance;
- ~~public~~Public safety;
- ~~changes~~Changes to the design and use of the public space occupied by the artwork;
- ~~a~~A more appropriate site has become available for an artwork;
- ~~the~~The work sustains irretrievable loss or irreparable damage; and
- ~~deterioration~~Deterioration of the work has progressed to such a degree that conservation of the work is valued at a cost greater than its current or potential value.

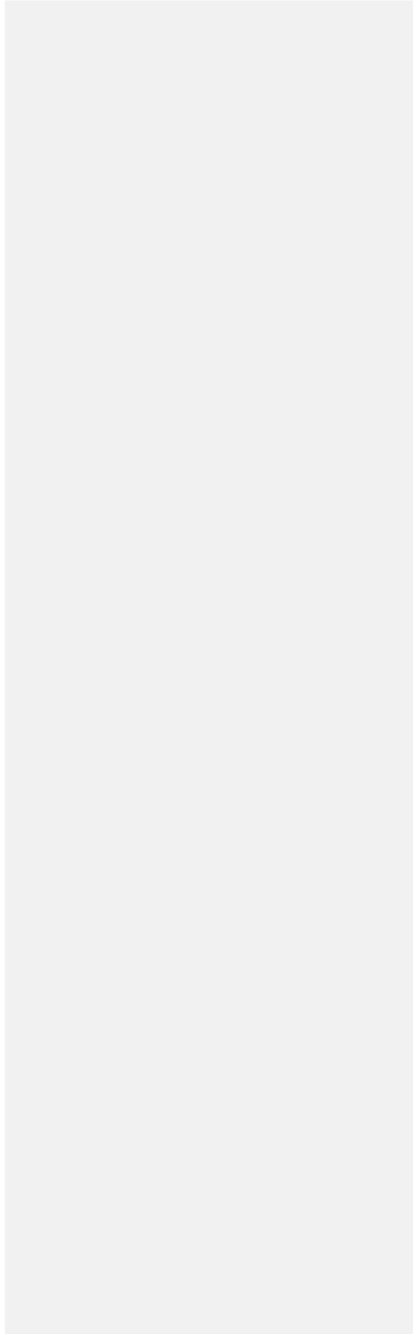
De-accessioning of an installation may occur as follows:

- Offered for sale or donation (as appropriate) to the donor or creator, in the first instance;
- Offered to another collecting institution;
- Exchanged, gifted or sold to appropriate individuals or institutions;
- Resold on the public market;
- Destruction or recycling, if no other option is deemed suitable.

POLICY: PUBLIC ARTPUBLIC ART | 15 NOVEMBER 2017, 30 AUGUST, 2014

Review of the Policy

Any review of this policy is to be undertaken in ~~conjunction~~ consultation and collaboration with the Cultural Development Committee.





*Looking After
our Community*

MID-WESTERN
REGIONAL COUNCIL
PUBLIC ART PLAN
2015 – 2016

Endorsed by Council 20 May 2015
Minute: 144/15

Field Code Changed

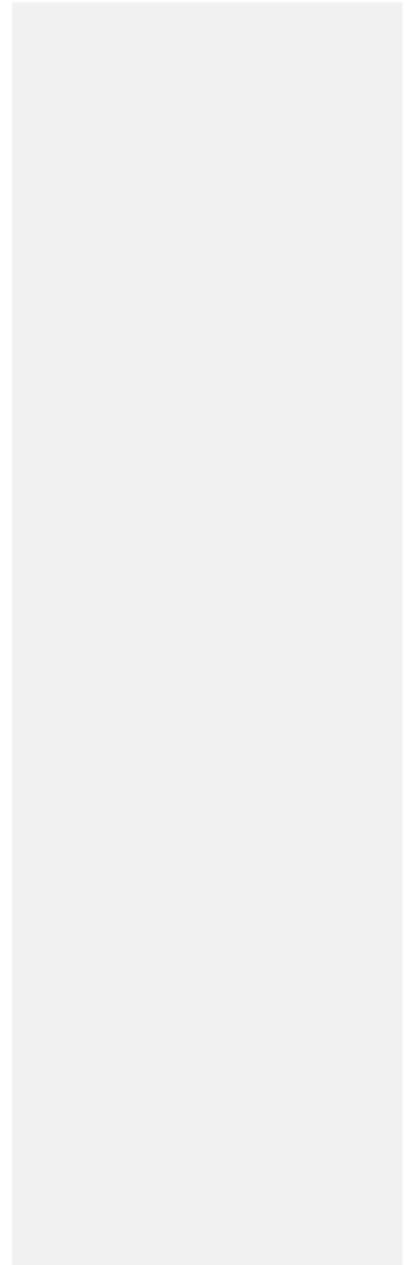
MID-WESTERN REGIONAL COUNCIL
COMMUNITY

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COMMUNITY | MID-WESTERN REGIONAL COUNCIL PUBLIC ART PLAN

- | THIS DOCUMENT HAS BEEN PREPARED BY SIMON JONES/FIONA TURNER, DIRECTOR/MANAGER, COMMUNITY SERVICES FOR MID-WESTERN REGIONAL COUNCIL.
- | ANY QUESTIONS IN RELATION TO THE CONTENT OF THIS DOCUMENT SHOULD BE DIRECTED TO: COUNCIL@MIDWESTERN.NSW.GOV.AU OR (02) 6378 2850
- | FRONT COVER IMAGE: 'CUBE STACK/MIDDLE AGED DANCE (AFTER WILLIAM KENTRIDGE)' BY ALEX-SCHIEBER/INGRID MORLEY
- | DATE OF PUBLICATION: 2 MARCH 2015



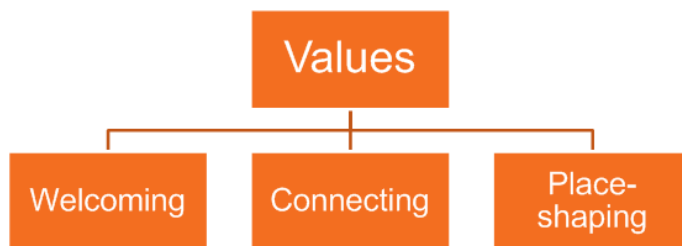
1. Background

1.1.1 Purpose of the Plan

This plan will guide how the ~~Public Art Advisory Panel~~Cultural Development Committee (or its sub-committee) work with Mid-Western Regional Council to develop a public art program that will enrich the life of public spaces, reveal new public spaces and inspire communal activities of all kinds.

1.1.2 Values

The plan is structured as per the diagram below. The principles provide the foundation for determining all the other aspects of the Plan.



1.2 Context

1.2.1 Community Plan

The Public Art Plan assists in the delivery of several aspects of the Mid-Western Community Plan.

The Community Plan identifies the following themes, goals and strategies which are served by this Plan:

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Theme – Looking After Our Community

Goal – Vibrant Towns and Villages

Strategies

- 2.1 Respect and enhance the historic character of our Region and heritage value of our towns.
- 2.4 Maintain and promote the aesthetic appeal of the towns and villages within the Region.

Goal - Meet the diverse needs of the community and create a sense of belonging

Strategies

- 4.1 Support programs which strengthen the relationships between the range of community groups.
- 4.2 Support arts and cultural development across the Region.

The Public Art Plan will be reviewed in line with the review of the Community Plan and incorporate any new principles the community identifies as being important in the future conservation growth and development of the Mid-Western Region.



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1.2.2 The Public Art Policy

The Public Art Policy was adopted by Council on ~~***16 October 2013.~~

This policy sets out Council's commitment to developing a public art program that reflects our natural and cultural heritage, engages with our community and adds value to our infrastructure, attractions and public amenity.

The Policy defines Public Art as:

"Public art may be in any medium, and form, created by a single artist, group of artists or artists working with members of the community. It may be permanent, temporary or ephemeral and will be located in a place easily accessed by the public."

The quality and uniqueness of public environments demonstrate a community's creative ability and its aspirations. Council recognises that public art, integrated with good urban design and landscape architecture can assist the region to be recognised as prosperous and progressive, and foster community pride.

Through this policy Council aims to:

- Develop and maintain a public art collection and program that is responsive to the region's natural and cultural history and which gives the region a distinctive voice;
- Encourage the participation in and appreciation of art by our communities;
- Add value to our infrastructure, attractions and public amenities; and
- Ensure the design, installation and maintenance of public artwork is in accordance with state and national standards of practice.

1.2.3 Cultural Development Committee

The Cultural Development Committee is a Section 355 Committee of Council and in accordance with its terms of reference:

Mid-Western Regional Council Cultural Development Committee will advise council on:

- The implementation of its Cultural Strategic Plan and any amendment of that Plan as required;
- The relationship between Council and Orana Arts or any other peak regional arts body as applicable from time to time;
- The NSW Arts and Cultural Policy Framework and any obligations and responsibilities of Council in relation to it;
- The maintenance, display and storage of Council's cultural collections;
- The use of cultural spaces and the needs and requirements of the cultural community;
- proposals, acquisitions and public art programs within the parameters established by this policy;
- The resources Council will need for the purchase, installation, including any ground works, development approvals, ongoing maintenance, restoration and insurance for new and existing works;

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- ⦿ Processes relating to the commissioning, procurement and de-accessioning of public art;
- ⦿ Public engagement necessary for installations and programs;
- ⦿ Funding, partnership and donor opportunities;
- ⦿ Appropriate interpretation of public art for diverse audiences; and
- ⦿ Council's Public Art Policy, in general, on a regular basis.
- ⦿ opportunities and priorities with regard to arts and cultural development across the region in accordance with the Towards 2030 Community Plan
- ⦿ strategic relationships with arts funding agencies within NSW and further afield
- ⦿ the use and development of cultural spaces
- ⦿ the needs and requirements of the cultural community; and will provide advice to Council on, and manage Council's relationship with relevant regional arts bodies other cultural advisory panels, such as the Public Art Advisory Panel



IMAGE: 'REFLECTION' BY PETER KASPER

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1.2.4 — Public Art Advisory Panel

As outlined in the Public Art Policy, has established a Public Art Advisory Panel (PAAP) comprised of community and stakeholder representatives to guide the commissioning of public art and the management of the Public Art collection.

PAAP has the following responsibilities:

- ④ Evaluate proposals, acquisitions and public art programs within the parameters established by this policy and make detailed recommendations to Council;
- ④ Advise on the resources Council will need for the purchase, installation, including any ground works, development approvals, ongoing maintenance, restoration and insurance for new and existing works;
- ④ Oversee processes relating to the commissioning, procurement and de-accessioning of public art;
- ④ Evaluate public engagement with installations and programs;
- ④ Identify and advise Council of funding, partnership and donor opportunities;
- ④ Ensure public art is appropriately interpreted for diverse audiences; and
- ④ Review and evaluate Council's public art policy on a regular basis.



IMAGE: 'SHOOTING STARS' BY DAVID SHERLOCK

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2. Principles

The development and implementation of public art projects and initiatives in the Mid-Western Region is governed by the following principles.

2.1 Artistic Excellence and Innovation

To support the foundation of excellence and innovation in the region through public art that reflects a visionary experience through quality and innovation that affects and changes an individual. An art experience that adheres to the root of existing that can be permanent, temporary or ephemeral.

2.2 Building a Regional Identity

To support artworks that will form part of a comprehensive program that communicates, demonstrates and celebrates the distinctiveness and diversity of the Mid-Western Region.

2.3 Respect for Heritage

To give consideration to artwork that acknowledges and celebrates local history, cultural heritage, community and the environment. In addition, to support work that honours Wiradjuri culture and heritage with respect to community and place.

2.4 Access and Participation

To enhance the social value of our public domains and experiences through public art and place making.

To actively support outreach to villages and communities within the region through engagement and access to public programs that promote best practice public art commissioning.

2.5 Collaboration and Partnerships

Encourage collaborative outcomes and partnerships that will achieve high quality commissions which can extend the current benefits of the current public art budget, with partners such as:

- government and non-government stakeholders,
- local and regional arts bodies
- practising regional artists

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2.6 Environment and Sustainability

To consider and support projects that explore and stimulate a dialogue about environmental and sustainability issues.

2.7 Tourism and the Visitor Economy

To ensure that public art supports tourism and the visitor economy and to support and facilitate art interventions in public spaces that help to build on the vitality of the region and showcase the creativity of the public art sector.



IMAGE: 'SEED-MEMORY-TAKING THE PLUNGE' BY JAMIE-SARGEANT/STEPHEN IRWIN

3. Implementation

3.1 Locational Implementation

The Plan identifies three major drivers that public art can play in the development of the region which assist in identifying the most appropriate locations for the placement of public art. In selecting projects for the region it will be necessary that project relates to one of these locational drivers.

1.	Welcoming	<ul style="list-style-type: none"> • Welcoming cultures and communities to our region • Gateway statements for our towns and villages (road and air) • Important public amenities and facilities
2.	Connecting	<ul style="list-style-type: none"> • connecting places: linking existing landscapes and infrastructures to our communities • connecting people: through the creation of spaces which are or could become popular destinations and talking points because of public art; involving residents in the creation of public art • connecting ideas: connecting the creative communities
3.	Place-shaping	<p>Creating new or enhancing existing public spaces or underutilised resources and assets - outdoor and indoor, through the creation of public art, either permanent (legacy), temporary or ephemeral. Sites might include major tourist destinations, public parklands, sporting facilities and the public domain generally, and may reference the histories of our town and villages.</p>

3.2 Selection Criteria

- Reflect the Mid-Western Region cultural values of creativity, excellence, diversity, openness and accessibility, with reference to this plan and the Community Plan.
- Address the Public Art Plan principles.
- Be identified and selected through fair and transparent processes.
- Be implemented in accordance with the Public Art Policy and Guidelines.

Criteria	Weighting
Artistic merit	50
Relevance to project brief and Public Art Plan principles	25
Practical considerations, including safety, locational, installation and maintenance, Integration with proposed location and accessibility	25

3.3 Art Selection Process

The Mid-Western ~~Public Art Advisory Panel~~[Cultural Development Committee](#) is comprised of members who provide expertise on selection of artists and evaluation of artwork proposals.

The ~~panel committee~~ includes art professionals, community representation, and ~~one~~ Councillors. The composition of the ~~Public Art Advisory Panel~~[committee](#) is explained in the Public Art Policy.

Note: Under the Local Government Act, all projects must comply with Council's ~~procurement~~[Procurement policy](#).

There is a variety of selection processes and approaches for commissioning works.

~~Local Government (General) r~~[Regulations 2005](#) state that for contracts over \$150,000, local Councils are required to enter into the Tendering Process as outlined in Part 7 - Tendering.

Open Call

This is an open call to all artists and allows for a broad range of ideas, artistic experience and art practices. This process provides opportunities for a wide range of artists including younger or emerging artists, both local and national. For example, in an Ideas Competition, the project site and brief are advertised and artists are asked to send in concept proposals for a pre-determined site. A Committee-based selection panel will choose the winning proposal. This approach is suited to a wide range of projects and may include community-based Public Art projects; Council initiated projects and Legacy Projects.

By Invitation - Invitational Commissions for artists of regional or national stature

Artists are invited by the ~~Public Art Advisory Panel~~[Cultural Development Committee](#) to submit expressions of interest and resumes of previous work. Artists may then be asked to an interview or to submit proposals. This method is appropriate when looking for experienced artists for Legacy Projects or when the project requires specific expertise. These artists would be expected to work with the community and offer professional development opportunities such as workshops, artist talks and residencies.

By Curation

Public art curators can be invited to submit qualifications and proposals for selected artists for a significant project. This process can support both emerging and experienced artists and curators.

By the Development Process

The ~~Public Art Panel~~[Cultural Development Committee](#) may be approached by the private sector to provide advice about the inclusion of Public Art as part of the development process.

By Register

A register of qualified artists will be developed by the ~~Selection Panel~~[Cultural Development Committee](#) based on a review of artists who respond to an open call. Artists may then be invited to apply for specific projects by the Committee at a later date.

By Collaboration and Partnerships

Encourage collaborative partnerships between government and non-government stake holders.

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4. Partners

The Mid-Western Region benefits from an array of practitioners and partnerships that contribute to the vibrancy of the region and provide an opportunity for further development. Identified below is a number of significant potential and existing partners to assist in achieving its outcomes of the Plan.

Mudgee Underground

[Clay Gulgong Triennial Clay Event](#)

[Cementa15](#)

[Sculptures in the Garden](#)

[Local Arts and Cultural Regional Arts Bodies, including Orana Arts](#)

[Rylstone Sculptures Inc](#)

Other major events:

Mudgee Small Farm Field Days (rural public art, found materials, pop up happenings), Day on the Green, September Wine Festival (art in the galleries), [Flavours of Mudgee](#), Rylstone Street Feast, [Mudgee Readers' Festival](#), Henry Lawson Festival, Gulgong Folk Festival, major sporting events



IMAGE: 'HEAVY LOAD' BY DAVE WALSH

5. Delivery

5.1 Funding

The provision of public art works and public art projects may be funded from a variety of sources including corporate sponsorship, grants, community fund-raising and through Council's Operation Plan. At present Council has committed \$30,000 annually to the purchase of public art for the region. This figure encompasses the initial purchase, transportation, installation and ongoing maintenance expenses. In addition, \$10,000 per annum has been included in the budget for the establishment and ongoing support for a Public Art Prize.

Council is currently reviewing the Section 94 Developer Contributions Plan and will investigate options for the inclusion of public art in the Section 94 Plan. The Public Art Plan will provide the foundation for the investigation of its inclusion.

Where appropriate, grants will be sought for the provision and maintenance of public art.

5.2 Projects

5.2.1 Mid-Western Art Prize

~~As previously stated the Council has designated \$10,000 per annum towards the establishment of Mid-Western Art Prize. Options for the delivery of the program are currently being investigated including a biennial event based on the sculpture forum.~~

5.2.2.1 Council Infrastructure

Opportunities exist for the incorporation of public art into the provision of Council Infrastructure. Where possible, projects will be referred to the Public Art Advisory Panel/Cultural Development Committee for input into the inclusion of art for Council infrastructure projects.

5.2.2.2 Temporary and Pop Up Installations

Opportunities are available for popup and temporary installations. Commissioning of such works will be subject to the selection criteria outlined in this Plan and a cost/benefit analysis.



IMAGE: 'TURBOSPHERE' BY JIM CROSS

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6. Appendix

6.1 Site Selection/identification

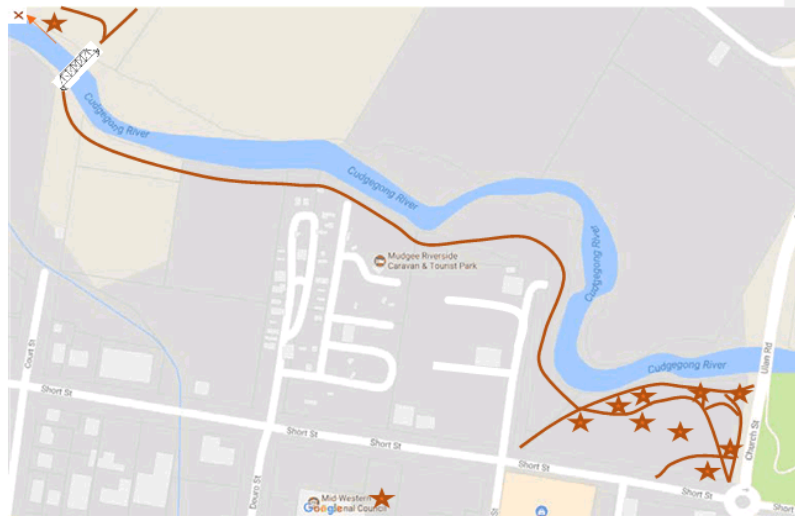
Currently, the site for selected works has been determined as Lawson Park West (and the adjacent walkway leading to the Glen Willow arboretum) with the first two pieces being installed in 2014 with two more to follow in 2015 a number of works being installed on the site since 2014. There is scope for additional works in Lawson Park West there in future years.

Over time, other sites will be selected, including sites in Gulgong, Kandos and Rylstone.

Some of the suggestions for possible sites include:

- Town entrances
- Laneways generally in the CBD areas
- Entrances to major public buildings
- Reserves and Parks

6.2 Current installations



CURRENT INSTALLATIONS: LAWSON PARK SCULPTURE WALK, MUDGEE

KEY GLEN WILLOW FOOTBRIDGE WALKING PATH SCULPTURE

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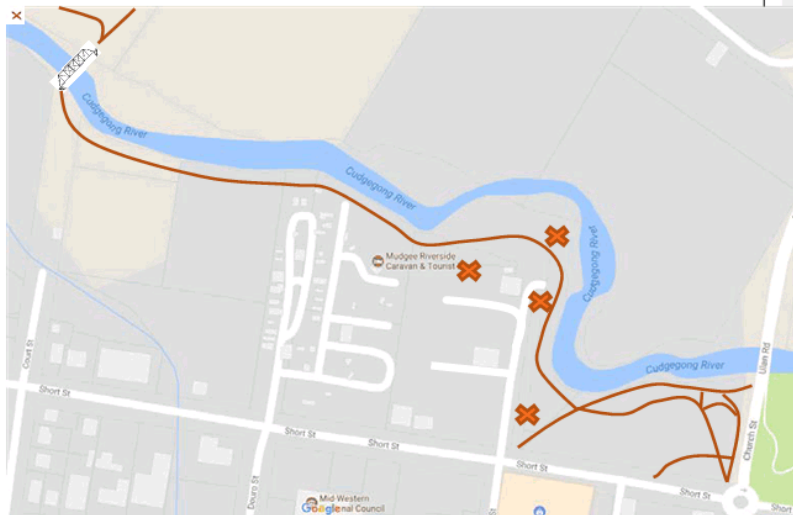
Works have also been installed throughout the region, including:

- Hands Together by Keith Chidzey - People's Park, Gulgong
- Sentinel by Ian Bell - Rocky Park, Rylstone
- Bucket List by Rhonda Castle - Bylong Valley Way (opposite Rathdowney Estate), between Kandos and Rylstone
- Shaping Embarrassment by Ana Paula Luna - Town Hall Square, Kandos
- Water Birds by Nardia Williams – Sammy's Flat, Rylstone
- Kandos Centennial Sculpture by Ludwig Mlcek - Kandos Park, Kandos

6.3 Potential future sites for public art

It is the intent of Council that the Lawson Park Sculpture Walk be extended beyond the current installations in Lawson Park West to alongside the footpath leading to the Glen Willow footbridge and then across Cudgong River, extending beyond the bridge to the arboretum to the west of the Glen Willow Regional Sports Complex.

Subject to suitability of location and landscape, the following have been identified as potential installation sites for future artwork acquisitions along the extended Lawson Park Sculpture Walk:



POTENTIAL INSTALLATION SITES: LAWSON PARK SCULPTURE WALK, MUDGEE

KEY GLEN WILLOW FOOTBRIDGE WALKING PATH POTENTIAL INSTALLATION SITE

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