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HELD ON MONDAY 18 APRIL 2016

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**Asbestos Inspection & Register
The Cottage, 97 Adelaide Street
Blayney NSW 2799**

This Report Replaces Report R9422-4

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NATA is a signatory to the ILAC Mutual Recognition Arrangement for the mutual recognition of the equivalence of testing, calibration and inspection reports

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Prepared for

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Asbestos Inspection & Register Template Rev_3
R9422-4.1 - Asbestos Inspectons, The Cottage Blayney

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The Cottage, 97 Adelaide Street, Blayney NSW 2799

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1 Executive Summary

An inspection for asbestos containing materials (ACM) was carried out at The Cottage, 97 Adelaide Street Blayney NSW 2799 on the 2 February 2016. The purpose of the inspection is to comply with Australian Commonwealth and State Workplace Health and Safety Legislation to ensure, so far as is reasonably practicable, that asbestos or ACM at the workplace is identified. The findings of this inspection shall not be used for the purpose of identifying materials prior to maintenance, refurbishment, renovation or demolition whereby a specific inspection and management plan is required in consideration of the works to be undertaken.

The site is a single storey building consisting of brick and fibre cement external walls, brick internal walls, Masonite and fibre board ceilings, timber floors and a metal roof.

The inspection was conducted in line with Safe Work Australia *Code of Practice: How to Manage and Control Asbestos in the Work Place*, December 2011, the United Kingdom Health and Safety Executive (HSE) publication *The Survey Guide (HSG 264)* and Safe Environments in-house documents. Safe Environments is accredited by NATA under AS ISO/IEC 17020 for the inspection of asbestos and hazardous materials, which demonstrates competence as outlined within the Code of Practice.

The results of the inspection, including the location, sample analysis or presumed ACM, risk assessment and recommendations, are tabulated through the use of an Asbestos Register at Section 4. Representative photographs of confirmed or presumed ACM are depicted at Section 5. A schematic of the site is provided at Section 6 to outline relative layout of the site and the location of ACM.

The risk algorithm was compiled based on the normal occupant activity as observed during the time of the inspection, which may change over time and use of the building. It is recommended that annual re-inspection is conducted to take this into account along with potential ACM deterioration and damage.

Table 1: Summary of inspection

<i>Asbestos Materials</i>	<i>General Location</i>	<i>Risk Level</i>	<i>Comments</i>
Cement corrugated wall panels	External	Very low	Very low risk of exposure under current condition and use. Recommended to label as asbestos containing and reinspect condition on an annual basis.
Presumed resin electrical mounting board	External	Very low	Very low risk of exposure under current condition and use. Recommended to label as asbestos containing and reinspect condition on an annual basis.
Fibre board wall and ceiling linings	Refer to Table 3	Very low	Very low risk of exposure under current condition and use. Recommended to label as asbestos containing and reinspect condition on an annual basis.

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During the time of the inspection the following areas as listed below were inaccessible. Please note that any areas which were not accessed during the inspection should be presumed to contain asbestos until inspected.

Table 2: Areas that could not be accessed at the time of the inspection

<i>Inaccessible Area</i>	<i>Reason</i>
Above 3 metres in height	Not fully accessed in line with company OHS policies
Within confined spaces	Not fully accessed in line with company OHS policies

Blayney Shire Council should understand the methodology in undertaking the inspection which is outlined at Section 3, in particular that this inspection is limited to only normally accessible parts of the building and conducted in a non-destructive manner. Consequentially, there is a possibility that asbestos materials may be located within structural elements (between partition walls, under floor cavities etc.) that are not normally accessible during normal occupancy.

This report is required to be read and understood in full and be made available to workers, health and safety representatives and other persons.

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2 Introduction

Safe Environments was engaged to undertake an asbestos inspection of The Cottage, 97 Adelaide Street Blayney NSW 2799 by Blayney Shire Council. It is understood that the inspection was conducted to allow the client to manage the asbestos risk within the premises.

2.1 Site Details

Safe Environments undertook the inspection on 2 February 2016 by experienced personnel assessed as being competent through the organisations AS ISO/IEC accreditation.

The site is a single storey building consisting of brick and fibre cement external walls, brick internal walls, Masonite and fibre board ceilings, timber floors and a metal roof.

Any areas not identified within the register and plans are considered outside the remit of this inspection.

2.2 Purpose of the Inspection

The purpose of the inspection is to identify common asbestos containing materials to normally occupied and accessible areas within the selected buildings and structures as far as reasonably practicable. A risk assessment is provided on those materials identified as containing asbestos, on the basis of the normal occupant activity at the time of the inspection.

The findings of this inspection shall not be used for the purpose of identifying materials prior to maintenance, refurbishment, renovation or demolition. A specific inspection and/or Safe Work Method Statement is required prior to the commencement of these activities to identify materials that may be disturbed during works. All identified materials must be removed prior to these works taking place. Additionally, a clearance inspection is required prior to these works being undertaken to confirm the removal of Asbestos Containing Materials.

Hence, there is a possibility that even if asbestos containing materials were not identified within normally accessible areas, there still may be asbestos materials present behind, within and underneath building elements, the subsurface, plant and equipment.

2.3 Scope of Work

- Identify Asbestos Containing Materials (ACM) within the site
- Collect samples for analysis to determine type of asbestos if present
- Conduct a validated risk assessment (Material & Priority Assessment) on identified ACM
- Take representative photographs and mark up on a schematic the location of identified ACM
- Provide client with one electronic report including asbestos register, photographs and plans

2.4 Workplace Health & Safety Requirements

Australian Commonwealth & State based Workplace Health & Safety Requirements Legislation is in the process of harmonisation; however throughout each jurisdiction, there is in effect, a requirement for a Person Conducting a Business or Undertaking (PCBU) with management or control of a workplace to identify as far as reasonably practicable all asbestos or ACM.

This is provided within the form of an asbestos register which is collated by a competent person that outlines where the asbestos is located. An assessment of the likelihood of exposure to asbestos is conducted based on the material condition and location amongst other factors. The asbestos register and risk assessment are required to formulate an Asbestos Management Plan to manage and control health and safety risks relating to potential asbestos exposure.

This document has been collated to fulfil the requirements relating to the development of an asbestos register and to assess the risk to occupant safety under normally occupied conditions. It is recommended that the risk assessment be conducted on an annual basis to assess potential:

- Damage, deterioration or maintenance that may have affected the condition of the material
- The use of areas within the building that may affect the priority assessment
- Updated legislative requirements or new information in the public domain regarding materials that previously may not have been commonly suspected as containing asbestos
- Removal of ACM that may no longer be present and/or the addition of new construction materials that otherwise may be considered to contain asbestos. If new material is disturbed and there is no information to indicate that it is non-ACM, the precautionary approach is to assume that the material is asbestos, invoking emergency shutdown, evacuation and clean up procedures.

If there is any evidence which suggests that the risk assessment is no longer valid, then a re-inspection is necessary. In any case, the review of the register shall not be longer than five years as recommended by the Code of Practice.

Please note Australian Commonwealth and State Legislation requires to the effect that a person with management or control of the workplace must ensure that a written Asbestos Management Plan (AMP) for the workplace is prepared. This report is not an AMP; however it should be used to assist in the preparation of developing an AMP.

2.5 Asbestos Management Plans (informative)

A PCBU or a person with management of a workplace is required to have an Asbestos Management Plan (AMP) to manage and control risks arising from the presence of ACM. The AMP must include reference to the asbestos register so that people are informed as to the location, condition and risk of exposure from the ACM present. This information is informative only and does not fulfil the requirements of an Asbestos Management Plan to safely control and manage ACM.

Labelling of ACM

The AMP outlines the procedure and protocol for labelling ACM so that people. In particular maintenance personal who may potentially work on asbestos material be made aware of which element of the site contain ACM. The labelling of ACM should follow protocols of the Global Harmonised System (GHS). Examples of labels, size, number and location should be outlined.

Emergency Procedures

The AMP should outlines procedures in the event of disturbance of ACM, contacts for those who are competent in assisting in an emergency or incident including occupational hygienists and removal contractors. Reporting mechanisms should also be outlined for notification of incidents and potential health monitoring.

Elimination or Reduction of Risk

The elimination or reduction of potential exposure should be included within the AMP by way of Hierarchy of Controls (HoC). A timetable of controls should include both long and short term considerations of elimination of exposure through removal, or by reducing the risk though isolation, encapsulation, administrative controls and Personal Protective Equipment (PPE).

Risk Assessments including Air Monitoring

The AMP should also outlines the method for assessing the risk of exposure to asbestos and the provision of air monitoring services where required to assess the airborne fibre concentrations.

Awareness Training

General awareness training should be provided to all personal is recommended to reduce the risk of exposure through working unknowingly on ACM and to be vigilant in regards to the condition of ACM within site.

Asbestos Removal

Procedures for the safe removal of asbestos should be provided which outlines the process of engaging suitable removalists, review of Asbestos Removal Control Plans (ARCP), notification to regulatory authorities, engagement of occupational hygienists and air monitoring services. Clearance inspections are also required to ensure the area is considered safe to be re-occupied at the completion of asbestos removal activities. Procedures should also be outlined for documenting the process and updating the asbestos register.

Safe Environments can assist in the development of Asbestos Management Plans

3 Inspection Methodology

3.1 General

Safe Environments has taken all reasonable effort to identify any ACM in those areas detailed within the "Introduction" to this Report. The inspection methodology is considered to be in accordance with the HSE HSG 264 as identified within Safe Environments in-house procedures.

Only safely accessible areas were inspected. We have not inspected any part requiring specialist access equipment such as cherry pickers or scaffoldings, unless stated otherwise. The inspection height will not exceed more than 3 metres above ground level, accessed using stepladders. Areas at height greater than three metres (such as roofs) have not been inspected unless otherwise stated.

Suspected ACMs were sampled in accordance with the required number detailed in HSG 264 and the Safe Environments' in-house methods. Most materials only require one or two samples of each type, while others may require a far greater number. Some homogeneous such as cement, insulating board and thermoplastic tiles and vinyl covering materials may be cross-referenced against an original sample where excess samples of known content would otherwise be collected. Materials that require a greater number of samples are those materials that are heterogeneous in nature such as dusts and soils. This is particularly the case for materials that may give rise to 'false negative' results.

Sampling may not be carried out during this kind of inspection where doing so would put the inspector at an unreasonable health or safety risk, or where the client or person with management or control of the premises has requested samples not to be taken. Materials that can be reasonably expected to contain asbestos are presumed as containing asbestos unless sampled and analysed as not to contain asbestos, or there is information available to discount materials as non-asbestos e.g. electrical installations, fire doors, air conditioning etc., that were installed post 2003.

Where materials have been suspected to contain asbestos these have been identified within the analysis results as 'presumed' and will retain the prefix 'ACM' to identify the presumption of Asbestos Containing Material (ACM).

Density checks on materials have not been carried out by the laboratory to assess low or high density fibre board material as outlined within HSG 264. Materials referred to Asbestos Insulating Board (Fibro-Plaster) or Asbestos Cement (AC) is done so purely on their content and appearance.

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3.2 Bulk Sample Analysis

Analysis of asbestos bulk samples were carried out by Asbestos Check laboratory, accredited by the National Association of Testing Authorities (NATA) Accredited for compliance with:

- Australian Standard AS 4964 *Method for the qualitative identification of asbestos in bulk analysis* and Safe Environments in-house *SOP - Asbestos Identification*
- Australian & International Standard AS ISO/IEC 17025 *General requirements for the competence of testing and calibration laboratories.*

AS 4964 utilises Polarised Light Microscopy (PLM) as the primary technique for identification because of its simplicity, low cost, relevance and detection limits. PLM identifies asbestos by confirming the refractive index is within a specified range through dispersion staining (DS), and that the fibres exhibit a crystalline structure through various other optical properties using PLM.

The Standard sets out relatively simple aspects of sample preparation and PLM that enable a large proportion of commercial samples containing chrysotile, amosite and crocidolite asbestos to be identified. Materials that contain Unknown Mineral Fibres (UMF) shall be considered to contain asbestos until otherwise confirmed through another analytical technique. Some samples will be difficult or impossible to analyse which include polymeric and bituminous materials may require the use of an independent confirming technique such as infrared spectroscopy, X-ray diffraction, scanning electron microscopy or transmission electron microscopy, if PLM fails to give an unequivocal identification, or more complex sample preparation is required.

3.3 Inaccessible Areas

While inspectors seek to inspect all areas within a building, this is not possible for a number of reasons. In general, the following items which are not safely and readily accessible are considered outside the scope of this inspection. These include, but are not limited to:

- Within support columns, enclosed within cladding or concealed within the fabric of the building; sealed voids (under floor, wall or ceiling) and confined spaces
- Areas such as the internals of partition walls or above fixed and/or plasterboard ceilings
- Areas below fitted floorings, such as non-asbestos tiling, fitted vinyl or carpet where access would usually cause excess decorative and structural / functional damage
- Under ceramic wall and floor tiles in wet areas and lining under properties with confined spaces
- Under suspected ACM, i.e. nothing that would disturb possible asbestos and give rise to airborne fibres
- Within live electrical fuse or switch boxes; air conditioning systems such as reheating banks, conduits and all other live plant items at the time of the inspection
- Lift shafts or machinery, unless the client arranged the safe access with a qualified engineer
- Within any fire doors; any access within fire doors would cause functional damage.

Bulk samples have not been taken where the act of sampling would endanger the inspector or affect the functional / structural integrity of the item concerned.

3.4 Risk Assessment (UK HSE Algorithm)

The risk assessment was conducted in line with the United Kingdom Health and Safety Executive publication HSG 264 *Asbestos: The Survey Guide*. The algorithm is based on the propensity of the material to liberate fibres and the likelihood of released fibres to expose people within the area. These factors are known as the *Material Assessment* and *Priority Assessment*.

Material Assessment

The material assessment considers the condition of the material and the ability to release fibres when disturbed. The contributing parameters that comprise the material Assessment score include:

- Product type
- Extent of damage
- Surface treatment
- Asbestos type

Priority Assessment

A priority assessment has also been carried out which assesses the potential for people to be exposed to ACM taking into account the likelihood of disturbance of the ACM, involving factors such including:

- Occupant activity
- Likelihood of disturbance
- Human exposure potential
- Maintenance activity

The priority assessment is the responsibility of the person with management or control of the premises. Safe Environments has completed it taking into account the apparent use and occupancy of the area.

Risk Assessment Score and Action Level

The combined algorithms of the material and priority assessment generates a *Risk Assessment Score* to a maximum of 24, which is the worst-case and requires urgent attention.

- (18 +) High risk material
- (14-17) Medium risk material
- (9-13) Low risk material
- (2-8) Very low risk material

For low scoring materials, the only action required in the immediate future may be to carry out periodic inspections. For materials attaining a higher score, e.g. greater than 13, there may be a requirement to carry out urgent work which may consist of repairing or enclosing the damaged material, sealing off the area, or to remove the material entirely.

The final score for each ACM acts as a comparative quantitative measure, which can be used to aid the prioritisation of action for their management, where the materials are to remain within the building. A copy of the material assessment algorithm and priority assessment categorisation is contained in Appendix A.

3.5 Limitations

The recommendations presented in this report are professional opinions based on the indicated data described within this report. They are intended only for the purpose, the location, and the project described.

Please note that this inspection is not a definitive study as it is not reasonably practicable to inspect every area. Due diligence and professional judgment has been used to attempt to identify and sample all suspected ACM as far as reasonably practicable. Whether identified or otherwise, inaccessible ACM may be present in areas where access or visual observation is not possible. If such features should become accessible as a result of future refurbishment or alterations, they should be inspected for possible asbestos content.

Some ACMs are heterogeneous in nature; hence it is possible to get a false negative when sampling materials such as textured coatings, dust and debris. Therefore, Safe Environments has taken multiple samples, where required, to ensure ACMs are detected as far as reasonably practicable. Please also note that Polarised Light Microscopy (PLM) method may also yield false negative results at low concentrations of asbestos fibres.

More sensitive laboratory analyses such as scanning electron microscopy (SEM) and transmission electron microscopy (TEM) may result in the detection of asbestos and higher asbestos concentrations due to their increased resolution. Due to the additional time and expense involved these methods are not normally used unless agreed in advance with the client for a specific purpose.

Quantities of materials identified as part of the inspection are estimates made by the inspector and shall not be used for the purpose of tendering for work. Contractors are required to undertake their own measurement, or Safe Environments can provide a more accurate inspection for this specific purpose.

Changes in standards may occur as a result of legislative amendments or the progress in understanding effects of asbestos. Accordingly, the findings of this report may be nullified, wholly or in part, by changes beyond our control. Opinions and judgments expressed herein, which are based on our current understanding and interpretation of current legal standards and guidelines, should not be interpreted as legal judgments.

4 Asbestos Register, Risk Assessment & Recommendations

Site: The Cottage, 97 Adelaide Street Blayney NSW 2799		Table 3: Asbestos Register					Surveyors: SL		
Date: 2 February 2016		Building Reference: The Cottage		Client: Blayney Shire Council			Laboratory: NATA Accreditation No. 17139		
Location	Building Component	Asbestos Detected	Sample Number	Extent (units)	Photo	Risk Assessment			Comments & Recommendations
						Frable or Non	Final Risk Rating	Action Level	
External	Cement corrugated wall panels	CHR, AMO, CRC, UMIF, NAD	AQ042	20	6975	NF	6	D	Very low risk of exposure under current condition and use. Recommended to label as asbestos containing and reinspect condition on an annual basis.
External	Fibre board Eaves and soffits	NAD	AQ041	40	6976	-	0	E	No further action required
External	Presumed resin electrical mounting board	Presumed	ACM1	1	6977	NF	4	D	Very low risk of exposure under current condition and use. Recommended to label as asbestos containing and reinspect condition on an annual basis.
External	Putty to wooden windows	NAD	AQ044	< 1	6982	-	0	E	No further action required
External	Fibre board wall panels to toilets	NAD	AQ043	20	6981	-	0	E	No further action required
Roof space	No Asbestos Identified	-	-	-	-	-	0	E	No further action required
G.1 Toilets	Fibre board wall and ceiling panels	NAD	AQ043/R1	25	6983	-	0	E	No further action required
G.2 Information area	No Asbestos Identified	-	-	-	-	-	0	E	No further action required
G.3 Display	No Asbestos Identified	-	-	-	-	-	0	E	No further action required

Sample Numbers: **/*/**R1, 2, 3... / RX denotes sample has been referenced. ACM denotes material visually presumed to contain asbestos (i.e. no sample was taken)
 Asbestos Detected refers to results of asbestos testing to AS 4964 where: CHR = Chrysotile, AMO = Amosite, CRO = Crocidolite, UMIF = Unknown mineral fibre, NAD = No Asbestos Detected.
 Risk Score: A – High risk requiring immediate attention, B –Medium risk requiring near term attention, C – Low risk requiring regular inspection, D – Minor risk requiring annual inspection, E – No asbestos detected

Site: The Cottage, 97 Adelaide Street Blayney NSW 2799		Table 3: Asbestos Register				Surveyors: SL			
Date: 2 February 2016		Building Reference: The Cottage		Client: Blayney Shire Council		Laboratory: NATA Accreditation No. 17139			
Location	Building Component	Asbestos Detected	Sample Number	Extent (units)	Photo	Risk Assessment			
						Friable or Non Friable	Final Risk Rating	Action Level	
G.4 Meeting room	Fibre board infill panel to fire place	NAD	AQ036	1	6994	-	0	E	No further action required
G.5 Sitting room	Fibre board wall and ceiling lining	CHR	AQ037/R3	10	6992	NF	8	D	Very low risk of exposure under current condition and use. Recommended to label as asbestos containing and reinspect condition on an annual basis.
G.6 Store	Grey vinyl floor tiles	NAD	AQ040	15	6991	-	0	E	No further action required
G.6 Store	Brown vinyl floor tiles	NAD	AQ039	< 1	6991	-	0	E	No further action required
G.7 Office	No Asbestos Identified	-	-	-	-	-	0	E	No further action required
G.8 Hall	No Asbestos Identified	-	-	-	-	-	0	E	No further action required
G.9 Store	No Asbestos Identified	-	-	-	-	-	0	E	No further action required
G.10 Bathroom	Fibre board wall lining	CHR	AQ037/R2	6	6998	NF	5	D	Very low risk of exposure under current condition and use. Recommended to label as asbestos containing and reinspect condition on an annual basis.

Sample Numbers: **/*/**R1, 2, 3... / RX denotes sample has been referenced. ACM denotes material visually identified only (no sample was taken)
 Asbestos Detected refers to results of asbestos testing to AS 4964 where: CHR = Chrysotile, AMO = Amosite, CRO = Crocidolite, UMF = Unknown mineral fibre, NAD = No Asbestos Detected.
 Risk Score: A – High risk requiring immediate attention, B –Medium risk requiring near term attention, C – Low risk requiring regular inspection, D – Very low risk requiring annual inspection, E – No asbestos detected

Site: The Cottage, 97 Adelaide Street Blayney NSW 2799		Table 3: Asbestos Register					Surveyors: SL		
Date: 2 February 2016		Building Reference: The Cottage		Client: Blayney Shire Council			Laboratory: NATA Accreditation No. 17139		
Location	Building Component	Asbestos Detected	Sample Number	Extent (units)	Photo	Risk Assessment			Comments & Recommendations
						Friable or Non Friable	Final Risk Rating	Action Level	
G.11 Kitchen	Bitumen dampening pad under sink	NAD	AQ038	< 1	7002	-	0	E	No further action required
G.12 Laundry	Fibre board wall and ceiling lining	CHR	AQ037	15	7003	NF	5	D	Very low risk of exposure under current condition and use. Recommended to label as asbestos containing and reinspect condition on an annual basis.
G.13 Toilet	Fibre board ceiling lining	CHR	AQ037/R1	4	7004	NF	5	D	Very low risk of exposure under current condition and use. Recommended to label as asbestos containing and reinspect condition on an annual basis.



Sample Numbers: **/*/**R1, 2, 3... / RX denotes sample has been referenced. ACM denotes material visually identified only (no sample was taken)
 Asbestos Detected refers to results of asbestos testing to AS 4964 where: CHR = Chrysotile, AMO = Amosite, CRO = Crocidolite, UMF = Unknown mineral fibre, NAD = No Asbestos Detected.
 Risk Score: A – High risk requiring immediate attention, B –Medium risk requiring near term attention, C – Low risk requiring regular inspection, D – Very low risk requiring annual inspection, E – No asbestos detected

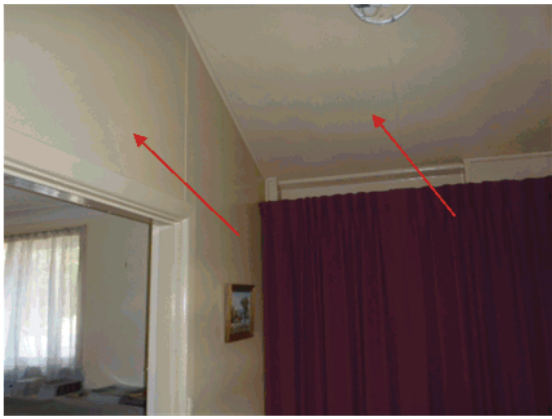

5 Representative Photographs of Confirmed or Presumed ACM

This section is provided as a visual aid to assist in identifying asbestos containing materials that have been confirmed or presumed to contain asbestos during the course of the inspection. Not all photographs have been provided, however where a material has been found in several locations a 'representative' photograph may have been included.

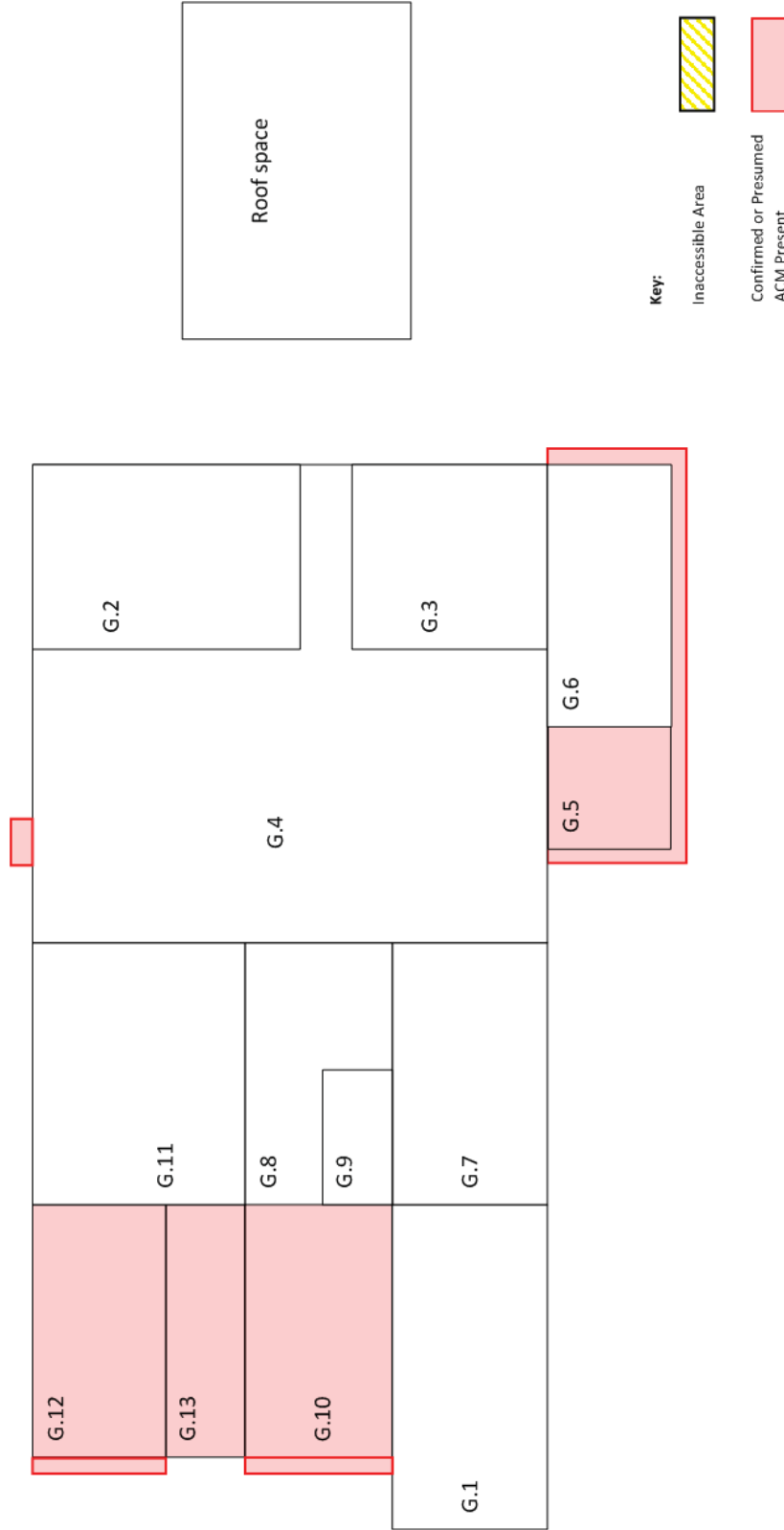
The Cottage, 97 Adelaide Street, Blayney NSW 2799

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Photograph: 6975	Photograph: 6977
Description: Cement corrugated wall panels	Description: Presumed resin electrical mounting board
Locations Found: External	Locations Found: External
	

Photograph: 6992	Photograph: 6998
Description: Fibre board wall and ceiling lining	Description: Fibre board wall lining
Locations Found: G.5 Sitting room	Locations Found: G.10 Bathroom
	

6 Schematic of Confirmed or Presumed ACM



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Appendix A

UK HSG 264 Risk Algorithm

Material Assessment

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Sample Variable	Examples	Score
Asbestos Type	Chrysotile	1
	Amosite and other amphiboles (except crocidolite)	2
	Crocidolite	3
Product Type (Product Friability)	Asbestos reinforced composites, plastics, resins, mastics, roofing felts, vinyl floor tiles, semi rigid paints, decorative finishes and asbestos cement	1
	Asbestos insulating board, mill board, low density boards, textiles, ropes, fabrics, felt, and paper	2
	Thermal Insulation, including lagging, sprayed and loose asbestos, mattresses and packing	3
Surface Treatment	Composite materials	0
	Asbestos cement, enclosed thermal insulation, encapsulated boards and textiles	1
	Non-encapsulated boards and textiles, encapsulated thermal insulation	2
	Unsealed thermal insulation	3
Extent of Damage	Good condition, no visible damage	0
	Low damage, a few scratches	1
	Medium damage, significant breakages. Loose fibres visible	2
	High damage, visible asbestos debris	3

Priority Assessment

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Normal Occupant Activity – Non Maintenance		Average of these two scores
Rare disturbance – little used store	0	
Low disturbance – office type	1	
Periodic disturbance – Industrial or vehicular activity	2	
High disturbance – e.g. fire door in constant use	3	
Other Occupant Activity – Non Maintenance		
Rare disturbance – little used store	0	
Low disturbance – office type	1	
Periodic disturbance – Industrial or vehicular activity	2	
High disturbance – e.g. fire door in constant use	3	
Likelihood of Disturbance – Location		Average of these three scores
Outdoors	0	
Large rooms > 100m ²	1	
Rooms up to 100m ²	2	
Confined spaces	3	
Accessibility of Material		
Usually inaccessible	0	
Occasionally visited	1	
Easily visited	2	
Routinely visited	3	
Extent/Amount		
Small amounts (fuse boxes, single items, etc.)	0	
<10m ² OR <10m run	1	
>10m <50m ² OR >10m <50m ²	2	
>50m ² OR 50m run	3	

Priority Assessment (continued)

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No. of Occupants		Average of these three scores
None	0	
1 to 4	1	
4 to 10	2	
>10	3	
Frequency of Use		
Infrequently	0	
Monthly	1	
Weekly	2	
Daily	3	
Average Time of Use		
<1 Hour per day	0	
>1 Hour and <3 Hours per day	1	
>3 Hours and <6 Hours per day	2	
>6 Hours per day	3	
Maintenance Activity		
Minor disturbance possible	0	
Low disturbance possible	1	
Medium disturbance possible	2	
High disturbance possible	3	
Maintenance Frequency		
Material unlikely to be disturbed	0	
< 1 activity per Year	1	
> 1 activity per Year	2	

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Appendix B

Legislations and References

Legislations and References

The following legislative references summarise the requirements associated with the management of asbestos within premises. This is not an exhaustive review of all legal requirements and further information should be obtained when required.

- Code of Practice How to Manage and Control Asbestos in the Work Place, December 2011
- Work Health and Safety Regulation 2011
- NOHSC: 2018 (2005) Code of Practice for Management and Control of Asbestos in Workplace
- NOHSC: 2002 (2005) Code of Practice for the Safe Removal of Asbestos
- National Occupational Health and Safety Guide to Control of Asbestos
- National Occupational Health and Safety Guide on the Membrane Filter Method of Estimating Airborne Asbestos Dust 1988
- NSW Dangerous Goods Act 1975
- NSW Dangerous Goods (General) Regulation 1999
- NSW Occupational Health and Safety Act 2000, as amended 2006
- Occupational Health and Safety Regulation 2001, Division 4
- Environmental Hazardous Chemicals Act 1985
- Occupational Health and Safety Amendment (Chrysotile Asbestos)Regulation 2003
- Code of Practice for the Safe Removal Of Asbestos 2nd Edition [NOHSC:2002(2005)]
- Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]
- NSW Government Working With Asbestos Guide 2008
- National Code of Practice for Workplace Hazardous Substances[NOHSC:2007(1994)]
- Health and Safety Executive, HSG227A comprehensive guide to Managing ASBESTOS in premises 2002
- Health and Safety Executive, MDHS 39/4, Methods for the Determination of Hazardous Substances Health and Safety Laboratory Asbestos fibres in air Sampling and evaluation by Phase Contrast Microscopy (PCM) under the Control of Asbestos at Work Regulation, 1995
- Health and Safety Executive, MDHS 100, Methods for the Determination of Hazardous Substances Health and Safety Laboratory '*Surveying, sampling and assessment of asbestos-containing materials*', 2001
- Health and Safety Executive, HSG 264, Asbestos: The inspection guide, 2010
- Health and Safety Executive, MDHS 77, Methods for the Determination of Hazardous Substances, Asbestos in Bulk Materials, Sampling and Identification by Polarised Light Microscopy (PLM), 1994
- Victorian Occupational Health and Safety Regulations 2007, Part 4

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Appendix C

Sample Analysis Report



**Asbestos Identification to AS 4964
Method for the Qualitative Identification
of Asbestos in Bulk Samples**

**R9422-4.1
Blayney Shire Council
The Cottage**

**Sampling location:
97 Adelaide Street
Blayney NSW 2799**

This Report Replaces Report R9422-4

NATA Accreditation Number 17139

The results of the tests, calibrations and/or measurements included in this document are traceable to Australian/national standards

Accredited for compliance with ISO/IEC 17025

NATA is a signatory to the APLAC mutual recognition arrangement for the mutual recognition of the equivalence of testing, calibration and inspection reports

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Blacktown NSW 2148
Phone 02 9621 3706
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12 February 2016

Test Report No. R9422-4.1

AS 4964 Method for the qualitative identification of asbestos in bulk analysis

Requested by: Blayney Shire Council
Clients Address: 91 Adelaide Street
Blayney NSW 2799

Clients Ref/Job No: The Cottage

Sampling Location: 97 Adelaide Street
Blayney NSW 2799

Date(s) Sample(s) Received: 2 February 2016

Date(s) of Analysis: 9 February 2016

This report consists of 3 pages

This test method for the qualitative identification of asbestos in bulk analysis polarized light microscopy (PLM) as the primary technique for identification because of its simplicity, low cost, relevance and detection limits. The determination of principal refractive indices by dispersion staining (DS) on its own is not sufficient and needs to be used in conjunction with various other optical properties using PLM.

The Standard sets out relatively simple aspects of sample preparation and PLM that enable a large proportion of commercial samples containing chrysotile, amosite and crocidolite asbestos to be identified, even though some samples will be difficult or impossible to analyse. These samples may require the use of an independent confirming technique such as infrared spectroscopy, X-ray diffraction, scanning electron microscopy or transmission electron microscopy, if PLM fails to give an unequivocal identification, or they require more complex sample preparation.

The procedure has the following known limitations:

- (a) PLM is a qualitative technique only.
- (b) It does not cover the identification of airborne and water-borne asbestos.
- (c) Most samples of tremolite, actinolite and anthophyllite asbestos show a wide range of optical properties and cannot be equivocally identified by PLM and dispersion staining. Materials identified as unknown mineral fibre may contain asbestos which requires further analysis.
- (d) For valid asbestos identification there must be sufficient sample of the unknown fibres for them to exceed the practical detection limit of the technique used. To report 'trace' levels using confirming techniques the fibres must be observed at 'trace' levels by PLM, because of the difference in detection limits between the techniques.



Unit 4/40 Bessemer St
 Blacktown NSW 2148
 Phone 02 9621 3706
info@AsbestosTesting.com.au



Test Report No: R9422-4.1
Client Ref: The Cottage
Sampling Procedures: Safe Environments Hazardous Materials Procedure complying with ISO 17020

Analytical method: Polarised light microscopy including dispersion staining to AS 4964
Sample Preparation: Safe Environments in-house SOP - Asbestos Identification
Approved Identifier: Stuart Lumsden

Sample Description & Results:

Sample Number	Sample Description	Weight ¹ (g)	Analysis Result ²
AQ036	Sample containing fibreboard material (homogenous) consisting of organic fibres.	2	No Asbestos Detected
AQ037	Sample containing fibreboard material (homogenous) consisting of asbestos fibres and organic fibres.	1	Chrysotile Asbestos Detected
AQ038	Sample containing bitumen material (homogenous) consisting of organic fibres.	2	No Asbestos Detected
AQ039	Sample containing polymer material (homogenous) consisting of no fibres.	3	No Asbestos Detected
AQ040	Sample containing polymer material (homogenous) consisting of no fibres.	4	No Asbestos Detected
AQ041	Sample containing fibreboard material (homogenous) consisting of organic fibres.	2	No Asbestos Detected
AQ042	Sample containing fibre cement material (homogenous) consisting of asbestos fibres.	5	Chrysotile & Amosite Asbestos Detected
AQ043	Sample containing fibre cement material (homogenous) consisting of organic fibres.	3	No Asbestos Detected
AQ044	Sample containing putty material (homogenous) consisting of no fibres.	3	No Asbestos Detected



Carl Strautins
Occupational Hygienist

¹ Approximate sample weight only – not covered as part of the scope of accreditation
² detected by polarised light microscopy including dispersion staining

Blayney Shire Council Register of Delegations



Section 377 Local Government Act 1993 Register of Delegations to the General Manager

ADOPTED: 13 JULY 2009	MINUTE NO.: 0907/008
AMENDED: 9 AUGUST 2010	MINUTE NO.: 1008/022
AMENDED: 14 FEBRUARY 2011	MINUTE NO.: <i>Power of Attorney motion lost.</i>
AMENDED: 20 JUNE 2011	MINUTE NO.: 1106/007
AMENDED: 12 NOVEMBER 2012	MINUTE NO.: 1211/012
AMENDED: 10 DECEMBER 2012	MINUTE NO.: 1212/016
AMENDED: 13 MAY 2013	MINUTE NO.: 1305/004
AMENDED: 13 MAY 2013	MINUTE NO.: 1305/007
AMENDED: 12 MAY 2014	MINUTE NO.: 1205/006
AMENDED: 15 FEBRUARY 2016	MINUTE NO.: 1602/022
AMENDED: 18 APRIL 2016	MINUTE NO.:

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MAYOR

Pursuant to the Local Government Act and Regulations, and any expressed policy or direction of Council, that Council in accordance with the provisions of Section 377 of the Local Government Act 1993 and every other enabling statutory power, delegates to the person who occupies the position of Mayor, to perform on behalf of Council the following powers, authorities, duties or functions.

- 1. Council Seal**
Authorise the Mayor to be the necessary witness to documents requiring Council's seal.
- 2. Media Relations**
To make media statements or releases on behalf of Council.
- 3. Policy Making**
To exercise in cases of necessity, the policy-making functions of the governing body of the Council between meetings of the Council.
- 4. Correspondence**
To sign correspondence on behalf of the Council.
- 5. Urgent Works**
To authorise any work which is deemed urgent at a cost not exceeding \$5,000 provided that such expenditure is reported to the Council at its next Ordinary Meeting.
- 6. Complaints Against the General Manager**
The Mayor shall have the power to investigate substantive written complaints against the General Manager and shall, if warranted, report to the next Ordinary meeting of Council.

DEPUTY MAYOR

- 1. Council Seal**
Authorise the Deputy Mayor to be the necessary witness to documents requiring Council's seal.
- 2. In the absence of the Mayor**
In the absence of the Mayor and subject to compliance with the requirements of the Local Government Act 1993, and any expressed policy or direction of the Council, the Council pursuant to the provisions of Section 377 of the Act, and every other enabling statutory power, delegates to the person who occupies the position of Deputy Mayor to exercise and perform on behalf of the Council the powers, authorities, duties and functions of the Mayor including the powers, authorities, duties and functions which the council has delegated by this Instrument to the Mayor.

BLAYNEY SHIRE COUNCIL TRAFFIC COMMITTEE

- 1.** Pursuant to the delegation of powers from the Roads and Maritime Services, the authority for regulation of traffic and traffic control signs on public roads. This authority is limited to the powers, authorities, duties and functions that are specified in the Roads and Maritime Services Instrument of Delegation to Council, from the Roads and Maritime Services. Refer the following link for more information: http://www.rms.nsw.gov.au/business-industry/partners-suppliers/lgr/downloads/information/committees/traffic_committees.html

GENERAL MANAGER

The General Manager's powers to act on behalf of Council are given through power of attorney, his/her employment contract and delegations made by Council pursuant to Section 377 of the Local Government Act (1993).

Contracts

The General Manager is employed under contract that is performance based.

The legislative requirements for Council to have a contract with the General Manager results in delegations being included under schedule B of the contract of employment as well as by resolution under the Local Government Act 1993.

Delegation

Pursuant to the provisions of the Local Government Act 1993, and any expressed policy or direction of Council, that Council in accordance with the provisions of Section 377 of the Local Government Act, 1993 and every other enabling statutory power, delegates to its General Manager authority to exercise and to perform on behalf of the Council, all necessary powers, authorities, duties and functions, including but not limited to:

Corporate and Executive Powers

1. To carry on the regular services and operations of the Council within the sums voted by the Council for expenditure thereon and in accordance with any resolution of Council.
2. To carry on the regular services, functions and operations of the Council in accordance with Local Government Act 1993, and other Legislation, Regulations and or policies of the Council.
3. To authorise any action necessary to comply with any policy or code of Council, any statutory requirements of the Local Government Act or Ordinance or any other law, rule or regulation affecting Council.
4. To obtain legal advice from Council's Solicitors or Counsel where necessary.
5. To institute, conduct and defend legal proceedings with respect to Council's activities in all Courts, and instruct and engage Council's Solicitors and Counsel where necessary.
6. Be authorised to respond to notices in respect of such applications to the Independent Liquor & Gaming Authority for Liquor licences for functions.
7. Authorise action to be taken in connection with any complaints or requests received.

8. Provide interpretation, counsel and advice on applicable Statutes, and Council's existing and proposed policies; and on statutory limitations during the deliberative and decision making process and provide to the Mayor, individual Councillors and senior staff, a common source of statutory and policy interpretation.
9. To affix the seal of Council to a document.
10. To prepare and lodge applications for grants provided such action is consistent with Council's Strategic & Business Plan or Council Policy.
11. To authorise any works which is deemed urgent, provided that such expenditure is reported to the Council at its next Ordinary meeting, where funds have not been voted by Council.
12. Control communications internally and externally.
13. Rearrange and reorganise staff in all departments.
14. Sign legal contracts where Council has approved the making of that Contract.
15. Internal and external projection and promotion of Council's mantle of dignity, together with its image of efficiency and effectiveness.
16. To approve/refuse public access to Council books or documents which are required to be produced for any legal proceedings.
17. Be authorised to perform all necessary activities, to serve any notices or orders, undertake inspections, issue or refuse license and permits, to exercise the power of entry, to appoint appropriate staff as an authorised officer, authorised person, authorised Council employee, or impounding officer as the case may be, to exercise the functions of those positions under the following acts and associated regulations and to implement the provisions as relating to the operation of Council of the following Acts and associated regulation, including but not limited to:
 - (i) Companion Animals Act 1998
 - (ii) Community Land Development Act 1989
 - (iii) Conveyancing Act 1919
 - (iv) Crown Lands Act 1989
 - (v) Environmental Planning and Assessment Act, 1979 as amended
 - (vi) Food Act 2003 and Food Regulation 2015
 - (vii) Government Information (Public Access Act) 2009
 - (viii) Fire Brigades Act 1989
 - (ix) Impounding Act, 1993 as amended
 - (x) Interpretation Act 1987
 - (xi) Interstate Road Transport Act 1985
 - (xii) Land Acquisition (Just Terms Compensation) Act 1991
 - (xiii) Library Act 1939
 - (xiv) Local Government Act 1993

- (xv) Native Title Act 1993, as amended
- (xvi) Noxious Weeds Act, 1993 as amended
- (xvii) Workplace Health & Safety Act 2011
- (xviii) Ombudsman Act 1976
- (xix) Protection of Environment Operations Act 1997; Protection of the Environment Operations (Waste) Regulation 2014; Protection of the Environment Operations (Clean Air) Regulations, 2010 and related legislation
- (xx) Public Health Act 2010 and Public Health Regulation 2012
- (xxi) Recreation Vehicles Act, 1983
- (xxii) Roads Regulation 2008.
- (xxiii) Roads Act 1993.
- (xxiv) Roads Transport (General) Act 2005
- (xxv) Rural Fires Act 1997.
- (xxvi) Local Lands Services Act 2013
- (xxvii) Strata Schemes (Freehold Development) Act 1973
- (xxviii) Strata Schemes (Leasehold Development) Act 1986
- (xxix) State Emergency and Rescue Management Act 1989
- (xxx) State Emergency Service Act 1989
- (xxxi) Swimming Pools Act 1992 and Swimming Pools Regulation 2008.
- (xxxii) Transport Administration Act 1988
- (xxxiii) Tobacco Advertising Prohibition Act 1992
- (xxxiv) Transport Administration Act 1988
- (xxxv) Unclaimed Money Act 1995

Corporate Services/Administration

- 101 To determine the matters which are to be included in the business papers, subject to the inclusion of the following items whenever they arise:
- (a) Reports on matters that cannot be determined under delegated authority;
 - (b) Reports required to be submitted under any Act or Ordinance;
 - (c) Reference to any deputation's which the Council has agreed to receive;
 - (d) Matters requiring a determination of Policy;
 - (e) Reports directed by Council to be submitted;
 - (f) Matters essential for the Council's information;
 - (g) Matters requiring a vote;
 - (h) Matters or decisions of a potentially contentious nature, or involving a significant variation of Council's policy or standard practice relating to Development Applications.
- 102 Have charge of the records of Council, except as otherwise specifically provided, and be responsible for the recording, filing and safe keeping of such records.
- 103 Keep accurate, permanent records of all properties purchased, leased or sold by, or in the possession of Council. Sign contracts for the sale and purchase price of land where Council has approved the sale or purchase price.
- 104 Authority to terminate any lease or rental agreement on any Council owned property where the terms of the lease have been breached, and accounts fall into arrears.
- 105 Sign all applications addressed to the Registrar General to record the Council as the registered owner of resumed land.
- 106 Authority to establish, maintain, alter or terminate leaseback agreements with employees.
- 107 To approve payment of expenses for elected members.
- 108 Authorise such employees time off for fighting fires within the boundaries of the Blayney Shire without loss of pay if properly called out by the Fire Brigade or the Bush Fire Brigade, where employees of the Council are members of the Blayney Voluntary Fire Brigade or the voluntary bush fire brigade.
- 109 Review Council's exposure to risk on a continuing basis and effect any changes by way of insurance, retention or transfer to protect Council's interest.
- 110 To determine levels of public liability insurance required in accordance with Council's adopted policy.
- 111 The authority to exercise and perform on behalf of Council, all powers, authorities, duties, functions and matters in relation to Strategic Defence Initiatives applying to:
- (a) Public roads;
 - (b) Footpaths;
 - (c) Carparks;
 - (d) Parks, reserves, recreational facilities, gardens and cemeteries;
 - (e) Solid Waste Disposal Depot;

- (f) Council owned and managed public buildings and facilities;
 (g) Floodplain Management.
 112 Be authorised to offer a reward for information leading to the conviction of people found vandalising Council property, and further, that Council, without exception, takes all legal steps available to it to prosecute people found vandalising Council property.

Finance

- 201 To authorise the payment of salaries and wages of the staff of the Council.
 202 To authorise the purchase of goods, works and services and to obtain tenders for items over \$150,000.
 203 To keep accounts of the Council and present to audit in accordance with the requirements made by or under the Local Government Act, 1993 and regulations.
 204 Determine the categorisation of each parcel of rateable land in accordance with Section 514 of the Local Government Act, 1993.
 205 Sign cheques and vouchers on behalf of Council
 206 To authorise the investment of surplus Council funds and sign such application and redemption documents as may be required.
 207 To determine applications for reductions of rental charges for Council facilities in accordance with Council's policy.
 208 To determine applications for pensioner rate reduction in accordance with the provisions of Section 575 of the Local Government Act.
 209 To take action at any time for recovery of unpaid rates and any other amounts owing to Council.
 210 To approve applications for extension of time to pay accounts.
 211 To lay information, issue Summonses and Affidavits for enforcing Default Judgements and institute any other legal and approved procedure necessary for the recovery of outstanding amounts and debts owing to the Council.
 212 To determine assistance to ratepayers experiencing genuine and substantial hardship.
 213 To certify that prices and computations on vouchers have been checked and are correct, and as far as able to be ascertained, are fair and reasonable and are in accordance with any quotation/contract under which the goods/services were supplied.
 214 To determine the amount of bond required to be lodged by developers as surety for completion of works under Council's control.
 215 To write-off rates or debts which are determined not financially viable to recover to a limit in any one case not exceeding \$1,000.
 216 To authorise Public Liability/Public Indemnity Claims goodwill payments up to \$500

- 217 To sign Section 603 Certificates on behalf of Council.
 218 To authorise the disposal of surplus materials and goods.
 219 To sign as the responsible accounting officer the statement of financial position with respect to Budget Review Statements [Local Government (General) Regulation 2005 – Part 9 Division 3].
- Engineering**
- 301 To organise and allocate the priority of all construction and maintenance works, subject to any direction of the Council.
 302 To determine applications for the use of (approve, subject to conditions, or refuse) public roads.
 303 Be authorised to issue permits for holding of street stalls, processions on roads; holding of meetings in public places; and use of roads during building operations and standing of vehicles in restricted parking areas for any specific purposes and any other Act regulating functions under the control of the Council.
 304 To sign and issue approval of engineering plans/designs for subdivision and engineering works and related construction certificates.
 305 To order the removal of obstructions placed illegally on road reserves, footpaths and public places.
 306 To close roads, or parts thereof, temporarily for repairs or construction.
 307 To issue/refuse compliance and construction certificates in relation to subdivisions and engineering works.
 308 Determine the extent and design of works associated with subdivisions and other development applications in accordance with Council Policies and Codes and to determine whether such works have been completed to a satisfactory standard.
 309 To write to affected landowners seeking an indication on whether they wish the construction of concrete foot paving to be done, upon receipt of such requests for such work, and then arrange a report to Council.
 310 Grant approval for helicopter touchdowns on Public Reserves in a manner and at a time under such conditions as may be appropriate.
 311 Authorise the private planting of trees and /or shrubs on footpaths.
 312 To remove dangerous trees on public works' construction sites under the control of the Council, where such removal is necessary, to allow work to proceed immediately.
 313 To carry out private works and authorise the hire of Council plant subject to satisfactory arrangements being made for the payment of such works.
 314 (i) To purchase new vehicles and dispose of existing vehicles where the standard of the vehicle remains the same;
 (ii) To have the discretion to dispose of vehicles at other than in accordance with Council current accepted practice;
 (iii) Obtain trade prices when replacing vehicles; and
 (iv) To have the discretion to dispose of vehicles by either auction, trade-in or public tender.

- 315 To authorise the release of Council plant and other resources to assist firefighting, emergency work, and assist the Local Emergency Management Committee in emergency work.
- 316 Authorise the carrying out of sewer extensions up to 75m per tenement.
- 317 To determine the conditions of use of parks, gardens, reserves and other public places under Council's control.
- 318 To appoint a representative of Council as the Chairperson to the Local Emergency Management Committee in accordance with Section 28 of the State Emergency and Rescue Management Act (1989) as amended.

Planning & Development

- 401 To determine Development Applications, Complying Development Certificates, Construction Certificates and Building Applications.
- 402 To determine the fast tracking of Development Applications.
- 403 To issue or refuse to issue compliance, construction, subdivision and occupation certificates under Part 4A of the Environmental Planning and Assessment Act 1979.
- 404 To defend appeals against failure or refusal to issue Part 4A certificates.
- 405 To give notice of intention to serve orders, and modify or revoke orders pursuant to Division 6 of Part 2A.
- 406 To issue or refuse to issue a complying development certificate.
- 407 To modify or refuse to modify a complying development certificate.
- 408 To vary or extend the lapsing period of a consent in accordance with Sections 95 and 95A.
- 409 To approve or refuse applications to modify development consents.
- 410 To refer for comment Development Applications within a Conservation area to the National Trust, where deemed appropriate.
- 411 That Council delegate to the General Manager the powers, authorities, duties and functions delegated to Council pursuant to Section 745 of the Local Government Act 1993, as amended in respect to Section 82(3) of that Act in relation to modification of the provisions of Clauses 50 or 51 of the Local Government (General) Regulation 2005.
- 412 To ensure that premises used for the preparation, storage and/or sale of food are maintained.
- 413 To commence legal proceedings pursuant to the Environmental Planning and Assessment Act 1979, the Local Government Act 1993 and the Food Act 2003.
- 414 To exercise powers conferred under the Protection of Environment Operations Act 1997; Protection of the Environment Operations (Waste) Regulation 2005 and related legislation.
- 417 Sign applications on behalf of Council as applicant and/or owner for works previously approved by Council to be undertaken by Council or on Council's behalf.
- 418 To sign Section 149 and Section 149A Certificates.
- 419 To sign and issue Section 121ZP and Section 735A Certificates on behalf of Council.

- 420 To exercise all of the powers of Council in respect of:
- (a) Applications for all those matters listed in Part A of the Table contained in Section 68 of the Local Government Act 1993.
 - (b) The variation of building lines made under Council's Approvals Policy.
 - (c) The variation of Restrictive Covenants created pursuant to Section 88B of the Conveyancing Act 1919, as amended, provided that the subject of the variation complies with the relevant planning instrument.
 - (d) Applications for those matters contained in Items 5 and 6 of Part B of the Table contained in Section 68 of the Local Government Act 1993.
 - i. Applications for all those matters listed in Part C of the Table contained in Section 68 of the Local Government Act 1993.
 - ii. Applications for those matters contained in Items 3, 4, 5 and 6 of Part D of the Table contained in Section 68 of the Local Government Act 1993.
 - iii. Applications for all those matters listed in Part E of the Table contained in Section 68 of the Local Government Act 1993.
 - iv. Applications for all those matters listed in Part F of the Table contained in Section 68 of the Local Government Act 1993.
- 421 Determine applications for the creation of temporary construction zones on public roads restricting public parking in such zones.
- 422 To administer the policy in relation to advertising on light standards.
- 423 To undertake all associated duties to prepare Environmental Planning Instruments and Development Control Plans in accordance with Part 3 of the Environmental Planning and Assessment Act 1979.
- 424 To assume the concurrence of the Director General of the Department of Urban Affairs and Planning for variations of development standards in accordance with State Environmental Planning Policy 1 and Department of Environment and Planning Circular 117.
- (i) To sign and issue approval of designs for subdivision plans and construction certificates.
 - (ii) To sign survey requests/amendments to the Land Titles Office.
 - (iii) To sign property identification reports.
 - (iv) To sign survey plans.
- 426 To refund unexpended Development Application fees on actual costs basis.

1. Administration – Accounting

Subject	Description	Delegation	S.378 Delegation
1A – Cheque Signatory	That the General Manager be delegated authority to act as a cheque signatory to for Council's bank accounts.	GM	DCS DIS DPES A CFO
1B – Authorisation of Invoices	That the General Manager be delegated authority to authorise invoices for the payment of goods and services received by Council, to the limits authorised by the General Manager, in accordance with the Local Government Act 1993 within the votes of expenditure approved by Council	GM	DCS DIS DPES EAGM MHR MIT CFO SH&BS MO MWW AO AORP SF RS CM STP CDTPO

<p>1C – Sign Purchase Orders</p>	<p>That the General Manager be delegated authority to obtain quotations and authorise the purchase of goods, works and services to the limits authorised by the General Manager, in accordance with the Local Government Act 1993 and Council's Purchasing Policy, sign orders for the Supply and Delivery of Goods and Services within the votes of expenditure approved by Council.</p>	<p>GM</p>	<p>DCS DIS DPES CFO MIT SH&BS STP MO MI MWW SF</p>
<p>1D – Recover Outstanding Debts (other than Rates)</p>	<p>That the General Manager be delegated authority to Recover Outstanding Debts (other than Rates).</p>	<p>GM</p>	<p>DCS CFO RO ARO</p>
<p>1E – Write off Debts (other than Rates)</p>	<p>That the General Manager be delegated authority to write off all debts, other than rates, charges and interest, not exceeding \$1,000, and that the General Manager report half yearly on the amounts written-off.</p>	<p>GM</p>	<p>-</p>
<p>1F – Disposal of Assets <u><\$1,000</u></p>	<p>To approve disposal of assets that are surplus to requirements in accord with Council's Operational Plan. To approve disposal of assets that are surplus to requirements with a book value of less than \$1,000.</p>	<p>GM</p>	<p>DCS DIS DPES</p>
<p>1G – Disposal of Assets <u>>\$1,000</u></p>	<p>To approve disposal of assets that are surplus to requirements in accord with Council's Operational Plan. To approve disposal of assets that are surplus to requirements with a book value of greater than \$1,000 pursuant to Council's Disposal of Assets Policy.</p>	<p>GM</p>	<p>:</p>

<p>1GH – Request for Refunds</p>	<p>To approve or refuse all applications for the refund of application fees, booking fees, bonds and deposits for the use of Council facilities.</p>	<p>GM</p>	<p>DCS DIS DPES CFO A</p>
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2. Administration – Banking & Investments

Subject	Description	Delegation	S.378 Delegation
2A – Operation of Bank Accounts	That the General Manager be delegated authority to Operate Bank Accounts.	GM	DCS DIS DPES CFO A
2B – Investment of Funds	That the General Manager be delegated authority for investment of surplus Council funds in Authorised Securities, sign such application and redemption documents as may be required in accordance with Council's Investment Policy.	GM	DCS CFO A
2C – Bank Guarantees	That the General Manager be delegated authority to accept Bank Guarantees for due performance.	GM	DCS

3. Administration – Councillors

Subject	Description	Delegation	S.378 Delegation
3A – Councillors	That the General Manager be delegated authority to liaise with Councillors and approve attendance at training and development seminars.	GM	-

4. Administration – Authority to Enter Premises

Subject	Description	Delegation	S.378 Delegation
4A – Authority to Enter Premises - LGA	That the General Manager be delegated authority to enter premises and make an inspection in accordance with Section 199 Part 2, Chapter 8 of the Local Government Act 1993.	GM	DPES SH&BS R RR STWO EHO STP TDO OS
4B – Authority to Enter Premises - EPA	That the General Manager be delegated authority to enter premises and make an inspection, in accordance with Section 119DA 118A of the Environmental Planning and Assessment Act 1979.	GM	DPES SH&BS R RR STP EHO TDO
4C – Authorised Officer, Protection of the Environment Operations Act, 1997	That the General Manager be delegated authority to be the authorised officer under the provisions of the Protection of the Environment Operations Act, 1997.	GM	DPES SH&BS STP R RR EHO TDO

5. Administration – General

Subject	Description	Delegation	S.378 Delegation
5A – Penalty Notices	That the General Manager be delegated authority to issue a Penalty Notice for an offence under any law that confer regulatory functions on council.	GM	DPES SH&BS STP R EHO RR
5B – Bi-Annual Stocktake	That the General Manager be delegated authority to write off stores and materials to a value not exceeding \$1,000, following a Bi-Annual stocktake	GM	-
5C – Insurance Renewals	That the General Manager be delegated authority to negotiate Council's insurance renewals.	GM	DCS CFO RK
5D – Orders	That the General Manager be delegated authority to issue any of the following under any law that confer regulatory functions on council; a) Notice of Order b) Order c) Emergency Order d) Revoke any Notice of Order or Order e) Alter any Notice of Order or Order f) Clean up Notice	GM	DPES SH&BS R STP EHO
5E – Donations – Delegation to Refuse Requests	That the General Manager be delegated authority, to consider applications for financial assistance, & determine which requests are to be referred to Council for decision.	GM	-
5F – Community Financial Assistance Program	That the General Manager be delegated authority to approve Financial Assistance Program applications pursuant to the <i>Community Financial Assistance policy</i> .	GM	-

5G – Press Statements	That the General Manager be delegated authority to authorise and issue press statements on Council's behalf.	GM	-
5H – Public Liability & Professional Indemnity Claims	That the General Manager be delegated authority to deny or accept liability for public liability and professional indemnity claims up to the excess as determined from time to time by Statewide.	GM	-
5I – Motor Vehicle Insurance Claims	That the General Manager be delegated authority to deny or accept liability for motor vehicle insurance claims up to \$1,000.	GM	-
5J – Legal Proceedings	That the General Manager be delegated authority to represent Council as required in any legal or court proceedings.	GM	DCS DPES DIS EHO R RR SH&BS STP
5K – Access to Information	That the General Manager be delegated authority to exercise functions under the Government Information (Public Access) Act 2009, and as the officer authorised to: i. To be responsible for responding to formal access applications under Part 4 of the Government Information (Public Access) Act ii. To be responsible for responding to applications for an internal review under Part 5 of Government Information (Public Access) Act.	GM	DCS

<p>5L – Informal release of Information</p>	<p>That the General Manager be delegated authority to exercise functions under the Government Information (Public Access) Act 2009, and as an officer authorised to:</p> <ol style="list-style-type: none"> 1. Informally release information identified as being held by Council and not subject to a 'formal' Access Application. <p><u>Exemptions</u></p> <ol style="list-style-type: none"> 1. Any personal information covered under the Privacy and Personal Information Protection Act 1998; 2. Any information for which a formal access application is required under the Government Information (Public Access) Act 2009; 3. Any information deemed for which it is to be conclusively presumed that there is an overriding public interest against disclosure and is therefore exempt under the provisions of the Government Information (Public Access) Act 2009 - s14 (and Schedule 1); and 4. Exempt documents under interstate FOI legislation - corresponding laws under the provisions of the Government Information (Public Access) Regulation 2009 – s10. 	<p>GM</p>	<p>All staff</p>
<p>5M – Destruction of Records</p>	<p>That the General Manager be delegated authority to authorise the destruction of appropriate Council records in accordance with the Local Government Retention and Disposal Manual.</p>	<p>GM</p>	<p>-</p>
<p>5N – Filming on Council Reserves and Property</p>	<p>To approve, approve with conditions as may be appropriate in the circumstances and subject to the payment of charges and fees as determined by Council, or disapprove of applications to use public reserves, beaches, public roads or Council property for filming or photographic purposes.</p>	<p>GM</p>	<p>-</p>

5O– Applications under Privacy and Personal Information Act	To determine applications made under the Privacy and Personal Information Protection Act 1998.	GM	DCS
5P – Internal Reviews under Privacy and Personal Information Act	To determine applications for internal reviews made under the Privacy and Personal Information Protection Act 1998.	GM	-
5Q – Signature of Correspondence	Sign correspondence in relation to the business of Council.	GM	-
5R – Signature of Department Correspondence	Sign standard correspondence in relation to day to day operations of the officers' department with the exception of:- <ul style="list-style-type: none"> • contracts and lease documents • letters of appointment for new employees • letters to employees regarding disciplinary matters and grievances • responses to complaints against staff 	GM	DCS DIS DPES EAGM AORP

<p>5S – Signature of Department Correspondence</p>	<p>Sign standard correspondence in relation to day to day operations of the officers' department with the exception of:-</p> <ul style="list-style-type: none"> • correspondence to any Federal or State Minister or Member of Parliament • correspondence or memo advice to Councillors • contracts and lease documents • letters of appointment for new employees • letters to employees regarding disciplinary matters and grievances • responses to complaints against staff 	<p>GM</p>	<p>A AC CFO CM CDTPO EAGM EHO MHR MI MO MWW PO SH&BS STP RO AO ARO RK RS</p>
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6. Administration – Rating

Subject	Description	Delegation	S.378 Delegation
6A – Write off Rates & Charges	That the General Manager be delegated authority to Write-Off Rates, Charges and Interest debtors not exceeding \$1,000.	GM	-
6B – Section 603 Certificates	That the General Manager be delegated authority to issue Section 603 Rating Certificates.	GM	DCS CFO RO
6C – Change in Rate Category	That the General Manager be delegated authority to approve or refuse Applications for Change in Rate Category.	GM	DCS CFO
6D – Recovering Outstanding Rates	That the General Manager be delegated authority to recover Outstanding Rates, Charges and Interest.	GM	DCS CFO RO
6E – Rating Certificate	That the General Manager be delegated authority to issue the appropriate Rating Certification under the Local Government Act 1993.	GM	-

7. Administration – Staff

Subject	Description	Delegation	S.378 Delegation
7A – Staff Training, Seminars & Conferences	That the General Manger be delegated authority to approve staff attendance at Training Seminars and Conferences, in accordance with the Staff Training Program and within the approved Budget.	GM	DCS DIS DPES CFO MIT MO MI MWW STP
7B – Public Officer	That the General Manager be delegated authority to undertake the duties as Public Officer, as prescribed by Section 343 of the Local Government Act 1993.	GM	DCS
7C – Staff	Direct staff within the Manager's area of operations, in accordance with an organisation structure and resources approved by the Council. Make recommendations to the General Manager in respect of the employment / dismissal of employees within the Director's area of operation, in accordance with Council's organisation structure, resources, procedures and adopted policies.	GM	DCS DIS DPES CFO MIT MO MI MWW STP

8. Administration – Tenders & Contracts

Subject	Description	Delegation	S.378 Delegation
8A – Tender & Quotations	That the General Manager be delegated authority to open Tenders & Quotations.	GM	DCS DIS DPES CFO SH&BS STP MO MI MWW
8B – Works & Services Contracts	That the General Manager be delegated authority to sign contracts for works and services in accordance with the resolution of Council.	GM	-

9. Plant

Subject	Description	Delegation	S.378 Delegation
9A – Purchase of Motor Vehicles, Plant and Equipment	That the General Manager be delegated authority to purchase Motor Vehicles, Plant and Equipment, within the approved budget allocations.	GM	DIS MO SF SD
9B – Registration of Motor Vehicles	Sign as nominee for vehicle registrations.	GM	DIS MI MO SF SD

10. Companion Animals

Subject	Description	Delegation	S.378 Delegation
10A – Companion Animals	That the General Manager be delegated authority to act on Council's behalf under all sections of the Companion Animals Act 1998 and regulations .	GM	DPES SH&BS EHO R RR

11. Impounding

Subject	Description	Delegation	S.378 Delegation
11A – Impounding Officer	That the General Manager be appointed Impounding Officer in accordance with Section 5(1) of the Impounding Act 1993.	GM	DPES SH&BS EHO R RR

12. Emergency

Subject	Description	Delegation	S.378 Delegation
12A – Emergency Incidents	That the General Manager be delegated authority to approve the use of Council Plant, Equipment and Employees in response to Emergency Incidents.	GM	LEMO DIS MO OS SF
12B – Chairperson of Local Emergency Management Committee	That the General Manager delegate a representative of Council as the Chairperson to the Local Emergency Management Committee in accordance with Section 28 of the State Emergency & Rescue Management Act (1989) as amended.	GM	DIS MO

13. Health

Subject	Description	Delegation	S.378 Delegation
13A – Health Matters	That the General Manager be delegated authority to exercise each of the powers, authorities, duties and functions conferred by the Food Act 2003 and Food (General) Regulations 2010 as amended.	GM	DPES SH&BS EHO
13B – Inspect Regulated Premises	That the General Manager be delegated authority to inspect Regulated Premises, in accordance with the Public Health Act 2010 and Regulations made thereunder.	GM	DPES SH&BS EHO
13C – Issuing of Orders	That the General Manager be delegated authority to issue orders as listed in the Local Government Act and the Public Health Act and Regulations thereunder.	GM	DPES SH&BS

14. Town Planning

Subject	Description	Delegation	S.378 Delegation
<p>14A – Development Application Consent</p>	<p>That the General Manager be delegated authority to;</p> <p>a) Determine any application in accordance with the Environmental Planning and Assessment Act 1979, together with any other relevant Acts, Regulations, applicable LEP, DCP and relevant Council policies, and where no material objections have been received (Delegated approval is permissible if any objection can be resolved through a condition of consent or lodgement of amended plans).</p> <p>b) Classify development to be Exempt Development under any State Environmental Planning Policy.</p> <p>c) Determine any development to be Complying Development under any State Environmental Planning Policy and issue a Complying Development Certificate.</p> <p>d) Determine any application lodged under section 96, 96A and 96AA of the Environmental Planning and Assessment Act 1979.</p> <p>e) Review a determination of a development application in accordance with section 82A of the Environmental Planning and Assessment Act 1979</p> <p>f) Determine any development application which proposes the variation of a standard within a Development Control Plan where the variation is equal to or less than 10% where strict compliance with those standards would, in any particular case, be unreasonable or unnecessary.</p> <p>g) Environmental Planning and Assessment Act 1979</p>	<p>GM</p>	<p>DPES STP SH&BS</p>

	h) Determine any application for an activity as specified under section 68 of the Local Government Act 1993.		
14B – Section 149 Certificates	That the General Manager be delegated authority to issue any certificates under Section 149 of the Environmental Planning and Assessment Act 1979.	GM	DPES STP
14C – Subdivision Certificates	That the General Manager be delegated authority to issue Subdivision Certificates.	GM	DPES
14D - Environmental Planning Instruments and Development Control Plans	That the General Manager be delegated authority to undertake all associated duties to prepare Environmental Planning Instruments and Development Control Plans in accordance with Part 3 of the Environmental Planning and Assessment Act 1979.	GM	DPES STP
14E – Heritage Matters	That the General Manager be delegated authority to approve the Local Heritage Assistance Fund applications. That the General Manager be delegated authority to approve the Heritage Advisory service.	GM	DPES STP
14F – Use of Footpaths	That the General Manager be delegated authority to approve the use of the footpath area for commercial activities.	GM	DPES STP
14G – Environmental Planning & Assessment	That the General Manager be delegated authority to issue orders as listed in the Environmental Planning & Assessment Act 1979 as amended.	GM	DPES SH&BS STP
<u>14H – Development Application Consent – Exempt Development</u>	<u>That the General Manager be delegated authority to:</u> <u>a) Classify development to be Exempt Development under any State Environmental Planning Policy.</u>	GM	<u>DPES</u> <u>STP</u> <u>SH&BS</u> <u>TDO</u>

15. Environment

Subject	Description	Delegation	S.378 Delegation
15A – Blayney Waste Disposal Depot Operation	That the General Manager be delegated authority for the day to day operation of the Blayney Waste Facility and Neville Landfill.	GM	DPES
15B – Waste Minimisation & Management	That the General Manager be delegated authority to exercise the powers and functions under Protection of Environment Operations Act 1997 and Protection of the Environment Operations (Waste) Regulation 2005.	GM	DPES SH&BS EHO
15C – Environment Protection	That the General Manager be delegated authority to be the authorised officer under the provisions of the Protection of the Environment Operations Act, 1997.	GM	DPES SH&BS EHO R RR
15D – Clean Air Regulations	That the General Manager be delegated authority to exercise the Powers and Functions under the Protection of the Environment Operations (Clean Air) Regulations, 2002.	GM	DPES SH&BS EHO R RR
15E – Waste Contract	That the General Manager be delegated authority for the day to day operation of the Waste Collection Contract	GM	DPES EHO

16. Cemeteries

Subject	Description	Delegation	S.378 Delegation
16A – Exhumations	That the General Manager be delegated authority to supervise Exhumations in accordance with the Public Health Regulation 2012.	GM	DPES SH&BS

17. Playing Fields / Swimming Pool / Reserve

Subject	Description	Delegation	S.378 Delegation
17A – Approve use of Swimming Pools & Reserves	That the General Manager be delegated authority to approve the use of Playing Fields, Swimming Pool and Reserves.	GM	DCS DIS DPES
17B – Ordering Swimming Pool Closure	That the General Manager be delegated authority to issue an Order to Close the Swimming Pool, in accordance with Clause 8 of the Public Health Regulation 2012.	GM	DIS DPES SH&BS R
17C – Revoking Order to Close Swimming Pool	That the General Manager be delegated authority to revoke an Order to Close a Swimming Pool, in accordance with the Public Health Regulation 2012.	GM	DIS DPES SH&BS
17D – Carnivals and Circuses	That the General Manager be delegated authority to consider, approve or refuse applications for the operation of carnivals, circuses and the like and when approved, impose conditions deemed necessary. That all other applications be referred to Council for consideration on their merits.	GM	-

18. Sewerage

Subject	Description	Delegation	S.378 Delegation
18A – Drainage Diagrams	That the General Manager be delegated authority to issue Drainage Diagrams.	GM	DPES SH&BS EHO STP AO TDO
18B – Annual Treatment Works Return	That the General Manager be given delegated authority to sign future returns for the Blayney Sewerage Treatment Works.	GM	DIS MWW

19. Building

Subject	Description	Delegation	S.378 Delegation
19A – Temporary Occupation of Land	That the General Manager be delegated authority to Consent to applications for temporary occupation of land, in terms of Council policy.	GM	DIS DPES SH&BS STP
19B – Issuing of Building Certificates	That the General Manager be delegated authority to the Issue of Building Certificates in accordance with the Environmental Planning and Assessment Act 1979.	GM	DPES SH&BS
19C – Determining Objections	That the General Manager be delegated authority to Determine Objections in accordance with Section 82(3A) of the Local Government Act 1993, in relation to the Local Policy.	GM	DPES SH&BS

19D – Inspection of Regulated Premises	That the General Manager be delegated authority to inspect regulated premises in accordance the Public Health Act 2010.	GM	DPES SH&BS EHO
19E – Swimming Pools Act	That the General Manager be delegated authority to exercise functions under the Swimming Pools Act 1992.	GM	DPES SH&BS EHO R
19F – Issue Construction, Compliance and Occupation Certificates	That the General Manager be delegated authority to issue certificates in accordance with Part 4A of the Environmental Planning and Assessment Act 1979 and Regulations thereunder	GM	DPES SH&BS EHO
19G – Footpath Deposits	That the General Manager be delegated authority to authorise the refund of footpath deposits and to determine road restoration charges.	GM	-
19H – Minor Numerical Variations to Council Policy	That the General Manager be delegated authority to approve minor numerical variations to Council policy where variations are not greater than 10%.	GM	DPES SH&BS
19I – Plumbing and Drainage Act	That the General Manager be delegated authority to exercise functions under the Plumbing and Drainage Act 2012.	GM	DPES SH&BS

20. Roads / Streets

Subject	Description	Delegation	S.378 Delegation
20A – Temporary Street Closures	That the General Manager be delegated authority to approve temporary street closures for community functions	GM	DIS MO MI
20B – Traffic Control Signs	That the General Manager be delegated authority to assume all functions in accordance with sections of the Road Transport Act 2013.	GM	DIS MO
20C – Regulation of Traffic by Road Authorities	That the General Manager be delegated authority to assume the functions in accordance with Division 2 of Part 8 (Regulation of Traffic by Roads Authorities) in accordance with Roads Act 1993.	GM	DIS MO MI
20D – Breaches under the Roads Act 1993 & Interstate Road Transport Act 1985	That the General Manager be delegated authority to be the Authorised Officer to commence action for breaches under the Roads Act 1993 & Interstate Road Transport Act 1985.	GM	DIS R RR
20E – Impounding Items Risking Public Safety	That the General Manager be delegated authority to be the Impounding Officer under the Impounding Act 1993.	GM	DIS DPES SH&BS EHO MO R RR

20F – Matter Escaping onto Road	That the General Manager be delegated authority to be the authorised officer under the Roads Act 1993.	GM	DIS MO MI
20G – Naming of Public Roads	That the General Manager be delegated authority to approve the use of approved road names in accordance with Council guidelines for the naming of public roads, pursuant to the Roads Act 1993.	GM	DIS MI

21. Private Works

Subject	Description	Delegation	S.378 Delegation
21A – Private Works	That the General Manager be delegated authority to undertake Private Works in accordance with Council's Policy.	GM	DIS MO OS MWW

22. Schedule of Abbreviations

Abbreviation	Position Title
A	Accountant
AC	Accounting Officer
AO	Administration Officer
AORP	Administration Officer Relief & Projects
ARO	Assistant Revenue Officer
DCS	Director Corporate Services
CDTPO	Community Development & Tourism Projects Officer
CFO	Chief Financial Officer
CM	Centre Manager
DIS	Director Infrastructure Services
DPES	Director Planning & Environmental Services
EAGM	Executive Assistant to the General Manager
EHO	Environmental Health Officer
GM	General Manager
LEMO	Local Emergency Management Officer
MHR	Manager Human Resources
MI	Manager Infrastructure
MIT	Manager Information Technology
MO	Manager Operations
MWW	Manager Water and Wastewater
OS	Overseer
PO	Payroll Officer
R	Ranger
RO	Revenue Officer
RK	Risk Officer
RR	Relief Ranger
RS	Records Supervisor
SF	Supervisor Fleet
STP	Senior Town Planner
SH&BS	Senior Health & Building Surveyor
STWO	Sewerage Treatment Works Operator
TDO	Trainee Development Officer

Schedule of Purchase Authorisation Limits

Position Title	Purchase Authorisation Limit	Position Title	Purchase Authorisation Limit
<u>Executive Services</u>		<u>Corporate Services</u>	
General Manager	Unlimited	Director Corporate Services	\$100,000
Executive Assistant to the General Manager	\$ 5,000	Chief Financial Officer	\$ 50,000
Manager Human Resources	\$ 5,000	Records Supervisor	\$ 5,000
Community Development & Tourism Projects Officer	\$ 5,000	Manager Information Technology	\$ 5,000
<u>Planning & Environmental Services</u>		<u>Infrastructure Services</u>	
Director Planning & Environmental Services	\$100,000	Director Infrastructure Services	\$100,000
Senior Health & Building Surveyor	\$ 50,000	Manager Operations	\$ 50,000
Centre Manager	\$ 5,000	Manager Infrastructure	\$ 50,000
Senior Town Planner	\$ 5,000	Manager Water and Wastewater	\$ 50,000
Administration Officer	\$ 5,000	Supervisor Fleet	\$ 25,000
		Supervisor Depot	\$ 25,000

D16/7907
REPORT TO **BLAYNEY SHIRE COUNCIL CULTURAL CENTRE WORKING GROUP**

ON **VIV KABLE COLLECTION**

FROM **MUSEUM AND HERITAGE COORDINATOR/SUSTAINABLE
COLLECTIONS PROGRAM**

DATE **25 FEBRUARY 2016**

With the planning for the proposed Blayney Cultural Centre it is important for the Council to consider the future options for the Viv Kable Collection currently housed in the Blayney Library building within the Blayney and District Family History Room.

Discussions were held with Melanie Monico, Community Development and Tourism Projects Officer on 1 September 2015. Outcomes from this meeting, was a general agreement from General Manager, Blayney Shire Council, Rebecca Ryan for the Sustainable Collections Program to assist with documenting, interpreting and exhibiting the Viv Kable Collection.

Background

The Viv Kable Collection has been on display for approximately 29 year in the Blayney Library building, since c1986-87. Approximately 1 dozen objects comprising Blacksmithing equipment were loaned to Golden Memories Museum, Millthorpe (date unknown). The Collection comprises objects that relate to agriculture; domestic life, tools of trade and workingmen's equipment from the Orange and Blayney region. Viv Kable produced a Catalogue for the collection in 1987 which provides provenance and some research information on the 164 objects listed within the catalogue.

The Sustainable Collections Program

The Sustainable Collections 2007- 2016 has a strong foundation for cooperation between the three councils: Blayney, Cabonne and Orange. The Sustainable Collections Project was initiated to assist community museums in the region with the documentation and interpretation of their collections, and to work with the councils to improve planning for future sustainability. With financial contributions from each council, the program has leveraged this commitment to secure significant grants from state and federal governments. This funding has supported the employment of collections officers to work with museum volunteers on the documentation of their collections, and to improve the interpretation of distinctive stories in each museum.

Assistance from the Sustainable Collection Program

The Sustainable Collections Program has been working with volunteer museums in the region for the past 8 years. Ways in which the SCP can assist the Viv Kable Collection are:

i. Cataloguing of objects

The program has been working with museum volunteers across the three council areas to develop object stories for the website using e-hive to enhance online access to collections (the virtual museum). E-hive training was provided to all museums and items are being entered into e-hive <https://ehive.com/community/1083>

The SCP the program can develop a program to work with volunteers to photograph and catalogue the objects and upload to e-hive. A vast amount of information is held in the Viv Kable Catalogue. See www.centralnswmuseums.com.au for examples of the work from the community museums.

ii. Provide advice on the preservation and storage of objects

The SCP is able to provide preventative conservation advice and storage onsite or offsite options for objects in the collection. The collection has been on permanent display for a prolonged period of time and exposed to UV light, organic and fragile objects such as leather and bone fade and deteriorate under high light levels.

The majority of the collection can remain in its current location with the exemption of fragile objects. These should be properly stored in suitable storage which may be onsite or offsite, in a dry, stable and secure environment until a new building is constructed.

Exhibition Options

i. A virtual museum

In the interim provide information about the collection via the Central NSW Museums website.

ii. Exhibitions planning

The program can assist working with volunteers to develop collaborative programs with the community and document, interpret and promote appreciation of the region's history, heritage and Cultures through better interpretation of the collection and exhibition development.

The SCP program will be able to assist with high quality temporary and travelling exhibitions

iii. Public Programs /educational resources

The program can assist with the development of public programs /educational resources developed around food and produce as part of the Villages of the Heart program. Other educational resources could be developed that focus on key themes in the collection such as:

- a) women's work,
- b) Mining in the region
- c) Tools of trade and working man's equipment.

Should a new building come to fruition, Blayney Council should give consideration for the inclusion of a small community exhibition space to display small thematic exhibitions developed from objects in the Viv Kable Collection. This community exhibition space should be multi-purpose enabling it to host small temporary and travelling exhibitions such as: small curated local art shows; Family History displays; showcase local craft exhibits; and local school projects and competitions. A minimum requirement for floor area would 5m x 6m.

It may also be feasible to install showcases in the foyer, these may also be utilised by the community or for temporary exhibitions/community shows. The Sustainable Collections Program has developed a program with Orange Health Services to exhibit items from the Collection in the showcases at the rear of Orange Health Service. Theme panels are drafted, graphic design developed, panels printed and objects selected to complement the exhibition.



*In Sickness and Health Exhibition: Orange Regional Health Service
Image courtesy Orange City Council*

RECOMMENDATION

- 1 That the Sustainable Collections Program commence the documentation of the collection and upload object information and images to e-hive for an online presence
- 2 Work with Council to plan future exhibitions
- 3 Develop educational resources

Further information can be obtained from Alison Russell, Museum and Heritage Coordinator, Orange City Council on 63938170 or email arussell@orange.nsw.gov.au

Alison Russell
**MUSEUM AND HERITAGE COORDINATOR
ORANGE CITY COUNCIL**



Section of the Viv Kable Collection, domestic cabinet, including two tooth pulling forceps (foreground).



Environmental and
Heritage Management P/L

Sustainable Collections Project: Stages One and Two

Volume Six: Statement of Significance

Viv Kable Collection

July 2009 to April 2010

Report Prepared by
OzArk Environmental and Heritage Management Pty Ltd

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