



Date: Thursday, 20 February 2025
Time: 4:00PM
Location: 105 Loftus Street
TEMORA NSW 2666

MINUTES

Ordinary Council Meeting

20 February 2025

Order of Business

1	Open and Welcome	4
2	Acknowledgement of Country	4
3	Apologies	4
4	Opening Prayer	4
5	Confirmation of Minutes	5
6	Disclosures of Interest	5
7	Mayoral Minutes	6
7.1	Mayoral Minute - February 2025	6
8	Reports from Committees	7
8.1	Minutes of the Assets & Operations Committee Meeting held on 11 February 2025	7
8.2	Minutes of the Economic Development and Visitations Committee Meeting held on 11 February 2025	113
8.3	Minutes of the Youth Advisory Committee Meeting held on 11 February 2025	125
9	Delegates Reports	133
10	Mayoral Report	134
10.1	Mayor's Report - January 2025	134
11	Staff Reports	137
12	General Manager	138
12.1	Calendar of Events - February 2025	138
12.2	Reconnecting River Country Program	140
12.3	Petition - To Reinstate Intensive Care Paramedic Services and retain Pathology Services at Cootamundra	143
12.4	Lake Centenary - Submission on draft Lachlan Unregulated Water Sharing Plan (WSP)	148
13	Engineering Services	160
	Nil	
14	Environmental Services	161
14.1	Proposed subdivision 39 Kurrajong Street Temora	161
15	Administration and Finance	184
15.1	Quarterly Budget Review - Quarter ending 31 December 2024.....	184
16	Correspondence	199
	Nil	
17	Business with Notice	199

	Nil	
18	Notice of Motion	199
	Nil	
19	Business Without Notice - Urgent	199
20	Councillors Information Paper	200
20.1	Annual Mayoral Summit 2025.....	200
20.2	Works Report - January 2025	202
20.3	Building Approvals - January 2025	204
20.4	Regulatory Control - January 2025.....	205
20.5	Cash & Investments period ended 31 January 2025.....	207
20.6	Rates Report - January 2025	211
20.7	Temora Memorial Town Hall - January 2025	214
20.8	Temora Town Hall Theatre - January 2025	216
20.9	Temora & District Sports Council minutes held 16 October 2024	218
20.10	Temora Rural Museum - Managers Report January 2025	224
20.11	Temora Historical Society meeting minutes held 9 January 2025	226
20.12	Temora Heritage Committee minutes held 6 February 2025	230
21	Confidential Reports.....	235
22	Meeting Close	237

**MINUTES OF TEMORA SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666
ON THURSDAY, 20 FEBRUARY 2025 AT 4:00PM**

PRESENT: Cr Rick Firman (Mayor), Cr Graham Sinclair (Deputy Mayor), Cr Nigel Judd, Cr Belinda Bushell (arrived 4:01pm), Cr Anthony Irvine, Cr Brenton Hawken, Cr Ken Smith, Cr Narelle Djukic, Cr Paul Mahon

IN ATTENDANCE: Mr Rob Fisher (Executive Manager Engineering Services)(arrived 4:01pm), Mr Kris Dunstan (Director of Environmental Services)(arrived 4:01pm), Mrs Elizabeth Smith (Director of Administration & Finance), Ms Melissa Boxall (General Manager), Mrs Anne Rands (Executive Assistant), Ms Grace Mannion (Secretary Environmental/Engineering Departments), Mrs Claire Golder (Town Planner), Mr Craig Sinclair (Manager Economic Development)(arrived 4:57

Media Officer – Ms Lauren Carr

Temora Independent – Mr Camillo Malacari

1 OPEN AND WELCOME

There were no Public Forum requests.

ETHICAL OBLIGATIONS

The Mayor and Councillors are reminded of their Oath/Affirmation of Office made under Section 23A of the Local Government Act 1993 and their obligations under Council's Code of Conduct to disclose and appropriately manage conflicts of interest.

Cr Belinda Bushell arrived 4:01PM

Executive Engineering Manager Mr Rob Fisher arrived 4:01PM

Director of Environmental Service Mr Kris Dunstan arrived 4:01PM

2 ACKNOWLEDGEMENT OF COUNTRY

3 APOLOGIES

Nil

4 OPENING PRAYER

The opening prayer was conducted by Minister Darren Kupke from the Temora Lutheran Church.

5 CONFIRMATION OF MINUTES**RESOLUTION 6/2025**

Moved: Cr Ken Smith

Seconded: Cr Nigel Judd

That the minutes of the Ordinary Council Meeting held on 16 January 2025 be confirmed.

CARRIED

6 DISCLOSURES OF INTEREST

Councillor/Officer	Item	Nature of Interest	How Managed
Cr Bushell	REP25/37	Non pecuniary	Stayed in meeting
Cr Sinclair	REP25/37	Non pecuniary	Stayed in meeting
Ms Melissa Boxall	REP25/50	Non pecuniary	Left meeting
Mr Rob Fisher	REP25/50	Non pecuniary	Left meeting
Mr Kris Dunstan	REP25/50	Non pecuniary	Left meeting
Mrs Elizabeth Smith	REP25/50	Non pecuniary	Left meeting
Mrs Claire Golder	REP25/50	Non pecuniary	Left meeting
Mrs Anne Rands	REP25/50	Non pecuniary	Left meeting
Ms Grace Mannion	REP25/50	Non pecuniary	Left meeting
Ms Lauren Carr	REP25/50	Non pecuniary	Left meeting
Mr Craig Sinclair	REP25/50	Non pecuniary	Left meeting

7 MAYORAL MINUTES**7.1 MAYORAL MINUTE - FEBRUARY 2025**

File Number: REP25/121
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

Councillors, Staff and the Temora Shire community have learnt of the sad passing of Doctor Mangalore Ajit Kamath OAM. Dr Kamath was a well-respected doctor in the Temora Shire for over 40 years. Dr Kamath retired in 2018 after playing an important role in many Temora shire residents lives as a doctor, counsellor and friend. Dr Kamath had involved himself in community groups including Temora Rotary Club and Masonic Lodge and was a generous benefactor to many awards in schools and appeals.

Dr Kamath was awarded the Order of Australia Medal for his services to the community and rural medicine in 2005.

The thoughts and prayers of Council and Community remain with Mrs Kamath and his family.

Mrs Tracey McMahon was a valued employee of Temora Shire Council working with Pinnacle Community Services.

The impact of Mrs McMahons passing was felt greatly by all staff at Pinnacle as her relationships extended beyond that of a worker. Mrs McMahon has been a valued employee at Pinnacle since 2021, with a strong and valued relationship with the service for many years prior to that.

I would like it to be acknowledged that her dedication to Pinnacle and our clients was extensive. Mrs McMahon strived to do her best with every interaction she shared with clients to ensure they received the best quality service. Many clients and staff have expressed they are saddened by her passing and voiced how much they will miss her as she made a positive difference to their lives.

Mrs McMahon will be greatly missed by staff of Temora Shire Council.

The thoughts and prayers of Councillors, General Manager, Staff and community remain with Mrs McMahon's family and friends.

In honour of our former Doctor, and former staff employee I invite all present in the chamber to please rise in their places to observe a moment's silence in honour of the late Dr Ajit Kamath and Mrs Tracey McMahon.

RESOLUTION 7/2025

Moved: Cr Graham Sinclair

Seconded: Cr Nigel Judd

That Council resolved that the Mayoral Minute be noted.

CARRIED

Report by Mayor Rick Firman

8 REPORTS FROM COMMITTEES

8.1 MINUTES OF THE ASSETS & OPERATIONS COMMITTEE MEETING HELD ON 11 FEBRUARY 2025

File Number: REP25/109

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Minutes of the Assets & Operations Committee Meeting held on 11 February 2025

RESOLUTION 8/2025

Moved: Cr Graham Sinclair

Seconded: Cr Belinda Bushell

It was resolved that the reports be received.

CARRIED

RESOLUTION 9/2025

Moved: Cr Ken Smith

Seconded: Cr Narelle Djukic

It was resolved that the reports and recommendations as presented be adopted.

CARRIED



Date: Tuesday, 11 February 2025
Time: 2:00pm
Location: 105 Loftus Street
TEMORA NSW 2666

MINUTES

Assets & Operations Committee Meeting

11 February 2025

Order of Business

1	Open Meeting	3
2	Apologies	3
3	Disclosures of Interest	3
4	Reports	4
4.1	Draft Submission on Model Code of Meeting Practice for Local Councils in NSW	4
4.2	Sporting Facilities User Charges	70
4.3	Road Naming Request - Trigalong Road.....	82
4.4	Lake Centenary Pedestrian Bridge	96
5	Close Meeting	103

**MINUTES OF TEMORA SHIRE COUNCIL
ASSETS & OPERATIONS COMMITTEE MEETING
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666
ON TUESDAY, 11 FEBRUARY 2025 AT 2:00PM**

PRESENT: Cr Rick Firman (Mayor), Cr Nigel Judd, Cr Graham Sinclair (Deputy Mayor) (Chair), Cr Belinda Bushell, Cr Anthony Irvine, Cr Paul Mahon, Cr Ken Smith

IN ATTENDANCE: Mr Rob Fisher (Executive Manager Engineering Services), Mr Kris Dunstan (Director of Environmental Services) (arrived 2:04pm), Mrs Elizabeth Smith (Director of Administration & Finance), Ms Melissa Boxall (General Manager), Mrs Claire Golder (Town Planner)

1 OPEN MEETING

2:00pm

2 APOLOGIES

Nil

3 DISCLOSURES OF INTEREST

Councillor/Officer	Item	Nature of Interest	How Managed
Cr Belinda Bushell	REP25/12	Non Pecuniary	Stayed in meeting
Mr Rob Fisher	REP25/12	Non Pecuniary	Stayed in meeting
Cr Belinda Bushell	REP25/33	Non Pecuniary	Stayed in meeting

4 REPORTS

4.1 DRAFT SUBMISSION ON MODEL CODE OF MEETING PRACTICE FOR LOCAL COUNCILS IN NSW

File Number: REP25/34

Author: General Manager

Authoriser: General Manager

Attachments:

1. **Draft Submission on the Model Code of Meeting Practice for Local Councils in NSW**
2. **OLG A new model code of meeting practice - consultation draft**
3. **OLG Track changes draft Model Code of Meeting Practice 2024**

REPORT

A draft submission has been prepared on the proposed Model Code of Meeting Practice for Local Councils in NSW (Attachment 1) utilising feedback received from Temora Shire Councillors and input previously provided in Councils submission to the Office of Local Government (OLG) on “The Councillors Conduct and meeting practices – A new framework” endorsed by Council at the 28 November 2024 Council Meeting.

Background

The Office of Local Government (OLG) is currently reviewing the Councillor Conduct Framework with a view to facilitate and support local decision making and has prepared the draft Model Code of Meeting Practice (the Model Code) as the first tranche of reforms to the regulation of meeting. Feedback to the OLG is required by 28 February 2025.

The second tranche will be legislated as part of the measures implemented to reform the regulation of councillor conduct and will have a particular focus on behaviour at meetings.

The key proposed changes to the Model Code, as presented by the OLG are provided at Attachment 2 - *A new model code of meeting practice – consultation draft* with the amendments presented under the following headings:

1. Promoting transparency, integrity and public participation
2. Promoting the dignity of the Council Chamber
3. Depoliticising the role of General Manager
4. Simplifying the Model Meeting Code
5. Restricting councils from holding briefing sessions

The Draft Model Code 2024 has also been prepared by OLG as a track changes document (Attachment 3).

Draft Submission

The following presents a summary of the key issues that have been highlighted in Councils draft submission:

1. Promoting transparency, integrity and public participation

1.1 Recording how Councillors have voted in the minutes: TSC supports the amendment that calls for inclusion on how Councillors have voted in the minutes.

1.2 Voting on planning decisions: TSC support the amendments requiring that staff reports be considered by Council before making decisions on planning matters and that the reasons for not supporting the staff recommendations in relation to a planning matter be recorded.

1.3 Resolutions at closed meetings: TSC supports the principle of transparency and availability of business papers to the public (in line with ICAC recommendations) but concerned about how this would be implemented in practice.

2. Promoting the dignity of the Council Chamber

2.1 Removing the option to reduce duration of speeches: TSC does not support removal of the option to reduce speaking times for Councillors. Five minutes is believed to be a fair and appropriate timeframe.

2.2 Attendance by audio-visual link: Restricting the ability of Councillors and staff to participate remotely in Council meetings disadvantages those with work or carer commitments and may discourage some elected representatives from running for office.

2.3 The requirement of Councillors and staff to stand when the Mayor enters or leaves the Chamber and when speaking: TSC does not support the requirement to stand when the Mayor enters or exits the Chamber as generally the Mayor is seated prior to the commencement of meetings. As per our previous submission TSC does not support the requirement to stand when speaking during the Council meeting, generally the conduct of Councillors is appropriate and this would be an unnecessary impost on the Councillors during debate and discussion in the Chamber. This requirement should be an option available to Councils should the conduct in the Chamber become unruly.

2.4 Acts of disorder: Council does not support the definition of disorderly conduct based on the practices and expectations in the NSW Legislative Assembly. Conduct should not be defined by other protocols that are otherwise irrelevant to the operation of Council meetings. Expectations should be clear and be written into the Code and further information and guidance is required in relation to the circumstances that would trigger the Mayor from expelling a Councillor for disorder.

3. Depoliticising the role of the General Manager

3.1 Questions with notice: TSC does not support the removal of restrictions on raising complaints about the General Manager and staff in questions with notice. This current provision protects staff from unfair criticism, airing of personal grievances and reputational damage. TSC does not support the removal of guidance in relation to notices of motion and questions on notice and supports the provision of reports being prepared by the General Manager in circumstances where a financial decision is required, noting that Council has the ability to accept, reject or amend a recommendation of the General Manager.

3.2 Staff attendance: Amendments that would shift responsibility for determining staff attendance at meetings to the Council is not supported. This amendment undermines the statutory role of the General Manager in managing staff and the efficient and effective operation of the organisation.

4. Simplifying the Model Meeting Code

4.1 Public forums: TSC would prefer that the (optional) provisions on the operation of public forums be retained in the Code. Removal of these provisions means that councils have no guidance on how to set rules for public forums that provide a consistent, safe, fair and orderly way for members of the public to address council.

5. Restricting Councils from holding briefing sessions

5. 1 Pre-meeting briefings: As per our previous submission TSC strongly agrees that “decision making” should be made in open Council meetings, however, oppose the proposed reform to ban briefings sessions, which we assume includes Councillor workshops. TSC recommends that the OLG provide Guidelines for delivery of briefing sessions and workshops as opposed to them being banned holistically.

Integrated Planning and Reporting

Community Strategic Plan Theme 2: Providing local leadership

Delivery Program Strategy 2.1 A community with strong local leadership

Council Policy/Legislation

If the proposed changes in the draft Model Code are implemented in whole or in part by the NSW State Government, Council will be required to implement changes to the operation of Council meetings. Policy G2 Code of Meeting Practice will be impacted and will require amendment to ensure compliance with the model code.

Risk Implications

There is a risk that changes proposed in the Model Code may have impacts on resourcing and the efficient administration of the Council meeting and briefing processes, with additional risks relating to the efficient operation of the elected Council when considering information relevant to decision making. By making a submission to the Office of Local Government there is an opportunity for Council to contribute to the finalised Code of Meeting Practice reforms.

It is the Council officer’s recommendation that the draft Submission on the Model Code of Meeting Practice for Local Councils in NSW (Attachment 1) be considered with any feedback and suggested changes made prior to being reported to the 20 February 2025 Council Meeting.

Mr Kris Dunstan Director of Environmental Services arrived at 2:04pm

COMMITTEE RESOLUTION 1/2025

Moved: Cr Rick Firman

Seconded: Cr Ken Smith

That the Committee resolved to recommend to Council to endorse the draft Submission on the Model Code of Meeting Practice for Local Councils in NSW (Attachment 1) and that it be lodged with the Office of Local Government by 28 February 2025.

CARRIED

Report by Melissa Boxall

DRAFT

5 February 2025

Brett Whitworth
Deputy Secretary, Local Government
Office of Local Government
Locked Bag 3015, NOWRA NSW 2541
councillorconduct@olg.nsw.gov.au

Dear Mr Whitworth

Submission Model Code of Meeting Practice

Please find following Temora Shire Council's (TSC) submission to the Office of Local Government (OLG) on the *Model Code of Meeting Practice for Local Councils in NSW (Model Code)*. The submission has been endorsed by Council at the 20 February 2025 Council Meeting.

Introduction

As per Council's submission on the *Councillor Conduct Framework Review* submitted to the OLG on 29 November 2024, TSC continues to support the importance of creating an environment within the Council Chamber that promotes respectful, transparent and collaborative working relationships between the Mayor, Councillors, staff and the community.

Council decision making should be transparent, but TSC does not agree with the sweeping assertion that closed council briefing sessions are being used to make decisions away from public view. Briefing sessions and workshops enable Councillors to hear from subject matter experts as well as Council staff about complex matters that may be beyond a Councillor's field of experience.

TSC also does not support the sentiment that dignity in the Council Chamber has been lost and cautions the OLG on designing a new Model Code based on this flawed assumption. TSC does not support the removal of clear guidance from the Model Code in relation to conduct within the chamber and does not support the requirement of Councillors to stand when speaking in the Chamber, generally the conduct of Councillors is appropriate, and this would be an unnecessary impost on the Councillors during debate and discussion in the Chamber.

TSC's submission has been prepared using the headings within the document *A new model code of meeting practice – Consultation draft*.

1. Promoting transparency, integrity and public participation

1.1 Recording how Councillors have voted in the minutes: TSC supports the amendment that calls for inclusion on how Councillors have voted in the minutes.

1.2 Voting on planning decisions: TSC support the amendments requiring that staff reports be considered by Council before making decisions on planning matters and that the reasons for not supporting the staff recommendations in relation to a planning matter be recorded.

1.3 Resolutions at closed meetings: TSC supports the principle of transparency and availability of business papers to the public (in line with ICAC recommendations) but concerned about how this would be implemented in practice. As written, this amendment imposes an unreasonable and open-ended duty on Council to continually monitor all previous business papers (all the way back to the

beginning of time), determine whether all the reasons for them being made confidential have lapsed, consult with the Council and then publish them. This would require a significant amount of staff time and additional software resources, that a small rural Council such as Temora would find challenging to support financially. Identifying the exact point at which information transitions from confidential to public domain is complex, and there are already adequate mechanisms under the GIPA legislation.

2. Promoting the dignity of the Council Chamber

2.1 Removing the option to reduce duration of speeches: TSC does not support removal of the option to reduce speaking times for Councillors. Five minutes is believed to be an appropriate timeframe that allows for fair debate and discussion within a Council meeting.

2.2 Attendance by audio-visual link: Restricting the ability of Councillors and staff to participate remotely in Council meetings disadvantages those with work or carer commitments and may discourage some elected representatives from running for Council. TSC has found that remote participation at Council and Committee meetings by Councillors and staff is by exception and when this option has been utilised it has been for legitimate reasons.

2.3 The requirement of Councillors and staff to stand when the Mayor enters or leaves the Chamber and when speaking: TSC does not support the requirement to stand when the Mayor enters or exits the Chamber as generally the Mayor is seated prior to the commencement of meetings. As per our previous submission TSC does not support the requirement to stand when speaking during the Council meeting, generally the conduct of Councillors is appropriate and this would be an unnecessary impost on the Councillors during debate and discussion in the Chamber. Standing to speak or upon entry and exit of the Mayor should not be a requirement and instead should be an option available to Councils should the conduct in the Chamber become unruly. This alternatively could be an option for Councils to determine when endorsing the Code of Meeting Practice in each new term of Council or if there is concerns regarding conduct within the Chamber. It is not clear in the proposed Code as whether the Mayor will be required to stand to speak, should this be the expectation, this is also not supported and would not be appropriate unless required to bring order to the Chamber. The current technology used in the TSC Chamber to record Council meetings has not been physically designed for this requirement and may require costly updates to the technology within the Chamber, which would present a significant financial burden for a small rural Council such as TSC.

2.4 Acts of disorder: Council does not support the definition of disorderly conduct based on the practices and expectations in the NSW Legislative Assembly. Conduct should not be defined by other protocols that are otherwise irrelevant to the operation of Council meetings. Expectations should be clear and be written into the Code. Council requests that further information, and guidance is provided in relation to the definition of disorder and the circumstances that would trigger the Mayor expelling a Councillor.

3. Depoliticising the role of the General Manager

3.1 Questions with notice: TSC does not support the removal of restrictions on raising complaints about the General Manager and staff in questions with notice. This current provision protects staff from unfair criticism, airing of personal grievances and reputational damage. Retaining this clause supports the smooth running of meetings and effective relationships between councillors and staff. Further TSC would support the inclusion of Councillors and contractors of Council to be added to this provision. TSC does not support the removal of guidance in relation to notices of motion and questions on notice and further does not support the removal of the requirement for General Managers to prepare reports for notices of motion in circumstances where a decision is required which will have

financial implications, noting that Council has the ability to accept, reject or amend a recommendation of the General Manager.

3.2 Staff attendance: Amendments that would shift responsibility for determining staff attendance at meetings to the Council is not supported. This amendment undermines the statutory role of the General Manager in managing staff and the efficient and effective operation of the organisation.

4. Simplifying the Model Meeting Code

4.1 Public forums: TSC would prefer that the (optional) provisions on the operation of public forums be retained in the Code. Removal of these provisions means that councils have no guidance on how to set rules for public forums that provide a consistent, safe, fair and orderly way for members of the public to address council.

5. Restricting Councils from holding briefing sessions

5.1 Pre-meeting briefings: As per our previous submission TSC strongly agrees that “decision making” should be made in open Council meetings and utilises a Committee structure to support the decisions of Council, however, oppose the proposed reform to ban briefings sessions.

Briefing sessions and workshops enable Councillors to hear from subject matter experts as well as council staff about complex matters that may be beyond a Councillor’s field of experience. It allows Councillors to ask questions that openly display their ignorance of a topic without the press and public there to witness it. Where Councillors have insufficient knowledge about an issue it is sometimes easier to “decide not to decide”. Well-constructed briefing sessions and workshops minimise the likelihood of this outcome and provide professional development opportunities that many Councillors embrace.

In addition, briefing sessions and workshops are used to develop the strategic direction of a Council, to sift through the multitude of ideas that come from the Community Strategic Planning process and narrow them into achievable community goals. In these instances, they allow a free, frank, open and honest discussion of community priorities because the press and the public are not watching and passing judgement. It is an opportunity to work through solutions in a collaborative environment, establish strategic direction and to obtain feedback for Councillors and staff about the direction that council is taking. TSC recommends that the OLG provide Guidelines for delivery of briefing sessions and workshops as opposed to them being banned holistically.

In conclusion, TSC acknowledge the Government’s commitment to Local Government and thank the OLG for the opportunity to provide input on the Model Code of Meeting Practice. Please do not hesitate to contact me on 6980 1100 or email temshire@temora.nsw.gov.au should you wish to discuss further.

Yours sincerely

Melissa Boxall
General Manager

Office of Local Government



A new model code of meeting practice

Consultation draft

December 2024

olg.nsw.gov.au



Acknowledgement of Country

The Department of Planning, Housing and Infrastructure acknowledges that it stands on Aboriginal land. We acknowledge the Traditional Custodians of the land and we show our respect for Elders past, present and emerging through thoughtful and collaborative approaches to our work, seeking to demonstrate our ongoing commitment to providing places in which Aboriginal people are included socially, culturally and economically.

Published by NSW Department of Planning, Housing and Infrastructure

dphi.nsw.gov.au

Access to services

The Office of Local Government is located at:

Street Address: Levels 1 & 2, 5 O'Keeffe Avenue, Nowra NSW 2541

Postal Address: Locked Bag 3015, Nowra, NSW 2541

Phone: 02 4428 4100

Fax: 02 4428 4199

TTY: 02 4428 4209

Email: olg@olg.nsw.gov.au

Website: www.olg.nsw.gov.au

Alternative media publications

Special arrangements can be made for our publications to be provided in large print or an alternative media format. If you need this service, please contact Client Services on 02 4428 4100.

Copyright and disclaimer

While every effort has been made to ensure the accuracy of the information in this publication, the Office of Local Government expressly disclaims any liability to any person in respect of anything done or not done as a result of the contents of the publication or the data provided.

© NSW Office of Local Government, Department of Planning, Housing and Infrastructure 2024

Published by the NSW Office of Local Government, Department of Planning, Housing and Infrastructure

Contents

Minister's foreword	4
Introduction	5
What is the Model Meeting Code?	5
What policy objectives inform the proposed amendments?	6
What changes are being proposed?	7
Promoting transparency, integrity and public participation	7
Promoting the dignity of the council chamber	8
Depoliticising the role of the general manager	8
Simplifying the Model Meeting Code	9
Restricting councils from holding briefing sessions	9
What are the next steps?	10
Submissions	11
Have your say	11
Key questions to consider:	11
How to make a submission	11
Closing date	11
Privacy Notice	11
Further information	11

Minister's foreword

Council meetings are where a council's most important decisions are made. They are where councillors, as democratically elected representatives, set the future direction of their council. For these reasons, it is important that meetings are effective, allow for robust, respectful debate and result in actionable outcomes for New South Wales communities.

Unfortunately, there has been a shift in the culture in local government. Debate in council meetings has been stifled by code of conduct complaints that aim to silence councillors from expressing contrary views. Rather than productively disagreeing, there have been too many cases where councillors have resorted to disorderly conduct, distracting from the critical work that is done in council meetings. By making changes to the Model Code of Meeting Practice for Local Councils in NSW, I hope to set a new balance between mayors, councillors and general managers and restore dignity to the council chamber.

Under the *Local Government Act 1993*, mayors are responsible for presiding at meetings of the council. Under the proposed changes outlined in this paper and the consultation draft of the new Model Meeting Code, they will have greater powers to control the agenda and activities of their council and better enforce order in meetings. Mayors will have the power to take immediate action against disorderly councillors or members of the public in meetings, which I hope will lessen the need for councils to resort to the broken code of conduct process. By further providing that mayors be granted respect, by standing when they enter, councils can begin to build a culture where it is the accepted duty of the mayor to run a dignified and democratic council chamber.

The changes will also reinforce the boundaries between councillors and general managers by depoliticising the role they play in council meetings. General managers will no longer need to provide advice on motions requiring the expenditure of funds. Disputes over the future direction of a council and the spending of ratepayer money should rightfully occur between elected councillors.



The Hon. Ron Hoenig MP
Minister for Local Government

The most important of the reforms is to end private councillor briefing sessions. While well-intentioned as a means of educating councillors on matters before council, these sessions have had a corrosive effect on the transparency of council decision making. Communities are entitled to know the deliberations of their councillors and the nature of the advice given to assist them in making responsible decisions. These changes will ensure that all material given to a councillor to make a decision in a council meeting is provided in a public fashion.

Local government is the legitimate third tier of Government in New South Wales. Through these reforms, I aim to uplift the standards at council meetings so that they should, as best as possible, resemble the forthright and effective debate that occurs at the State and Federal levels. It is the duty of all councils to work together to provide outcomes that lead to better lives for the communities they are elected to serve. These outcomes are decided within the confines of the council chambers. It is critical that councillors can make these informed decisions in an environment that supports democracy, transparency and where elected representatives are given the respect they deserve.

Introduction

The Office of Local Government (OLG) is inviting feedback from the local government sector and others on proposed amendments to the Model Code of Meeting Practice for Local Councils in NSW (Model Meeting Code).

A consultation draft of the new Model Meeting Code has been published on OLG's website at www.olg.nsw.gov.au. The proposed amendments to the Model Meeting Code are indicated in track changes.

The amendments are part of the Government's agenda to ensure that councillors are visibly in control of their councils, demonstrating to the community that decision making is genuinely local.

The reform of the codes and procedures governing how councillors gather, debate and make decisions was flagged by the Minister for Local Government as part of the discussion paper issued in September, "[Councillor conduct and meeting practice: a new framework](#)".

The proposed amendments to the Model Meeting Code are the first tranche of reforms to the regulation of meetings. The second tranche will be legislated in 2025 as part of the measures implemented to reform the regulation of councillor conduct and will have a particular focus on behaviour at meetings.

Information on how to make a submission together with targeted questions is provided at the end of this paper.

The feedback OLG receives will be used to inform the amendments that are ultimately made to the Model Meeting Code.

It is anticipated that the new Model Meeting Code will be prescribed in early 2025.

What is the Model Meeting Code?

The Model Meeting Code is prescribed under the *Local Government Act 1993* (the Act) and the Local Government (General) Regulation 2021 (the Regulation).

Section 360 of the Act provides that:

- The regulations may prescribe a model code of meeting practice for the conduct of meetings of councils and committees of councils of which all the members are councillors.
- The Model Meeting Code may contain both mandatory and non-mandatory provisions.
- A council must, not later than 12 months after an ordinary election of councillors, adopt a code of meeting practice that incorporates the mandatory provisions of the model meeting code prescribed by the regulations. The adopted code may also incorporate the non-mandatory provisions and other provisions.
- A meeting code adopted or amended by the council must not contain provisions that are inconsistent with the mandatory provisions.
- A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by it.

The current version of the Model Meeting Code was prescribed in 2021.

What policy objectives inform the proposed amendments?

The proposed amendments to the Model Meeting Code have been foreshadowed in the discussion paper OLG issued in September, "[Councillor conduct and meeting practice: a new framework](#)" (the September discussion paper).

A council chamber is a chamber of democracy, and the mayor as figurehead represents the authority of that council.

A key focus of the Government's reform agenda for the regulation of council meetings, is to promote community confidence in councils' decision making by ensuring that the forum in which decisions are made is conducted in a way that is befitting to a democratic institution comprising of elected representatives.

As observed in the September discussion paper, council meetings can be conducted without the appropriate level of dignity or reverence that suggests the importance of the debate and the need for civility. Councillors are not expected to agree with each other. In fact, debate is encouraged, but the debate should be fair and respectful.

The September discussion paper proposed the following reforms to the way council meetings are conducted:

- Conferring power on mayors to expel councillors for acts of disorder and to remove a councillor's entitlement to receive a fee for the month in which they have been expelled from a meeting.
- Requiring councillors to apologise for an act of disorder at the meeting at which it occurs and, if they fail to comply at that meeting, at each subsequent meeting until they comply. Each failure to apologise becomes an act of misbehaviour and may see the councillor lose their entitlement to receive their fee for a further month.
- Expanding the grounds for mayors to expel members of the public from the chamber for acts of disorder and enable the issuing of a penalty infringement notice where members of the public refuse to leave a meeting after being expelled.
- Promoting transparency and addressing corruption risks by banning councillor briefing sessions. The community has the right to understand the mode of reasoning behind council decisions without material being provided to councillors by council staff behind closed doors.

The proposed amendments to the Model Meeting Code give effect to many of these reforms and expand upon them. They are designed to deliver the following outcomes:

- promoting transparency, integrity and public participation
- promoting the dignity of the council chamber
- depoliticising the role of the general manager
- simplifying the Model Meeting Code.

The amendments to the Model Meeting Code will be given legal force through an update to the reference to the code in the Regulation. These amendments will also prescribe the restrictions on briefing sessions.

What changes are being proposed?

A brief overview of the proposed changes is provided below. This is not a complete or detailed summary of the proposed changes.

Councils and others should review the accompanying draft Model Meeting Code for a more complete and detailed view of the proposed changes. These are made in track changes in the document.

Promoting transparency, integrity and public participation

The proposed amendments will promote greater transparency and public participation by:

- Removing pre-meeting councillor briefings. It is the Government's expectation that any material provided to councillors, other than the mayor, that will affect or impact or be considered by councillors in their deliberations or decisions made on behalf of the community must be provided to them in either a committee meeting or council meeting. The restriction on briefing sessions will be prescribed in the Regulation.
- Requiring information considered at closed meetings to be made public after it ceases to be confidential, as recommended by ICAC. The general manager will, after consulting with the council, be required to publish business papers for items considered in closed meetings on the council's website after the information in them ceases to be confidential.
- Requiring recordings of meetings to be published on council websites for longer. Recordings must be published on council websites for the balance of the council term, or, in the case of an election year, for at least 12 months.
- Providing that councils must not make final planning decisions without a staff report containing an assessment and recommendation, as recommended by ICAC.
- Requiring councils to give reasons where they make a decision on a planning matter that departs from the staff recommendation, as recommended by ICAC.

Promoting the dignity of the council chamber

The proposed amendments will promote the dignity of the council chamber by:

- Enhancing the authority of the mayor. The mayor will be permitted to call extraordinary meetings without a request and the restrictions on mayoral minutes will be removed.
- Requiring councillors to stand when a councillor addresses the meeting, or when the mayor enters the chamber, as well as by mandating modes of address at meetings.
- Removing the option for councils to reduce the duration of speeches, to ensure all councillors may have their say on important community issues.
- Making clear to the community that decisions are made in council meetings and not in other forums that the community can't access, like briefing sessions.
- Refining the definitions of disorder to remove phrases that could be weaponised to impede debate.
- Providing as a default that councillors are to attend meetings in person. Councillors will only be permitted to attend meetings by audio visual link where they are prevented from attending a meeting in person because of ill health or another medical reason or unforeseen caring responsibilities. Councillors will not be permitted to participate in meetings at which a mayoral election is being held by audio visual link. To facilitate this, the rules governing attendance at meetings by audio visual link will be mandated.
- Restricting the circumstances in which the council may withhold a leave of absence. Where a councillor gives an apology from attending a meeting, the council will be deemed to have accepted the apology and granted a leave of absence from the meeting unless the council resolves otherwise and gives reasons for its decision.
- Removing the option for staff to attend meetings by audio visual link.
- Strengthening the deterrence against disorder by codifying the common law position that allows councillors to be expelled from successive meetings where they fail to apologise for an act of disorder at an earlier meeting.

Depoliticising the role of the general manager

The proposed amendments will depoliticise the role of the general manager by:

- Removing the requirement for general managers to prepare reports for notices of motion. General managers will no longer be required to prepare reports on notices of motions with financial implications or to identify sources of funding where a notice of motion proposes expenditure that has not been budgeted for. These will be matters for the council to determine.
- Providing that the mayor, not the general manager has discretion on whether council staff should respond to questions with notice. It will be open to the mayor to rule a question with notice out of order at the meeting if it breaches the disorder provisions of the council's code of meeting practice.
- Conferring responsibility on the council to determine staff attendance at meetings. Because councillors are best placed to determine what support they require from staff at meetings, it will be a matter for the council to determine which staff attend meetings.

Simplifying the Model Meeting Code

The proposed amendments will simplify the Model Meeting Code by:

- Streamlining the code by removing unnecessary provisions.
- Removing the non-mandatory rules governing public forums. Councils will be free to determine their own rules for public forums.
- Simplifying the rules governing public representations to the council on the closure of meetings to the public.
- Simplifying the rules for dealing with urgent business without notice at meetings.
- Simplifying the rules of debate by removing the provisions allowing motions to be foreshadowed.
- Mandating some current non-mandatory provisions including those allowing meetings to be cancelled or held by audio visual link in the event of natural disasters and public health emergencies and those governing councillors' attendance at meetings by audio visual link.

Restricting councils from holding briefing sessions

Proposed amendments to the Regulation will restrict councils from holding briefing sessions. The amendments will establish the appropriate ways councillors are to make decisions and receive information based on the following principles:

- Decision making by councillors must be through a resolution adopted at a council or committee meeting.
- Information is to be provided to councillors through clear and established channels:
 - information may be provided to councillors by staff in response to a request for information or action made through the councillor request system,
 - general information to assist councillors' understanding of sector wide issues (e.g. legislative changes), should be received from the general manager (and other external sources),
 - training materials to meet learning and development requirements come through established training programs,
 - information to enable councillors to understand the function, service delivery standards, strengths, weaknesses, threats and opportunities of council operations should be provided in periodic workshop format (e.g. an annual strategic planning workshop), and
 - information requiring a specific decision or resolution of council is to be provided by the general manager as a part of a report prepared for the business papers of a council or committee meeting.
- The distribution of information in a meeting or format that is not consistent with the above pathways (e.g. through briefing sessions), is not permitted.
- The mayor will not be subject to these restrictions and may receive information in order to undertake their functions under the Act.

What are the next steps?

After reviewing submissions received on the consultation draft of the Model Meeting Code, the Minister's approval will be sought for the prescription of the new Model Meeting Code. If approved, it will be prescribed by Regulation.

The amendment Regulation prescribing the new Model Meeting Code will also contain provisions that will amend the Regulation to give effect to some of the proposed new measures contained in it, including:

- changes to the definitions of acts of disorder,
- a requirement for recordings of meetings to be retained on council websites for at least 12 months or for the balance of the council term, whichever is the longer period, and
- the pathways in which councillors can receive information and the restriction on briefing sessions.

As noted above, the proposed amendments to the Model Meeting Code are the first tranche of the Government's reform agenda for the regulation of council meetings.

In 2025, the Government will be introducing legislation to implement the reforms to the regulation of councillor

conduct foreshadowed in the September discussion paper. These will have a particular focus on behaviour at meetings and will complement the proposed amendments to the Model Meeting Code.

The proposed amendments to the Act will:

- empower mayors to expel councillors from meetings for acts of disorder
- remove a councillor's entitlement to receive a fee for a month in which they have been expelled from a meeting
- confer a right of review on councillors in relation to a decision to expel them from a meeting and the resulting loss of their entitlement to receive a fee.

Amendments will also be made to the Act and Regulation (as required) to empower councils to issue penalty infringement notices to members of the public who disrupt meetings.

Submissions

Have your say

We now want to hear from you.

Key questions to consider:

- Will the proposed amendments made in the consultation draft of the Model Meeting Code achieve the policy outcomes identified in this paper?
- Are there any other amendments you would suggest that will achieve these policy outcomes?
- Will the proposed amendments have any unintended consequences?
- Are there any other amendments the Government should consider?

How to make a submission

Submissions can be made using the online form available on OLG's website at www.olg.nsw.gov.au.

OR

By email: olg@olg.nsw.gov.au

OR

By post: Office of Local Government
Locked Bag 3015 NOWRA NSW 2541

Submissions should be labelled "Model Meeting Code amendments" and marked to the attention of OLG's Council Governance Team.

Closing date

COB Friday 28 February 2025

Privacy Notice

When you give us your feedback, OLG will be collecting some personal information about you, in particular:

- your name
- your email address
- the name of your organisation (if provided).

All feedback received through this consultation process may be made **publicly available**. Please do not include any personal information in your feedback that you do not want published.

As part of the consultation process, we may need to share your information with people outside OLG, including other public authorities and government agencies. We may also use your email contact details to send you notifications about further feedback opportunities or the outcome of the consultation.

You should also be aware there may be circumstances when OLG is required by law to release information (for example, in accordance with the requirements of the *Government Information (Public Access) Act 2009*). There is also a privacy policy located on OLG's website that explains how some data is automatically collected (such as your internet protocol (IP) address) whenever you visit OLG's website. The link to that policy is <https://www.olg.nsw.gov.au/about-us/privacy-policy/>

Further information

For more information, please contact OLG's Council Governance Team on (02) 4428 4100 or via email at olg@olg.nsw.gov.au.

Office of Local Government

olg.nsw.gov.au



**MODEL CODE OF MEETING PRACTICE
FOR LOCAL COUNCILS IN NSW**

20212024

Table of Contents

1 INTRODUCTION 4

2 MEETING PRINCIPLES 4

3 BEFORE THE MEETING..... 5

4 PUBLIC FORUMS 10

5 COMING TOGETHER..... 13

6 THE CHAIRPERSON..... 19

7 MODES OF ADDRESS..... 20

8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS 20

9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS..... 21

10 RULES OF DEBATE..... 23

11 VOTING 26

12 COMMITTEE OF THE WHOLE..... 28

13 DEALING WITH ITEMS BY EXCEPTION..... 29

14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC 29

15 KEEPING ORDER AT MEETINGS..... 34

16 CONFLICTS OF INTEREST..... 37

17 DECISIONS OF THE COUNCIL 37

18 TIME LIMITS ON COUNCIL MEETINGS 40

19 AFTER THE MEETING 40

20 COUNCIL COMMITTEES 42

21 IRREGULARITIES 45

22 DEFINITIONS 46

3348101617181820232526263034343637384244451 INTRODUCTION
 — 3

2 MEETING PRINCIPLES 3

3 BEFORE THE MEETING 4

4 PUBLIC FORUMS 9

5 COMING TOGETHER..... 11

6 THE CHAIRPERSON..... 17

7 MODES OF ADDRESS..... 18

Model Code of Meeting Practice for Local Councils in NSW 2

8	ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS	19
9	CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS	19
10	RULES OF DEBATE	21
11	VOTING	24
12	COMMITTEE OF THE WHOLE	26
13	DEALING WITH ITEMS BY EXCEPTION	27
14	CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC	27
15	KEEPING ORDER AT MEETINGS	31
16	CONFLICTS OF INTEREST	34
17	DECISIONS OF THE COUNCIL	35
18	TIME LIMITS ON COUNCIL MEETINGS	37
19	AFTER THE MEETING	38
20	COUNCIL COMMITTEES	39
21	IRREGULARITIES	42
22	DEFINITIONS	44

DRAFT

|

1 INTRODUCTION

This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is prescribed under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).

The Model Meeting Code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

The provisions of the Model Meeting Code that are not mandatory are indicated in **red font**.

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

The Model Meeting Code also applies to meetings of the boards of joint organisations and county councils. The provisions that are specific to meetings of boards of joint organisations are indicated in **blue font**.

In adopting the Model Meeting Code, joint organisations should adapt it to substitute the terms "board" for "council", "chairperson" for "mayor", "voting representative" for "councillor" and "executive officer" for "general manager".

In adopting the Model Meeting Code, county councils should adapt it to substitute the term "chairperson" for "mayor" and "member" for "councillor".

2 MEETING PRINCIPLES

2.1 Council and committee meetings should be:

Transparent: Decisions are made in a way that is open and accountable.

Informed: Decisions are made based on relevant, quality information.

Inclusive: Decisions respect the diverse needs and interests of the local community.

Principled: Decisions are informed by the principles prescribed under Chapter 3 of the Act.

Trusted: The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole

community.

Respectful: Councillors, staff and meeting attendees treat each other with respect.

Effective: Meetings are well organised, effectively run and skilfully chaired.

Orderly: Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

3 BEFORE THE MEETING

Timing of ordinary council meetings

~~3.1 Ordinary meetings of the council will be held on the following occasions: [council to specify the frequency, time, date and place of its ordinary meetings]~~

3.21 The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.

Note: Councils must use either clause 3.1 or 3.2

Note: Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.

Note: Under section 396 of the Act, county councils are required to meet at least four (4) times each year.

Note: Under section 400T of the Act, boards of joint organisations are required to meet at least four (4) times each year, each in a different quarter of the year.

Extraordinary meetings

3.32 If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

Note: Clause 3.32 reflects section 366 of the Act.

3.3 The mayor may call an extraordinary meeting without the need to obtain the signature of two (2) councillors.

Notice to the public of council meetings

3.44 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.

Note: Clause 3.44 reflects section 9(1) of the Act.

3.55 For the purposes of clause 3.44, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

3.66 For the purposes of clause 3.44, notice of more than one (1) meeting may be given in the same notice.

Notice to councillors of ordinary council meetings

3.77 The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

Note: Clause 3.77 reflects section 367(1) of the Act.

3.88 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, unless the council determines otherwise, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

Note: Clause 3.88 reflects section 367(3) of the Act.

Notice to councillors of extraordinary meetings

3.99 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

Note: Clause 3.99 reflects section 367(2) of the Act.

Giving notice of business to be considered at council meetings

3.100 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted ~~[council to specify notice period required]~~ within such reasonable time - business days before the meeting is to be held as determined by the council.

3.141 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.

~~3.12 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in~~

~~relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.~~

~~3.13 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:~~

~~(a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or~~

~~(b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.~~

Questions with notice

3.124 A councillor may, by way of a notice submitted under clause 3.100, ask a question for response by the general manager about the performance or operations of the council.

~~3.153 A councillor is not permitted to ask a question with notice under clause 3.14 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.~~

~~3.16 The general manager or their nominee may respond to a question with notice submitted under clause 3.142 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.~~

Agenda and business papers for ordinary meetings

3.174 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.

3.158 The general manager must ensure that the agenda for an ordinary meeting of the council states:

- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
- (b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
- (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
- (d) any business of which due notice has been given under clause 3.10.

3.196 Nothing in clause 3.185 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.67.

3.2017 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.

3.2118 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must, in consultation with the mayor, ensure that the agenda of the meeting:

- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
- (b) states the grounds under section 10A(2) of the Act relevant to the item of business.

Note: Clause 3.2118 reflects section 9(2A)(a) of the Act.

3.2219 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

Statement of ethical obligations

~~3.23 — Business papers for all ordinary and extraordinary meetings of the council and committees of the council must contain a statement reminding councillors of their oath or affirmation of office made under section 233A of the Act and their obligations under the council's code of conduct to disclose and appropriately manage conflicts of interest.~~

Availability of the agenda and business papers to the public

3.240 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.

Note: Clause 3.240 reflects section 9(2) and (4) of the Act.

3.251 Clause 3.2024 does not apply to the business papers for items of business that the general manager has identified under clause 3.2119 as being likely to be considered when the meeting is closed to the public.

Note: Clause 3.251 reflects section 9(2A)(b) of the Act.

3.262 For the purposes of clause 3.240, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

Note: Clause 3.262 reflects section 9(3) of the Act.

3.273 A copy of an agenda, or of an associated business paper made available under clause 3.240, may in addition be given or made available in electronic form unless the council determines otherwise.

Note: Clause 3.273 reflects section 9(5) of the Act.

Agenda and business papers for extraordinary meetings

3.284 The general manager must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.

3.2925 Despite clause 3.284, business may be considered at an extraordinary meeting of the council at which all councillors are present, even though due notice ~~of the business~~ has not been given of the business, if: the council resolves to deal with the business on the grounds that it is urgent and

- (a) ~~a motion is passed to have the business considered at the meeting, and~~
- (b) ~~the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it~~ requires a decision by the council before the next scheduled ordinary meeting of the council. A resolution adopted under this clause must state the reasons for the urgency.

3.26 A motion moved under clause 3.25 can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with. Despite clauses 10.18–10.27, only the mover of a motion moved under clause 3.25, and the mayor, if they are not the mover of the motion, can speak to the motion before it is put.

3.27 If all councillors are not present at the extraordinary meeting, the council may only deal with business at the meeting that councillors have not been given due notice of, where a resolution is adopted in accordance with clause 3.25 and the mayor also rules that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.

~~3.30 A motion moved under clause 3.29(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.~~

~~3.31 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.29(a) can speak to the motion before it is put.~~

3.3228 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.2927(b) on whether a matter is of great urgencyurgent.

Pre-meeting briefing sessions

~~3.33 — Prior to each ordinary meeting of the council, the general manager may arrange a pre-meeting briefing session to brief councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council.~~ 3.35 Pre-meeting briefing sessions may be held by audio-visual link.

~~3.34 — Pre-meeting briefing sessions are to be held in the absence of the public.~~

~~3.35 — Pre-meeting briefing sessions may be held by audio-visual link.~~

~~3.36 — The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.~~

~~3.37 — Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal council or committee meeting at which the item of business is to be considered.~~

~~3.38 — Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the councillor who made the declaration.~~

4 PUBLIC FORUMS

4.1 The council may hold a public forum prior to ~~each~~ ordinary meetings of the council and committees of councillors for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary council meetings and meetings of other committees of the council.

4.2 The council may determine the rules under which the public forum is to be conducted.

~~4.2 — Public forums may be held by audio-visual link.~~

~~4.3 — Public forums are to be chaired by the mayor or their nominee.~~

~~4.4 — To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by [date and time to be specified by the council] before the date on which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.~~

~~4.5 — A person may apply to speak on no more than [number to be specified by the council] items of business on the agenda of the council meeting.~~

- ~~4.6 — Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.~~
- ~~4.7 — The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.~~
- ~~4.8 — No more than **[number to be specified by the council]** speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.~~
- ~~4.9 — If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public forum.~~
- ~~4.10 — If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.~~
- ~~4.11 — Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no more than **[number to be specified by the council]** days before the public forum. The general manager or their delegate may refuse to allow such material to be presented.~~
- ~~4.12 — The general manager or their delegate is to determine the order of speakers at the public forum.~~
- ~~4.13 — Each speaker will be allowed **[number to be specified by the council]** minutes to address the council. This time is to be strictly enforced by the chairperson.~~
- ~~4.14 — Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.~~
- ~~4.15 — A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.~~
- ~~4.16 — Speakers are under no obligation to answer a question put under clause 4.15. Answers by the speaker, to each question are to be limited to **[number to be specified by the council]** minutes.~~

- ~~4.17 — Speakers at public forums cannot ask questions of the council, councillors, or council staff.~~
- ~~4.18 — The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to **[number to be specified by the council]** minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.~~
- ~~4.19 — Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.~~
- ~~4.20 — When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies, and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.~~
- ~~4.21 — If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.20, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.~~
- ~~4.22 — Clause 4.21 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.~~
- ~~4.23 — Where a speaker engages in conduct of the type referred to in clause 4.20, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.~~
- ~~4.24 — Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.~~
- ~~———— **Note: Public forums should not be held as part of a council or committee meeting. Council or committee meetings should be reserved for decision-making by the council or committee of council. Where a public forum is held as part of a council or committee meeting, it must be conducted in accordance with the other requirements of this code relating to the conduct of council and committee meetings.**~~

5 COMING TOGETHER

Attendance by councillors at meetings

- 5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.

- 5.2 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting, unless permitted to attend the meeting by audio-visual link under this code.

- 5.3 The board of the joint organisation may, if it thinks fit, transact any of its business at a meeting at which representatives (or some representatives) participate by telephone or other electronic means, but only if any representative who speaks on a matter before the meeting can be heard by the other representatives. For the purposes of a meeting held in accordance with this clause, the chairperson and each other voting representative on the board have the same voting rights as they have at an ordinary meeting of the board.

Note: Clause 5.3 reflects section 397G of the Regulation. Joint organisations may adopt clause 5.3 and omit clause 5.2. Councils must not adopt clause 5.3.

- 5.4 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings.

~~This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However, the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.~~

- 5.55 A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.

- 5.6 The council must not act unreasonably when considering whether to grant a councillor's request for a leave of absence.

5.7 Clause 5.4 does not prevent a councillor from making an apology if they are unable to attend a meeting. Where a councillor makes an apology, the council will be deemed to have accepted the apology and granted them a leave of absence for the meeting for the purposes of section 234(1)(d) of the Act unless the council resolves not to accept the apology or to grant a leave of absence for the meeting. Where the council resolves not to accept an apology and to

grant a leave of absence it must state the reasons for its decision in its resolution.

- 5.78 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

Note: Clause 5.78 reflects section 234(1)(d) of the Act.

~~5.8 — A councillor who intends to attend a meeting of the council despite having been granted a leave of absence should, if practicable, give the general manager at least two (2) days' notice of their intention to attend.~~

The quorum for a meeting

- 5.99 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

Note: Clause 5.99 reflects section 368(1) of the Act.

- 5.100 Clause 5.9-9 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

Note: Clause 5.100 reflects section 368(2) of the Act.

- 5.141 A meeting of the council must be adjourned if a quorum is not present:

- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
- (b) within half an hour after the time designated for the holding of the meeting, or
- (c) at any time during the meeting.

- 5.122 In either case, the meeting must be adjourned to a time, date, and place fixed:

- (a) by the chairperson, or
- (b) in the chairperson's absence, by the majority of the councillors present, or
- (c) failing that, by the general manager.

- 5.133 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.

- 5.144 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of councillors, council staff and members of the public may be put at risk by

attending the meeting because of a natural disaster or a public health emergency, the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.

- 5.155 Where a meeting is cancelled under clause 5.143, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called by the mayor under clause 3.3.

Meetings held by audio-visual link

- 5.166 A meeting of the council or a committee of the council may be held by audio-visual link where the mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of councillors and staff at risk. The mayor must make a determination under this clause in consultation with the general manager and, as far as is practicable, with each councillor.

- 5.177 Where the mayor determines under clause 5.167 that a meeting is to be held by audio-visual link, the general manager must:

- (a) give written notice to all councillors that the meeting is to be held by audio-visual link, and
- (b) take all reasonable steps to ensure that all councillors can participate in the meeting by audio-visual link, and
- (c) cause a notice to be published on the council's website and in such other manner the general manager is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.

- 5.188 This code applies to a meeting held by audio-visual link under clause 5.16 in the same way it would if the meeting was held in person.

Note: Where a council holds a meeting by audio-visual link under clause 5.16, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.

Attendance by councillors at meetings by audio-visual link

- 5.4919 Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee where they are prevented from attending the meeting in person because of ill-health or other medical reasons or because of unforeseen caring responsibilities.

- 5.20 Clause 5.19 does not apply to meetings at which a mayoral election is to be

held.

- 5.201 A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing to the general manager prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.
- 5.242 Councillors may request approval to attend more than one meeting by audio-visual link. Where a councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.201.
- 5.223 The council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a councillor to attend a meeting by audio-visual link.
- 5.234 A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.
- 5.245 A decision whether to approve a request by a councillor to attend a meeting of the council or a committee of the council by audio-visual link must be made by a resolution of the council or the committee concerned. The resolution must state:
- (a) the meetings the resolution applies to, and
 - (b) the reason why the councillor is being permitted to attend the meetings by audio-visual link where it is on grounds other than illness, disability, or caring responsibilities.
- 5.256 If the council or committee refuses a councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.
- 5.2627 A decision whether to approve a councillor's request to attend a meeting by audio-visual link is at the council's or the relevant committee's discretion. The council and committees of the council must act reasonably when considering requests by councillors to attend meetings by audio-visual link. However, the council and committees of the council are under no obligation to approve a councillor's request to attend a meeting by audio-visual link where the technical capacity does not exist to allow the councillor to attend the meeting by these means.
- 5.2728 The council and committees of the council may refuse a councillor's request to attend a meeting by audio-visual link where the council or committee is satisfied that the councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the council or a committee of the council by audio-visual link.

5.2829 This code applies to a councillor attending a meeting by audio-visual link in the same way it would if the councillor was attending the meeting in person. Where a councillor is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.

5.2930 A councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this code.

5.301 A councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.

Entitlement of the public to attend council meetings

5.312 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.

Note: Clause 5.312 reflects section 10(1) of the Act.

5.323 Clause 5.324 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

5.334 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:

- (a) by a resolution of the meeting, or
- (b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

Note: Clause 5.334 reflects section 10(2) of the Act.

Note: If adopted, clauses 15.14–15 and 15.15–16 confer a standing authorisation on all chairpersons of meetings of the council and committees of the council to expel persons from meetings. If adopted, clause 15.145 authorises chairpersons to expel any person, including a councillor, from a council or committee meeting. Alternatively, if adopted, clause 15.156 authorises chairpersons to expel persons other than councillors from a council or committee meeting.

Webcasting of meetings

5.354 Each meeting of the council or a committee of the council is to be recorded by means of an audio or audio-visual device.

5.365 At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:

- (a) the meeting is being recorded and made publicly available on the council's website, and
- (b) persons attending the meeting should refrain from making any defamatory statements.

5.376 The recording of a meeting is to be made publicly available on the council's website:

- (a) at the same time as the meeting is taking place, or
- (b) as soon as practicable after the meeting.

5.387 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting or for the balance of the council's term, whichever is the longer period.

5.3938 Clauses 5.367 and 5.378 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.

Note: Clauses 5.345 – 5.3839 reflect section 236 of the Regulation.

5.3940 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

Note: Joint organisations are not required to webcast meetings but may choose to do so by adopting clauses 5.345–5.3939. Joint organisations that choose not to webcast meetings may omit clauses 5.345–5.3939.

Attendance of the general manager and other staff at meetings

5.401 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.

Note: Clause 5.401 reflects section 376(1) of the Act.

5.412 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

Note: Clause 5.412 reflects section 376(2) of the Act.

5.4243 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.

Note: Clause 5.423 reflects section 376(3) of the Act.

5.434 The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the general manager as determined by the council from time to time.

~~5.44 The general manager and other council staff may attend meetings of the~~

~~council and committees of the council by audio-visual link. Attendance by council staff at meetings by audio-visual link (other than as members of the public) shall be with the approval of the general manager.~~

6 THE CHAIRPERSON

The chairperson at meetings

- 6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

Note: Clause 6.1 reflects section 369(1) of the Act.

- 6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

Note: Clause 6.2 reflects section 369(2) of the Act.

Election of the chairperson in the absence of the mayor and deputy mayor

- 6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.

- 6.4 The election of a chairperson must be conducted:

- (a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
- (b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.

- 6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.

- 6.6 For the purposes of clause 6.5, the person conducting the election must:

- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
- (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.

- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.

- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

- 6.9 When the chairperson rises or speaks during a meeting of the council:

- (a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
- (b) every councillor present must be silent to enable the chairperson to be heard without interruption.

7 MODES OF ADDRESS

7.1 Where they can, councillors and staff must stand when the mayor enters the chamber and when addressing the meeting.

7.42 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.

7.23 Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson' or 'Chair'.

7.34 A councillor is to be addressed as 'Councillor [surname]'.

7.45 A council officer is to be addressed by their official designation or as Mr/Ms [surname].

8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

8.1 At a meeting of the council, the general order of business is as fixed by resolution of the council.

~~8.2 The general order of business for an ordinary meeting of the council shall be: **[councils may adapt the following order of business to meet their needs]**~~

~~01—Opening meeting~~

~~02—Acknowledgement of country~~

~~03—Apologies and applications for a leave of absence or attendance by audio-visual link by councillors~~

~~04—Confirmation of minutes~~

~~05—Disclosures of interests~~

~~06—Mayoral minute(s)~~

~~07—Reports of committees~~

~~08—Reports to council~~

~~09—Notices of motions/Questions with notice~~

~~10—Confidential matters~~

~~11—Conclusion of the meeting~~

Note: Councils must use either clause 8.1 or 8.2.

8.32 The order of business as fixed under clause ~~[8.1/8.2]~~ ~~[delete whichever is not applicable]~~ 8.1 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

Note: If adopted, Part 13 allows council to deal with items of business by exception.

- 8.43 Despite clauses 10.2018–10.3027, only the mover of a motion referred to in clause 8.3-2 and the mayor, if they are not the mover of the motion, may speak to the motion before it is put.

9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

Business that can be dealt with at a council meeting

- 9.1 The council must not consider business at a meeting of the council:
- unless a councillor has given notice of the business, as required by clause 3.10, and
 - unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
- is already before, or directly relates to, a matter that is already before the council, or
 - is the election of a chairperson to preside at the meeting, or
 - ~~subject to clause 9.9,~~ is a matter or topic put to the meeting by way of a mayoral minute, or
 - is a motion for the adoption of recommendations of ~~a committee, including, but not limited to,~~ a committee of the council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the council at which all councillors are present even though due notice ~~of the business~~ has not been given of the business to ~~the~~ councillors, ~~if:~~ the council resolves to deal with
- ~~a motion is passed to have the business considered at the meeting, and~~
 - ~~the business to be considered is ruled by the chairperson to be of great urgency~~the business on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting ~~of the council.~~ A resolution adopted under this clause must state the reasons for the urgency.
- 9.4 A motion moved under clause 9.3 can be moved without notice. Despite clauses 10.18–10.27, only the mover of a motion referred to in clause 9.3 and the mayor, if they are not the mover of the motion, can speak to the motion before it is put.
- 9.5 If all councillors are not present at a meeting, the council may only deal with business at the meeting that councillors have not been given due notice of, where a resolution is adopted in accordance with clause 9.3, and the mayor also rules that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.
- ~~9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.~~

- 9.56 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b)5.

Mayoral minutes

- 9.67 ~~Subject to clause 9.9, if~~ the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that ~~is within the jurisdiction of the council, or of which the council has official knowledge~~ the mayor determines should be considered at the meeting.

- 9.78 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.

- 9.89 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.

~~9.9 A mayoral minute must not be used to put without notice matters that are routine and not urgent or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.~~

~~9.10 Where a mayoral minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the mayoral minute does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the recommendation if adopted.~~

Staff reports

- 9.140 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

Reports of committees of council

- 9.121 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.

- 9.132 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

Questions

- 9.143 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.142, unless the council by resolution, and the mayor determines otherwise in accordance with clause 9.3.

- 9.154 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.
- 9.165 A councillor may, through the ~~mayor~~~~general manager~~, put a question to a ~~council employee~~~~the general manager~~ about a matter on the agenda. The general manager may request another council employee to answer the question. Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.
- 9.176 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.
- 9.187 Councillors must put questions directly, succinctly, ~~respectfully~~ and without argument.
- 9.198 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

10 RULES OF DEBATE

Motions to be seconded

- 10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

Notices of motion

- 10.2 A councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3 If a councillor who has submitted a notice of motion under clause 3.10 wishes to withdraw it ~~after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the councillor~~ may request ~~the its~~ withdrawal ~~of the motion when it is before the council at any time. If the notice of motion is withdrawn after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the mayor is to note the withdrawal of the notice of motion at the meeting.~~
- 10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:
- any other councillor may, with the leave of the chairperson, move the motion at the meeting, or
 - the chairperson may defer consideration of the motion until the next meeting of the council.

Chairperson's duties with respect to motions

- 10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
- 10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
- 10.8 Any motion, amendment, or other matter that the chairperson has ruled out of order is taken to have been lost.

Motions requiring the expenditure of funds

~~10.9 A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the motion if adopted.~~

Amendments to motions

- 10.109 An amendment to a motion must be moved and seconded before it can be debated.
- 10.110 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.121 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.132 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.143 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.154 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.165 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

Foreshadowed ~~motions~~ amendments

~~10.17 A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.~~

10.186 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.

10.197 ~~Foreshadowed motions and foreshadowed~~ amendments are to be considered in the order in which they are proposed. ~~However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.~~

Limitations on the number and duration of speeches

10.2018 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.

10.2119 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.

10.220 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.

10.231 Despite clause 10.220, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.

~~10.24 Despite clause 10.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.~~

10.2522 Despite clauses 10.20-18 and 10.2119, a councillor may move that a motion or an amendment be now put:

- (a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or

- (b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.

10.2623 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.2522. A seconder is not required for such a motion.

10.2724 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.2018.

10.285 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.

10.296 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.

10.3027 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

Participation by non-voting representatives in joint organisation board meetings

10.3428 Non-voting representatives of joint organisation boards may speak on but must not move, second or vote on any motion or an amendment to a motion.

Note: Under section 400T(1)(c) of the Act, non-voting representatives of joint organisation boards may attend but are not entitled to vote at a meeting of the board.

Note: Joint organisations must adopt clause 10.3428. Councils must not adopt clause 10.3428.

11 VOTING

Voting entitlements of councillors

11.1 Each councillor is entitled to one (1) vote.

Note: Clause 11.1 reflects section 370(1) of the Act.

Note: Under section 400T(1) of the Act, voting representatives of joint organisation boards are entitled to one (1) vote each at meetings of the board.

11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

Note: Clause 11.2 reflects section 370(2) of the Act.

- 11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.
- 11.4 A motion at a meeting of the board of a joint organisation is taken to be lost in the event of an equality of votes.

Note: Clause 11.4 reflects section 397E of the Regulation. Joint organisations must adopt clause 11.4 and omit clauses 11.2 and 11.3. Councils must not adopt clause 11.4.

Note: Under section 400U(4) of the Act, joint organisations may specify more stringent voting requirements for decisions by the board such as a 75% majority or consensus decision making. Where a joint organisation's charter specifies more stringent voting requirements, clause 11.4 must be adapted to reflect those requirements.

Voting at council meetings

- 11.5 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.
- 11.6 If a councillor who has voted against a motion put at a council meeting so requests, the general manager must ensure that the councillor's dissenting vote is recorded in the council's minutes.
- 11.7 The decision of the chairperson as to the result of a vote is final unless the decision is immediately challenged and not fewer than two (2) councillors rise and call for a division.
- 11.8 When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The general manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in the council's minutes for the meeting.
- 11.9 When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.5 of this code.
- 11.10 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.
- 11.11 All voting at council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

Note: If clause 11.11 is adopted, clauses 11.6 – 11.9 and clause 11.43-15 may be omitted.

Voting on planning decisions

11.12 The council or a council committee must not make a final planning decision without receiving a staff report containing an assessment and recommendation in relation to the matter put before the council for a decision.

11.13 Where the council or a council committee makes a planning decision that is inconsistent with the recommendation made in a staff report, it must provide reasons for its decision and why it did not adopt the staff recommendation.

11.14 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.

11.15 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.

11.16 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.

11.17 Clauses 11.14–11.16 apply also to meetings that are closed to the public.

Note: Clauses 11.14–11.17 reflect section 375A of the Act.

Note: The requirements of clause 11.14 may be satisfied by maintaining a register of the minutes of each planning decision.

12 COMMITTEE OF THE WHOLE

12.1 The council may resolve itself into a committee to consider any matter before the council.

Note: Clause 12.1 reflects section 373 of the Act.

12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches and requiring councillors and staff to stand when addressing the meeting.

Note: Clauses 10.20–10.30–27 limit the number and duration of speeches.

Note: Clause 7.1 requires councillors and staff to stand when addressing the meeting where they can.

12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting

to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.

- 12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

13 DEALING WITH ITEMS BY EXCEPTION

- 13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.
- 13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.
- 13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.
- 13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.32.
- 13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 ~~in accordance with the requirements of the council's code of conduct.~~

14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

Grounds on which meetings can be closed to the public

- 14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
- (a) personnel matters concerning particular individuals (other than councillors),
 - (b) the personal hardship of any resident or ratepayer,

I

- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
- (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret,
- (e) information that would, if disclosed, prejudice the maintenance of law,
- (f) matters affecting the security of the council, councillors, council staff or council property,
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
- (i) alleged contraventions of the council's code of conduct.

Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.

- 14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Note: Clause 14.2 reflects section 10A(3) of the Act.

Matters to be considered when closing meetings to the public

- 14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:
- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
 - (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

Note: Clause 14.3 reflects section 10B(1) of the Act.

- 14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:
- (a) are substantial issues relating to a matter in which the council or committee is involved, and
 - (b) are clearly identified in the advice, and
 - (c) are fully discussed in that advice.

Note: Clause 14.4 reflects section 10B(2) of the Act.

- 14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of

the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

Note: Clause 14.5 reflects section 10B(3) of the Act.

14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

- (a) a person may misinterpret or misunderstand the discussion, or
- (b) the discussion of the matter may:
 - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
 - (ii) cause a loss of confidence in the council or committee.

Note: Clause 14.6 reflects section 10B(4) of the Act.

14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Departmental Chief Executive of the Office of Local Government.

Note: Clause 14.7 reflects section 10B(5) of the Act.

Notice of likelihood of closure not required in urgent cases

14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:

- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
- (b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
 - (i) should not be deferred (because of the urgency of the matter), and
 - (ii) should take place in a part of the meeting that is closed to the public.

Note: Clause 14.8 reflects section 10C of the Act.

Representations by members of the public

14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

Note: Clause 14.9 reflects section 10A(4) of the Act.

14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.

14.11 Despite clauses 14.9 and 14.10, the council may resolve to close the meeting to the public in accordance with this Part to hear a representation from a

member of the public as to whether the meeting should be closed to consider an item of business where the representation involves the disclosure of information relating to a matter referred to in clause 14.1.

- 14.1~~12~~² Where the matter has been identified in the agenda of the meeting under clause 3.~~21-18~~ as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in ~~the approved form. Applications must be received by [date and time to be specified by the council]~~ before the meeting at which the matter is to be considered ~~a manner determined by the council.~~
- ~~14.12 The general manager (or their delegate) may refuse an application made under clause 14.11. The general manager or their delegate must give reasons in writing for a decision to refuse an application.~~
- ~~14.13 No more than [number to be specified by the council] speakers are to be permitted to make representations under clause 14.9.~~
- ~~14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.~~
- ~~14.15 The general manager (or their delegate) is to determine the order of speakers.~~
- ~~14.16 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than [number to be specified by the council] speakers to make representations in such order as determined by the chairperson.~~
- ~~14.17 Each speaker will be allowed [number to be specified by the council] minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.~~

Expulsion of non-councillors from meetings closed to the public

- 14.~~18~~¹³ If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.

14.1914 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using ~~only~~ such force as is reasonably necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Obligations of councillors attending meetings by audio-visual link

14.2015 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

Information to be disclosed in resolutions closing meetings to the public

14.2116 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:

- (a) the relevant provision of section 10A(2) of the Act,
- (b) the matter that is to be discussed during the closed part of the meeting,
- (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Note: Clause 14.21 16 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

14.2217 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.

14.2318 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.22-17 during a part of the meeting that is webcast where practicable.

14.19 The general manager must cause business papers for items of business considered during a meeting, or part of a meeting, that is closed to public, to be published on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.

14.20 The general manager must consult with the council before publishing information on the council's website under clause 14.19.

15 KEEPING ORDER AT MEETINGS

Points of order

15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.

~~15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.~~

15.32 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

15.43 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.

15.54 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.

15.65 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.

15.76 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

15.87 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.

15.98 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.

15.109 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Acts of disorder

15.140 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:

- (a) contravenes the Act, the Regulation or this code, or
- (b) assaults or threatens to assault another councillor or person present at the meeting, or
- (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
- (d) insults, makes unfavourable personal remarks about, or imputes improper motives to any other council official, ~~or alleges a breach of the council's code of conduct,~~ or uses any language, words or gestures that would be regarded as disorderly in the NSW Legislative Assembly, or
- (e) says or does anything that is inconsistent with maintaining order at the meeting ~~or is likely to bring the council or the committee into disrepute.~~

Note: Clause 15.14-10 reflects section 182 of the Regulation.

15.121 The chairperson may require a councillor:

- (a) to apologise without reservation for an act of disorder referred to in clauses 15.140(a), (b), or (e), or
- (b) to withdraw a motion or an amendment referred to in clause 15.140(c) and, where appropriate, to apologise without reservation, or
- (c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.140(d) and (e).

Note: Clause 15.121 reflects section 233 of the Regulation.

15.12 A failure to comply with a requirement under clause 15.11 constitutes a fresh act of disorder for the purposes of clause 15.10.

15.13 Where a councillor fails to take action in response to a requirement by the chairperson to remedy an act of disorder under clause 15.11 at the meeting at which the act of disorder occurred, the chairperson may require the councillor to take that action at each subsequent meeting until such time as the councillor complies with the requirement.

How disorder at a meeting may be dealt with

15.1314 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

Expulsion from meetings

15.4415 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person, including any councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act.

15.4516 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person other than a councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the council or the committee of the council.

Note: Councils may use either clause 15.145 or clause 15.156.

15.4617 Clause [15.145/15.156] **[delete whichever is not applicable]**, does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.

15.4718 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.121. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.

Note: Clause 15.47-18 reflects section 233(2) of the Regulation.

15.4819 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.

15.4920 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.

15.201 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is reasonably necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

How disorder by councillors attending meetings by audio-visual link may be dealt with

15.212 Where a councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the councillor's audio link to the meeting for the purposes of enforcing compliance with this code.

15.223 If a councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the councillor's audio-visual link to the meeting.

Use of mobile phones and the unauthorised recording of meetings

- 15.234 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.
- 15.245 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.256 Without limiting clause 15.4819, a contravention of clause 15.24-25 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.4819. Any person who contravenes or attempts to contravene clause 15.2425, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.267 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using **only** such force as is **reasonably** necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

16 CONFLICTS OF INTEREST

- 16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.
- 16.2 Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with the council's code of conduct. Where a councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, the councillor's audio-visual link to the meeting must be suspended or terminated and the councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the council or committee, or at any time during which the council or committee is voting on the matter.

17 DECISIONS OF THE COUNCIL

Council decisions

- 17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

Note: Clause 17.1 reflects section 371 of the Act in the case of councils and section 400T(8) in the case of joint organisations.

Note: Under section 400U(4) of the Act, joint organisations may specify more stringent voting requirements for decisions by the board such as a 75% majority or consensus decision making. Where a joint organisation's charter specifies more stringent voting requirements, clause 17.1 must be adapted to reflect those requirements.

- 17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or altering council decisions

- 17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given ~~under clause 3.10~~ in accordance with this code.

Note: Clause 17.3 reflects section 372(1) of the Act.

- 17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

Note: Clause 17.4 reflects section 372(2) of the Act.

- 17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with ~~clause 3.10~~ this code.

Note: Clause 17.5 reflects section 372(3) of the Act.

- 17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

Note: Clause 17.6 reflects section 372(4) of the Act.

- 17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

Note: Clause 17.7 reflects section 372(5) of the Act.

- 17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

Note: Clause 17.8 reflects section 372(7) of the Act.

- 17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.

17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than ~~[council to specify the period of time]~~ 1 day after the meeting at which the resolution was adopted.

17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

Note: Clause 17.11 reflects section 372(6) of the Act.

17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:

- (a) a notice of motion signed by three councillors is submitted to the chairperson at the meeting, and
- (b) the council resolves to deal with the motion at the meeting on the to have the motion considered at the meeting is passed, and
- (c) ~~the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it is urgent and~~ requires a decision by the council before the next scheduled ordinary meeting of the council.

17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite clauses ~~10.2018–10.3027~~, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.

17.14 ~~A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(e) resolution adopted under clause 17.12(b) must state the reasons for the urgency.~~

Recommitting resolutions to correct an error

17.15 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:

- (a) to correct any error, ambiguity or imprecision in the council's resolution, or
- (b) to confirm the voting on the resolution.

17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.

17.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.

17.18 A motion moved under clause 17.15 can be moved without notice. Despite clauses ~~10.2018–10.3027~~, only the mover of a motion referred to in clause 17.15 and the mayor, if they are not the mover of the motion, can speak to the motion before it is put.

- 17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.
- 17.20 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

18 TIME LIMITS ON COUNCIL MEETINGS

- 18.1 Meetings of the council and committees of the council are to conclude at a time the council may from time to time determine no later than [council to specify the time].
- ~~18.2 If the business of the meeting is unfinished at [council to specify the time], the council or the committee may, by resolution, extend the time of the meeting.~~
- 18.3~~2~~ If the business of the meeting is unfinished at [council to specify the time] the time the council has determined, and the council does not resolve to extend the meeting, the chairperson must either:
- (a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or
 - (b) adjourn the meeting to a time, date and place fixed by the chairperson.
- 18.4~~3~~ Clause 18.3-~~2~~2 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.
- 18.5~~4~~ Where a meeting is adjourned under clause 18.3-~~2~~2 or 18.4~~3~~3, the general manager must:
- (a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and
 - (b) publish the time, date and place at which the meeting will reconvene on the council's website and in such other manner that the general manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

19 AFTER THE MEETING

Minutes of meetings

- 19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.

Note: Clause 19.1 reflects section 375(1) of the Act.

- 19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:

- (a) the names of councillors attending a council meeting and whether they

|

- attended the meeting in person or by audio-visual link,
- (b) details of each motion moved at a council meeting and of any amendments moved to it,
- (c) the names of the mover and seconder of the motion or amendment,
- (d) whether the motion or amendment was passed or lost, and
- (e) such other matters specifically required under this code.

19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

Note: Clause 19.3 reflects section 375(2) of the Act.

19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

Note: Clause 19.5 reflects section 375(2) of the Act.

19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Access to correspondence and reports laid on the table at, or submitted to, a meeting

19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

Note: Clause 19.8 reflects section 11(1) of the Act.

19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

Note: Clause 19.9 reflects section 11(2) of the Act.

19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

Note: Clause 19.10 reflects section 11(3) of the Act.

- 19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

- 19.12 The general manager is to implement, without undue delay, lawful decisions of the council.

Note: Clause 19.12 reflects section 335(b) of the Act.

20 COUNCIL COMMITTEES

Application of this Part

- 20.1 This Part only applies to committees of the council whose members are all councillors.

Council committees whose members are all councillors

- 20.2 The council may, by resolution, establish such committees as it considers necessary.

- 20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.

- 20.4 The quorum for a meeting of a committee of the council is to be:

- (a) such number of members as the council decides, or
- (b) if the council has not decided a number – a majority of the members of the committee.

Functions of committees

- 20.5 The council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.

Notice of committee meetings

- 20.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:

- (a) the time, date and place of the meeting, and
- (b) the business proposed to be considered at the meeting.

- 20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

Attendance at committee meetings

~~20.8—A committee member (other than the mayor) ceases to be a member of a committee if the committee member:~~

- ~~(a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or~~
- ~~(b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.~~

~~20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.~~

Non-members entitled to attend committee meetings

20.108 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:

- (a) to give notice of business for inclusion in the agenda for the meeting, or
- (b) to move or second a motion at the meeting, or
- (c) to vote at the meeting.

Chairperson and deputy chairperson of council committees

20.149 The chairperson of each committee of the council must be:

- (a) the mayor, or
- (b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
- (c) if the council does not elect such a member, a member of the committee elected by the committee.

20.120 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.

20.131 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.

20.142 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

20.153 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.

20.164 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.153.

20.175 A motion at a committee of a joint organisation is taken to be lost in the event of an equality of votes.

Note: Clause 20.175 reflects section 397E of the Regulation. Joint organisations must adopt clause 20.175 and omit clause 20.164. Councils must not adopt clause 20.175.

20.186 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Closure of committee meetings to the public

20.197 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.

20.2018 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ~~ended~~, ~~and ended and~~ report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.

20.2419 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.20-18 during a part of the meeting that is webcast where practicable.

20.20 The general manager must cause business papers for items of business considered during a meeting, or part of a meeting, that is closed to public, to be published on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.

20.21 The general manager must consult with the committee before publishing information on the council's website under clause 20.20.

Disorder in committee meetings

20.22 The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

Minutes of council committee meetings

20.23 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the

following matters are recorded in the committee's minutes:

- (a) the names of councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,
- (b) details of each motion moved at a meeting and of any amendments moved to it,
- (c) the names of the mover and seconder of the motion or amendment,
- (d) whether the motion or amendment was passed or lost, and
- (e) such other matters specifically required under this code.

20.24 All voting at meetings of committees of the council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

20.25 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.

20.26 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

20.27 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.

20.28 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

20.29 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

21 IRREGULARITIES

21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:

- (a) a vacancy in a civic office, or
- (b) a failure to give notice of the meeting to any councillor or committee member, or
- (c) any defect in the election or appointment of a councillor or committee member, or
- (d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
- (e) a failure to comply with this code.

Note: Clause 21.1 reflects section 374 of the Act.

22 DEFINITIONS

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.140 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
audio-visual link	means a facility that enables audio and visual communication between persons at different places
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.119 of this code
this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
day	means calendar day
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.186 of this code during debate on the first amendment
foreshadowed motion	means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan, a <u>planning agreement</u> or a development contribution plan under that Act,

I

	but not including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2021</i>
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June

4.2 SPORTING FACILITIES USER CHARGES

File Number: REP25/12
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

REPORT

Council for several years have intended to review fees associated with access to Council sports facilities. Currently Council recovers less than 5% of costs associated with the operation and maintenance of Council operated sports fields.

Following completion of the Recreation and Open Space Strategy as well as communication between Council, the Temora and District Sports Council and Sports Clubs regarding the coming review of fees, the following report is provided for Councils consideration.

This report focuses on the facilities operated and maintained by Council and excludes facilities that are leased and maintained by third parties.

Background

At the 12 March 2024 Assets and Operations Committee Meeting, Committee members considered a report in relation to Recreation and Open Space in Temora Shire.

At this meeting the report considered, among other actions, the action of:

Sport and Recreation Fees and Charges Review - towards equitable and recoup up to 20% of annual maintenance costs.

At the time, Council officers estimated that this action would take 12 months to deliver. The inclusion of this action was endorsed by Council at the March 2024 Council Meeting. This report aligns with this project timeframe and is in direct response to the resolution of Council.

The March 2024 report followed on from a previous report to the Committee in April 2023, which reported on a Councillors and Staff workshop, held on 27 February 2023, to consider the Temora Shire Recreation and Open Space Strategy. The workshop recommendations were formalised by the below recommendation:

Committee Resolution 25/2023

Moved: Cr Rick Firman

Seconded: Cr Claire McLaren

That the Committee resolved to recommend to Council to:

- 1. Receive a future report on the actions to be delivered in response to the Recreation and Open Space Strategy,*
- 2. Write to local sporting clubs and the Temora and District Sports Council to commence discussions about options to reduce costs and changes to fees required to use sporting fields,*
- 3. Commence discussions with recycled water users regarding standardising fees and arrangements for the supply of recycled water for irrigation and*
- 4. Receive future reports on the outcomes of the preliminary discussions.*

This report also responds to the April 2023 resolution and builds upon previous discussions with sporting clubs, held as part of the preparation of the Recreation and Open Space Strategy. In general, local sporting clubs supported the concept of increasing their level of contribution towards the maintenance of sporting facilities in Temora Shire, used by their club, to enable Council to continue to provide high quality sporting facilities. This approach also aligns directly with the high value that the community places on sporting facilities in Temora Shire, evident in the Community Strategic Plan consultation.

Current issues regarding sport and recreation fees for Council consideration.

Table 1 provides a summary of the current consideration and the recommended response.

Considerations	Comment / Recommendation
Currently no charge for Junior Sport using sports fields, however juniors are charged to access the Temora Recreation Centre (stadium)	Council should be considering recovering some cost from users of sports fields including junior participants.
No charge for Nixon Park / Ariaiah Park netball facilities.	Council should consider recovering some operation, maintenance, and future renewal cost.
No charge for School sport using sports fields, however school students pay for access to the pools	Council should be considering recovering some cost from users including School participants.
Lighting maintenance fee only applied to Nixon Park users. Other lighting works have recently been undertaken Ariaiah Park Rec, Bob Aldridge, Soccer Ground & Temora Tennis.	This is slightly complex with Nixon Park Lighting being a higher standard (200 Lux on large poles) than other grounds. Other grounds where lighting has been upgraded should be considered for some charge commensurate with the standard i.e. less than Nixon Park.
Different fee based on whether an entry fee is charged.	This does not affect ground wear. Staff propose a site-specific access fee plus membership-based fee is a more appropriate way to deal with facility standard and capacity to pay.
B Grade Cricket pay less than remaining sports.	It is believed this is due to some junior participants playing in the B grade competition. This issue can be accommodated in a membership-based system.
Payment system doesn't factor whether one game is played or ten games are played.	Membership fee covers structured competition use; however, casual use proposes full day and half day fee.
Council covers the cost of potable water. The only significant potable water users are Nixon Park (cricket	This is noted for Council's information and consideration. Cricket pitch preparation may need

pitches) and Aria Park Rec Ground (irrigation)	considering.
There is no charge for commercial access to Council facilities (private coaching, health classes, etc).	This is noted for Council's information and consideration.

Table 1: Current consideration in relation to sporting facility user charges and proposed response

Proposed Pricing Methodology

Following review of Council pricing methodologies, Council staff propose that Council consider implementing a two-part user fee for competition sport, whereby an access charge is levied and combined with a per registered user charge, and a one-part casual use charge be applied for ad hoc use.

The two-part tariff charge allows Council to charge an access fee based on the facility quality/embellishment, and a membership fee to accommodate the scale of use.

For casual use it is very difficult to accurately capture users, so a one-part access charge is recommended.

Please note that the scope of the proposed pricing is confined to sporting facilities that Council operate and maintain and excludes leased facilities (Tennis Club and Temora Town Netball).

Proposed Pricing Details

Table 2 provides the proposed pricing based upon a facility access charge and a facility usage charge.

Competition Use - Two Part Tarriff (Access + Usage)	
Facility Access Charge – <i>Note: Propose a different fee based on facility quality. E.g. Regional = X and Local = X</i>	General Comments
<ul style="list-style-type: none"> • Regional - Nixon Park <ul style="list-style-type: none"> ○ \$130 per competition day less than or equal to 4 hours ○ \$260 per competition day greater than 4 hours 	<p>Part hire approx. 50% of full.</p> <p>4 hours use is to include any pre-game preparation / establishment and post-game gatherings / functions (not just game time).</p>
<ul style="list-style-type: none"> • Local – All others <ul style="list-style-type: none"> ○ \$70 per competition day less than or equal to 4 hours ○ \$140 per competition day greater than 4 hours 	<p>Part hire approx. 50% of full.</p> <p>4 hours use is to include any pre-game preparation / establishment and post-game gatherings / functions (not just game time).</p>
<ul style="list-style-type: none"> • Temora / Aria Park Pool <ul style="list-style-type: none"> ○ General pool access charge / membership fee 	<p>Temora Pool fees provide contributions towards staff wages and maintenance.</p> <p>Council allocates budget amount for Aria Park Pool staff wages and pool</p>

	maintenance costs. Pool Committee assists with grounds maintenance.
<ul style="list-style-type: none"> ● Temora Recreation Centre (stadium and function room) ○ Hourly rate for junior and senior sport in stadium ○ Access fee for fitness classes 	Booking system is working well. Propose no changes.
<p><i>Facility Access Notes:</i></p> <ul style="list-style-type: none"> ● <i>Junior competition use attracts a 50% access charge discount.</i> ● <i>Where competition use is combined junior and senior participation, senior access charges apply.</i> 	
Facility Usage Charge (<i>competition only</i>)	General Comments
<ul style="list-style-type: none"> ● Annual fee per participant <ul style="list-style-type: none"> ○ \$25 per senior registration ○ \$10 per junior registration (≤ 18yrs) 	<p>Estimate Seniors: 450</p> <p>Estimated Juniors: 750</p> <p>Need to understand Club registration records to ensure equity and transparency.</p>
<p><i>Facility Usage Notes:</i></p> <ul style="list-style-type: none"> ● <i>No dispensation is applied for participation duration. E.g. A player is registered but only played 3 games.</i> ● <i>A senior member is defined as a member that is turning 19 or older during the calendar year.</i> ● <i>A junior member is defined as a member between the age of 4 and 18 (not turning 19 during the calendar year).</i> 	
Casual Use – One Part Tariff (Access)	
Casual Access Charge	General Comments
<ul style="list-style-type: none"> ● Regional - Nixon Park / Temora Rec Centre <ul style="list-style-type: none"> ○ \$130 / half day (4h) ○ \$260 / day (>4h) ● Local – All others <ul style="list-style-type: none"> ○ \$70 / half day (4h) ○ \$140 / day (>4h) 	Casual fee mirrors access charge. No usage fee is applied, however, competition booking take precedent over Casual booking which commands a premium. Additionally, with competition access there is generally a significant training component which can be attributed to the facility usage fee.
<p><i>Casual Access Notes:</i></p> <ul style="list-style-type: none"> ● <i>Netball only (no field) attracts a 50% discount.</i> ● <i>Junior / School casual use attracts a 50% discount (on top of netball only discount where applicable)</i> 	

<ul style="list-style-type: none"> Where casual use is a mix of junior and senior participation, senior charges apply. 	
Lighting Charges <i>Note: Clubs pay their own electricity. The current lighting charge has been levied based on recovering some of the capital, operation and maintenance costs associated with sports field lighting. Historically this has only been levied at Nixon Park where a higher standard of lighting exists.</i>	
<ul style="list-style-type: none"> Regional <ul style="list-style-type: none"> Training \$17/h Playing \$29/h 	Nixon Park has two bays of lights in each pole. One bay is generally used for a training environment, and two bays are used for night competition.
<ul style="list-style-type: none"> Local <ul style="list-style-type: none"> Training / Playing \$10.00/h 	Local fields have one bay of lights only.
Lighting Notes: <ul style="list-style-type: none"> Lighting charges apply to sports fields only. 	

Table 2: Proposed pricing based upon a facility access charge, a facility usage charge, casual usage and lighting charge

Further Discussion / Items to consider in more detail:

- Consider whether charges are per field or per facility. Facilities with 2 fields operating or potential for two fields operating include Nixon Park, Bob Aldridge and the Temora West Sports Ground. At this stage it is proposed a Per Facility Access Charge is implemented, with the scale of the Facility Usage Charge compensating for the additional facility access, however, this can be changed now, or further considered in future revisions.

Currently where two fields are used includes:

- Junior Rugby League at Bob Aldridge,
- Touch Football at Bob Aldridge,
- Junior Rugby Union at Bob Aldridge,
- Junior Soccer at Temora West Sports Ground,
- Senior Cricket at Nixon Park,
- TAFNC & TJAFNC at Nixon Park (Gala Days)
- TRLFC & TJRLFC at Nixon Park (Gala Days)

- Consider whether netball facilities are included or separate from a facility point of view. Netball courts are essentially separate infrastructure to a Sports Field requiring its own maintenance and capital renewal. This could be considered much the same as lighting, however, also could be viewed similar to Point 1 above.

Currently where netball courts are attached to a facility includes:

- Senior & Junior Netball at Nixon Park
- Senior and Junior Netball at Ariah Park Rec
- Junior Netball at the Oval (*Note: currently a leased facility*)

3. Shortform social competitions or intra town are more complex and there needs to be a consideration as to how they are treated.
- Night Soccer - Standalone summer social competition. Juniors and Seniors. Recommend Senior Casual Access Charge <4h.
 - AFL 9s – Standalone summer social competition. Juniors and Seniors. Recommend Senior Casual Access Charge <4h.
 - Touch Football – Standalone summer social competition. Juniors and Seniors. Recommend Senior Casual Access <4h.
 - Temora Junior Rugby League – Preseason winter training competition. This is Thursday afternoons in lieu of training and runs before and into the regular season. Junior only. Recommend Junior Casual Access < 4h.
 - Auskick – Intra town Juniors only. Recommend Junior Casual Access < 4h.
 - Temora Athletics - Intra town Juniors only. Recommend Junior Casual Access < 4h.
 - Temora Town Netball - Intra town Juniors only. Recommend Junior Casual Access < 4h. Currently these is a lease arrangement of \$395/year.
 - Temora Basketball – Hourly rate booking system for Temora Recreation Centre in place. Propose no changes.
4. It is proposed that the Temora Tennis remain under a lease arrangement with the Tennis Clubs responsible for facility operation and maintenance.
- Lighting is a consideration, however, if Council is not directly involved in operation and maintenance it is recommended no lighting charge be levied.
5. It is proposed that no changes occur to the arrangement with Aria Park Tennis Club, with participants covering the cost of lighting. Toilet facilities used at the Aria Park Recreation Ground public toilets. No maintenance by Council is required.

Table 3 provides recent Sports Field Operation and Maintenance costs, as well as depreciation and costs for irrigation using Council’s recycled effluent system.

Sports Field Operation and Maintenance Costs (Ex Income)						
Sports Field	18/19	19/20	20/21	21/22	22/23	10 Yr Av
Nixon Park	117,553	101,553	120,935	137,222	143,169	114,563
Recreation Ground	58,004	48,361	48,982	53,467	45,435	50,466
Bob Aldridge	55,042	51,817	49,517	61,607	60,455	52,808
Father Hannan	5,278	7,144	14,338	11,207	13,931	9,223
Temora West Sports Ground	33,012	19,135	22,272	32,607	29,781	27,257
The Oval	20,806	20,509	16,132	29,527	30,857	22,033
Aria Park Recreation Ground	43,858	39,387	79,370	49,609	43,540	42,203
Tennis Courts	1,083	1,590	2,161	1,246	8,380	2,641

Org Support	36,448	40,544	43,405	41,671	47,412	37,711
Total Ex Depreciation	371,084	330,040	397,111	418,163	422,960	358,906
Sports Facilities Depreciation	207,266	238,492	323,214	312,440	317,795	180,421
Total Inc Depreciation	578,350	568,532	720,325	730,603	740,755	539,326
Sports Effluent costs	72,009	79,253	99,150	76,015	119,275	75,408
Outdoor Sports Facilities Grand Total	650,359	647,785	819,475	806,617	860,030	614,735
Effluent Scheme Maintenance (note included in WO but charged to sewer)	76,519	73,628	121,228	58,384	49,684	74,462

Table 3: Sports Field Operation and Maintenance costs (18/19 – 22/23 financial years)

Table 4 provides details of the income received from clubs towards the cost to provide these sports field facilities.

Sports Field Income					
Sports Field	18/19	19/20	20/21	21/22	22/23
Nixon Park	7,386.38	4,154.56	4,854.54	7,344.54	8,086.36
Recreation Ground	900.00	731.82	1,045.45	731.82	909.09
Bob Aldridge	1,600.00	1,045.45	0.00	1,150.00	1,136.36
Father Hannan	0.00	0.00	0.00	0.00	0.00
Temora West Sports Ground	1,659.09	481.82	2,090.91	1,213.64	1,263.63
The Oval	600.01	563.64	572.73	445.45	336.36
Ariah Park Recreation Ground	1,218.18	1,227.27	940.91	850.00	1,231.82
Tennis Courts	509.09	518.18	527.27	531.82	559.09
Total	13,872.75	8,722.74	10,031.81	12,267.27	13,522.71

Table 4: Sports field income

Table 5 provides detail of the Pools and Recreation Centre Operation and Maintenance Costs

Pools and Rec Centre Operation and Maintenance Costs						
Pools & Rec	18/19	19/20	20/21	21/22	22/23	10 Yr Av
Temora Rec Centre	212,292	191,105	217,431	207,911	253,598	175,246
Temora Pool	249,297	250,186	307,257	310,758	452,298	270,917
Heated Pool	61,168	63,195	76,788	66,479	91,271	55,123
Ariah Park Pool	54,406	78,380	81,417	84,023	92,700	54,689
Total	364,872	391,761	465,461	461,259	636,269	380,729

Table 5: Pools and Recreation Centre Operation and Maintenance Costs

Table 6 provides detail of the income received from users of the Pools and Recreation Centre

Pools and Rec Centre Income						
Pools & Rec	18/19	19/20	20/21	21/22	22/23	10yr Av
Temora Rec Centre	18,159	7,769	11,838	10,108	13,014	14,608
Temora Pool	81,233	122,860	107,209	93,242	99,816	93,707
Heated Pool	85,832	63,972	78,149	67,381	67,347	71,960
Ariah Park Pool						
Total	185,224	194,601	197,196	170,731	180,176	180,275

Table 5: Income received from users of pools and Recreation Centre

Estimated Sports Field Income Scenario Modelling

Table 6 provides an estimate of the income that could be received by Council under the proposed funding model.

The information below is based on information provided in the Recreation and Open Space Strategy consultation and / or information gathered from Clubs. While it is anticipated this information is reasonable, it is likely there may be some discrepancy between this information and actual 2024 participant information.

Current	Proposed
---------	----------

TRLFC – Seniors (2024)	
8 games @ \$265 = \$2,120 Lighting = 4h/week @ 17/h x 20 weeks = \$1,360 Total = \$3,480	8 Games @ \$260 = \$2,080 65 seniors @ \$25 = \$1,625 30 juniors @ \$10 = \$300 Lighting = \$1,360 Total = \$5,365
TAFNC – Seniors (2024)	
8 games @ \$265 = \$2,120 Lighting = 4h/week @ 17/h x 20 weeks = \$1,360 Total = \$3,480	8 Games @ \$260 = \$2,080 65 seniors @ \$25 = \$1,625 30 juniors @ \$10 = \$300 Lighting = \$1,360 Total = \$5,365
TJRLFC – Juniors (2024)	
7 games @ \$0 = \$0 Lighting = \$0	7 games @ \$70 = \$490 280 juniors @ \$10 = \$2,800 Lighting = 2h/week @ 10/h x 15 weeks = \$300 Total = \$3,590
TJAFNC – Juniors (2024)	
7 games @ \$0 = \$0 Lighting \$0	4 games @ \$130.00 = \$520 (<i>only charge when on a different day to seniors</i>) 140 juniors @ \$10 = \$1,400 Lighting = \$0 (<i>train outside dark hours or with seniors</i>) Total = \$1,920
TRUC– Seniors (2024)	
7 Games @ \$130 = \$910 Lighting = \$0 <i>Note: Lights very poor and yet to be upgraded</i>	7 games @ \$140 = \$980 40 seniors @ \$25 = \$1000 5 Juniors @ \$10 = \$50 Lighting = \$0 Total = \$2,030
TJRUC– Juniors (2024)	
7 Games @ \$0 = \$0 Lighting = \$0	4 games @ \$70 = \$280 120 junior @ \$10 = \$1,200 Lighting = \$0 (<i>train outside dark hours or</i>

	<i>with seniors)</i> Total = \$1,480
Northern Jets Seniors (2024)	
5 games @ \$265 = \$1325 Lighting = \$0	5 Games @ \$140 = \$700 65 seniors @ \$25 = \$1625 30 juniors @ \$10 = \$300 Lighting = 4h/week @ 10/h x 20 weeks = \$800 Total = \$3,425
Northern Jets Juniors (2024)	
5 games @ \$0 = \$0 Lighting = \$0	2 games @ \$70 = \$140 140 junior @ \$10 = \$1,400 Lighting = \$0 (<i>train outside dark hours or with seniors</i>) Total \$1,540
Temora Redbacks Seniors (2024)	
8 games @ \$130 = \$1040 Lighting = \$0	8 games @ \$140 = \$1,120 40 Seniors @ \$25 = \$1,000 5 Juniors @ \$10 = \$50 Lighting = 2h/week @ 10 x 18 weeks = \$360 Total = \$2,530
Temora Redbacks Juniors (2024)	
7 games @ \$0 = \$0 Lighting = \$0	7 games @ \$70 = \$490 80 junior @ \$10 = \$800 Lighting = \$0 Total \$1,290
Temora Cricket Seniors (2024)	
	6 games @ \$260 = \$1,560 12 games @ \$140 = \$1,680 80 Seniors @ \$25 = \$2,000 20 Juniors @ \$10 = \$200 Total \$5,440
Temora Cricket Juniors (2024)	
	6 games @ \$130 = \$780 12 games @ \$70 = \$840

	80 Juniors @ \$10 = \$800 Total \$2,420
Ariah Park Cricket Senior (2024)	
	6 games @ \$130 = \$780 15 Seniors @ \$25 = \$375 5 Juniors @ \$10 = \$50 Total \$1,205
Temora Swimming Club (2024)	
2 club carnivals @\$370 per carnival = \$740	Proposed to remain the same
Temora Basketball Club (2024)	
Court Hire fee Stadium Court hire, Junior basketball gala day: 2 courts@\$415 per court per day = \$830 Infants 14 hrs @ \$35 = \$490 Intermediate 115 hrs @\$35 = \$4025 High School 6 hrs @\$35 = \$210 Seniors 32 hrs @ \$45 = \$1440 Total \$6,995	Proposed to remain the same

Table 6: Estimated income based upon funding modellingDiscussion

The proposed increase in funding charges to users of Council's sporting facilities has been discussed over several years, including extensive discussions with sporting clubs, the Temora and District Sports Council and the previous Council.

Council has a community service obligation to provide facilities for recreation to the local community, and these facilities are highly valued by the community. However, the long-term sustainability of providing high quality facilities with relatively minimal cost to users requires review and some adjustment by Council.

Previous discussions have been held with local sporting clubs, with the majority indicating their willingness and capacity to increase their financial contribution towards the operation and maintenance of the high-quality facilities enjoyed by participants.

Council may wish to consider a staged implementation over two years. E.g. 50% of the increase in year 1. 100% in year 2 on top of CPI increase, in order to assist clubs with managing the additional charges required by Council.

Further discussions with the Temora and District Sports Council are required to provide additional awareness and input to the transition to additional contributions from users of Council's sporting facilities, prior to commencing formal community consultation, including sporting clubs, schools and the community, in relation to the proposed changes.

Review of Right of Use Agreement for Sporting Facilities Policy

Related to this matter is the review of the current Right of Use Agreement for Sporting Facilities Policy. This policy is currently under review by Council staff and is intended to be presented to the March Assets Committee Meeting.

Integrated Planning and Reporting

Community Strategic Plan Theme 1: Enhancing our quality of life

Strategy 1.4 A community that offers opportunities for sport and recreation

Council Policy/Legislation

Policy C19 - Right of Use Agreement for Sporting Facilities

Options

Council has the option to consider introducing additional fees to assist with the cost of operation and maintenance of sporting facilities, or it can choose to make no changes to current fees.

Budget Implications

The budget implications to Council will vary depending on the decisions made regarding fees required by Council.

Risk Implications

There is a financial risk to Council of increasing operation and maintenance costs that are not offset with reasonable contributions from the users of the facilities.

Cr Belinda Bushell declared a non-pecuniary interest in relation to item REP25/12, due to being President of the Temora Basketball Committee.

Mr Rob Fisher declared a non-pecuniary interest in relation to item REP25/12, due to being member of the Temora Rugby League Football Committee.

COMMITTEE RESOLUTION 2/2025

Moved: Cr Belinda Bushell

Seconded: Cr Rick Firman

That the Committee resolved to recommend to Council to:

1. Refer the report to the Temora and District Sports Council for feedback, and
2. Receive a further report following the feedback from the Temora and District Sports Council.

CARRIED

Report by Claire Golder and Rob Fisher

4.3 ROAD NAMING REQUEST - TRIGALONG ROAD

File Number: REP25/33
Author: Engineering Technical Officer
Authoriser: Engineering Asset Manager
Attachments: 1. Trigalong Road - Historical Report

REPORT

A further report is presented to outline the historical significance of Trigalong Road following the below Council resolution from the 12 November 2024 Asset and Operations Committee meeting:

COMMITTEE RESOLUTION 89/2024

Moved: Cr Anthony Irvine

Seconded: Cr Ken Smith

The Committee resolved to recommend to Council that Council received a future report in relation to the heritage of the road.

The Museum curator has carried out further investigations and provided the attached report, which is summarised below:

- The road is referenced on the Yarrandale School heritage plaque, which states that it was formally known as O'Connors Road. This information was compiled by the Combaning / Springdale Heritage Committee in 2009.
- The reference to 'Trigalong' appears to be derived from its geographical location within the Parish of Trigalong. There does not appear to be any association with the Trigalong Public School or Trigalong Creek.
- There are two O'Connor family properties "Melrose" and "Pine Grove", located along the road.
- Yarrandale and Wilna Public School sites were situation adjacent to this road.
- "Marnoo Mia" property which is approximately 2,000 acres is located on this road, which was acquired by Mr Wyatt De Little in the 1890s until 1924, the first and formative President of the Narraburra Shire Council. *Note: De Little is already listed on Council's Road Naming Register.*

In addition to the above, the original report also prompted the below resolution by Council:

COMMITTEE RESOLUTION 90/2024

Moved: Cr Paul Mahon

Seconded: Cr Anthony Irvine

That Council officers prepare a policy position on the renaming of rural unsealed roads.

CARRIED

Subsequently Council officers put forward the below clause for inclusion in the Roads Hierarchy Policy (EW1) under *section 4.8 Naming of Roads, Infrastructure and Landmarks*.

Renaming of Rural Roads

A rural road may be considered for renaming under the following circumstances:

- Rural addressing discrepancies. Example: if a road is split in two sections with inconsistencies in rural addressing
- Impeded emergency response due to road name confusion
- Duplication or similar sounding road name
- Community concern raised about controversial or inappropriate names
- Previously unnamed road

Renaming requests that fall outside of these parameters will generally not be approved. However, if a proposed name reflects local heritage or holds a significance to the area, it may be added to the Rural Road Naming Register for future consideration by resolution of Council.

All renaming decisions will be guided by the principles and guidelines set by the NSW Geographical Names Board (GNB).

Note: The Road Naming Register currently only applies to Urban Roads. As part of the above amendment, it is proposed that a Rural Road Naming Register be developed and maintained as an addendum to the Roads Hierarchy Policy (EW1).

It is proposed that the above will replace the current clause as shown below:

4.8 Naming of Roads, Infrastructure and Landmarks

Rural Roads

Rural roads will be named or renamed as required, on a case-by-case basis. Rural Roads will be typically named based on their geographical location and related historical family surnames (from parish plans) or current family surnames along the particular section of road

Integrated Planning and Reporting

CSP Strategy 2.2: A community that acknowledges and celebrates its heritage and diversity.

Council Policy/Legislation

Roads Act 1993

NSW Address Policy

NSW Addressing User Manual

Roads Regulation 2018

TSC Road Hierarchy Policy (EW1)

Options

1. Adopt the proposed position on the renaming of roads and subsequently decline the request for the renaming of Trigalong Road based on the criteria set out in this newly adopted clause.

AND FURTHER

That the O'Connor name be added to the newly established Rural Road Naming Register, meeting the criteria of reflecting local heritage and significance to the area.

2. Council to provide further direction on its position regarding the renaming of roads and the O'Connor request be considered once this is determined.

Budget Implications

Declined Road Naming Request: nil

Approved Road Naming Request: \$1,000 (approx.)

Risk Implications

Not applicable.

Cr Belinda Bushell declared a non-pecuniary interest in relation to item REP25/33, due to being the Secretary/Treasurer of the Combaning/Springdale Heritage Committee and researching and designing heritage panel.

COMMITTEE RESOLUTION 3/2025

Moved: Cr Belinda Bushell

Seconded: Cr Rick Firman

That the Committee resolved to recommend to Council to adopt the proposed position on the renaming of roads and subsequently decline the request for the renaming of Trigalong Road based on the criteria set out in this newly adopted clause.

AND FURTHER

That the O'Connor name be added to the newly established Rural Road Naming Register, meeting the criteria of reflecting local heritage and significance to the area.

CARRIED

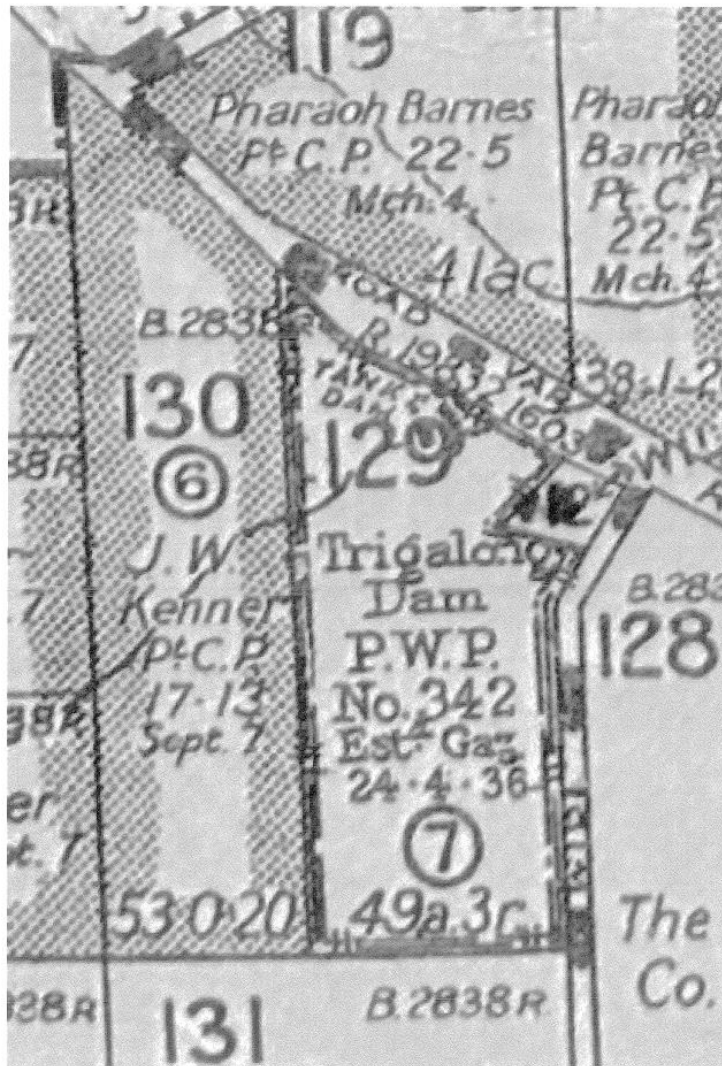
Report by Amanda Colwill

Future identification of “Trigalong Road”.**Socio-historical points for consideration**

1. The gravel road presently signposted at its northern Intersection with the Old Cootamundra Road, and at its southern intersection with “Wynd’s Lane”, as “Trigalong Road”, is designated on the Temora Shire map (as revised in July 2009) as part of the “Trigalong-Sebastopol Road”
2. A contemporary reference to the road included on the Yarrandale School heritage plaque notes that it was previously known as “O’Connors Road”.
3. The reference to the name “Trigalong” is supported by its geographical location extending on a north/south axis through the centre of the Land Parish of “Trigalong”. Its northern point of commencement is also immediately adjacent to Travelling Stock and Camping Reserve No. 29746 (Not’d. 6th May 1899) which was subsequently gazetted as “Trigalong Dam”, Public Watering Point No. 342 (24th April 1936).
4. The road has no close geographical relationship with the site of the short-lived “Trigalong Public School”.
5. The road has no apparent geographical association with the Trigalong/Walladilly Creek or its catchment as the land it traverses feeds the Narraburra Creek network.
6. The most prominent current occupational landmarks on the road, are the entrance gates of the O’Connor family properties “Melrose” and “Pine Grove” on the eastern side of the road, towards its southern intersection with Wynd’s Lane.
7. From an historical perspective, “Yarrandale (1903-1930) /Wilna Public School” (1930-1935) site adjoins its western side at approximately 2km south of the Old Cootamundra Road, as does the later “Wilna Public School” site (1935-1948) annexed from the TS&CR at the Old Cootamundra Road intersection.
8. Some 400m south of the Yarrandale School site is the entrance to the property “Marnoo Mia” (811ha / 2,000 ac.) which extends south along the western side of the road for much of its length.
The property was acquired in the 1890s by Mr. & Mrs. Wyatt Webster DeLittle, the first and formative President of the Narraburra Shire Council in 1906. They retained the property until they left the district in 1924.



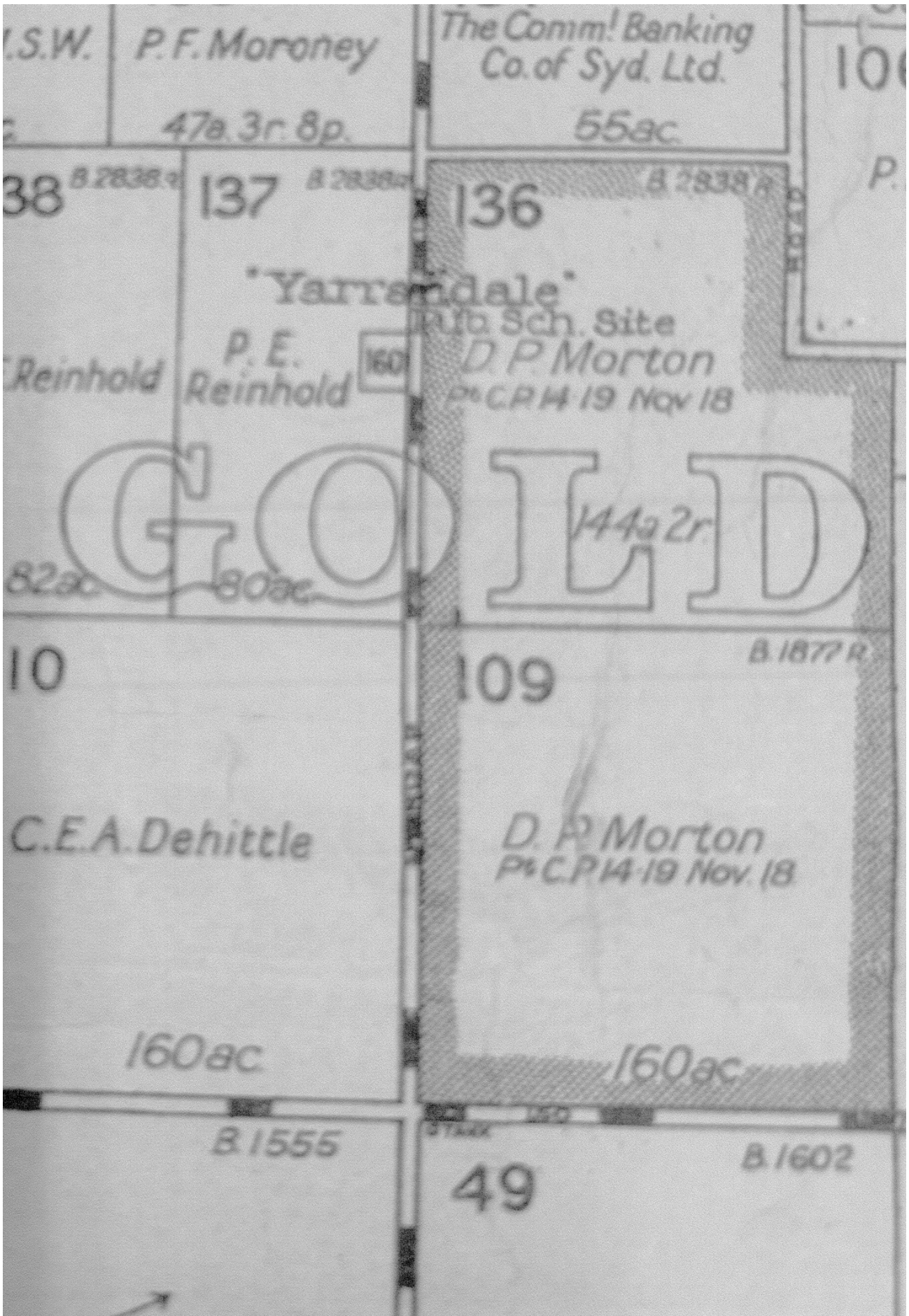
Image Viewer











Yarrandale Provisional School 1903-1930

The Yarrandale School as first located about 1 1/2 miles off the Old Coolamundra Road on the hill (what was known as O'Connors Road is now Trigalong-Sebastopol Road). The school started according to the register of admission on 19th January, 1903, the first names on the register were Walter Julian, Ernest Warren and Ernest Cartwright. The first schoolmaster was Mr Spratt, followed by Mr Lawler, Mr Garnham (who was killed at Gallipoli), Mr Carroll and Mr Yates until Mr J Fitzpatrick's time.

The teachers of those days had to cope with ages ranging from six years to sixth class (leaving age) all in the same class, with sometimes up to 50 children.

Yarrandale School was hit by a severe storm and blown down in the late 1920s and the Ex-Stanleyville school was relocated to the corner of Old Coolamundra Road and Trigalong-Sebastopol Road about three miles from Temora (where a stock dam now is). Yarrandale was then renamed Wilna in 1930. The schoolmaster at the at time was Mr J Fitzpatrick.



Yarrandale School 1912-1913
 Back Row: Eric Barnes, George Morton, Eise Schluke, Walter Cartwright, Myrtle Webb, Ki Barnes, Eise Mangesdorf, Walter Schluke, Henry Webb
 Middle Row: Reg Owers, Frank Mooney, Bill Ilett, Eira Morton, Hal Mooney, Myrtle Webb, Rudy Schluke, Percy Mangesdorf, Stan Mangesdorf, Fred Owers, Neil Owers, Violet Morton, Hannah Morton, Dave Morton, Clarr Owers, Theo Mangesdorf

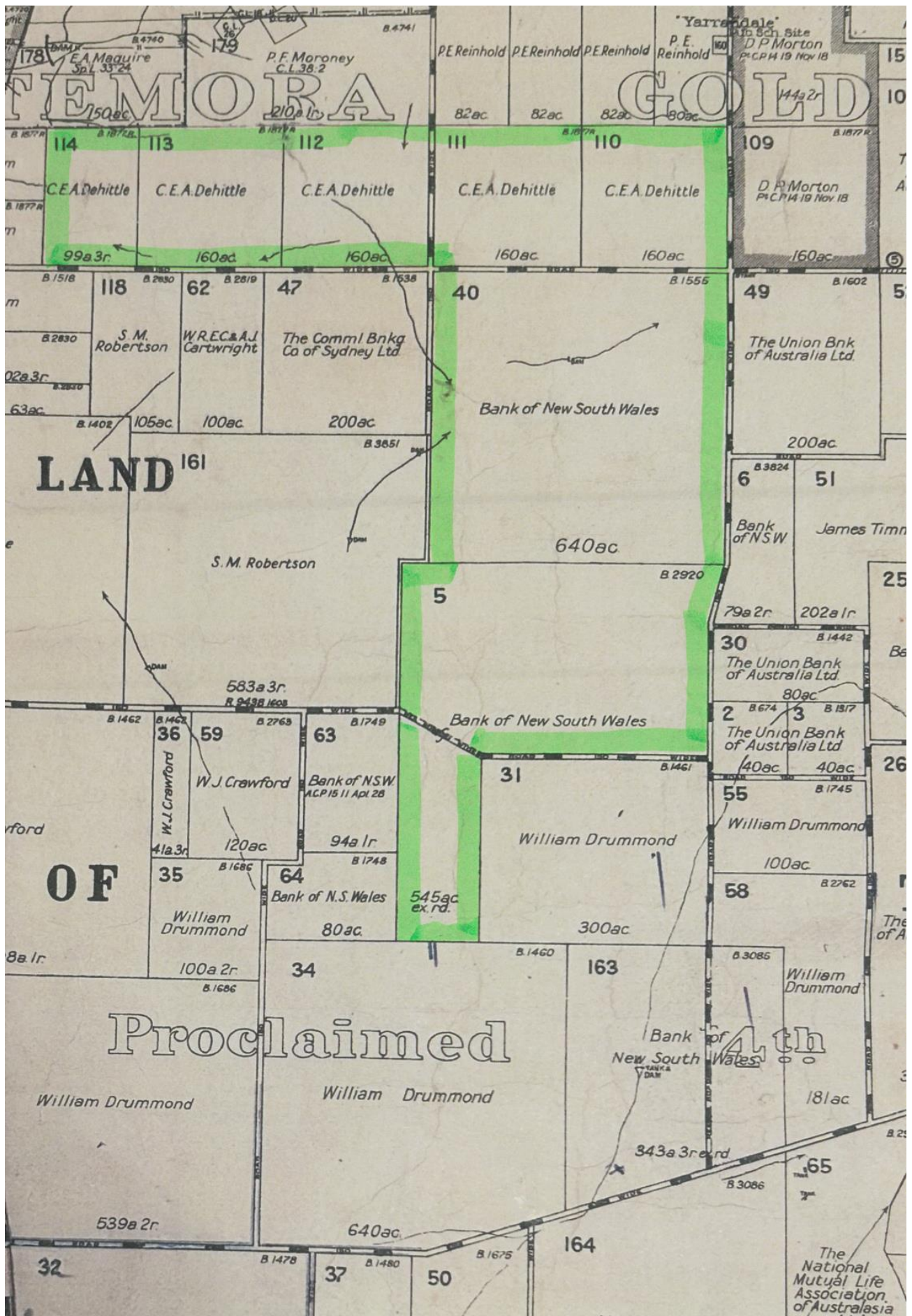


Some families in the district that attended Yarrandale School were:

- Achin, Allan, Barnes, Beasley, Bonetham, Bonnell Brown, Bulmore,
- Cameron, Carr, Carroll, Cartwright, Chaplain, Cheetham, Comans, Crowe,
- Davidge, Doyle, Duffy, Edmonds, Egan, Fisher, Fitzpatrick, Flint, Fodle,
- Foster, Gann, Goodiel, Grundy, Herridge, Hill, Hingerty, Hosking, Hum,
- Ilett, Julian, King, Knbs, Lang, Mackinlay, Maguire, Mangesdorf, Marsh,
- McAlister, McCrone, McDevitt, McElhinney, McMahon, Miller, Milke,
- Mooney, Mooney, Morton, New, Newman, O'Brien, O'Connor, O'Halloran,
- Owers, Pirie, Porter, Price, Punnel, Richards, Reinholds, Reynolds, Rudd,
- Schlebs, Schluke, Schreiber, Schultz, Sing, Smitl, Smith, Surge, Sutton,
- Thacker, Timmins, Vogele, Ward, Warren, Warton, Webb, White,
- Wilesmith, Will, Williams.

Completed & Constructed by the Comarung-Springdale Heritage Committee, 2009





Narraburra Shire – History.

Around the turn of the century he moved back to Nathalia for a period to manage a property there for Neeld Bros.

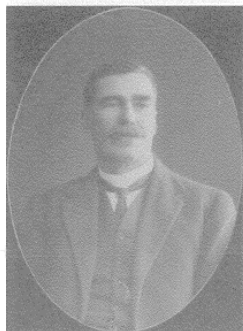
Jack subsequently sold his land at Narriah and purchased “Garthewn” at Pucawan upon which he and his wife, Eva, settled after their marriage in 1904.

Moving to live in Aria Park he established a Stock, Station & Machinery Agency Business, first with Ivor Heath trading as “Davey & Heath” and later with J.W. Rich trading as “Davey & Rich”.

A member of the inaugural Narraburra Shire Council and Shire President in 1908 and 1909, Jack served as a representative of “A” Riding until the end of 1913. He returned to Council following the death of Charles Hawkins in 1923 and again occupied the Presidential chair, serving in that capacity from early in 1927 until the election in December 1931 at which he was succeeded as “A” Riding’s nominee by Dave Edis.

On his death in 1938, Jack bequeathed the land his business premises had occupied in Coolamon Street, Aria Park, to the Narraburra Shire Council – land which the community now enjoys as “Davey Park”.

de Little, Wyatt Webster. b.1861 at East Melbourne, Vic. d. 1928 at Albury, NSW
Farmer, “Narnoo Mia”, Trigalong.



A son-in-law of James Robertson of “Mimosa Station”, Wyatt was employed as Manager of neighbouring “Temora Station”. He and his wife, Cecilia, subsequently purchased a property of their own at Trigalong to which they gradually added and upon which they developed a highly regarded Stud Merino enterprise.

Wyatt was prominent in community affairs and was appointed to the Temporary Narraburra Shire Council in June 1906 to help prepare for the first council election in November of that year. He successfully contested that ballot to become one of the inaugural representatives of “C” Riding of the new Narraburra Shire. Its first President, Wyatt’s first term as a councillor ended when he did not contest the election in January 1908.

He returned to the Council following the tri-ennial election in January 1920, succeeding W.J. Cartwright. He resigned again, in December 1924, as he had decided to sell his farm and move to Gerogery.

The role of President of the first Narraburra Shire Council may well have been somewhat of a “poisoned chalice”. The elected councillors were collectively charged with establishing a new level of administration in close contact with an essentially unsympathetic constituency.

The Ridings system, while it ensured an equal number of representatives for each part of the shire, also entrenched a factional approach to decision making and inevitably exposed the President’s “casting vote” to criticism from disaffected ratepayers whether or not he used it to favour the interests of his own Riding.

The process of assembling a workable organisation required numerous decisions to be made for which the responsibility ultimately rested with the Shire President and while Wyatt De Little was considered by his peers to be a competent manager, it is apparent that his support among the ratepayers came under pressure towards the end of 1907 and this may well have coloured his decision not to contest the election in February 1908.

Bill Speirs. 05

4.4 LAKE CENTENARY PEDESTRIAN BRIDGE

File Number: REP25/44
Author: Engineering Technical Officer
Authoriser: Engineering Asset Manager
Attachments: 1. Previous Report

REPORT

This report provides an update on the status of the Lake Centenary pedestrian bridge project in relation to NSW Government funding and proposes that Council focus on the installation of the northern bridge in the near term, and if the opportunity arises with the water level naturally receding to a suitable level the southern bridge be installed.

Background

Following a report and corresponding resolution (below) at the 28 November 2024 Council meeting, a further report is presented for Council's consideration.

RESOLUTION 195/2024

Moved: Cr Narelle Djukic

Seconded: Cr Anthony Irvine

It was resolved that Council:

- 1. Endorse that Council seek a variation to allow completion of the installation of the Lake Centenary Bridge to occur after Summer 2024/25, and*
- 2. Allow the Lake Centenary water level to be lowered to enable installation of the bridge, in consultation with the Lake Centenary Management Committee.*
- 3. Seek support from NSW Member for Cootamundra, Ms Steph Cooke.*

Council officers have liaised with the NSW Government Grants team, who have agreed for Council to expend the remaining grant funds (\$40,000) on project related materials by 28 February 2025, with the view to acquitting the grant. This agreement is subject to Council completing the remaining works in its own time and at its own cost.

To address acquittal of the grant by 28 February 2025, the following materials are proposed to be purchased with the remaining grant funds (approximate value):

- \$10,000 Gabion rock (bridge abutments and erosion protection).
- \$3,000 Timber bollards (reinstate a barrier between the walking track and car parking area)
- \$10,000 Pipe culverts (access track pipe and temporary bridge pipe)
- \$17,000 Road base (finish the track surface and Bridge abutments)

The gabion rock may be surplus to requirements; however, the view of Council officers is that any excess rock can be used as erosion protection on the remaining gaps on the western bank of Lake Centenary.

It must be noted this will leave Council with \$40,000 to complete the remaining installation which is almost certainly not enough funds to complete the works. It is anticipated that additional funds of up to \$50,000 may be required to complete the project.

Following acquittal of the grant, the current proposal regarding construction of the bridges is as follows:

- Northern Bridge – The current level of Lake Centenary indicates it may be possible to install the northern bridge at the back end of the current waterskiing season (March/April 2025), provided no significant inflows occur during this time. The water level needs to recede approximately 600mm from the current level to enable installation.
- Southern Bridge – Installation of the southern bridge will require the water level to significantly recede approximately 1m-1.2m from the current water level. Additionally, there is a recently deceased very large eucalypt tree that is at risk of falling on the bridge once installed. This tree is located between the bridge site and the adjacent power lines and will require significant funds to remove (\$8k-\$15k). It is proposed that Council work with Essential Energy to remove this tree prior to the bridge being installed. If Essential Energy will not assist in removal of the tree, then Council will need to fund removal. Essential Energy has inspected the tree, however, have not made a commitment to remove the tree at this stage.

Based on the above information it is proposed that Council focus on installation of the northern bridge in the near term, concurrently working to remove the eucalypt tree at the southern bridge site. If the opportunity arises with the water level naturally receding to a suitable level the southern bridge be installed.

In the interim period post construction of the northern bridge, there is a construction access track at the southern bridge site that can operate as a temporary walking track bridge until conditions allow installation of the southern bridge.



Integrated Planning and Reporting

Community Strategic Plan Theme 1: Enhancing our quality of life

Strategy 1.4 A community that offers opportunity for sport and recreation

Council Policy/Legislation

N/A

Budget Implications

Council will likely be short of funds in the order of \$20,000 to \$50,000 in the 2024/25 budget.

Options to overcome this are:

- Seek support from the Lake Centenary Management Committee combined with allocating additional funds.
- Allocate additional funds through a reallocation of projects in the capital works program.

Risk Implications

The project has commenced with the bridges located at Lake Centenary in a prominent location. If the remaining works remain unfinished in the long term this may result in community dissatisfaction.

COMMITTEE RESOLUTION 4/2025

Moved: Cr Rick Firman

Seconded: Cr Ken Smith

That the Committee resolved to recommend that Council:

1. Funds the remaining works of up to \$50,000 through a reallocation of projects in the capital works program, if required.
2. Construct both the northern and southern bridges as environmental conditions allow.
3. Endorses the removal of the subject eucalypt tree to be funded through either the project or Essential Energy or a combination of both.
4. Seek financial contribution from the Lake Centenary Management Committee to support the project.

CARRIED

Report by Rob Fisher & Amanda Colwill

14.2 LAKE CENTENARY PEDESTRIAN BRIDGE

File Number: REP24/1022
Author: Town Planner
Authoriser: Director of Environmental Services
Attachments: Nil

REPORT

In November 2022, Council submitted an application for funding from the NSW Government's Places to Swim program, to secure funding for the installation of a pedestrian bridge at Lake Centenary. The project is to install a pedestrian bridge, in two parts, along the western edge of Lake Centenary to enable pedestrians and cyclists to safely cross over Lake Centenary and avoid the existing crossing point beside Goldfields Way.

Council received notice of a successful funding application for this project in January 2023.

Preliminary works to prepare the pedestrian bridge have occurred and the bridge is now on site at Lake Centenary, however it is yet to be installed. Photos 1-3 below show the current works completed. At the time of awarding funding, Council was required to complete the project by June 2024. Council officers were intending to install the pedestrian bridge during the summer of 2023/24, however, high rainfall over the summer months prevented the installation works from occurring at this time.



Photo 1: New walking path approach to bridge site



Photo 2: New walking path towards the bridge site



Photo 3: Site for bridge installation, noting high water level at this site

ORDINARY COUNCIL MEETING MINUTES**28 NOVEMBER 2024**

Since this time, the location of the proposed bridge footings has remained under water. Council officers have recently secured a revised delivery deadline of December 2024, however, at the current water level completion of the bridges by this date will not be achievable. Council sought an extension to 31 March 2025, however, this was not supported by the NSW Government Grants team.

Council officers have recently considered lowering the water level of Lake Centenary, after the summer water skiing season, to enable installation of the bridges. This would be undertaken by either pumping over the spillway or cutting a channel through the spillway on one side. This proposal has been mentioned to a senior member of the Lake Centenary Management Committee, who was open to the idea, however, further discussion with the Committee would be required.

Council officers are of the view that lowering the water level is now the only solution to deliver this project in the short term. Approximately \$60,000 of grant funds remain unspent and due to expire of 31 December 2024. A further variation is required to be sought from the NSW Government, to allow Council to retain these funds and the required works to be completed in 2025.

Generally, Council has a good record of delivering projects on time, however unsuitable weather conditions have impacted the expected delivery time of this project. A variation where Council intervenes to ensure the water level is satisfactory will ensure that the project is delivered with only a relatively minor extension of time, provided that NSW Government support is secured.

Integrated Planning and Reporting

Community Strategic Plan Theme 1: Enhancing our quality of life

Strategy 1.4 A community that offers opportunity for sport and recreation

Council Policy/Legislation

The approach to seek a variation and complete the project under suitable work conditions, with the water level of the Lake lowered, is consistent with Council's Risk Management Policy

Options

Council has the option to seek a variation from the NSW Government and lower the level of the Lake, or to defer the project until the lake reaches a satisfactory level naturally, which may impact the receipt of grant funding for project delivery.

Budget Implications

If a variation is not secured, there is a risk that Council may be required to fund the completion of the project using Council funds only, which may impact delivery time.

Risk Implications

If a variation is not secured, there is a risk to Council that the project may remain unfinished for some time, which would be an unsatisfactory outcome for the community.

RESOLUTION 195/2024

Moved: Cr Narelle Djukic
Seconded: Cr Anthony Irvine

ORDINARY COUNCIL MEETING MINUTES

28 NOVEMBER 2024

It was resolved that Council:

1. Endorse that Council seek a variation to allow completion of the installation of the Lake Centenary Bridge to occur after Summer 2024/25, and
2. Allow the Lake Centenary water level to be lowered to enable installation of the bridge, in consultation with the Lake Centenary Management Committee.
3. Seek support from NSW Member for Cootamundra, Ms Steph Cooke.

CARRIED

5 CLOSE MEETING

The Meeting closed at 2:34pm.

This is the minutes of the Assets & Operations Committee meeting held on Tuesday 11 February 2025.

.....

GENERAL MANAGER

.....

CHAIRMAN

8.2 MINUTES OF THE ECONOMIC DEVELOPMENT AND VISITATIONS COMMITTEE MEETING HELD ON 11 FEBRUARY 2025**File Number: REP25/107****Author: Executive Assistant****Authoriser: General Manager****Attachments: 1. Minutes of the Economic Development and Visitations Committee Meeting held on 11 February 2025****RESOLUTION 10/2025**

Moved: Cr Nigel Judd

Seconded: Cr Graham Sinclair

It was resolved that the reports be received.

CARRIED**RESOLUTION 11/2025**

Moved: Cr Nigel Judd

Seconded: Cr Narelle Djukic

It was resolved that the reports and recommendations as presented be adopted.

CARRIED



Date: Tuesday, 11 February 2025
Time: 2:44pm
Location: 105 Loftus Street
TEMORA NSW 2666

MINUTES

Economic Development and Visitations Committee Meeting

11 February 2025

Order of Business

1	Open Meeting	3
2	Apologies	3
3	Disclosures of Interest	3
4	Reports	4
4.1	Economic & Community Development Update	4
4.2	Round 8 of the Mobile Black Spot Program (MBSP)	7
5	Confidential Reports.....	10
6	Close Meeting	11

**MINUTES OF TEMORA SHIRE COUNCIL
ECONOMIC DEVELOPMENT AND VISITATIONS COMMITTEE MEETING
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666
ON TUESDAY, 11 FEBRUARY 2025 AT 2:44PM**

PRESENT: Cr Rick Firman (Mayor), Cr Nigel Judd (Chair), Cr Graham Sinclair (Deputy Mayor), Cr Belinda Bushell, Cr Ken Smith, Cr Anthony Irvine (Observer), Cr Paul Mahon (Observer)

IN ATTENDANCE: Mr Craig Sinclair (Economic Development Manager), Mrs Elizabeth Smith (Director of Administration & Finance), Mr Kris Dunstan (Director of Environmental Services), Ms Melissa Boxall (General Manager)

1 OPEN MEETING

2:44pm

2 APOLOGIES

Nil

3 DISCLOSURES OF INTEREST

Councillor/Officer	Item	Nature of Interest	How Managed
Cr Belinda Bushell	REP25/78	Non Pecuniary	Stayed in Meeting

4 REPORTS

4.1 ECONOMIC & COMMUNITY DEVELOPMENT UPDATE

File Number: REP25/78
Author: Economic Development Manager
Authoriser: Director of Administration & Finance
Attachments: Nil

REPORT

The purpose of this report is to provide an update on key activities of the Economic & Community Development team.

ITEM 1: Temora & Bland Shires Drought Resilience Plan (DRP) - Project Status

The Temora & Bland Shires Drought Resilience Plan (DRP) Project Control Group (PCG) met on 22nd January 2025 to review governance, project administration, and implementation progress.

Temora Shire Council (TSC) is the lead organisation responsible for program management, financial administration, and compliance.

Bland Shire Council (BSC) is the project partner, delivering specific activities and collaborating on outcomes.

All six activities funded by the program need to be delivered by 28 November 2025. The following activities are in progress:

Activity 1: Bringing Vacant Houses onto the Market

- Lead Organisation: Temora Shire Council
- Key Actions:
 - Engage a casual to coordinate efforts across both shires.

Activity 2: Spend Data Analysis

- Lead Organisation: Temora Shire Council
- Key Actions:
 - Review supplier options and raise a purchase order for a shared subscription.

Activity 3: HR Management Support Scoping

- Lead Organisation: Bland Shire Council (liaising with Business West Wyalong)
- Procurement: Selective tender to approximately five suppliers.

Activity 4: Strengthen Community Groups

- Lead Organisation: Temora Shire Council
- Key Actions:
 - TSC and BSC will recruit casual staff individually for this activity.
 - Casual staff will work alongside community services teams in each council.

Activity 5: Expanding the Resilience Project

- Lead Organisation: Temora Shire Council
- Delivery Timeline:
 - 2025: All schools in Temora Shire plus two schools in Bland Shire.
 - 2026: Remaining seven schools in Bland Shire (funded in advance).
 - Launch Event: Early October 2025 in Temora Shire (timed to avoid harvest).

Activity 6: Improving Water Efficiency

- Lead Organisation: Bland Shire Council
- Key Actions:
 - Request for Quotation (RFQ) to be developed and advertised.

ITEM 2: Update on Regional Precincts and Partnerships Program Application – NSW and ACT Ambulance Museum Construction

Council received notification that the application for funding under the Regional Precincts and Partnerships Program (RPPP) for the NSW and ACT Ambulance Museum Construction (Application ID: RPPPD000088) was unsuccessful.

As part of Council's strategic initiative to enhance economic development and cultural infrastructure in the Temora Shire, an application was submitted under the RPPP - Precinct Delivery stream to secure funding for the construction of the NSW and ACT Ambulance Museum. The proposed project aimed to:

- Showcase and preserve the extensive NSW and ACT Ambulance historic collection.
- Provide an interactive and educational experience for visitors.
- Enhance tourism opportunities and economic benefits for the region.
- Create a memorial space honouring ambulance officers who have served the community.

Council has been formally notified that the application was not successful under this funding round. The decision was based on the competitive nature of the program and the high volume of quality applications received.

The unsuccessful application means the implementation of the museum project cannot progress.

Based on the outcome of the application, the following actions are recommended:

1. **Engagement with Funding Body:** Seek further clarification on specific assessment criteria and potential improvements for future applications.
2. **Alternative Funding Sources:** Investigate opportunities under state and federal grant programs, including cultural and heritage-specific funds.
3. **Private Sector Partnerships:** Strengthen industry partnerships and secure expressions of interest or co-investment commitments from relevant stakeholders or benefactors.
4. **Project Refinement:** Review and update project scope to align with funding priorities and improve its viability under future grant rounds.
5. **Council Advocacy:** Work with regional and state representatives to reinforce the strategic importance of the project for Temora and advocate for future funding opportunities.

ITEM 3: Embrace Festival 2025

The Embrace Festival is now in its third year and continues to serve as a vibrant celebration of multiculturalism in Temora Shire. The festival is scheduled to take place on Sunday, 16th March 2025. The event will feature a diverse array of music, dance, arts, and culinary experiences designed to engage the community and foster cultural appreciation.

Key Details:

- Event Duration: 11:00 AM – 2:00 PM
- Location: Temora Railway Precinct
- Estimated Attendance: 500 attendees
- Event Staff & Volunteers: 8
- Organiser: Economic & Community Development Officer
- Entry: Free
- Features: Cultural performances, food stalls, interactive workshops

The Embrace Festival is supported by an annual \$5,000 allocation in Council's budget. In addition to this funding, an application was submitted to Multicultural NSW for additional financial support to enhance festival programming and accessibility. Unfortunately, this application was unsuccessful, meaning the event will proceed within the constraints of the allocated Council funding.

Cr Belinda Bushell declared a non-pecuniary interest in relation to item REP25/78, due to being employee of Bland Shire Council.

COMMITTEE RESOLUTION 1/2025

Moved: Cr Graham Sinclair

Seconded: Cr Rick Firman

That the Committee resolved to recommend to Council to note the report.

CARRIED

Report by Craig Sinclair

4.2 ROUND 8 OF THE MOBILE BLACK SPOT PROGRAM (MBSP)

File Number: REP25/74
Author: Economic Development Manager
Authoriser: Director of Administration & Finance
Attachments: Nil

REPORT

The purpose of this report is to provide Council with an overview of the results from the Mobile Black Spot Survey conducted across Temora Shire. It also advises of the advocacy request from the Riverina Eastern Regional Organisation of Councils (REROC) and confirms that the top four identified priority areas have been registered on the Project Noticeboard for Round 8 of the Mobile Black Spot Program (MBSP).

Introduction and Background

Following the announcement of Round 8 of the Mobile Black Spot Program, a survey was conducted throughout January 2025 to identify areas within Temora Shire experiencing the most significant mobile coverage issues. The survey was promoted via the ratepayer newsletter and social media and aimed to support advocacy efforts to improve telecommunications infrastructure in regional areas.

The survey received 94 responses from across the Shire, the results of which are summarised in the table below.

Mobile Black Spots Survey Summary

Area Name	Votes	Willing to Discuss Financial Contributions	Summary of Comments
Out of Temora Shire	1	1	Minimal impact reported.
Tara / Bectric	15	7	Poor or no mobile coverage impacting emergency services, businesses, and daily communication.
Pucawan	14	5	Inconsistent service, isolation during emergencies, and lack of infrastructure in rural areas.
Morangarell / Barmedman East / Trungley Hall	29	24	Frequent connectivity issues, challenges during bushfires, and insufficient towers in critical areas.
Sebastopol / Mimosa	22	11	Limited coverage affecting community centres, local businesses, and disaster response efforts.

Area Name	Votes	Willing to Discuss Financial Contributions	Summary of Comments
Ariah Park / Quandary	6	3	Intermittent coverage, impacts on agriculture and business communication, and emergency services.
Grogan	3	0	Sporadic signal, affecting agricultural and transport-related communications.
Springdale	1	0	Minor coverage issues reported.
Airport / Airpark Estate	1	0	Minimal connectivity complaints in this location.
Temora West	1	0	Limited reports of connectivity issues.
Temora	1	0	Generalized issues not specific to a single area.

As a result, the following four areas were identified as the highest priority locations based on the number of votes received:

1. **Morangarell / Barmedman East / Trungley Hall** (29 votes)
2. **Sebastopol / Mimosa** (22 votes)
3. **Tara / Bectric** (15 votes)
4. **Pucawan** (14 votes)

These areas have been formally registered on the Mobile Black Spot Program Project Noticeboard to ensure they are considered for funding under Round 8. Additionally, a request was issued to REROC for these locations to be included in its regional advocacy for improved mobile connectivity.

Integrated Planning and Reporting

This initiative aligns with the objectives of the Temora Shire Community Strategic Plan (CSP), particularly:

- **1.1.3** Advocate for improved infrastructure to support the local economy and regional connectivity.
- **2.2.1** Support emergency services to ensure public safety and disaster resilience.
- **4.3.2** Engage with regional organisations to leverage opportunities for improved service delivery.

Council Policy/Legislation

This initiative aligns with the following policies and legislative frameworks:

- **NSW Regional Telecommunications Strategy** – Supporting connectivity improvements for rural and remote communities.
- **Local Government Act 1993 (NSW)** – Enabling Councils to advocate for infrastructure improvements in their jurisdictions.

Options

N/A

Budget Implications

There are no direct financial implications for Council at this stage. However, should further contributions be required for co-funding infrastructure improvements, a separate report will be presented to Council for consideration.

Risk Implications

N/A

It is noted by the Committee that the formal registration on the Noticeboard did not happen by the due date. Officers are now referring the information directly to service providers on the advice of the Department of Infrastructure.

COMMITTEE RESOLUTION 2/2025

Moved: Cr Ken Smith

Seconded: Cr Graham Sinclair

That the Committee resolved to recommend to Council to note the report.

CARRIED

Report by Craig Sinclair

5 CONFIDENTIAL REPORTS

COMMITTEE RESOLUTION 3/2025

Moved: Cr Rick Firman

Seconded: Cr Graham Sinclair

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993 at 2:51pm:

5.1 Economic & Community Development Update

This matter is considered to be confidential under Section 10A(2) - di of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

5.2 NRCC House Lease Opportunity

This matter is considered to be confidential under Section 10A(2) - c of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

5.3 Development Infrastructure Deferred Payment Application

This matter is considered to be confidential under Section 10A(2) - c and di of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

CARRIED

COMMITTEE RESOLUTION 4/2025

Moved: Cr Rick Firman

Seconded: Cr Graham Sinclair

It was resolved that Council adopts the motions from the closed committee of Council.

CARRIED

6 CLOSE MEETING

The Meeting closed at 3:54pm.

This is the minutes of the Economic Development and Visitations Committee meeting held on Tuesday 11 February 2025.

.....
GENERAL MANAGER

.....
CHAIRMAN

8.3 MINUTES OF THE YOUTH ADVISORY COMMITTEE MEETING HELD ON 11 FEBRUARY 2025**File Number:** REP25/105**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Minutes of the Youth Advisory Committee Meeting held on 11 February 2025**RESOLUTION 12/2025**

Moved: Cr Belinda Bushell

Seconded: Cr Brenton Hawken

It was resolved that the reports be received.

CARRIED**RESOLUTION 13/2025**

Moved: Cr Belinda Bushell

Seconded: Cr Brenton Hawken

It was resolved that the reports and recommendations as presented be adopted.

CARRIED



Date: Tuesday, 11 February 2025
Time: 4:37pm
Location: 105 Loftus Street
TEMORA NSW 2666

MINUTES

Youth Advisory Committee Meeting

11 February 2025

Order of Business

1 Open Meeting 3

2 Apologies 3

3 Disclosures of Interest 3

4 Reports 4

5 Close Meeting 7

**MINUTES OF TEMORA SHIRE COUNCIL
YOUTH ADVISORY COMMITTEE MEETING
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666
ON TUESDAY, 11 FEBRUARY 2025 AT 4:37PM**

PRESENT: Cr Rick Firman (Mayor), Cr Belinda Bushell (Chair), Cr Brenton Hawken

IN ATTENDANCE: Mrs Elizabeth Smith (Director of Administration & Finance), Ms Melissa Boxall (General Manager) (arrived at 4:45pm), Mr Craig Sinclair (Manager Economic Development)

1 OPEN MEETING

4:37pm

2 APOLOGIES

COMMITTEE RESOLUTION 1/2025

Moved: Cr Rick Firman

Seconded: Cr Brenton Hawken

That apologies from Youth Development Officer Sheree Elwin be received and accepted.

CARRIED

3 DISCLOSURES OF INTEREST

Councillor/Officer	Item	Nature of Interest	How Managed
NIL			

4 REPORTS

4.1 YOUTH REPORT

File Number: REP25/65
Author: Youth Development Officer
Authoriser: Director of Administration & Finance
Attachments: Nil

REPORT

The following report provides an overview of activities undertaken by the Youth Development Team since the last Youth Advisory Committee Meeting.

Christmas Pool Party

- Platform Y members and mentors were invited to the annual pool party on 12 December 2024.
- Certificates acknowledging volunteer hours were handed out by former Youth Development Officer (YDO) and mentor Kim Sandgren, who spoke about the culture of volunteering at Platform Y. Despite having limited opportunities to volunteer in 2024, over 145 hours were given to the community by the young people.

Temora Youth Leadership Team changes

- Longstanding members of the Leadership Team stepped down from their positions at the end of 2024. Thankyou cards were sent out to these former leaders, acknowledging their energy and commitment to Platform Y over the years.
- The Youth Program Coordinator (YPC) identified junior leaders who were ready to step up to the Leadership Team, and these young people will be attending fortnightly team meetings.
- As part of our succession plan, new younger members have been invited to be part of the junior leadership team, attending Leadership Team meetings each term.

School Holiday Workshops

After successfully securing School Holiday Break funding from Department of Primary Industries and Regional development (DPIRD) for Summer/ Autumn holidays 2025, \$3,020 was allocated to the following summer holiday break activities:

- **Mufasa- The Lion King**, free movie event at Temora Town Hall Theatre 8 January 2025.
35 attendees. Goodie bags with vouchers to local attractions, free popcorn, Lion King Trivia and lucky door prizes ensured a fun time was had by all.
- Excursion to **Lake Talbot Water Park**, Narrandera 16 January 2025

A total of 24 attendees (fully booked). Young people enjoyed the bus trip to and from the venue, a water slide pass for 10 slides and access to the pool complex.

- Cooking Up a Storm- **Pizza making** workshop at the Railway Hotel on 20 January 2025

A total of 16 attendees (fully booked). The workshop included learning and practicing the process of making pizza dough before applying a range of toppings.

BAKE IT FORWARD

Eight young people gave up their time on Monday 3 February, to bake treats to 'pay it forward' to local community and service organisations that do so much for our town. The groups chosen by the team to receive the baked goods were: Temora Police, Narraburra Lodge, Temora Community Centre, The Salvation Army, St Vincent de Paul, Kurrajong and the Railway Volunteers.

TAKE THE LEAD- Temora Youth Leadership Program

Five young adults completed the first workshop of TAKE THE LEAD 2025. Facilitated by mentor Ruth Sinclair and TSC YDO, the young people engaged in activities building group cohesion, as well as exploring aspects of leadership. We look forward to seeing their leadership journey over the coming weeks, with the program culminating in a Graduation Dinner at Temora Town Hall, Monday 3 March 2025. Guest speaker will be 2025 ACT Young Australian of the Year, Daniel Bartholomeus.

(Note: one participant has withdrawn from the program, with four young leaders remaining)

Integrated Planning and Reporting

Community Strategic Plan Theme 1: Enhancing our quality of life

Delivery Program Strategy 1.3: A community with services and facilities for our children and young people

Council Policy/Legislation

N/A

Options

N/A

Budget Implications

N/A

Risk Implications

N/A

Ms Melissa Boxall General Manager arrived at 4:45pm.

COMMITTEE RESOLUTION 2/2025

Moved: Cr Rick Firman

Seconded: Cr Brenton Hawken

The Committee resolved to recommend to Council that alternate event options for the formal acknowledgement of volunteering hours be considered by the Youth Leadership Team to enable attendance by Councillors.

CARRIED

COMMITTEE RESOLUTION 3/2025

Moved: Cr Brenton Hawken

Seconded: Cr Rick Firman

That the Committee resolved to recommend to Council to receive and note the report.

CARRIED

Report by Sheree Elwin

5 CLOSE MEETING

The Meeting closed at 4:59pm.

This is the minutes of the Youth Advisory Committee meeting held on Tuesday 11 February 2025.

.....

GENERAL MANAGER

.....

CHAIRMAN

9 DELEGATES REPORTS

The following meetings and functions were attended during the month.

Councillor	Name of Meeting/Function	Date Attended
Cr Nigel Judd	REROC – Met with new CEO	24 January 2025
	Attended Aria Park Australia Day breakfast	26 January 2025
	Aria Park Pool Committee meeting	5 February 2025
	Aria Park Sewerage Options meeting	6 February 2025
	Cultural Awareness Training	11 February 2025
	IP&R Workshop	14 February 2025
	NSW Regional Roads Minister - Meeting	16 February 2025
Cr Belinda Bushell	Arts Centre meeting	6 February 2025
	IP&R Workshop	14 February 2025
Cr Graham Sinclair	Attended Temora Australia Day Celebrations	26 January 2025
	IP&R Workshop	14 February 2025
	NSW Regional Roads Minister - Meeting	16 & 17 February 2025
	IP&R Workshop Community – welcomed the attendees	18 & 19 February 2025

10 MAYORAL REPORT**10.1 MAYOR'S REPORT - JANUARY 2025**

File Number: REP25/55
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

REPORT

1st January – Happy New Year! May it be a healthy, enjoyable and productive one for us all.

2nd January – I had a teleconference with the Federal Member for Riverina, The Hon Michael McCormack MP.

3rd January – I attended Council office.

7th January – I had teleconferences with the new President of Local Government NSW (Mayor Phyllis Miller OAM – Forbes Shire), the NSW Country Mayors Association Secretariat (Mr Gary Fry), the Treasurer of REROC (Mr Tony Donoghue PSM – Coolamon Shire) and Mayor Russell Webb (Tamworth – CMA Board member)

8th January – I chaired a meeting of the NSW Country Mayors Association Executive Board via Zoom.

- The Deputy Mayor (Cr G P Sinclair), General Manager (Ms M K Boxall) and I had a meeting with the General Manager of Altona Ag (Mr S J Wiencke).

9th January – I attended Council offices and attended a series of meetings.

10th January - I attended Council Offices.

12th January – I had a meeting with Federal Member for Riverina, the Hon Michael McCormack MP.

13th January – I had a meeting with the General Manager (Ms Boxall).

- I had a meeting with the NSW Premier's Director of Programming and Events.
- I had a meeting with State MP, Ms S A Cooke MP.

14th January – I had a meeting with State MP, Ms Cooke.

15th January – I had a series of meetings with the Mayors of Tamworth, Narrabri, Bega Valley and Ballina.

- I had a meeting with Chief Executive of Riverina Eastern Regional Organisation of Councils (REROC).

16th January – I had a meeting with the General Manager.

- Councillors, Senior Staff and I attended our first formal Council meeting for 2025. We were formally introduced to the new Principal at St Anne's Catholic College, Mrs Louise Grant.

20th January – The Deputy Mayor (Cr Sinclair), General Manager (Ms Boxall), Acting Director of Administration & Finance (Mr Craig Sinclair) and I attended a meeting with the Deputy Secretary – Dept, Primary Industries & Regional Development (Mr James Bolton).

- We also attended a meeting with Mr Bolton together with the FarmLink CEO (Mr Shaughan Morgan) and FarmLink Site Manager (Mr Henry Boswell).
- I attended a zoom meeting with the Chairman of the NSW Regional Health Ministerial Advisory Panel (Dr Richard Colbran).

21st January – I attended the meeting of St Paul’s Anglican Church Parish Council.

- I attended the Council Chambers.
- I had a conference call with the Deputy Chairman of NSW Country Mayors Association (Mayor Russell Fitzpatrick – Bega Valley).

23rd January – I attended a meeting of NSW Local Government Boundaries Commission. We continue to consider the de-merger proposals from Cootamundra-Gundagai and Snowy Valleys.

- I chaired a meeting of the NSW Country Mayors Association Executive Board. Our General Manager (Ms Boxall) as Secretary, also attended.
- I had a meeting with Temora & District Hospital Manager, Mrs Wendy Skidmore.
- Members of the General Manager’s Performance Review Panel (who includes the Deputy Mayor – Cr Sinclair, Cr N A Judd, Cr B J Bushell and I) had an informal meeting with the General Manager (Ms Boxall). The Panel are very happy with the performance of our General Manager.
- Cr Judd and I had a meeting with the new Chief Executive of REROC, Mrs Megan Mulrooney.
- I chaired a meeting of the Temora Branch of the Nationals Executive re: Pollies at the Club event, with Mr McCormack and Ms Cooke. This will be held on Tuesday 4th March at the Temora Ex-Services Memorial Club.

26th January – Like many, I celebrated Australia Day at Temora Shire’s official ceremony in Gloucester Park. A good crowd were present to witness some of outstanding citizens being rewarded and acknowledged. Council extends our warm congratulations to all nominees. Well done to Citizen of the Year – Mr R W Maslin, Young Citizen – Miss Emma Russell and Event – THS & Beyond. Our Ambassador for Australia Day, Mr Henry Bosman delivered a very stirring address, with other talented citizens also providing entertainment and speeches. Council thanks the organising Committee in Deputy Mayor Sinclair (Chairman, Mrs Beth Firman (Secretary), Mrs Ros Hartwig (Treasurer), Cr Narelle Djukic and Mrs Roz St. Clair (Ariah Park). I’m also honoured to sit on the Committee for this special day.

- I had a meeting with State MP, Ms Steph Cooke.

28th January – I attended Council Chambers.

29th January – I had teleconferences with the Mayors of Ballina, Bega Valley, Singleton, Tamworth and Cootamundra-Gundagai.

- I had a teleconference with President of Local Government NSW, Mayor Phyllis Miller OAM (Forbes Shire).

30th January – I had a teleconference with the CEO of Frank Whiddon Masonic Homes, Mr Chris Mamarelis.

- I had a teleconference with NSW Premier’s Director of Events.
- I had a teleconference with the NSW Minister for Health and Regional Health (The Hon Ryan Park MP) Diary Manager.
- I had a teleconference with former National and State Local Government President, Ms Linda Scott.
- I attended a sub-committee meeting of the Temora & District Education Fund (TDEF).

31st January – The General Manager (Ms Boxall) and I attended the 7th annual Cootamundra Electorate Mayoral Summit. This was held in Harden at the RFS Regional HQ. Mayors & General Managers from the

Cootamundra Electorate were hosted by Member, Ms S A Cooke MP. A very positive day ensued, with the NSW Minister for Regional Roads and Transport (The Hon Jenny Aitchison MP) being the highlight, along with Parliamentary Secretary for Regional Health, (Dr Michael Holland MP). Thank you to Ms Cooke and her dedicated Staff for hosting this most important roundtable.

- I had a series of teleconference with the Office of the NSW Treasurer, Minister for Local Government and the President of the NSW Legislative Council.
- I had a conference call with Mayor of Greater Hume Shire (Mayor Lea Parker) and the former Mayor of Cessnock, Cr Jay Suvaal.

Integrated Planning and Reporting

N/A

Council Policy/Legislation

N/A

Options

N/A

Budget Implications

N/A

Risk Implications

N/A

RESOLUTION 14/2025

Moved: Cr Graham Sinclair

Seconded: Cr Narelle Djukic

It was resolved that the Mayor's report be noted.

CARRIED***Report by Mayor Rick Firman***

11 STAFF REPORTS

RESOLUTION 15/2025

Moved: Cr Paul Mahon

Seconded: Cr Brenton Hawken

It was resolved that Council receive Staff reports.

CARRIED

12 GENERAL MANAGER**12.1 CALENDAR OF EVENTS - FEBRUARY 2025**

File Number: REP25/38
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

REPORT**FEBRUARY 2025**

6 Community Consultation Ariaah Park Improved Sewerage Service Options Meeting
Ariaah Park Hall Supper Room – 6:00pm
11 Committee Meetings
11 Aboriginal Cultural Awareness Training for Councillors and Manex – 5.15pm
14 Councillor and Senior Staff Integrated Planning & Reporting (IP&R) Workshop
18 Community Strategic Plan (CSP) Community Consultation, Temora Memorial
Town Hall - 6.00pm
19 Community Strategic Plan (CSP) Community Consultation, Temora Memorial
Town Hall - 9.30am
20 Council Meeting
28 REROC Meeting - Wagga

MARCH 2025

5 Actively Ageing and Lifestyle Expo for Seniors, Town Hall – 10.00am – 200pm
5/6 REROC – Sydney
8 Rural Museum Open Day – 9:00am to 5:00pm
11 Committee Meetings
11 Candidate to Councillor Training (Neryl East)
4:00pm (Councillors Induction training – social media and relationships)
16 Embrace Festival, Temora Railway Precinct – 11.00am – 2.00pm
20 Council Meeting
26 REROC – Take Charge
28 NSW Country Mayors Association – NSW Parliament House Sydney

APRIL 2025

8 IP & R – Budget Councillor Workshop
(9:00am – 11:00am)
8 Committee Meetings
17 Council Meeting
18 Good Friday
21 Easter Monday
25 Anzac Day

RESOLUTION 16/2025

Moved: Cr Ken Smith

Seconded: Cr Brenton Hawken

It was resolved that the Calendar of Events be noted.

CARRIED

12.2 RECONNECTING RIVER COUNTRY PROGRAM**File Number:** REP25/51**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Correspondence [↓](#) **REPORT**

Correspondence has been received from Councillor Abb McCalister, Mayor of Cootamundra-Gundagai Regional Council in relation to the Reconnecting River Country Program.

The correspondence seeks support from all REROC and any other Councils on the Murrumbidgee River for feedback and advocacy in relation to the program.

RESOLUTION 17/2025

Moved: Cr Graham Sinclair

Seconded: Cr Narelle Djukic

It was resolved that Council receive and note the correspondence received.

CARRIED***Report by Melissa Boxall***



ABN: 46 211 642 339
PO Box 420, Cootamundra NSW 2590
Ph: 1300 459 689 Fax: 02 6940 2127
Email: mail@cgrc.nsw.gov.au
www.cgrc.nsw.gov.au

Cootamundra Office
81 Wallendoon Street,
Cootamundra NSW 2590

Gundagai Office:
255 Sheridan Street,
Gundagai NSW 2722

Teresa Breslin
REC-241216-TMB-095926.doc

Melissa Boxall
Temora Shire Council
PO Box 262
Temora NSW 2666

Emails: temshire@temora.nsw.gov.au

Dear General Manager

RE: RECONNECTING RIVER COUNTRY PROGRAM

At its Ordinary Meeting of 10 December 2024 council resolved a Mayoral Minute relating to the Reconnecting River Country Program (*RES 237/2024*).

As a result, Council is seeking your feedback and support for Council's advocacy in this matter.

A copy of the full resolution is provided on page 2 of this correspondence.

Should you require further information or wish to discuss the matter please contact Abb McAlister Mayor on 0428 441 300.

Yours faithfully


Cr Abb McAlister
Mayor

13 January 2025

f

6.2 MAYORAL MINUTE - RECONNECTING RIVER COUNTRY PROGRAM**RESOLUTION 237/2024**



Moved: Cr Abb McAlister

That Council:

1. Write to NSW Minister for Water, Housing and Homelessness the Hon Rose Jackson MLC, and to the Federal Minister for Environment and Water the Hon Tanya Plibersek MP, requesting:
 - a. An immediate halt in the Reconnecting Rivers Country Program.
 - b. Stakeholders, such as landholder representative groups and Councils, are consulted at each stage of the Reconnecting Rivers Country business case and Landholder Negotiation Scheme development and are included in any review of the draft prior to submission to the Australian Government and adoption.
 - c. Legal questions about easement proposals be clarified as a matter of urgency, particularly in relation to a guarantee that an application to the court or legislative action will not be made to change the terms of the easements in perpetuity.
 - d. Landholder property access be guaranteed in relation to any infrastructure changes associated with the Reconnecting Rivers Country program, especially road raising and bridge building.
2. Request from NSW Minister for Water, Housing and Homelessness the Hon Rose Jackson MLC
 - a. an audit of the LNS consultation process including Number of Landholders with reference dates and method Murrumbidgee River adjoining block landholders that have been confirmed directly consulted.
 - b. an audit of the DPIE consultation process including Number of Councils with reference dates and method that have been directly consulted regarding the LNS program. Including the position held of the council representative.
3. Write to all other REROC Councils and any other Councils located on the Murrumbidgee River, seeking feedback and support for our advocacy in this matter.
4. Write to the NSW Shadow Minister for Water Steph Cooke MP, requesting an overview of her knowledge and position on this issue and seek her support in advocating for ongoing consultation for the remainder of the program.
5. Demand an unredacted copy of the Business Case which is due to the Hon Rose Jackson MLC on or before the 28th February 2025 be provided to council.
6. Request an external and independent from Government investigation from the State & Federal productivity commissioners, Peter Achterstraat AM FAICD(Life) & Danielle Wood (Chair) respectively & supply a report on the effects of the Reconnecting River Country program to Farmers and the wider community.
7. Request an external and independent from Government investigation from Senator the Hon Don Farrell minister for Trade & Tourism a report on the effects of the Reconnecting River Country program to Riverina Trade & Tourism.
8. Request an external and independent from Government investigation from the Hon Ryan Park MP minister for Health a report on the effects of the Reconnecting River Country program to health in the Riverina.

CARRIED

12.3 PETITION - TO REINSTATE INTENSIVE CARE PARAMEDIC SERVICES AND RETAIN PATHOLOGY SERVICES AT COOTAMUNDRA

File Number: REP25/53
Author: Executive Assistant
Authoriser: General Manager
Attachments: 1. Correspondence  

REPORT

Council has received correspondence from Clr Abb McCalister, Mayor of Cootamundra-Gundagai Regional Council requesting support from Council for the promotion and display of a petition to reinstate Intensive Care Paramedic Services and Retain Pathology Services at Cootamundra Hospital.

The petition is being circulated by the Member for Cootamundra, Steph Cooke MP to gather 10,000 signatures, which will allow her to formally petition the government on these matters.

These concerns were also raised at the Annual Mayoral Summit on 31 January 2025, hosted by Steph Cooke with Dr Michael Holland, Parliamentary Secretary for Health.

Intensive Care Paramedic Services

The region has seen drugs and equipment removed from non-Category A and B NSW Ambulance stations and vehicles, limiting the ability of Intensive Care Paramedics to perform their duties and putting rural lives at risk.

Temora Ambulance Station is classified as a Category D station and currently has a qualified Intensive Care Paramedic on staff. The closest Category A stations are in Wagga Wagga and Griffith.

The petition asks the Legislative Assembly to call on the Government to:

Reinstate essential drugs and equipment for all non-Category A and B NSW Ambulance Stations and Vehicles, enabling intensive care paramedics to perform their duties to the fullest extent of their training, skills and experience.

Pathology Services at Cootamundra Hospital

Recently, the Cootamundra community was notified that NSW Pathology is considering the closure of the Cootamundra Pathology Unit. Concerns have been raised that the closure of the pathology lab would lead to longer wait times for critical diagnostic information, jeopardising patient care, especially in emergency situations. NSW Pathology has cited challenges with retaining key trained staff as a reason for this closure.

The petition asks the Legislative Assembly to call on the Government to:

Maintain NSW Health Pathology Services, including the Cootamundra lab, to support regional communities and prevent the loss of other services such as maternity and theatre.

Integrated Planning and Reporting

Community Strategic Plan Theme 1: Enhancing our quality of life

Delivery Program Strategy 1.2: A community with opportunities to be healthy

Options

1. That Council support the promotion of the petition on Council's Facebook page and that it be available for signing at Council owned facilities including the Administration Building and Temora Library
2. That Council does not support the petition

RESOLUTION 18/2025

Moved: Cr Belinda Bushell

Seconded: Cr Paul Mahon

It was resolved that Council support the promotion of the petition on Council's Facebook page and that it be available for signing at Council owned facilities including the Administration Building and Temora Library.

AND FURTHER

That Council write to the Mayor of Cootamundra Gundagai Regional Council, Local Member for Cootamundra Ms Steph Cooke MP, Local Government NSW and Country Mayors Association NSW to advise of Council's decision.

CARRIED

Report by Melissa Boxall



ABN: 46 211 642 339
PO Box 420, Cootamundra NSW 2590
Ph: 1300 459 689 Fax: 02 6940 2127
Email: mail@cgrc.nsw.gov.au
www.cgrc.nsw.gov.au

Cootamundra Office
81 Wallendoon Street,
Cootamundra NSW 2590

Gundagai Office:
255 Sheridan Street,
Gundagai NSW 2722

Teresa Breslin
REC-250122-TMB-132402.doc

Cr Rick Firman, OAM
Temora Shire Council
PO Box 262
Temora NSW 2666

Email: temshire@temora.nsw.gov.au

Dear Mayor Firman, OAM,

RE: *Support for Petition to Reinstate Intensive Care Paramedic Services and Retain Pathology Services*

I am writing to seek your support in publicising a petition being circulated by Steph Cooke MP, Member for Cootamundra, calling for the reinstatement of intensive care paramedic services and the retention of pathology services at Cootamundra Hospital.

Many communities, including ours, have faced threats to the viability of essential local health services. Recently, the Cootamundra community was notified that NSW Pathology is considering the closure of the Cootamundra Pathology Unit. The feedback from our community has been unequivocal: such cuts to local health services are simply unacceptable. I believe your community would share similar concerns.

The closure of the pathology lab would lead to longer wait times for critical diagnostic information, jeopardising patient care, especially in emergency situations. NSW Pathology has cited challenges with retaining key trained staff as a reason for this closure. However, we believe the solution lies in greater efforts by NSW Health to better train and retain staff, rather than closing vital services.

We are calling on the NSW Government to reverse this decision and ensure that our community has access to the health services it deserves.

Additionally, our region has already seen essential drugs and equipment removed from non-Category A and B NSW Ambulance stations and vehicles, limiting the ability of Intensive Care Paramedics to perform their duties and putting rural lives at risk. I would imagine your area has faced similar challenges. To address this, we are urging the NSW Government to reinstate these essential resources for all non-Category A and B NSW Ambulance stations and vehicles.

Steph Cooke is currently circulating a petition to gather 10,000 signatures, which will allow her to formally petition the government. I would greatly appreciate your support in encouraging your community to sign this petition to help secure the necessary changes.

f

I also plan to raise these concerns at the Mayoral Summit that Steph Cooke will be hosting later this month.

Thank you for your time and consideration. Your support is crucial in ensuring that our community's healthcare needs are met.

Yours faithfully



Cr Abb McAlister
Mayor

22 January 2025



f

Speaker and Members of the Legislative Assembly of New South Wales

The undersigned petitioners bring to the attention of the House the need to stop cuts to regional and rural health services, such as removing essential drugs and equipment for Intensive Care Paramedics from non-Category A and B stations and vehicles and closing the NSW Health Pathology lab at Cootamundra Hospital. These cuts will result in the further loss of services, cause longer delays in treating illnesses and further strain already overstretched regional healthcare services.



We bring to the attention of the house the current government's decision to:

1. Remove essential drugs and equipment from non-Category A and B NSW Ambulance Stations and Vehicles, limiting Intensive Care Paramedics' ability to perform their duties and putting rural lives at risk.
 2. Close the NSW Health Pathology Laboratory at Cootamundra Hospital, to the detriment of both the local pathology team and the wider community.
- The undersigned petitioners, therefore, ask the Legislative Assembly to call on the Government to:**
1. Reinstate essential drugs and equipment for all non-Category A and B NSW Ambulance Stations and Vehicles, enabling intensive care paramedics to perform their duties to the fullest extent of their training, skills and experience.
 2. Maintain NSW Health Pathology Services, including the Cootamundra lab, to support regional communities and prevent the loss of other services such as maternity and theatre.

Name	Address	Email	Phone	Signature

Please return completed sheets to PO Box 350 Young NSW 2594 even if there are only two signatures on the sheet - every signature counts

12.4 LAKE CENTENARY - SUBMISSION ON DRAFT LACHLAN UNREGULATED WATER SHARING PLAN (WSP)**File Number:** REP25/84**Author:** General Manager**Authoriser:** General Manager**Attachments:**

1. **Submission on proposed WSP prescribed wetlands in draft inland unregulated water sharing plans 2025** [↓](#) 
2. **Letter to the Member for Cootamundra, Steph Cooke re WSP prescribed wetlands** [↓](#) 

REPORT

This report provides Council with a copy of a submission recently made by Council officers on the draft Lachlan Unregulated Water Sharing Plan (WSP) in relation to Lake Centenary (Lot 1212 DP 45494, 420 Goldfields Way, Temora). A copy of the submission is available at Attachment 1.

The submission indicates Council's strong objection to the proposed identification of Lake Centenary as a prescribed wetland. The submission advises that Lake Centenary is a man-made lake and is an important recreation facility for our residents.

The submission states that Council has strong concerns that if the Lake were to be identified as a prescribed wetland that this may limit or prohibit some of the existing uses of the Lake and any future development on the site. In addition, given Lake Centenary's proximity to Temora Airport Council is concerned that by identifying the Lake as a prescribed wetland it could impact on ongoing development at the Airport including the Airpark Estate and the Aviation Museum.

Council was not advised by the Department of Climate Change, Energy the Environment and Water (DCEEW) that the Lachlan Unregulated WSP was on exhibition, or that Lake Centenary was impacted and was alerted to the public exhibition by the Member for Cootamundra, Steph Cooke MP on 21 January 2025 with submissions closing on 2 February 2025. Officers prepared an urgent submission, and advice was provided to the Lake Centenary Management Committee and Farmlink, who have also made a submission to DCEEW objecting to the identification of the Lake as a prescribed wetland.

In addition to making the submission, correspondence has been sent to the member for Cootamundra, Steph Cooke, MP (Attachment 2) requesting her support in organising an urgent meeting with the relevant Ministers to discuss the following concerns:

- the calling for a submission in circumstances not applicable to Lake Centenary
- the lack of communication with Council from the Department
- the short time frame available to make a submission; and
- the overall poor management of the process (Attachment 2).

At the time of preparing this report Council has not yet received a response to this request.

Integrated Planning and Reporting

Community Strategic Plan Theme 4: Enjoying our beautiful environment

Delivery Program Strategy 4.4 A community that enjoys a variety of open space for leisure

Council Policy/Legislation

The Lake Centenary Crown Reserve Plan of Management, adopted by Council on 18 May 2023 guides the current and future usage of the Lake Centenary Reserve.

Risk Implications

There is risk that if Lake Centenary were to be identified as a prescribed wetland that this may limit or prohibit some of the existing uses of the Lake and any future development on the site, or on surrounding sites such as Temora Airport and the Temora Agriculture Innovation Centre.

RESOLUTION 19/2025

Moved: Cr Belinda Bushell

Seconded: Cr Graham Sinclair

It was resolved that Council

1. Endorse the submission on the draft Lachlan Unregulated Water Sharing Plan (WSP) in relation to Lake Centenary (Lot 1212 DP 45494, 420 Goldfields Way, Temora) at Attachment 1.
2. Strongly opposes the proposed identification of Lake Centenary as a prescribed wetland and continues to lobby the NSW Government in relation to this matter.

CARRIED

Report by Melissa Boxall

**Department of Climate Change, Energy, the Environment and
Water**



Submission form for the proposed WSP Prescribed Wetlands in draft inland unregulated water sharing plans 2025

Office use only

Submission number

© State of New South Wales through Department of Climate Change, Energy, the Environment and Water. Information contained in this publication is based on knowledge and understanding at the time of writing, October 2024, and is subject to change. For more information, please visit dpie.nsw.gov.au/copyright

PUB24/1071

Submission form for the proposed WSP Prescribed Wetlands in draft inland unregulated water sharing plans 2025



How to fill out this form

The NSW Department of Climate Change, Energy, the Environment and Water (the department) is seeking your comments on the Water Sharing Plan (WSP) Prescribed Wetlands proposed in the Murrumbidgee, Lachlan, Macquarie/Wamboul-Bogan, Namoi and Peel, Barwon-Darling and Gwydir draft inland unregulated water sharing plans 2025.

Public exhibition of the 6 draft inland unregulated water sharing plans has closed. An extension has been provided until 2 February 2025 for comments relating only to the proposed WSP Prescribed Wetlands. Please use this form to make a submission about the proposed WSP Prescribed Wetlands or simply email wspconsultation@dpie.nsw.gov.au. More detailed comments are welcomed as attachments.

For information about the proposed WSP Prescribed Wetlands, please see the Fact Sheets on 'Improving protection of wetlands in inland New South Wales' and 'Identifying wetlands for inclusion in water sharing plans', and draft maps available on our website.

You will be emailed a copy of your responses.

Send completed submissions to:

Email: wspconsultation@dpie.nsw.gov.au

Note: Submissions regarding the proposed WSP Prescribed Wetlands close 2nd February 2025.

Submission form for the proposed WSP Prescribed Wetlands in draft inland unregulated water sharing plans 2025



How to fill out this form

Information on privacy and confidentiality

The NSW Government will consider all submissions received. The Government values your input and accepts that information you provide may be private and personal.

If you want your submission or your personal details to be treated as confidential, please indicate this by ticking the relevant box below. If you do not make a request for confidentiality, the department may make your submission, including any personal details contained in the submission, available to the public.

Be aware that the department may be required by law to release copies of submissions to third parties in accordance with the *Government Information (Public Access) Act 2009*.

1. I give permission for my submission to be publicly available on the department's website * Yes No

2. I would like my personal details to be kept confidential Yes No

Your details

1. Email address* mboxall@temora.nsw.gov.au

2. Name of respondent* Melissa Boxall

3. Address 105 Loftus Street

Temora NSW 2666

4. Contact phone number* 02 6980 1103

5. Are you an individual or representing an organisation?* Organisation Individual (*skip to next question 7*)

Mark only one

6. Name of organisation* Temora Shire Council

Submission form for the proposed WSP Prescribed Wetlands in draft inland unregulated water sharing plans 2025



Your details			
7. Who are you representing?	<input checked="" type="checkbox"/> Government <input type="checkbox"/> Peak representative organisation <input type="checkbox"/> First Nation <input type="checkbox"/> Environment <input type="checkbox"/> Mining industry	<input type="checkbox"/> Irrigator <input type="checkbox"/> Water related industry <input type="checkbox"/> Groundwater licence holder <input type="checkbox"/> Groundwater user – basic rights	<input type="checkbox"/> Surface water licence holder <input type="checkbox"/> Surface water user – basic rights <input type="checkbox"/> Local landholder <input type="checkbox"/> Other:
8. Did you attend any of the following?	<input type="checkbox"/> face to face meeting <input type="checkbox"/> public webinar <input type="checkbox"/> one-on-one or industry meeting <input checked="" type="checkbox"/> none of these		

Submission form for the proposed WSP Prescribed Wetlands in draft inland unregulated water sharing plans 2025



Protection of WSP Prescribed Wetlands

We propose to prohibit new or amended works:

- within a WSP prescribed wetland displayed on the relevant WSP Prescribed Wetlands Map
- within, or within 3 km upstream of, a Ramsar wetland,

unless there will be no more than minimal harm to the wetland concerned.

This rule does not apply to replacement works.

We propose to prohibit trade into those wetlands.

Water Sharing Plan	<input type="checkbox"/> Murrumbidgee <input checked="" type="checkbox"/> Lachlan <input type="checkbox"/> Macquarie/Wambuul-Bogan <input type="checkbox"/> Namoi and Peel <input type="checkbox"/> Barwon-Darling <input type="checkbox"/> Gwydir
--------------------	---

Submission form for the proposed WSP Prescribed Wetlands in draft inland unregulated water sharing plans 2025



Protection of WSP Prescribed Wetlands

<p>Please provide any comments you have on the proposed wetland rules.</p>	<p>Comments: Temora Shire Council became aware of the proposed WSP Prescribed Wetlands in the draft Lachlan Unregulated Water Sharing Plan only through an alert to this draft plan by our Local State Member for Cootamundra, and Shadow Minister for Water, Ms Steph Cooke MP. Unfortunately, the DCCEEW has not directly contacted Temora Shire Council to engage with Council staff or elected Councillors about this draft plan. Council was also disappointed about the timing of the public exhibition, being originally only for one month, finishing just prior to Christmas, at a time when many Council staff and residents are not available to consider the complex information associated with a Draft Water Sharing Plan.</p>
<p>If you have comments on the inclusion or exclusion of specific wetlands, please include location information, e.g. wetland ID number or Lot/DP, if known.</p>	<p>Temora Shire Council has very strong concerns and objections about the proposed identification of Lake Centenary (Lot 1212 DP 45494, 420 Goldfields Way Temora) as a Proposed Lachlan WSP Prescribed Wetland, as shown on the DCCEEW website's interactive map. Lake Centenary is a man-made lake, constructed by Temora Shire Council and community volunteers, first envisioned by the community in the late 1970s, with the earthworks occurring in August and October 1980, and the lake officially opened in 1982.</p> <p>Lake Centenary is a much enjoyed community recreation facility for Temora Shire residents and visitors. Lake Centenary is a very popular water-skiing lake in summer, with a separate swimming lake. Lake Centenary is used year-round for fishing and is an important local destination for recreation including walking and bike riding along the path right around the lake. The site is approximately 55 hectares, including the 22 hectare lake.</p> <p>Temora Shire Council strongly objects to the proposed identification of Lake Centenary as a prescribed wetland as, firstly, as Lake Centenary is a man-made lake. Lake Centenary is located on a Crown Reserve, managed by Temora Shire Council and is reserved for the purpose of Public Recreation. Lake Centenary is managed with the support of the Lake Centenary Management Committee, a community volunteer organisation, who work with Temora Shire Council staff and elected representatives to manage Lake Centenary for community recreation purposes. The Lake Centenary Crown Reserve Plan of Management, adopted by Council on 18 May 2023 guides the current and future usage of the Lake Centenary Reserve. Therefore, Temora Shire Council contends that as a man-made lake, constructed solely for the purposes of public recreation, it should not be considered as being the same as a naturally occurring lake. Therefore, Lake Centenary should not be identified as a prescribed wetland.</p>
<p>(Attach extra pages if required)</p>	<p>Secondly, Council has strong concerns that if Lake Centenary were to be identified as a prescribed wetland, this may limit or prohibit the existing uses of Lake Centenary for public recreation, including waterskiing, swimming and fishing, as well as impact upon existing development that adjoins the lake, such as the kiosk building, public amenities, boat ramp and paths, as well as other future development such as a fishing pier or event related activities, such as fishing events, camping associated with the adjoining jetboat track events, outdoor concerts and festivals. In addition, within 1.5km, to the south-west of Lake Centenary, is the Temora Airport. Trigalong Creek, which is a part water source for Lake Centenary, runs underneath the main 2km long runway. Council has significant concerns that listing Lake Centenary as a prescribed wetland</p>

Submission form for the proposed WSP Prescribed Wetlands in draft inland unregulated water sharing plans 2025



could impact upon ongoing development associated with Temora Airport, including Council's successful Airpark Estate and the Temora Aviation Museum. In addition, Council staff on occasion will extract small volumes of water from Lake Centenary, such as for watering trees. Council objects to any future listing of Lake Centenary as a prescribed wetland, which may prohibit the extraction of small volumes of water for Council related purposes, which does not impact upon the usage of Lake Centenary for public recreation.

Temora Shire Council has a strong commitment to maintaining the water quality of Lake Centenary, with decades of water quality monitoring, erosion management, stormwater inflow environmental management and tree planting. Temora Shire Council affirms their commitment to maintaining the high environmental quality of Lake Centenary, without the controls and constraints associated with listing Lake Centenary as a prescribed wetland.

Finally, Council expresses their concern that despite Lake Centenary being specifically identified as a proposed prescribed wetland, there is no identification or reference to Lake Centenary, Trigalong Creek or even Temora town on the maps, draft water sharing plan or supporting information. Temora Shire does not have a major river running through their Local Government Area and has only a small number of creeks and streams, many of which are only ephemeral, and of these, the majority are only accessible on privately owned land. Lake Centenary is the only publicly accessible water recreation space in Temora Shire and Temora Shire Council is deeply concerned that listing the man-made Lake Centenary as a prescribed wetland will restrict current and future uses on and around Lake Centenary. Temora Shire Council therefore strongly objects to the listing of Lake Centenary as proposed under the WSP prescribed wetlands.

Temora Shire Council would welcome the opportunity to provide any further clarification on the concerns raised.

Yours faithfully,

Melissa Boxall

General Manager

Temora Shire Council

And

Cr Rick Firman

Mayor

Temora Shire Council

Submission form for the proposed WSP Prescribed Wetlands in draft inland unregulated water sharing plans 2025



Additional Information

All submissions with approval for publication will be posted on the department's website after the public exhibition period closes along with the final What We Heard reports.

Temora Shire Council



Our reference: MKB:ATR

23 January 2025

Ms Steph Cooke MP
Member for Cootamundra
PO Box 350
YOUNG NSW 2594

Dear Steph

RE: SUBMISSION REGARDING LAKE CENTENARY

Please find attached a copy of Temora Shire Council's submission on the draft Lachlan Unregulated Water Sharing Plan in relation to Lake Centenary (Lot 1212 DP 45494, 420 Goldfields Way Temora).

Council is incredibly grateful that you alerted us to the public exhibition of the draft Lachlan Unregulated Water Sharing Plan as Council has not received any communication from the Department of Climate Change, Energy, the Environment and Water (DCCEEW) in relation to this matter and is extremely concerned and strongly objects to the proposed identification of Lake Centenary as a Proposed Lachlan WSP Prescribed Wetland, as shown on the DCCEEW website's interactive map.

Lake Centenary is a man-made lake, constructed by Temora Shire Council and community volunteers, first envisioned by the community in the late 1970s, with the earthworks occurring in August and October 1980, and the lake officially opened in 1982.

Lake Centenary is a much-enjoyed community recreation facility for Temora Shire residents and visitors. It is a very popular water-skiing lake in summer, with a separate swimming lake. Lake Centenary is used year-round for fishing and is an important local destination for recreation including walking and bike riding along the path right around the lake. The site is approximately 55 hectares, including the 22 hectare lake.

Council has strong concerns that if Lake Centenary were to be identified as a prescribed wetland, this may limit or prohibit the existing uses of Lake Centenary for public recreation, including waterskiing, swimming and fishing, as well as impact upon existing development that adjoins the lake, such as the kiosk building, public amenities, boat ramp and paths, as well as other future development such as a fishing pier or event related activities, such as fishing events, camping associated with the adjoining jetboat track events, outdoor concerts and festivals.

In addition, within 1.5km, to the south-west of Lake Centenary, is Temora Airport. Trigalong Creek, which is a part water source for Lake Centenary, runs underneath the main 2km long runway Council has significant concerns that listing Lake Centenary as a prescribed wetland could impact upon ongoing development associated with Temora Airport, including Council's successful Airpark Estate and the Temora Aviation Museum.

Council expresses their concern that despite Lake Centenary being specifically identified as a proposed prescribed wetland, there is no identification or reference to Lake Centenary, Trigalong Creek or even Temora town on the maps, draft water sharing plan or supporting information. Temora Shire does not have a major river running through their Local Government Area and has only a small number of creeks and streams, many of which are only ephemeral, and of these, the majority are only accessible on privately owned land.

105 Loftus St.
PO Box 262, TEMORA NSW 2666
ABN: 55 048 860 109

AR Bluett Award
Rural Winners
1981. 2009

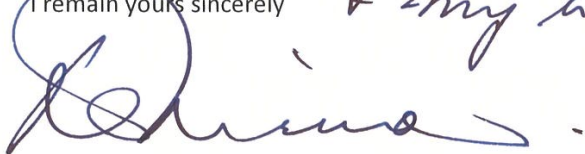
t: (02) 6980 1100
temshire@temora.nsw.gov.au
www.temora.nsw.gov.au

Lake Centenary is the only publicly accessible water recreation space in Temora Shire and Temora Shire Council is deeply concerned that listing the man-made Lake Centenary as a prescribed wetland will restrict current and future uses on and around Lake Centenary.

Council requests your urgent support for a meeting with the relevant Ministers regarding the calling for a submission in circumstances not applicable to Lake Centenary, the lack of communication with Council from the Department, the short time frame available to make a submission and the overall poor management of this process.

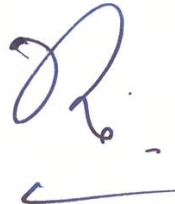
Please do not hesitate to contact Melissa Boxall, the General Manager on mboxall@temora.nsw.gov.au for any clarification on this matter.

I remain yours sincerely

& my warm wishes,


RB Firman OAM
MAYOR

*PS, Thank you for your
support!*



13 ENGINEERING SERVICES

Nil

14 ENVIRONMENTAL SERVICES**14.1 PROPOSED SUBDIVISION 39 KURRAJONG STREET TEMORA**

File Number: REP25/37
Author: Town Planner
Authoriser: Director of Environmental Services
Attachments: Nil

ITEM**DA No:**

77/2024

Applicant

Mr B Rankine

Property

39 Kurrajong Street Temora

Owner

I & V McCrae

Proposal

Proposed 20 lot Large Lot Residential subdivision, to support future residential development.

Notification

The development was notified to 13 adjoining landowners, between 3 December and 24 December 2024. No written submissions were received. Goldenfields Water and Transport for NSW were also notified of the proposed development, with responses providing conditions of consent.

Site Description

The site comprises 13 existing lots. The subject site currently contains a shed and associated rainwater tank, three farm dams, groundcover vegetation and a small number of scattered paddock trees. The site is located on the southern fringe of Temora, and is bounded by Junee Road to the east, Kurrajong Street to the north, Vesper Street (in part) to the west and Back Mimosa Road (in part) to the south.

The site is zoned R5 Large Lot Residential zone with a minimum lot size of one hectare. Figure 1 provides a zoning map of the subject land and Figure 2 provides an aerial image of the subject land.

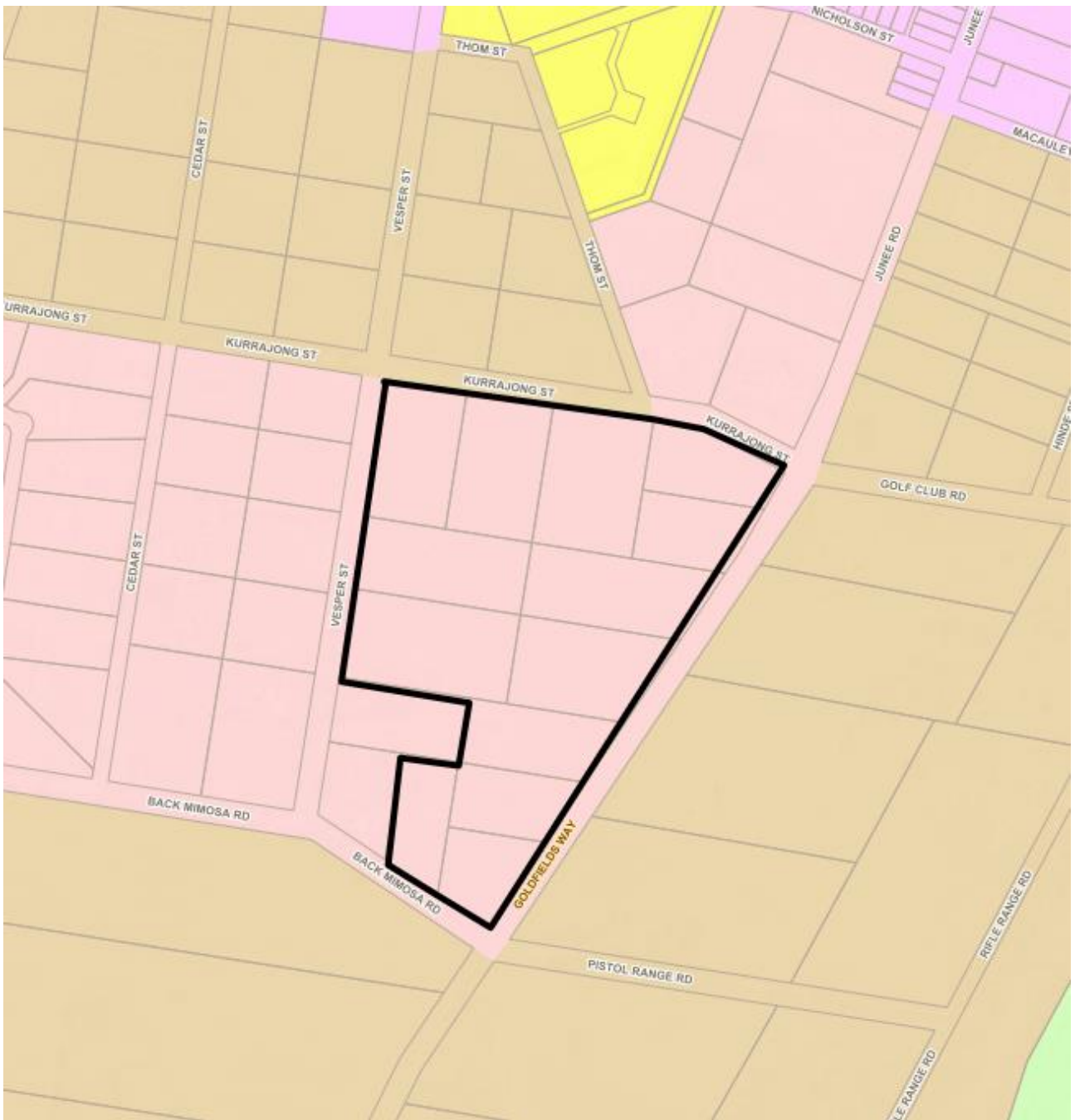


Figure 1: Zoning map of the subject land, edged heavy black



Figure 2: Aerial image of the subject land, edged heavy black

Historically the site has been used for hobby farm purposes, including glazing by livestock and the keeping of horses. Adjoining land to the north, west and east is used for large lot residential and rural lifestyle purposes. Land to the south is used for primary production purposes.

Assessment

The proposed development is a 20-lot large lot residential subdivision.

Figure 2 shows the concept subdivision layout.



Figure 3: Concept subdivision layout

The following matters are considered under section 4.15 of the Environmental Planning and Assessment Act, 1979, as part of the assessment of the proposal.

Local Planning Controls

The site is zoned R5 Large Lot Residential under the Temora Local Environmental Plan (LEP) 2010.

The objectives of the zone are:

- To provide residential housing in a rural setting while preserving, and minimising impacts on, environmentally sensitive locations and scenic quality.
- To ensure that large residential lots do not hinder the proper and orderly development of urban areas in the future.
- To ensure that development in the area does not unreasonably increase the demand for public services or public facilities.
- To minimise conflict between land uses within this zone and land uses within adjoining zones.
- To provide opportunities for combining residential development with agricultural uses, animal husbandry and home occupations of a domestic scale.
- To protect local groundwater aquifers from contaminating activities.
- To encourage the protection and careful management of remnant native vegetation, including isolated paddock trees and communities.

The proposed subdivision is consistent with the objectives of the zone. All lots are at least 1 hectare in size, apart from lot 9, which is proposed to be 9141m². The creation of one lot as part of the subdivision, that is at least 90% of the minimum lot size, is permitted under Clause 4.6 Exceptions to development standards under the Temora LEP 2010.

The site is not identified as sensitive land or water. The site includes some small areas of sensitive biodiversity, shown by Figure 4, along Goldfields Way and on adjoining land not part of the development. No impacts upon this vegetation are proposed and the trees adjoining Goldfields Way and Back Mimosa Road intersection are to be retained.

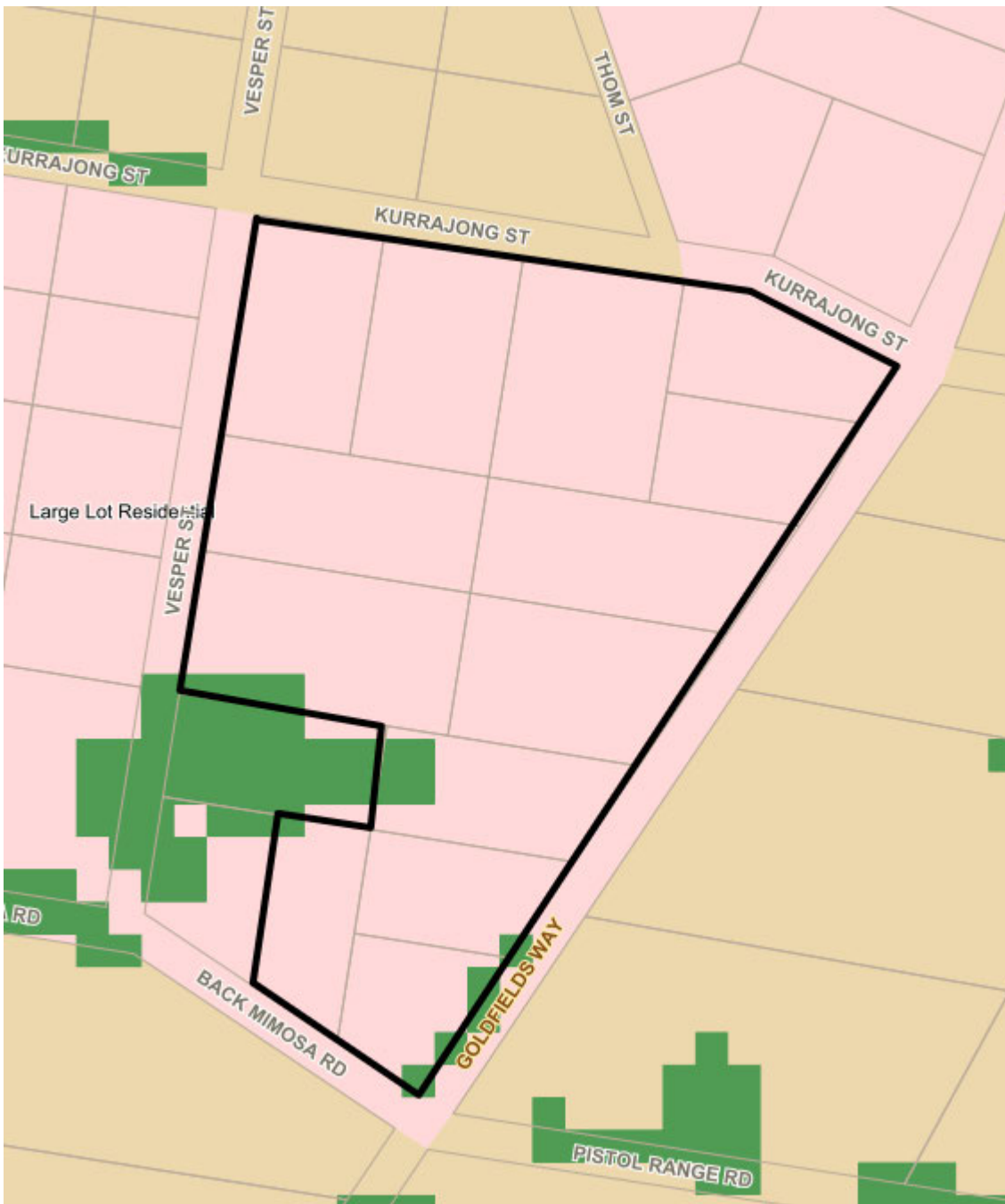


Figure 4: Location of sensitive biodiversity adjoining the subject land, shown by green shading

The site is not bushfire affected land.

The site is affected only by isolated flooding around the existing farm dams in a 1 in 100-year event (1% Annual Exceedance Probability AEP). This is shown by Figures 5 and 6. It is proposed that these dams are retained as part of future development of the site.

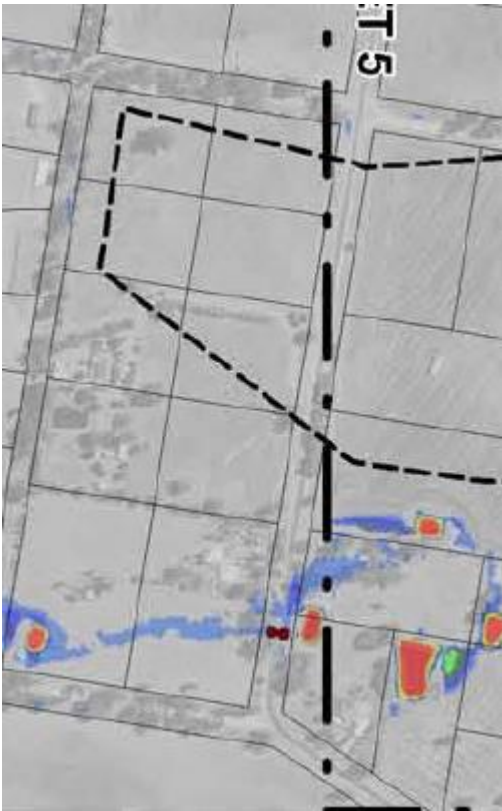


Figure 5: Extract of Sheet 2 Temora Floodplain Risk Management Study and Plan 2024 1% AEP



Figure 6: Extract of Sheet 5 Temora Floodplain Risk Management Study and Plan 2024 1% AEP

The development will be required to connect to essential services including water, stormwater and electricity. All dwellings will have access to a public road for vehicle access. Future dwellings will require an aerated wastewater treatment system for sewerage disposal. Stormwater management is proposed to include private onsite stormwater detention basins for each lot.

The Temora Shire Council Development Control Plan 2012 is relevant to this application. The chapters relevant to this proposal are:

- Development Applications

The application for development has been made including all relevant information and plans.

- Engineering Standards

The development will comply with Council standards for driveway crossing, road pavement, water, electricity and stormwater drainage connections, tree planting and street lighting.

- Large Lot Residential Development

The subdivision includes building envelopes for each lot. Building envelopes are setback at least 50m at the rear of future dwellings from Junee Road, with front setbacks of 50m from Back Mimosa Road, Vesper Street and Kurrajong Street. Lots facing the new cul-de-sac road have building envelopes setback 20m from the new road.

- Notification of Development Applications

The applicant has been notified to adjoining and nearby neighbouring landholders, in accordance with the Development Control Plan.

- Subdivision

The subdivision has been designed to connect a new cul-de-sac road to Kurrajong Street and minimises direct access to Back Mimosa Road and Vesper Street. The intersections of Kurrajong Street with Junee Road and Vesper Street are satisfactory, with a Traffic Impact Assessment proposing no road upgrades at the intersection of Junee Road, Kurrajong Street and Golf Club Road, due to the minimal increase in traffic as a result of the future development of the site, being 151 additional vehicle trips per day (two-way total) including 17 vehicle trips each of the morning and evening peak hours.

Likely Impacts

Environmental

- *Natural*

The site is currently used for hobby farming purposes and has limited existing vegetation. Existing scattered trees will be retained as part of the development. The developer will be required to plant street trees in accordance with Council's policy.

- *Built*

The development involves the installation of servicing infrastructure to enable large lot residential subdivision.

Social

The social impacts of the development are considered to be positive, as the subdivision will provide the opportunity for 20 additional large lot residential dwellings to be constructed in the future.

Economic

The economic impacts of the development are considered to be positive as the development will provide for the opportunity for additional residential development.

Submissions

No written submissions were received from adjoining landowners. Goldenfields Water and Transport for NSW have provided the following comments.

These conditions have been included as part of the draft Development Consent.

Suitability of the Site

The subject land has been zoned for large lot residential use since 2010. The proposed subdivision provides for a new cul-de-sac road, providing access to Lots 4, 5, and 9- 17. No direct access to Junee Road is provided. No secondary access from Junee Road will be permitted.

Lots 1-4 (Lot 4 optional) will have access to Kurrajong Street. Lots 6-8 will have access to Vesper Street, minimising direct access to a road that is used for heavy vehicle purposes. Lots 18 – 20 will have access to Back Mimosa Road.

Existing trees at the corner of Back Mimosa Road and Junee Road are to be retained.

Public Interest

It is in the public interest to support development that provides an overall benefit to the community, which responds to the intentions of planning controls, provides investment, is located on a suitable site, responds to the constraints and features of the site, is sufficiently serviced and mitigates against the adverse impacts associated with the development.

Conclusion

The proposed development is consistent with the objectives of the zone and is recommended for approval, subject to the conditions below:

Conditions of Consent:

SECTION 1 – CONDITIONS OF CONSENT

PART A – ADMINISTRATIVE CONDITIONS

Terms of approval

- A1. The developer shall carry out the development generally in accordance with the following plans and documents

Project No.	Sheet No.	Issue	Plan name	Prepared by	Dated
240200 C1 – C4	1-5	-	Proposed Subdivision-Cover Sheet, Site, Intersection, Drainage and Catchment Plans	MJM Consulting Engineers	15/11/24
39 Kurrajong		B	Traffic Impact	Amber Organisation	19/12/202

Street Temora		Assessment	4
Statement of Environmental Effects (21 pages), dated 11/11/2024, prepared by MJM Consulting Engineers			

Inconsistencies between documents

A2. In the event of any inconsistency between the documentation referred to in Condition A1, the most recent document shall prevail to the extent of the inconsistency.

A3. In the event of any inconsistency between conditions of this approval and documents referred to in Condition A1, the conditions of this approval shall prevail to the extent of the inconsistency.

Lapsing of approval

A4. This development approval shall lapse five (5) years after the date on which it is granted, unless the works associated with the development have physically commenced.

Statutory Requirements

A5. All licences, permits and approvals must be obtained and maintained as required throughout the life of the development. No condition of this approval removes the requirement to obtain, renew or comply with such licences, permits or approvals.

Cost of works

A6. All works associated with the proposal, or required by this consent, will be at no cost to Council.

Prescribed Conditions

A7. All relevant prescribed conditions under Part 4, Division 2 of the *Environmental Planning & Assessment Regulation 2021* apply and must be complied with.

PART B – PRIOR TO ISSUE OF SUBDIVISION WORKS CERTIFICATE

Soil erosion and sediment control measures

B1. Prior to the issue of a subdivision works certificate, an erosion and sedimentation control plan shall be submitted to, and approved by, Council. These controls shall be designed in accordance with the *Erosion and Sediment Control* section of the *Temora Shire Development Control Plan 2012*.

Road design plan

B2. A road design plan, shall be prepared by a Civil Engineer or other suitably qualified professional, in accordance with all relevant *Austrroads "Guide to Road Design"* and the *Engineering Standards* section of the *Temora Shire Development Control Plan 2012* and attached Guidance Notes. The plan shall be submitted to, and approved by Council, prior to the issue of a subdivision works certificate.

Stormwater and drainage works plan

B3. A comprehensive stormwater drainage system shall be designed by a suitably qualified practising Civil or Hydraulic Engineer, other suitably qualified professional, in accordance with the *Engineering Standards* section of the *Temora Shire Development Control Plan 2012* and attached

Guidance Notes. The plan shall be submitted to, and approved by, Council, prior to the issue of a subdivision works certificate. The plan shall include, but not necessarily be limited to, the following:

- (a) detailed engineering plans for the management of stormwater (collection and disposal) from the site as a whole, the individual lots, and the proposed new roads, including any inter-allotment drainage system,
- (b) hydraulic calculations that demonstrates that the subdivision has been designed so that post-development stormwater flow from the site, is no greater than pre-development levels, when the site has been fully developed.,
- (c) the hydrology and hydraulic calculations shall be based on models described in the current edition of *Australian Rainfall and Runoff*,
- (d) incorporate escape paths for overland flow of water in the event of a major rainfall event. The escape paths shall be properly constructed overflow channels for floor relief for the 100 year ARI event.

Drainage materials

- B4. (a) All instances excluding minor inter-lot drainage, piped drainage infrastructure shall be rubber ring joint reinforced concrete pipe (Class 4).
- (b) All drainage pits are to be reinforced concrete construction.
- (c) Minor rear of lot drainage <300mm may be minimum Class 8 uPVC pipe.

Testing

- B5. (a) Process testing minimum of 3 x compaction tests (across project) of stormwater road crossings at Councils discretion.
- (b) Pass requirements >98% of standard compaction for each test.

Reticulated water design

B6. A comprehensive reticulated water supply system shall be designed by a suitably qualified practising Civil or Hydraulic Engineer, or other suitably qualified professional. The plan shall be submitted to, and approved by, Goldenfields Water County Council (GWCC), prior to the issue of a subdivision works certificate. The plan shall include, but not necessarily be limited to, the following:

- (a) extension of the existing reticulated water supply system, to service each lot in the subdivision,
- (b) the provision of a water tapping and meter for each allotment,
- (c) the provision of fire hydrants,
- (d) the disconnection or relocation of any existing services.
- (e) Fire hydrants will be provided in accordance with AS 2419 and be delineated by blue markers in the centre of the road pavement.
- (f) Water Main Augmentation will be required, as in accordance with the requirements of GWCC, with a 20mm Service supplied to each lot.
- (g) Mains will need to be designed and constructed in accordance with WSAA and Goldenfields Standards.

- (h) Approval would be required from Transport NSW, for any mains constructed along Goldfields Way.
- (i) The Applicant is required to pay Developer Infrastructure Charges of \$7,800/lot, in accordance with the terms of GWCC Policies.

Electrical design

B7. Prior to the issue of a subdivision works certificate, design plans showing the location and nature of the proposed electricity infrastructure (street lighting, power lines, transformers, etc), shall be submitted to the Principal Certifier (PC) and Council. The plans shall be prepared by an Accredited Service Provider, and certified that they comply with the following standards.

- (a) underground backbone high voltage power mains and low voltage power mains shall be provided to service each allotment within the subdivision, (including multiple distribution substations as required) in accordance with the requirements of relevant electrical infrastructure provider,
- (b) street lighting shall be provided along the new roads, in accordance with the requirements of Australian Standard *AS1158 Lighting for Roads and Public Spaces* – Table 1.1 (category P4 for cul de sacs and collector roads).

Telecommunications design

B8. Prior to the issue of a subdivision works certificate, design plans showing the location and nature of the proposed telecommunication infrastructure to each allotment, shall be submitted to the PC and Council. The plans shall be prepared by an Accredited Service Provider.

PART C – PRIOR TO COMMENCEMENT OF WORKS

Subdivision Works Certificate (SWC)

- C1. A Subdivision Works Certificate must be obtained from Council or an Accredited Certifier prior to work commencing, for all construction works.
- C2. Full engineering design plans, prepared in accordance with Part B conditions, shall accompany the applications for Subdivision Works Certificate, and shall cover all civil and utility works.

Site preparation - Erosion Control

- C3. Erosion and sedimentation controls shall be implemented in accordance with the approved plan, before earthworks and construction commence, and shall be maintained during construction as required, to prevent material moving off-site.

Application to carry out works in road reserve

- C4. Any works constructed or undertaken on public roads dedicated in the name of Temora Shire Council, or utilised for the carrying out of work on adjacent properties, shall not be undertaken until an approval under the *Roads Act, 1993* (works within the road reserve application), has been obtained.

Site notice

- C5. A site notice(s) shall be prominently displayed at the boundaries of the site for the purposes of informing the public of development details including, but not limited to:
- (a) details of the Principal Certifier (PC);
 - (b) the approved hours of work;
 - (c) the name of the site/project manager and the primary contract the responsible managing company (if any), its address and 24 hour contact phone number for any inquiries; and
 - (d) a statement that unauthorised entry to the site is not permitted.

Road construction

- C6. The developer must enter into a Works Authorisation Deed (WAD) with the TfNSW, or other suitable arrangement as agreed to by TfNSW, for all works on the Burley Griffin Way.

Note: A WAD is a legally binding contract between TfNSW and the developer, authorising the developer to undertake works on a State road.

To progress the WAD, the developer needs to email a copy of the conditions of development consent to development.south@transport.nsw.gov.au.

All roadworks and traffic control facilities must be undertaken by a pre-qualified contractor.

A copy of pre-qualified contractors can be found on the RMS website at: <https://www.transport.nsw.gov.au/operations/roads-and-waters/business-and/industry/partners-and-suppliers/tenders-and-11>.

Any new services or modifications to existing services associated with this development application that involve works on, over or under the Burley Griffin Way (as defined the area from kerb to kerb) must be incorporated into, and managed under, the Works Authorisation Deed for the project. Note: It is the developer's responsibility to identify these works to TfNSW project manager.

More information on WADs can be found at: <https://www.transport.nsw.gov.au/operations/roads-and-waterways/business-and-industry/partners-and-suppliers/private-development-1-2>.

- C7. Prior to commencing works within the road reserve, the developer must:

- (a) Obtain Section 138 consent under the Roads Act, 1993 for the works associated with the WAD.

Notes: TfNSW will be exercising its powers under Section 64 of the Roads Act, 1993 to become the roads authority for works associated with the WAD and therefore responsible for issuing the Section 138 consent for those specific works.

- (b) Apply for, and obtain a Road Occupancy Licence (ROL) from the TfNSW Traffic Operations Unit (TOU) prior to commencing roadworks on a State road or any other works that impact a travel lane of a State road or impact the operation of traffic signals on any road.

Notes: For information on ROL process and to lodge an ROL application, please visit: <https://www.transport.nsw.gov.au/operations/roads-and-waterways/business-and0industry/road-occupancy-licences>.

The applicant will need to create an account (this may take a few days to register), prior to submitting the ROL application. The applicant must submit the ROL application 10 business days prior to commencing work. It should be noted that receiving an approval for the ROL within this 10 business day period is dependent upon TfNSW receiving an accurate and compliant TMP.

The application will require a Traffic Management Plan (TMP) to be prepared by a person who is certified to prepare Traffic Control Plans. Should the TMP require a reduction of the speed limit, a Speed Zone Authorisation will also be required for the TOU. An approved ROL does not constitute an approval to commence works until an authorisation letter for the works has been issued by TfNSW Project Manager.

PART D – DURING CONSTRUCTION

Approved Plans to be On-site

D1. A copy of the approved and certified plans, specifications and documents incorporating conditions of approval and certification, and all relevant environmental approvals, shall be kept on the site at all times, and shall be made available for perusal by any officer of Council or the PC on request.

General

D2. Site signage shall apply and must be erected on site in a prominent, visible position for the duration

of the construction.

- Stating the unauthorised entry to the site is not permitted;
- Showing the name of the builder or another person responsible for the site and a telephone number at which the builder or other persons can be contacted outside working hours; and
- The name, address and telephone contact of the Principal Certifying Authority for the work.

D3. Construction materials and equipment must be stored, in a neat and tidy manner, wholly within the work site unless an approval to store them elsewhere is held.

D4. The work site must be left clear of waste and debris at the completion of work.

Hours of Construction

D5. Work on the project shall be limited to the following hours:

(i) Monday to Friday - 7:00 am to 6:00 pm

(ii) Saturday - 8:00 am to 5:00 pm

(iii) No work to be carried out on Sunday/Public Holidays, without the prior consent of Council.

Noise management

D6. Noise emissions from plant and equipment shall be minimised, by installing and maintaining, wherever practicable, efficient silencers and low-noise mufflers.

Dust management

D7. All activities on the site shall be undertaken with the objective of preventing visible emissions of dust from leaving the site, including wind-blown and traffic-generated dust. Should such visible dust emissions occur at any time, the Developer shall identify and implement all

practicable dust mitigation measures, including cessation of relevant works or dampening of site roads and work areas, as appropriate, such that emissions of visible dust cease.

Waste management

D8. The developer must provide an adequate receptacle to store all waste generated by the development during the construction phase, pending disposal. The receptacle must be regularly emptied and waste must not be allowed to lie or accumulate on the property other than in the receptacle.

D9. The Developer shall maximise the treatment, reuse and/or recycling on the site of any excavated soils, slurries, dusts, aggregate and sludges associated with the development, to minimise the need for treatment or disposal of those materials outside the site.

Earthworks and filling of dams

D10. Any earthworks:

- must not cause damage to any building or structure on any adjoining lot, and
- must not redirect the flow of any surface or ground water or cause sediment to be transported onto an adjoining property, and
- any fill brought to the site, must contain only virgin excavated natural material (VENM) as defined in Part 3 of Schedule 1 to the *Protection of the Environment Operations Act 1997*, and
- any excavated soil to be removed from the site, must be disposed of in accordance with any requirements under the *Protection of the Environment Operations (Waste) Regulation 2005*.

Road construction

D11. Road pavements must be designed to withstand impact from a 6/8.5t axle loading.

D12. Road pavement design will be based on the provision of a flexible pavement in accordance with

The following guides:

- AUSTRROADS pavement Design Guide, or
- AUSTRROADS structural Design of Road Pavement

D13. Road ways are to be sealed 8 metre pavement with 1 metre unsealed shoulder either side. The bitumen is to be class 240 bitumen with a two coat 14mm/7mm chip seal. Sealing work will be done in accordance with good industry practice and safety standards.

D14. All conduit trenches are to be at a grade not less than 1%. Trenches are to be backfilled using compacted gravel or 5% cement stabilised sand to sub grade level. Where practical and possible all conduits across existing roads will be installed using trenchless techniques.

D15. The development shall be constructed in accordance with Design Specification – Austroads Guide to Road Design Series & Austroads Guide to Traffic Management, including the following controls:

- Reserve Width – 20m
- Pavement – 10.0m
- Seal Width – 8.0m

- Cross fall – 2-way 3% cross fall
- Vertical Alignment – Min 0.5%, max 10%. Vertical curve where change in road grade > 1%
- Flooding – overland flow path for arterial drainage to be considered in road design
- Verge – 2 x 5.0m

Subgrade pavement

D16. Cut areas remove topsoil min 200mm. Rip and recompact natural to 150mm depth (subject to being in cut).

Fill areas remove topsoil min 200mm and replace with 40mm compacted ridge gravel to subgrade level.

Subbase pavement

D17. 175mm DGS 40 or Council approved ridge gravel (Wiencke's or Stewarts Gravel Pit).

Base pavement

D18. 150mm DGB20 or alternate,

150mm (50/50 blend of DGB20/Council approved ridge gravel).

Inspection and testing

D19. Council inspection of each pavement stage (subgrade, subbase and base) required prior to completion or covering of each stage

Testing or construction process for both subbase and base pavement layers

3 x compaction tests on full depth of each pavement layer following first days production

Pass requirement >100% of standard compaction for each test.

Geometric tolerance

D20. Road – vertical geometric tolerance +20mm to -10mm from design finish surface level.

Horizontal geometric tolerance within 50mm design alignment.

Wearing surface

D21. Road ways are to be sealed in full width. The bitumen is to be class 240 bitumen with a two coat 14mm/7mm chip seal. Sealing work will be done in accordance with good industry practice and safety standards. Council will require the installation of a 500mm 2 coat bitumen sealed wearing strip at the time of any new access to the public road.

Road crossings

D22. All conduit trenches are to be at a grade not less than 1%. Trenches are to be backfilled using compacted gravel to a minimum 98% of standard compaction or 5% cement stabilised sand to sub grade level – NOTE Council inspection point.

A driveway crossing will be constructed to provide access from the public road across the road reserve to the boundary of each new allotment.

The driveway crossing will be constructed to the following standards:

- A minimum of 125mm DGS 20 ridge gravel from a source approved by Council.
- All public roads are to be sealed to within the subdivision boundaries. Subdivisions that propose to create or open public roads are to provide full details of road plan and specifications
- Only two (2) driveway crossings per street frontage are permitted
- The maximum width per crossing six (6)m
- Corner allotments – minimum, distance crossings are to be located from road intersection is six (6)m
- The minimum separation between crossing is two (2)m. The minimum distances from crossings from common property boundary is 0.5m
- Driveway access points will incorporate a minimum 375mm concrete reinforced pipe culvert with concrete headwalls
- The pipe culvert alignment will be set back a minimum of 7.5m from the road centreline
- The pipe shall be graded so the obvert of the pipe is set lower or equal to the road edge of bitumen seal measured perpendicular to the road centreline
- Table drains will be provided and graded at a 1 to 4 (25%) slope
- Road pavements must be designed to withstand impact from a 6/8.5t axle loading

D23. Streets are to have street name signs installed at all intersections.

Transport for NSW conditions

General conditions

D24. The intersection of Kurrajong Street and Goldfields Way shall be constructed as sealed Basic Right (BAR) and Basic Left (BAL) intersection treatments compliant with the Austroads Guide to Road Design for the posted speed limit.

D25. The works within the road reserve of Goldfields Way shall be designed and constructed so as to not interfere with the capacity of the current roadside drainage network and to prevent water from proceeding onto, or ponding on, the carriageway of Goldfields Way.

D26. All works shall be completed at no cost to TfNSW.

Prior to the issuing of the Subdivision Works Certificate, the developer must:

D27. Submit a strategic design for the works to the intersection of Kurrajong Street with Goldfields Way to TfNSW and receive written confirmation that the works are acceptable.

D28. Enter into a Works Authorisation Deed (WAD) with Transport for NSW (TfNSW), or other suitable arrangement as agreed to by TfNSW, for all works on Goldfields Way.

Notes:

- *A WAD is a legally binding contract between TfNSW and the developer, authorising the developer to undertake works on a State road.*

- *To progress the WAD, the developer needs to email a copy of the conditions of development consent to development.south@transport.nsw.gov.au.*
- *All roadworks and traffic control facilities must be undertaken by a pre-qualified contractor.*
- *Any new services or modifications to existing services associated with this development application that involve works on, over or under Goldfields Way must be incorporated into, and managed under, the Works Authorisation Deed for the project. Note: It is the developer's responsibility to identify these works to TfNSW project manager.*

Prior to commencing works within the road reserve, the developer must:

D29. Obtain Section 138 concurrence and consent under the Roads Act, 1993 from Transport for NSW (TfNSW) for the works associated with the WAD.

Notes:

TfNSW will be exercising its powers under Section 64 of the Roads Act, 1993 to become the roads authority for works associated with the WAD and therefore responsible for issuing the Section 138 consent for those specific works.

D30. Apply for, and obtain a Road Occupancy Licence (ROL) from the Transport for NSW (TfNSW) Traffic Operations Unit (TOU) prior to commencing roadworks on a State road or any other works that impact a travel lane of a State road.

Notes:

The application will require a Traffic Management Plan (TMP) to be prepared by a person who is certified to prepare Traffic Control Plans. Should the TMP require a reduction of the speed limit, a Speed Zone Authorisation will also be required from the TOU.

An approved ROL does not constitute an approval to commence works until an authorisation letter for the works has been issued by TfNSW Project Manager.

Prior to the issuing of the Subdivision Certificate, the developer must:

D31. All works within the road reserve of Goldfields Way shall be completed, generally in accordance with the conditions of development consent and to the satisfaction of Transport for NSW.

D32. Provision shall be made available for access for buses to service the proposed subdivision from the proposed internal roads. Pedestrian access to any bus service from the road reserve off the Goldfields Way is denied.

Street lighting

D33. Street lighting is to be provided in accordance with Council's street lighting policy, EW 12.

D34. Street lighting for the development shall include Essential Energy approved components.

D35. Street lighting shall be provided at all intersections and 90 degree bends in the proposed roads. A street lighting plan shall be submitted by the developer to the satisfaction of Council as part of construction plans.

On-site sewerage management

D36. Sewage management is to be undertaken in accordance with Section C Development Controls – Sewage Management.

Unexpected finds

D37. Should any relics or artefacts (Aboriginal or European) be discovered during earthworks, excavation or disturbance, work in the immediate area must stop immediately, and Council and Heritage NSW shall be consulted.

Setting out of Infrastructure / Structures

D38. The engineering works shall be set out by a registered surveyor to verify the correct position of the infrastructure in relation to property boundaries and the approved alignment levels. A report from the registered surveyor shall be furnished to the PC and Council for verification prior to any inspections being carried out by the PC.

Certification and inspection of subdivision works

D39. The subdivision works must be inspected and tested by the PC, at each relevant stage of construction to demonstrate compliance with the approved plans. Where Council is not the PC, documentary evidence shall be provided by the PC to Council, demonstrating compliance.

D40. The PC is to be given a minimum of 48 hours notice prior to any critical stage inspection or any other inspection nominated by the Principal Certifying Authority via the notice under Section 81A of the *Environmental Planning and Assessment Act 1979*.

Installation of services

D41. Service conduits for electricity and telecommunications cabling shall not be trenched across any road pavements.

State Survey Marks

D42. The developer shall ensure that any existing State Survey Marks will not be disturbed. If it so happens that this mark falls within any works associated with the development it shall be relocated at the developer's cost or if it is disturbed, reinstatement costs shall also be borne by the developer.

PART E – PRIOR TO ISSUE OF SUBDIVISION CERTIFICATE

Completion of engineering works (works as executed)

E1. All Council engineering works and assets (roadworks and stormwater) shall be completed in accordance with the approved plans and subdivision works certificate, prior to the issue of a subdivision certificate

Completion of other services

E2. Prior to the issue of a subdivision certificate, written evidence shall be submitted to Council, from the relevant supply authority, stating that satisfactory arrangements have been made throughout the proposed subdivision, and to each allotment, with respect to the provision of:

- (a) telecommunication services – NBN/Telstra,
- (b) power and street lighting – Essential Energy,

- (c) water – Goldenfields Water,
- (d) stormwater drainage – Temora Shire Council.

Works as Executed Plans

- E3. A set of final works as executed plans showing all works carried out on the site and the location of all services, shall be submitted to Council, prior to the issue of a subdivision certificate.
- E4. The plans shall be clearly marked to show all variations of the completed works from the approved design plans. The plans shall also show contain the location and depth of any fill placed on any lot.
- E5. The works as executed plans shall be signed by a licensed Surveyor or Engineer, or the relevant professional. The plans shall be clean, neat and suitable for long term storage, and an electronic version of the plans shall also be provided.

Damage to infrastructure or services

- E6. The cost of repairing any damage caused to Council or other Public Authority's assets in the vicinity of the subject site as a result of construction works associated with the approved development, is to be met in full by the developer prior to the release of any subdivision certificate.

Road dedication

- E7. The proposed internal subdivision roads shall be dedicated as public roads in the name of Temora Shire Council. All costs associated with the dedication of the road in the *NSW Government Gazette*, shall be at full cost to the developer.

Road name

- E8. All proposed road names shall comply with the *NSW Addressing User Manual* prepared by the Geographical Names Board of NSW, and shall be approved by Council.
- E9. The proposed road names shall be Evans Court. Street road names shall be approved by the Geographical Names Board prior to finalisation.
- E10. Street naming signs, conforming to the Australian Standard *AS1742.5 Manual Uniform Traffic Control Devices – Street Name and Community Facility Name Signs*, shall be purchased from Council and erected in the locations nominated by Council.

Street trees

- E11. Street trees are to be provide and planted by the developer at the rate of one tree per lot, with advanced species to be approved by Council. Planting shall be in accordance with Council Policy EW8 section 4.3.2 and 4.3.3. Trees shall be planted within the boundary and not located in the road reserve, to enable maintenance of the table drain to be completed.
- E12. The developer shall provide a landscaping plan to be considered and approved by Council. Prior to landscaping works commencing.

Street addressing

- E13. A street addressing number plate shall be erected on the kerb adjacent each lot by Council, at full cost to the developer, at the price listed in Council's Management Plan, at the time of payment.

E14. Street numbers shall in accordance with the *NSW Addressing User Manual* prepared by the Geographical Names Board of NSW be as follows:

Lot No.	Primary Address	Secondary address
1	49 Kurrajong Street	231 Vesper Street
2	41 Kurrajong Street	
3	35 Kurrajong Street	
4	2 New Road – 2 Evans Court*	29 Kurrajong Street
5	6 New Road – 6 Evans Court *	
6	235 Vesper Street	
7	239 Vesper Street	
8	243 Vesper Street	
9	10 New Road – 10 Evans Court*	
10	12 New Road – 12 Evans Court *	
11	13 New Road – 13 Evans Court *	
12	11 New Road – 11 Evans Court *	
13	9 New Road – 9 Evans Court *	
14	7 New Road – 7 Evans Court *	
15	5 New Road – 5 Evans Court *	
16	3 New Road– 3 Evans Court *	
17	1 New Road – 1 Evans Court *	21 Kurrajong Street
18	4 Back Mimosa Road	
19	8 Back Mimosa Road	
20	12 Back Mimosa Road	

*Denotes: Subject to Condition E 10 being satisfied.

Contributions

E15. Evidence shall be submitted to Council that the Water Supply Authority's obligations have been met with regards to headworks and contributions for this development. Such Certificate of Compliance of payment, or satisfactory arrangements, shall be furnished prior to issuing of the subdivision certificate. The point of contact for the Water Supply Authority for this development is Goldenfields Water.

Developer Contribution Payment

E16. Pursuant to Section 7.12 of the Environmental Planning and Assessment Act 1979, the monetary Contribution of \$9,084.44 as a S7.12 development levy is to be paid to Temora Shire Council prior to the issue of the Construction Certificate. The contribution is current as at the date of this consent and is levied in accordance with the Temora Shire Section Developer Contributions Plan 2022, which may be viewed during office hours at Council's Offices, 105 Loftus Street, Temora or on Council's website www.temora.nsw.gov.au.

The contribution payable will be calculated in accordance with the contributions plan current at the time of payment, and will be adjusted at the time of payment in accordance with the Consumer Price Index (CPI) (All Groups Index for Sydney) published by the Australian Bureau of Statistics (ABS). Contribution amounts will be adjusted by Council each financial year.

E17. A Subdivision Certificate, pursuant to Section 6.3 of the Environmental Planning and Assessment Act 1979, as amended must be obtained from Council, prior to its lodgement with the Lands Title Office.

Defects Liability Period and bond

E18. For a period of twelve (12) months after the subdivision certificate is issued, the subdivider must remedy any defects or omissions in the subdivision works.

NOTE: Defects do not include reasonable wear and tear or damage caused to the works by inappropriate use (e.g. damage or abuse from traffic accidents or vandalism).

E19. The defects liability bond must be submitted with the subdivision certificate application. The bond must be in the form of cash or unconditional bank guarantee (no lapse date) for an amount of 5% of the agreed value of the subdivision works or \$ 5,000, whichever is the greater.

E20. At any time during the defects liability period, the consent authority may direct the subdivider to rectify any omission or defect in the subdivision works. The direction will identify the scope of works to rectification and state the time by which the subdivider shall complete the work of rectification (or stages of the rectification) and may state the time by which rectification shall commence.

E21. If the subdivider fails conforming to the direction or part of the direction, the consent authority may perform the works and charge costs to the subdivider. The Council will deduct any costs incurred from the defects liability bond.

E22. At the expiry of the defects liability period the subdivider shall arrange Council to carry out an inspection of the subdivision works, and request a return of the defects liability bond.

E23. If Council determines that the subdivision works are satisfactory, Council will refund the balance of the defects liability bond.

E24. If unremedied subdivision work defects or omissions are detected by the Council during the inspection, the subdivider must remedy these works and re-apply for an off defects liability inspection. Council may retain some or all of the defects liability bond for a further period of twelve (12) months.

Final subdivision plans

E25. The submission of a final plan of subdivision, suitable for registration at the Land Titles Office.

Registration of easements and restriction as to users

E26. Easements shall be created over all services to the satisfaction of the relevant authority, and/or wherever Council deems necessary to allow unrestricted access to the service, and restrictions as to user created, under section 88B of the Conveyancing Act 1919.

E27. The 88B Instrument shall be submitted to the PC with the final plan of subdivision as a prerequisite to the endorsement of the subdivision certificate.

E28. The 88B Instrument creating restrictions as to user and easements shall contain a provision, enabling such restrictions or easements to be revoked, varied, modified or released only with the consent of Council.

Cr Graham Sinclair declared a non-pecuniary interest in relation to item REP25/37, due to being a Board Member of Goldenfields Water County Council.

Cr Belinda Bushell declared a non-pecuniary interest in relation to item REP25/37, due to her parents leasing the land.

RESOLUTION 20/2025

Moved: Cr Belinda Bushell

Seconded: Cr Ken Smith

It was resolved that Council approve Development Application 77/2024 for 20 large lot residential subdivision at 39 Kurrajong Street, Temora, subject to conditions.

CARRIED





Report by Claire Golder

In Favour: Crs Rick Firman, Graham Sinclair, Nigel Judd, Belinda Bushell, Anthony Irvine, Brenton Hawken, Ken Smith, Narelle Djukic and Paul Mahon

Against: Nil

CARRIED 9/0

15 ADMINISTRATION AND FINANCE**15.1 QUARTERLY BUDGET REVIEW - QUARTER ENDING 31 DECEMBER 2024****File Number:** REP25/90**Author:** Director of Administration & Finance**Authoriser:** Director of Administration & Finance**Attachments:**

1. QBRS  
2. QBR Capital  

REPORT

The Local Government (General) Regulation 2021 requires the Responsible Accounting Officer to prepare and submit to Council, a Budget Review Statement each quarter (except the June quarter) which shows, by reference to the estimate of income and expenditure set out in the Operational Plan adopted by Council, a revised estimate of the income and expenditure for the year.

The Quarterly Budget Review Statement (QBRS) must comply with the Local Government Code of Accounting Practice and be considered by Council no later than two months after the end of each quarter.

The QBRS must also be accompanied by a report as to whether or not the Responsible Accounting Officer believes that the financial position of Council is satisfactory, having regard to the original estimates of income and expenditure.

The attached QBRS complies with Council's statutory responsibilities and reports the Council consolidated position, combining General and Sewer Funds. It is composed of, but not limited to, the following budget review components:

- A statement by the Responsible Accounting Officer on Council's financial position based on the information in the QBRS.
- Income and Expenses Budget Review Statement with narrative
- Capital Expenditure and Funding Budget Review with narrative
- Cash and Investments Budget Review
- Contracts Budget Review Statement
- Consultancy and Legal Expenses Budget Review Statement

Budget Implications

Overall, the net variation to the operating result for the quarter of \$22k will decrease the projected net operating result before capital items to \$4.82 million forecast deficit.

Operational income variations of \$4.2 million include the following significant variations:

- Decrease of \$4.3m in Capital Grants due to the application for Regional Precincts & Partnership Program funding for the Ambulance Museum being unsuccessful.
- Decrease of \$46.4k in revenue to reflect the change to a lease arrangement at the Junee Road Caravan Park.

- Decrease of \$16.5k in revenue from the Medical Complex due to the renegotiation of a lease agreement.
- Increase of \$25k due to the receipt of unbudgeted funding from Revenue NSW to support the classification of land under the NSW Emergency Services Funding Reform program.
- Increase of \$100k representing implementation funding for the Regional Drought Resilience program.

Operational Expenditure variations of \$84k include the following significant variations:

- Increase of \$100k in expenditure due to the implementation funding for the Regional Drought Resilience Program.
- Decrease of \$16k in expenditure due to the change in operations of the Junee Road Caravan Park. Budgeted wages have not been adjusted as the allocation was primarily for grounds maintenance and these funds will be diverted to other areas of Council.

Other minor budget variations are detailed in the attached QBRS.

Capital expenditure budget variations include the following significant items:

- Decrease of \$4.3m for the Bundawarra Centre – Ambulance Museum. This expenditure was conditional on receiving grant funding. The application for funding under the Regional Precincts and Partnership Program was unsuccessful.
- Increase of \$26.2k for Nixon Park additional shade. This is fully funded through the Stronger Country Communities Fund (SCCF) Round 5 with the variance being a timing issue with the project spanning two financial years.
- Increase of \$16.7k for the Lake Centenary bridge installation and walking track improvements. The project was budgeted in 2024 financial year at a total cost of \$158.4k fully funded by the Places to Swim Grant and revotes. A report was presented to February 2025 Assets and Operations Committee in relation to the potential for possible overspends in finalising the project.
- Increase of \$127.4k for the NRCC House roof repairs and an increase of \$78.5k for the Pinnacle air-conditioner replacement. This project has previously been reported to Council and will be funded from Pinnacle Reserves.
- Increase of \$38.7k for the Aria Park Recreation Ground clubhouse roof replacement. This variation was funded by insurance proceeds.
- Increase of \$22k for the Metro Service Station footpath. This project was budgeted in the 2026 financial year but works were brought forward when a major renovation occurred at the service station. This variation will be funded through a reallocation of projects within the capital works program.

Other budget variations to capital expenditure are detailed in the attached QBRS.

Discussion

As Council is aware, many projects funded by grants are due for completion by 30 June 2025. Budgets for these projects have been developed at least 18 months ago and up to three years ago, with officers providing their best estimates using the information available to them at the time. The use of contractors in conjunction with a high inflationary environment have contributed to costs escalating. Several capital projects have already been identified as exceeding original budget estimates and Officers are working hard to minimise budget overruns and will work towards

reallocating funding within the capital works program. This will mean that some projects will not be delivered according to the current capital works program and will be deferred to future years for Council to fund.

Several programs are at particularly high risk of over expenditure including Local Roads & Community Infrastructure (LRCI) round 4 and Fixing Local Roads (FLR). LRCI4 projects must be completed by 30 June 2025 while FLR projects must be completed by 31 December 2025. Further, Council's annual rural unsealed roads maintenance budget is almost fully exhausted. For the remainder of the year a risk-based approach will be taken in relation to rural unsealed roads maintenance in order to minimise budget overspends.

Integrated Planning and Reporting

Community Strategic Plan Theme 2: Providing local leadership

Strategy 2.1 - A community with strong local leadership.

Council Policy/Legislation

Legislation relevant to this report includes:

- Local Government Act 1993
- Local Government (General) Regulation 2021

RESOLUTION 21/2025

Moved: Cr Belinda Bushell

Seconded: Cr Brenton Hawken

It was resolved that Council receive and note the Quarterly Budget Review Statements for the quarter ending 31 December 2024.

CARRIED

Report by Elizabeth Smith

Temora Shire Council

Quarterly Budget Review Statement
for the period 01/10/24 to 31/12/24

Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

31 December 2024

It is my opinion that the Quarterly Budget Review Statement for Temora Shire Council for the quarter ended 31/12/24 indicates that Council's projected financial position at 30/6/25 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: _____



date: 13-Feb-25

Elizabeth Smith
Responsible Accounting Officer

Quarterly Budget Review Statement
for the period 01/10/24 to 31/12/24

Temora Shire Council

Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 December 2024

Income & Expenses - Council Consolidated

(\$000's)	Original Budget 2024/25	Approved Changes			Revised Budget 2024/25	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Sep QBRs	Dec QBRs	Mar QBRs					
Income									
Rates and Annual Charges	7,290,618			7,290,618			7,290,618	6,944,507	
User Charges and Fees	14,366,904	(1,631,846)		12,735,058	(48,416)	1	12,686,642	4,963,917	
Interest and Investment Revenues	987,648			987,648			987,648	584,296	
Other Revenues	467,973			467,973			467,973	531,686	
Grants & Contributions - Operating	8,895,850	(4,257,721)		4,638,129	125,029	2	4,763,158	1,933,067	
Grants & Contributions - Capital	10,342,783			10,342,783	(4,297,765)	3	6,045,018	1,811,420	
Net gain from disposal of assets	86,717			86,717			86,717	17,893	
Other Income	341,689			341,689	(14,493)	4	327,196	162,896	
Total Income from Continuing Operations	42,780,181	(5,889,567)		36,890,614	(4,235,646)		32,654,969	16,949,682	
Expenses									
Employee Costs	11,326,468			11,326,468			10,164,155	5,742,380	
Borrowing Costs	58,655	(1,162,313)		58,655			58,655	31,396	
Materials & Contracts	13,075,428	(661,829)		12,413,599	84,033	5	12,497,632	6,452,311	
Depreciation	7,930,614			7,930,614			7,930,614	4,154,270	
Other Expenses	786,663			786,663			786,663	535,538	
Total Expenses from Continuing Operations	33,177,829	(1,824,142)		31,353,687	84,033		31,437,719	16,915,895	
Net Operating Result from Continuing Operations	9,602,353	(4,065,425)		5,536,928	(4,319,678)		1,217,250	33,787	
Discontinued Operations - Surplus/(Deficit)									
Net Operating Result from All Operations	9,602,353	(4,065,425)		5,536,928	(4,319,678)		1,217,250	33,787	
Net Operating Result before Capital Items	(740,430)	(4,065,425)		(4,805,855)	(21,913)		(4,827,768)	(1,777,633)	

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended 31/12/2024 and should be read in conjunction with the total QBRs report.

Temora Shire Council

Quarterly Budget Review Statement
for the period 01/10/24 to 31/12/24

Income & Expenses Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details
1	User Fees & Charges income decreased by \$48.4k due to Junee Road Caravan Park being leased
2	Operating Grant income increased by \$125k due to: - the receipt of \$25k of unbudgeted funding from Revenue NSW to support the classification of land under the NSW Emergency Services Funding Reform program - increase of \$100k representing implementation funding for the Regional Drought Resilience Program
3	Capital Grant income decreased by \$4.3m due to the application for funding under the Regional Precincts and Partnerships Program for the Ambulance Museum being unsuccessful.
4	Other Income decreased by \$14.5k due to changes in lease term/arrangements at the Medical Complex & Junee Road Caravan Park.
5	Materials & Contracts expenditure increased by \$84k due to: - a decrease of \$16k due to the change to a lease arrangement at Junee Road Caravan Park - increase of \$100k for the implementation funding for the Regional Drought Resilience Program

Quarterly Budget Review Statement
for the period 01/10/24 to 31/12/24

Temora Shire Council
Capital Budget Review Statement

Budget review for the quarter ended 31 December 2024
Capital Budget - Council Consolidated

(\$000's)	Original Budget 2024/25	Approved Changes			Revised Budget 2024/25	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Sep QBR	Dec QBR	Mar QBR					
Capital Expenditure									
New Assets									
- Plant & Equipment	15,000	3,691		3,691	7,929	1	3,691	3,691	
- Office Equipment	10,000	690		10,690			22,929	7,929	
- Furniture & Fittings							10,690	10,690	
- Infrastructure									
Land & Buildings	4,465,765			4,465,765	(4,297,765)	2	168,000		
Other Structures/Swimming Pools/Open Space & Recreational	159,600	70,901		230,501	52,003	3	282,504	122,903	
Roads, Bridges, Footpaths	3,681,772			3,681,772	11,230	4	3,693,002	807,417	
Stormwater Drainage	1,372,000			1,372,000			1,372,000	327,398	
Other Infrastructure	100,000	38,183		138,183	16,718	5	154,901	82,013	
Sewerage Network	7,000			7,000			7,000	2,244	
- Other Assets	8,000	3,000		11,000	63		11,063	3,063	
Renewal Assets (Replacement)									
- Plant & Equipment	1,636,260			1,636,260			1,636,260	1,481,285	
- Office Equipment	150,650			150,650			150,650	24,209	
- Furniture & Fittings	8,500			8,500			8,500	4,064	
Land & Buildings	461,500	46,823		508,323	247,752	6	756,075	609,082	
Other Structures/Swimming Pools/Open Space & Recreational	159,500	41,153		200,653	14,025	7	214,678	104,993	
Roads, Bridges, Footpaths	4,582,833	703		4,583,536	19,667	8	4,603,203	1,822,268	
Stormwater drainage	150,000			150,000	3,775		153,775	29,285	
Sewerage Network	260,000			260,000			260,000	91,149	
- Other Assets	25,000			25,000			25,000	-	
- Major Maintenance	167,366			167,366	(25,514)	3	141,852	39,566	
Loan Repayments (Principal)	440,035			440,035			440,035	218,566	
Development of Real Estate	1,409,613			1,409,613			1,409,613	21,526	
Carrying Amount of Assets Sold	284,483			284,483			284,483	188,277	
Loans to Long Term Debtors & Deferred Development Infrastructure Loans		88,253		88,253	318,829	9	407,082	407,082	
Transfers to Reserves	1,935,468	812,326		2,747,794			2,747,794	1,307,117	
Total Capital Expenditure	21,490,345	1,105,723	-	22,596,068	(3,631,288)		18,964,780	7,715,817	
Capital Funding									
Rates & Other United Funding	6,985,851	(3,822,942)		3,162,909	666,477		3,829,386	(711,299)	
Capital Grants & Contributions	10,342,783			10,342,783	(4,297,765)	2	6,045,018	1,811,420	
Reserves:									
- External Restrictions/Reserves	156,837	1,191,724		1,348,561			1,348,561	941,083	
- Internal Restrictions/Reserves	2,776,415	3,736,941		6,513,356			6,513,356	5,504,986	
Receipts from Sale of Assets									
- Plant & Equipment	371,200			371,200			371,200	168,727	
Repayments by Long Term Debtors & Deferred Development Infrastructure Loans	857,259			857,259			857,259	900	
Total Capital Funding	21,490,345	1,105,723	-	22,596,068	(3,631,288)		18,964,780	7,715,817	
Net Capital Funding - Surplus/(Deficit)	-	-	-	-	-		-	0	

This statement forms part of Council's Quarterly Budget Review Statement (QBR) for the quarter ended 31/12/2024 and should be read in conjunction with the total QBR report.

Temora Shire Council

Quarterly Budget Review Statement
for the period 01/10/24 to 31/12/24

Capital Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes Details

1	Temora Waste Depot software and CCTV cameras \$7,929 - funded by Waste reserves. The new software is to facilitate the Environment Protection Authority (EPA) reporting compliance, with the majority of expenditure to be budgeted in 2026.
2	Bundawarra Centre - Ambulance Museum \$4,297,765 - this expenditure was conditional on receiving grant funding. The application for funding under the Regional Precincts and Partnerships Program was unsuccessful.
3	Nixon Park Additional Shades \$26,188 - funded by Stronger Country Communities Fund (SCCF) Round 5 with the variance being a timing issue as the project spanned two financial years.
4	Bowling Club Lane Footpath \$4,030 and Temora High School Inclusive Pedestrian Access Point and Parking \$1,761 funded from Get NSW Active grant. Town Hall Footpath DeBoos St (Victoria to Parkes) \$5,440 funded through the revotes.
5	Lake Centenary Bridge Installation & Walking Track Improvements \$16,718 - funded by Places to Swim grant.
6	NRCC House Roof Repairs \$127,451 - funded by Pinnacle Internal Reserves. NRCC House Library & Pinnacle Air-conditioner replacement \$78,545 - Library air con replacement was budgeted. Pinnacle's air con also required replacement - funded with Pinnacle Internal Reserves. Ariah Park Recreation Ground roof replacement \$38,683 - funded with insurance proceeds.
7	Lake Centenary - Seating / Picnic area upgrade \$8,650 - funded by SCCF R5. Callaghan Park - Replace Shade Sail \$5,375 - storm damaged and required replacement.
8	Metro Service Station Footpath \$22,635 budgeted for the 2026 year but brought forward when the service station closed for renovations. Funded through a reallocation of projects within the capital works program.
9	Deferred Development Loan \$318,829 - \$54,152 funded from Sewer reserves, and \$264,677 from Gravel Royalties reserves.

Quarterly Budget Review Statement
for the period 01/10/24 to 31/12/24

Temora Shire Council
Cash & Investments Budget Review Statement

Budget review for the quarter ended 31 December 2024
Cash & Investments - Council Consolidated

(\$000's)	Original Budget 2024/25	Approved Changes Sep QBRs	Approved Dec QBRs	Mar QBRs	Revised Budget 2024/25	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
Externally Restricted ⁽¹⁾									
Sewerage Services	5,511,830	(83,299)			5,428,531			5,428,531	4,414,795
Domestic Waste Management	1,451,750	183,650			1,635,400			1,635,400	1,604,482
Pinnacle Unexpended Grants	1,023,562				1,023,562			1,023,562	717,152
Stormwater Drainage & Flood Studies	325,994	(11,320)			314,674			314,674	458,908
S94 Contributions	615,213				615,213			615,213	895,481
Unexpended Externally Restricted Grants	1,618,963	(1,180,404)			438,559			438,559	984,290
Total Externally Restricted	10,547,312	(1,091,373)			9,455,939			9,455,939	9,075,108
(1) Funds that must be spent for a specific purpose									
Internally Restricted ⁽²⁾									
Pinnacle Internally Restricted	4,149,927	(156,845)			3,993,082			3,993,082	4,262,748
Other Waste Management	518,473	87,843			606,316			606,316	595,182
Airside Maintenance	187,511				187,511			187,511	185,072
Ariah Park Tip Fee Contributions	9,840	3,312			13,152			13,152	4,822
IT Capital Works	121,447				121,447			121,447	273,281
Digital Two Way Radio	95,000				95,000			95,000	95,000
Employee Leave Entitlements	1,943,878				1,943,878			1,943,878	1,943,878
FAGS Received in Advance	2,814,358	(2,814,358)			-			-	-
Gravel Royalty	1,335,068	80,000			1,415,068			1,415,068	938,678
Heritage Grants	15,000				15,000	(10,000)	1	5,000	5,000
Industrial Development	103,126				103,126			103,126	-
Infrastructure	669,317	(57,500)			611,817	(117,387)	2	494,430	1,297,436
Infrastructure - Airpark Estate	203,565				203,565			203,565	200,033
Izumizaki Donation	-				-			-	-
Local Roads	2,130,554	540,820			2,671,374			2,671,374	1,155,607
Medical Complex	41,009				41,009			41,009	41,009
Plant & Vehicle	500,000				500,000	(60,692)	3	439,308	439,309
Regional Local & Emergency Roads Repliar Program	1,499,065				1,499,065			1,499,065	2,570,497
Revotes	854,150	(707,000)			147,150			147,150	496,007
Roads Reserve	500,000				500,000			500,000	500,000
Sports Council Requirements	62,217				62,217			62,217	62,217
Temora Agricultural Innovation Centre Maintenance Reserve	3,669	(88)			3,581			3,581	23,198
Youth Hospitality	2,427	(1,150)			1,277			1,277	4,070
Total Internally Restricted	17,759,601	(3,024,966)			14,734,635	(188,079)		14,546,556	15,093,044
(2) Funds that Council has earmarked for a specific purpose									
Unrestricted (ie. available after the above Restrictions)	1,000,000				1,000,000			1,000,000	1,055,577
Total Cash & Investments	29,306,913	(4,116,339)			25,190,574	(188,079)		25,002,495	25,223,729

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended 31/12/2024 and should be read in conjunction with the total QBRs report.

Temora Shire Council

Quarterly Budget Review Statement
for the period 01/10/24 to 31/12/24

Cash & Investments Budget Review Statement**Investments**

Investments have been invested in accordance with Council's Investment Policy.

Cash

The Cash at Bank figure included in the Cash & Investment Statement totals \$980,525

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.
The date of completion of this bank reconciliation is 31/12/24

Reconciliation Status

The YTD Cash & Investment figure reconciles to the actual balances held as follows:		\$ 000's
Cash at Bank (as per bank statements)		735,830
Investments on Hand		24,243,204
less: Unpresented Cheques & EFTs	(Timing Difference)	(7,874)
less: Unpresented Direct Debits	(Timing Difference)	-
less: Pay Files not Presented	(Timing Difference)	283,007
add: Undeposited Funds	(Timing Difference)	
less: Identified Deposits (not yet accounted in Ledger)	(Require Actioning)	(30,438)
add: Identified Outflows (not yet accounted in Ledger)	(Require Actioning)	-
less: Unidentified Deposits (not yet actioned)	(Require Investigation)	
add: Unidentified Outflows (not yet actioned)	(Require Investigation)	
Reconciled Cash at Bank & Investments		25,223,729
Balance as per Review Statement:		25,223,729
Difference:		(0)

Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details
1	Verandah Reinstatement grant paid - \$10,000
2	Airport Precinct Redevelopment budgeted expenditure from reserve adjusted to \$846,000 in line with previous Council resolution.
3	Purchase of two Variable Message Sign trailers \$60,692 - required for Transport for NSW compliance

Quarterly Budget Review Statement
for the period 01/10/24 to 31/12/24

Temora Shire Council

Contracts Budget Review Statement

Budget review for the quarter ended 31 December 2024

Part A - Contracts Listing - contracts entered into during the quarter

Contractor	Contract detail & purpose	Contract Value	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
Nil						

Notes:

1. Minimum reporting level is 1% of estimated income from continuing operations of Council or \$50,000 - whatever is the lesser.
2. Contracts listed are those entered into during the quarter being reported and exclude contractors on Council's Preferred Supplier list.
3. Contracts for employment are not required to be included.

This statement forms part of Council's Quarterly Budget Review Statement (GBRS) for the quarter ended 30/09/2024 and should be read in conjunction with the total GBRS report

Temora Shire Council

Quarterly Budget Review Statement
for the period 01/10/24 to 31/12/24

Consultancy & Legal Expenses Budget Review Statement

Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	1,350	Y
Legal Fees	7,815	Y

Definition of a consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

Comments

Expenditure included in the above YTD figure but not budgeted includes:

Details



Temora Shire Council
Budgeted Capital Expenditure
 For the Year Ended 30th June 2025
 As at 31st December 2024

Description	Original Budget	Approved Sub-Vote	Total Approved Budget	Actual	Est. Remainder of Year	Revised Estimate	Variance this Quarter
Council Buildings							
Bundawarah Centre - Virtual Tour	8,000		8,000		8,000	8,000	
Bundawarah Centre - Wiradjuri Signage	1,600		1,600		1,600	1,600	
Bundawarah Centre - Ambulance Museum construction	4,297,765		4,297,765		0	0	(4,297,765)
Bundawarah Centre - Ambulance Museum land purchase	75,000		75,000		75,000	75,000	
Bundawarah Centre - Upright Cabinet Fridge		3,691	3,691	3,691	0	3,691	
Christmas Decorations - Temora	25,000		25,000		25,000	25,000	
Christmas Decorations - Ariah Park	1,000		1,000	1,000	0	1,000	
Council Administration Building - Working at Heights Safety System	8,000		8,000		8,000	8,000	
Council Chambers/Administration Building Upgrades	100,000		100,000	15,988	84,012	100,000	
Depot - Covered storage area	30,000	46,823	76,823	79,896	0	79,896	3,073
Ergonomic Furniture	10,000	690	10,690	10,690	0	10,690	
Library - Local Special Projects	8,500		8,500	4,064	4,436	8,500	
Recreation Centre - Upgrade Visitor Seating & BBQ	50,000	17,693	67,693	67,507	186	67,693	
Recreation Centre - Solar Upgrade	80,000		80,000		80,000	80,000	
Recreation Centre - Airconditioning Replacement	60,000		60,000	579	59,421	60,000	
NRCC House - Roof Repairs	200,000		200,000	327,451	0	327,451	127,451
NRCC House - Library & Pinnacle Air-conditioning replacement	64,000		64,000	142,545	(0)	142,545	78,545
Temora Landfill Site - newcell construction & fencing	60,000		60,000	27,112	32,888	60,000	
Town Hall - storage and lighting under stage	5,000		5,000		5,000	5,000	
Town Hall Theatre - Projector Room Airconditioning	7,500		7,500	3,942	3,558	7,500	
Technology							
Civica - Implement Inspection Reporting Module	15,000		15,000		15,000	15,000	
API Planning Portal Implementation Cost		3,000	3,000	3,063	0	3,063	63
Replace PC's on Network	35,000		35,000		21,184	21,184	(13,816)
Server Replacement	100,000		100,000		100,000	100,000	
Sophos Firewall & VPN Hardware Replacement	15,650		15,650	10,393	5,257	15,650	
Uninterruptible Power Supply			0	12,568	0	12,568	12,568
CCTV Camera - IGA			0	1,248	0	1,248	1,248
Temora Waste Depot - Software & CCTV Upgrades			0	7,929	(0)	7,929	7,929
Parks & Gardens							
Bradley Park - Stage 1		70,571	70,571	70,872	0	70,872	301
Federal Park - Replace Play Equipment, connect to existing footpath, level / drain wet areas, replace shade sail		8,581	8,581	8,581	(0)	8,581	
Harper Park - Improve accessibility (gates, paths, etc)	20,000		20,000		20,000	20,000	
Harper Park - Ramp & Path to CWA	8,000		8,000		8,000	8,000	
Lake Centenary - Bridge Installation & Walking Track Improvements		32,928	32,928	49,646	(0)	49,646	16,718
Lake Centenary - Reseal Rd & Carpark		8,725	8,725	8,725	(0)	8,725	
Lake Centenary - Foreshore Levelling, playground sand replacement, retaining wall works, foreshore path, concrete under picnic settings, install bike rack	67,500		67,500	38,566	3,420	41,986	(25,514)
Lake Centenary - Seating / Picnic Area upgrade		6,154	6,154	14,804	(0)	14,804	8,650
Lake Centenary - Foreshore Path		330	330	25,844	0	25,844	25,514
Parks & Sportgrounds - Potable water drinking facilities	10,000		10,000		10,000	10,000	
Railway Dam Desilting and Enlargement	150,000		150,000	84,324	65,676	150,000	
Railway Dam - Fencing	50,000		50,000		50,000	50,000	
Calaghan Park - Replace Shade Sail			0	5,375	0	5,375	5,375
Sporting Grounds							
Nixon Park - seal gravel car park		5,255	5,255	5,255	0	5,255	
Temora West Sportsground - Lighting upgrade	17,500		17,500		17,500	17,500	
Temora West Sportsground - western boundary screening trees	10,000		10,000		10,000	10,000	
Temora West Sportsground - hill trees	7,500		7,500		7,500	7,500	
Temora West Sportsground - hill irrigation	12,500		12,500		12,500	12,500	
Nixon Park - Additional Shade			0	26,188	0	26,188	26,188
Ariah Park Recreation Ground - Roof replacement			0	38,683	0	38,683	38,683
Sewerage							
Effluent Reuse - Renewals	40,000		40,000	6,825	33,175	40,000	
Service Junction Replacements	20,000		20,000		20,000	20,000	
Junee Rd Caravan Park - Dump Point	7,000		7,000	2,244	4,756	7,000	
Roads & Transport							
Plant Purchases	1,636,260		1,636,260	1,481,285	154,975	1,636,260	
Kerb & Gutter Program - Renewal	70,000		70,000	47,742	22,258	70,000	
Kerb & Gutter Program - Upgrade	326,436		326,436	77	326,359	326,436	
Footpath Construction Program - Renewal	5,000	703	5,703	25,370	0	25,370	19,667
Footpath Construction Program - Upgrade			0	11,230	(0)	11,230	11,230
Rural Unsealed Roads - Renewal	2,062,833		2,062,833	354,178	1,708,655	2,062,833	
Rural Unsealed Roads - Upgrade	557,526		557,526	67,897	489,629	557,526	
Urban Sealed Roads - Renewal	349,000		349,000	140,920	208,080	349,000	



Temora Shire Council
Budgeted Capital Expenditure
 For the Year Ended 30th June 2025
 As at 31st December 2024

Description	Original Budget	Approved Sub-Vote	Total Approved Budget	Actual	Est. Remainder of Year	Revised Estimate	Variance this Quarter
Urban Sealed Roads - Upgrade	310,000		310,000	15,473	294,527	310,000	
Urban Unsealed Roads - Upgrade	767,810		767,810	372,387	395,423	767,810	
Rural Sealed Roads - Renewal	1,525,000		1,525,000	821,156	703,844	1,525,000	
Rural Sealed Roads - Upgrade	1,720,000		1,720,000	340,352	1,379,648	1,720,000	
Regional Roads - Renewal	571,000		571,000	432,901	138,099	571,000	
Street Lighting - MR84 Intersections	78,866		78,866		78,866	78,866	
Stormwater Drainage							
Chifley Street Culvert(s)	200,000		200,000		200,000	200,000	
Burley Griffin Way Road Crossing & Nixon Park Outfall (Council & Highfields)	1,000,000		1,000,000	305,723	694,277	1,000,000	
Chifley St U/G Drainage (Joffre to Culvert)	70,000		70,000	2,325	67,675	70,000	
Victoria St Arterial U/G Drainage - Galipoli to Mallee St (400m)	70,000		70,000	23,185	46,815	70,000	
Temora High School - through drainage works	70,000		70,000		70,000	70,000	
Beelah St to Dairy St Drainage - design & construct	60,000		60,000	9,000	51,000	60,000	
Golden Gate Reserve - Flood Gates	12,000		12,000	1,100	10,900	12,000	
Golf Club Dam Spill Way - adjustments	10,000		10,000		10,000	10,000	
Hoskins St (Parkes to Kitchener Rd U/G Drainage)	30,000		30,000	11,575	18,426	30,000	
Temora Golden Gate Reserve Stormwater Master Plan			0	3,775	0	3,775	3,775
Cemetery							
Ariah Park Cemetery - Internal Road and Drainage	50,000		50,000		50,000	50,000	
Temora Cemetery - entrance	10,000		10,000		10,000	10,000	
Temora Cemetery - fencing	12,000		12,000		12,000	12,000	
Temora Cemetery - burial plinth x 2	130,000		130,000		130,000	130,000	
Temora Cemetery - internal road construction	40,000		40,000		40,000	40,000	
Development							
Saleyards Subdivision / Airpark Expansion	1,409,613		1,409,613	21,526	1,388,087	1,409,613	
Deferred Development Expenditure		59,200	59,200	378,029	0	378,029	318,829
Transfer to Reserves							
Sewerage Reserve	1,582,186	(83,299)	1,498,887	485,151	1,013,736	1,498,887	
Domestic Waste		183,650	183,650	92,732	90,918	183,650	
Stormwater Management		0	0	36,077	(36,077)	0	
Section 94 Contributions	53,235		53,235	333,503	(280,268)	53,235	
Pinnacle Unexpended Internally Restricted		0	0	49,098	(49,098)	0	
Other Waste		87,843	87,843	76,709	11,134	87,843	
Local Roads Reserve		540,820	540,820		540,820	540,820	
Industrial Development	103,126		103,126		103,126	103,126	
Gravel Royalties	132,591	80,000	212,591		212,591	212,591	
Ariah Tip Fees Donations		3,312	3,312		3,312	3,312	
Medical Complex Maintenance Reserve	15,000		15,000	15,000	0	15,000	
Infrastructure Replacement Reserve		0	0	132,006	(132,006)	0	
IT Services Capital Expenditure		0	0	21,184	(21,184)	0	
Sports Council Requirements	10,000		10,000	7,594	2,406	10,000	
Youth Team Surplus		0	0	1,643	(1,643)	0	
Aerodrome - Aiside Maintenance	39,330		39,330	36,891	2,439	39,330	
Temora Agricultural Innovation Centre Capital Renewal & Maintenance		0	0	19,529	(19,529)	0	
	20,765,827	1,076,670	21,842,497	7,279,920	10,931,288	18,211,209	(3,631,289)
New Assets							
Plant & Equipment	0	3,691	3,691	3,691	0	3,691	0
Office Equipment	15,000	0	15,000	7,929	15,000	22,929	7,929
Furniture & Fittings	10,000	690	10,690	10,690	0	10,690	0
Infrastructure:							
Buildings - non specialised	8,000	0	8,000	0	8,000	8,000	0
Buildings - specialised	4,382,765	0	4,382,765	0	85,000	85,000	(4,297,765)
Operational Land	75,000	0	75,000	0	75,000	75,000	0
Other Structures	131,600	0	131,600	0	131,600	131,600	0
Roads	3,681,772	0	3,681,772	796,187	2,885,585	3,681,772	0
Footpaths	0	0	0	11,230	(0)	11,230	11,230
Stormwater Drainage	1,372,000	0	1,372,000	327,398	1,044,602	1,372,000	0
Sewerage Network	7,000	0	7,000	2,244	4,756	7,000	0
Other open space/recreational assets	28,000	70,901	98,901	122,903	28,001	150,904	52,003
Other Infrastructure	100,000	38,183	138,183	82,013	72,888	154,901	16,718
Other	8,000	3,000	11,000	3,063	8,000	11,063	63
Renewal Assets							
Plant & Equipment	1,636,260	0	1,636,260	1,481,285	154,975	1,636,260	0
Office Equipment	150,650	0	150,650	24,209	126,441	150,650	0
Furniture & Fittings	8,500	0	8,500	4,064	4,436	8,500	0
Infrastructure:							
Buildings - non specialised	364,000	0	364,000	485,984	84,012	569,996	205,996
Buildings - specialised	97,500	46,823	144,323	123,098	62,981	186,079	41,756



Temora Shire Council

Budgeted Capital Expenditure

For the Year Ended 30th June 2025

As at 31st December 2024

Description	Original Budget	Approved Sub-Vote	Total Approved Budget	Actual	Est. Remainder of Year	Revised Estimate	Variance this Quarter
Other Structures	72,000	0	72,000	0	72,000	72,000	0
Roads	4,577,833	0	4,577,833	1,796,898	2,780,935	4,577,833	0
Footpaths	5,000	703	5,703	25,370	0	25,370	19,667
Stormwater Drainage	150,000	0	150,000	29,285	124,490	153,775	3,775
Sewerage Network	260,000	0	260,000	91,149	168,851	260,000	0
Other open space/recreational assets	87,500	41,153	128,653	104,993	37,685	142,678	14,025
Other Assets	25,000	0	25,000	0	25,000	25,000	0
	17,253,380	205,144	17,458,524	5,533,682	8,000,238	13,533,921	(3,924,604)
Aerodrome Estate & Industrial Land	1,409,613	0	1,409,613	21,526	1,388,087	1,409,613	0
Transfers to Reserves	1,935,468	812,326	2,747,794	1,307,117	1,440,677	2,747,794	0
Major Maintenance	167,366	0	167,366	39,566	102,286	141,892	(25,514)
Deferred Development Expenditure	0	59,200	59,200	378,029	0	378,029	318,829
	20,765,827	1,076,670	21,842,497	7,279,920	10,931,288	18,211,209	(3,631,289)

16 CORRESPONDENCE

Nil

17 BUSINESS WITH NOTICE

Nil

18 NOTICE OF MOTION

Nil

19 BUSINESS WITHOUT NOTICE - URGENT

20 COUNCILLORS INFORMATION PAPER**RESOLUTION 22/2025**

Moved: Cr Ken Smith

Seconded: Cr Graham Sinclair

It was resolved that the Information Reports be received.

CARRIED

20.1 ANNUAL MAYORAL SUMMIT 2025

File Number: REP25/83

Author: General Manager

Authoriser: General Manager

Attachments: Nil

On Friday 31 January 2025 the Mayor Rick Firman, OAM and General Manager Ms Melissa Boxall attended the 7th Annual Mayoral Summit, hosted by the Member for Cootamundra Steph Cooke at the RFS Fire Control Centre in Harden.

The meeting provided the opportunity for the Mayor and General Managers from the Councils within the Cootamundra electorate to discuss a range of matters.

The following provides an overview of the presentations and matters discussed at the Summit.

Presenter	Summary
Nerida Mooney, Executive Director Digital Analytics and Insights, on behalf of (OBO) Minister for Planning & Public Spaces	<p>Presented on the progress being made by the Department of Planning in relation to the planning portal. They are aiming to close out outstanding portal requests and establish a 2 day turnaround time on customer service requests.</p> <p>They have established courses to support council staff using the portal. Work is underway to reduce the fields that are required to be completed on a DA in the transition to an online form.</p> <p>It was noted that a one size fits all approach for the whole of state will be difficult to achieve.</p> <p>It was also noted that the Department didn't meet with Councils in the Riverina when they undertook codesigned workshops and are now meeting with any Councils not previously engaged.</p>
Rebecca Pinkstone CEO Homes NSW, OBO Minister for Housing	<p>Noted that waiting lists are growing for public housing.</p> <p>The Commonwealth Housing Australia Future Fund Facility (HAFFF) funding has had limited projects identified due to the criteria requirements that are</p>

	<p>unable to be met in rural and regional areas.</p> <p>Most Councils raised concerns about the quality of public housing stock, and the lack of availability of public and social housing in their communities. There was support for the Department to work with existing social housing providers to improve the quality of stock and services provided.</p>
Minister Aitchison, Minister for Regional Transport and Roads	<p>Discussed the progress of the Strategic Regional and Integrated Transport Plans (SRITPS). Consultation currently underway about the new methodology for undertaking road categorisation with a portal to be established so that submissions can be made as the need arises.</p> <p>The Minister indicated that she would be attempting to get out and meet with any Shires that she has not yet visited.</p>
Jane Shepherd Director Local Water Utilities Michael Blackmore, Director Reform Implementation NSW DCCEEW Water Group OBO Minister for Water	<p>Noted that there were significant projects in the region including the Narrandera Treatment plant. Limited funding opportunities from the State Government and any new projects being considered by Councils must reflect whole of life costs including ongoing maintenance and depreciation.</p>
Dr Michael Holland, OBO Minister for Health & Regional Health	<p>Advised that a decision had not yet been made in relation to the Pathology service at Cootamundra Hospital. Discussion held regarding the Paramedic categories and the training and accreditation requirements.</p> <p>A question regarding the status of key worker accommodation at the Temora Hospital was raised by Mayor Firman and this question was taken on notice.</p>
Steph Cooke, Member for Cootamundra and Shadow Minister for Water & Crown Lands	<p>A range of health care issues being faced across the electorate including the removal of Intensive Care Paramedics, the potential removal of pathology from Cootamundra Hospital and availability of key worker housing.</p> <p>Concerns were raised about the poor engagement and lack of ground truthing that is occurring by government departments e.g. Reconnecting River Country Program and WSP Prescribed Wetlands in the draft Lachlan Unregulated Water Sharing Plan.</p> <p>Discussion on the progress of the reopening of the temporary Wallendbeen Bridge.</p>

20.2 WORKS REPORT - JANUARY 2025

File Number: REP25/113
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

WORKS REPORT – JANUARY 2025**Main Roads**

- MR 57 Goldfields Way – inspection and routine maintenance
- MR 84 Burley Griffin Way – inspection and routine maintenance
- MR 84 Pucawan project
- MR57 Hoskins Street project

Local Roads

- Howards Road upgrade
- Wallundry Road resheet
- Pipe culverts on Wallundry Road
- Fraters Lane resheet
- Howards Road bridge culvert
- Kurrajong and Thom Street upgrade
- Maintenance grading
- Flood damage repair to unsealed roads
- Slashing and Spraying

Urban Temora & Aria Park

- Urban slashing and spraying
- Aria Park dam desilt
- Loftus Street kerb and gutter tidy up
- Parks and sporting field maintenance items
- Victoria Street drainage works
- Lake Centenary Walking Track Bridge
- Speed Advisory signs on various local roads

Works planned for February 2025

- Howards Road upgrade – Bridge culverts

- Pucawan upgrade project
- Kurrajong and Thom Street upgrade
- Wallundry Road resheet
- Maintenance grading of rural roads when weather permits
- Weed spraying and slashing.
- Nixon's lane pipes and cutoff wall

Report by Pat Kay

20.3 BUILDING APPROVALS - JANUARY 2025

File Number: REP25/75
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

ENVIRONMENTAL PLANNING & ASSESSMENT ACT, 1979

In accordance with the provisions of Section 4.59 of the Act, and Section 124 of the Regulations, notification is given that the undermentioned developments have recently been granted consent.

DEVELOPMENT APPLICATIONS ISSUED

- ✓ DA/CC 51/2024 – Lot 1; DP 819765 – 6807 Burley Griffin Way, Combaning – Stage 1: Civil and Road Works, Construction of a Weighbridge
- ✓ DA 79/2024 – Lot 6; Section 3; DP 758957 – 276-278 Hoskins Street, Temora – Torrens Title Subdivision
- ✓ DA/CC 81/2024 – Lot 11; Section A; DP 6207 – 3B Britannia Street, Temora – Construction of a Residential Storage Shed/Garage
- ✓ DA 83/2024 – Lot 10; Section 27; DP 758957 – 139 Twynam Street, Temora – Staged Consent – Two Dwellings, Community/Neighbourhood Plan Subdivision
- ✓ DA/CC 85/2024 – Lot 4; DP 21241 – 7 Murphy Street, Temora – Construction of a Residential Storage Shed/Garage

COMPLYING DEVELOPMENT CONSENTS ISSUED

- ✓ CDC 51/2024 – Lot 20; DP 1073421 – 12 Harrier Street, Temora – Construction of a New Dwelling
- ✓ CDC 52/2024 – (Modification) – Lot 3; DP 17556 – 81 Hoskins Street, Temora – Extension to Existing Commercial Premises
- ✓ CDC 1/2025 – Lot 3; DP 10000021 – 22 Junee Road, Temora – Extension to an Existing Garage

20.4 REGULATORY CONTROL - JANUARY 2025**File Number:** REP25/112**Author:** Secretary Engineering**Authoriser:** General Manager**Attachments:** Nil

Item	Inspection/ Incidents (Number)	Orders Issued Y/N	Penalty Infringement Y/N	Notes
Illegal Parking	7	No	No	7x inspections - 2x abandoned car - 2x no issues - 3x inspections
Scooters & Bikes	0	No	No	School holidays
School Zones	0	No	No	School holidays
Noise	5	Yes	No	5x noise complaints - 5x barking dogs
Air Quality	0	No	No	NIL
Illegal Dumping/Littering	3	No	No	3x reports - 3x dumped house-hold goods
Overgrown/Untidy Blocks	10	No	No	10x inspections
Lake Walking Track	47	No	No	47x inspections
Animal Welfare	16	No	No	16x inspections
Dangerous Dogs	3	No	No	3x reports
Impounded	5	No	No	5x pound
Noise Animals	4	No	No	4x inspections
Nuisance Animals / Trapping	12	No	No	12x reports / traps issued
Dead Animal Removal	6	No	No	1x fox 3x kangaroo 2x cat
Keeping of Horses in Residential Areas	2	No	No	2x inspection - ongoing
Main Street Sign Approvals Inspections	0	No	No	NIL
Rural Stock Incidents	7	No	No	7x inspections/call outs
Fruit Fly	0	No	No	NIL
Euthanised	4	No	No	4x dumped cat
Other	34	No	No	6x pound clean/feed 19x town inspections 1x evict couple from caravan park 5x animal welfare check 3x lock Teal Street

Report by Ross Gillard

20.5 CASH & INVESTMENTS PERIOD ENDED 31 JANUARY 2025

File Number: REP25/103

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Cash & Investments [↓](#) 



Temora Shire Council
Cash & Investments
For the period ended 31st January, 2025

	Original Budget 2024/25	Revised Budget 2024/25	Actual YTD Figures
Externally Restricted			
Sewerage Services	5,511,830	5,428,531	4,415,761
Domestic Waste Management	1,451,750	1,635,310	1,633,925
Stormwater Drainage Flood Studies & Construction Programs	325,994	325,994	460,888
S94 Contributions	615,213	615,213	920,038
Unspent Restricted Grants	1,618,963	1,618,963	947,938
Pinnacle Externally Restricted	1,023,562	1,023,562	717,152
Total Externally Restricted	10,547,312	10,647,573	9,095,703
Internally Restricted			
Pinnacle Internally Restricted	4,149,927	4,149,927	4,095,265
Other Waste Management	518,473	518,473	590,407
Leave Reserves	1,943,878	1,943,878	1,943,878
Roads Reserve	500,000	500,000	500,000
Local Roads	2,299,382	2,299,382	893,499
FAGS Received in Advance	2,814,358	2,814,358	0
Plant & Vehicle	500,000	500,000	439,309
Gravel Royalty	1,335,068	1,335,068	938,678
Ariah Park Tip Fee Contributions	9,840	9,840	5,110
Medical Complex Development	41,009	41,009	41,009
Infrastructure *	669,317	611,817	1,322,222
Infrastructure - Airpark Estate	203,565	203,565	200,033
Digital Two Way Radio Upgrade	95,000	95,000	95,000
Computer Upgrade	121,447	121,447	262,888
Sports Council Requirements	62,217	62,217	62,217
Youth Donations	2,427	2,427	3,952
Revotes	854,150	854,150	728,411
Airside Maintenance	187,511	187,511	187,832
Temora Agricultural Innovation Centre Maintenance Reserve	3,669	3,669	23,153
Regional Local & Emergency Roads Repair Program	1,499,065	1,499,065	2,555,485
Heritage Grants	15,000	15,000	5,000
Total Internally Restricted	17,928,429	17,870,929	14,893,347
Total Restricted Reserves	28,475,741	28,518,503	23,989,050
*Infrastructure reserve contains \$269,430 of funds which are not allocated to specific projects			
Cash & Investments			
Westpac Cheque Account			1,892,336
AMP Business Saver Account			796,873
AMP Notice Account			906,910
Macquarie Bank Cash Management Accelerator Account			875,373
Westpac Cash Reserve			899,459
Term Deposits held with:			
Bank of Queensland			2,027,081
National Australia Bank			12,633,507
AMP Bank			0
Northern Territory Treasury Bonds			500,000
My State			1,540,869
Great Southern Bank			0
Rabobank			1,500,000
ING Bank			1,000,000
Total Cash & Investments	28,475,741	28,518,503	24,572,409
Less Funds required for operational purposes			(1,000,000)
Cash & Investments Available for Reserves	28,475,741	28,518,503	23,572,409
Funding Deficit			(416,642)

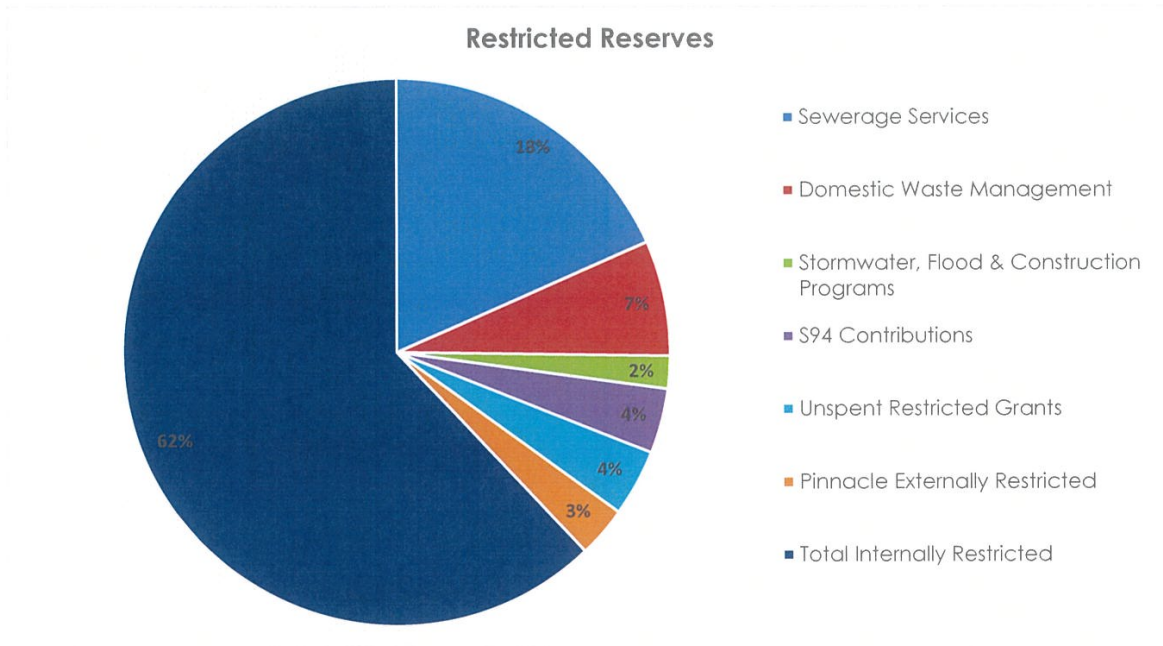
I certify that the investments have been made in accordance with the Act, the Regulations and Council's actual Investment Policy.


Elizabeth Smith
Director Administration & Finance

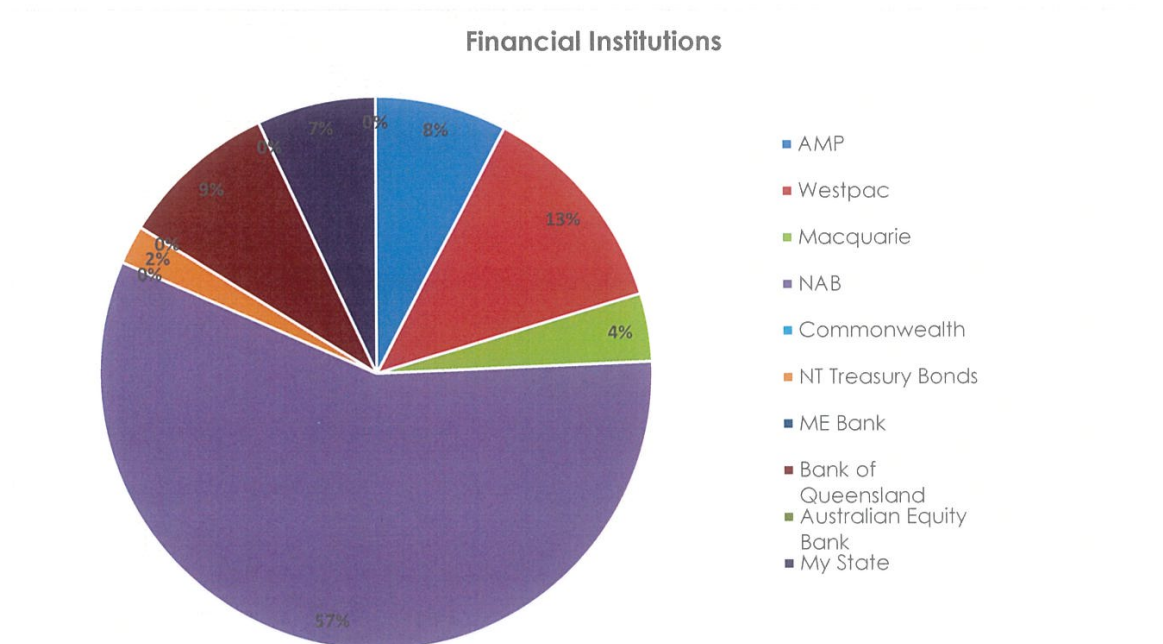


Temora Shire Council
Cash & Investments

For the period ended 31st January, 2025



Graph One - Proportion of reserves externally restricted compared to reserves internally restricted - with externally restricted reserves divided into purpose.



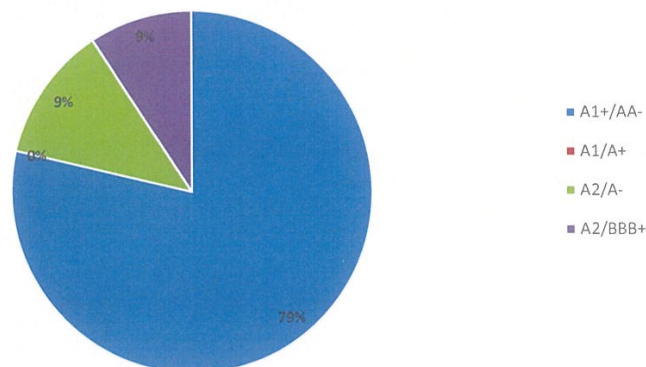
Graph Two - Proportion of cash held with each financial institution.



Temora Shire Council
 Cash & Investments
 For the period ended 31st January, 2025

Institution	Rating	Type	Date Lodged	Rate	Term (days)	Maturity Date	Amount Invested	Institution Total
Cash Held								
Westpac Bank	A1+/AA-	Cheque account		0.00%			1,892,335.67	
Westpac Bank	A1+/AA-	Cash Reserve		1.15%			899,459.29	2,791,794.96
Macquarie Bank	A1/A+	Cash Management Accelerator Account		4.65%			875,373.18	875,373.18
AMP Bank	A2/BBB+	Business Saver		2.75%			796,872.79	
AMP Bank	A2/BBB+	31 Day Notice Account		5.10%	31		906,910.11	1,703,782.90
							Total Cash Held	5,370,951.04
Investments Held								
Bank of Queensland	A2/A-	Term Deposit	22/06/23	5.25%	1096	22/06/26	500,000.00	
Bank of Queensland		Term Deposit	19/06/24	4.95%	735	24/06/26	500,000.00	
Bank of Queensland		Term Deposit	1/03/23	4.95%	730	28/02/25	500,000.00	
Bank of Queensland		Term Deposit	11/12/24	5.10%	231	30/07/25	527,080.95	2,027,080.95
National Australia Bank	A1+/AA-	Term Deposit	12/06/24	5.15%	287	26/03/25	500,000.00	
National Australia Bank		Term Deposit	29/05/24	5.20%	364	28/05/25	588,657.68	
National Australia Bank		Term Deposit	14/08/24	5.10%	364	13/08/25	556,588.18	
National Australia Bank		Term Deposit	8/09/21	0.80%	1097	9/09/24	504,415.11	
National Australia Bank		Term Deposit	14/11/24	5.10%	365	14/11/25	556,949.04	
National Australia Bank		Term Deposit	29/05/24	5.20%	364	28/05/25	548,337.58	
National Australia Bank		Term Deposit	27/01/21	1.30%	1727	20/10/25	504,622.90	
National Australia Bank		Term Deposit	28/03/22	3.15%	1824	26/03/27	530,000.00	
National Australia Bank		Term Deposit	14/08/24	5.05%	273	14/05/25	551,489.47	
National Australia Bank		Term Deposit	28/03/22	2.80%	1095	27/03/25	502,250.00	
National Australia Bank		Term Deposit	22/06/23	4.90%	1825	20/06/28	517,576.86	
National Australia Bank		Term Deposit	17/07/24	5.25%	273	16/04/25	546,484.74	
National Australia Bank		Term Deposit	3/04/24	5.00%	365	3/04/25	531,265.33	
National Australia Bank		Term Deposit	25/09/24	4.95%	273	25/06/25	500,863.01	
National Australia Bank		Term Deposit	14/08/24	5.10%	364	13/08/25	535,889.73	
National Australia Bank		Term Deposit	25/09/24	4.95%	273	25/06/25	539,355.16	
National Australia Bank		Term Deposit	16/10/24	4.98%	287	30/07/25	511,155.48	
National Australia Bank		Term Deposit	29/02/24	5.05%	365	28/02/25	1,037,453.16	
National Australia Bank		Term Deposit	31/07/24	5.30%	273	30/04/25	1,000,000.00	
National Australia Bank		Term Deposit	13/03/24	5.00%	364	12/03/25	519,433.43	
National Australia Bank		Term Deposit	18/12/24	5.00%	364	17/12/25	1,050,720.55	12,633,507.41
Northern Territory Treasury		Treasury Bonds	31/05/21	1.30%	1841	15/06/26	500,000.00	500,000.00
My State Bank	A2/BBB+	Term Deposit	8/01/25	4.90%	336	10/12/25	540,869.14	
		Term Deposit	16/05/24	5.20%	273	13/02/25	500,000.00	
		Term Deposit	3/06/24	5.25%	366	4/06/25	500,000.00	1,540,869.14
Rabobank		Term Deposit	2/10/24	4.45%	1098	5/10/27	1,000,000.00	
		Term Deposit	9/10/24	4.95%	280	16/07/25	500,000.00	1,500,000.00
ING Bank		Term Deposit	14/10/24	5.01%	345	24/09/25	500,000.00	
		Term Deposit	14/10/24	5.03%	380	29/10/25	500,000.00	1,000,000.00
							19,201,457.50	19,201,457.50
Total Cash & Investments								24,572,408.54

Standard & Pooers Short Term/Long Term Credit Ratings





Graph One - proportion of investments held by Standard & Pooers credit ratings.

20.6 RATES REPORT - JANUARY 2025

File Number: REP25/60

Author: Executive Assistant

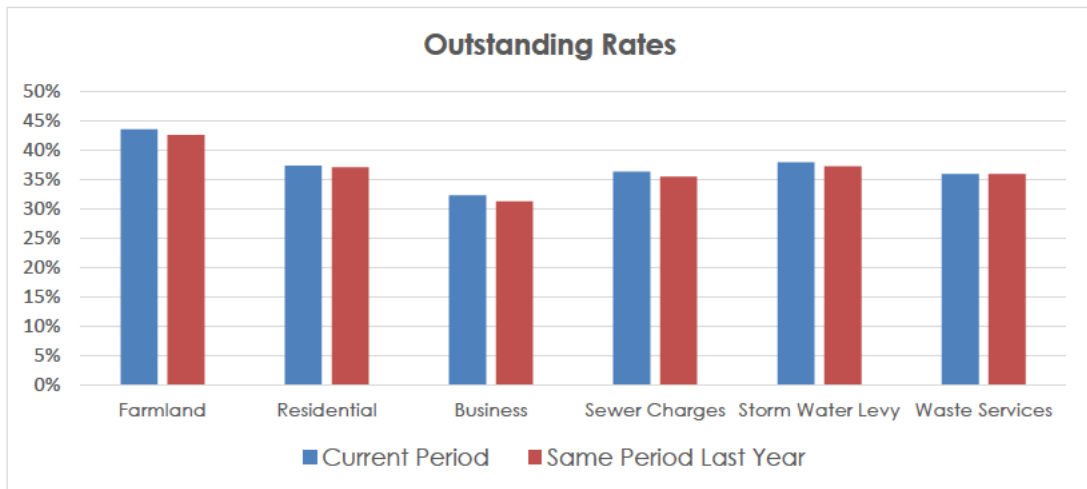
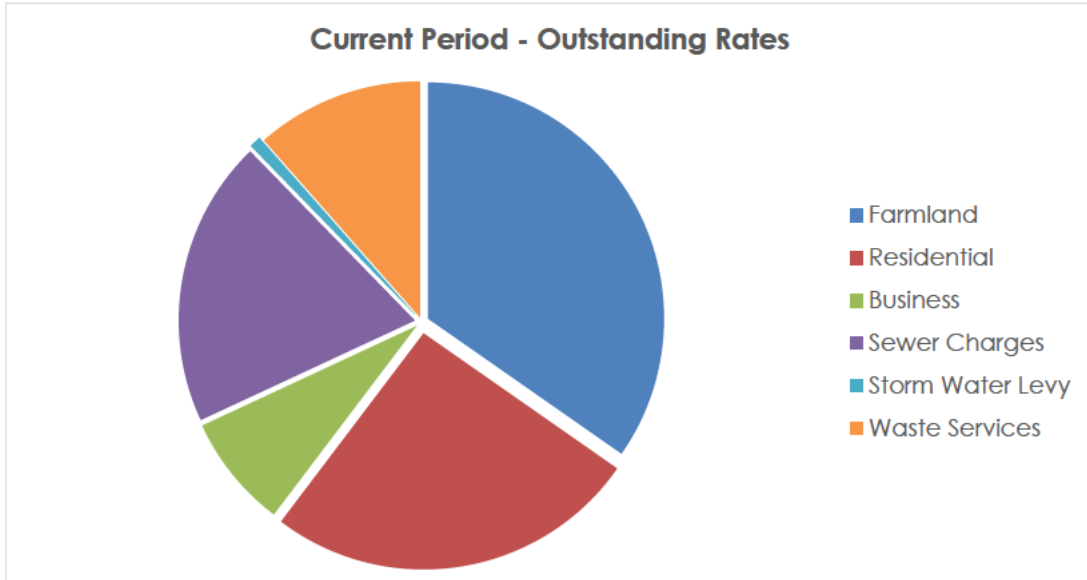
Authoriser: General Manager

- Attachments:**
1. Rates Collection [↓](#) 
 2. Rates - Chart [↓](#) 



Temora Shire Council
Rates Collections
 For the period ended 31st January, 2025

General Rates Category	Total Rates Levied (Incl Arrears)	Pension Rebates	Payments	Rates		Rates	
				Outstanding \$	Outstanding %	Outstanding \$	Outstanding %
Fairland	2,232,460.21	(2,987.27)	(1,260,161.04)	969,311.90	43%	908,306.46	43%
Residential Temora - Occupied	1,572,376.31	(73,778.97)	(933,043.48)	565,553.86	38%	523,553.13	37%
Residential Temora - Vacant	100,675.55	0.00	(62,681.85)	37,993.70	38%	29,179.07	42%
Residential - Ariah Park	92,226.29	(6,699.85)	(52,974.04)	32,552.40	38%	31,948.49	38%
Residential - Springdale	15,623.61	(1,044.39)	(8,022.84)	6,556.38	45%	6,020.91	45%
Rural Residential	177,307.16	(9,294.38)	(113,137.95)	54,874.83	33%	49,895.52	32%
Residential - Temora Aviation	51,686.36	(860.60)	(32,907.89)	17,917.87	35%	18,176.02	39%
Business Temora - Hoskins Street	301,466.28	(199,514.44)	(199,514.44)	101,951.84	34%	99,386.94	34%
Business Temora - Town	303,944.65	(209,154.82)	(209,154.82)	94,789.83	31%	82,981.05	28%
Business Temora - Aviation	30,267.69	(21,150.99)	(21,150.99)	9,116.70	30%	9,976.21	34%
Business - Ariah Park	26,083.16	(16,238.98)	(16,238.98)	9,844.18	38%	9,031.19	39%
Business - Other	11,051.42	(9,928.42)	(9,928.42)	1,123.00	10%	1,063.02	10%
Services							
Residential Sewer Charges	1,278,277.70	(36,053.72)	(777,215.49)	465,008.49	37%	418,139.29	37%
Non-Residential Sewer Access & Usage Charges	269,661.61		(186,137.44)	83,524.17	31%	71,435.40	29%
Storm Water Levy	58,423.90		(36,310.71)	22,113.19	38%	21,383.85	37%
Domestic & Rural Waste Services	771,783.91	(37,932.62)	(463,993.91)	269,857.38	37%	247,517.68	36%
Trade Waste Services	160,932.65		(109,715.33)	51,217.32	32%	50,912.68	34%
Overpayments	(133,402.25)		65,622.73	(67,779.52)		(47,894.20)	
Legal charges	15,745.80		(4,906.14)	10,839.66		11,117.89	
Total	7,336,592.01	(168,651.80)	(4,431,573.03)	2,736,367.18	37%	2,542,130.60	38%




20.7 TEMORA MEMORIAL TOWN HALL - JANUARY 2025

File Number: REP25/58

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Town Hall [↓](#) 



Temora Shire Council

Temora Memorial Town Hall**Income & Expenditure**

For the period ended 31st January, 2025


	Current YTD	Prior YTD
Income		
Facility Hire	11,074	14,694
Other Sundry Income	-	-
Total Income	11,074	14,694
Expenditure		
Utilities		
Electricity & Gas	(3,519)	(5,558)
Rates	(4,499)	(4,279)
Water	(220)	(257)
Cleaning	(6,425)	(8,583)
Maintenance	(8,108)	(9,231)
Administration		
Employee Costs	(3,343)	(3,494)
Depreciation	(52,962)	(51,798)
Insurance	(28,642)	(28,424)
Organisation Support Costs	(26,876)	(25,404)
Other/Miscellaneous	-	-
Total Expenditure	(134,595)	(137,027)
Total Town Hall Surplus/(Deficit)	(123,520)	(122,333)
Internal Hire/Donation	2,206	1,051

20.8 TEMORA TOWN HALL THEATRE - JANUARY 2025

File Number: REP25/56

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Town Hall Theatre [↓](#) 



Temora Shire Council

Temora Town Hall Theatre Operating Statement

For the period ended 31st January, 2025


	Current YTD	Previous YTD
Candy Bar		
Income	28,394	22,652
Purchases	(6,876)	(7,963)
	21,518	14,689
Admissions		
Income	45,181	38,669
Gold Class Ticket Sales	2,160	1,842
Audio Visual Purchases	(18,041)	(23,188)
	29,300	17,323
Other Income		
Facility Hire	3,109	1,691
Donations	-	491
Event Catering Income	500	990
Sale of Advertising	191	-
	3,800	3,172
Other Costs		
Advertising	(33)	-
Bank Fees	(786)	(767)
Building Maintenance	(2,667)	(228)
Cleaning	(1,877)	(1,330)
Computer Costs	(3,441)	(2,154)
Employee Costs	(20,042)	(17,413)
Event Catering Expenses	(2,190)	(2,326)
General Maintenance	-	(225)
Insurance	(7,520)	(7,446)
Licences & Permits	(229)	(342)
Materials Purchased	(589)	(2,201)
Rates & Electricity	(4,588)	(4,813)
Stationery & Office Consumables	-	(8)
Sundry Expenses	42	(2)
Telephone & Internet	(724)	(725)
Volunteer Support	(137)	(328)
Depreciation	(1,181)	(1,133)
	(45,963)	(41,440)
Total Cinema Surplus/(Deficit)	\$ 8,655	(\$ 6,257)
Internal Hire/Donation	164	-

20.9 TEMORA & DISTRICT SPORTS COUNCIL MINUTES HELD 16 OCTOBER 2024

File Number: REP25/101

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Sports Council [↓](#) 

GENERAL MEETING OF THE TEMORA AND DISTRICT SPORTS COUNCIL

REPORT OF THE GENERAL MEETING OF THE TEMORA AND DISTRICT SPORTS COUNCIL HELD ON WEDNESDAY 16th October 2024 AT 6.30 PM AT THE TEMORA EX-SERVICES CLUB

Attendance: Rick Firman (TSC) Denise Breust, Judy Gilchrist, Jack Morton, (TDSC) Michelle Mawbey (Swimming Club) Michele Stewart (Tennis) Nicola Curry (Tuskers) Mel Rob Pfeiffer, Pete Hartwig (Snr Aussie Rules) Bill Schwencke (Greyhounds) Angela Guilfoyle (Temora Rec Centre) Maree Liston (Pistol Club/Soccer) Lara Curry, Grace Krause, Jorja Winfield, Eli Fuller, Nick Bett (Elite Sports Person Grant Recipients) Carissa Bett, Belinda Krause. Kim Baldwin (Temora Athletic Club)

Apologies: Alison McCrone, Hack Hetherington. Tony Stringer

Moved Michelle Mawbey seconded Bill Schwencke carried.

Executive Meeting Minutes:

The Executive of the Sports Council held a meeting on the 9th of October at the Council Chambers 5.00. In attendance were Rick, Denise, Judy, Jack and Tony.

We discussed the number of awards that we have on the presentation night. We are looking at having a meeting with the executive and the members of the voting panel with further discussions re awards

We will be conducting an inspection o the Rec Centre on the 29th of November. 4.00pm.

It was flagged that we should look at have 3 patrons of the sports council. We will have a meeting with Mel Boxall GM. General thoughts were to have 3 patrons, and they will not be part of the executive as such, they will not be a voting member. They will be invited to the presentation night and any other sports council functions that are held.

A meeting to be set with Mel Boxall GM and Rob Fisher, along with the executive committee and the members of the user groups of Nixon Park Complex. Re the expanding growth of women's sport. It is on the rise with all codes of sport.

Guest Speaker has been secured for next years presentation, Barney Miller and his Wife. He spent some years in Temora as a young person, and he has been lifelong friend with Duncan McCrone.

We spoke about the McDonalds Grass Roots Grant. Mr Achinger is happy to sponsor this event for High School age children. The grant will open of the 25th October and close on the 15th November. A date for the presentation is yet to be set.

Rec Centre Report:

Our Rec Centre Manager Ange mentioned that it so busy at the stadium, it is great to see. The Pool will open on the 25th October. And Club Swims will commence.

The Junior basketball has started on Monday. Lots of good numbers. Wheelchair Basketball commence on Tuesday afternoon. Life Ball is still happening on a Wednesday Morning. Pickle Ball will recommence soon. Up stairs are Tai Kwon Do, Gym and fitness. Zumba is also happening.

Minutes: The minutes of the previous meeting were read and confirmed on the motion of Judy Gilchrist

Moved Judy Gilchrist Seconded Bill Schwencke Carried

BUSINESS ARISING FROM THE MINUTES:

Details regarding Defibrillator was received from Steph Cooke and immediately sent out to all Sporting Clubs. It would be a great opportunity for the clubs to apply for a grant to purchase a Defib. They are a great resource to have at your sports ground. The more around the better.

CORRESPONDENCE:

Outgoing:

Business Papers

Thank you letter to Max Oliver

Invitations to the Recipients of the Elite Sports Grant x 5

Letter to all Shire School re donation of a trophy for the end of year presentations.

Incoming:

Invitation to attend the unveiling of the Life Members board of the basketball association.

Letter from the Australia Day committee re Citizen of the Year, it was forward on to all sporting clubs.

Invite from the Temora High School to attend and present an award.
A citation from Steph Cooke MP Congratulating the Sports Council for hosting a wonderful Sports Person of the Year Presentation Night
Moved Judy Gilchrist seconded Maree Liston carried.

TREASURERS' REPORT:

Balance as per bank statement. \$19,171.25 Treasurers Report was read and confirmed on the motion of Denise Breust Seconded Pete Hartwig Carried.
Term Deposit renewed till 08/01/2025 Moved Denise Breust Seconded Kim Winfield. Carried

General Business:

A presentation was held to award Grace Krause, Lara Curry, Jorja Winfield, Eli Fuller and Nick Bett. They have all achieved at State Level.
Each Recipient received \$150.00 for the Elite Sports Person Grant. Each Recipient gave a spiel on what they had achieved in their chosen sport.
Nick Bett also had just received the news that he has been picked in another state team to be held later in the year. Congratulation to all of you and good luck to Nick for his next venture.

Elite Sports Grant:

Rick flagged a discussion that the elite sports grant be increased from \$150 to \$200 to be discussed at the October Meeting.
A lot of discussion was had on this subject, lots of different scenarios were discussed. Each application will be decided on its merits, and they must have reached state level. It is always approved at our meetings.
After lots of chatter it was decided to increase the grant to \$200. It was moved by Maree Liston that we increase the Elite Sporting Grant to \$200.00
Moved Maree Liston seconded Michelle Stewart carried

Temora Tennis Club:

Business as usual, Social Comps are being played all year round.

Swimming Club:

Temora Swimming Club has finished winter training for 2024 in the indoor pool. Our AGM was held in the middle of September with all positions filled.
We re looking forward to our first summer club night set for the 24th of October. Club membership numbers are encouraging at the early stage.

Pistol Club:

Haven't had AGM yet but will notify of changes. State titles were held a few weeks ago.

Soccer Club:

Season finished. Under 14's won the Grand Final. Rego is open for the Summer Night Comp. Details will be on Face Book re dates and times.

Temora Tuskers:

No AGM held yet, waiting to set a date. Season over, had a great season, with the ladies taking home to grand final trophy. Well, done ladies:

Lots of players have made representative teams. Nick Bett has been selected to play in December. The 17's also won and the 16's girls and boys were runners up, well done to all. Great results for the club.

Aussie Rules:

Presentation night went very well, good attendance. Will Reinhold taking home the first grade B&F. as well as the League B&F. Congratulations Will on a great season.

AGM will be held on the 6th of November. There will be a change in the executive as President Grant Haigh is moving to QLD and Secretary Marnie Smith, is finishing up with the Senior club and moving to the junior club. The club will be parking cars at the war birds this weekend. It was great for the club to name the B&F medals after Phil Reid for the first-grade team and Wayne (Mousie) Krause for the Reserve grade B&F.

The Temora and District Sports Council would like to thank Grant Haigh and Marnie Smith for their dedication to their jobs and the dealings that the sports council have had over the years with the executive of the TARFNC.

Temora Athletics Club:

Season started tonight, so far 60 registrations have been received and expecting many more tonight.

Temora Greyhound Club:

All going well, 12 races are being held every week. Good prizemoney is on offer a all times. The dog that won the Million \$ race at Temora is racing in another big race this week.

Rugby League:

Old Boys are working out at the War Birds this weekend. They are needing rain for their crops. The League tag girls won their grand final, 3 years in a row. Emily Perrot won the B&F in the League tag and runner up in the league.

Grace Barker B&F girls tackle It is a non-competitive game. Jake McGovern B&F reserve grade and Haydn Lomax B&F first grade. The first-grade team came 3rd in the comp. No AGM set yet. Group 9 AGM is being held in December.

Council will be having a function to celebrate the achievements of Liam Martin and Zac Lomax. Zac is about to play his first game in the Kangaroos Team. Great effort. They are a credit to the town.

Basketball:

Juniors started. The unveiling of the newly designed Life Membership Board. 12 recipients since 1958.

Rick wished Jack Morton, and very happy special 80th birthday (Really, he doesn't look a day over 70). Jack also became a great grandfather this week. With Cate and Jack having a little baby boy William (Billy)
Congratulations to all concerned.

Rick also wished all sporting clubs a very happy Christmas and a happy and eventful new year.

Meeting Closed 7.35pm
Next Meeting 19th February 2025
Temora Ex-Services Club
6.00 pm Narraburra Room

STARTING TIME 6.30PM for Meetings. Next Meeting on the 19th will atart at 6.00pm

It is council policy that all clubs using council owned sporting grounds, must be financial members of the Temora & District Sports Council.

20.10 TEMORA RURAL MUSEUM - MANAGERS REPORT JANUARY 2025

File Number: REP25/40

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Managers Report [↓](#) 

Temora Rural Museum – MANAGER’S REPORT

Meeting Date: 9th January 2025

Visitation From: 15/11/2024 to 9/1/2025 **Adults:** 320 **Children:** 36

Group Visits: Expanding Horizons Coach Group. Mon. 25th Nov. 12.00noon
Currumbin Coach Tours Group. Sat. 28th Dec. 11.30am

Group Bookings: Nil

Recent Events: Pinnacle Morning Tea. Tue. 3rd Dec. 10.00am
Alison Prentice Baby Shower. Sat. 14th Dec. 2.00pm
Motion Arts Temora Christmas Party. Sat. 14th Dec. 6.00pm
Ann Pike Retirement Afternoon Tea. Thu. 19th Dec. 3.00pm

Planned Events: Christian Men’s Breakfast planning meeting 2025. Sat. 18th Jan.
9.00am
Narraburra Lodge Australia Day presentation. Thu. 23rd Jan. 10.30am

Recent Acquisitions: Cootamundra TAFE Nursing Training Aids
Late Ken Newman’s Japanese militaria collection

Correspondence:

General ephemera. 2

Magazines & newsletters. “Sirens” Oct & Nov. 2024

Circulars.

Letters. I/W:

O/W:

Email:

20.11 TEMORA HISTORICAL SOCIETY MEETING MINUTES HELD 9 JANUARY 2025**File Number:** REP25/42**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Historical Society [↓](#) 

**MINUTES OF THE GENERAL MEETING
OF THE TEMORA HISTORICAL SOCIETY Inc.
held at the museum on 9th January 2025**

Meeting commenced at 7.27pm

Present: Robert Maslin (Chair), Sue & Graham Crawford, John O'Connor, Brian Jennings, Bill Speirs

Apologies: Ken & Kate Hewett, Caroline & John Clarke, Jan Oliver, Mick O'Connor, Ken Morton, Len Stimson, Bob Ingram, Brian Durham, Keri & Col Perry

MOVED that the apologies be received. Brian Jennings / John O'Connor - carried.

Minutes:

MOVED that the minutes of the general meeting of the Temora Historical Society held on 14th November 2024 be accepted as a true and accurate record. Graham Crawford / Sue Crawford – carried.

Business Arising from the minutes:

Bill advised that the Major Event Application for 52nd Annual Live Exhibition has been lodged

Several attempts to place an advertisement in TOMM Magazine have been unsuccessful. Bill noted that the farewell for Ann Pike was very well supported and thanked Keri Perry for her management of the event.

It was noted that the production of the proposed Ambulance Shed extension plans were on hold awaiting the outcome of the current major grant application.

Correspondence:

MOVED that the correspondence be received and dealt with as read. Sue Crawford / Brian Jennings – carried

Summary as attached.

Treasurer's Report: The treasurer reported an income since 15th Nov. 2024 of \$1,334-00, an expenditure of \$3,989-88 and a Closing Balance, on 31st December 2024, of \$71,643.00 in the Society's working A/c.

MOVED that the Treasurer's reports be accepted. Robert Maslin / Graham Crawford – carried.

Manager's Report: as attached.

Curator's Reports:

Stationary Engines – John advised that the Coolamon engines had been transferred to the museum exhibition.

MOVED that the Society offer our Young based stationary engine curators access to the fuel supply maintained by the museum. Brian Jennings / John O'Connor - carried

Ag Machinery - Earl Kotzur's fertilizer spreader is now in place. The extension to the Header Shed is now nearing completion and Brian Jennings was thanked for his able leadership of this substantial project.

Tractors – The McDonald Tractor has been restored to running order for the Annual Live Exhibition

Ruston Engines & Mill – The Gardner marine engine exhaust has been ventilated to the outside of the engine shed

Rural Fire Service – Robert undertook to press for the return of the two vehicles presently on loan

Ambulance Museum – Bill advised that the donation of the Peugeot Ambulance from Orange remains problematic and will no longer be actively pursued by the Society. The Model Ambulance display cabinet in the Museum has also been re-purposed to focus upon the wider theme of the provision of First Aid services by various agencies across the Australian community.

Wagon Shed – Brian Durham & Ken Morton have completed the restoration of the carriage-work on the Hawker's Wagon.

Grounds – Monica Conliffe is presently arranging community volunteer assistance with maintaining a garden in our grounds.

All other curators present reported satisfactory progress.

General Business:

MOVED that a quote be sought for the provision of a Jumping Castle at the Annual Live Exhibition. Brian Jennings / John O'Connor – carried.

MOVED that the Secretary prepare a formal document to be completed by applicants wishing to borrow vehicles from the museum collection. Robert Maslin / Brian Jennings – carried.

It was noted that Neil Storm had installed an externally accessible power point at the Bagdad Hall to facilitate the Ice Cream Van at the Annual Live Exhibition.

The anticipated absence of several volunteers from significant roles at this year's Annual Live Exhibition was discussed and alternatives will be sought to cover these areas.

There being no further business the meeting closed at 8.15pm.

20.12 TEMORA HERITAGE COMMITTEE MINUTES HELD 6 FEBRUARY 2025

File Number: REP25/91

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Heritage Committee [↓](#) 



**MINUTES OF THE MEETING
OF THE
TEMORA HERITAGE COMMITTEE**

- Meeting Held:** Temora Shire Council Chambers – 6th February 2025
- Present:** Kris Dunstan (Chair), Dale Wiencke, David Scobie,
Merryl Graham, Bill Speirs, Claire Golder, Wilma McCubbin,
Cr Nigel Judd, Anthony Irvine and Sally Hurst
- Apologies:** Ros Hartwig, Michael Collins
- Commenced:** 12.00 pm
- Confirmation of Minutes:**
It was **Moved** by Dale Wiencke that the minutes be accepted, this
was **Seconded** by Merryl Graham.
- Business Arising:**
Nothing to report.
- Meeting Notices:** Current Projects
General Business arising to discuss.

Self-Drive Tours/Satellite Airfields

- Proof has been looked over several times, grammar and spelling corrected. Please review the copy and advise by close of business today if any further changes/amendments need to be made.
- Anthony Irvine declared a pecuniary interest and left the room. It was **Moved** by Merryl Graham and **Seconded** Bill Speirs to accept the quotation for production by Irvine Signs.
- Discussions about the names of roads used ie Young Road and not Milvale Road. Decided to leave as noted in the text. If information is transferred to a map for navigation road names should be updated.
- Self-Drive Tours – Ros Hartwig, Wilma McCubbin, Merryl Graham and David Scobie to meet. Bill Speirs provided images. Review – camera/print ready, just needs final sign off.

Interpretive Panels

ACTION: Sal to contact John Smith in regard to a prototype of these panels.

Heritage Books

- Discussions in regard to the format of books moving forward – reprint/eBook/PDF version. Best options for sales.
- Are the books available/on display at the library.
ACTION: Discuss further in early 2025. Meet with communication and tourism team.
Sal to contact the Library Manager and update.

Chinaman's Hut

- Suggested a visit to the hut when it's a little cooler – end of May? No date set at this time. Look through the interior, remove any debris in preparation for sealing and erection of fencing.

Hoskins Street Business Occupancy

- Currently with Council's Communication and Media Officer.

Main Street Verandah Re-Instatement

- Nothing further with the progress of the Westminster Hotel, this is a major project, it will take time to prepare relevant documentation/structural plans etc.
- Anthony Irvine expressed his concern about the current state of the verandah at the Temora Railway Station. Kris Dunstan advised that a call had been made to UGL regarding its current condition, he will follow up on this. As it is a working station, it is hoped the repairs will be made in the near future.
- It was **Moved** by Dale Wiencke and **Seconded** by Wilma McCubbin to allocate \$2,500.00 towards the cost of repairs.

Reefton Book

- Being proofread. Downloaded onto a USB if any corrections need to be made. Once completed, reprint and give to the author, move on from there.

Marie Narelle Statue

- Cr Judd advised he would like to discuss further at the April meeting.
- Bill Speirs advised Coralie McKenzie is heavily involved in the Marie Narelle story, a relative from USA coming out later this year, this is a very exciting result for our community.

Temora & District Hospital

- A letter was sent from the General Manager (Business Paper Resolution) to the Murrumbidgee Health as a result of the discussions at a recent Council meeting.

Oral History

- Cr Nigel Judd discussed the next step with the recordings he has taken.
- Kris Dunstan asked the committee their thoughts on improving the Heritage Committees public presence.
- The committee entered into quite a lengthy discussion on this topic.
- David Scobie mentioned the Griffith Council has a clear and informative website. Suggested that the TSC website be the first landing point, then links across to the relevant options.

ACTION: Kris Dunstan, Claire Golder and Sal Hurst to discuss with the Communications team.

Committee members to visit Council website eg Griffith and provide feedback to discuss at the next meeting. Plan what we are asking the Communications team to achieve.

Indigenous Maps

- Bill Speirs shared an exciting new project he is involved in, the mapping of Indigenous names/clans within our Shire.

Heritage Assistance Fund

- No applications were received.

Heritage Advisors Report

- As per December report.

Correspondence:*Inwards*

- Nil

Outwards

- Nil

General Business:

- **Bill** – Annual Exhibition next month, Railway Dam – recreational space, Back to Aria Park set for the long weekend June 2027
- **David** – to discuss with Bill possible mural sites and scenes.

Economic Development Manager Mr Craig Sinclair arrived at 4:57PM

- **Cr Judd** – Will discuss the ordering of the plaques for Harper and Davey Parks, would like to have them ready for the Anzac Day weekend.

- **Wilma** – Tara Interpretive Panel. Kris advised he would arrange a time to meet with Wilma to discuss the location to be re-installed.

- **Meeting Closed:** 12.58 pm

Next Meeting: Wednesday 5th March 2025 in the Council Chambers

21 CONFIDENTIAL REPORTS**RESOLUTION 23/2025**

Moved: Cr Graham Sinclair

Seconded: Cr Ken Smith

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993 at 5:00PM

21.1 Confidential Minutes of the Economic Development and Visitations Committee Meeting held on 11 February 2025

This matter is considered to be confidential under Section 10A(2) - c and di of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

RESOLUTION 6/2025

Moved: Cr Nigel Judd

Seconded: Cr Graham Sinclair

It was resolved that the reports be received.

CARRIED

RESOLUTION 7/2025

Moved: Cr Sinclair

Seconded: Cr Judd

It was resolved that the reports and recommendations as presented be adopted.

CARRIED

21.2 General Manager Informal Review - 23 January 2025

This matter is considered to be confidential under Section 10A(2) - a of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors).

RESOLUTION 8/2025

Moved: Cr Brenton Hawken

Seconded: Cr Nigel Judd

It was resolved that Council notes the report

CARRIED

21.3 Springdale flood warning system investigation and design

This matter is considered to be confidential under Section 10A(2) - c of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

RESOLUTION 9/2025

Moved: Cr Graham Sinclair

Seconded: Cr Narelle Djukic

It was resolved that Council:

- 1. Accept the funding offered by the NSW Government to prepare the Springdale Flood Warning System Investigation and Design,**
- 2. Allocate the appropriate amount within the 2025/26 Council budget as a co-contribution and**
- 3. Receive a future report as the project progresses.**

CARRIED

CARRIED

RESOLUTION 24/2025

Moved: Cr Brenton Hawken

Seconded: Cr Graham Sinclair

It was resolved that Council adopts the motions from the closed committee of Council.

CARRIED

22 MEETING CLOSE

The Meeting closed at 5:19PM.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 20 March 2025.

.....

GENERAL MANAGER

.....

CHAIRMAN