



Date: Thursday, 15 August 2024
Time: 4:00pm
Location: 105 Loftus Street
TEMORA NSW 2666

MINUTES

Ordinary Council Meeting

15 August 2024

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**MINUTES OF TEMORA SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666
ON THURSDAY, 15 AUGUST 2024 AT 4:00PM**

PRESENT: Cr Rick Firman (Mayor)(Chair), Cr Graham Sinclair (Deputy Mayor), Cr Lindy Reinhold, Cr Nigel Judd, Cr Claire McLaren, Cr Jason Goode (arrived 4:15pm), Cr Belinda Bushell, Cr Anthony Irvine

IN ATTENDANCE: Mr Rob Fisher (Engineering Asset Manager), Mr Kris Dunstan (Director of Environmental Services), Mrs Elizabeth Smith (Director of Administration & Finance), Ms Melissa Boxall (General Manager), Mrs Anne Rands (Executive Assistant), Ms Grace Mannion (Secretary Environmental/Engineering), Mrs Claire Golder (Town Planner), Ms Lauren Carr (Media Officer)

1 OPEN AND WELCOME

There were no Public Forum requests.

2 ACKNOWLEDGEMENT OF COUNTRY

3 APOLOGIES

RESOLUTION 131/2024

Moved: Cr Nigel Judd

Seconded: Cr Lindy Reinhold

That apologies from Cr Max Oliver be received and accepted.

CARRIED

4 OPENING PRAYER

The opening prayer was conducted by Pastor Darren Kupke from the Lutern Church.

5 CONFIRMATION OF MINUTES

RESOLUTION 132/2024

Moved: Cr Belinda Bushell

Seconded: Cr Graham Sinclair

That the minutes of the Ordinary Council Meeting held on 18 July 2024 be confirmed.

CARRIED

6 DISCLOSURES OF INTEREST

Councillor/Officer	Item	Nature of Interest	How Managed
Cr Claire McLaren	REP24/717	Pecuniary	Left meeting
Cr Claire McLaren	REP24/844	Pecuniary	Left meeting
Cr Claire McLaren	REP24/809	Pecuniary	Left meeting
Cr Nigel Judd	REP24/782	Non-pecuniary	Left meeting
Cr Anthony Irvine	REP24/786	Non-pecuniary	Left meeting
Cr Rick Firman	REP24/778	Non-pecuniary	Left meeting
Cr Rick Firman	REP24/779	Non-pecuniary	Left meeting
Cr Anthony Irvine	REP24/778	Pecuniary	Left meeting
Cr Anthony Irvine	REP24/779	Non-pecuniary	Left meeting
Cr Jason Goode	REP24/730	Pecuniary	Left meeting
Kris Dunstan	REP24/717	Pecuniary	Left meeting
Melissa Boxall	REP24/796	Pecuniary	Left meeting
Elizabeth Smith	REP24/796	Pecuniary	Left meeting
Kris Dunstan	REP24/796	Pecuniary	Left meeting
Rob Fisher	REP24/796	Pecuniary	Left meeting
Anne Rands	REP24/796	Pecuniary	Left meeting
Grace Mannion	REP24/796	Pecuniary	Left meeting
Claire Golder	REP24/796	Pecuniary	Left meeting
Lauren Carr	REP24/796	Pecuniary	Left meeting
Cr Jason Goode	REP24/703	Pecuniary	Left meeting
Cr Anthony Irvine	REP24/703	Non-pecuniary	Left meeting
Cr Jason Goode	REP24/830	Pecuniary	Left meeting

7 MAYORAL MINUTES

Nil

8 REPORTS FROM COMMITTEES

8.1 MINUTES OF THE YOUTH ADVISORY COMMITTEE MEETING HELD ON 6 AUGUST 2024

File Number: REP24/792

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Minutes of the Youth Advisory Committee Meeting held on 6 August 2024

RESOLUTION 133/2024

Moved: Cr Belinda Bushell

Seconded: Cr Lindy Reinhold

It was resolved that the reports be received.

CARRIED

RESOLUTION 134/2024

Moved: Cr Graham Sinclair

Seconded: Cr Lindy Reinhold

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

CARRIED



Date: Tuesday, 6 August 2024
Time: 11:04 AM
Location: 105 Loftus Street
TEMORA NSW 2666

MINUTES

Youth Advisory Committee Meeting

6 August 2024

Order of Business

1 Open Meeting 3

2 Apologies 3

3 Disclosures of Interest 3

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**MINUTES OF TEMORA SHIRE COUNCIL
YOUTH ADVISORY COMMITTEE MEETING
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666
ON TUESDAY, 6 AUGUST 2024 AT 11:04 AM**

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

IN ATTENDANCE: Elizabeth Smith (Director of Administration & Finance), Sheree Elwin (Youth Development Officer), Melissa Boxall (General Manager)

1 OPEN MEETING

11:04am

2 APOLOGIES

Nil

3 DISCLOSURES OF INTEREST

Councillor/Officer	Item	Nature of Interest	How Managed
NIL			

4 REPORTS

4.1 YOUTH - JUNE, JULY, AUGUST 2024

File Number: REP24/751
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

REPORT

VOLUNTEER AND CAREERS EXPO- TEMORA TAFE

The Youth Development Officer (YDO) and Youth Program Coordinator (YPC) participated in the Volunteers and Careers Expo on 16 May at Temora TAFE. Young people were provided with information regarding Youth programs in Temora Shire and offer suggestions for programs at Platform Y. This was a valuable opportunity to engage with young people and other community organisations.

GRANT WHISPERER WORKSHOP - Griffith

The YDO and YPC attended a grant writing workshop at Griffith on 21 May. The workshop was presented by the Riverina Murray Youth Development Officer's Network (RM-YDON) and was led by facilitators from the Grant Whisperer. Many tips and strategies were shared in relation to writing successful grant applications and all in attendance agreed it was a valuable day.

The RM-YDON used this gathering of officers to discuss the restructuring of the Office for Regional Youth and its impact on the network. Due to the uncertainty in the funding for Youth Community Coordinators, it was decided to hand over the network to the members, with the group to be facilitated by three YDO from across the region - YDO Hay Shire Council, Tourism and Events Officer (including Youth) Murrumbidgee Council and YDO Temora Shire Council. It is important to note the work of Regional Youth Community Coordinators Barbara Penninga and Renee Cooper, who have supported the YDOs during their tenure, including establishing the RM-YDON.

YOUTH COMMITTEE AFTERNOON TEA

The Temora Youth Leadership Team hosted members of the Temora Shire Council Youth Committee for afternoon tea on Monday 27 May. It was an opportunity for the young people to not only share some of their baked goods, but to discuss issues that concern them. The Youth Team appreciated the members of the Youth Committee taking time out of their busy day to visit Platform Y.

RED SHIELD APPEAL STREET STALL

YPC and members of the Hospitality team made pumpkin soup to contribute to the Red Shield Appeal street stall. Using donated pumpkins, the young people contributed approximately 20 containers of delicious soup to this worthy cause. The Youth Team continues to build a strong culture of volunteering and were proud to be part of this event.

TEMORA ARTS CENTRE - ABORIGINAL ART TRAIL LAUNCH

The YPC and three members of the leadership team served scones, muffins and hot drinks at the launch of the Aboriginal Art Trail on 1 June. The event not only allowed the Youth team to raise funds for our programs but gave them valuable experience in customer service and food handling, financial literacy and teamwork skills.

TERTIARY CAREERS EXPO - WAGGA

After consultation with members of the Temora Youth Careers Network, it was decided that Temora Shire Council would support local schools to attend the Wagga Tertiary Careers Expo on 13 June, in place of the Canberra Careers Expo. By covering transport costs, all interested students were able to attend this event. Any remaining funds will be used to assist with transport costs to the Wagga *Try a Trade* Day in August. It is hoped this local focus will encourage young people to explore local options post school.

WINTER SCHOOL HOLIDAY WORKSHOPS

The Winter School Holiday Workshops were well supported with a range of activities offered. The online registration system is working well, streamlining the process and aiding with more accurate collection of data for the YPC. The workshops were funded by an \$8,830 grant from Office for Regional Youth as part of the NSW Winter Spring School Holiday funding program.

- **NAIDOC Week - Yaali Collective Birbarra (Baking) Workshop 8/7/24 - Participants: 8 (capacity 20).** During the workshop the group cooked Wattleseed Scones topped with Desert Quandong, Rainforest Plum and Finger Lime jams and whipped cream. Facilitators Tenieka and Cleve from Yaali Collective shared aspects of their Aboriginal culture, which was well received. The young people also 'taste tested' a range of sparkling water, flavoured with native ingredients. The presenters shared traditional Aboriginal cooking techniques and taught the group some simple words in Wiradjuri language. The participants displayed excellent focus and teamwork skills during the workshop and were able to learn more about Indigenous culture.
- **Job Ready- TAFE Food Handling Skills Set Certificate- 11/7/24 Participants: 10 (11 registered, 1 did not attend due to illness - capacity 15).** This course targeted young people aged 15–17 years, helping them to be 'job ready'. The students learnt the importance of food safety and hygiene in the preparation and service of food during the full day of learning and assessment at Temora TAFE campus. All participants successfully attained their certificate, which is valid for five years. A valuable addition to their resume!
- **Wagga Trip to Vortex and Wagga Bowl - 15/7/24 Participants: 18 (20 registered, 2 did not attend due to illness - capacity 20).** An excited group headed to Wagga, with their first stop at the new Vortex Indoor Entertainment Complex, offering an extensive range of activities such as rock climbing, high ropes challenges, a Ninja course and more. The group enjoyed a lunch break before going Ten Pin Bowling. Wagga trips are always popular, providing a great opportunity for our young people to participate in activities not available in Temora and build connections within the group throughout the day.
- **Spin Class 18/7/24 - Participants: 9 (capacity 11)** The Spin class was held at The Physio Shed under the guidance of local instructor Georgina Breust. Spin classes are a low-impact, high-intensity workout with most participants trying this form of exercise for the first time. As a free activity, this allowed local young people to try a new form of exercise without the barrier of cost. A second workshop was cancelled due to lack of numbers.

TERM 3 - PLATFORM Y WEEKLY WORKSHOPS

Our weekly workshops commenced on Monday 22 July with a Leadership Team meeting. The timetable for Term 3 is:

Hospitality - Wednesdays and Thursdays 4pm - 5.30pm

CAPA - Wednesday 4.30pm - 5.30pm

Leadership - Monday 4pm - 5pm, every fortnight

Green Team - Tuesday 4pm - 5pm every fortnight

Gaming - Friday 4.30pm - 6pm

YET - 3rd Monday of the month

Cartooning - on hold until suitable mentor is secured.

Boyz2Men - confirming additional mentors and new members

Ariah Park Robotics & Gaming – weekly

COMMUNITY GARDEN PROJECT

Unfortunately, a meeting scheduled with members of the Board from ErinEarth Wagga on 24 June had to be postponed. Although the pace has been slow, the project is moving forward, and it is hoped that more progress will be noted in the next report.

LOCAL GOVERNMENT WEEK

The Youth teams were pleased to have representatives from Temora Shire Council join them for a range of activities. Cr Sinclair joined the Green Team at Lake Centenary for a eucalypt walk and scavenger hunt, and Cr Irvine, Economic & Community Development Officer Shontayne Ward and Cr Sinclair joined the Hospitality Teams to make crumbed chicken wraps. This provided a unique opportunity for our young people to learn more about Local Government and build stronger community connections.

Ariah Park Youth hosted Cr Nigel Judd, Enterprise Risk Manager Grant Nicholson and Communications Officer Lauren Carr during Local Government Week to inspect the Robotics Club with the young people and Jeremy Kruckel as Mentor at the youth hall.

YOUTH MADE MARKET

Applications are open for the next round of YOUth Made Markets. We look forward to seeing what our young entrepreneurs can bring to this year's program. Applications close Thursday 8th August.

TAKE THE LEAD - TEMORA YOUTH LEADERSHIP PROGRAM

The YDO and program facilitator Ms Ruth Sinclair met to discuss the scheduling of the 2024 program. It was decided that due to timing issues, we do not have the capacity to run the program this year. We will invest in planning for the next round of the program, which is scheduled to run in early 2025.

COMMITTEE RESOLUTION 3/2024

Moved: Cr Belinda Bushell

Seconded: Cr Rick Firman

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

CARRIED

Report by Sheree Elwin

1. CR BUSHELL

Enquired as to whether Police checks are required for mentors at Platform Y.

Officers to investigate Police check requirements.

5 CLOSE MEETING

The Meeting closed at 11:14pm.

This is the minutes of the Youth Advisory Committee meeting held on Tuesday 6 August 2024.

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GENERAL MANAGER

.....

CHAIRMAN

8.2 MINUTES OF THE SIGNAGE COMMITTEE MEETING HELD ON 6 AUGUST 2024**File Number: REP24/805****Author: Executive Assistant****Authoriser: General Manager****Attachments: 1. Minutes of the Signage Committee Meeting held on 6 August 2024****RESOLUTION 135/2024**

Moved: Cr Nigel Judd

Seconded: Cr Belinda Bushell

It was resolved that the reports be received.

CARRIED**RESOLUTION 136/2024**

Moved: Cr Nigel Judd

Seconded: Cr Lindy Reinhold

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

CARRIED



Date: Tuesday, 6 August 2024
Time: 11:47am
Location: 105 Loftus Street
TEMORA NSW 2666

MINUTES

Signage Committee Meeting

6 August 2024

Order of Business

1 Open Meeting 3

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4 Reports 4

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**MINUTES OF TEMORA SHIRE COUNCIL
SIGNAGE COMMITTEE MEETING
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666
ON TUESDAY, 6 AUGUST 2024 AT 11:47AM**

PRESENT: Cr Nigel Judd (Chair), Cr Claire McLaren, Cr Rick Firman (Mayor) (arrived at 11:50am), Cr Anthony Irvine, Cr Belinda Bushell (observer)

IN ATTENDANCE: Ms Melissa Boxall (General Manager)(arrived at 11:48am), Mr Kris Dunstan (Director Environmental Services), Ms Grace Mannion (Engineering and Environmental Secretary) and Mr Tyler Madden (Engineering Technical Officer)

1 OPEN MEETING

11:47am

2 APOLOGIES

COMMITTEE RESOLUTION 5/2024

Moved: Cr Claire McLaren

Seconded: Cr Anthony Irvine

That apologies from Cr Lindy Reinhold and Mr Rob Fisher be received and accepted.

CARRIED

3 DISCLOSURES OF INTEREST

Councillor/Officer	Item	Nature of Interest	How Managed
NIL			

4 REPORTS

4.1 IMMEDIATE ENTRANCE SIGNAGE - CONDITION REVIEW

File Number: REP24/645
Author: Engineering Technical Officer
Authoriser: Engineering Asset Manager
Attachments: 1. Photos

REPORT

Council may recall that at the May Signage Committee, a report was presented in relation to proposed Indigenous signage for Temora Shire. A secondary resolution was endorsed, as follows:

That the immediate town entrance signs be reviewed for condition rating and reported back to the Signage Committee.

Subsequently a review of the four 'Welcome to Temora' entrance signs has been carried out. These signs are situated on Goldfields Way (north and south) and Burley Griffin Way (east and west). To determine the condition of each asset, the following scale was applied: Very Poor (1); Poor (2); Average (3); Good (4); Excellent (5). Photos of each structure are attached to this report.

Goldfields Way (north)

Condition Rating: Average (3)

Comments:

- Main structure is sound
- Moderate mildew/grime buildup on front and back
- Several large dents on front side
- Significant peeling of logo
- Minor crack in slab

Goldfields Way (south)

Condition Rating: Average (3)

Comments:

- Main structure is sound
- Moderate mildew/grime buildup on front
- Several large dents on front & back side
- Damage to side fin (bent)
- Significant crack in slab

Burley Griffin Way (east)

Condition Rating: Good (4)

Comments:

- Main structure is sound
- Moderate mildew/grime buildup on front, minor buildup on back
- Moderate peeling/cracking of logo
- Moderate crack in slab

Burley Griffin Way (west)

Condition Rating: Good (4)

Comments:

- Main structure is sound
- Moderate mildew/grime buildup on front, minor buildup on back
- Several dents on front/back
- Several large dents on fin
- Moderate peeling of logo
- Adhesive marks

Melissa Boxall arrived at 11:48am

Cr Rick Firman arrived at 11:50am

COMMITTEE RESOLUTION 6/2024

Moved: Cr Claire McLaren

Seconded: Cr Anthony Irvine

That the Committee recommend to Council to place a budget in the forward capital works plan for Council's consideration at 2026/2027 budget estimates for refurbishment or renewal of the town entrance signs.

CARRIED

Report by Amanda Colwill

Goldfields Way (north)



Goldfields Way (south)



Burley Griffin Way (east)



Burley Griffin Way (west)



5 CLOSE MEETING

The Meeting closed at 12:09pm.

This is the minutes of the Signage Committee meeting held on Tuesday 6 August 2024.

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GENERAL MANAGER

.....

CHAIRMAN

8.3 MINUTES OF THE ASSETS & OPERATIONS COMMITTEE MEETING HELD ON 6 AUGUST 2024**File Number: REP24/803****Author: Executive Assistant****Authoriser: General Manager****Attachments: 1. Minutes of the Assets & Operations Committee Meeting held on 6 August 2024****RESOLUTION 137/2024**

Moved: Cr Graham Sinclair

Seconded: Cr Nigel Judd

It was resolved that the reports be received.

CARRIED**RESOLUTION 138/2024**

Moved: Cr Graham Sinclair

Seconded: Cr Nigel Judd

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

CARRIED



Date: Tuesday, 6 August 2024
Time: 2:02pm
Location: 105 Loftus Street
TEMORA NSW 2666

MINUTES

Assets & Operations Committee Meeting

6 August 2024

Order of Business

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**MINUTES OF TEMORA SHIRE COUNCIL
ASSETS & OPERATIONS COMMITTEE MEETING
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666
ON TUESDAY, 6 AUGUST 2024 AT 2:02PM**

PRESENT: Cr Rick Firman (Mayor), Cr Nigel Judd, Cr Claire McLaren, Cr Graham Sinclair (Deputy Mayor) (Chair), Cr Belinda Bushell, Cr Jason Goode, Cr Anthony Irvine (arrived 2:08pm)

IN ATTENDANCE: Mr Rob Fisher (Engineering Asset Manager) (arrived 2:20pm), Mr Kris Dunstan (Director of Environmental Services), Mrs Elizabeth Smith (Director of Administration & Finance), Ms Melissa Boxall (General Manager)

1 OPEN MEETING

2:02pm

2 APOLOGIES

COMMITTEE RESOLUTION 65/2024

Moved: Cr Belinda Bushell

Seconded: Cr Jason Goode

That apologies from Cr Max Oliver be received and accepted.

CARRIED

3 DISCLOSURES OF INTEREST

Councillor/Officer	Item	Nature of Interest	How Managed
Cr Belinda Bushell	REP24/736	Non Pecuniary	Stayed in meeting
Cr Belinda Bushell	REP24/741	Non Pecuniary	Stayed in meeting
Cr Jason Goode	REP24/703	Pecuniary	Left the meeting

4 REPORTS**4.1 GOLDEN GATE RESERVE AND DOG OFF LEASH AREA**

File Number: REP24/700
Author: Town Planner
Authoriser: Director of Environmental Services
Attachments: Nil

REPORT

At the December 2023 Assets and Operations Committee meeting, the Committee considered a report in relation to the proposal to create an urban dog off leash area in Temora. At this meeting the Committee was advised that only the Golden Gate Reserve area was suitable for use as a dog off leash purpose. This was because The Oval was not supported by sporting clubs and the Railway Precinct site is managed by Transport for NSW, and any use by Council of this land will require lengthy negotiations and a lease agreement.

The report noted that Council was receiving plans regarding the role of Golden Gate Reserve as a future stormwater detention basin. These concept plans have now been received, prepared by Council's flood consultants, Lyall and Associates. The concept plans propose the construction of two additional basins within the Golden Gate Reserve to provide flood mitigation.

Council officers are now working towards receiving the detailed design plans, being prepared by a different consultant. This would place Council in a strong position to seek funding for construction of these works.

A future report will be presented to the Committee, once the detailed design plans are received and Council would seek funding for construction as part of the implementation of the Temora Floodplain Risk Management Plan. At this time, the Committee can consider if a dual-purpose stormwater detention basin and dog off leash area can be delivered on the site.

COMMITTEE RESOLUTION 66/2024

Moved: Cr Belinda Bushell
Seconded: Cr Rick Firman

That the Committee resolved to recommend to Council to:

1. Receive a further report on the proposed stormwater detention basins in Golden Gate Reserve, once detailed designs for construction are completed and
2. Consider the suitability of Golden Gate Reserve for use as an urban dog off leash area, once the detailed designs are considered by Council.

CARRIED

Report by Claire Golder

4.2 TEMORA AIRPORT USAGE FEES POLICY REVIEW

File Number: REP24/733
Author: Town Planner
Authoriser: Director of Environmental Services
Attachments: 1. Draft Airport Usage Fees Policy

REPORT

The Temora Airport Usage Fees policy has been in place since 2019.

This policy is aimed at fulfilling the following objectives:

- (a) Manage ongoing maintenance costs at Temora Airport by requiring commercial operators and event organisers to contribute to the cost of repairing and maintaining airport infrastructure, including runways, taxiways, aprons and other costs associated with use of the airport
- (b) Requiring a financial contribution from those residents of the Temora Airpark Estate, as these landowners gain the most benefit from the infrastructure at Temora Airport
- (c) Linking this policy to Council's annual operational plan and budget, delivery plan and asset management plan
- (d) Linking this policy to the Temora Airport Master Plan and the Event Management Application Policy

The policy was introduced to assist with managing the costs associated with maintaining and improving the infrastructure located at Temora Airport is an ongoing budget requirement of Temora Shire Council. The policy provides a mechanism for securing financial input from those airport users that gain the most benefit from Temora Airport infrastructure, being Airpark Estate landowners, commercial operators and event organisers using Temora Airport.

At the time of developing the policy, Council proposed that alongside issuing invoices for the annual Airside Maintenance Fee, Council would also seek that landowners would sign a written agreement relating to acknowledging and adhering to safety procedures, access and use of airport infrastructure. At the time, it was thought that having a written agreement would ensure that airport infrastructure at Temora Airport would be used safely and ensure no unauthorised use of Temora Airport.

However, since adopting the policy, Council has not sought to issue any written agreements for signing by landowners. This has been overlooked as Council officers moved on to other priorities relating to Temora Airport, including delivering other parts of the Temora Airport Master Plan, rezoning, further development at the Airpark Estate and runway upgrades. However, upon review of this policy, Council officers are now of the view that the inclusion of a requirement for a written agreement between Council and landowners to ensure safe usage of Temora Airport is unnecessary, as all users of Temora Airport must adhere to CASA requirements, rather than necessarily any controls imposed by Council.

It is therefore proposed, as part of the review of the Temora Airport Usage Fees Policy, that the references to a written agreement be deleted from the updated policy. A copy of the draft policy is attached.

If the proposed changes are supported, in principle by Council, the draft policy is required to be publicly exhibited for a period of 28 days.

COMMITTEE RESOLUTION 67/2024

Moved: Cr Belinda Bushell

Seconded: Cr Jason Goode

That the Committee resolved to recommend to Council:

1. That the proposed changes to the Temora Airport Usage Policy be publicly exhibited and
2. A future report be presented to Council on the outcomes of the public exhibition.
3. If there are no submissions received consider the policy adopted.
4. Council investigate a positive covenant being placed on all future blocks created at the Airpark Estate.

CARRIED

Report by Claire Golder

Cr Anthony Irvine arrived at 2:08pm

Function: Engineering

Temora Shire Council

Policy Number: EW15

TEMORA SHIRE COUNCIL



TEMORA
The Friendly Shire

AIRPORT USAGE FEES

DRAFT

Revision Number: 1
File Name: Airport Usage Fees

Revision Date: July 2024
Page Number: Page 1 of 6

Function: Engineering

Temora Shire Council

Policy Number: EW15

Review Details

ABOUT THIS RELEASE

DOCUMENT NAME: Airport Usage Fees
CODE NUMBER: EW15
AUTHOR: Temora Shire Council
ENDORSEMENT DATE:

REVIEW

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement
October 2018	New Policy	1	21 March 2019	GCL
July 2024	Review	2		

PLANNED REVIEW

Planned Review Date	Revision Description		Review by
July 2026			Town Planner

Function: Engineering

Temora Shire Council

Policy Number: EW15

PART A Outline

Objectives

This policy is aimed at fulfilling the following objectives:

- (a) Manage ongoing maintenance costs at Temora Airport by requiring commercial operators and event organisers to contribute to the cost of repairing and maintaining airport infrastructure, including runways, taxiways, aprons and other costs associated with use of the airport
- (b) Requiring a financial contribution from those residents of the Temora Airpark Estate, as these landowners gain the most benefit from the infrastructure at Temora Airport
- (c) Linking this policy to Council's annual operational plan and budget, delivery plan and asset management plan
- (d) Linking this policy to the Temora Airport Master Plan and the Event Management Application Policy

Background

Temora Airport is a valuable part of a broad economic and social base for Temora Shire. The airport provides recreational and general aviation, including the commercial uses of agricultural operations and flight training, aviation services, as well as the extensive tourism and educational role of the Temora Aviation Museum.

Equally important, Temora Airport has a crucial role in supporting the provision of emergency services to Temora and surrounding areas.

Temora Airport hosts a wide range of events throughout the year, drawing participants and spectators to Temora Shire.

However, the costs associated with maintaining and improving the infrastructure located at Temora Airport is an ongoing budget requirement of Temora Shire Council.

In order to assist with managing these costs, Council has developed options for securing financial input from those airport users that gain the most benefit from Temora Airport infrastructure, being Airpark Estate landowners, commercial operators and event organisers using Temora Airport.

Application

This policy applies to land zoned SP1 Special Activities and SP2 Infrastructure at Temora Airport.

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The policy requires a contribution from users of the Temora Airport in the form of an airside maintenance fee or landing fees.

Airside Maintenance Fee

- All landowners within the Temora Airpark estate will be required to pay an annual **Airside Maintenance Fee**, on a per lot basis.
- Fees collected will be used to contribute to only to the ongoing maintenance and operations of Temora Airside and not used for general revenue purposes.
- Any increase in fees will be limited to increase only by Consumer Price Index (CPI).
- Any unspent fees will be kept in a reserve that may only be used for airside airport maintenance purposes, in consultation with the Aerodrome Users Committee and by resolution of Council through an allocation within Council's budget.

Landing Fees

- Landing fees will apply at Temora Airport, based on the weight of the aircraft, to all commercial aircraft using Temora Airport.
- Larger commercial aircraft place greater demands on airport infrastructure and it is therefore reasonable that heavier aircraft contribute more towards airport maintenance.
- Council will contact regular commercial users of Temora Airport to obtain data of landing frequency, weight of aircraft and fee amount, before preparing six-monthly invoices for payment by the commercial operator (in advance).
- Small business operators who are residents of Temora Shire are exempt from landing fees. Exemption from landing fees is determined by Council, guided by the following criteria:
 - the employment of no more than 2 persons other than those residents
 - submission to Council of relevant information advising of the scale of the business, including (where relevant) number of students, number of expected clients and level of usage of Temora Airport to conduct the business
- Temora Aviation Museum aircraft, including guest aircraft, are exempt from all landing fees. This exemption applies as a result of their financial contribution in constructing Runway 05/23.
- Council will not charge landing fees for emergency services aircraft that are

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using Temora Airport for emergency purposes.

- Landing fee amounts will be set annually by Council.
- Commercial aircraft using Temora Airport will be required to make their landing fee payment prior to any pavement concession that may be required for their aircraft to land at Temora Airport.

PART B Procedures

Fee Procedures

Airside Maintenance Fee

Airside Maintenance Fee invoices will be sent annually to all landowners of Temora Airpark Estate, on a per lot basis. ~~This will include a written agreement between the applicant and Council relating to safety procedures, access and use of airport infrastructure. The agreement must be signed and returned to Council, along with payment of the relevant fee, by the specified date in order for the resident to access Temora Airport. This agreement is required once only for landowners, and is required when there is a change of property ownership.~~ Fees are set annually by Council. Landowners may pay their fees annually, or quarterly by arrangement with Council.

Landing Fees

Landing fees for commercial operators are set annually by Council. Frequent commercial users will pay annual or quarterly fees as negotiated with Council, with reference to the Temora Airport Fee Schedule. Infrequent commercial users shall pay the relevant fee prior to receiving any pavement concession that may be required for their aircraft to land at Temora Airport.

Small business operators who are residents of Temora Shire are exempt from landing fees. Exemption from landing fees is determined by Council and may require the submission of information to support exemption, as requested by Council.

Fee collection reporting

Details of fee collection will be reported to the Aerodrome Users Committee for monitoring purposes.

Operational Procedure

Commercial Operation

Runway use, taxiing, and refuelling of aircraft shall occur under the direction of Council staff, as required. Planned intensive commercial usage, such as agricultural use, shall be registered with Council at least 24 hours prior to commencement. Council officers shall provide access and egress to aprons and taxiways for support vehicles.

Revision Number: 1
File Name: Airport Usage Fees

Revision Date: July 2024
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Function: Engineering

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Policy Number: EW15

Runway Inspections

The runway shall be inspected by a qualified Council staff member before and after commercial use, subject to Council's discretion. Any damage to facilities shall be repaired at cost to the user. Sealed runways shall be used for landings wherever possible. Ongoing issues with damage to airport runways may result in Council withdrawing access to operators. Council officers may inspect airport usage at any time.

Heavy Vehicles

Heavy vehicle operators shall park vehicles as directed by a Council officer. Agricultural users shall be restricted to the designated agricultural apron.

Exclusive Hire

Organisations seeking exclusive use of the runways are required to sign an Airport Hire Agreement and pay the associated hire fees which include the services of Council's Airport Safety Officer.

4.3 DRAFT TEMORA FLOODPLAIN RISK MANAGEMENT STUDY AND PLAN

File Number: REP24/727
Author: Town Planner
Authoriser: Director of Environmental Services
Attachments: Nil

REPORT

Council officers have been working with Council's flood consultants, Lyall and Associates, since 2020 to develop the Draft Temora Floodplain Risk Management Study and Plan.

The project has completed the following project milestones:

- Data Collection, Review & Community Consultation, including review of Temora Flood Study and Flood Model validation
- Flood Damages, Hazard/Hydraulic Categories & Floodplain Management Options
- Preparation of Draft Temora Floodplain Risk Management Study and Plan

The draft plan was presented to the Temora Floodplain Risk Management Committee on 29 July 2024. The meeting was attended by Cr Nigel Judd, Cr Max Oliver, Cr Antony Irvine, Scott Button (Lyall and Associates, via Zoom), Steve Manwaring (DCCEEW), Joshua Stanbury (SES), Rob Fisher (Engineering Assets Manager) and Claire Golder (Town Planner).

The draft plan provides comprehensive mapping of a range of flood scenarios and recommendations for future actions to mitigate against the impacts of flooding in Temora, including construction of stormwater detention basins, investigation of flood warning systems, community education, vegetation management and planning controls through Council's Development Control Plan.

At the meeting, the Temora Floodplain Risk Management Committee considered the report. Upon the recommendation of Cr Judd and Seconded by Cr Oliver, it was recommended that:

1. The draft Temora Floodplain Risk Management Study and Plan be placed on public exhibition and
2. A future report on the outcomes of the public exhibition be presented to the Temora Floodplain Risk Management Committee, once the Council elections are complete and the new Council and Committee is in place.

A copy of the draft Temora Floodplain Risk Management Study and Plan has been provided under separate cover to Councillors.

COMMITTEE RESOLUTION 68/2024

Moved: Cr Belinda Bushell

Seconded: Cr Jason Goode

That the Committee resolved to recommend that Council:

1. Receive the Draft Temora Floodplain Risk Management Study and Plan and place the plan on public exhibition, and
2. Receive a future report on the outcomes of the public exhibition, to be presented to the

Temora Floodplain Risk Management Committee, once the Council elections are complete and the new Council and Committee is in place.

CARRIED

Report by Claire Golder

4.4 ROAD SAFETY OFFICER - FOUR SHIRES ACTION PLAN

File Number: REP24/736
Author: Environmental Secretary
Authoriser: General Manager
Attachments: 1. Road Safety Action Plan

At the recent Four Shires Quarterly meeting, it was agreed each Council would present the attached Four Shires Road Safety Action Plan for endorsement by Council. The four shires consist of Temora, Junee, Coolamon and Bland Shire Council.

This action plan was first developed in 2021. As partners in the NSW Government Local Government Road Safety Program, the Four Shires Road Safety Officer is required to develop a road safety plan that aligns with the NSW Road Safety Plan 2026.

The Four Shires Road Safety Action Plan is divided into two sections:

Section One: This section will outline relevant local government information, crash analysis, other supporting data and stakeholder information.

Section Two: Will provide details on Council's Road Safety Projects for the period 2024 – 2025, Council's Strategic Plans, and key objectives for application of the Safe System.

In section two on page 25, Councillors will find the approved projects for the 2024/2025 financial year. These projects are updated each financial year.

Cr Belinda Bushell declared a non-pecuniary interest in relation to item REP24/736, due to being employed by Bland Shire Council.

COMMITTEE RESOLUTION 69/2024

Moved: Cr Jason Goode
Seconded: Cr Rick Firman

That the Committee resolved to recommend to Council that the Road Safety Action Plan be endorsed.

CARRIED

Report by Tom Walker

BLAND COOLAMON JUNEE AND TEMORA SHIRES

Action Plan 2021 - 2025



TEMORA
The Friendly Shire



Temora, Bland, Coolamon, Junee Shires Action Plan 2021 to 2025

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Temora, Bland, Coolamon, Junee Shires Action Plan 2021 to 2025

Introduction

This document is the plan for delivering road safety outcomes in Temora, Bland, Coolamon and Junee shires over the financial years 2021 – 2025.

As partners in the NSW Government's Local Government Road Safety Program the four councils will continue to employ a Road Safety Officer (RSO) to assist in developing, planning, implementing, and evaluating local road safety projects.



In line with the NSW Road Safety Plan 2026, the Safe System approach to road safety will continue to be used to address road safety issues within the Bland, Coolamon, Junee, and Temora shires. Safer Roads, Safer Speeds, Safer Vehicles and Safer People will be at the centre of strategies to address local road safety concerns.

- **Section One:** This section will outline relevant local government information, crash analysis, other supporting data, and stakeholder information.
- **Section Two:** Will provide details on council's road safety projects for the period 2024 – 2025, Council Strategic Plans, and key objectives for application of the Safe System.

Other documents which relate to this plan:

- [Bland Shire Council Community Strategic Plan 2020 - 2024](#)
- [Coolamon Shire Council Community Strategic Plan](#)
- [Junee Shire Council Community Strategic Plan](#)
- [Temora Shire Council Community Strategic Plan 2030](#)
- [NSW Road Safety Plan - 2026](#)
- [Local Government Road Safety Program](#)
- [Future Transport 2056](#)
- [Murray-Murrumbidgee Regional Transport Plan](#)
- [Central West Regional Transport Plan](#)

Temora, Bland, Coolamon, Junee Shires Action Plan 2021 to 2025

Executive Summary

This document builds on each shires' community strategic, operational and delivery plan to continue addressing road safety issues in the Local Government Areas (LGA).

Key issues impacting on local road safety include aging populations, long distances travelled, and the presence of agricultural machinery on local roads, heavy vehicles, and tourists passing through the region.

An analysis of the four LGAs was conducted using the most recent ratified crash data for the five-year period 2018 - 2022 and identifies the trends and local road safety issues as:

- crashes predominately involve a single vehicle.
- are non-intersection crashes occurring in 100 km/h speed zones.
- crashes predominately involve the crash movements, 'off road on straight, hit object' and 'Off road on a curve, hit an object.
- key age groups involved in crashes.
- involvement of the behavioural factors of speed, fatigue, alcohol, and non-restraint use

Other road safety concerns include:

- the long distances residents need to travel to access work, shopping centres, medical services, schools, universities, sports, and other facilities.
- ageing communities and a lack of public transport.
- agriculture is a key industry in all four shires, and farm machinery is often driven on rural roads leading to potential conflict with other road users.
- school zones are in wider than normal streets, and drivers do not always slow to the required 40 km/h speed limit.
- main streets are often a thoroughfare for heavy vehicle engaged in road transportation.
- three main highways increasing traffic on the network.
- prevalence of heavy vehicles and light trucks on roads in the area
- lack of defined rest areas for long haul truck drivers
- conflict between heavy vehicles and other road users on rural roads with narrow sealed pavement
- risk of collision with animals and wildlife
- drivers with limited experience in sharing rural roads with large road transport, or when towing a vehicle.

Temora, Bland, Coolamon, Junee Shires Action Plan 2021 to 2025

2026 Road Safety Action Plan

The 2026 Road Safety Action Plan features new targets to halve deaths and reduce serious injuries by 30% on NSW roads by 2030.

This will be achieved by building on the success of the Road Safety Plan 2021 and will focus on stronger local government action, engagement and education programs and using technology in the fight to end road trauma.

NSW Road Safety Strategy

The NSW Government is committed to improving road safety for the community and plans to make our roads the safest in the country. The [NSW Road Safety Action Plan](#) explains how to achieve this by 2030.

The 2026 Road Safety Action Plan seeks to continue the accomplishments of the Road Safety Plan 2021 and focuses on enhancing education and local engagement, transforming the safety of the road network and accelerating safety features in vehicles. The Plan also aligns with Future Transport 2056, the NSW Government's transport planning strategy, which aims to ensure safety is designed into the transport network as NSW grows.

The Plan was developed following extensive engagement and community consultation, as well as analysis of trauma trends, best practice approaches and research evidence. The Plan adopts the Safe System approach to achieving a safe transport system, which in combination could cut NSW deaths by 90 per cent and serious injuries by 80 per cent by 2050 based on Australian-first, in-depth road trauma modelling.

The Plan includes specific actions to move towards new road trauma reduction targets for 2030. Actions in the Plan will continue to be delivered through the Community Road Safety Fund, which directs every dollar from road safety camera detected offences back into the funding of road safety initiatives.

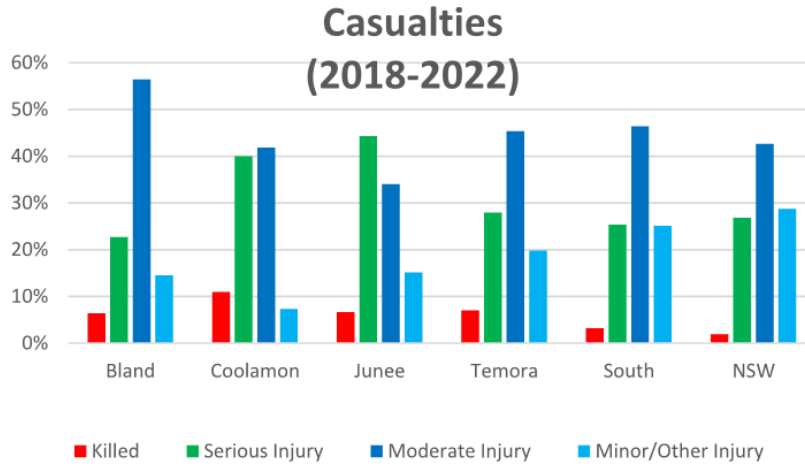
The Road safety's delivery framework has 5 key principles:

- Creating safer country roads and urban places
- Enhancing road safety in local communities
- Increasing the safety of light vehicles, heavy vehicles and protective equipment
- Making safer choices on our roads
- Ensuring the safety of vulnerable and other at-risk road users.

Temora, Bland, Coolamon, Junee Shires Action Plan 2021 to 2025

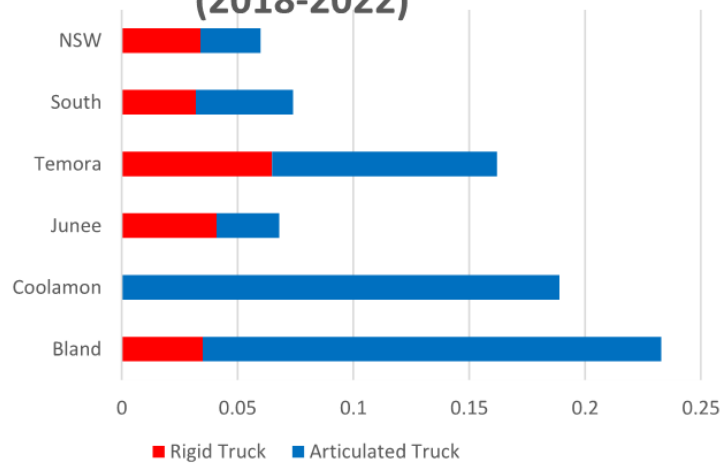
Combined crash data analysis

Crash data analysis for the four shires reveals serious outcomes for road crashes with serious injuries being the predominant type of injury across all four LGAs.



The rate of fatalities for road users across the four shires of Bland (6.4%), Coolamon (10.9%), Junee (6.6%) and Temora (7.0%) are higher than South precinct (3.2%) and NSW (1.9%).

Heavy Vehicle Crashes (2018-2022)



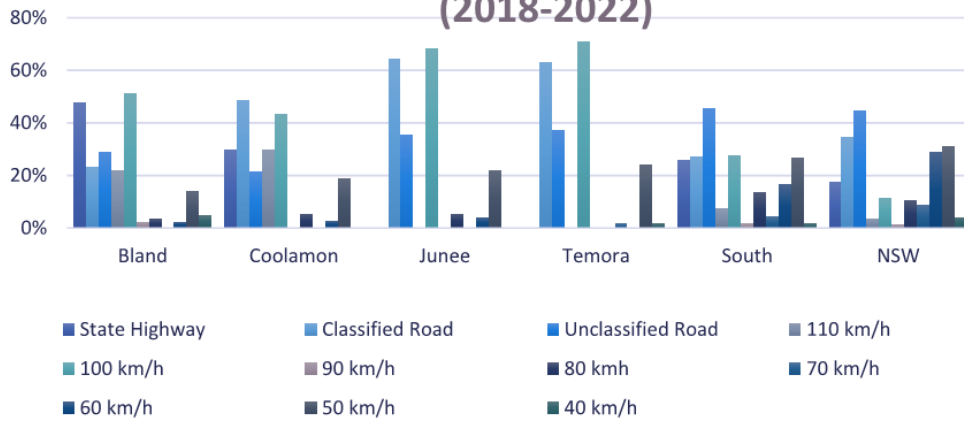
Heavy vehicle crashes for Bland Shire (24.4%) are significantly higher than heavy vehicle crashes in South precinct (7.8%) and NSW (6.7%).

Temora, Bland, Coolamon, Junee Shires Action Plan 2021 to 2025

INSERT CONTRIBUTING BEHAVIOURAL FACTORS GRAPH

Speed is the highest contributing behavioural factor across all 3 of the 4 LGA's, South Precinct, Riverina Murray and NSW, followed by fatigue.

**Crashes by Road Classification and Speed
(2018-2022)**



The dominant crash movement across the four LGAs is 'off road on straight, hit object' in 100km/h speed zone.

When reviewing crashes by road classification the majority of crashes in Coolamon, Junee and Temora shires were on classified roads. Both Bland and Coolamon had a significant number of crashes on state highways

Addressing these issues is ongoing and involves the cooperation and active participation of council's Road Safety Officer, councillors, and council management, TfNSW, NSW Police, NSW Community Health, schools, service organisations, the media, and the wider community. Strategies to address road safety issues using the Safe Systems Model are detailed in Section 2 of this plan.

Temora, Bland, Coolamon, Junee Shires Action Plan 2021 to 2025

Safe Systems

A Safe System is central to moving Towards Zero fatalities and serious injuries on our roads. The underlying principles of the Safe System approach are that:

- road safety is a shared responsibility.
- the human body can only withstand limited forces in a crash before this results in a fatality or serious injury.
- continuous improvements in vehicles, roads and behaviour will reduce fatalities and serious injuries.

The four elements of the Safe System approach, first used in Scandinavia, are safer people, safer roads, safer speeds and safer vehicles. We need to improve the safety of all parts of the system, so that if one part fails, the other parts will protect people from being killed or seriously injured. With all of these elements working together as a whole, the system is more forgiving of human or mechanical error and the impact of a mistake made on the road does not result in a fatality or serious injury.



Temora, Bland, Coolamon, Junee Shires Action Plan 2021 to 2025

SECTION ONE: LOCAL GOVERNMENT AREA

Temora Shire

Temora Shire is in southern New South Wales and is located 418km south west of Sydney, with Canberra a two-and-a-half-hour drive to the east, Griffith a one-and-a-half to two hour drive to the west and Wagga Wagga 88km to the south. Melbourne is 541km to the south. Temora is positioned on the most direct east-west route between Sydney and Adelaide. The Temora Shire includes the town of Temora and villages of Aria Park, Springdale. The shire covers an area of 2802km² and is boarded by Bland LGA to the north, Coolamon to the west, Cootamundra and Young to the east, and Junee to the south.



Temora Shire boundary

Temora Shire Council maintains a road infrastructure of 92.39kms of regional roads, 74.01kms of urban roads, and 304.45kms of rural sealed roads, 763.48kms of rural unsealed roads and 130.65kms of state sealed roads. Two state roads run through the shire: Burley Griffin Way and Goldfields Way. Burley Griffin Way carries inland link traffic through to Newell Highway and Hume Highway. Goldfields Way provides an inland link to Wagga Wagga and the Olympic and Sturt highways. Two regional roads also cross the shire: Mary Gilmore Way and Milvale Road.

The Australian Bureau of Statistics (2021 census) notes the population as 6033 persons 3085 females (51.1%) and 2948 (48.9%) males. The median age is 47 years. Children aged 0-14 years are 18.1 % the population and people aged from 65 years to 85 years of age is 23.3 %. The Aboriginal and Torres Strait Islander population is 3.4 % of the population and 88.8 % were born in Australia.

The most common other countries of birth are England (1.5%), Philippines (0.6%), New Zealand (0.3%), India and Germany (0.4%). There are 2764 people in the labour force and 57.6 % are employed full-time, 33.4 % part-time and 2.9 % unemployed.

The most common methods of travel to work for employed people are car, as driver (63.7%), work from home (11.6%) and walked (6.9%). Most private dwellings have two registered motor vehicles (34.4 %) followed by one registered motor vehicle (33.3%).

The Temora Shire area has a variety of agricultural industries including wheat, canola, and sheep. Of the employed people in Temora Local Government Areas, 11% worked in Sheep, Beef Cattle and Grain Farming. Other major industries of employment included Supermarket and Grocery Stores 3.5%, Local Government Administration 3.4 %, and Aged Care Residential Services 3.6 %.

Temora, Bland, Coolamon, Junee Shires Action Plan 2021 to 2025

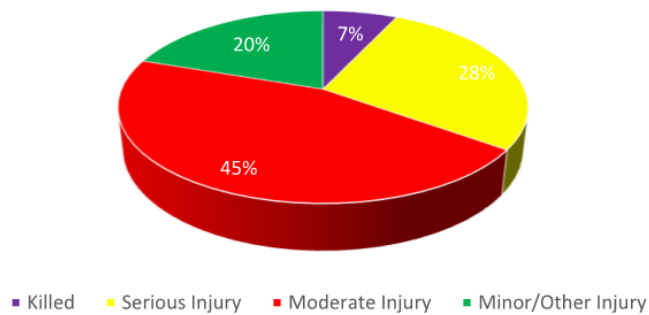
Crash data analysis

Sixty-Two crashes that occurred in the Temora shire from 2018 - 2022 resulting in 86 casualties (six fatalities and 57 injured persons).

The 62 crashes involved the crash movements: ‘off path, straight on (23), off path, on curve (16).

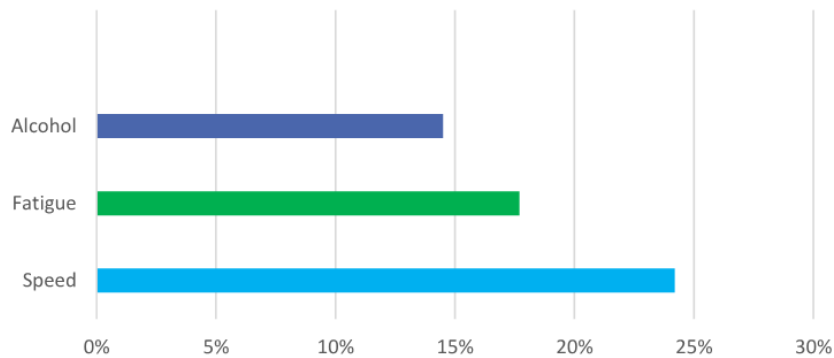
11 crashes involved fatigue, 7 involved alcohol and 15 involved speed.

**Casualties
(2018 -2022)**



Fatigue and speed were the number one contributing factors involved in crashes within the Temora LGA at a combined 42.0%. Alcohol was a factor in 14.5% of crashes.

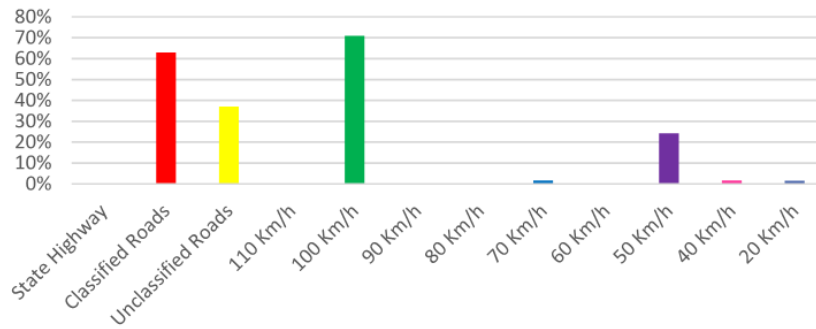
**Behavioural Factors Involved in
Crashes (2018-2022)**



Temora, Bland, Coolamon, Junee Shires Action Plan 2021 to 2025

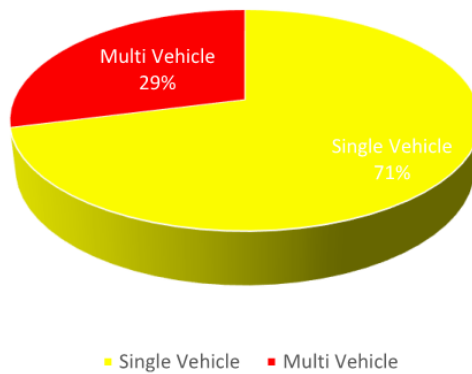
Road classification and speed limits involved in crashes:

Road Classification and Speed (2018-2022)



The most common collision type is single 71% and the vehicles involved in crashes are cars 53.2% (33), (light truck 33.9% (21), heavy vehicle 16.1% (1), motorcycle 8.1% (5) and pedal cycle 3.2% (2).

Collision Type (2018-2022)



Temora, Bland, Coolamon, Junee Shires Action Plan 2021 to 2025

The crash movements involved in crashes were (2018-2022):

Pedestrian	3
From Adjacent Direction	3
From Opposing Direction	1
From Same Direction	7
Manoeuvring	6
On Path	1
Off Path, straight on	23
Off Path, on curve	16
Miscellaneous	1

When considering weather, road surfaces, natural lighting, and days of the week on crashes:

- Fifty-Five (88.7%) of the crashes occurred on a dry surface.
- Thirty-Nine (62.9%) happened during daylight.
- Forty-Four (71.0%) of the crashes happened on a weekday.
- Friday & Wednesday were the two days that had the most crashes, 11 (17.7%).
- Eighteen (29%) occurred on the weekend.

School holiday periods involving the most crashes was over the June/July period with 9.7%.

Combined crashes during December and January school holidays is 9.6%.



Temora, Bland, Coolamon, Junee Shires Action Plan 2021 to 2025

Bland Shire

Bland Shire is located on the northern fringes of the Riverina region of New South Wales. West Wyalong is the major centre and is situated on the intersection of the Newell and Mid-Western Highways and within a 160-kilometre radius of Wagga Wagga, Griffith, Forbes, Parkes, and Cowra, while Canberra is within 300 kilometres. The villages of Ungarie, Barmedman, Weethalle, Tallimba, Naradhan, and Mirrool are in the shire.

The shire covers 8560km² and is bordered to the west Carrathool, to north by Lachlan and Forbes, to the east by Weddin and Young,



Bland Shire boundary

and to the south by Temora, Coolamon, and Narrandera. Bland Shire is located 593 kilometres north of Melbourne, 483 kilometres west of Sydney, 256 kilometres from Canberra and 163 kilometres from Wagga Wagga. There is a total of 3249.1kms of local, regional and state roads within the shire which is made up of 878.51km of sealed roads, 2370.54km of unsealed roads, and 23.94km of urban roads. Two state highways run through Bland Shire; the Newell Highway which carries inland link traffic to Queensland, Victoria and South Australia, and the Mid-Western Highway which carries inland link traffic from the Sturt Highway between South Australia and Queensland.

The Australian Bureau of Statistics (2021 census) notes the population as 5547 persons with 50.3% male and 49.1 % female. The median age is 43 years. Children aged 0- 14 years are 19.5 % of the population and people aged from 65 years to 85% is 19.7 %. The Aboriginal and Torres Strait Islander population is 5.7 % of the population. Some 84.3 % of people were born in Australia and most common other countries of birth were England (1.1%), New Zealand (0.7%), Papua New Guinea (0.4%), India (0.3%), Philippines (0.7%) and South Africa (0.5%).

There were 2623 people in the labour force with 61.3 % are employed full-time, 29.4 % employed part-time and 2.9 % unemployed. Of the employed people, 14.6 % work in sheep, beef, cattle and grain farming. Other major industries of employment include metal ore mining (10.6%), local government administration (4.0%), and sheep farming specialist (2.9 %). Pace Farm, AWB and Bland Shire Council are the shire's other major employers.

The most common methods of travel to work for employed people are car, as driver (54.3%) worked from home (15.2%) and walked (6.6%). Most private dwellings have two registered motor vehicles (35.8%) followed by one registered motor vehicle (30.8%).

Temora, Bland, Coolamon, Junee Shires Action Plan 2021 to 2025

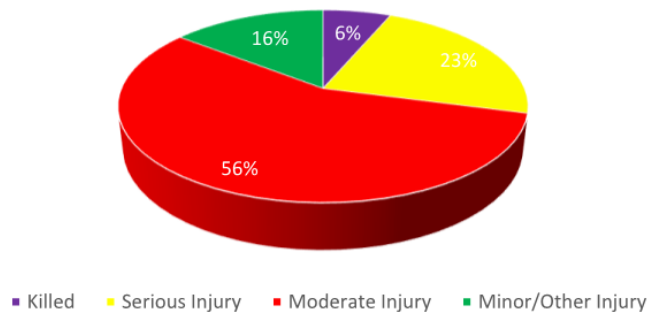
Crash data analysis

Eighty-Six crashes occurred in the Bland local LGA over the five period 2018 - 2022 resulting in 110 casualties including seven fatalities and 79 injured persons.

The 86 crashes involved the crash movements: ‘off path, straight on (38), off path, on curve (23).

20 crashes involved fatigue, 7 involved alcohol and 31 involved speed.

**Casualties
(2018 -2022)**

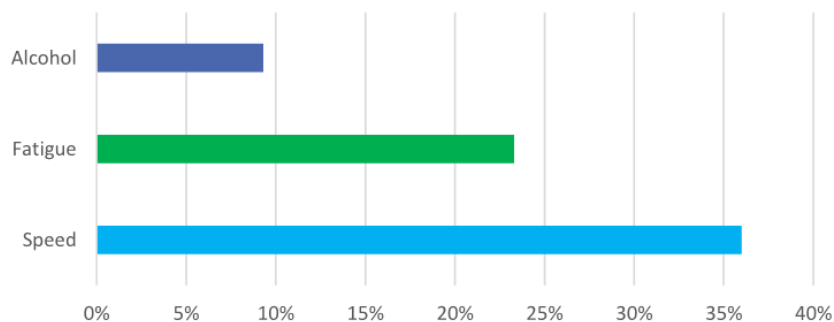


The behavioural factors involved in the fatal crashes included speed, fatigue, and alcohol.

41 of the crashes occurred on state highways, 19 in 110km/h speed zone and 44 in 100 km/h speed zone.

Speed accounted for 36.0% (31) of casualty crashes, fatigue 23.3% (20). Alcohol was a factor in 9.3% (8) of crashes.

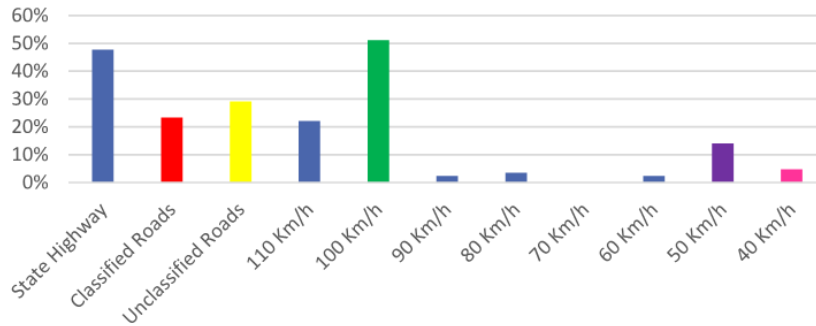
**Behavioural Factors Involved in
Crashes (2018-2022)**



Road classification and speed limits involved in crashes:

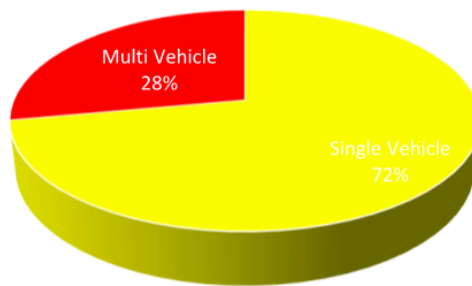
Temora, Bland, Coolamon, Junee Shires Action Plan 2021 to 2025

Road Classification and Speed (2018-2022)



The most common collision type is single (72%) and the vehicles involved in crashes are cars (48.8%), light truck (32.6%), heavy vehicle (24.4%), motorcycle (9.3%) and pedal cycle (1.2%).

Collision Type (2018-2022)



■ Single Vehicle ■ Multi Vehicle

Temora, Bland, Coolamon, Junee Shires Action Plan 2021 to 2025

The crash movements involved in crashes were:

Pedestrian	0
From Adjacent Direction	1
From Opposing Direction	2
From Same Direction	11
Manoeuvring	4
On Path	6
Off Path, straight on	38
Off Path, on curve	23
Miscellaneous	0

When considering weather, road surfaces, natural lighting, and days of the week on crashes:

- 79.1% of the crashes occurred in fine weather.
- 84.9% occurred on a dry surface.
- 58.1% happened during daylight.
- 66.3% of the crashes happened on a weekday.
- 33.7% occurred on the weekend.

Combined crashes during December and January school holidays is eight (9.3%)

Temora, Bland, Coolamon, Junee Shires Action Plan 2021 to 2025

Coolamon Shire

Coolamon Shire is in south-western New South Wales and is located adjacent to the Newell Highway and the Burley Griffin Way. Coolamon is situated on the railway line between Junee and Narrandera.

Coolamon shire is located 480 kilometres north of Melbourne, 506 kilometres south-west of Sydney, 264 kilometres west of Canberra, and 40 kilometres north-west from Wagga Wagga. Coolamon shire consists of the townships of Coolamon, Ganmain and Ardlethan, and the villages of Marrar, Matong, and Beckom. The town's economy is based on a combination of agriculture, tourism, boutique shopping, and events and festivals.



Coolamon Shire boundary

The shire covers an area of 2433km² and is bordered to the west by the LGA of Narrandera, to the north by Bland and Temora, to the east by Junee, and to the south by Wagga Wagga.

Coolamon Shire Council maintains a road infrastructure of 146.26kms of regional roads, 98.13kms of urban roads, 251.07km of rural sealed roads, 748.40kms of rural unsealed roads and 9.98kms of state sealed roads. There is only a small section of a state highway (9.98km) running through Coolamon, however its proximity to Wagga Wagga means that regular traffic between the two towns is increased as Coolamon residents travel to Wagga Wagga daily for employment. The closest state road is Goldfields Way.

The Australian Bureau of Statistics (2021 Census) notes the population as 4393 persons with 49.3% male and 50.7% female. The median age is 44 years. Children aged 0-14 years are 19.7% of the population and people aged from 65 years to 85 years of age is 20.6%. The Aboriginal and Torres Strait Islander population comprises of 5.6% of the population. 88.4% of people are born in Australia and the most common other countries of birth are England (1.3%), New Zealand (0.6%), Netherlands (0.3%), South Africa (0.2%) and Northern Ireland (0.1%).

There were 2052 people in the labour force and 58.3% were employed full-time, 29.7% part-time and 3.5% were unemployed. The most common occupations are managers (23.1%), professionals (13.4%), technicians and trades workers (13.0%), labourers (9.7%), and community and personal service workers (13.7%).

The most common methods of travel to work for employed people are car, as driver (63.5%), worked from home (13.5%) and walked (5.3%). Most private dwellings have two registered motor vehicles (35.9%) followed by one registered motor vehicle (29.1%).

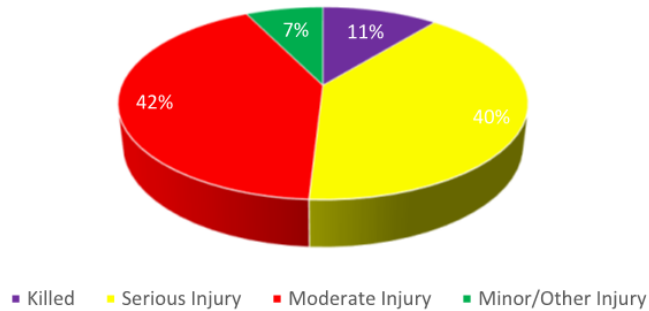
Temora, Bland, Coolamon, Junee Shires Action Plan 2021 to 2025

Crash data analysis

Thirty-seven crashes occurred in the Coolamon LGA over the five period 2018 - 2022 resulting in 55 casualties including four fatalities.

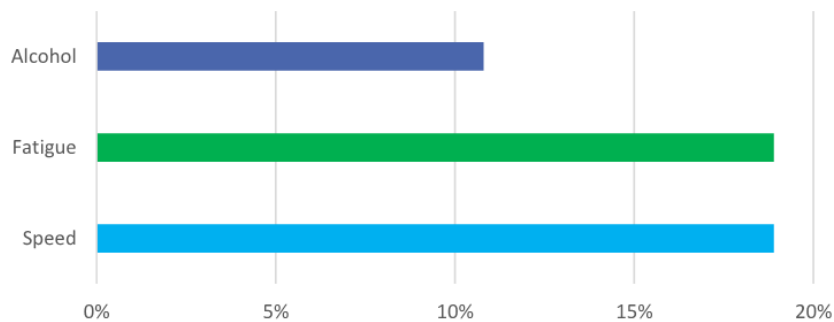
The 37 crashes involved the crash movements: 'off path, straight on (15), off path, on curve (6).

Casualties (2018 -2022)



Speed was involved in 18.9% (seven) of crashes, fatigue 18.9% (seven) and alcohol 10.8% (4).

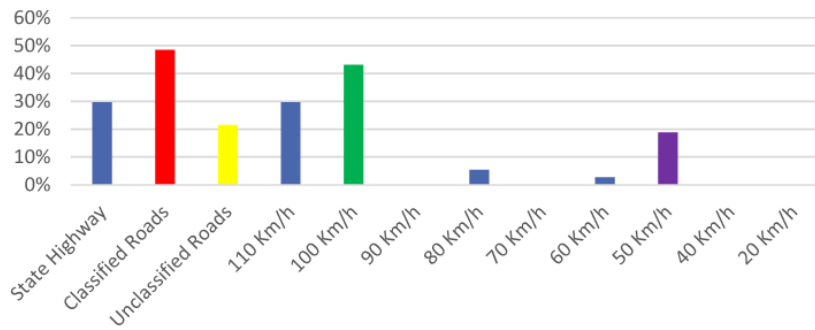
Behavioural Factors Involved in Crashes (2018-2022)



Temora, Bland, Coolamon, Junee Shires Action Plan 2021 to 2025

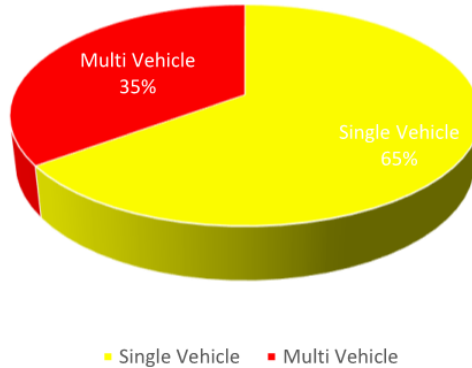
Road classification and speed limits involved in crashes:

Road Classification and Speed (2018-2022)



The most common collision type is single 24 and the vehicles involved in crashes are cars (23), light truck (8), heavy vehicle (7), motorcycle (3) pedestrian crash (1) and pedal cycle (2).

Collision Type (2018-2022)



Temora, Bland, Coolamon, Junee Shires Action Plan 2021 to 2025

The crash movements involved in crashes were:

Pedestrian	1
From Adjacent Direction	3
From Opposing Direction	1
From Same Direction	3
Manoeuvring	5
On Path	1
Off Path, straight on	15
Off Path, on curve	6
Miscellaneous	2

When considering weather, road surfaces, natural lighting and days of the week on crashes:

- 81.1% of the crashes occurred in fine weather.
- 94.6% occurred on a dry surface.
- 59.5% happened during daylight.
- 70.3% crashes happened on a weekday.
- 29.7% occurred on the weekend.

January school holiday periods had the most crashes, 8 (21.6%) each.



Temora, Bland, Coolamon, Junee Shires Action Plan 2021 to 2025

Junee Shire

Junee Shire is in southern New South Wales and is located adjacent to the Olympic Way and the main south railway line. It is located 491 kilometres north of Melbourne, 438 kilometres south-west of Sydney, 222 kilometres west of Canberra, and 38 kilometres from Wagga Wagga. Junee consists of the township of Junee and the villages of Bethungra, Illabo, Wantabadgeri, Harefield, Old Junee, Junee Reefs and Dirnaseer.

The shire covers an area of 2030km² and is bordered to the west by Coolamon Shire, to the north by Temora Shire, to the north east and south east by Cootamundra-Gundagai Regional Council, and to the south by the City of Wagga Wagga.



Junee Shire boundary

Junee Shire Council maintains a road infrastructure of 44kms of regional roads, 81kms of urban roads, 471kms of rural sealed roads, 328kms of rural unsealed roads and 84kms of State sealed roads. The Olympic Highway runs through Junee and the Goldfields Way runs near Junee Shire carrying inland link traffic to Wagga Wagga and links to the Hume Highway for traffic to Sydney and Melbourne.

The Australian Bureau of Statistics (2021 census) notes the population as 6415 persons. Of these 57.1 % are male and 42.9 % female. The median age is 41 years. Children aged 0-14 years are 16.5 % of the population and people aged from 65 years to 85 years of age is 28.7%. The Aboriginal and Torres Strait Islander population is of 4.5 % and 85.0% of people were born in Australia.

The most common other countries of birth are England (1.4%), New Zealand (0.9%), Fiji (0.6%), China (1.4%) and Malaysia (0.6%).

There were 2629 people in the labour force and 61.2 % are employed full-time, 27.4 % employed part-time and 4.3 % unemployed. Most common occupations include, managers (18.7%), labourers (17.3%), community and personal service workers (14.0%), technicians and trades workers (12.3%), clerical and administrative workers (9.9%), and machinery operators and drivers (9.0%).

The most common methods of travel to work for employed people are car, as driver (64.4%), worked from home (12.7%) and car, as passenger (7.0%).

Most private dwellings have two registered motor vehicles (34.9%) followed by one registered motor vehicle (31.3%).

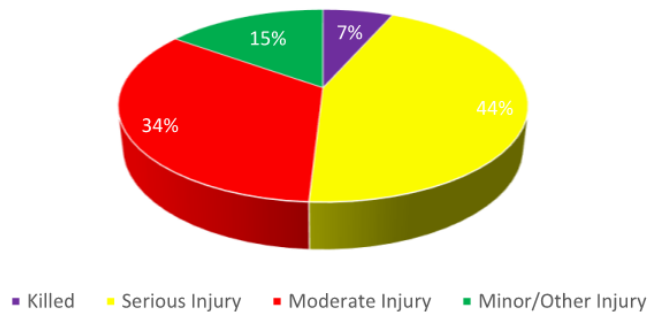
Temora, Bland, Coolamon, Junee Shires Action Plan 2021 to 2025

Crash data analysis

Seventy-three crashes occurred in the Junee LGA over the five period 2018 - 2022 resulting in 106 casualties including seven fatalities and sixty-six injured persons.

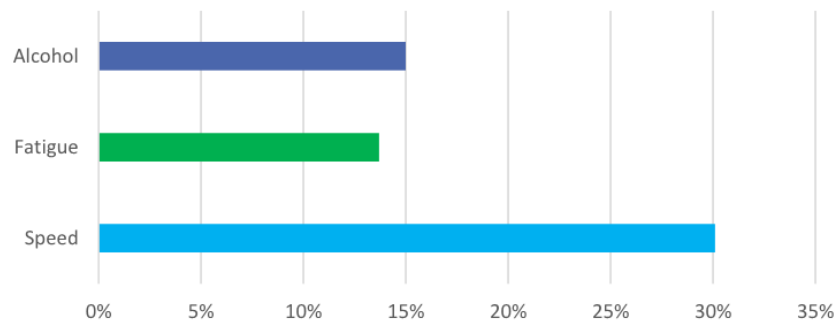
The 73 crashes involved the crash movements: 'off path, straight on (30), off path, on curve (23).

**Casualties
(2018 -2022)**



Speed was involved in 30.1% (22) of crashes, followed by fatigue at 13.7% (10) and alcohol 15.0% (11).

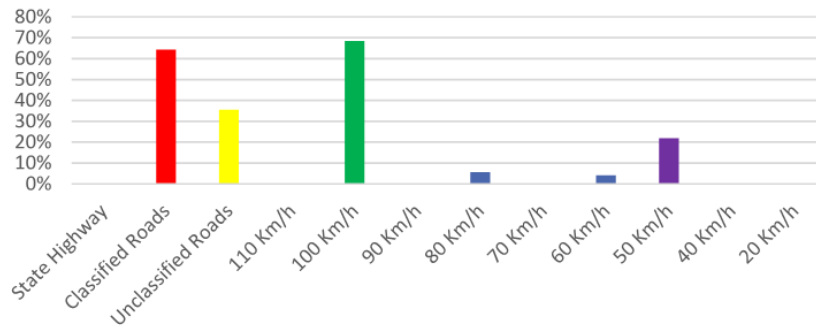
**Behavioural Factors Involved in
Crashes (2018-2022)**



Temora, Bland, Coolamon, Junee Shires Action Plan 2021 to 2025

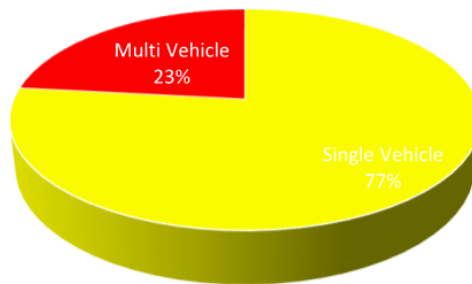
Road classification and speed limits involved in crashes.

Road Classification and Speed (2018-2022)



The most common collision type is single (56), and the vehicles involved in crashes are cars (44), light truck (18), motorcycle (11), pedestrian (3), heavy vehicle (5).

Collision Type (2018-2022)



■ Single Vehicle ■ Multi Vehicle

Temora, Bland, Coolamon, Junee Shires Action Plan 2021 to 2025

The crash movements involved in crashes were:

Pedestrian	3
From Adjacent Direction	4
From Opposing Direction	3
From Same Direction	4
Manoeuvring	0
On Path	3
Off Path, straight on	30
Off Path, on curve	23
Miscellaneous	2

When considering weather, road surfaces, natural lighting and days of the week on crashes:

- 83.6% of crashes occurred in fine weather.
- 86.3% of crashes occurred on a dry surface.
- 71.2% of crashes happened during daylight.
- 52.1% of crashes happened on a weekday.
- 47.9% of crashes occurred on the weekend.

The September/October school holiday period had the most crashes, 8 (11.0%), followed by the Easter school holiday period, six (8.2%).



Temora, Bland, Coolamon, Junee Shires Action Plan 2021 to 2025

Road Safety Information from Local Stakeholders

NSW Police

Highway Patrol indicated its concern for speeding, fatigue and drink driving and are willing to be consulted and incorporated into projects designed to tackle these local issues.

Police noted that state highways, particularly the Newell Highway, Goldfields Way/Olympic Highway and Burley Griffin Way remain a concern for the number of road crashes

Non-compliance with seatbelt wearing has also been noted as an emerging trend, along with driver distraction (mobile phone usage) and driver drug detection.

Schools

Schools within Temora, Bland, Coolamon, and Junee shires actively work with the Road Safety Officer to promote:

- safe school zones
- safe behaviour by parents and students travelling to and from school.
- safe road use behaviours by students outside school hours

Schools and school bus operators liaise with the Road Safety Officer to advise road safety problems, to seek assistance in conjunction with support from the NSW Department of Education Road Safety Education Consultant with road safety programs they are delivering, and also to promote road safety through their newsletters. REROC and local government work in conjunction with TfNSW and each school to provide safety around school information and Kindy Kits.

Partners and stakeholders

The Road Safety Officer will partner with a range of partners and stakeholders to implement and promote road safety initiatives across the shires including:

- delivery mobility scooter and road rules refresher workshops in each shire in conjunction with service providers such as the Allied Health Stepping on Programs, local government Home And Community Care (HACC), and Murrumbidgee Local Health District community nurses
- attend community meetings including the Temora Police and Community Committee (TPCC), Temora Business & Enterprise Group (TBEG), Newell Highway Taskforce (NHTF), Traffic Committee Meetings and West Wyalong Community Police Safety Precinct Committee (WWCPSPC)
- provide current information about correct use of child restraints to family day care and preschools within each shire
- meet annually with bus operators in all shires to identify and address their road safety issues and liaising as needed to address issues of concern to them.

Additional stakeholders include:

- Local bus operators
- Local schools and their parent's groups
- Cycling groups and other cycling enthusiasts
- Community organisations such as Progress Associations, Lions Club, Rotary, Probus, SES
- Town committees and Village 355 committees
- Community Transport
- Community Health nurses and occupational therapists
- Local driving instructors and local organisations
- Local clubs and pubs
- NSW Health

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- Council Youth Officer
- Men's Sheds
- Country Women's Associations (CWA)

SECTION TWO: Council Strategic Plans

All four councils have a Community Strategic Plan that identifies as a priority the need for a safe and accessible shire in which to travel.

- [Temora Shire Council Community Strategic Plan 2030](#)
- [Bland Shire Council Community Strategic Plan 2020 - 2024](#)
- [Coolamon Shire Council Community Strategic Plan](#)
- [Junee Shire Council Community Strategic Plan](#)

Items of action within strategic plans include:

- work in partnership with key stakeholders to improve road infrastructure for vehicle and pedestrian access.
- maintain and improve general vehicle and pedestrian access within the shire.
- maintain major roads and highways to facilitate safe travel throughout the shire.
- facilitate the maintenance of rural road networks that support the agricultural sector.
- prioritise the sealing and maintenance of roads with support being given to school bus routes, high traffic routes and major truck routes.
- support safe and accessible travel to and from school for children and their families.
- continue to plan, improve, and extend the walking and bicycle paths, particularly to sites of community and tourist interest.
- plan expansion of road network to support heavy vehicle access including road trains.
- review future infrastructure requirements to facilitate community and public transport, and access to health services in consideration of ageing demographics.
- ensure that speed limits are enforced, especially in our rural communities as well as the heavy traffic areas.
- develop and implement of a Road Strategic Plan that contributes to making travel throughout the shire(s) easier and safer; contributing to address road trauma on shire roads by participating in road safety education and efficient use and planning of the road network as part of its strategic objective to improve the safety of people on shire roads.
- implement road safety programs in cooperation with TfNSW to encourage and educate safe and responsible practices - particularly across the four main contributing behavioural factors.
- ensure employment of RSO in the four shires
- enhance our reputation as a place to live and work through improving our transport network.

In addition, the Road Safety Strategic Plan – Temora, Bland, Coolamon, and Junee (2021 - 2025) Mission Statement is: *“Reduce the number and severity of crashes in our shires by addressing local road safety issues and community concerns”*.

Temora, Bland, Coolamon, Junee Shires Action Plan 2021 to 2025

Road Safety Officer Projects – 2024 - 2025

After reviewing all operational, delivery and community strategic plans, the Road Safety Officer will deliver the following road safety programs in partnership with the Local Government Road Safety Program over the 2024 -2025 financial years.

Alcohol – What’s Your Plan B?

Support TfNSW drink driving Plan B campaigns with media releases, social media, and promotional material including brochures, banners, and promotional giveaways. Continue to promote the message that drink driving is not acceptable and drivers need to plan their night out and have a Plan B in place. This project includes the Win A Swag Campaign, which aims to promote conversations around making safe choices in getting home after consuming alcohol, other than driving.

From 2018-2022, alcohol related crashes affected all four shires including Temora (15%), Junee (15%), Bland (9%) and Coolamon (11%). Continuing to promote the 'Don't Drink and Drive' message is essential to keep the conversation going about making safer choices when out and about consuming alcohol, highlighting the dangers of drink driving, as there are still some who choose to get behind the wheel and drive after drinking. The aim of the project is to educate the community to make safer choices to get home after consuming alcohol, through positive messaging and conversation.

Helping Learner Drivers Become Safer Drivers

Conduct learner supervisor workshops targeted at providing supervising drivers with strategies to create safer drivers through education. Provide teaching strategies to supervisors and increase the awareness of the importance of them as ‘teacher’ in the process. Support campaigns with media releases, social media, school newsletters, youth community groups, advertising, and promotional material including brochures and promotional giveaways.

The first year of solo driving (Provisional licence 1 and 2) is the highest risk phase of a driver’s life. With their relative inexperience, they also face a higher risk of being involved in a crash. Despite making up only about 15 per cent of all NSW licence holders, the crashes that involve younger drivers (aged under 26 years) account for almost a quarter of annual road fatalities. Please find attached the graph for 17 - 25 years involved in crashes in the four LGA's. The goal of this project is to provide the supervisors of learner drivers the knowledge, skills and confidence necessary to guide learner drivers to become safer drivers and reduce the likelihood of them becoming a statistic.

Older Drivers & Pedestrians

Collaborate with stakeholder groups to deliver 65+ presentation creating a discussion around road rules, license changes, safe driving, and mobility scooter safety. Identify transport options other than driving and provide information on pedestrian safety. Provide information and discussion on ANCAP ratings and the value of selecting the highest ANCAP vehicle affordable. Promote safer vehicle choices. These workshops will provide information regarding Top Ten Misunderstood Road Rules, pedestrian safety for the 65+, safe use of mobility scooters and road rules associated with mobility scooter use. The workshop will provide advice and safety tips for the people in our community aged 65 or over to help them make safer choices when out and about on our road and footpath network.

Speed - Speeding on Local Roads (October Long Weekend)

This project aims to educate residents and visitors from surrounding LGA's via VMS, supported by social media campaigns and print media releases and promote the message 'Speeding is never Okay'. This campaign will also reinforce the Towards Zero message that any death or serious injury on our roads is one too many and that we all need to work together towards achieving a zero road toll through 65+ and HLDBSD presentations and any Toolbox Talks given across the four LGA's and utilise resources such as social media, council websites, newsletters, traffic counts, police enforcement for support, focussing on

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identified speed related crash site, including state highways, regional and local roads, double demerit point periods.

Speed & Fatigue – Don't Trust Your Tired Self (Easter Long Weekend)

This project aims to educate residents and visitors from surrounding LGA's via VMS, supported by social media campaigns and print media releases and promote the message 'Don't Trust Your Tired Self'. This campaign will also reinforce the Towards Zero message that any death or serious injury on our roads is one too many and that we all need to work together towards achieving a zero road toll through 65+ and HLDBSD presentations and any Toolbox Talks given across the four LGA's and utilise resources such as social media, council websites, newsletters, traffic counts, police enforcement for support, focussing on identified fatigue related crash site, including state highways, regional and local roads, double demerit point periods.

Conduct fatigue campaigns (Don't Trust Your Tired Self). Expand delivery of fatigue messages to strategic community groups, council staff, local businesses and local government information sites. Support existing Driver Reviver sites with media releases and Variable Messaging Signs (VMS). Support campaigns with media releases, social media, and promotional material including brochures, banners.

Caravan Weigh Day

Caravanning is more popular than ever in Australia, and we are seeing emerging trends through crash statistics that there is a need to address these safety concerns through education and collaboration with key stakeholders to ensure a decrease in death and serious crash incidences.

As of 2021, there are now 772,598 RV registrations in Australia. There are now nearly 182,674 caravans registered in NSW. This is an increase from the 154,000 registered in 2019, a 18.6% increase. In 2021, there were 3.6 million domestic trips and 13.1 million nights in NSW. The state received the most caravan and camping visitors in Australia - 80% of these trips to NSW were intrastate.

From 2018 to 2022, Caravanners made up 28% (88 / 315) of all crash's involving a light vehicle towing a trailer. Please note breakdown of number of crashes for each towing type:

- o Smaller Trailer – 123 (39%)
- o Caravans – 88 (28%)
- o Box trailer – 63 (20%)
- o Boat trailer – 27 (9%)
- o Horse floats – 15 (5%)
- o Large trailers – 3 (1%)

Of those 88 crashes (2018-2022) involving caravanners there were 42 casualties. Those casualty injuries are graded as per the following:

- o Killed – 0 (0%)
- o Seriously Injured – 11 (25%)
- o Moderately Injured – 23 (53%)

Temora, Bland, Coolamon, Junee Shires Action Plan 2021 to 2025

- o Minor / Other – 18 (43%)

Caravan towing casualty rate ranks 2nd on the list of light vehicles towing type where a crash has occurred:

- o Smaller Trailer – 46 (35%)
- o Caravans – 42 (32%)
- o Box trailer – 27 (20%)
- o Boat trailer – 9 (7%)
- o Horse floats – 7 (5%)
- o Large trailers – 1 (0.75%)

As noted above, with an increase to caravan purchases, we have also seen an increase in crashes involving caravans since 2020:

- o 2020 - 9
- o 2021 - 16
- o 2022 - 20

In one of the four shires councils, a weighing day is designed to provide education and practical advice around how to correctly load a trailer or caravan, tyre safety, safe towing speeds, braking and stopping distances.

Off the Field Road Safety

Many sporting athletes in regional NSW must travel long distances to each game and sometimes training. When either training or playing, their bodies become very tired, and their decision making can be affected. This project would aim to ensure athletes are educated on the importance of fatigue management and to encourage all athletes to plan a head when travelling long distances. We'd also look to encourage sporting clubs to have buses available for players to reduce risk.

Sporting clubs also host a number of social events each season that involve drinking. This project would discourage drink driving and educate the athletes against driving after drinking. Many may still be dehydrated from their game or training so it's important they understand the dangers of drinking when in this state. Each town has one of the following team sports:

- o Rugby League/League Tag
- o AFL/Netball
- o Rugby Union
- o Soccer

Temora, Bland, Coolamon, Junee Shires Action Plan 2021 to 2025

Farmers – Pre-Cropping Sessions

All Four Shires are heavily reliant on agriculture. The goal of this project is to better educate our farming community to the dangers of a heavy vehicles. Many farmers may only drive these types of vehicles during sowing and harvest time. Our local farmers may not be across all the rules & regulations when driving these vehicles. In each Shire Council, agriculture businesses hold "pre-cropping" sessions with their clients. These sessions are held at a local venue where agronomists discuss the upcoming cropping season and the support their business can provide. Some of these sessions will see 40 - 50 farmers attend. RSO to attend each pre-cropping session to discuss speeding, fatigue, drink driving and the dangers of driving a heavy vehicle during peak periods such as sowing and harvest. RSO to engage with National Heavy Vehicle Regulators to also attend to provide information such as licensing, road rules, registration, servicing, and expectations from the NHVR.

Additional Projects

The following is a list of additional projects that can be/are supported by the RSO for local council in conjunction with NSW Centre for Road Safety and TfNSW.

- Fatality Free Friday Campaign
- Road Rules Awareness Week
- Bus Safety Awareness Week
- National Yellow Ribbon Road Safety Week
- TfNSW Heavy Vehicle Forum
- Rural Road Safety Month
- Stepping On Program
- Maintain RSO Facebook page.

Traffic Committee Meetings

Assist local traffic committees for each council as determined by each council. This may include minute taking, report preparation, follow up activities, crash analysis, and site inspections.

4.5 SAFER LOCAL ROADS AND INFRASTRUCTURE PROGRAM (SLRIP) - TRANCHE 1 APPLICATIONS

File Number: REP24/744
Author: Engineering Technical Officer
Authoriser: Engineering Asset Manager
Attachments: 1. Guidelines

REPORT

Funding of at least \$200 million per year is available under the Australian Government's Safer Local Roads and Infrastructure Program (SLRIP). Applications are currently open for Tranche 1 from 1 July to 30 September 2024. The Program has been created as part of the Australian Government's commitment to strengthen investment to support the delivery of safer and more productive roads across Australia.

Eligibility Criteria

Projects must meet all eligibility requirements detailed below:

- Directly address one or more focus areas:
 - Road safety
 - Productivity
 - Bridge renewal
 - Road resilience
 - Road sustainability
 - Heavy vehicle rest area
- Be for construction on an existing or proposed road
- Be on a public road
- Be a whole and complete project

A more comprehensive description of the program is included in the attached SLRIP Guidelines document.

Financial Contribution

For projects submitted by LGAs, the Program will contribute up to 80% of the total project cost for projects located in regional and remote areas, and up to 50% of the total project cost for projects located in urban areas, up to the cap of \$5 million per project.

Proposed Projects

PROJECT	PRIORITY (1H-5L)	PROJECT COST ESTIMATE
Morangarell Road Concrete Causeway upgrade (Shoards)	1	\$750,000 - \$1,000,000
Bundawarra Road, Seg 2 & 3 Resheet (9.95km) <i>Note: Reduce width and consider Seg 2 sealing.</i>	1	\$500,000
McLeods Lane Concrete Causeway Renewal (Mirrool Creek)	1	\$900,000 -

		\$1,200,000
Fergusons Road Concrete Causeway Upgrade	2	\$600,000 - \$800,000
Mortons Road Gravel Causeway Upgrade	2	\$250,000 – 350,000
Twynam Street, Seg 6 & 7 (Polaris St to Rail X) SHD Construction & Alora Entrance Intersection	2	\$600,000 - \$800,000
Back Mimosa Road, Seg 3 Initial Sealing (770m)	3	\$400,000 - \$450,000
Bundawarra Road, Seg 2 Initial Sealing (1400m)	3	\$700,000 - \$800,000

COMMITTEE RESOLUTION 70/2024

Moved: Cr Jason Goode

Seconded: Cr Belinda Bushell

That the Committee recommend to Council that Council prepare applications for funding under the Safer Local Roads and Infrastructure Program (SLRIP) for the Morangarell Road concrete causeway upgrade, McLeod's Lane concrete causeway renewal and Fergusons Road concrete causeway upgrade.

CARRIED

Report by Amanda Colwill



Australian Government
Department of Infrastructure, Transport,
Regional Development, Communications and the Arts

Guidelines

Safer Local Roads and Infrastructure Program

June 2024

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1 About the Guidelines

These Guidelines outline the eligibility criteria, application process and certain administrative requirements for the Safer Local Roads and Infrastructure Program (the Program), including the Heavy Vehicle Rest Area (HVRA) initiative.

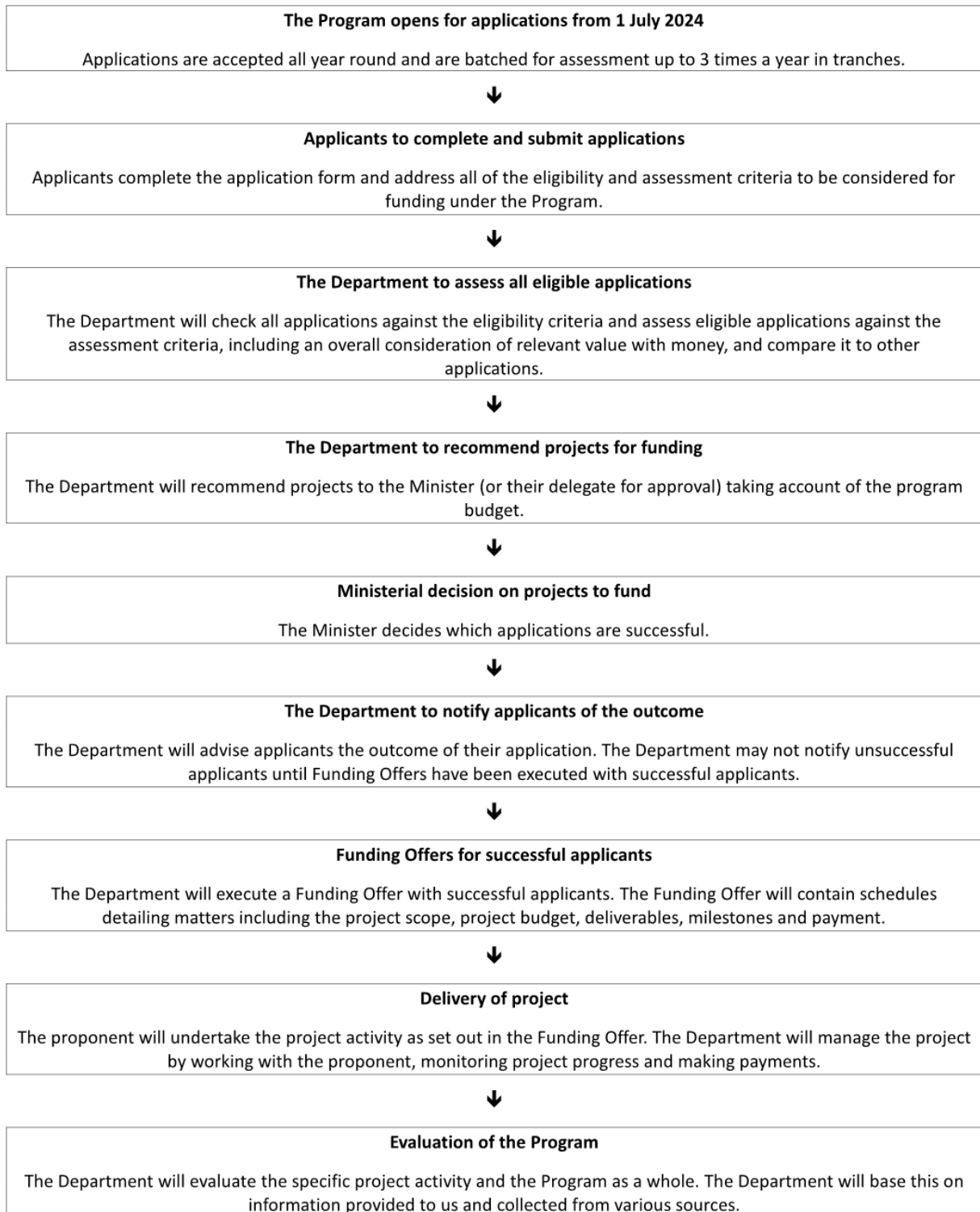
The Program is governed by and administered under the following instruments (as in force or implemented from time-to-time):

- The *National Land Transport Act 2014* (Cth) (NLT Act);
- The Intergovernmental Agreement on Federal Financial Relations (FFR);
- the Federation Funding Agreement – Infrastructure (FFA) and Land Transport Infrastructure Projects Schedule (LTIP Schedule);
- These Guidelines.

The Program is a sub-program for the purposes of the LTIP Schedule. Projects under this Program are administered under the NLT Act, and payments for this Program are made to States and Territories under the FFA and LTIP Schedule, including where the applicant is a Local Government Authority (LGA). The Guidelines should be read subject to the NLT Act, and in conjunction with relevant sections of the FFR, FFA and LTIP Schedule.

A glossary of common terms can be found on page 27 of the Guidelines.

1.1 Processes for the program



1.2 About the Program

The Program commences from 1 July 2024 to provide funding for projects to address current and emerging priorities in road infrastructure needs.

The Program has been created as part of the Australian Government's commitment to strengthen investment to support the delivery of safer and more productive roads across Australia.

The Program is an application-based merit-assessed funding program, open to all state and territory governments and LGAs. Applications must directly address at least one of the Program's focus areas which are linked to priorities in road infrastructure needs. The focus areas are road safety, productivity, bridge renewal, road resilience, road sustainability and heavy vehicle rest area.

As the Program has been designed to give flexibility to address current and emerging road infrastructure needs, although proponents may apply for any focus area all year round, the Australian Government may from time to time choose to seek applications that address only one specific focus area as priorities emerge. For example, a tranche may only be open to applications for the replacement of timber bridges across the local road network. In addition, it is anticipated that the focus areas outlined above may be updated to accommodate future infrastructure priorities as they are identified. These changes will be communicated to proponents in advance of the tranche opening for applications.

The Program consolidates the Bridges Renewal Program (BRP) and Heavy Vehicle Safety and Productivity Program (HVSPP) into a single program, and includes additional new focus areas. Existing approved BRP and HVSPP projects will continue to be delivered under the Program until they are completed, in accordance with the guidelines and funding agreement under which they were approved.

Although the existing guidelines and funding agreement will remain in force, to streamline reporting processes under the Program, BRP and HVSPP projects will move to quarterly reporting as outlined in these Guidelines.

1.3 The HVRA initiative

The HVRA initiative is a funding stream to support the construction of new and upgraded heavy vehicle rest areas. In line with the forecasted growth in truck freight over the coming decades, the HVRA initiative aims to improve road safety for heavy vehicle drivers and other road users through addressing the shortage of heavy vehicle rest stops in locations of need. The initiative provides \$140 million of Australian Government funding over 10 years, to 2032-33.

The HVRA initiative sits under the Program with its own separate funding stream and focus area. Applications under the HVRA initiative are required to meet all requirements under the Program, directly address the Heavy Vehicle Rest Area focus area, as well as additional HVRA-specific requirements as outlined in [Appendix A](#).

Eligible applications under the HVRA initiative will be considered for funding under both the HVRA initiative and the Program, and be funded through the HVRA initiative within its budget limit in the first instance.

2 Eligibility criteria

This section outlines the eligibility criteria for applications under the Program. The Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the Department) will only consider applications that satisfy all eligibility criteria.

2.1 Eligible applicants

Applications can only be made by state and territory governments and LGAs.

Applications in partnership with other government and non-government entities must have a lead applicant from a state or territory government, or LGA.

2.2 Eligible projects

Projects must meet all eligibility requirements detailed in this section.



2.2.1 Directly address one or more focus areas

Projects must directly address one or more of the focus areas in the table below. These focus areas relate to priorities in road infrastructure needs.

Applications under the HVRA initiative must address the Heavy Vehicle Rest Area focus area (at a minimum).

Focus Areas	Objectives
Road safety	To improve road safety across Australia for all road users (including heavy vehicle users) through the improvement of road infrastructure.

Focus Areas	Objectives
	<ul style="list-style-type: none"> Projects based on safety considerations and strategic alignment with existing plans (including safety plans, road safety audits and infrastructure asset reports), advocating for a systemic approach to road safety to maximise the impact of the intervention/s should be prioritised.
Productivity	<p>To improve productivity and efficiency outcomes through connecting and improving road networks:</p> <ul style="list-style-type: none"> connecting regions, communities and major gateways, growing economies and communities, or/and improving efficiency and competitiveness of supply chains, ensuring reliable links between producers and markets.
Bridge renewal	<p>To improve access for communities and facilitate higher productivity vehicle access through the upgrade and replacement of bridges, including culverts.</p>
Road resilience	<p>To improve the resilience, including adaptation and recovery, of critical road corridors by upgrading existing road assets that are vulnerable to closure or reduced capacity, enhancing networks to achieve greater route diversity, as well as building to a higher standard where appropriate to create infrastructure which is designed to withstand and recover from disasters.</p> <p>To give consideration to future proofing infrastructure to address the impact of changes to heavy vehicle fleet, including the increased mass impacts of electric and hydrogen trucks.</p>
Road sustainability	<p>To contribute to decarbonisation goals by minimising or avoiding embodied, operational and/or enabled emissions. This can include:</p> <ul style="list-style-type: none"> Use of low or zero emission building materials, including the use of low or zero emission recycled materials or other sustainably sourced materials. Use of innovative design and construction methodologies which minimise environmental impact. Use of local supply chains to minimise emissions in transporting materials to site. Incorporation of carbon offsets. <p>In addressing this criterion, consider the lifecycle of the project and its inputs.</p>
Heavy vehicle rest Area	<p>To have the primary purpose of facilitating rest for heavy vehicle drivers at locations of need, through the construction or upgrade of heavy vehicle rest areas and amenities.</p> <p>(Refer to Appendix A for more details, including the types of eligible projects.)</p>

Examples of potentially eligible projects under the focus areas include:

- improving road safety including the realignment of roads, shoulder sealing, rumble strips, safety barriers and median changes
- widening and sealing roads to accommodate heavy vehicle access
- construction of new or upgraded heavy vehicle rest areas
- replacement and/or strengthening of bridges, culverts, and causeways
- upgrading/raising of roads to improve flood immunity
- upgrading of roads to allow for efficient emergency response times and evacuation
- additional road linkages between communities to reduce risk of isolation during an emergency
- construction of new or upgraded vehicle wash down facilities or livestock effluent disposal facilities
- construction projects that use low or zero emission building materials, including low or zero emission building materials which used recycled materials or contribute to circular economy outcomes and
- sealing a road to reduce isolation of remote communities during the wet season.

2.2.2 Be for construction on an existing or proposed road

Projects must have the primary purpose of 'construction' (as defined in section 4(2) of the NLT Act) on a road-based asset (which meets the definition of a 'road' as defined in the [NLT Act](#) and the National Land Transport Regulations 2022). Construction can include both the upgrade and/or replacement of a road-based asset. However, maintenance projects are ineligible under the Program.

Non road-based elements may be eligible under the Program if they have the primary purpose of supporting a road-based element.

Examples of eligible non road-based activities include:

- a road bridge project which includes a separate pedestrian bridge where the primary aim is to improve the road bridge, and
- a heavy vehicle rest stop with functional elements such as toilets or shade areas.

Examples of ineligible non road-based activities include:

- rail bridges, where the rail line passes under/over a roadway, and
- improvements to a livestock marshalling area as it is not associated with a road.

2.2.3 Be on a public road

Projects must be on a publicly owned road asset which is accessible to the public. Projects on privately owned roads are ineligible.

2.2.4 Be a whole and complete project

The project must be a standalone project that is not reliant on the completion of other works. Artificial divisions of a larger project into smaller projects to fit under the Australian Government funding limit will be deemed ineligible.

An example of an ineligible project is an artificial sub-division of a road sealing project into smaller projects to seal smaller sections of the same road, where each project will not be complete without the other projects.

2.3 Funding eligibility

2.3.1 Funding rules

The Program is designed to support new road infrastructure projects which cannot commence without funding support from the Australian Government. The Program will not fund projects already underway, including where tenders have been awarded, construction has already commenced or will commence ahead of an application being approved and funding offer signed.

The Australian Government will only fund activities for a project once under the Program. Applicants must not make a profit from the project. The Program must not be used to cost shift business as usual expenditure to the Australian Government.

The Program will contribute up to a maximum of \$5 million in Australian Government funding for each eligible project.

All projects will require a funding co-contribution which may be sourced from LGAs, state and territory governments, other Australian Government programs and/or private funding sources. Applicants are required to list all funding sources being used to meet their project cost contribution in the application form.

When an application is submitted all funding co-contributions must be secured and evidence of this supplied with the application. Co-contributions from other Australian Government programs must also comply with the rules and/or guidelines for that program.

For **projects submitted by LGAs**, the Program will contribute up to 80% of the total project cost for projects located in regional and remote areas, and up to 50% of the total project cost for projects located in urban areas, up to the cap of \$5 million per project.

For **projects submitted by state and territory governments**, the Program will contribute up to 50% of the total project cost for all projects, regardless of project location, up to the cap of \$5 million per project.

The definition of regional and urban is taken from the [Australian Statistical Geography Standard](#). Urban projects are those located in Major Cities of Australia and regional projects are those in any of the other remoteness categories (Inner Regional, Outer Regional, Remote and Very Remote).

The Program funds projects under the [NLT Act](#) with approved projects to be administered under the FFA and LTIP Schedule. Payments will be made to, and through, state and territory governments.

Where the applicant is an LGA, the relevant state or territory government will be the eligible funding recipient under the NLT Act, and responsible for providing the funding to the LGA. The Australian Government will not provide funding directly to LGAs.

2.3.2 Eligible and ineligible project costs

Eligible project costs are limited to those which are for 'approved purposes' in relation to a funded project in accordance with Part 3 s 20 of the NLT Act. The table below lists examples of project costs likely to be eligible and ineligible.

Eligible project costs	Ineligible project costs
<ul style="list-style-type: none"> • purchase of materials • labour hire • plant and equipment hire • construction activities • project management costs • labour costs for eligible work • ancillaries directly related to the project, such as insurance costs • land acquisition costs, but only in relation to the purchase of the land related to the project site 	<ul style="list-style-type: none"> • Maintenance/repair costs for an existing asset • approval costs for the project (i.e. planning, environment, cultural, etc) • procurement costs • preliminary project costs incurred prior to the funding offer being signed (i.e. inspections, engineering assessments, consultant fees) • business as usual expenditure that is unrelated to the project, such as training costs for staff.

2.3.3 Specific funding eligibility issues

Pre-construction design costs

Design costs are eligible for funding for design and construction projects, up to 10% of the total Australian Government funding under the Program.

For construction only projects, design costs are ineligible for funding, except in unexpected circumstances after construction has commenced, and as agreed with the Department on a case-by-case basis.

Design only projects are ineligible.

Internal costs

Subject to the NLT Act, costs which are internal to the organisation applying for funding may be included where those costs can be attributed to the project. For example, it is possible to claim the costs of a project manager already employed by an LGA, where the time spent by that person on the project can be identified. The Department may require the applicant to provide evidence to substantiate the amount it is claiming.

Internal costs which are ineligible include those not directly related to the project, such as training undertaken by members of the project team.

2.4 Project delivery timeframes

The Program funds 'construction only' projects and 'design and construction' projects, with specific timeframes for delivery for each type of project shown in the table below. Note that delivery timeframes commence from the date the Department sends out the funding offer. Proponents have 30 calendar days from the date the funding offer is sent out to complete, sign and return the funding offer to the Department.

Delivery milestone	Construction only projects	Design and construction projects
To complete design	Not applicable	Within 12 months of the funding offer being sent out
To commence construction	Within 12 months of the funding offer being sent out	Within 24 months of the funding offer being sent out
To complete construction	Within 24 months of the funding offer being sent out	Within 36 months of the funding offer being sent out

An acceptable Post Completion Report must be provided within three months of completion of construction for each project.

In the case of unforeseen factors such as adverse weather events, it may be possible to vary the timeframe for a project to up to three years for a construction only project and up to four years for a design and construct project, which must be agreed with the Department on a case-by-case basis. See [section 8](#) for more details.

3 Application process

The Program is an application-based merit-assessed funding program, open for applications all year round. Applications are batched for assessment approximately three times a year, depending on the volume of applications. The diagram below provides an overview of the process, as well as approximate timeframes for assessment and approval.

Applications accepted all year round 			
Applications are batched for assessment up to 3 times a year in tranches			
 Tranche 1	Tranche 2	Tranche 3	
 Projects checked for eligibility and assessed (up to 6 weeks)			
 Recommendation and approval process (up to 4 weeks)			
 Applicant informed of outcomes and funding offers sent out			

When submitting an application, consideration should be given to the assessment and approval timeframes if seasonal construction periods are applicable to the project.

Scenario: Determining a project commencement date for an application

Peter is putting together an application on behalf of the state government he works for. He is intending to submit the application under the current tranche which closes on 31 March. Considering the approximate 12 weeks needed for the assessment and approval processes, as well as potential weather-related project delays in the colder months of the year, Peter has planned for a project commencement date of 1 September and noted this date in the application form.

3.1 How to apply

Step 1: Check eligibility

Review the eligibility criteria in these guidelines (refer to [section 2](#)) against the proposed project to confirm it satisfies all eligibility criteria prior to submitting an application.

Tips:

- Use the eligibility checklist in the application form.

Step 2: Prepare an application

Applications must include:

- A fully completed application form, which can be downloaded from the [Department’s website](#), addressing the assessment criteria. All fields in the application form need to be completed correctly to enable the application to be assessed.
- Attachments of all information and documentation that may assist with the assessment of the application. The naming of attachments should align with the purpose of the document.

- Mandatory evidence as stated in these guidelines (refer to [section 3.2](#)) must accompany the application form.

Note that incomplete or incorrect applications may be deemed ineligible.

Tips:

- When determining project commencement and completion dates, consider timeframes for the assessment and approval of the application as well as any weather-related issues that may affect the commencement of the project, and the timeframes allowed for delivery.
- Use the prompts in the application form to assist with structuring responses.
- Provide an answer to every relevant field in the application form.

Step 3: Submit the application

All applications must be submitted through the Department's online portal unless otherwise advised by the Department. The Department may refuse to assess an application sent outside the portal.

Tips:

- If there are issues submitting an application on the portal, including attaching mandatory evidence and supporting documentation, email IMSHelp@infrastructure.gov.au for help.
- If the Department issues advice that applications can be submitted via email for a specific time period, follow that advice.

3.2 Mandatory attachment

Applications that do not include evidence of secured co-contribution(s) (mandatory attachment) cannot be assessed and will be deemed ineligible. Co-contribution funding for the project must have been secured prior to submitting the application.

- Examples of acceptable evidence include official letters and budget papers.

3.3 Assessment criteria

All applications must address the first three criteria below and provide evidence to support the responses. Applications under the HVRA initiative funding stream must also address criterion 4. The criteria are weighted equally.

Criterion 1: Strategic fit

Outline the rationale for the project, why there is a strong case for action, how it will achieve the stated objectives, and how it meets the needs of the community.

- State which focus area(s) the project aligns with and the outcomes it aims to achieve.
- Explain the case for change, including what the problems and opportunities are, and how the works will address the issue/s.
- Justify why the proposal is the most appropriate response to address the issue/s and opportunities.

- Explain how the project directly contributes to relevant national, state, territory and local government goals, objectives, policies and strategic plans.
- State if there is sufficient support for the proposal and buy-in from stakeholders and the community, noting how it responds to their needs.

Criterion 2: Project impact and benefits

Demonstrate the social, economic and environmental value of the project with evidence-based analysis. This includes direct project benefits as well as benefits during the construction of the project.

- Explain if and how the proposal provides social benefits, including improving the quality of life for users, providing safety and accessibility benefits and/or advancing equity for Indigenous Australians and vulnerable communities.
- Explain if and how the proposal provides economic benefits, including productivity and efficiency benefits, employment benefits and regional significance benefits.
- Explain if and how the project will impact the environment and if a plan is in place to manage any adverse impacts.

Criterion 3: Project deliverability

Demonstrate the capability and capacity to deliver the project, including mitigating identified risks.

- Outline the plan to deliver the project by its proposed timeframes.
- Detail the skills, capacity and experience of those being engaged to deliver the project.
- State if the required approvals to deliver the project successfully have been obtained, including development, cultural and environmental approvals. If they have not been granted, outline when they will be sought and expected timeframe for approvals.
- State if land acquisition and/or the relocation of utilities is required, and if consent has been provided. If it has not been provided outline when it will be sought and expected timeframe for consent to be granted.
- Explain the size and adequacy of the project budget, including allowances for contingency.
- Outline the governance and how it is appropriate for successful delivery of the project.
- Outline the procurement model for the project and how it may contribute to wider outcomes (listed under [section 13](#)) as well as deliver value of relevant money.
- Outline project risks and mitigation strategies, including where there may be project delays, cost overruns and/or changes in scope.

Criterion 4 (HVRA-specific only): Improvement to the Heavy Vehicle Rest Area network across Australia

Demonstrate how the project improves the usability or capacity of the rest area network across Australia in a way that is fit for purpose, and meets the needs of truck drivers for the specific location proposed.

- Provide information on the current and future maximum vehicle sizes the site will cater for (only for formal rest areas).
- Provide information if the site will have separate parking areas for the different types of traffic and the signage that will be installed (only for formal rest areas).

- Detail the ongoing maintenance plan for the asset (only for formal rest areas).
- Provide information about the closest alternative facilities to the proposed site (only for formal rest areas).
- Provide information if the project will repurpose or enhance existing roadside facilities as a way to lower costs (only for formal and informal rest areas).
- Detail how green reflectors and signage will be installed (for informal rest areas and signage/green reflector upgrades).
- Provide metrics related to the type of project (formal rest area / informal rest area / signage and green reflector upgrades).

3.4 Merit assessment

The Department will review all applications against the eligibility criteria. If eligible, applications will be assessed against the assessment criteria (see section [3.3](#)) and against other applications. The Department will consider each application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- whether it provides value of relevant money.

When assessing the extent to which the application represents **value of relevant money**, the Department will have regard to:

- the overall objective/s to be achieved in providing the funding
- the relevant value of the funding sought
- the extent to which the evidence/information/analysis in the application demonstrates that it will contribute to meeting the outcomes/objectives.

In addition, the Department will also consider proper use of relevant money in accordance with the *Public Governance, Performance and Accountability Act 2013*.

The Department may contact applicants to clarify information provided in the application, however for probity and to avoid bias, it will not consider new or additional information after the tranche that the application has been submitted under has closed.

3.5 Ministerial decision making

Upon completion of assessment of a tranche of applications, the Department will recommend projects, to the Minister or their delegate for approval, taking account of the program budget.

The Minister or their delegate will make the final decision on projects funded under each tranche.

3.6 Notification of outcomes

Following the Minister's decision, the Department will contact all applicants to advise of the outcome of their application/s under each tranche.

3.7 Feedback and re-submissions

Applicants with unsuccessful applications will be offered feedback and have the option to revise and re-submit their application/s under a future tranche.

The Department will not keep a reserve list of projects. As costs for projects can change significantly and other factors can shift over time, applicants will need to re-submit an application for funding if an application is unsuccessful to ensure information upon approval remains current.

4 The Funding Offer

When an application is approved, the proponent will receive a funding offer from the Department. The funding offer will contain schedules detailing matters including the project scope, project budget, deliverables, milestones and payment. If any of the details in the funding offer are incorrect, please contact the Department to be issued an amended funding offer.

The proponent will need to complete, sign and return the funding offer to the Department within 30 calendar days from when the funding offer is sent out. The Department will review the completed funding offer and advise in writing via email to the nominated contact/s when it is approved.

Where a proponent does not return the funding offer within the 30-day timeframe specified, the Department will contact the proponent, and may withdraw funding for the project.

Funding offers with LGA proponents will be shared with their relevant state or territory government agency to assist with the management of project payments.

Construction only projects

Proponents **must not** commence construction without the Department's written advice of acceptance of the signed funding offer. Commencing construction before this time may result in the withdrawal of the funding offer or non-payment for costs incurred.

For this purpose, construction includes all site works, including works required to move utilities, fabrication of major components off-site, and acceptance of any contracts.

Design and construction projects

For design and construction projects, design may commence prior to approval, however only design work undertaken after approval will be eligible for funding.

Following the design stage of a project, if the cost estimate for construction is within the approved project budget, it may continue onto construction. However, if the cost estimate for construction is more than the approved project budget, or if the project scope has changed significantly, the proponent may either:

- Have the project proceed to construction, with the proponent bearing any additional costs above the approved funding amounts.

- Submit a project variation request within four weeks of the time it became known the project could not be delivered according to the funding offer. The request will be considered by a delegate who holds complete discretion to approve or reject the request.
- Engage with the Department for other options, including to withdraw the project if a contract for construction has not been awarded. If a contract for construction has been awarded the project may be cancelled, in line with the LTIP Schedule.

In any of these circumstances, the proponent should contact the Department within two weeks of the issue being identified, to discuss and agree an approach.

5 Milestone payments

5.1 Default milestone schedule

Large projects (over \$200,000)

Projects with \$200,000 or more Australian Government funding will have default milestone payment schedules as per the table below.

Milestone	Construction only projects	Design and construction projects
Completion of pre-construction design	Not applicable	up to 10%* of Australian Government funding
Commencement of construction	40% of Australian Government funding	40% of Australian Government funding
Completion of construction	40% of Australian Government funding	30% of Australian Government funding
Acceptance of Post Completion Report	20% of Australian Government funding	20% of Australian Government funding

*Only actual design expenditure will be paid. Savings under the design milestone may be used to finance construction overruns if valid evidence for the expenditure is provided.

Scenario: Milestone payment claim for design costs

Hannah works for an LGA and manages a design and construction project under the Program. Her project's milestone payment schedule is as below:

Milestones	Amount payable
Milestone 1: Completion of pre-construction design	Up to \$100,000
Milestone 2: Commencement of construction	\$400,000

Milestone 3: Completion of construction	\$300,000
Milestone 4: Acceptance of Post Completion Report	\$200,000
Total Australian Government Funding	\$1,000,000

Pre-construction design for the project has just been completed with a total cost for design of \$80,000. Although the milestone payment schedule indicates that the Department will pay up to \$100,000 for design costs, Hannah is only able to claim \$80,000 as it is actual design expenditure.

There will be \$20,000 savings under the design milestone. For this project, \$900,000 of Australian Government funding has been allocated to construction costs. If construction costs for the project exceeds \$900,000, Hannah will be able to use the \$20,000 savings under the design milestone against the construction milestone payments, if valid evidence for the expenditure is provided.

Small projects (less than \$200,000)

By default, smaller projects with less than \$200,000 in Australian Government funding will have a single financial milestone, payable on completion of the project and presentation of an acceptable Post Completion Report, unless otherwise agreed with the Department.

5.2 Achievement of milestones

Payment will be made on the basis of achievement of milestones according to the milestone payment schedule in the funding offer. All Australian Government funding is Goods and Services Tax (GST) exempt.

Milestone claim forms must be submitted for each payment using the Department's Milestone Claim Form on the [Department's website](#). Proponents must provide evidence to support the claim that the milestone has been achieved for payment to be made. The Department has the discretion to accept or reject the evidence provided, or update the requirements for evidence.

In order to reduce reporting requirements, proponents may wish to consider aligning milestones with the quarterly reporting timeframes of February, May, August and November.

The Post Completion Report template is also available on the [Department's website](#).

The table below provides a guide to the evidence that is required for each milestone type, to be submitted with the Milestone reporting form.

Milestone	Required mandatory evidence
Completion of pre-construction design	<ul style="list-style-type: none"> Evidence of the completion of design (e.g. samples of design drawings). Provision of an invoice or expenditure report on design costs.
Commencement of construction	<ul style="list-style-type: none"> Photographic evidence of installed signage (see section 12)

Milestone	Required mandatory evidence
	<ul style="list-style-type: none"> Evidence that work has advanced towards construction, such as commencing earthworks or delivery of machinery on site, including photographic evidence. <p><i>To note:</i></p> <ul style="list-style-type: none"> <i>The clearing of debris on site cannot count as commencement of construction.</i> <i>If pre-fabricated components have been ordered, the Department may consider a partial milestone payment. The Department can only pay the entire commencement milestone when construction has commenced on site.</i> <i>Pictures that show the anticipation of work commencement is not sufficient proof that work has commenced.</i>
Completion of construction	<ul style="list-style-type: none"> Photographic evidence showing the site before works commenced, and after the project has been completed. Documentation to support completion i.e. letter from contractor notifying of completion, or final invoice etc. <p><i>To note: Consistent with the signage guidelines (refer to section 12), signage must be displayed for the duration of the construction period.</i></p>
Acceptance of Post Completion Report	<ul style="list-style-type: none"> A completed Post Completion Report Provision of an expenditure report for the project

5.3 Payment of milestones to LGAs

Payments to LGAs will be managed by state and territory governments through the LTIP Schedule.

Where projects are led by LGAs, payments will be made to the relevant state/territory government agency, which will then make payments to the relevant LGA. The state/territory government agency may have additional requirements of the LGA before funds can be paid, such as the provision of an invoice. Payment arrangements must be made directly between the LGA and state/territory government agency.

6 Funding amount/percentage of Australian Government funding

The funding amount for the project is set out in the funding offer. This is a maximum amount of Australian Government funding and can only be increased through an approved project variation request (see [section 9](#)), to a maximum of \$5 million per project. All funding amounts and claims for payment are GST exclusive and paid in whole dollar amounts only.

Increases in Australian Government funding must be approved by the Minister or their delegate.

The percentage of Australian Government funding for each project is set out in the funding offer. It can be reduced or maintained through an approved project variation request where funding changes, however the percentage cannot be increased. See [section 2.3](#) for the maximum percentages of Australian Government funding for projects.

6.1 Projects over budget

Notwithstanding exceptional circumstances which may give rise to project variations (see [section 9](#)), all costs over the original project budget are the responsibility of the proponent. Where a project goes over budget, additional funds from the Australian Government will be at the Minister's or their delegate's discretion and must be sought through a project variation request.

6.2 Projects under budget

In the event an approved project is completed under the original budget, the savings must be shared proportionally between the Australian Government and the proponent in accordance with the funding percentages set out in the funding offer. As a result, projects completed under budget will not receive the maximum amount of Australian Government funding amount outlined in the funding offer.

Proponents cannot use the Australian Government component of cost savings towards other projects.

The following scenario provides an example of how project savings are managed.

Scenario

An LGA proponent has a project in an urban location with a total project cost of \$1,000,000.

The approved Australian Government funding in their funding offer is \$500,000, or 50% of total project costs. The remaining project costs are borne by the proponent and state government partner.

At the completion of the project, it has been delivered under budget at a total project cost of \$800,000.

Based on the 50:50 funding split in the funding offer, the savings of \$200,000 are split equally between the Australian Government and the proponent so that the Australian Government funding would be reduced to \$400,000 (or 50% of total project costs). The proponent and any other funding contributors would fund the remaining project costs of \$400,000 (or 50% of total project costs).

7 Project costs

Examples of costs which are likely to be eligible and ineligible project costs under the [NLT Act](#) are listed in [section 2.4](#). If a proponent requires advice about the eligibility of project costs, they can contact the Department (see [section 16](#)). The application form includes a proposed budget including a breakdown of costs which should be developed using a rigorous cost estimation process to avoid cost overruns. The Department has recommended a range of contingency amounts that is based on current construction trends. The proponent is required to provide a rationale for the contingency amount selected in the application form and may be asked for further details on how the estimate was developed during the assessment process.

7.1 Financial records

Proponents must keep financial records for each project and be able to accurately report on costs. Proponents will be asked to provide a copy of the expenditure report, including the dates the expenses were incurred for each project, to substantiate the final payment for the project.

7.2 Acquittal of project funds

As part of the Post Completion Report requirements, the Department will require an acquittal of costs incurred and funding used against the cost estimates submitted with the original application and any subsequent approved variations. The final acquittal should include where contingency has been used and an explanation of why it was required.

8 Reporting and evaluation

Proponents have obligations to report on the status of their projects as outlined below.

8.1 Quarterly reporting

Proponents are required to provide quarterly reports in February, May, August and November on the status of their project(s), including information on project progress, timelines (including if milestones are still on track), risks and finances (including if it is anticipated a project will have cost overruns or savings). State and Territory governments must report using the Department's Reporting Form, which can be downloaded through the Department's online portal.

LGA proponents must report through their relevant State or Territory government, using the Department's Reporting Form which can be downloaded from the [Department's website](#).

8.2 Ad-hoc reporting

If there is material change to projects outside of the quarterly reporting period, proponents must inform the Department as soon as practicable (see [section 16](#)).

Examples of incidents that require ad-hoc reporting to the Department include:

- Change of senior personnel on the project, such as the project manager.
- Change to the funding sources for the project, such as the granting of further funding from other sources or changes to the co-contributor.
- Changes to the scope, timeframe, or cost of the project (both increases and decreases). These changes must be approved by the Department before being delivered.
- Issues that are likely to impact the delivery of the project (e.g. extreme weather, natural disasters or unforeseen project management issues).
- Events to be held in relation to the project or communications to be issued about the project (see [section 11](#)).

If a proponent is unsure whether it needs to do an ad-hoc report for its project, it should contact the Department.

8.3 Evaluation

Evaluation of the outcomes of the Program may be undertaken from time to time and proponents may be required to provide additional information for evaluation. Where possible, the Department will use data already available to the Department.

9 Project variations

The Department recognises that unexpected events may affect delivery of the project. In these circumstances, the proponent must submit a project variation request, including:

- Changing the project name
- Changing the project scope, including increasing, decreasing and re-scoping
- Extending project delivery timeframes
- Changing project budget, including any changes to Australian Government funding and co-funding contributions

Project variations must be requested through the Department's Project Variation Form which can be downloaded from the [Department's website](#).

Project variations must be sought as soon as practicable and within four weeks of the time that the proponent becomes aware of any changes to the approved project, and prior to the completion of the construction of the project. After the construction of a project has been completed, the Department will only consider project variation requests with valid reasons, on a case by case basis.

Where there are cost overruns on a project, the proponent must investigate other options to meet the cost increase for the project before seeking a funding increase from the Department.

Increases to Australian Government funding under the Program will only be considered:

- if regular, accurate reporting has been maintained;
- where the increase is the result of an exceptional, unforeseen circumstance that is outside the control of the funding recipient; and

- upon formal request in writing to the Department.

Project variations must be approved prior to any change in work. Proponents should not assume that a variation request will be successful. Regular reporting and engagement with the Department must be maintained through the project's life to be eligible for variations. The Minister or their delegate has complete discretion to approve or reject requests, noting the project must always represent good value for money.

Where a request for a project variation is rejected, the proponent will need to contact the Department to discuss options to deliver the project, including re-scoping the project or consideration of withdrawal or cancellation of the project.

If required variations are not sought by the proponent and approved by the Department, funding for the project may be withdrawn. Australian Government funds from completed, withdrawn or cancelled projects cannot be redirected to other approved projects.

10 Withdrawal and Cancellation of projects

Proponents may request to withdraw a project using the Department's Project Withdrawal Form which can be downloaded from the [Department's website](#). The Department may request the withdrawal or cancellation of a project under specific circumstances.

The Department considers the term *withdrawal* to refer to a project which has had no Australian Government funding paid towards it. Conversely, the Department considers the term *cancellation* to refer to a project where Australian Government funding has been paid.

In circumstances where funding has been paid towards a project, the Department will work with the proponent to understand the circumstances of the project and review the eligibility of the costs incurred on a case-by-case basis. This will include an assessment of milestone payments that have been made, with consideration given to whether reimbursement of Australian Government funding is required.

The maximum amount the Australian Government will contribute is the amount of the funds already paid or the percentage of the expenditure already incurred, whichever is the lower amount.

Withdrawn or cancelled projects may be a factor in the assessment of future project applications from relevant proponents.

11 Events, announcements, promotions and publicity

If a proponent proposes to hold a works commencement ceremony, opening ceremony, or any other event in relation to the project they must inform the Department at least four weeks before the proposed event is to be held. Details of the proposed event should be sent to events@infrastructure.gov.au, and they will liaise with the appropriate Australian Government official on the proponent's behalf. If requested by the Department or Australian Government representative, proponents are expected to arrange a joint event.

Any public statement about the project is expected to acknowledge Australian Government funding, and must be cleared by the Department prior to use. A draft should be provided to media@infrastructure.gov.au at least five days prior to its proposed release.

If a proponent proposes to issue any other communications, displays, publications or advertising relating to the Project, they should acknowledge and give appropriate recognition to the contribution of the Australian Government. A draft should be provided to events@infrastructure.gov.au at least five days prior to its proposed release.

12 Signage requirements

Proponents must install signage prior to the commencement of construction of a project in accordance with the [Signage Guidelines](#) available on the Department's website. Proponents are required to submit final proofs of signs and plaques to events@infrastructure.gov.au for clearance prior to production and installation. Proponents should ensure their manufacturing timetable deadlines include sufficient time for comment and approvals from the Department (5 working days may be required).

13 Procurement

Proponents must procure all elements of the project through a competitive process, or seek a tender exemption from the Department's website. If a procurement does not exceed \$100,000, a tender exemption is not required.

In undertaking projects funded under this Program and the HVRA initiative, proponents must comply with the rules and guidelines in their state or territory for the expenditure of public money and the procurement of good and services.

Consistent with procurement requirements outlined in the LTIP Schedule, taking into account the opportunities and market capabilities in their respective jurisdictions, proponents should optimise procurement practices to enable the wider outcomes listed below and deliver value of relevant money:

- a) An uplift in socioeconomic outcomes for First Nations people and businesses and First Nations cultural heritage protection, in line with Closing the Gap and consistent with the revised First Nations policy framework to be developed and agreed by all jurisdictions by the end of 2024;
- b) A reduction in embodied carbon in transport infrastructure in line with Australia's Net Zero commitments;
- c) An increase in women's participation at all levels of the construction industry;
- d) Optimising recycled content in transport infrastructure to support Australia's transition to a circular economy by 2030;
- e) Optimising opportunities for Australian and local businesses and industry; and
- f) Optimising opportunities for trainees and apprentices, including Australian Skills Guarantee targets, to ensure a pipeline of skilled workers.

14 Construction Standards

All construction must comply with relevant standards in place at the time of construction, including construction standards, building codes and work, health and safety requirements.

15 Administration

15.1 Amendment of the Guidelines

The Australian Government may amend these Guidelines from time to time. Proponents must comply with updated Guidelines from the time they are published. Updates will be communicated and published via the [Department's website](#).

15.2 Confidentiality

Information from applications may be used for reporting purposes. In addition, the details of funded projects, including the program name, project scope, funding recipient and project costs, will be made publicly available on the Department's website.

Applicants should identify any information which they are proposing to submit which they wish to be considered as confidential, supported by reasons for the request. The Australian Government reserves the right to accept or refuse a request to treat information as confidential. The *Privacy Act 1988* applies to the handling of personal information about individuals obtained in the course of the delivery of the Program.

Information received (including confidential and personal information) may be disclosed by the Commonwealth as permitted or required by law, or in response to a request from a Commonwealth Minister, or from a Committee or a House of the Parliament of the Commonwealth of Australia.

15.3 Probity

It is important that the Australian Government avoids bias and the perception of bias and other probity issues in the operation of this Program.

Any information which may have a material impact on the decision to approve an application must be disclosed in the application. This includes any actual or perceived conflicts of interest.

Failing to declare relevant information or making a false declaration on the application may make it ineligible.

16 Enquiries about the Program and the HVRA

For questions in relation to the Program and the HVRA initiative, please contact the Department by email.

For general enquiries or questions related to applications: SLRIP-applications@infrastructure.gov.au.

For matters related to approved projects: SLRIP-projects@infrastructure.gov.au.

17 Glossary

Term	Definition
Applicant	The Local Government Authority, state or territory government agency that submits the application. Applications with multiple co-funding partners must have a single applicant that submits the application.
Application	A completed application form, and associated documents, requesting funding under the Program or the HVRA initiative. Once approved, applications become projects.
Australian Government funding	The Australian Government funding amount and percentage committed to a project under the Program.
Bridge	For the purposes of this Program a bridge may be either a road bridge or a culvert. A road bridge is a structure that is designed to carry a road across an obstacle by spanning it. A culvert is a structure designed to allow the passage of water under a road. A key engineering difference between a bridge and a culvert is that a bridge does not have a structural floor whereas a culvert does. (Definition taken from Austroads Engineering Guidelines to Bridge Asset Management – Guideline AP-G94-21)
BRP	Bridges Renewal Program
Commencement Date	The expected start date for the project activity.
Completion Date	The expected end date for the project activity.
Conflict of Interest	The exercise of a power or making of a decision by a person in a way that may be, or may be perceived to be, influenced by either a material personal interest (whether financial or non-financial) or a material personal association
Design	The plans, specifications and other related materials which together provide the instructions for construction of the project.
Eligible applications	An application or proposal for funding under the Program that meets the eligibility requirements in accordance with these guidelines.
HVSPP	Heavy Vehicle Safety and Productivity Program
HVRA	Heavy Vehicle Rest Area initiative
Infrastructure	Physical structures and facilities (e.g. buildings, roads, power supplies) needed for the operation of a community

Term	Definition
LGA	Local Government Authority
State and Territory Governments	State and Territory Governments are the: <ul style="list-style-type: none"> • Australian Capital Territory Government • New South Wales Government • Northern Territory Government • Queensland Government • South Australia Government • Tasmanian Government • Victorian Government • Western Australia Government
The Department	The Department of State of the Commonwealth administered by the Minister (currently the Department of Infrastructure, Transport, Regional Development, Communications and the Arts.
The Minister	The Minister of State of the Commonwealth who administers the <i>National Land Transport Act 2014</i>
The Program	The Safer Local Roads and Infrastructure Program
The Proponent	The Local Government Authority, state or territory government agency delivering the project
Value of relevant money	Value of relevant money is a judgement based on the application representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.

Appendix A - Heavy Vehicle Rest Area (HVRA) initiative

Applications under the HVRA initiative funding stream will need to fulfil all requirements in the main guidelines, directly address the Heavy Vehicle Rest Area focus area (refer to [section 2.2.1](#)), as well as the additional HVRA-specific requirements detailed below.

Eligible applications under the HVRA initiative will be considered for funding under both the HVRA initiative and the Program, and will be funded through the HVRA initiative within its budget limit in the first instance.

A.1 HVRA-specific focus area

Projects under the HVRA initiative funding stream must have the **primary purpose of facilitating rest** for heavy vehicle drivers at locations of need, through the construction or upgrade of heavy vehicle rest areas and amenities, improving the national network of heavy vehicle rest stops.

There are three types of eligible projects under the HVRA initiative:

1. Formal rest areas (upgrade or new)
2. Informal rest areas (upgrade or new)
3. Rest area signage only (including green reflectors).

The [Austroads Guidelines for the Provision of Heavy Vehicle Rest Area Facilities \(2019\)](#) provides guidance on various types of HVRAs including information on signage and green reflectors. The definitions for formal and informal rest areas are detailed at pages 13 and 14 of the guide.

Projects that do not have the primary purpose of facilitating rest for heavy vehicle drivers are ineligible under the HVRA initiative funding stream. Ineligible projects under the HVRA initiative may be eligible under the Program if all other requirements are met.

Examples of eligible projects include:

- construction of new rest areas
- expansion of existing rest areas
- upgrading of informal rest areas (including if they remain informal)
- projects which improve signage for formal and informal rest areas (e.g. green reflectors).

Examples of ineligible projects include projects that are not designed for rest:

- decoupling/changeover bays
- truck wash facilities and stand-alone effluent disposal facilities.

A.2 HVRA-specific assessment criterion

Criterion 4: Improvement to the heavy vehicle rest area network across Australia

Demonstrate how the project improves the usability or capacity of the rest area network across Australia in a way that is fit for purpose, and meets the needs of truck drivers for the specific location proposed.

- Provide information on the current and future maximum vehicle sizes the site will cater for (only for formal rest areas).

- Provide information if the site will have separate parking areas for the different types of traffic and the signage that will be installed (only for formal rest areas).
- Detail the ongoing maintenance plan for the asset (only for formal rest areas).
- Provide information about the closest alternative facilities to the proposed site (only for formal rest areas).
- Provide information if the project will repurpose or enhance existing roadside facilities as a way to lower costs (only for formal and informal rest areas).
- Detail how green reflectors and signage will be installed (for informal rest areas and signage/green reflector upgrades).
- Provide metrics related to the type of project (formal rest area / informal rest area / signage and green reflector upgrades).

A.3 HVRA-specific construction requirements

Successful projects under the HVRA initiative funding stream must fulfil the mandatory construction elements below.

For formal rest areas:

- The rest area must be named, and include a sign indicating that name.
- There must also be a sign indicating the distance to the next Heavy Vehicle Rest Area on the route, in both directions.
- Where a rest area includes different zones for different types of vehicle, signage must be installed directing drivers to those zones e.g. livestock trucks, caravans/motorhomes, effluent dump.

For informal rest areas:

- Green reflectors must be provided on the approaches to the rest area.

4.6 HARPER PARK - REQUEST FROM RESIDENT VIA ARIAH PARK COMMUNITY PROJECTS INC FOR GATE REINSTATEMENT

File Number: REP24/704
Author: Executive Assistant
Authoriser: General Manager
Attachments: 1. Harper Park Gates

REPORT

With the completion of the Harper Park Amenities upgrade (which includes compliance with new accessibility standards) and the budgeted and scheduled upgrades to paths in and around play equipment soon to commence, Council removed the childproof gates (x2) to enable compliance with NSW State Government's "Everyone Can Play" best practice guidelines.

The Ariah Park Community Projects (APCP) committee has since been approached by a member of the community who would prefer to have the gates reinstated and park fully enclosed to keep children safer.

There has been much discussion about the pros and cons of fully enclosed play areas, with current design principles tending to prioritise accessibility for all wherever possible.

In making the decision, Council staff's considerations included:

- Site is no longer used as a Pre-School;
- There is still a 1,200 mm high fence that runs across 95% of the frontage, which provides sufficient boundary enclosure;
- There are clear sight (supervision) lines to entrances from carer seating options;
- Pitt Street is considered low traffic volume;
- Considered that the openings make the park more welcoming and inviting;
- Prior discussions with APCP representatives;

The concerned community member disagreed with the action and has requested the APCP Inc. to write to Council to overturn the decision and have the gates reinstalled as soon as possible.

Budget Implications

\$1,000 for alteration and reinstallation of gates

Engineering Asset Manager Rob Fisher arrived at 2:20pm

COMMITTEE RESOLUTION 71/2024

Moved: Cr Belinda Bushell

Seconded: Cr Jason Goode

That the Committee resolved to recommend to Council to not install new gates.

CARRIED

Report by Kris Dunstan

Community Project Committee inc

PO Box 55, Aria Park, 2665

17th July 2024

Temora Shire Council

A member of our community has asked the Committee to represent a concern about the absence of gates on Harper Park, Pitt Street, Aria Park.

After an on-site meeting with Mr Dunstan, we forward this request:

That Temora Council reinstate suitable gates to Harper Park to offer some security for families using the play equipment from children running out onto Pitt Street.

Regards

Rod Ballantyne

Hon. Secretary

Cc – Councillor N Judd

Cc – CWA Aria Park

Cc – Aria Park Memorial Hall Committee

Cc – Bill Speirs, President, Community Project Committee

4.7 NEW INITIATIVES AT THE TEMORA RECREATION CENTRE

File Number: REP24/741
Author: Town Planner
Authoriser: Director of Environmental Services
Attachments: 1. Financial report - Temora Recreation Centre

REPORT

Since the appointment of the new Recreation Centre Manager in December 2023, there has been a renewed focus on increasing patronage, utilisation of all facilities and improving the financial bottom line, which saw Council subsidising the centres operation by approximately \$340,000 in the 2022/23 Financial Year.

Since the start of 2024, the centre management has been evaluating opportunities, with regular due diligence investigations being undertaken, prior to any equipment being ordered or additional staff appointed.

In only 6 months of operation under the new model the Centre has had an approximate \$21,000 improvement. Newly introduced initiatives include:

Swimming Lessons

Commenced in February 2024 based on School terms.

This effectively was the current managers business, prior to her appointment. Accordingly, staff had a high level of understanding about the likely budget implications.

Council now has three instructors employed on casual basis servicing 134 attendees (Term 3) which is expected to swell to 200 plus for term 4.

Interestingly, this income has effectively helped the indoor swimming pool component to become income positive (\$23,925 deficit 2022/23, \$48,189 profit in 2023/24*).

Aqua Aerobics

Commenced in May, 2024

Currently being instructed by the centre manager, with one of the swimming instructors training to take this over. There are three classes per week with numbers growing to an average of 30 attendees per week (10 per class).

This is expected to increase significantly going into spring/summer.

This patronage is also contributing to the indoor pool's profitability. (Note: there has also been a decrease in energy costs since swapping the gas heating for Electric heat pump).

Pickleball

Commenced in April, 2024 with a series of Come and try events. 50 participants currently registered for the second competition which starts in August. This competition is run by the existing casual staff on Monday nights.

Group Fitness (Les Mills and Zumba)

Commenced on the 1st July, 2024 and based in the Function Room above the building entrance

As Councillors were advised on the 13th June, 2024

In line with the objectives of the recently appointed Recreation Centre Manager to increase utilisation and profitability of the Centre, the Function Room above the building entrance will be used as a Group Fitness Studio from the 1 July 2024. The Studio will offer a wide range of classes aimed at increasing movement and fitness for people of all ages and abilities. The classes will be delivered by qualified instructors on a weekly schedule. The function room will still be available to hire for meetings that do not clash with scheduled group fitness classes.

*Council management was wary of treading on the toes of existing commercial operators in the fitness space, and the concept of Council delivering Group Fitness Classes at the Recreation Centre was run past **On the Move** and **Hustle** gyms who both indicated that they would have no objections to the proposal, stating that the group fitness concept proposed was different to what they offer and they did not believe was in direct competition to the options that they provided. (Note: this occurred prior to the purchase of any equipment or the advertising of any positions).*

On the 20 June, Council will advertise for Group Fitness Instructors who will be employed on a casual basis. The speciality qualifications of the applications received, and the availability of the applicants will determine the type of classes and class schedule. It is anticipated that the schedule will gradually build over time.

To provide flexibility for participants, a range of payment options are proposed, including single classes, multi-packs, and unlimited classes. To increase the utilisation of the entire Centre, it is also proposed to provide a membership option that includes both access to the pool and unlimited classes.

The proposed fees and charges for the Group Fitness Studio commencing 1 July 2024 are listed below. Prices are inclusive of GST.

Membership Price List	Unit	Standard	Concession
		Rate	Rate
Single Class	Class	\$ 15.00	\$ 13.00
5 x Class Pack	Pack	\$ 67.50	\$ 63.00
10 x Class Pack	Pack	\$ 120.00	\$ 112.00
Unlimited Classes	Week	\$ 30.00	\$ 26.00
Combo - Pool + Unlimited Classes	Week	\$ 35.00	\$ 30.00

Based on the above pricing and on some fairly conservative participant numbers, the following budget has been calculated which demonstrates that Council will be able to cover the establishment and operating costs within the first 12 months of operation as well as making a small profit.

REVENUE	Rate / Week		Number Members	Weekly Total	Weeks / Year	Annual Total
Membership - Single Class	\$ 15.00		4	\$ 60	48	\$ 2,880
Membership - 5 Class Pack	\$ 67.50		1	\$ 68	48	\$ 3,240
Membership - 10 Class Pack	\$ 120.00		0.5	\$ 60	48	\$ 2,880
Membership - Unlimited	\$ 30		21	\$ 630	52	\$ 32,760
Beginners Classes	\$ 95		10	\$ 950	2	\$ 1,900
Total Revenue						\$ 43,660
EXPENSES	Rate/hour	Hours / session	Sessions / Week	Weekly Total	Weeks / Year	Annual Total
Instructor Wages	\$ 32	1.5	10	\$ 483	48	\$ 23,206
Instructor Super	\$ 3.71	1.5	10	\$ 56	48	\$ 2,669
Behringer MPA100BT Portable 100W Speaker				\$ 529	2	\$ 1,058
Base pump equipment				500	15	\$ 7,500
Emic & Fitness Audi UHF wireless package				846	1	\$ 846
Total Expenses						\$ 35,278
Profit / Loss						\$ 8,382

As this particular initiative is in its first month of operations, any financial impact is yet to be observed, however the first month attendances have exceeded the budget allowances.

Taekwondo

Taekwondo is now operating on a two nights per week basis after transferring their existing operation from the Temora Town Hall. This is not a significant income generating venture for the centre other than the hourly court hire fee which the business pays to utilise the courts 1 & 2.

The arrangement allows the organisation to store their mats and other equipment on-site, rather than being brought to and from the venue as was the case when it was held in the Town Hall.

Other Considerations

The Recreation Centre Manager has expressed interest in eventually rolling out other regular activities including Futsal (indoor soccer), Volleyball, Dodgeball, Badminton and European Handball. These activities are low cost to introduce as the centre already has the necessary equipment.

However, before doing so, the Manager would prepare an operating budget/business case before seeking expressions of interest via a "come and try" day as has been the case with previous ventures.

Also, as the stadium becomes busier, it is important that communication between the Centre Manager and all users groups is enhanced. Staff are considering the best way to achieve this with semi regular user group meetings or group chat mechanisms being considered.

Overall Centre Results

Despite only commencing in December 2023, the new initiatives introduced at the Recreation Centre are having a positive impact. Not only is the centre alive with activity, the new approach is also having a demonstrated positive financial impact. The annexed financial report shows a \$20,000 positive improvement reducing the centres subsidised operation amount down from \$340,159 to \$319,868 .

Cr Belinda Bushell declared a non-pecuniary interest in relation to item REP24/741, due to being President of Temora Basketball Association & regular user of Recreation Centre.

Engineering Asset Manager Rob Fisher left the meeting at 2:44pm

COMMITTEE RESOLUTION 72/2024

Moved: Cr Rick Firman

Seconded: Cr Jason Goode

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

CARRIED

Cr Anthony Irvine voted against.

Engineering Asset Manager Rob Fisher returned to meeting at 2:46pm.

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total YTD	PY June YTD
Income														
Admission Fees	193	451	913	156	76	4,797	32	63	166	542	117	3,709	11,216	12,673
Pickleball & Spikeball Fees	-	-	-	-	-	-	-	-	-	29	1,605	218	1,853	-
Facility Hire	-	123	-	548	-	-	-	355	-	123	-	232	1,380	341
Total Income	193	574	913	705	76	4,797	32	417	166	694	1,722	4,159	14,449	13,014
Expenditure														
Scholarships & Waives	(2,526)	(2,809)	(4,837)	(1,610)	(2,496)	(4,183)	(372)	(499)	(7,801)	(2,914)	(5,222)	(7,933)	(43,202)	(38,036)
Advertising	-	-	-	-	-	-	-	-	-	-	-	-	-	(215)
Other Sundry Expenses	(101)	(54)	(52)	(175)	(308)	(197)	(240)	(266)	(210)	(93)	(75)	(925)	(2,695)	(2,016)
Telephone & Internet	-	(54)	(54)	(54)	(54)	(54)	(54)	(54)	(55)	(54)	(54)	(54)	(594)	(663)
Computer & IT Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	(1,046)
Grants/Scholarships/Donations Paid	-	-	-	-	-	-	-	-	-	(2,000)	-	(1,300)	(3,300)	(2,750)
Insurance	(29,896)	-	-	-	-	-	-	-	-	-	-	-	(29,896)	(26,531)
Rates	(2,667)	-	-	(1,266)	-	-	-	(1,380)	-	(1,526)	-	-	(6,838)	(5,213)
Electricity & Gas	(1,640)	(1,727)	(1,457)	(2,070)	-	(735)	(1,633)	-	(814)	(904)	(1,001)	(1,385)	(13,365)	(9,141)
Security Patrols	(131)	-	-	(131)	-	-	(131)	-	-	(131)	-	-	(524)	(524)
Cleaning Costs	(729)	(1,093)	-	(1,485)	(1,188)	(788)	(222)	(1,593)	(994)	-	(186)	-	(8,239)	(4,243)
Sport & Rec Council Costs	-	-	(1,000)	-	-	-	-	-	(2,239)	-	-	-	(3,239)	(155)
General Maintenance	(42)	(36)	(6,420)	(567)	(2,745)	(357)	(400)	(184)	(782)	(661)	(108)	(109)	(12,411)	(8,301)
Building Maintenance	-	(1,142)	-	(397)	(1,220)	(171)	(570)	(278)	-	-	-	-	(3,777)	(20,153)
Plant Hire	(1,280)	(1,303)	(1,295)	(1,320)	(1,393)	(1,943)	(1,375)	(1,318)	(1,280)	(1,283)	(1,920)	(1,280)	(16,988)	(11,885)
Overheads	-	-	(7,099)	-	-	(8,779)	-	-	(6,895)	-	-	(7,000)	(29,772)	(28,447)
Total Expenditure	(39,012)	(8,217)	(22,214)	(9,074)	(9,383)	(17,185)	(4,964)	(5,571)	(21,070)	(9,565)	(8,566)	(19,987)	(174,840)	(159,319)
Surplus / (Deficit)	(\$38,819)	(\$7,643)	(\$21,301)	(\$8,370)	(\$9,306)	(\$12,388)	(\$4,965)	(\$5,154)	(\$20,903)	(\$8,871)	(\$6,844)	(\$15,828)	(\$160,391)	(\$146,305)

This report needs to be read in conjunction with reports for other facilities at the Recreation Centre Complex. Many utilities & services are shared across the complex, and costs are allocated based on estimates, the accuracy of which is difficult to determine.

Temora Shire Council
Temora Recreation Centre
Outdoor Pool Income & Expenditure
 For the period ended 30th June, 2024

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total YTD	Pr June YTD
Income														
Admission Fees	5	4	-	2,001	13,918	9,879	12,773	6,551	4,558	1,031	18	15	50,753	39,876
Waterfide	-	-	-	-	532	2,095	5,077	1,150	395	-	-	-	9,250	10,245
Kiosk Sales	-	23	-	-	9,266	11,060	13,323	15,685	3,187	-	-	-	52,543	49,695
Total Income	5	27	-	2,001	23,717	23,034	31,173	23,386	8,141	1,031	18	15	112,546	99,816
Expenditure														
Salaries & Wages (Incl. Training)	(450)	(874)	(1,212)	(5,021)	(8,418)	(26,441)	(28,507)	(12,367)	(12,426)	(4,162)	(5,128)	(1,278)	(106,282)	(83,150)
Kiosk Expenditure	-	-	-	(1,422)	(10,966)	(13,714)	(11,492)	(12,703)	(4,683)	(256)	-	-	(55,236)	(55,441)
Office Administration	(39)	(1,248)	(39)	(129)	(39)	(495)	(615)	(39)	(39)	(39)	(159)	(172)	(3,054)	(775)
Insurance	(12,184)	-	-	-	-	-	-	-	-	-	-	-	(12,184)	(10,810)
Water	(3,232)	-	-	-	(3,738)	-	-	(4,165)	-	-	-	(4,230)	(15,365)	(17,258)
Electricity & Gas	-	(740)	-	(4,174)	-	-	(350)	-	-	-	-	(23,272)	(28,537)	(18,225)
General Maintenance	(184)	(612)	(21,679)	(6,480)	(12,907)	(6,112)	(4,603)	(2,981)	(2,889)	(429)	(1,253)	(70)	(60,197)	(54,626)
Plant Hire	-	(15)	(37)	(268)	(105)	-	(120)	(70)	(43)	(3)	(73)	-	(733)	(1,013)
Overheads	-	-	(7,099)	-	-	(8,779)	-	-	(6,895)	-	-	(7,000)	(29,772)	(28,447)
Total Expenditure	(16,088)	(3,489)	(30,066)	(17,494)	(36,173)	(55,540)	(45,687)	(32,325)	(26,975)	(4,889)	(6,613)	(36,023)	(311,360)	(269,745)
Surplus / (Deficit)	(\$ 16,084)	(\$ 3,462)	(\$ 30,066)	(\$ 15,493)	(\$ 12,456)	(\$ 32,506)	(\$ 14,514)	(\$ 8,939)	(\$ 18,834)	(\$ 3,858)	(\$ 6,595)	(\$ 36,008)	(\$ 198,814)	(\$ 169,929)

This report needs to be read in conjunction with reports for other facilities at the Recreation Centre Complex. Many utilities & services are shared across the complex, and costs are allocated based on estimates, the accuracy of which is difficult to determine.



Temora Recreation Centre
Indoor Pool Income & Expenditure
 For the period ended 30th June, 2024

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total YTD	PY June YTD
Income														
Admission Fees	4,414	2,841	2,734	11,930	11,577	10,664	6,789	9,811	7,004	3,563	6,625	5,097	83,048	65,029
Aqua Aerobics	-	-	-	-	-	-	-	-	-	336	227	410	974	2,318
Swimming Lessons	-	-	-	-	-	-	106	19,580	4,553	2,291	10,408	3,133	40,071	-
Total Income	4,414	2,841	2,734	11,930	11,577	10,664	6,894	29,391	11,557	6,190	17,261	8,639	124,093	67,347
Expenditure														
Salaries & Wages	(1,074)	(861)	(1,177)	(1,629)	(1,214)	(1,310)	(112)	(665)	(1,531)	(1,197)	(2,693)	(1,711)	(15,174)	(18,483)
Swimming Lesson Expenditure	-	-	-	-	-	-	-	(4,484)	(4,956)	(3,800)	(5,345)	(4,214)	(22,798)	-
Office Administration	-	-	-	(840)	(475)	-	-	-	-	-	-	-	(1,315)	-
Insurance	(6,137)	-	-	-	-	-	-	-	-	-	-	-	(6,137)	(5,442)
Electricity & Gas	(863)	-	-	(615)	-	-	(942)	-	(200)	(673)	-	-	(3,093)	(24,757)
General Maintenance	(556)	(999)	(52)	(145)	(1,155)	(1,406)	-	(103)	(200)	-	-	-	(4,615)	(14,142)
Overheads	-	-	(7,099)	-	-	(8,779)	-	-	(6,895)	-	-	(7,000)	(29,772)	(28,447)
Total Expenditure	(8,630)	(1,860)	(8,328)	(3,228)	(2,844)	(11,494)	(1,054)	(5,252)	(13,582)	(5,670)	(8,038)	(12,925)	(82,904)	(91,271)
Surplus / (Deficit)	(\$ 4,216)	\$ 982	(\$ 5,594)	\$ 8,702	\$ 8,733	(\$ 830)	\$ 5,841	\$ 24,139	(\$ 2,025)	\$ 520	\$ 9,223	(\$ 4,285)	\$ 41,189	(\$ 23,925)

This report needs to be read in conjunction with reports for other facilities of the Recreation Centre Complex. Many utilities & services are shared across the complex, and costs are allocated based on estimates, the accuracy of which is difficult to determine.



Temora Shire Council
Temora Recreation Centre
Facility Summary - Income & Expenditure
 For the period ended 30th June, 2024

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total YTD	Pr June YTD
Income														
Admission Fees	4,611	3,297	3,647	14,088	25,572	25,340	19,593	16,424	11,728	5,136	6,760	8,820	145,017	117,578
Wafer/Slide	-	-	-	-	532	2,095	5,077	1,150	395	-	-	-	9,250	10,245
Kiosk Sales	-	23	-	-	9,266	11,060	13,323	15,685	3,187	-	-	-	52,543	49,695
Facility Hire	-	123	-	548	-	-	-	355	-	123	-	232	1,380	341
Aqua Aerobics	-	-	-	-	-	-	-	-	-	336	227	410	974	2,318
Swimming Lessons	-	-	-	-	-	-	106	19,580	4,553	2,291	10,408	3,133	40,071	-
Total Income	4,611	3,442	3,647	14,636	35,570	38,495	38,099	53,194	19,864	7,886	17,995	12,595	249,236	180,176
Expenditure														
Salaries & Wages	(4,050)	(4,544)	(7,226)	(8,260)	(12,128)	(31,933)	(28,990)	(13,531)	(21,758)	(8,273)	(13,043)	(10,922)	(164,658)	(139,669)
Kiosk Expenditure	-	-	-	(1,512)	(10,966)	(13,714)	(12,067)	(12,703)	(4,683)	(256)	-	-	(55,901)	(55,441)
Swimming Lesson Expenditure	-	-	-	-	-	-	-	(4,484)	(4,956)	(3,800)	(5,345)	(4,214)	(22,798)	-
Office Administration	(140)	(92)	(93)	(684)	(189)	(284)	(227)	(305)	(49)	(131)	(234)	(966)	(3,396)	(2,567)
Advertising	-	(1,209)	-	-	-	(364)	-	-	-	-	-	(132)	(1,706)	(439)
Telephone & Internet	-	(54)	(54)	(54)	(54)	(54)	(54)	(54)	(55)	(54)	(54)	(54)	(594)	(663)
Computer & IT Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	(1,046)
Grants/Scholarships/Donations Paid	-	-	-	-	-	-	-	-	-	(2,000)	-	-	(1,300)	(3,300)
Insurance	(48,217)	-	-	-	-	-	-	-	-	-	-	-	(48,217)	(42,783)
Rates	(2,667)	-	-	(1,266)	-	-	-	(1,380)	-	(1,526)	-	-	(6,838)	(5,213)
Water	(3,232)	-	-	-	(3,738)	-	-	(4,165)	-	-	-	(4,230)	(15,365)	(17,258)
Electricity & Gas	(2,503)	(2,467)	(1,457)	(6,859)	-	(735)	(2,925)	-	(814)	(1,577)	(1,001)	(24,658)	(44,994)	(52,124)
Security Patrols	(131)	-	-	(131)	-	-	(131)	-	-	(131)	-	-	(524)	(524)
Cleaning Costs	(729)	(1,093)	-	(1,853)	(1,802)	(811)	(275)	(1,593)	(1,194)	-	(186)	-	(9,537)	(4,243)
Sport & Recreation Council Costs	-	-	(1,000)	-	-	-	-	-	(2,239)	-	-	-	(3,239)	(155)
General Maintenance	(782)	(1,647)	(28,150)	(7,192)	(16,806)	(7,865)	(5,003)	(3,268)	(3,871)	(1,090)	(1,361)	(179)	(77,214)	(76,814)
Building Maintenance	-	(1,142)	-	(397)	(1,220)	(171)	(570)	(278)	-	-	-	-	(3,777)	(20,153)
Plant Hire	(1,280)	(1,318)	(1,332)	(1,588)	(1,498)	(1,953)	(1,495)	(1,388)	(1,323)	(1,286)	(1,993)	(1,280)	(17,731)	(13,153)
Overheads	-	-	(21,297)	-	-	(26,336)	-	-	(20,684)	-	-	(21,000)	(89,317)	(85,342)
Total Expenses	(63,730)	(13,545)	(60,608)	(29,795)	(48,400)	(84,219)	(51,737)	(43,148)	(61,626)	(20,124)	(23,217)	(68,935)	(569,104)	(520,335)
Surplus / (Deficit)	(\$ 59,119)	(\$ 10,123)	(\$ 56,961)	(\$ 15,159)	(\$ 13,030)	(\$ 45,724)	(\$ 13,638)	\$ 10,046	(\$ 41,762)	(\$ 12,238)	(\$ 5,822)	(\$ 56,340)	(\$ 319,866)	(\$ 340,159)

4.8 CHAMBERS IT

File Number: REP24/718
Author: Director of Administration & Finance
Authoriser: Director of Administration & Finance
Attachments: Nil

REPORT

Since December 2019, all Councils in NSW have been required under the Local Government (General) Regulation 2005 to webcast their Council meetings. Council's Code of Meeting Practice was reviewed in November 2022 and updated to include the option for Councillors to request to attend Council meetings via audio visual link.

Council will recall that the following resolution was passed at the September 2023 Council meeting:

That Council Officers provide a report of the current audio visual and webcasting processes and hardware with a view of improving the process and outcomes of participants attending in person at meetings, for participants attending remotely via use of meeting hosting platforms, and to improve the webcast content for compliance with obligations and for the community who wish to access webcast content.

In response to the above resolution staff have reviewed the audio visual and webcasting processes and hardware for any improvements that may be available. Staff have also reviewed whether Council is compliant with Council's Code of Meeting Practice in relation to webcasting requirements.

Council is currently using a Bosch Digital Discussion System CCS 1000D with a 128 GB USB flash drive that can store up to 4000 discussion hours as well as an 8-hour built-in internal memory. The discussion system can support up to 80 devices and is recommended for small to large meeting areas.

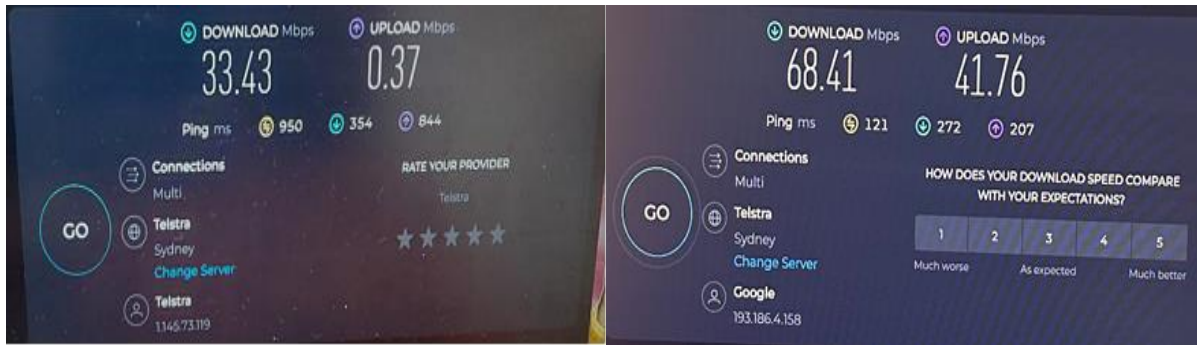
The system enables one Chairperson device and one discussion device to be able to speak at a time, with 3 devices being able to be queued. The next device in queue should automatically be able to speak. This was tested by staff and shown to be working as expected.

Council also uses the Zoom platform as a backup recording as well as a remote meeting solution. Zoom offers 10GB of space. An alternative to Zoom is Teams. Zoom, however, has advanced customization including noise reduction and light adjustment, is easier to join from any device (without requiring an account) and handles slow internet better when it comes to video quality. Both Zoom and Teams have live broadcasting capability if required.

Staff conducted a test meeting with a staff member remotely attending using a mobile hotspot to a laptop. The remote attendee was audible in chambers and was able to hear and see proceedings in chambers as expected. The photos below indicate the connection speed tests for both the host PC in the Chambers and the remote PC. The upload speed for the Chambers PC is fast enough for High Definition (HD) resolution group calls. No connection, visual or audio issues were experienced.

Remote PC:

Host PC:



The June Council Meeting recording was reviewed and was found to be clear with no noise distortion and of an expected quality. The meeting recording is available on the Council website for the community to access.

Staff have determined that the system at the time of testing was found to be working as expected and adequate for Council needs.

Possible further testing or improvements that could result in enhanced outcomes include:

- Testing of bandwidth on internet of remote users and recommending options
- Quality of headphones used of remote users and providing improved options if available
- Ensuring all internal attendees have discussion devices close to their mouths and speak clearly into microphone
- Use of quality headphones on the discussion devices to enhance audibility of remote users to those in the Chamber

Council's Code of Meeting practice states at paragraph 5.34 that:

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

Paragraph 5.36 requires that:

"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."*

Council makes available an audio recording on Council's website as soon as practicable after the meeting ensuring compliance with Council's Code of Meeting Practice.

COMMITTEE RESOLUTION 73/2024

Moved: Cr Rick Firman

Seconded: Cr Belinda Bushell

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

CARRIED

Report by Elizabeth Smith

4.9 POLICY REVIEW - CODE OF PRACTICE S355 COMMITTEES**File Number:** REP24/738**Author:** Director of Administration & Finance**Authoriser:** Director of Administration & Finance**Attachments:** 1. G8 - Code of Practice Section 355 Committees**REPORT**

A recent review of Council's policies and procedures identified that Council's Code of Practice s355 Committees is due for review. The Code of Practice guides the operation of Council's section 355 committees which are established by Council under the Local Government Act 1993. It sets out the delegations for the committees as well as the rules of their operation.

The review included:

- an update of legislative references.
- Update the responsibilities of each committee to be consistent with Terms of Reference.
- Removal of the appendix which listed Committee membership, as the membership can change from year to year and is an administrative burden. The information is available in the Council Meeting Minutes at which the committee is determined (first Council meeting following an election or September each year).
- Removal of the appendix which listed approved financial institutions and changed the requirement that Committee bank accounts be opened at a bank or credit union with an office in Temora Shire. Paragraph 4.7.1 of the policy now requires committees to open a bank account with an institution that has a branch within the shire and/or with a rating of BBB+ or greater, given recent branch closures.
- Removal of the appendix containing an extract of the Local Government Act sections 439-445 as these sections have now been repealed. Reference is now made within the Code of Practice to the relevant section of the Code of Conduct (Pecuniary Interests).
- Inclusion of reference to EFT payments. The previous Code of Practice only referenced payment by cheque.

Cr Anthony Irvine left the meeting at 3:12 pm.

Cr Anthony Irvine returned to the meeting at 3:13 pm.

COMMITTEE RESOLUTION 74/2024

Moved: Cr Rick Firman

Seconded: Cr Jason Goode

That the Committee resolved to recommend to Council place the policy on exhibition for 28 days and if there are no submissions received, consider the policy adopted.

AND FURTHER

That the General Manager and Director be charged with developing an inclusion in the policy in relation to observers at Committee meetings.

CARRIED

Report by Elizabeth Smith

Function: Governance

Temora Shire Council

Policy Number: G8

TEMORA SHIRE COUNCIL



TEMORA
The Friendly Shire

CODE OF PRACTICE – SECTION 355 COMMITTEES

ACTIVE

Revision Number: 5
File Name: Code of Practice – Section 355 Committee

Revision Date: August 2024
Page Number: Page 1 of 41

Function: Governance

Temora Shire Council

Policy Number: G8

Review Details

ABOUT THIS RELEASE

DOCUMENT NAME: Code of Practice – Section 355 Committees
CODE NUMBER: G8
AUTHOR: Temora Shire Council
ENDORSEMENT DATE: October 2015

REVIEW

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement
October 2015	Updating S355 Committees	1	15 October 2015	Gary Lavelle
September 2016	Updating S355 Committees	2	20 September 2016	Gary Lavelle
September 2017	Updating S355 Committees	3	21 September 2017	Gary Lavelle
November 2018	Review	4	15 November 2018	Gary Lavelle
August 2024	Review	5		

PLANNED REVIEW

Planned Review Date	Revision Description		Review by
July 2026	Review for Relevance		General Manager
July 2028	Review		Council

Revision Number: 5
 File Name: Code of Practice – Section 355 Committee

Revision Date: August 2024
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Function: Governance

Temora Shire Council

Policy Number: G8

INTRODUCTION

Temora Shire Council recognise the important part volunteers and community groups play in providing and managing Council facilities or services. There are a number of committees which are constituted under the powers provided by the Local Government Act 1993 and this document refers to these committees.

This manual provides comprehensive guidelines on the management responsibilities, functions and operation of a community committee and clarifies Council's role in this partnership. Upon formal approval of a community committee by Council, its members are required to adopt and adhere to the conditions set out in this document. Adherence will ensure Council and committee members are aware of the responsibilities and adequately covered by insurance.

The manual is divided into 4 sections, namely:

- 1 **Scope of Power:** Describes the delegation of function, how committees are established and types of committees.
- 2 **Responsibility:** Outlines the responsibility undertaken by committees including care, control and management, limitations of power and code of conduct.
- 3 **Committee:** Provides details of establishment, representation and membership.
- 4 **Key Issues:** Includes insurance, finances, legal, pecuniary interest, health and safety and employment.

Committee members who seek clarification of any issue raised in this document should contact the General Manager of Temora Shire Council on 6980 1100.

Function: Governance

Temora Shire Council

Policy Number: G8

SECTION 1: POWER OF COMMITTEES

1.1 Delegation of Function

Under the Local Government Act 1993 Council is able to delegate some of its functions to a committee of Council. Council uses this delegation and appoints community members to manage its facilities or functions through a committee of management.

1.2 Why Does Council Have Community Committees?

The committees provide a mechanism by which interested persons can have an active role in the provision/management of Council facilities or services. This provides a twofold benefit by giving protection to the committee operating under the banner of Council, and by providing Council with assistance in carrying out its functions.

1.3 How are Community Committees Established?

Community committees are established under Section 355 with delegations from Council under the provision of Section 377 of the Local Government Act. Section 355 allows Council to exercise a function of Council and Section 377 allows Council to delegate functions of Council. These terms refer to the section of the Local Government Act in which the authority for such a committee to be formed is identified. (The two extracts of the Act are reproduced in Appendix 4 and 5).

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SECTION 2: RESPONSIBILITY

2.1 Responsibility

The community committee will be responsible for activities as determined when the committee is established. This responsibility will be conveyed to the committee and is listed in Appendix 2.

2.2 Limitation of Powers

The committee may not make decisions concerning the following:

- (a) Fixing of charges or fees (the committee may submit recommendations for approval by Council in relation to the fixing of charges and fees for use of the facility under its control).
- (b) Borrowing of any monies without the express written consent of Council on each such occasion.
- (c) The sale, lease or surrender of any land and or other property vested in its care under the provisions of the Local Government Act 1993 (as amended).
- (d) The acceptance of tenders which are required to be called by Council. (The committee may invite and accept quotations for minor works, goods and services covered within the scope of its authority or as agreed with Council).
- (e) The payment or making of any gift, to its members. This includes the payment of allowances or travelling expenses incurred whilst attending committee meetings.
- (f) The payment of any monies outside the scope of the Committee's function.
- (g) The carrying out of any works on or to the facility including alterations, reconstructions or construction without the prior consent of Council (Does not include minor maintenance works).
- (h) Unreasonably withholding consent for the letting of the facility to any organisation which agrees to comply with and adhere to the rules adopted for use of the facility, providing an acceptable letting period is available.
- (i) Vote monies for expenditure on the works, services or operations of Council.

The exercise by the Committee of its power and functions will be subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of the Council or in writing by the General Manager to the Committee. The Committee will observe any Rules and Regulations made by the Council, in relation to the facility/function under its management and control.

If at any time the Committee is deemed to be functioning outside the limits of its powers as described herein, all powers may be revoked by written notice to the Committee signed by the General Manager or his/her representative.

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Temora Shire Council

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2.3 Code of Conduct

Temora Shire Council has adopted the Office of Local Government's Model Code of Conduct which is applicable to elected Councillors, employed staff and Council committee members. This Code of Conduct sets out the principles to ensure the business of Council is carried out in an efficient, honest and impartial way.

As Community Committees are operating as Council, it is important for committees to be aware of and abide by this Code of Conduct. (Copies are distributed to all Community Committees and it is available on Council's website).

Council's Community Committees have the responsibility to ensure the following:

- 1 Access is available to the entire community and is not denied because of ethnicity, gender, disability or religion.
- 2 Priority of use should be given to non-profit making community groups and organisations.
- 3 That the facility not be aligned with, or advocate or advertise for or on behalf of, any political party or person/s.

2.4 Accountability

The committees need to be aware that accountability is required to Council, user groups and the general community. To facilitate this accountability, the committees are required to:

- (a) Hold an Annual General Meeting annually that is advertised.
- (b) Provide reports and minutes to Council.
- (c) Ensure that affected persons are aware of the committee meeting details.

Function: Governance

Temora Shire Council

Policy Number: G8

SECTION 3: COMMUNITY COMMITTEES

Council aims to appoint committees which are representative of the local community or interest groups for the function which the committee manages.

3.1 Appointment

- To hold office and be responsible for the management of a Council facility, all committee members must be appointed by Council.
- New members must also be appointed by Council before being able to vote and take part in meetings of the Committee.
- Any such committee may be dissolved by the Council at any time.
- The term of office for community committees will be the same term as the current Council, with the addition of an extra three months after the General Election of Councillors, unless as a sunset committee, ie, with a finite time specified.

All nominations for Community Committees are formally submitted in writing to Council for appointment.

3.2 Committee Membership

The Community Committee membership will number not less than four (4) and not more than twelve (12) members as appointed by Council including office bearers unless otherwise decided by council. Council reserves the right to appoint at least one of its members to each committee.

Whilst no particular qualifications are necessary, a commitment to the activities of the committee and a willingness to be actively involved in committee issues is essential.

3.3 Dissolution of Committee

The Committee may be dissolved by the Council at any time.

Committees are formally appointed by the Councillors in office, therefore, three months after the General Election of Councillors, all Community Committee members will cease to hold office.

All committee members are eligible for re-appointment. Committees can either resubmit the nominations in writing to the newly elected Council; or hold a meeting to re-elect the committee and then forward the nominations to Council for approval. (This action does not rule out committees holding an Annual General Meeting).

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3.4 Vacation of Office

The office of any member of office bearer of the Committee will become vacant in the following circumstances:

- (a) upon the death of the member; or
- (b) if the member becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his or her creditors or make an assignment of his or her remuneration for their benefit; or
- (c) if the member becomes a mentally incapacitated person; or
- (d) if the member resigns membership by notice in writing to the Committee; or
- (e) if the member is absent for more than three consecutive meetings without leave of the Committee; or
- (f) if the member ceases to be a member of the organisation which he/she represents, (representatives of organisations will be given preference) unless the committee otherwise resolves; or
- (g) while serving a sentence (whether or not by way of periodic detention) for a felony or any other offence, except a sentence imposed for a failure to pay a fine.

3.5 Representation on Committee

Committee membership should reflect the community organisations, which use the facility, and must be open to representatives of user groups and interested community members.

Equal representation of each user group is recommended. Where there is a dispute on representation a final determination will be made by Council.

3.6 Committee Positions

Community Committees consist of office bearers (also known as the Executive) and other committee members. The committee elects at its first meeting and thereafter at each Annual General Meeting, office bearers and committee members. Particulars of all appointments, eg, committee position, name, address, contact number and the user group represented, must be notified in writing to council as soon as possible after appointment is made.

Community Committee members need to have a certain degree of commitment to their role as committee members. One of the advantages of community committees is that the workload can be shared between the different committee members. It is important each member understands this role and what is expected by the community.

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3.6.1 Office Bearers/Executive

Office bearers do not have greater decision-making powers than other committee members, other than the chairperson who has a casting vote in the event of a tied vote. Whilst office bearers usually have defined roles, each committee member plays an important part in the functioning of the committee.

At a minimum the committee must have:

- **Chairperson/President**
The Chairperson is usually the spokesperson for the organisation and therefore needs to be certain that the organisation is running smoothly and achieving its aims and objectives. (Refer Appendix 6(i))
- **Secretary**
(One person may fill the joint position of Secretary/Treasurer)
The Secretary is often the key contact point for the organisation, that is, for correspondence, phone messages, etc. and is required to record the 'minutes' for each meeting. (Refer Appendix 6(ii)).
- **Treasurer**
The Treasurer is responsible for looking after the committee's financial business records and is required to present a report of all receipts, payments and other transactions to each committee meeting. (Refer appendix 6(iii)).

3.7 Meeting Procedures

Meetings are to be conducted to standard guidelines, which are detailed in the following section and include:

- (a) that a quorum be present
- (b) that appropriate notice is given
- (c) that business on the agenda is properly conducted
- (d) that correspondence and minutes are recorded.

3.7.1 A Quorum

This refers to the minimum number of members who must be in attendance to transact business.

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Council regulations state:

- (a) A quorum will consist of **one half of the total number** of elected members plus one,
- (b) If a quorum is not present within half an hour after the appointed starting time, the meeting will be adjourned to a time fixed by the Chair/President; or those present can hold an informal meeting to discuss matters. However, any decisions taken by the committee are not recognised until they have been ratified by a meeting where a quorum is present.

3.7.2 Agenda

The agenda is an organised list of headings of all the major items, in order, that will be discussed at the meeting. A copy of the agenda is distributed to all the committee members at the commencement of the meeting, or before if it is possible. Late matters can be added to the agenda at the opening of the meeting as the chairperson calls for discussion on the agenda.

Each item of business to be discussed at the meeting needs to be put on the agenda. Unfinished business and reports on actions taken since previous meetings are included in the agenda under 'Business arising from previous minutes'. If any items on the agenda are not discussed due to limitations of time, they are carried over to the next meeting agenda.

3.7.3 Conduct of Business

Each item of business is discussed in the order in which it appears on the agenda. Allow adequate time for discussion on important issues. Ensure all relevant information on the matter under discussion is available at the meeting.

3.7.4 Correspondence

A list of correspondence received (**Inwards**) is present at the Committee meeting by the Secretary. This action is to inform members of any new issues that may have arisen and to report on letters received in response to matters raised at previous meetings. A list of correspondence sent out (**Outwards**) is provided to inform the members of any action taken on their behalf. All correspondence will be suitably filed for future reference.

3.7.5 Election of Committee

At the AGM all members of the committee stand down and their positions are declared vacant. A Returning Officer, appointed at the meeting, takes the chair and calls for nominations for the positions of office bearers (also known as the Executive) and committee members.

Function: Governance

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3.7.6 Procedures for Election

Nominations can be accepted in two ways:

- in writing, duly seconded, and signed by nominee, prior to the AGM; or
- verbally from the floor to the Returning Officer.

If two or more persons are nominated for a single position a vote must be taken. Persons nominated for election are entitled to vote for themselves. If a tied ballot occurs, the name of each candidate is written on a separate, identical piece of paper and draw 'from the hat' by the Returning Officer (or an impartial observer), takes place. The first name drawn is the elected member.

A list of duly elected office bearers / executive and committee members must be recorded together with the names of nominators and seconders. Minutes of the AGM with the list of duly elected committee members must be sent to Council for approval within 5 working days.

3.8 Voting

Voting allows members to express their agreement or disagreement. Voting can be conducted in one of three ways.

- (a) Vote verbally**
The chairperson asks people to say 'for' or 'against' and then decides which group is the largest.
- (b) Vote by show of hands**
The chairperson asks people in favour of a decision to raise their hands, firstly those in favour, counts hands and announces the total, and does the same for those against.
- (c) Vote by secret ballot**
Members vote on paper and put into general pool, the secretary and a member not standing for any position, count the votes. (Requests by members for secret ballot cannot be denied.)

For all motions, the committee needs to have an agreement concerning the way a vote will be decided, eg. For the vote to be carried, you will need a simple majority (more than half); for changes to the Constitution, you will need two-thirds majority of those present.

Function: Governance

Temora Shire Council

Policy Number: G8

KEY ISSUES

4.1 Insurance

4.1.1 Industrial Special Risks

All council facilities are covered for risks such as fire, theft and malicious damage. Committees should be aware of the excess applicable to these policies.

4.1.2 Public Liability

The Committee is covered by the public liability policy of Council (currently \$20 million). This insurance does not preclude the committee from due diligence and all council policies must be adhered to.

4.1.3 Personal Accident

Committee members are covered when injured whilst undertaking duties relating to their role in the committee up to the limits outlined in Council's insurance policy. Compensation is limited for covered persons aged 90 years or over. Council's Personal Accident Insurance Policy is not intended to provide medical expenses cover. These are covered by Medicare or private health insurance. Consequently, only non-Medicare rebated medical expenses will be claimable under this policy.

4.1.4 Motor Vehicle

In the event that a committee member utilises a Council vehicle, the motor vehicle policy of Council will provide cover.

4.2 Legal Issues

From a legal perspective it is important for Committees of Council to be aware that they are in fact acting on Council's behalf. Legally, the committee is 'Council' and any action which the committee undertakes is Council's responsibility.

Committees sometimes believe they are responsible in their own right and that their actions are independent of Council. This is not the situation. Council delegated its authority to the committee to act on Council's behalf and Council can withdraw this delegation if it deemed it to be necessary.

4.2.1 Records of Committee

Most of the records of Council Committees should be kept for at least 7 years. In particular the committee needs to be aware of the importance of minutes because of their legal status and their liabilities to subpoena in court cases.

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4.2.2 Pecuniary Interest (Refer to Part 4 of Council's Code of Conduct)

Pecuniary Interest may be defined as an interest that a committee person has in a matter, as a member or employee of a company or other body, because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person, or another person with whom the person is associated. Such other person includes the spouse or de-facto partner or relative of the committee person.

Disclosure of Pecuniary Interests

- (a) If:
- (i) committee member has a direct or indirect pecuniary interest in a matter being considered or about to be considered at a meeting; or
 - (ii) the interest appears to raise a conflict with the proper performance of the member's duties in relation to the consideration of the matter,

the member must, as soon as possible after the relevant facts have come to the member's knowledge, disclose the nature of the interest at the meeting.

- (b) A committee must ensure that:
- (i) Particulars of any disclosure made under this clause are recorded in a book kept for the purpose; and
 - (ii) That book is kept open at all reasonable hours to inspection by any person.
- (c) After a member of a committee has disclosed the nature of an interest in any matter, the member must not,
- (i) be present during any deliberation of the committee with respect to the matter; or
 - (ii) take part in any decision of the committee with respect to that matter.

4.3 Correspondence

Correspondence from the committee is effectively correspondence from the Council as the committee acts on Council's behalf. Hence stringent conditions are required to ensure appropriate use of Council's name.

4.3.1 Letterhead

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- (a) There are some occasions when the Council letterhead may be used on behalf of the committee. In these instances, the letter must be approved and signed by the Council's General Manager.
- (b) The use of separately designed letterhead is limited to those Council Committees and areas of activities which:
 - (i) may have a benefit in being identified in a slightly different way to normal Council activities and where a separate image or presentation may be appropriate, and
 - (ii) may be strongly community based.
- (c) In all instances the letterhead design must be approved by Council and indicate that the function is a committee of Temora Shire Council.

4.3.2 Purpose of Correspondence

Usage is limited to the activities of each specific authorised functional area and specifically limited to:

- provision and seeking of information
- extension of invitation
- letters of thanks
- seeking of sponsorship (after approval of General Manager)
- general correspondence not committing the Council or making public comment.

4.3.3 Filing

Copies of all correspondence from the committee must be placed in Council's filing system within 1 day of the letter being sent.

4.3.4 Signatures

The signing of correspondence being limited to the Mayor, General Manger, a member of staff duly authorised by the General Manager, or a chairperson of the committee duly authorised by Council.

4.4 Sub Committees

The committee may appoint working groups to report back to the committee. These 'sub committees' have no legal standing and must recommend back to the committee for ratification.

Members of sub committees must be duly appointed members of the community committee and will be covered in accordance with this policy.

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4.5 Clerical Support

It is not the normal practice of Council to provide clerical support to community committees. A committee may however apply for support and Council will make a determination on whether assistance will be forthcoming.

In general terms, clerical support will only be offered if a Council employee is a member of the committee and the assistance is an extension of the employees duties.

If support is offered, the level of assistance will be subject to negotiation between the committee and Council and strict duties established. Council supports the principle that a committee should be self-reliant and provide its own office bearers.

4.6 Financial Issues

Community Committees are given authority to operate by Council and are subject to the same rules and regulations. These rules are set out in the Local Government Act, and Local Government Regulations and Accounting standards and must be adhered to.

Community Committees are, as the name suggests, established to benefit the community and are made up of members of the community. Any funds raised, received or spent are subject to public scrutiny, just the same as Council. The concept of public accountability involves a responsibility to ensure that committee funds are used in the manner for which they were intended and that a clear and full disclosure of the committee's financial activities is available.

4.6.1 Accounting

The following conditions are required by Council in relation to community committees:

- a) A bank account must be opened at any branch of a recognised bank or Credit Union with a credit rating of BBB+ or greater and/or a branch in the Shire of Temora. Such account will be in the name of the committee.
- b) All monies received by the committee must be banked within 1 week of receipt.
- c) The committee is authorised to draw on its account for such sums as it may require in the performance of delegated function but under no circumstances will the account be overdrawn.
- d) A suitable cash book, receipt book, bank deposit book and petty cash will be maintained and kept up to date. All such records will be submitted to Council no later than the 31 July in each year for audit purposes. (The financial year will be from 1 July to 30 June).

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- e) Receipts, in the name of the Committee, will be issued for all charges and other monies received and duplicates of all receipts will be retained for audit.
- f) Payment will be made by cheque or EFT and in every case evidence of the need for the payment will be obtained and attached to payment records.
- g) The Committee may authorise its Chair/President, treasurer and one other person to sign on its behalf on the basis that two signatures are required on each cheque or two authorisers of EFT.
- h) All records and books will be made available for inspection whenever required by any inspector of local government accounts, Council's auditor or any authorised officer of Council.
- i) The Committee will be entitled to spend all monies raised in the management of the facilities under their control, provided that all such monies together with the Committee on their operations, will be expended strictly in accordance with any conditions imposed by the Council and only upon the facility of the Council for which the Community Committee has been constituted.
- j) In the event that the Committee receives a financial contribution from Council, this payment will be made in the form of a grant and appropriate expenditure certification will be required by Council.

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APPENDIXES

1. Council Committees
2. Committee Responsibilities
3. Procedure for Establishment of Committees
4. Section 355 Local Government Act (Community Committees)
5. Section 377 Local Government Act (Delegations)
6. Sample Reports and Specifications
 - Responsibilities of Chairperson
 - Responsibilities of Secretary
 - Responsibilities of Treasurer
 - Responsibilities of Committee Members
 - Standard Format – Ordinary Meeting Agenda
 - Standard Format – Annual General meeting Agenda
 - Standard Format – Correspondence
 - Standard Format – Minutes
 - Procedures for Motions
7. Liability Exposures of section 355 Committees and voluntary workers

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Appendix 1

**COUNCIL COMMUNITY COMMITTEES
AS AT 15 AUGUST 2024**

Access & Equity Committee
Aerodrome Users Committee
Ariah Park Advisory Committee
Ariah Park Swimming Pool Committee
Temora Shire Australia Day Committee
Bundawarra Centre Advisory Committee
Friends of Temora Shire Cemeteries
Heritage Committee
Imagine Temora
Lake Centenary Management Committee
Sister City Committee
Springdale Community Committee
Temora Agricultural Innovation Centre Committee (TAIC)
Temora & District Sports Council
Temora Fight the Fruit Fly Committee
Temora Arts Centre
Temora Women's Network
Temora Youth Team
Town Hall Theatre

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Appendix 2

COMMUNITY COMMITTEE RESPONSIBILITIES

Access & Equity Committee

- To advocate on behalf of people with disability, older people and parents with infants
- To promote wellbeing and a sense of belonging for the above residents by raising awareness of issues that they may face
- To ensure services and facilities in the community are accessible to all residents (within reason and with regard to regional and rural limitation)

Aerodrome Users

- To promote the future development of Temora Aerodrome and provide a forum for consultation with aerodrome users

Ariah Park Advisory Committee

- To promote and maintain the facilities of Ariah Park for the benefit of the community.

Ariah Park Swimming Pool Committee

- To promote optimum usage of the Ariah Park Pool.
- To provide an information conduit between the users of Ariah Park Pool and Council
- To develop capital expenditure priorities for the Ariah Park Pool

Temora Shire Australia Day Committee

- To organise or facilitate appropriate events to celebrate Australia's National Day in Temora Shire
- To participate in the ambassador program
- To organise community recognition through the annual Citizenship awards.

Bundawarra Centre Advisory Committee

- To provide a liaison body for co-located organisations operating from the Bundawarra Centre
- To provide a conduit between the Bundawarra Centre operators and Council.

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Friends of Temora Shire Cemeteries

- To advise Council on issues relating to the maintenance and development of Council owned cemeteries
- To assist in the maintenance of Council owned cemeteries in Temora Shire Council areas
- To provide residents with historical information for family history purposes relating to burials.

Heritage Committee

- To protect and conserve areas and items of historic and landscape heritage value
- To administer the Local Heritage Fund
- To manage the Local Heritage Advisory program
- To develop, maintain and implement the Heritage Strategy.

Imagine Temora

- To promote cultural diversity and to satisfy artist needs of community
- To foster performing artists
- To bring performances to the Shire

Lake Centenary Management Committee

- To manage the usage of Lake Centenary on behalf of Temora Shire Council
- To provide an information conduit between the users of Lake Centenary and Council
- To administer the rules and regulations for the use of Lake Centenary as set down by agreement between Council and the Committee.
- To advise Council on issues pertaining to the maintenance and development of Lake Centenary and surrounds
- To promote safe usage of the facilities at Lake Centenary
- To promote the usage of Lake Centenary as a premier water sports location accessible to all residents.

Sister City Committee

- To forge closer Council and community relationships with existing sister cities and Council.
- To promote peace through mutual respect, understanding and cooperation.

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Springdale Community Committee

- To promote optimum usage of the Springdale Hall including maintenance of the hall;
- To provide an information conduit between the Springdale community and Council
- To ensure that the hall is maintained in good condition;

Temora Agricultural Innovation Centre (TAIC)

- To work in partnership with FarmLink to promote TAIC as a premium facility providing value to farmers in the local area and further afield.

Temora & District Sports Council

- To foster active participation of the people of the Temora and District in all forms of sport.
- To advise Council on matters relating to the utilisation of Council Sporting facilities.
- To promote and acknowledge sporting excellence through the annual sportsperson of the year award and Walk of Fame
- Monitor the usage of Temora Recreation Centre.

Temora Fight the Fruit Fly Committee

- To create awareness amongst citizens and provide education towards the control of fruit fly in the shire

Temora Arts Centre

- To build community support and establish a creative reputation for the facility.
- To increase the financial returns of the facility.
- To stimulate the pursuit of creative thinking, education and outcomes at the facility.

Temora Women's Network

- To provide networking and support for women in the community
- Provide information on women's issues for the Temora Shire Council Strategic Plan

Temora Youth Team

- To provide a safe, social network for the youth of Temora Shire

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Town Hall Theatre

- To provide a venue to host small movies, seminars, concerts, lectures.
- To provide a social outlet to all residents of the shire

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Appendix 3

PROCEDURE TO ESTABLISH A COMMUNITY COMMITTEE

- 1 The group must make written application to Council detailing reasons / purpose for establishment.
- 2 A report to be presented to Council including:
 - information to support the committee's establishment including role, function and life
 - recommendation from General Manager
 - specific authority being delegated by Council
- 3 A motion to be passed by Council worded thus:

It was resolved that 'xyz committee' be established as a Council Community Committee in accordance with Section 355 of the Local Government Act 1993, such committees to be bound by the conditions laid out in the Council Code of Practice for Community Committees.
- 4 The committee will be notified of the decision of Council and if adopted, a copy of the Code of practice for Council Committees will be forwarded to the committee.

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Appendix 4

SECTION 355 LOCAL GOVERNMENT ACT COMMUNITY COMMITTEES

355 How does a council exercise its functions?

A function of a council may, subject to this Chapter, be exercised:

- (a) by the council by means of the councillors or employees, by its agents or contractors, by financial provision, by the provision of goods, equipment, services, amenities or facilities or by any other means, or
- (b) by a committee of the council, or
- (c) partly or jointly by the council and another person or persons, or
- (d) jointly by the council and another council or councils (including by means of a Voluntary Regional Organisation of Councils of which the councils concerned are members), or
- (e) by a delegate of the council (which may, for example, be a Voluntary Regional Organisation of Councils of which the council is a member).

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Appendix 5

SECTION 377 LOCAL GOVERNMENT ACT (DELEGATION)

377 General power of the council to delegate

- (1) A council may, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council, other than the following:
 - (a) the appointment of a general manager
 - (b) the making of a rate
 - (c) a determination under section 549 as to the levying of a rate
 - (d) the making of a charge
 - (e) the fixing of a fee
 - (f) the borrowing of money
 - (g) the voting of money for expenditure on its works, services or operations
 - (h) the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment)
 - (i) the acceptance of tenders to provide services currently provided by members of staff of the council
 - (j) the adoption of an operational plan under section 405
 - (k) the adoption of a financial statement included in an annual financial report
 - (l) a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6
 - (m) the fixing of an amount or rate for the carrying out by the council of work on private land
 - (n) the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work

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- (o) the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the Environmental Planning and Assessment Act 1979
 - (p) the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194
 - (q) a decision under section 356 to contribute money or otherwise grant financial assistance to persons
 - (r) a decision under section 234 to grant leave of absence to the holder of a civic office
 - (s) the making of an application, or the giving of a notice, to the Governor or Minister
 - (t) this power of delegation
 - (u) any function under this or any other Act that is expressly required to be exercised by resolution of the council.
- (1A) Despite subsection (1), a council may delegate its functions relating to the granting of financial assistance if—
- (a) the financial assistance is part of a specified program, and
 - (b) the program is included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and
 - (c) the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and
 - (d) the program applies uniformly to all persons within the council's area or to a significant proportion of all the persons within the council's area.
- (2) A council may, by resolution, sub-delegate to the general manager or any other person or body (not including another employee of the council) any function delegated to the council by the Departmental Chief Executive except as provided by the instrument of delegation to the council.
- (3) A council may delegate functions to a joint organisation only with the approval, by resolution, of the board of the joint organisation.

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Appendix 6(i)

RESPONSIBILITIES OF THE CHAIRPERSON

The Chairperson generally has the following specific duties, which make up the major part of their responsibility:

(i) Before a meeting

- prepares the agenda (in consultation with the Secretary or members or can delegate this role to the Secretary), setting out the items of business to be considered.
- ensures meeting is properly convened in accordance with the organisation's rules ie. proper notice of a meeting is given and a quorum is present.

(ii) During the meeting

- chairs all meetings, opens meeting, welcomes and introduces members and guests, subject to the right of the Mayor at his/her discretion, to take the chair at any meeting he/she attends
- keeps individuals and the meeting focused on the topics being discussed and encourages all members to participate, ensuring adequate opportunity is given to members who wish to speak
- ensures correct meeting procedures are followed and control of the meeting is maintained, keeping track of time (or delegates to someone to do this)
- makes sure members are aware of decisions being made and that the minute taker has recorded decisions of the meeting
- acts impartially and uses discretionary powers in the best interests of members and in accordance with the agreed standing orders ie. method of conducting meetings, and ensures all statutory regulations and organisation's rules are observed
- closes meeting after business at hand has been properly concluded.

The Chairperson needs to be aware of certain issues and procedures and the importance of establishing and maintaining a working relationship with Council, particularly in regard to Government funding, the function/facility budget, Council and community involvement and requirements.

The chairperson is responsible for providing assistance to all members of the committee and ensuring that they fulfil their respective roles. The chairperson is the 'spokesperson' for the committee.

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Appendix 6(ii)

RESPONSIBILITIES OF THE SECRETARY

The organisation's secretary usually carries a great deal of responsibility and often has more knowledge than anyone else on what is happening.

(i) Before a meeting

- draws up the agenda, (in consultation with the Chairperson)
- makes copies of the agenda if required

(ii) During the meeting

- takes minutes
- reads minutes of previous meeting if necessary
- provides a list of correspondence in order and summarises any important points
- records any motions and/or decisions of the meeting including, mover and seconder.

(iii) After the meeting

- types the minutes and distributes to committee members as soon as possible
- ensures that accurate minutes are kept
- writes any letters as decided (this can be a shared role with another committee member).

(iv) Outside of meetings

- keep a register of correspondence that has come in and gone out, and file copies of all letters written
- in between meetings inform other committee members of any correspondence requiring urgent attention.

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Appendix 6(iii)

RESPONSIBILITIES AND GUIDELINES FOR THE TREASURER

To establish an effective financial system, Committees will need to maintain the following books and forms:

- 1 Cheque Book
- 2 Expenditure documentation
- 3 Receipt Books
- 4 Cash Book
- 5 Bank Deposit Book

1 Cheque Book/EFT Payments

The Cheque book should normally be held by the treasurer and must only be drawn upon with the joint signatures of two of the executive.

All EFT payments made from the Committee bank account will require authorisation by two committee members.

All cheques drawn/EFT payments will have some form of supporting documentation.
All cheques drawn/EFT Payments will be authorised by the Community Committee.
All payments must be entered in the Cash Book under the appropriate cost heading.

2 Expenditure Documentation

All payments should have supporting documentation, preferably an Invoice. These should be kept in payment order and noted with the cheque/EFT number and date of payment for easy reference and to prevent double payment. Where documentation is not available, a notation should be provided detailing the payment and explaining why documentation is not provided.

3 Receipt Books

All receipt books must bear the Committee's name (a stamp will do), have a fixed duplicate copy and be numbered. A receipt must be issued for every payment received and monies should be banked regularly. The receipt of cash is an area where strict control is required. The safest method is to have only a limited number of approved people who have the responsibility for receiving funds, issuing receipts and banking monies.

Keep a record of receipt books detailing the number and location (ie. in use or not). Record receipt number in the Cash Book and on the Deposit form retained by you. Never give change for a cheque payment.

Avoid altering amounts on receipts. If it is necessary to alter a receipt, cross through the incorrect entry and insert the correct amount. Initial all alterations. It is more acceptable to cancel a receipt and retain both the original and duplicate in the book, than to alter a receipt.

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4 Cash Book

The Cash Book is the organisation's record of what money is received and spent, the transactions (both incoming and outgoing) that have occurred, and how much cash is on hand at any one time.

A twelve (12) or eighteen (18) column cash book gives most committees enough room for details. It is essential to have receipts and payment on separate pages or in some cases, separate section of the cash book. Across the page the columns are headed to allow the date, receipt or cheque number, cost or income allocation and totals. Have appropriate and sufficient cost or income headings for frequent transactions. Try not to have too many items under sundries or miscellaneous – it makes things difficult when preparing end of year figures.

Update the Cash Book on a regular basis so it does not become a big job. The totals down the page should always equal the totals across the page – do this each time you rule off a page. Check that the totals carried forward onto the next page are correct.

Bank fees, interest, etc. wherever possible should be written in the Cash Book in the month they were raised or when bank statements are received. This assists with reconciling the cash book to the Bank statements.

Show all cheques written/EFT payments during the month in the cash book whether they have been presented or not. Show all income received during the month whether banked or not.

Reconciliation – Check off the amounts received and paid in the cash book against the bank statement figures. From this, you can compile a list of outstanding deposits or unpresented cheques and it also verifies that an incorrect figure does not appear in either records. If the bank reconciliation does not agree, find the discrepancy. It will be either a mistake in the Cash Book or on the bank statement.

5 Bank Deposit Book

This book is supplied by the bank you have nominated and it is where all income is recorded for deposit into the organisation's account.

Keeping the books

All Community Management Committees are required to keep complete and accurate records.

The following guidelines and procedures have been prepared to give members of Community Committees a greater understanding of the tasks they have undertaken.

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Steps Required to Keep Complete and Accurate Records

- 1 Open a bank account in the committee's name.
- 2 Make as many payments as you can by cheque or EFT. Avoid paying cash.
- 3 Record details of cheques on the cheque butt.
- 4 Bank all cash receipts promptly into the bank account.
- 5 Record all details on the receipt book butt.
- 6 Write up the cash book regularly – at least monthly.
- 7 Reconcile the bank account regularly – generally monthly or each time a bank statement is received and at the end of the financial year.
- 8 Keep a wages book (if applicable).
- 9 Retain supporting documentation or evidence for all cheques drawn/EFT payments.

Writing up the Cash Book

Council will establish a set of essential books for issue to all Community Committees upon establishment. Cash books are available in various sizes from stationers and office suppliers such as Newsagents.

a. Payments

- Enter appropriate headings in the book, ensuring the first column is “Bank” and the last one “Sundries”.
- Enter cheques in cheque number order and EFT payments in date order.
- Ensure every cheque and EFT payment is recorded in the book.
- Record cancelled cheques, but at no value.

b. Receipts

- The same procedures as for payments.
- All amounts received must be receipted.

c. Reconciliation

Bank reconciliations need to be performed regularly because:

- i. they keep track of cheques that are outstanding and possibly lost
 - ii. they ensure that a complete record is kept of all transactions
 - iii. they enable your accountant to prepare a balance sheet and accounts for your committee and can therefore save you considerable money in professional fees.
- Take the monthly bank statement and write all items such as bank fees, direct debits, etc. into the cash book.
 - Total up the columns, ensure they add the same across as well as down.
 - Tick off all items appearing in the cash book against the bank statements, noting any that are outstanding.

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Finally, to complete reconciliation:

Take the total Cash Book balance (brought forward from previous financial year)
Plus Income received to date in current financial year,
Less payments to date in the current financial year,
This should equal the balance on the bank statement; - less any unrepresented cheques
plus any unbanked deposits.

d. Retention of Records

GA-39 – General Retention and Disposal Authority: Local Government Records requires records to be retained for seven years. It is important to retain all invoices and other supporting documentation.

Function: Governance

Temora Shire Council

Policy Number: G8

Appendix 6(iv)

RESPONSIBILITIES OF COMMITTEE MEMBERS

Committee members' role is important and ensures the democratic process is followed. Members' responsibilities are:

- a. attend most committee meetings;
- b. participate in meetings – this involves:
 - being on time
 - sticking to the agenda
 - contributing to the discussion where appropriate
 - being objective, listening to others' views
 - volunteering to do some of the necessary tasks required.
- c. support the office bearers in carrying out their jobs
- d. assist in organising the Annual General Meeting
- e. attend and participate in any planning days that may be held
- f. make sure the function is being maintained and run smoothly.

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Temora Shire Council

Policy Number: G8

Appendix 6(v)

STANDARD FORMAT – ORDINARY MEETING AGENDA

1. Open Meeting

Action: The Chairperson welcomes members and visitors, declares the meeting open, ensures everyone has an agenda, and asks for any extra items suggested by members.

2. Attendance and Apologies

Action: The Secretary records those present and any apologies. An attendance list or book may be circulated.

3. Confirmation of minutes of the previous meeting

Action: Two committee members in attendance at the last meeting are asked to confirm that the record of minutes is a true and correct one. Any amendments or changes need to be recorded and included in this meeting's minutes.

4. Business arising from previous minutes

Action: Deal with any matters that have arisen or were to be completed since the last meeting.

5. Correspondence

Action: Includes both Inwards and Outwards correspondence. A member, usually the Secretary, reads out in full or in summary any letters received or sent since the last meeting. Any business arising from these letters is dealt with as it is read, and recorded in the minutes.

6. Treasurer's Report

Action: The Treasurer gives a report on the financial position of the committee, including income and expenditure since the last meeting and gives an overview of future budget estimates.

7. Other Reports

Action: Reports from other office bearers.

8. General Business

Action: Items on the agenda are discussed. Also remind members of any upcoming events.

Note: *General Business often contains the important discussions and decisions. Efficient meetings work through the early business quickly to leave sufficient time for general business. Specific items that arise in items (1) to (5) can be deferred to General Business if appropriate.*

9. Close Meeting

Action: Establish the date and time of next meeting. Chairperson thanks members and visitors for attending and declares the meeting finished or closed.

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Temora Shire Council

Policy Number: G8

Appendix 6(vi)

STANDARD FORMAT – ANNUAL GENERAL MEETING AGENDA

1. Commence/Open Meeting

Chairperson/President presides over the following items:

- a. Welcome
- b. Apologies
- c. Minutes of previous AGM
- d. Reading Reports, ie. Chairperson, Treasurer, etc.

All positions are declared vacant and the Returning Officer appointed by the meeting takes the chair and presides over the following items:

- a. Election of Office Bearers
- b. Acceptance of nomination from user groups and community members.
- c. Appointment of Solicitor (if required)
- d. Recommending Annual Fees

Returning Officer then hands the chair over to the newly elected Chairperson who is responsible for:

- a. Thanking the Returning Officer
- b. Welcoming New Committee
- c. Consider recommendations “carried” by way of motion from the floor
- d. Getting agreement on meeting dates for coming year.

Closure of AGM Meeting

Function: Governance

Temora Shire Council

Policy Number: G8

Appendix 6(vii)

STANDARD FORMAT FOR CORRESPONDENCE

1. Keep a copy of all correspondence sent out on behalf of committee.
2. Set up a correspondence book to record all correspondence of the committee.

This should include:

- A section for **Inwards** correspondence/mail
 - A section for **Outwards** correspondence/mail
 - A space to record the date of receipt or despatch of mail
 - A numbering system for both Inwards and Outwards to enable any correspondence to be easily located if the need should occur
 - A space to identify whose responsibility it is to act on, eg Secretary.
3. Enter all correspondence in the relevant section of the book ensuring date and number are recorded.
 4. Place letter received since the last meeting in a folder marked, Correspondence Inwards, for the meeting.
 5. Record any action required and which committee is responsible for this action.
 6. Establish and maintain a filing system for all mail, both In and Out.
 7. Correspondence can be filed numerically or by subject.
 8. Related items of correspondence can be placed together.

Function: Governance

Temora Shire Council

Policy Number: G8

Appendix 6(viii)

FORMAT FOR GOOD MINUTES

1. Keep them short, clear and concise, and consistent.
2. Set them out – not too cramped, use headings, and underlining so the subjects, decisions and actions to be taken (and by whom) stand out and are easy to read. Use the Agenda as a basis for the format of minutes.
3. Don't try to record every statement made at the meeting. The minutes are a record of the decisions made – each decision or resolution must be accurately recorded.
4. A copy of the minutes without error or additions (unless initialled and signed by the Secretary and Chairperson, after adoption at the meeting) must be kept as a permanent record of meetings. It is the Chairperson's responsibility to see the minutes are unaltered after adoption and are signed as an accurate record.
5. You must record the names of the mover and seconders of each motion or amendment. Record the numbers for and against if specifically requested by those present.
6. List correspondence, business arising and items for general business by number. Organise all your papers in this order and try and see that the agenda follows this order. Decisions can also be noted on the business papers and then transferred to the minutes later.
7. If minute-taking is a shared or revolving duty, allow each person to perfect their skills by taking minutes for at least 3-4 consecutive meetings.
8. Remember, minutes should communicate and assist evaluation. They ensure accountability and are a permanent record of the group's activities.
9. Send them out as soon as possible after the meeting, so that follow-up action is more easily taken.
10. Include a record of the place, date and time of the next meeting.

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Appendix 6 (ix)

PROCEDURE FOR MOTIONS

A motion needs to be lawful, productive, relevant, appropriate, easily understood and be positive in its intent, eg. “*I move that the facility be an alcohol free zone*”. If the motion does not meet these requirements, it can be rejected by the Chairperson. Reasons must be given for this decision.

Any motion must be “**seconded**” before it can be accepted by the chairperson and opened for debate. There is no legal requirement to record mover and seconder however; it can be done at the committee’s discretion. If there is no seconder, the matter lapses. Once a motion has been moved and seconded, the order of debate is –

- Mover (raised original motion)
- Secunder (allows debate on the motion)
- Speaker against the motion
- Speaker for the motion
- Speaker against the motion
- Speaker for the motion.

The debate continues in this manner until there are no further speakers. A member of the committee may speak no more than once to each motion or amendment at the meeting. The mover may then speak again, but in doing so closes the debate. Once the mover has closed the debate the chairperson must put the motion to a vote.

Amendments

Amendments may be made after the motion. The amendment must:

- be clear and be part of the motion being considered
- have a seconder
- not exceed the power of the meeting
- not be a direct negative of the motion
- be put to the vote before the motion

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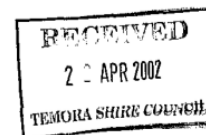
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Temora Shire Council

Appendix 7 LIABILITY EXPOSURES OF SECTION 355 COMMITTEES & VOLUNTARY WORKERS



JARDINE LLOYD THOMPSON



11 April 2002

Attention: Ms Cathy New

The General Manager
Temora Shire Council
PO Box 262
TEMORA NSW 2666

Risk Services Division

Jardine Lloyd Thompson Pty Ltd
ABN 69 009 098 864
Unit 5, 3rd Floor, 33 Macquarie Street
Dubbo NSW 2830
PO Box 609
Dubbo NSW 2830
<http://www.jlta.com.au>
Telephone 02 9320 2700
Facsimile 02 6884 6747
Direct Dial 02 6884 6744
Email tonks@jlta.com.au

Dear Sir,

LIABILITY EXPOSURES OF SECTION 355 COMMITTEES AND VOLUNTARY WORKERS

It is well-known that at present many community groups are experiencing difficulty in obtaining Public Liability insurance, and that where insurance can be purchased by the groups then the premium costs have risen considerably. The Statewide Mutual Board has become aware that some Councils are establishing such community groups as section 355 committees, or nominating the members of the community groups as "voluntary workers" of Council, in an attempt to include the groups under Council's Statewide Mutual protection.

Statewide Mutual has prepared a letter, which is attached, pointing out that the establishment of a new section 355 committee will constitute a new activity by Council and must be advised to (and agreed by) Statewide Mutual. As Brokers to Council, we also bring to your attention that any claim which arises from the activities of a section 355 committee will be subject to your Public Liability/ Professional Indemnity excess, which is payable by Council. Any new sub-committee must be established and managed in accordance with the Local Government Act, and can only operate in accordance with its delegated authority from Council. A committee established under the Local Government Act will become part of Council, and you should carefully consider your obligations to that committee, including those under the Occupational Health and Safety Act. Also, Council has responsibilities for the actions of its voluntary workers, who are under your control and who may cause personal injury or property damage to third parties for which Council will have a liability.

PERSONAL ACCIDENT COVER FOR VOLUNTARY WORKERS

Where Council agrees to engage further voluntary workers, it should not be assumed that Council's Personal Accident cover will automatically apply to such voluntary workers. This particularly applies where the activities of the new voluntary workers fall outside the usual interpretation of "local government activities". You should notify JLT so that we may obtain the agreement of the insurer, and if necessary negotiate an extra premium.

If the activity is hazardous, insurers may decline to provide cover. An example might be where a Council's Events Co-ordinator arranges for entertainers or persons demonstrating a sport to appear at a Council-organised function. It is doubtful that they can be considered to be "voluntary workers" of Council, or that insurers will agree that they may be included under the Personal Accident scheme for local government.

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In addition, Council should be aware that it has obligations in respect of its voluntary workers. They should be engaged in connection with a Council-organised activity and be registered as volunteers by Council. The Occupational Health and Safety regulations applicable to paid employees should be used in connection with voluntary workers; you are required to ensure that all voluntary workers are suitably trained for their duties, have suitable clothing and are appropriately managed during the voluntary activity.

HOLD HARMLESS AGREEMENTS AND INDEMNIFICATION OF OTHER PARTIES

Council will be aware that contract Wordings which Council is requested to sign may contain "Hold Harmless", "Release" or "Indemnity" clauses, or other clauses which seek to impose liabilities upon Council or which require Council to provide indemnity to outside parties or to release outside parties from liabilities. The clauses are intended to alter the Common Law rights of the parties involved.

As a general rule, the coverage provided by your Public Liability insurance policy (or by your Local Government Scheme Liability protection provider, such as Statewide Mutual) may be reduced or totally negated if the insurer or scheme protection provider is prejudiced by your acceptance of alterations, either to your own or your insurer's Common Law rights, without first obtaining their permission.

It is not practical to list all the types of contracts and agreements which may be involved; however, some of the more common examples include joint ventures, leases, hire, service, maintenance, franchise, cartage, sale and purchase order agreements. The contracts and agreements may be drafted and presented to Council for signature by companies with whom you conduct business, or by authorities such as electricity or communications organisations.

For your protection, please ensure that all contracts and agreements are reviewed prior to execution to identify whether the effects of any clauses are to:

- ◆ impose liabilities on you which would otherwise not arise; or
- ◆ require you to release another party from its liability to you.

Where such clauses are included in an agreement, please notify our office so that we can refer the clauses to your insurers. Please note that generally insurers will **not** agree to provide protection in respect of liabilities which fall outside the policy wordings.

ACCREDITED PLANT LOCATORS

Councils rely on Telstra and other authorities for information on the location of underground cables. Where a Council relies on such information and it is found to be incorrect, then generally Council can successfully defend any action by the authority for damage to the cables and for subsequent losses resulting from the disruption. Where a Council applies to become an accredited plant locator, then that Council should ensure that it does not sign any agreement whereby it agrees to accept liabilities arising from the activity or to indemnify the authority in respect of any liabilities which may arise. We remind Council that the Statewide Mutual Board has already advised that liabilities arising from any "accredited cable location" activities will not be covered by Statewide.

Notwithstanding that **no coverage** will be provided by Statewide, if Council still wishes to pursue accreditation, then it is imperative that you obtain legal advice to ensure that you do not sign contracts or agreements which impose liabilities upon Council or which remove Council's ability to recover from other parties. In fact, all contracts and agreements should be perused by your legal advisers prior to signature by Council.

Document2

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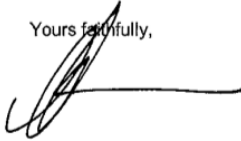
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In summary, we urge Council to notify us of any new activities, or changes in your activities, so that appropriate insurance arrangements can be made where possible. Please feel free to pass a copy of this letter to all sections at Council which may be involved in the issues raised above. If you have any enquiry regarding any of the matters, please contact us and we will be pleased to assist you.

Yours faithfully,



Scott Tonkin
Regional Manager

Encl:

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4.10 PROCEDURE FOR THE ACCEPTANCE OF LATE REPORTS (COUNCIL AND COMMITTEE MEETINGS)**File Number:** REP24/749**Author:** General Manager**Authoriser:** General Manager**Attachments:** 1. Procedure for the Acceptance of Late Reports (Council and Committee Meetings)**REPORT**

Councillors have requested that a policy be prepared for the management of late reports to Council Meetings. Following staff investigations into how this is managed by other Councils it is recommended that this be managed through an operational procedure as opposed to creating a Policy in this instance and that it applies to Committee meetings also.


A copy of the Procedure, which has been endorsed by the General Manager following consultation with MANEX is attached for the Committee's information.

COMMITTEE RESOLUTION 75/2024

Moved: Cr Rick Firman

Seconded: Cr Jason Goode

CARRIED***Report by Melissa Boxall***

 <p>Temora Shire Council ABN: 55 048 860 109 105 Loftus Street PO Box 262 Temora NSW 2666 Phone: 02 6980 1100 Fax: 02 6980 1138 Email: temshire@temora.nsw.gov.au</p>	<p>Acceptance of Late Reports (Council & Committee Meetings) (WOR-GOV-GOV-003)</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------

1. Purpose

The purpose of this procedure is to outline the process for submitting reports to Council and Committees meetings for Temora Shire Council.

2. Scope

This procedure applies to all staff required to submit reports to Council Meetings and Committees.

3. Process

a) Submission Deadlines

Council meets at 4:00PM on the third Thursday of each month.

Committee meetings are generally held on the Tuesday the week prior to the Council Meeting. The meeting agenda for Committee Meetings and Council Meetings are finalised, published, and distributed on the Friday prior to the meeting.

All reports must be submitted by staff for approval in Infocouncil by the specified deadline, which is 4:30PM on the Tuesday before the release of the meeting agenda.

b) Late Report Acceptance

Late reports will only be accepted in exceptional circumstances, subject to approval by the General Manager.

A Mayoral Minute is not subject to the same requirements as a late report. However, where practicable Mayoral Minutes are expected to be received by 4:30 PM on the Thursday before the release of the meeting agenda to be included in the Council Meeting Business Paper.

c) Late Report Approval Process

i) Early Communication:

If a report cannot meet the submission deadline, the responsible staff member must promptly seek approval from the General Manager.

The request for a late report submission should include:

- A valid reason (e.g., urgent donation/sponsorship request, legislative requirement, late urgent correspondence).
- An estimated timeframe for completion.
- Support from the relevant Executive member for inclusion

ii) General Manager Assessment:

The General Manager will assess the urgency and impact of the report.

Approval for the late submission will be granted based on valid reasons.

iii) Public Forum Opportunity:

Members of the public can address the Mayor and Councillors during the Public Forum before ordinary Council meetings.

If a late report is relevant to the public, arrangements must be made to discuss it during this forum.

iv) Documentation

Ensure that all late reports are clearly labelled as such in the meeting agenda and minutes.

4. Review

A review of this procedure will be undertaken annually by the General Manager in consultation with the Director Administration & Finance.

5 CONFIDENTIAL REPORTS**COMMITTEE RESOLUTION 76/2024**

Moved: Cr Rick Firman

Seconded: Cr Belinda Bushell

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 3:23pm:

5.1 Tender for Construction of Temora Airport Taxiway

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 Lease Proposal - Temora Caravan Park

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 NRCC House Roofing and Airconditioning Issues

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.

CARRIED

COMMITTEE RESOLUTION 77/2024

Moved: Cr Jason Goode

Seconded: Cr Belinda Bushell

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

CARRIED

6 CLOSE MEETING

The Meeting closed at 4:00pm.

This is the minutes of the Assets & Operations Committee meeting held on Tuesday 6 August 2024.

.....

GENERAL MANAGER

.....

CHAIRMAN

8.4 MINUTES OF THE STREET LIGHTING MEETING HELD ON 6 AUGUST 2024**File Number: REP24/806****Author: Executive Assistant****Authoriser: General Manager****Attachments: 1. Minutes of the Street Lighting Meeting held on 6 August 2024****RESOLUTION 139/2024**

Moved: Cr Nigel Judd

Seconded: Cr Belinda Bushell

It was resolved that the reports be received.

CARRIED**RESOLUTION 140/2024**

Moved: Cr Belinda Bushell

Seconded: Cr Jason Goode

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

CARRIED



Date: Tuesday, 6 August 2024
Time: 4:05pm
Location: 105 Loftus Street
TEMORA NSW 2666

MINUTES

Street Lighting Meeting

6 August 2024

Order of Business

1 Open Meeting 3

2 Apologies 3

3 Disclosures of Interest 3

4 Reports 4

 4.1 Minor Capital Works - Proposed Projects 4

5 Close Meeting 23

**MINUTES OF TEMORA SHIRE COUNCIL
STREET LIGHTING MEETING
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666
ON TUESDAY, 6 AUGUST 2024 AT 4:05PM**

PRESENT: Cr Belinda Bushell, Cr Nigel Judd (Chair), Cr Anthony Irvine

IN ATTENDANCE: Mr Rob Fisher (Engineering Asset Manager), Ms Melissa Boxall (General Manager)

1 OPEN MEETING

4:05pm

2 APOLOGIES

COMMITTEE RESOLUTION 1/2024

Moved: Cr Belinda Bushell

Seconded: Cr Anthony Irvine

That apologies from Cr Rick Firman be received and accepted.

CARRIED

3 DISCLOSURES OF INTEREST

Councillor/Officer	Item	Nature of Interest	How Managed
NIL			

4 REPORTS

4.1 MINOR CAPITAL WORKS - PROPOSED PROJECTS

File Number:	REP24/708
Author:	Engineering Technical Officer
Authoriser:	Engineering Asset Manager
Attachments:	1. Location Feasibility Assessment
	2. Location Map
	3. Previous Reports

REPORT

Councillors may recall a series of public lighting requests that were considered at the June 2023 Street Lighting Committee/Council meeting (reports attached). As a result of Council's resolutions, Essential Energy have assessed the specified areas to determine feasibility of installing streetlights on existing poles with low voltage network on them. They are currently unable to extend the network to cater for new streetlights.

The attached spreadsheet shows Essential Energy's recommended lights and outreaches for each of the assessed locations. These have been mapped to show which of the poles assessed are suitable for a light (green) and those that are not (red).

Essential Energy have requested that 10 preferred locations be selected to be completed under a Minor Capital Works agreement. Should more than 10 locations be selected this can be completed however Essential Energy cannot guarantee a 90-day delivery.

Budget Implications

A price estimate for each light type is included below, with the total cost dependent on the quantity Council chooses to proceed with.

- **33W LED Luminaire/ Category P Outreach**

Annual Capital Expenditure: \$96.82 (\$78.32 luminaire/ \$18.50 outreach)

Annual Maintenance Expenditure: \$39.69

- **150W LED Luminaire / Category V Outreach**

Annual Capital Expenditure: \$194.25 (\$160.65 luminaire/ \$33.60 outreach)

Annual Maintenance Expenditure: \$55.40

Annual Capital expenditure for luminaires are charged for a period of 10 years, by this point, the capital component is deemed as recovered.

Annual Capital expenditure for brackets / outreaches are charged for a period of 35 years, by this point, the capital component is deemed as recovered.

Annual Maintenance expenditure is ongoing for the life of the light. There is no annual maintenance charge for outreaches.

Additionally, there is an option to purchase the infrastructure outright whereby no capital charge is applied and only the maintenance fee applies annually. Under this scenario the average cost per light is estimated at \$2,000 to \$3,000.

Budget

Council does not have funding allocated for this project, however, has a budget of \$79,000 allocated for Intersection lighting on the Burley Griffin Way Intersections (Gallipoli Street to Narraburra Street). It is anticipated that 100% of the funds could be required to complete this job, however, it is unclear at this point as to whether this project will be completed in the 2024/2025 financial year and what the total cost of the project will be.

Should the Burley Griffin Way Intersection lighting project not proceed in this financial year or there are funds left over there is potential to use this funding to complete the lighting requests.

COMMITTEE RESOLUTION 2/2024

Moved: Cr Belinda Bushell

Seconded: Cr Anthony Irvine

That the Committee recommend that Council proceeds with lights being purchased outright for the locations discussed in the meeting and this be referred to the budget estimates for 2025/2026 financial year.

AND FURTHER

That Coolamon Street, Aria Park be identified as the highest priority.

CARRIED

Report by Amanda Colwill

Item	Feasible	comments	Lighting Category	Pole Asset Label	Task Code	Vicinity	LAT	LONG
1	No	HW Operational pole. No LV		200823		Opposite 152 Aurora St	-34.44926463	147.53680707
2	Yes	Install Task - 33W Sylvania RoadLED with CE6 2m outreach	PR3	200848		126 Britannia St	-34.44979477	147.5392009
3	Yes	Install Task - 33W Sylvania RoadLED with CE6 2m outreach	PR3	200849/1		129 Britannia St	-34.44958496	147.5391693
4	Yes	Install Task - 33W Sylvania RoadLED with CE6 2m outreach	PR3	200849		122 Britannia St	-34.44900921	147.5388794
5	Yes	Install Task - 33W Sylvania RoadLED with CE6 2m outreach	PR3	200850		123 Britannia St	-34.44970322	147.5387878
6	Yes	Install Task - 33W Sylvania StreetLED2 with CE4.4.5m outreach	PR3	200910		Austral St	-34.45156768	147.5390117
7	Yes	Install Task - 33W Sylvania StreetLED2 with CE4.4.5m outreach - Non standard approval required - ABC on road side of pole	PR3	200913		184 Aurora St	-34.45236969	147.5391083
8	Yes	Install Task - 33W Sylvania StreetLED2 with CE4.4.5m outreach - Non standard approval required - ABC on road side of pole	PR3	200914		186 Aurora St	-34.45265198	147.5392303
9	Yes	Install Task - 150W Sylvania StreetLED with CE3 3m outreach	V1	201159		Cnt Camp & Polaris St	-34.44456863	147.5268402
10	Yes	Install Task - 150W Sylvania StreetLED with CE3 3m outreach	V1	201155		Polaris St	-34.44399643	147.5288239
11	No	GH Stay (Balcony Pole) No LV		200111		Cnt Crawley & Polaris St	-34.44388673	147.5284647
12	Yes	Install Task - 33W Sylvania StreetLED2 with CE4.4.5m outreach	PR3	200256/1		Polaris St	-34.4433403	147.5310822
13	Yes	Install Task - 33W Sylvania StreetLED2 with CE4.4.5m outreach	PR3	CE68908		124 Polaris St	-34.44227219	147.5347137
14	Yes	Install Task - 33W Sylvania StreetLED2 with CE4.4.5m outreach	PR3	200259		132 Polaris St	-34.44196701	147.5357819
15	Yes	Install Task - 33W Sylvania StreetLED2 with CE4.4.5m outreach	PR3	200255		144 Polaris St	-34.44153976	147.5372467
16	No	Pole in not strong enough		200243		153 Polaris St	-34.44121117	147.5376977
17	Yes	Install Task - 150W Sylvania RoadLED2 with CE5 6m outreach	V1	200249		171 Polaris St	-34.44057846	147.5387491
18	Yes	Install Task - 150W Sylvania RoadLED2 with CE5 6m outreach - Pole set 10m back from road	V1	CE52551		118 Coolamon Street Ariah Park	-34.34090805	147.2224274
19	Yes	Install Task - 150W Sylvania RoadLED2 with CE5 6m outreach - Pole set 10m back from road	V1	CE52554		116 Coolamon Street Ariah Park	-34.34131241	147.2223206
20	Yes	Install Task - 150W Sylvania RoadLED2 with CE5 6m outreach - Pole set 10m back from road	V1	CE119008		Coolamon Street Ariah Park	-34.34277344	147.2219086
21	Yes	Install Task - 150W Sylvania RoadLED2 with CE5 6m outreach - Pole set 10m back from road	V1	CE119009		104 Coolamon St Ariah Park	-34.34339142	147.2217407
22	Yes	Install Task - 150W Sylvania RoadLED2 with CE5 6m outreach - Pole set 10m back from road	V1	CE119010		Coolamon Street Ariah Park	-34.34337255	147.2212122
23	Yes	Install Task - 150W Sylvania RoadLED2 with CE5 6m outreach - Pole set 10m back from road	V1	CE119011		Coolamon Street Ariah Park	-34.3438827	147.2215729
24	Yes	Install Task - 150W Sylvania RoadLED2 with CE5 6m outreach - Pole set 10m back from road - Vegetation issues	V1	CE119014		29 Coolamon Street Ariah Park	-34.34447098	147.2214508
25	No	Pole Condition not suitable		CE119036		29 Coolamon Street Ariah Park	-34.34941864	147.2214203
26	Yes	Install Task - 150W Sylvania RoadLED2 with CE5 6m outreach	V1	CE119037		26 Coolamon Street Ariah Park	-34.34861155	147.2210541
27	No	Pole in not strong enough		CE119038		23 Coolamon Street Ariah Park	-34.35009218	147.2214203
28	Yes	Install Task - 33W Sylvania StreetLED2 with CE6 2m outreach	PR3	CE119164		Cnt Coolamon & Wellman St Ariah Park	-34.35043716	147.2214203
29	Yes	Install Task - 33W Sylvania StreetLED2 with CE3 3m outreach	PR3	CE119006		Cnt George & Wellman St Ariah Park	-34.35042953	147.2228699
30	Yes	Install Task - 150W Sylvania RoadLED2 with CE5 6m outreach	V1	CE119042		Edis Park Coolamon Street Ariah Park	-34.35100174	147.2210541
31	No	Pole in private property too far away from road		PPCE119045		7 Coolamon Street Ariah Park	-34.35138321	147.2214355
32	Yes	Install Task - 150W Sylvania RoadLED2 with CE5 6m outreach	V1	CE119048		1 Coolamon Street Ariah Park	-34.35201645	147.2214355
33	No	Pole in private property too far away from road		20000153		Cnt Coolamon & Burness St Ariah Park	-34.3520704	147.2214355
34	No	No Low voltage network on pole		830523		Harmon St Ariah Park		
35	No	No Low voltage network on pole		830523/1		Harmon St Ariah Park		
36	No	No Low voltage network on pole		830523/2		Harmon St Ariah Park		
37	No	No Low voltage network on pole - Ballast pole - Over Head stay		CE78373		Harmon St Ariah Park		
38	Yes	Install Task - 33W Sylvania StreetLED2 with CE4.4.5m outreach	PR3	CE78374		32 Ariah St Ariah Park	-34.34399796	147.2165985
39	No	Pole in not strong enough		CE78375		Ariah St Ariah Park	-34.34429932	147.2170988
40	Yes	Install Task - 33W Sylvania StreetLED2 with CE4.4.5m outreach	PR3	CE78383		14 Ariah St Ariah Park	-34.34529877	147.2187653
41	Yes	Install Task - 33W Sylvania StreetLED2 with CE4.4.5m outreach	PR3	CE78386		Deakin St Ariah Park	-34.34519196	147.2174988
42	Yes	Install Task - 33W Sylvania StreetLED2 with CE4.4.5m outreach	PR3	CE119082		Deakin St Ariah Park	-34.34620285	147.2166138
43	No	Substation pole - insufficient safety clearances		CE119105		35 Hopetoun St Ariah Park	-34.34661645	147.2166097
44	Yes	Install Task - 33W Sylvania StreetLED2 with CE4.4.5m outreach	PR3	CE119107		Hopetoun St Ariah Park	-34.34661645	147.2151489
45	Yes	Install Task - 33W Sylvania StreetLED2 with CE4.4.5m outreach	PR3	CE119098		Hopetoun St Ariah Park	-34.34620285	147.2192922
46	Yes	Install Task - 33W Sylvania StreetLED2 with CE4.4.5m outreach	PR3	CE119138		Hopetoun St Ariah Park	-34.34620285	147.2153931
47	Yes	Install Task - 33W Sylvania StreetLED2 with CE4.4.5m outreach	PR3	CE119138		Harrison St Ariah Park	-34.34620285	147.2151489
48	No	Private Pole		PP1492		30 Harrison St Ariah Park		
49	Yes	Install Task - 33W Sylvania StreetLED2 with CE4.4.5m outreach	PR3	CE119084		Cnt Harrison & Maxwell St Ariah Park	-34.34669876	147.2160797
50	Yes	Install Task - 33W Sylvania StreetLED2 with CE4.4.5m outreach	PR3	CE119136		15 Harrison St Ariah Park	-34.34660176	147.2167053
51	Yes	Install Task - 33W Sylvania StreetLED2 with CE4.4.5m outreach	PR3	CE119134		Harrison St Ariah Park	-34.34711838	147.2172394
52	No	Private Pole		PP3755		12 Harrison St Ariah Park	-34.34720053	147.2168884
53	Yes	Install Task - 33W Sylvania StreetLED2 with CE4.4.5m outreach	PR3	CE119086		30 Maxwell St Ariah Park	-34.34749885	147.216695

Aurora Street Area:



Polaris Street (west):



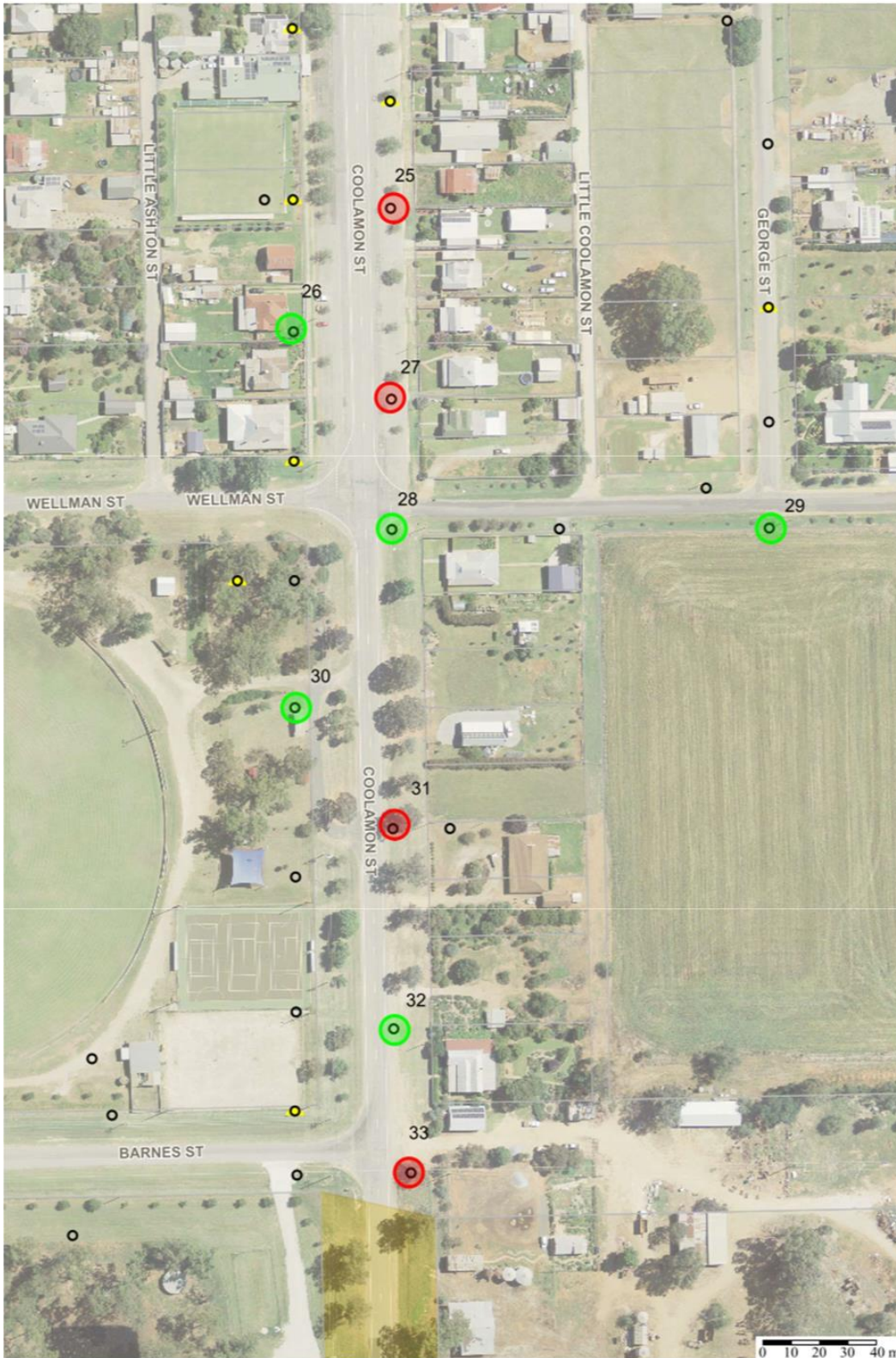
Polaris Street (east):



Coolamon Street (north):



Coolamon Street (South):



Ariah Park (Preschool Area/Surrounds):



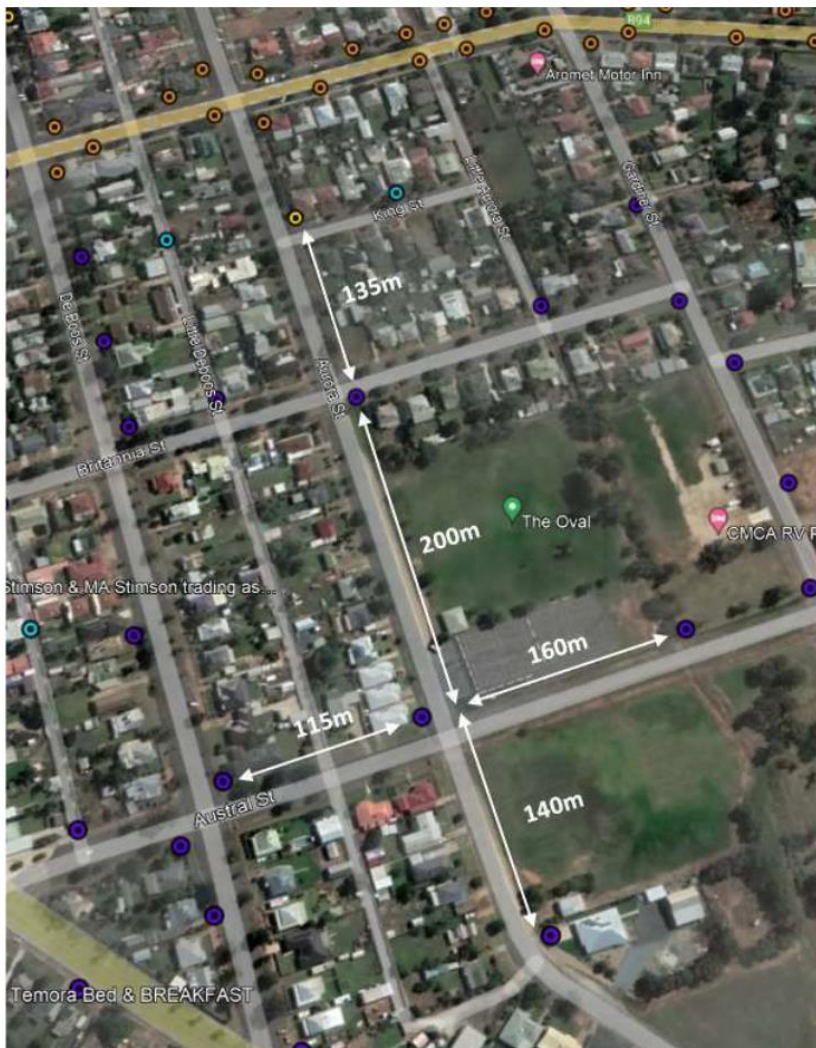
4.3 PUBLIC LIGHTING REQUEST - AURORA STREET

File Number: REP23/784
Author: Engineering Technical Officer
Authoriser: Engineering Asset Manager
Attachments: Nil

REPORT

Council has received feedback from a resident in relation to the insufficient lighting at the southern end of Aurora Street, particularly around The Oval area.

Below is a screenshot of the area showing the current location and spacing of LED streetlights.



STREET LIGHTING MEETING MINUTES**6 JUNE 2023**

To provide street lighting in accordance with AS1158, lighting on this category of road should meet lighting Category P4. It is likely this area would not meet lighting Category P4, however this cannot be definitively determined without a specialist lighting assessment.

It must be noted that many legacy examples exist within urban Temora and Aria Park where streetlighting is non-compliant with AS1158 and lighting spacings are greater than 100m.

This location is adjacent to recreation areas and is relatively deficient in lighting compared to other areas of Temora. The Aurora Steet area between Austral and Britannia Street is lacking low voltage grid network, however the surrounding streets are possible to have assessed for Street lighting to be added to existing poles under the minor capital works process.

Solar Lighting could be an option in Aurora Street adjacent to the Oval.

COMMITTEE RESOLUTION 15/2023

Moved: Cr Nigel Judd

Seconded: Cr Anthony Irvine

The Committee resolved to recommend to Council that this area be assessed by Essential Energy under the Minor Capital Works program and following determination, Council consider the need for Level 3 electrical design.

CARRIED

Report by Amanda Colwill

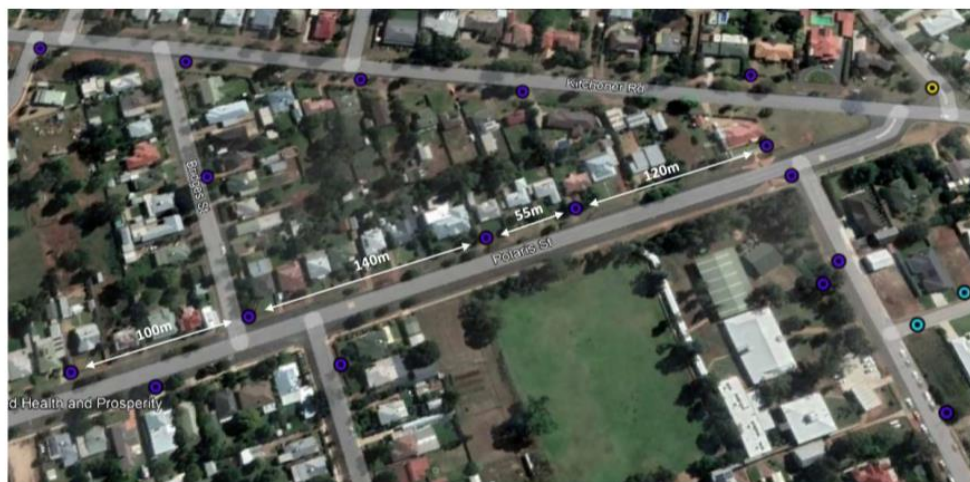
4.7 PUBLIC LIGHTING REQUEST - POLARIS STREET

File Number: REP23/789
Author: Engineering Technical Officer
Authoriser: Engineering Asset Manager
Attachments: Nil

REPORT

Council has received feedback from a resident in relation to the poor lighting at the eastern end of Polaris Street. They are concerned that the area is quite dull, and that trees are blocking some of the lights.

Below is a screenshot of the area showing the location of LED streetlights.



To provide street lighting in accordance with AS1158, lighting on this category of road should meet lighting Category P3 or P4. It is likely this area would not meet lighting Category P3 or P4, however this cannot be definitively determined without a specialist lighting assessment.

It must be noted that many legacy examples exist within urban Temora and Aria Park where streetlighting is non-compliant with AS1158 and lighting spacings are greater than 100m.

In this location a recent footpath has been constructed on the south side of the road, it is near the Temora High School, the street is categorised as Hierarchy Class 4.2 Collector Street and the street will gather increased pedestrian traffic from current and future development. There are no street lights on the south side of the road and this is likely due to no poles present being adjacent to the school oval. There are poles that could be assessed as minor capital works on the north side of Polaris Street but this may not solve the issue.

I would conclude that due to the prominent location and status of Polaris Street, if Council wish to further investigate this request, the full length of Polaris Street be investigated and scoped for AS1158 compliance.

STREET LIGHTING MEETING MINUTES

6 JUNE 2023

BUDGET

Design – \$20,000 - \$30,000

Upgrade – Unknown

COMMITTEE RESOLUTION 19/2023

Moved: Cr Nigel Judd

Seconded: Cr Anthony Irvine

The Committee resolved to recommend to Council to obtain level 3 electrical design costing for Polaris Street and to be referred to 2024/2025 budget estimates for consideration.

CARRIED

Report by Amanda Colwill

4.8 PUBLIC LIGHTING REQUEST - COOLAMON STREET (ARIAH PARK)

File Number: REP23/790
Author: Engineering Technical Officer
Authoriser: Engineering Asset Manager
Attachments: Nil

REPORT

Council has received a customer request in relation to poor lighting on Coolamon Street, Ariah Park south of Pitt Street.

Below is a screenshot of the area showing the location of LED streetlights over the two blocks.

Coolamon (between Pitt & Wellman Street)



Coolamon (between Wellman & Barnes Street)



STREET LIGHTING MEETING MINUTES

6 JUNE 2023

To provide street lighting in accordance with AS1158, lighting on this category of road should meet lighting Category V. It is almost certain this area would not meet lighting Category V, however this cannot be definitively determined without a specialist lighting assessment.

It must be noted that many legacy examples exist within urban Temora and Aria Park where streetlighting is non-compliant with AS1158 and lighting spacings are greater than 100m.

In this location Coolamon Street is Aria Park CBD and is also a Regional Road. This is reflected in the current higher-grade luminaires indicated by the orange nodes in the northern block.

I would conclude due to the prominent location this area from Barnes Street to Rees on the Mary Gilmore Way should be assessed and designed for upgrade to the appropriate Category V lighting.



Wider view of Coolamon Street Aria Park

BUDGET

Estimate \$20,000 Design

Upgrade works unknown (\$50,000 - \$250,000)

COMMITTEE RESOLUTION 20/2023

Moved: Cr Nigel Judd

Seconded: Cr Anthony Irvine

The Committee resolved to recommend to Council to obtain level 3 electrical design costing for Coolamon Street and to be referred to 2024/2025 budget estimates for consideration.

CARRIED

Report by Amanda Colwill

4.9 ARIAH PARK ADVISORY COMMITTEE - MEETING MINUTES

File Number: REP23/792
Author: Engineering Technical Officer
Authoriser: Engineering Asset Manager
Attachments: 1. Ariah Park Advisory Committee - Minutes

REPORT

The Ariah Park Advisory Committee held a meeting on Monday 6th of March, 2023 to inspect the street lighting requests in Ariah Park.

Members of the Committee provided comments on the below Committee Reports which are attached to this report:

- Ariah Park Budget Submission Requests
- Public Lighting Request – Coolamon Street (Ariah Park)

Please note the same items were submitted as part of the Ariah Park Advisory Committee Budget Submission and the comments below address the street lighting part of this document also.

Comments on Submission items:

1. This is part covered by the Coolamon Street Ariah Park Report to this Committee. The Visitor information bay can be considered as part of the Coolamon Street job.
2. This would require level 3 ASP design application and if keen to progress should be bundled with Coolamon Street. An alternative would be to defer for 12 months and consider AS compliant solar lighting.



3. This Area is non-compliant and would require level 3 ASP design application. If keen to progress should be bundled with Coolamon Street.



- 4. This Area is non-compliant and would require level 3 ASP design application. If keen to progress should be bundled with Coolamon Street.



- 5. Covered by point 4.

Other Items

- Item 4.8 are covered by Coolamon Street request report.
- Rees Street is noted. Rees Street Common Road Intersection has been assessed and is eligible under the Essential Energy Minor Capital Works process. The Rees Street Cemetery Road Intersection is not and would trigger Level 3 design application.
- Are Council are not required to ask to install public lighting, but it is good practice to advise stakeholders of planned works.

COMMITTEE RESOLUTION 21/2023

Moved: Cr Anthony Irvine

Seconded: Cr Nigel Judd

The Committee resolved to recommend to Council to obtain level 3 electrical design costing for the identified locations bundled with the Coolamon Street project and to be referred to 2024/2025 budget estimates for consideration.

CARRIED

Report by Amanda Colwill

5 CLOSE MEETING

The Meeting closed at 4:50pm.

This is the minutes of the Street Lighting meeting held on Tuesday 6 August 2024.

.....

GENERAL MANAGER

.....

CHAIRMAN

9 DELEGATES REPORTS**1 CR GOODE**

As President of the Riverina Law Society I was invited to attend the Inquiry into Financial Services Regulatory Framework in relation to Financial Abuse in Wagga Wagga which was an inquiry into the prevention of financial abuse. A substantial part of my submission was the impact of not having local bank branches in Temora that people can reach out to at the time of need.

2 CR SINCLAIR

Local Government week was end of July, start of August and it was quite a big program this year and it was very well organised by the Economic Development Officer and Communications Officer. It was much appreciated the effort that was put into these events.

Last week the Director of Administration and Finance and I attended a REROC meeting in Wagga Wagga with Federal Minister for Regional Development, Local Government & Territories Kristy McBain. Covered several subjects including Red Fleet indicating that she believed it made no sense with the current arrangements.

3 CR REINHOLD

Attended the Temora Arts Centre in Local Government Week for the pottery lesson.

Tuesday night attended the Town Hall for the volunteers night and most of the s355 committees attended.

Visited the Lion's Club and watched the demonstration of the new press. While it's labour intensive the Lions Club do a fantastic job.

4 CR FIRMAN

The General Manager and I attended the Country Mayor's Association meeting and the JO Joint Chairmans Network meeting in Sydney.

Caught up with Minister Ron Hoenig who mentioned a few things he was going to review including legislation on how to get out of JO's. Also planning to revamp Code of Meeting Practice and want to ban pre-meeting briefings.

Interviews tomorrow for the new CEO position at REROC.

5 CR JUDD

Visited the Lion's Club and watched the demonstration of the new press.

Attended the Ariah Park Youth Hall for Local Government week and the robotics class, Local Government week was very good this year, with good participation all round

6 CR REINHOLD

I would like to start with the Mayor Rick Firman. To thank him for his dedication to our shire. His passion for our town is quite contagious, so when he asked me to run for Council in 2016, I said "Yes" and I must admit, I did not know what to expect but I have learned a lot about local government and have enjoyed the past 8, very productive years on Council.

We are very fortunate to have a great team to work with here at Temora Shire Council, our General Manager Melissa Boxall, Director of Finance and Administration Elizabeth Smith, Director of Environmental Services Kris Dunstan, the Engineering Assets Manager Rob Fisher, all have been very supportive and professional. A big thank you to you, and to your teams behind the scenes that keep the wheels turning.

My fellow Councillors, thank you for your friendship, your commitment to serving our community, your guidance and mentoring me along the way, we have achieved a lot! I won't go on and list them all but just to say I am very proud to have my name on a few plaques around town. It wouldn't have happened without us coming together for our community, the people we represent.

Thank you to the volunteers that make up our s355 committees. Temora would not be the fantastic place it is without these people.

I have had the pleasure of representing Temora Business Enterprise Group, Temora Art Centre, Imagine Temora, Temora Town Hall Theatre, Temora Film Club, Temora Women's Network Group and Temora Fruit Fly Committee.

Good luck to those Councillors continuing their journey. As I vacate my seat here in the chamber, I would like to thank you all again, and I bid you a fond farewell!

7 CR MCLAREN

When I got elected to Council in 2016, I could never have dreamed of the things that we would achieve over the next 8 years. I would like to focus on 3 things:

1. The upgrade to Nixon Park was one project that I was involved on before I became elected to Council. To see the athletics improvements and amenities block upgrade being completed as the final pieces now at the end of my term is a very satisfying end to a long 8 year journey. Nixon Park is now one of the premier sporting facilities in the Riverina.
2. The Group Home was another project that was very important to me. While Council initially had reservations about the NDIS and chose to rent a premises first to be used as a group home, after two years of operation and with surplus funds accumulating Council had the confidence to commit to building a permanent group home. What a wonderful asset to keep our special people in our Shire and not have to go and live away from their community.
3. The Old Scout Hall was a project that came up when the Scouting Association wanted to sell it. It was an opportunity that Council took on and one that could never have been justified in today's real estate market. However, today this facility continues to grow and offer opportunities for people to be creative and connect with each other. It also contributes to art tourism, bringing visitors to Temora from all around the Riverina to participate in the many programs offered from the Art Centre. It would be one of the best Art Centres in the State if not the country.

Completing these projects shows how you have to be patient in local government, to persevere and to be shovel ready for when opportunities arise.

I have thoroughly enjoyed working with my fellow Councillors and staff at this Council. The people I have worked with all have Temora Shire in their hearts. Although we may differ in what we think is the right thing for the Temora Shire, as long as we keep the focus on the Temora Shire then we cannot go wrong.

I would like to pay tribute to my fellow departing Councillors:

- Councillor Max Oliver has served this Council for 12 years. I would describe Councillor Oliver as 'tough but fair', and although he tried not to show it he also had a very soft heart for those doing it a bit tough. His common sense approach and practical thinking will be missed.
- Councillor Lindy Reinhold was elected to Council with me in 2016. It has been a pleasure to work with Cr Reinhold on Council...particularly the Art Centre Committee and Imagine. She has been very dedicated to the community and I lost track of how many committees she was on. The excitement around art and culture in Temora now has a lot to do with the efforts of Cr Reinhold during her time on Council.
- Councillor Goode returned to Council in 2021, and Council has benefited from his knowledge and experience. His dedication to maintaining the heritage of Temora Shire will ensure our history will be preserved for future generations. Council will miss his considered opinions.

I thank my fellow Councillors and the staff of Temora Shire Council for their support while I've been on Council. I also thank the Councillors from my previous term on Council Cr Sleigh, Cr Weincke and Cr Smith who were all a pleasure to work with. The staff have also helped me and it is clear that they share the same dedication to this community. I have made some enduring friendships while on Council and will look back on my time on Council with pride and satisfaction. To me it is all about the community. You have to listen and you have to empathise. It has been a great honour serving on Temora Shire Council and I am grateful for the opportunity. Thankyou.

9 CR GOODE

I am disappointed that I can't run but unfortunately there isn't enough hours in the week and hence why I don't have a written speech, I would like to thank the members of staff, I travel far and wide and I have a lot to do with a lot of people and Temora Shire is constantly getting compliments on the way it looks, the way our staff assist people who want to bring business into town and the town wouldn't be the way it is without our staff, particularly with Mel leading them. It is a great Council and so many people say I wish our shire was like Temora Shire. I would like to thank my fellow Councillors, I think we all have the shire in our heart and we do what's best for our shire and I couldn't have been here without you all and thank you all.

Thank you very much to Rick, our Mayor, he does a phenomenal amount of work, you only need to look at the mayoral reports he submits every month. He is an integral part of the town and by directing the shire for the time that he has, we are much better off having him here and I would like to thank him as well.

10 CR OLIVER

I would like to place on record my official thanks to the people of Temora Shire for electing me to serve on Council for the last three terms. I have for the most part enjoyed my time on Council. However, after that very first Council meeting back in 2012, I did wonder what the hell I had got myself into! But after a couple of meetings, I began to enjoy the job.

I would like to pass on my thanks and gratitude to all the Council staff over the past 12 years for those present and for those who have retired or moved on, and particularly Anne Rands for her patience. I apologise Anne for all those times I forgot to RSVP and you had to ring me to find out what the hell I was doing. I thank you very much for your patience.

I also like to thank my fellow Councillors for their guidance and advice over the years. We haven't always agreed with one another but one thing I can say for sure is that we've always had our community first and foremost in our minds and hearts.

Probably my most satisfying achievement with my time on Council was and still is the development of the old Railway Station and Precinct into a tourist destination, now featuring a modest Railway Museum a statue of Boofhead and a model railway as the main attractions, I'd like to officially thank all my volunteers over the years. Some of which who are still with us and to those who have since passed away. I also want to officially thank Kris Dunstan, Claire Golder, Belinda Bushell, David Scobie, Bill Speirs and the Temora Shire Heritage Committee for their advocacy and support along that journey.

It is very pleasing to see the realisation of our swimming pool upgrades and children's play areas both here and Aria Park. The new subdivisions, the hospital upgrade along with the Railway Precinct Master Plan are all projects I am looking forward to seeing realised. There are many more significant achievements by Council of which I have had the privilege of being part of that and are far too numerous to mention here tonight.

I have always boasted over the years on my 100% attendance record for attending every single monthly Council meeting. But regrettably, or perhaps fortunately, depending on how you want to look at it, this time I am an apology, as I am currently laid up at Mater Hospital Sydney and by now hopefully recovering from open heart surgery. Looks like I missed by that much as Maxwell Smart used to say.

However, in my absence I would like to wish retiring Councillors Lindy Reinhold, Claire McLaren and Jason Goode all the very best for their future and thank them very much for their contributions and service over their years. I also like to wish those Councillors seeking re-election and all other candidates seeking election to Council all the very best.

Thank you and kind regards.

Cr Sinclair, Cr Judd, Cr Irvine and Cr Bushell all thanked the retiring Councillors for their service to the community and wished them well for the future.

10 MAYORAL REPORT**10.1 MAYOR'S REPORT - JULY 2024**

File Number: REP24/752
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

REPORT

1st July – I chaired Temora Local Health Advisory Council (LHAC) AGM, held at Temora & District Hospital. Congratulations to all re-appointed LHAC re-elected Executive & Members. I am honoured to be re-elected as Chairman. Thank you to retiring secretary (Mr Trevor Player) for his service. Mr Player will now be the Deputy Chairman, with Miss Louise Oliver the newly appointed Secretary, with Mrs Laurel West the Assistant Secretary and Promotions Officer. Our warm congratulations to the team.

2nd July – I had a meeting with the Chief Executive of Murrumbidgee Local Health District, Mrs Jill Ludford.

3rd July – I spent day reading NSW Local Government Boundaries Commission documents on Cootamundra-Gundagai Regional Council de-merger.

- I attended a meeting at Temora & District Hospital.
- I had a teleconference with NSW Country Mayors Association Chairman, Mayor Jamie Chaffey (of Gunnedah Shire).

4th July – I attended a working bee to help set-up for the Temora & District Education Fund's Debutante of the Year Ball. Special thanks to Mr Grant Haigh and the students from St Anne's Catholic College.

- I attended NSW Local Government Boundaries Commission meeting re: Cootamundra-Gundagai Regional Council.
- I had a meeting with NSW Member for Cootamundra, Ms Steph Cooke MP.
- I attended the Ball practice at the Temora Memorial Town Ball.
- I had a meeting with the NSW National Party Chairman, the Hon Richard Colless.

5th July – I attended the 14th annual TDEF Debutante of the Year Ball. Our special guests of honour were 12 Debutantes & their Partners. We were also honoured to have hosted Federal Member for Riverina – the Hon Michael McCormack MP and Mrs McCormack, State Member for Cootamundra – Ms Steph Cooke MP, Mayor Ruth Fagan (Cowra Shire) and Mr David Fagan, together with 250 ball patrons. Congratulations are extended to Debutante of the Year – Miss Chelsea Reid (Partnered by Mr Flynn Thorp), the Runner-Up being Miss Stevie Fitzpatrick (Partnered by Mr Lachlan Blackwell) and all Debutantes and Partners who did themselves, their family and Temora Shire community proud. Thank you to the hard working ball committee for their outstanding efforts in arranging a special evening.

- I had a meeting with Federal Member for Riverina, the Hon Michael McCormack MP.

6th July – I had a teleconference with the Hon Michael McCormack MP.

8th July – I had a meeting with General Manager of Temora Shire Council (Ms M K Boxall).

- The Deputy Mayor (Cr G P Sinclair) and I attended a meeting with Messrs Peter Heinrich, Ron Heinrich and Shaughn Morgan.
- I had a teleconference with State Member for Cootamundra, Ms Steph Cooke MP.

9th July – Councillors, Senior Staff and I attended Council Committee Day.

- I chaired an NSW Country Mayors Association zoom meeting with Essential Energy officials.

10th July – I attended a meeting of the Temora Girl Guides Working Party, assisting with various governance and finance matters.

11th July – I had meetings with Chief Executive of Riverina Eastern Regional Organisation (REROC), Mrs Julie Briggs.

12th July – I had a teleconference with the Mayors of Singleton, Lockhart, Tamworth, Narromine and Gunnedah.

- I had a teleconference with the REROC Treasurer, Mr Tony Donoghue PSM (General Manager of Coolamon Shire).
- I had a teleconference with State Member for Cootamundra, Ms Steph Cooke MP.

15th July – I attended Council Chambers.

16th July – Councillors, Senior Staff and I attended a meeting with NSW Minister for Housing, Youth, Water, Mental Health – The Hon Rose Jackson MLC. We discussed housing initiatives across Temora Shire, of which she was most impressed with.

17th July – I had a teleconference with Mayor Chaffey, Chairman of NSW CMA.

18th July – Councillors, Senior Staff and I attended our monthly Council meeting.

19th July – The Deputy Mayor, Cr Graham Sinclair attended the Medal / Award Ceremony Dinner for the Temora Fire Brigade. Congratulations to all recipients and thank you to all past and present members of this most important organisation.

- I had a special meeting of the NSW Local Government Boundaries Commission.

22nd July – I had a series of meetings with Mayor Jamie Chaffey (Chairman – NSW Country Mayors Association), Mayor Russell Webb (Tamworth City Council), Mrs Julie Briggs (CEO of REROC) & Mr Tony Donoghue PSM (Treasurer of REROC – General Manager of Coolamon Shire).

- I attended the Council Chambers.
- I had a teleconference with the President of the Australian Local Government Association (ALGA), Cr Linda Scott (Sydney City Council).

23rd July – Councillors, Senior Staff and I attended the Temora Lions Club Recycling Depot. This was to inspect the newly installed cardboard/paper press. We warmly thank our Lions Club

Members – past and present – for the outstanding job they do with working beside Council to give us affordable recycling measures.

24th July – I attended St Paul’s Anglican Church Parish Council meeting, as Secretary.

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

25th July – I was invited to play the new sport of ‘Pickle Ball’ at the Temora Recreation Centre, as part of the ‘Come & Try Day’. It was terrific fun and I encourage all to get involved. Well done to our Temora Recreation Centre Manager, Mrs Angela Guilfoyle for bringing positive/money-making initiatives to the Centre.

- I chaired a meeting of the Temora & District Education Fund Board. Our Deputy President (& Deputy Mayor) Cr Graham Sinclair received a cheque from the Rotary Club of Temora, for \$2,500. Thank you to Club President (Ms Nisha Reid), her Board and Rotarians for their strong support of TDEF.

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26th July – I attended the Official ‘Soft’ Opening of Temora’s ‘Bradley Park’. Thanks to State Member for Riverina (Ms Steph Cooke MP), Councillors, Staff and Citizens who were able to attend. It was particularly pleasing to see Mr & Mrs Arthur Bradley attending, on behalf of the Bradley family. A special thank you to Ms Cooke, the NSW Government, and Town Planner/Senior Grants Officer – Mrs Claire Golder and Project Manager in Engineering Assets Manager - Mr Robert Fisher.

- We also conducted an inspection of Federal Park’s new play equipment and Temora West Park’s pathways, turfing and irrigation. Well done and thank you to all involved in bringing these projects to fruition.
- I had a meeting with the Hon Michael McCormack MP (Federal Member for Riverina).

29th July – Local Government Week commences! This is a time to pause and give thanks to all those who are/have been involved in Local Government, all working hard to provide the best community services, facilities and infrastructure we can afford.

- I had a meeting with Temora & District Hospital Manager – Mrs Wendy Skidmore.
- I attended Greenstone Lodge and visited residents together with youngsters from Dragons Tale. Well done to all involved with his Intergenerational programme!
- The Deputy Mayor (Cr Sinclair), Cr Judd, Cr Oliver, Cr McLaren and I form the General Manager’s Performance Review Panel. We conducted the General Manager’s formal review and are very pleased with the General Manager’s performance.

30th July – I attended the Mayor’s Public Speaking Challenge – Primary Division – held at the Temora Memorial Town Hall. The Deputy Mayor (Cr Sinclair) also was present as an Adjudicator, with the General Manager (Ms Boxall) among the audience. Congratulations to those outstanding speakers who did themselves, their families and schools very proud.

- I attended the Mayoral Reception in honour of Section 355 Committee volunteers. We are warmly grateful to all our volunteers who are part of Council’s Committee structure. The Deputy Mayor (Cr Sinclair) is also Chairman of Council’s Local Government Week Committee and was among those present, along with Cr Judd and Cr Reinhold. The General Manager (Ms Boxall) and Director of Environmental Services (Mr K J Dunstan) were among the senior staff present. It was also pleasing to see former Councillor, Mr Dale

Wiencke with us. Thank you to Economic & Community Development Officer (Mrs Shontayne Ward) for arranging the evening.

31st July – I attended the Mayor’s Public Speaking Challenge – Secondary Division, held in our Temora Memorial Town Hall. Congratulations to all involved – especially the students who did very well. Thank you to Officer – Mrs Shontayne Ward for her arrangements.

- I had meetings with the General Manager (Ms Boxall) and Director of Administration & Finance (Mrs Smith).

RESOLUTION 141/2024

Moved: Cr Jason Goode

Seconded: Cr Lindy Reinhold

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

CARRIED

Report by Mayor Rick Firman

11 STAFF REPORTS

RESOLUTION 142/2024

Moved: Cr Graham Sinclair

Seconded: Cr Lindy Reinhold

It was resolved that Council receive Staff reports.

CARRIED

12 GENERAL MANAGER**12.1 CALENDAR OF EVENTS - JULY 2024**

File Number: REP24/726
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

AUGUST 2024

1, 2 Local Government Week (continued)
1 Walk and Talk Tour, Hoskins Street Temora
6 Committee meetings
8 Joint Organisation Chairs Network Meeting - Sydney
9 NSW Country Mayors Association - Sydney
15 Council Meeting
23 REROC - Wagga

SEPTEMBER 2024

4 Councillors end of term Function – Ex Services Club 6:00pm
6 REROC 30th Anniversary Function
8 Aria Park Show
13 FarmLink Open Day
14 NSW Local Government Election Day
28 Temora Show

OCTOBER 2024

10 Councillor Oath/Affirmation
14 Councillor Induction
17 Council Meeting
24 Extraordinary Council Meeting

RESOLUTION 143/2024

Moved: Cr Jason Goode
Seconded: Cr Belinda Bushell

It was resolved that the Calendar of Events be noted.

CARRIED

12.2 DELEGATIONS DURING THE CARETAKER AND ELECTION PERIOD

File Number: REP24/719
Author: General Manager
Authoriser: General Manager
Attachments: Nil

REPORT

There are several items in relation the NSW Government Election on 14 September 2024 of importance. The caretaker period leading up to the date of election and delegations from the date of the election until the NSW Electoral Office declaration of each LGA election result.

This report provides a response to these matters for Council to consider. The caretaker period for the 2024 Local Government elections commences on Friday, 16 August 2024 and the first meeting of the new Council is scheduled for 17 October 2024.

BACKGROUND**Caretaker Period (Friday 16 August – 13 September 2024)**

NSW Councils are required to assume a caretaker role in the four weeks preceding the election day.

During the caretaker period, General Managers and other delegates of Councils must not exercise the following functions:

- Enter into contract or undertakings involving expenditure equal to or greater than \$150,000 or 1% of council's revenue from rates in the preceding year, whichever is the larger. In Temora Shire Council's case, the \$150,000 is the larger amount.
- Determine a controversial Development Application.
- Appoint or reappoint the Council's General Manager.

Delegations During the election period (14 September – 17 October 2024)

Under the Local Government Act Councillors, Mayors and Deputy Mayors cease to hold their civic office on election day - 14 September 2024. This means that Council will be without a governing body from the election day until the election is declared.

The first meeting of Council following the election is scheduled for 17 October 2024.

Councils are advised they should ensure appropriate delegations are in place to cover this period so that Council can continue to exercise the necessary functions of the Council as required in the period between election day and the first meeting of the Council following the election. Key functions include the following:

1. The authority to accept all tenders
2. The authority to determine all development applications

3. The authority to accept and apply for external grants
4. The authority to refer financial statements to audit
5. The authority to exercise the civic and ceremonial functions

Proposed Delegations to the General Manager

It is recommended that the General Manager be authorised the following delegations from 14 September 2024 to 17 October 2024, the authority to:

1. accept all tenders up to \$150,000 with the exception of the NRCC House roof replacement
2. determine all development applications.
3. accept and apply for external grants; and
4. refer 2023/2024 financial statements to audit

At the time of preparing the business paper the following significant tenders may be required to be accepted during the election period:

- NRCC Airconditioning and Roof replacement (as reported to 6 August 2024 Asset & Operations Meeting)

At the time of preparing the business paper the following significant development applications may be required to be determined during the election period:

- Dr Parry Homes Apollo Place

It is anticipated that the financial statements will need to be referred to Audit in the first week of September. Council will hold an Extraordinary Council Meeting on 24 October 2024 to sign and adopt the financial statements, prior to the Audit Reports being issued.

Delegations to undertake civic and ceremonial functions

The OLG *Pre-election Guide for Councils* states that there is nothing preventing Councils from authorising the General Manager or the outgoing Mayor to exercise the civic and ceremonial functions normally exercised by the Mayor. Ahead of the 2021 local government election the outgoing Mayor, Councillor Rick Firman assumed these duties.

At the time of preparing the Business Paper the following ceremonial duties are known:

- 28 September 2024; Opening of the Temora Show

While ceremonial activities may be required during the period mentioned, there are other considerations. For example, emergency management functions being activated, and the important role of a civic leader spokesperson being required during that time.

In conclusion, pre-election and post-election requirements form part of the legislative requirements under the Local Government Act. The Council should consider the recommendations contained in this report.

Recommendations

1. That the Council note the requirements of the caretaker period.
2. That Council suspend all Mayor and Deputy Mayor delegations from the 14 September 2024 until the first Council meeting is held after the election has been declared by the NSW Electoral Office.
3. That Council nominate the civic and ceremonial function usually assigned to the Mayor to Councillor Rick Firman from the 14 September 2024 until the election of a Mayor at the first Council meeting on 17 October 2024.
5. That Council delegate to the General Manager the authority to undertake the following from 14 September 2024 to 17 October 2024;
 - a. accept all tenders up to \$150,000 with the exception of the NRCC House roof replacement
 - b. determine all development applications
 - c. accept and apply for external grants; and
 - d. refer the 2023/2024 financial statements to audit.

RESOLUTION 144/2024


Moved: Cr Jason Goode

Seconded: Cr Belinda Bushell

It was resolved that Council adopts the recommendations as presented above.

CARRIED

Report by Melissa Boxall

12.3 DISCLOSURE OF INTEREST RETURNS - AUGUST 2024**File Number:** REP24/739**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Disclosures [↓](#) **REPORT**

Disclosure of Interest Returns for the period 1 July 2023 to 30 June 2024 are due for submission to Council by 30 September 2024 for Councillors and designated persons.

Under the Model Code of Conduct all Councillors and designated persons must complete and lodge the return with the General Manager in the form prescribed by the regulations.

RESOLUTION 145/2024

Moved: Cr Jason Goode

Seconded: Cr Lindy Reinhold

It was resolved that Council notes the Disclosure of Interest Returns.

CARRIED*Report by Mel Boxall*

me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

NOT APPLICABLE

DISCRETIONARY DISCLOSURES

AS ATTACHED.

and designated persons return

Received by:

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).
2. If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
5. This form must be completed using block letters or typed.
6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

Important information

This information is being collected for the purpose of complying with clause 4.21 of the Model Code of Conduct. You must not lodge a return that you know or ought to know is false or misleading in a material particular clause 4.23 of the Model Code of Conduct). Complaints breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on this form will be kept in a register of returns. The general manager is required to table all returns at a council meeting. Information contained in returns made and lodged in accordance with clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Access) Act 2009, the Government Information (Public Access) Act 2009 and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of previously undisclosed interest.

DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS BY

RICKY BRUCE FIRMAN as at 30.6.2024 return date

in respect of the period from 1-7-2023 to 30.6.2024

Councillor's or designated person's signature [redacted] date: 1/7/24

A. REAL PROPERTY

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

75 POLARIS ST. TEMORA

230 HOLLINS STREET, TEMORA.

Nature of interest

OWNER

OWNER

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
AS ATTACHED			

F. WERE YOU A PROPERTY DEVELOPER OR A CLOSE ASSOCIATE OF A PROPERTY DEVELOPER ON THE RETURN DATE?

YES NO

G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
PATTON & MEMBER TAMORA BUSINESS ENTERPRISE GROUP.	PATTON / MEMBER

H. DEBTS

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

N.A.B. - WAGGA.

I. DISPOSITIONS OF PROPERTY

1 Particulars of each disposition of real property by me (including the street address of the affected property at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

NOT APPLICABLE.

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
ENSURED STATE PRACTICE	RICK FRANK'S MEMBERSHIP	
	23 HOSKINS ST. TAMORA	

Name and address of settlor	Name and address of trustee
NOT APPLICABLE	

sources of other income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June

sources of other income I received from a trust since 30 June

sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

sources of other income I received at any time since 30 June

include description sufficient to identify the person from whom, or the circumstances in which, that income (as received)

SHARE DIVIDENDS

NEW GOVERNMENT - NEW LOCAL GOVT BOUNDARIES COMMISSION

NEW HEALTH - REGIONAL HEALTH MINISTER'S ADVISORY PANEL.

GIFTS

Description of each gift I received at any time since 30 June	Name and address of donor
NOT APPLICABLE.	

CONTRIBUTIONS TO TRAVEL

Name and address of each person who made financial or other contribution to any travel taken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
NOT APPLICABLE		

Mayor R. B. Firman, OAM, JP

FULL NAME: Councillor Rick. Bruce Firman, OAM, JP
HOME ADDRESS: 'Sherwood' 75 Polaris Street, Temora, NSW, 2666
BUSINESS ADDRESS: 230 Hoskins Street, Temora, NSW, 2666
D.O.B: 29th August, 1974
OCCUPATION: Proprietor of Rick Firman's Menswear & of R B Firman & Co – Antique Furniture
POST NOMINALS: Medal in the Order of Australia (OAM), Justice of the Peace NSW (JP)

AWARDS/HONOURS:

- Honorary Life Member – Temora Show Society - 2023
- 'Firman Wing' – Frank Whiddon Masonic Homes, Temora - 2020
- Queen's Baton Relay – Baton Bearer – 2018 C'W Games
- OAM - Queen's Birthday Honours List - 2015
- Patron – Temora Business Enterprise Group (TBEG) - 2012
- Riverina Volunteer of the Year – 2008
- Honorary Life Member, Temora Golden Gift Committee Inc. - 2008
- NSWACT Grand Lodge Community Service Medal - 2007
- Life Member, Can Assist – Temora – 2007 (Paid-Up)
- Riverina Australian Football Goal-Umpire of the Year – 2005, 2018, 2019, 2022, 2023
- NSW Athletics League Administrator of the Year – 2003
- Australian Sports Medal (for services to Aust. Football Umpiring) 2000
- Temora Shire Citizen of the Year - 1999
- Honorary Life Member, Riverina Australian Football Umpires Association - 1997
- Temora Shire Young Citizen of the Year – 1991

CURRENT ROLES:

- Temora Shire Councillor (2004 – current)
- Mayor – Temora Shire Council (2012 – current)
- Commissioner – NSW Local Government Boundaries Commission (2016 – current - into second 5-year-term).
- Deputy Chairman – Country Mayors Association of NSW (2022 - current)
- Executive Board Member – Country Mayors Association of NSW (2020-current)
- Panel Member – NSW Regional Health Ministerial Advisory Panel (2022 – current)
- Chairman – Riverina Eastern Regional Organisation of Councils (REROC) Board – October, 2016 – current (Executive Board Member – (REROC) – 2014 – current)
- Foundation Chairman - Riverina Joint Organisation (RivJO) (2018 – current)
- Secretary – St. Paul's Anglican Church Parish Council (2024 – current)
- Chairman, Cootamundra State Electorate Council (2019 – current)
- Foundation Chairman, Temora District Education Fund (2008 – current)
- Board Member, Temora District Hospital Advisory Council (2006 – current)
- Chairman, Temora District Hospital Advisory Council (2019 – current)
- President, Temora & District Sports Council (2006 – current)
- Chairman, Temora Shire's Elite Sportsman Walk of Honour Judging Panel (2017 – current)
- Chairman, Debutante of the Year Ball Committee (2009 – current)
- Chairman, Temora Zone Red Shield Appeal Committee (2009 – current)
- Chairman, Temora Shire Youth Advisory Committee (2022 – current)
- Chairman, Temora Traffic Committee (2022 – current)
- Deputy President, Temora Police & Community Committee (2012-2020, 2021-current)
- Past Master, Temora Masonic Lodge (2002 & 2003) - (Member since 1996 – current)
- Goal-Umpire, AFL-Riverina (Riverina Australian Football Umpires Association) – (1987 – current)

2 of 2

PAST COMMUNITY EXPERIENCE:

- Deputy Mayor, Temora Shire Council - 2009 – 2012
- Chairman, St. Paul's Anglican Church Parish Council (Councillor since 2020) – 2022 – 2024
- Deputy Chairman & Trustee – Cootamundra Electorate Council (NSW) – 2016-2019
- Deputy Chairman of Riverina Regional Organisation of Councils (REROC) – 2016 (June) – 2016 (October)
- Board Member, Temora Business Enterprise Group Executive Board – 2012 - 2018
- Deputy Chairman, NSW Joint Organisation Chairmen's Forum – 2019 - 2022
- Secretary, Cootamundra State Electorate Council – 2016 - 2017
- Chairman, Temora District Hospital Advisory Board, 2007 - 2012
- Chairman, Temora Police & Community Committee Inc. - 2000 – 2004, 2011-2012 & 2019/20.
- President, Temora West Public School Council – Member since 2006- President from 2013 – 2022
- Chairman, Temora Shire Economic Development Committee – 2013 – 2022
- Chairman, Temora District Hospital Grounds/Garden Upgrade Committee – 2021/22
- President, Temora Golden Gift Committee (Athletics Carnival) – 2002-2009
- Chairman, Rotary Club of Temora's Youth Service Committee, 2005-2009 Member
- President, Temora Business Enterprise Group - 2010 - 2012
- Committee member, Temora Special Persons & Carers Inc – 2017 - 2021
- Secretary, Temora Shire Australia Day Council – 2006 – 2012
- Essential Energy's Regional Advisory Board – 2007- 2010
- Secretary, Temora Police & Community Consultative Committee, 1997-2000, 2004-2011
- Chairman, Temora Shire Health Strategies Committee – 2009 – 2013
- Chairman, Temora Shire Council's Medical Complex Steering Committee (2009-2013)
- Chairman, Temora & District Drought Breaking Bash Committee – 2005 -2007
- Goal Umpires Coach, Riverina Aust. Football Umpires Assoc. – 2001 - 2015
- Deputy Chairman, Riverina Electorate Council – 2004 – 2005
- Committeeman, Open Minds Brighter Futures (Mental Health Support Group) 2004 - 2014
- Vice President, Riverina Australian Football Umpires Association – 2007 - 2009
- Chairman, Temora Shire Assets Committee – 2008/09
- Director, Service Projects – Rotary Club of Temora – 2008/09
- Secretary, Temora Trotting Club Ltd – 1997 – 2004
- Secretary, Temora Showground Board of Trustees – 1998 – 2002
- Deputy Chairman, Temora Showground Board of Trustees – 2003 - 2004
- Treasurer, Temora & District Sports Council – 1997 – 2005
- Treasurer, Noel Warren Masonic Village Aged Care Complexes – 1996 – 2002
- Secretary, Noel Warren Masonic Village Aged Care Complexes – 2002 - 2008
- Vice President, Temora Australian Football Club – 1998 – 2000
- Vice President, Temora Show Society – 1995 – 1998 (Committeeman – 1987-1998)
- Member, Rotary Club of Temora Inc. – 2005-2014
- Board Member, Temora Community Centre Management – 1988 – 1992

FINANCIAL MEMBER OF THE FOLLOWING ORGANISATIONS; National Party of NSW, Riverina Australian Football Umpires Association, Temora Ex-Services Memorial Club, Temora Bowling & Recreation Club, Temora Golf Club, Riverina Australian Football Club, Temora Shed-4-Men, Ronald McDonald House - Wagga, Kurrajong-Waratah Industries, Temora, Ariah Park Bowling Club, Temora Masonic Lodge, Frank Whiddon Masonic Homes, NSW Masonic Youth Welfare Fund, Royal Freemasons Benevolent Institute, NSW Masonic Club & Ariah Park Show Society.

me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

N.A.

DISCRETIONARY DISCLOSURES

- TEMORA AG. BUREAU - MEMBER
- RURAL WIRE SERVICE - MEMBER
- NSW. FARMERS ASSOC. - MEMBER
- WARMLINK - MEMBER
- TEMORA EX-SERVICES CLUB - MEMBER
- TEMORA GOLF CLUB - MEMBER
- NATIONAL PARTY - MEMBER

and designated persons return

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).
2. If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
5. This form must be completed using block letters or typed.
6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

Important information
 This information is being collected for the purpose of complying with clause 4.21 of the Model Code of Conduct. You must not lodge a return that you know or ought to know is false or misleading in a material particular. Breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Local Government or the NSW Civil and Administrative Tribunal.

The information collected on this form will be kept in a register of returns. The general manager is required to table all returns at a council meeting. Information contained in returns made and lodged with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest you have previously failed to disclose, you must submit an updated return within three months of becoming aware of previously undisclosed interest.

DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS BY

GRAHAM PETER SINCLAIR as at **30.6.2024**
full name of councillor or designated person return date

in respect of the period from **1-7-2023** to **30-6-2024**

Councillor's or designated person's signature: [REDACTED] date: **10/7/24**

A. REAL PROPERTY

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

SEE ATTACHED LIST

Nature of interest

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
N.A.			

F. WERE YOU A PROPERTY DEVELOPER OR A CLOSE ASSOCIATE OF A PROPERTY DEVELOPER ON THE RETURN DATE?

YES NO

G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
N.A.	

H. DEBTS

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

N.A.

I. DISPOSITIONS OF PROPERTY

1 Particulars of each disposition of real property by me (including the street address of the affected property at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

N.A.

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
FARMER	SELF EMPLOYED	
COUNCILLOR	TEMORA SHIRE COUNCIL	
COUNCILLOR	LOMUS ST. TEMORA	
	GOLDEN FIELDS WATER	
	84 PARKS ST. TEMORA	

sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June

sources of income I received from an occupation at any time since 30 June

Name and address of settlor	Name and address of trustee
N.A.	

sources of other income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June

sources of other income I received at any time since 30 June

include description sufficient to identify the person from whom, or the circumstances in which, that income was received

N.A.

IFTS

Description of each gift I received at any time since 30 June	Name and address of donor
N.A.	

CONTRIBUTIONS TO TRAVEL

Name and address of each person who made financial or other contribution to any travel taken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
N.A.		

7
4

DISCLOSURE OF PECUNIARY INTERESTS 2024 - Graham Sinclair

REAL PROPERTY

255 Sinclairs Lane TEMORA 2666	Part Owner
3944 Old Cootamundra Road TEMORA 2666	Part Owner
683 Reynolds Lane TEMORA 2666	Part Owner
39 Reynolds Lane TEMORA 2666	Part Owner
"Liddersdale' 162 Mackinlay's Road PUCAWAN 2666	Part Owner
25 Beattie Street TEMORA 2666	Part Owner
178 Loftus Street TEMORA 2666	Part Owner
180 Aurora Street TEMORA 2666	Part Owner - Mother lifetime tenacy
[REDACTED]	
231 Bushells Road TEMORA 2666	Son's Property
332 Bushells Road TEMORA 2666	Son's Property
684 Reynolds Lane TEMORA 2666	Son's Property
4352 Old Cootamundra Road TEMORA 2666	Son's Property
4012 Old Cotamundra Road TEMORA 666	Son's Property
145 Morangarell Road TEMORA 2666	Son's Property
165 Hoskins Street TEMORA 2666	Son's Property
969 Thanowring Road TEMORA 2666	Son's Property
"Sunny Slopes" Booths Lane TEMORA 2666	Son's Property
"Flowerdale' Campbells Lane TEMORA 2666	Son's Sharefarmed property
"Back Place' Reynolds Lane TEMORA 2666	Son's Sharefarmed property
"Eulinda' Ferguson's Lane TEMORA 2666	Son's Sharefarmed property
"Tara' Thorne's Lane TEMORA 2666	Son's Leased Property
153 Kitchener Road TEMORA 2666	Sister's Property

me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

Nil

DISCRETIONARY DISCLOSURES

Nil

and designated persons return

Date received: _____
 Received by: _____

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).
2. If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
5. This form must be completed using block letters or typed.
6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

Important information

This information is being collected for the purpose complying with clause 4.21 of the Model Code of Conduct. You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular clause 4.23 of the Model Code of Conduct). Complaints breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Local Government or the NSW Civil and Administrative Tribunal.


The information collected on this form will be kept in a register of returns. The general manager is required to table all returns at a council meeting. Information contained in returns made and lodged with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS BY

BELINDA JANE BUSHELL as at 30.6.2024
full name of councillor or designated person return date

in respect of the period from 1-7-2023 to 30-6-2024

Councillor's or designated person's signature:  date: 2-7-20

A. REAL PROPERTY

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

110 Asquith Street, Temora

Nature of interest

Property Owner

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
Temora Basketball Club		President	

F. WERE YOU A PROPERTY DEVELOPER OR A CLOSE ASSOCIATE OF A PROPERTY DEVELOPER ON THE RETURN DATE?

YES NO

G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
Nil.	

H. DEBTS

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Nil

I. DISPOSITIONS OF PROPERTY

1 Particulars of each disposition of real property by me (including the street address of the affected property at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

Nil

Source of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Source of income I received from an occupation at any time since 30 June		
	Colman Shire Council Carrabie St, Coolamon	Employee
	Verdons Steel Cons. Goldfields Way, Temora	Employee
	Temora Shire Council 105 Lettice St, Temora	Contractor

Source of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June

Source of income I received from a trust since 30 June

Name and address of settlor	Name and address of trustee
Nil	

Source of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Source of other income I received at any time since 30 June

Include description sufficient to identify the person from whom, or the circumstances in which, that income was received

Nil

J. GIFTS

Description of each gift I received at any time since 30 June	Name and address of donor
Nil	N/A

K. CONTRIBUTIONS TO TRAVEL

Financial and address of each person who made financial or other contribution to any travel taken by me at any time since 30 June

Nil

Dates on which travel was undertaken

N/A

Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken

N/A

me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

and designated persons return

Date received:

Received by:

- The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).
- If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
- If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
- If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
- This form must be completed using block letters or typed.
- If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
- If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

Important information

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You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS BY

JASON ANTHONY GOODE as at **30-6-2024**
full name of councillor or designated person return date

in respect of the period from **1-7-2023** to **30-6-2024**

Councillor's or designated person's signature

date: **17/8**

A. REAL PROPERTY

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

[Redacted]

Nature of interest

[Redacted]

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
Sorell Goods Pty Ltd		Director	Law firm
Business Assistance Review P/L Stobohle/Drechr		Director	trader
Bendali Pty Ltd	Stobohle	Director	trader
Kidlington Pty Ltd	Stobohle	Director	trader
Phantom Skull Cave P/L Stobohle		Director	trader

F. WERE YOU A PROPERTY DEVELOPER OR A CLOSE ASSOCIATE OF A PROPERTY DEVELOPER ON THE RETURN DATE?

YES NO

G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
Law Society of NSW	Member
Riverina Law Society	President
Society of Trust & Estate Professionals	Member
Self Managed Superfund Association	Member

H. DEBTS

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Sorell Goods Pty Ltd	180 Hoskins St Temora
Phantom Skull Cave Pty Ltd	180 Hoskins St Temora

I. DISPOSITIONS OF PROPERTY

1 Particulars of each disposition of real property by me (including the street address of the affected property at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

N.I

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Director	Sorell Goods P/L 180 Hoskins St Temora	

sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June

Name and address of settlor	Name and address of trustee
Estate Hilda King	Goods 180 Hoskins St Temora
Mrs Catherine Brennan	180 Hoskins St Temora

sources of other income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June

Source of other income I received at any time since 30 June include description sufficient to identify the person from whom, or the circumstances in which, that income as received
Telstra Corporation Pty Ltd
1 Mh

J. GIFTS

Description of each gift I received at any time since 30 June	Name and address of donor
N.I	

K. CONTRIBUTIONS TO TRAVEL

Name and address of each person who made financial or other contribution to any travel taken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
N.I		

me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

Blank lines for providing details of property dispositions.

DISCRETIONARY DISCLOSURES

EMER TEMORA MEMORIAL EX-SERVICES CLUB

Blank lines for providing discretionary disclosures.

and designated persons return

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).

2. If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.

3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.

4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.

5. This form must be completed using block letters or typed.

6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.

7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

Date received: Received by:

Important information

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You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS BY

ANTHONY IRVINE as at 30.6.2024 return date

Full name of councillor or designated person in respect of the period from 1-7-2023 to 30.6.2024

Councillor's or designated person's signature

A. REAL PROPERTY

Street address of each parcel of real property in which I had an interest at the return date (at any time since 30 June)

147 CARSON ST, TEMORA
6 WAKEA ST, TEMORA

Nature of interest

FREEHOLD
FREEHOLD

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)

F. WERE YOU A PROPERTY DEVELOPER OR A CLOSE ASSOCIATE OF A PROPERTY DEVELOPER ON THE RETURN DATE?

YES NO

G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
NIL	

H. DEBTS

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June
NIL

I. DISPOSITIONS OF PROPERTY

1 Particulars of each disposition of real property by me (including the street address of the affected property at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

NIL

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)	Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June
ASSISTANT / TRADESMAN	10 JUNE SIGNS P/L 6 HAKEA ST, TEMORA	[REDACTED]	
OWNER / OPERATOR	PROFESSIONAL PEST MANAGEMENT 147 CARLSON ST, TEMORA	[REDACTED]	

Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June
Sources of other income I received at any time since 30 June include description sufficient to identify the person from whom, or the circumstances in which, that income was received

Description of each gift I received at any time since 30 June	Name and address of donor

CONTRIBUTIONS TO TRAVEL

Name and address of each person who made financial or other contribution to any travel taken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken

Date received: _____
 Received by: _____

DISCLOSURES BY COUNCILLORS and designated persons return

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).

2. If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.

3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date) to the return date which is the date you became aware of the new interest to be disclosed in your updated return.

4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.

5. This form must be completed using block letters or typed.

6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.

7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

DISCRETIONARY DISCLOSURES

President, Amick Park Rural Fire Service
 Chairman, Amick Park - Mirral Senior Housing Inc
 Committee, Amick Park Community Projects Inc
 Member, Amick Park Hall Committee
 Member, Amick Park Bowling Club
 Member, Rotary Club of Temara
 Member, Amick Park Community Cafe Committee

Important information

This information is being collected for the purpose of complying with clause 4.21 of the Model Code of Conduct. You must not lodge a return that you know or ought to know is false or misleading in a material particular, clause 4.23 of the Model Code of Conduct. Complaints breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

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You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS BY
NIGEL ASHLEY JUDO as at **30-6-2024**
full name of councillor or designated person return date

in respect of the period from **1-7-2023** to **30-6-2024**

Councillor's or designated person's signature: _____ date: **02/07**

A. REAL PROPERTY

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest
1 Coolamon Street, Amick Park	House - owner
11 Trossell St, Amick Park	Farming Property
44 Coolamon St, Amick Park	Tenant Owner Property
1/117 Baker St, Temara	Owner by spouse

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
<i>Not Applicable</i>			

F. WERE YOU A PROPERTY DEVELOPER OR A CLOSE ASSOCIATE OF A PROPERTY DEVELOPER ON THE RETURN DATE?

YES NO

G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
<i>Not Applicable</i>	

H. DEBTS

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June
<i>Nil</i>

I. DISPOSITIONS OF PROPERTY

1 Particulars of each disposition of real property by me (including the street address of the affected property at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time
<i>Nil</i>

Source of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Source of income I received from an occupation at any time since 30 June	<i>Farm Rental</i>	

Source of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June

Source of income I received from a trust since 30 June	Name and address of trustee
<i>Not Applicable</i>	

Source of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Source of other income I received at any time since 30 June

include description sufficient to identify the person from whom, or the circumstances in which, that income was received

IOOF EPend Extra Super Pension

IFTS

Particulars of each gift I received at any time since 30 June	Name and address of donor
<i>Nil</i>	

CONTRIBUTIONS TO TRAVEL

Name and address of each person who made financial or other contribution to any travel taken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
<i>Not Applicable</i>		

me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

and designated persons return

Date received: _____
Received by: _____

- The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).
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- If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
- This form must be completed using block letters or typed.
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DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS BY

CLAIRE ELLEN MELAREN as at 30-6-2024
full name of councillor or designated person return date

in respect of the period from 1-7-2023 to 30-6-2024

Councillor's or designated person's signature: _____ date: 2-7-24

A. REAL PROPERTY

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest
563 Mary Gilmore Way Barmahacka 2669	Owner
899 Mary Gilmore Way Barmahacka 2668	Owner
90 Speirs Lane Repton 2666	Owner
187 Galants Lane Queanbeyan NSW 2665	Owner
124 D-1st St Tarragona NSW 2666	Owner

DISCRETIONARY DISCLOSURES

N/A

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
N.I.			

F. WERE YOU A PROPERTY DEVELOPER OR A CLOSE ASSOCIATE OF A PROPERTY DEVELOPER ON THE RETURN DATE?

YES NO

G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
N.I.	

H. DEBTS

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

NAB
CASE IH
NSW BAA

I. DISPOSITIONS OF PROPERTY

1 Particulars of each disposition of real property by me (including the street address of the affected property at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

N.I.

Source of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Source of income I received from an occupation at any time since 30 June	Self employed	

Source of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June

Source of income I received from a trust since 30 June

Name and address of settlor

N.I.

Name and address of trustee

Source of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Source of other income I received at any time since 30 June

Include description sufficient to identify the person from whom, or the circumstances in which, that income was received

Shares / Dividends

IFTS

Portion of each gift I received at any time since 30 June

Name and address of donor

N.I.

CONTRIBUTIONS TO TRAVEL

Name and address of each person who made financial or other contribution to any travel taken by me at any time since 30 June

N.I.

Dates on which travel was undertaken

Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken

me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

DISCRETIONARY DISCLOSURES

[Redacted area]

and designated persons return

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).
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4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
5. This form must be completed using block letters or typed.
6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

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Date received: _____
 Received by: _____

DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS BY

MAXWELL JOHN OLIVER as at 30.6.2024
full name of councillor or designated person return date

in respect of the period from 1-7-2023 to 30-6-2024

Councillor's or designated person's signature: _____ date: 31-07-24

A. REAL PROPERTY

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest
<u>26 BONDAMARRAH RD TANNORA NSW 2466</u>	<u>HOME</u>
<u>13A DE BOOS ST TANNORA NSW 2466</u>	<u>INVESTMENT</u>

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
BUMAWADAH SUPER P/L	/	DIRECTOR	/
/	/	/	/

F. WERE YOU A PROPERTY DEVELOPER OR A CLOSE ASSOCIATE OF A PROPERTY DEVELOPER ON THE RETURN DATE?

YES NO

G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
/	/
/	/

H. DEBTS

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

/
/

I. DISPOSITIONS OF PROPERTY

1 Particulars of each disposition of real property by me (including the street address of the affected property at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

/
/

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
BUS DRIVER	CRILLA PERRY	N/A
DANABDAH SUPER P/L	BUMAWADAH SUPER 26 BUMAWADAH	N/A
TRAVEL ALLOWANCE	POHAR TENORA NSW 2466	N/A

sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June

Source of income I received from a trust in the period commencing on the first day after the return date and ending on the following 30 June	Name and address of trustee
BUMAWADAH SUPER P/L	[REDACTED]
/	RD TENORA NSW 2466

sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

/
/

IFTS

Particulars of each gift I received at any time since 30 June	Name and address of donor
/	/
/	/

CONTRIBUTIONS TO TRAVEL

Name and address of each person who made financial or other contribution to any travel taken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
/	/	/
/	/	/

me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

DISCRETIONARY DISCLOSURES

NOT APPLICABLE

and designated persons return

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).
2. If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
5. This form must be completed using block letters or typed.
6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

Important information
 This information is being collected for the purpose of complying with clause 4.21 of the Model Code of Conduct. You must not lodge a return that you know or ought to know is false or misleading in a material particular under clause 4.23 of the Model Code of Conduct. Complaints or breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on this form will be kept in a register of returns. The general manager is required to table all returns at a council meeting. Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS BY

LINDA LOUISE REINHOLD as at 30.6.2024 return date

full name of councillor or designated person

in respect of the period from 1.7.2023 to 30.6.2024

Councillor's or designated person's signature [redacted] date: 01/07/24

A. REAL PROPERTY

Street address of each parcel of real property in which I had an interest at the return date / at any time since 30 June

153 Britannia Street, Temora 2666

Nature of interest

OWNER

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
Temora Community Centre	Board	Vice-Chair	

F. WERE YOU A PROPERTY DEVELOPER OR A CLOSE ASSOCIATE OF A PROPERTY DEVELOPER ON THE RETURN DATE?
 YES NO

G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
Temora Business Enterprise Group (TBE6)	Council Representative

H. DEBTS

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

NOT APPLICABLE

I. DISPOSITIONS OF PROPERTY

1 Particulars of each disposition of real property by me (including the street address of the affected property at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

NOT APPLICABLE.

sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June

sources of income I received from an occupation at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Mail Assistant	Temora Butchery Hoskins St, Temora	

sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June

sources of income I received from a trust since 30 June

Name and address of settlor	Name and address of trustee
Not applicable.	

sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

sources of other income I received at any time since 30 June

include description sufficient to identify the person from whom, or the circumstances in which, that income was received

Councillor allowance

IFTS

Particulars of each gift I received at any time since 30 June

Description of gift	Name and address of donor
NOT APPLICABLE	

CONTRIBUTIONS TO TRAVEL

Particulars of each person who made financial or other contribution to any travel taken by me at any time since 30 June

Name of person	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
NOT APPLICABLE		

Date received: _____
 Received by: _____

DISCLOSURE OF PECUNIARY INTERESTS AND DESIGNATED PERSONS RETURN

Important information

This information is being collected for the purpose of complying with clause 4.21 of the Model Code of Conduct. You must not lodge a return that you know or ought to know is false or misleading in a material particular. Breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

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You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

- The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).
- If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
- If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
- If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
- This form must be completed using block letters or typed.
- If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
- If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "Nil" is to be placed in an appropriate space under that heading.

DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS BY
MEKISSA BOXALL as at **30-6-2024**
Full name of councillor or designated person return date

in respect of the period from **10-7-2023** to **30-6-2024**

Councillor's or designated person's signature: _____ date: **1/7/20**

A. REAL PROPERTY	
Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest
[REDACTED]	[REDACTED]
LOT 1137 MANSFIELD RD TEMORA NSW 2866	OWNER

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
NIL	NIL	NIL	NIL

F. WERE YOU A PROPERTY DEVELOPER OR A CLOSE ASSOCIATE OF A PROPERTY DEVELOPER ON THE RETURN DATE?

YES NO

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
NIL	NIL

H. DEBTS

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

NIL

I. DISPOSITIONS OF PROPERTY

1 Particulars of each disposition of real property by me (including the street address of the affected property at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

NIL

Source of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
GENERAL MANAGER	TEMORA SHIRE COUNCIL 105 LOFTUS ST TEMORA NSW 2666	NIL

Source of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June

Source of income I received from a trust since 30 June

Name and address of settlor	Name and address of trustee
NIL	NIL

Source of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Source of other income I received at any time since 30 June

include description sufficient to identify the person from whom, or the circumstances in which, that income was received

MENTAL INCOME FROM [REDACTED]

J. GIFTS

Description of each gift I received at any time since 30 June

NIL

Name and address of donor

NIL

K. CONTRIBUTIONS TO TRAVEL

Name and address of each person who made financial or other contribution to any travel taken by me at any time since 30 June

NIL

Dates on which travel was undertaken

NIL

Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken

NIL

particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

N/A.

DISCRETIONARY DISCLOSURES

N/A.

Disclosures by Councillors and designated persons return

Date received: _____
Received by: _____

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).
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Important information

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You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

5. This form must be completed using block letters or typed.
6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS BY

ELIZA BETH LOUISE SMITH
full name of councillor or designated person

as at: **30.6.2024**
return date

in respect of the period from **1-7-2023** to **30.6.2024**

Councillor's or designated person's signature: _____ date: **1-7-2024**

A. REAL PROPERTY

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

11 JOHN RANDS PLACE, TEMORA
250 HOKINS STREET, TEMORA

Nature of interest

OWNER
OWNER

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
N/A			

F. WERE YOU A PROPERTY DEVELOPER OR A CLOSE ASSOCIATE OF A PROPERTY DEVELOPER ON THE RETURN DATE?
 YES NO

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
Chartered Accountants Australia & New Zealand	Member

H. DEBTS

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June
NIL.

I. DISPOSITIONS OF PROPERTY

Particulars of each disposition of real property by me (including the street address of the affected property at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time
NIL.

Description of income	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
RECTOR ADMINISTRATION + FINANCE	TEMORA SHIRE COUNCIL 105 LOFTUS ST, TEMORA.	N/A

Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a trust since 30 June	Name and address of settlor	Name and address of trustee
	N/A	N/A

Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

Include description sufficient to identify the person from whom, or the circumstances in which, that income was received

N/A.

GIFTS

Description of each gift I received at any time since 30 June	Name and address of donor
N/A.	N/A.

CONTRIBUTIONS TO TRAVEL

Name and address of each person who made financial or other contribution to any travel taken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
N/A.	N/A	N/A.

pecuniary or each disposition or property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

NIL

DISCRETIONARY DISCLOSURES

- TREASURER - TEMORA RUGBY UNION CLUB
- CHAIRMAN - TEMORA HERITAGE COMMITTEE
- SECRETARY - NARRABURRA BUSHIRE BRIGADE
- VICE PRESIDENT - NARRABURRA SOCIAL & COMMUNITY CENTRE INC
- CHAIRMAN - TEMORA SHIRE ACCESS & EQUITY COMMITTEE
- CHAIRMAN/SEC - RIVERINA EASTERN NOXIOUS WEEDS COMMITTEE

Disclosures by Councillors and designated persons return

Date received: _____
Received by: _____

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).

2. If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.

3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, whichever is the later date, to the return date which is the date you became aware of the new interest to be disclosed in your updated return.

4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.

5. This form must be completed using block letters or typed. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.

6. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

Important information
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You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS BY

KRISTON JOHN DUNSTAN as at **30.6.2024** return date

full name of councillor or designated person

in respect of the period from **1-7-2023** to **30-6-2024**

Councillor's or designated person's signature: _____ date: **1/7/2024**

A. REAL PROPERTY

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest
223 HOSKINS ST, TEMORA	PART OWNER
286 HOSKINS ST, TEMORA	PART LESSOR
[REDACTED]	PART OWNER

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
NIL			

F. WERE YOU A PROPERTY DEVELOPER OR A CLOSE ASSOCIATE OF A PROPERTY DEVELOPER ON THE RETURN DATE?

YES NO

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
DEVELOPMENT & ENV. PROFESSIONALS ASSOC.	MEMBER

H. DEBTS

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

ST GEORGE BANK

I. DISPOSITIONS OF PROPERTY

1 Particulars of each disposition of real property by me (including the street address of the affected property at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

NIL

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
RECTOR - ENV SERVICES	TEMORA SHIRE COUNCIL	
MANAGING DIRECTOR	SHAMPOCK HOTEL TEMORA	

Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a trust since 30 June

Name and address of settlor	Name and address of trustee
GUYSTAR PTY LTD	
ONE TWELVE PTY. LTD.	C/- MGS ACCOUNTING HOSKINS ST, TEMORA

Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

Include description sufficient to identify the person from whom, or the circumstances in which, that income was received

RENT INCOM
1 BARDOCK ST, FORBES
223 HOSKINS ST, TEMORA

GIFTS

Description of each gift I received at any time since 30 June

Name and address of donor

NIL

CONTRIBUTIONS TO TRAVEL

Name and address of each person who made financial or other contribution to any travel taken by me at any time since 30 June

Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken

NIL

me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

Handwritten signature: J.A.

DISCRETIONARY DISCLOSURES

Warren Rugby League Club - Treasurer

and designated persons return

- 1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).
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3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, whichever is the later date, to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
5. This form must be completed using block letters or typed.
6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

Important information

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You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of previously undisclosed interest.

DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS BY

ROBERT FISHER as at 30.6.2024 return date

full name of councillor or designated person in respect of the period from 1-7-2023 to 30.6.2024

Councillor's or designated person's signature [Redacted]

date: 1/7/2024

A. REAL PROPERTY

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

10 Wadby Place, Tenora NSW 2666

Nature of interest

Owner

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
N/A			

F. WERE YOU A PROPERTY DEVELOPER OR A CLOSE ASSOCIATE OF A PROPERTY DEVELOPER ON THE RETURN DATE?

YES NO

G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
N/A	

H. DEBTS

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June
Commonwealth Bank - Home Loan

I. DISPOSITIONS OF PROPERTY

1. Particulars of each disposition of real property by me (including the street address of the affected property at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time)
N/A

Source of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June	Name under which partnership conducted (if applicable)
Source of income I received from an occupation at any time since 30 June	
Occupation	
Source of income I received from an occupation at any time since 30 June	
Occupation	
Source of income I received from an occupation at any time since 30 June	
Occupation	

Source of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June

Source of income I received from a trust since 30 June	Name and address of settlor	Name and address of trustee
Source of income I received from a trust since 30 June		
Source of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June		
Source of other income I received at any time since 30 June include description sufficient to identify the person from whom, or the circumstances in which, that income was received		

IFTS

Description of each gift I received at any time since 30 June	Name and address of donor

CONTRIBUTIONS TO TRAVEL

Name and address of each person who made financial or other contribution to any travel taken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken

12.4 LGNSW CONFERENCE - MOTIONS

File Number: REP24/743
Author: General Manager
Authoriser: General Manager
Attachments: Nil

REPORT

A Council delegation will be attending the LGNSW Annual Conference in Tamworth on 17 – 19 November 2024. Councils are welcome to submit motions for debate at the conference. The motions should relate to strategic local government issues which affect members state-wide and introduce new or emerging policy issues. The deadline for online submission of motions is 15 August 2024, Council can however submit motions up to 20 October 2024.

As this is an election year an email was sent to all Councillors by the General Manager on 18 July 2024 requesting any proposed motions be submitted for inclusion in the 15 August Council Meeting business paper by close of business 7 August 2024. The following proposed motion has been submitted by Councillor Judd:

That LGNSW campaign to the NSW Government for Councils be able to choose a more appropriate voting system than the present Proportional Voting System which is not suitable for rural Councils like Temora Shire Council. The present voting system may be suitable for Councils with political parties or groups, but not Councils like Temora that only have independent candidates.

Background information in support of the proposed motion:

The Proportional Voting System puts too much emphasis on the No. 1 votes, and you could have the situation where a candidate could get every No. 2 vote in the Shire and not get elected.

Our Council submits that there should be a voting system where Voters give a Tick or a Cross for the Top 9 candidates (or whatever number to be elected) they want for the Council Team, and then the candidates who have the most votes would be elected.

It is noted that the inclusion of motions to the LGNSW Conference is only one of many strategic advocacy options provided to Council and that other opportunities to raise state-wide policy issues exists through its membership with LGNSW, REROC and NSW Country Mayors Association.

RESOLUTION 146/2024

Moved: Cr Jason Goode
Seconded: Cr Graham Sinclair

It was resolved that Council support the proposed motion.

CARRIED

Report by Melissa Boxall

Cr Irvine voted against the motion.

12.5 WORKPLACE CHANGE - PINNACLE COMMUNITY SERVICES

File Number: REP24/748
Author: People and Culture Manager
Authoriser: General Manager
Attachments: Nil

REPORT

Council have conducted a review of Pinnacle Community Services across its three locations (Temora, Leeton and Cootamundra – Gundagai local government areas). The review has identified that the scale of Pinnacle's operations is significant and that maintaining the current organisational structure is not sufficient to support the operational requirements spanning across the three locations.

Council has considered multiple scenarios associated with the operational requirements for Pinnacle Community Services to continue to be successful into the future.

Background

At the 20 June 2024 Council meeting, it was resolved to move into formal consultation with staff regarding the proposal to transition services to an alternate service provider (Valmar).

Identify and negotiate with another provider(s) to transition service provision in Cootamundra and Leeton to an alternate provider and continue to deliver services within Temora Shire LGA. This will likely reduce the impact on staff, enable potential employment opportunities for staff and the continuation of the service provision to clients.

On the 25 June 2024, Council management met with impacted staff and their unions to commence a 28 day formal consultation period with staff in accordance with clause 42 (workplace change) of the Local Government (State) Award 2023 (Award).

A number of activities were undertaken during the consultation phase:

- Formal consultation meeting/s with impacted staff
- Consultation with the Temora Shire Council Staff Consultative Committee
- Individual support
- Employee Assistance Program (EAP) support
- Increased management presence on each site
- Development of Frequently Asked Questions

Staff were encouraged to provide feedback on the proposed workplace change via a number of mediums to increase accessibility and inclusion of all staff.

During the consultation period which concluded on the 23 July 2024, staff had a range of questions relating to the transition process. No alternate proposals were provided and no specific pieces of information or feedback was provided to Council management to take into consideration before making a final and definitive decision.

As a result, it was determined by the General Manager to transition the services in the Leeton and Cootamundra-Gundagai local government areas to Valmar. There will be no change to the provision of services in the Temora Shire by Pinnacle Community Services.

On 29 July 2024, Council management again met with impacted staff and advised the final and definitive decision to proceed with the proposed workplace change as discussed with them on the 25 June 2024.

Council is committed to placing a high priority on ensuring that there is minimal impact on staff or disruption to adequate care provided to clients as far as reasonably possible. Valmar CEO, Tim Swan said 'our experience in the Disability and Aged Care industries tells us that the value of relationships between clients and staff cannot be overstated. Providing consistency and continuity in this period of transition is our key focus.'

Staff Impacts

Through consultation with Council, Valmar have conducted a mapping exercise of the organisational structure which revealed that Valmar will have an equivalent number of positions available as there are current staff employed by Council. Appointment of existing Pinnacle staff to Valmar will be subject to Valmar's normal recruitment processes. This is expected to occur between 5-16 August 2024 with the transition of staff effective 2 September 2024.

Limited opportunities currently exist for redeployment within Council. Apart from those who may be redeployed in Council, permanent staff will be entitled to redundancy payments regardless of whether they are offered a position with Valmar.

Outplacement services will be arranged for all impacted staff (not mandatory) to provide resume and interview skills. This is anticipated to be scheduled the week commencing 12 August 2024. Council will support staff through this process and provide staff with a copy of their training records.

Staff have been encouraged to utilise Council's EAP support provider throughout the process.

Overall staff morale has remained consistent throughout the process, with no major disruption to service or workplace harmony. Staff have maintained respectful communication and demonstrated integrity in supporting one another and clients and should be commended for this, particularly during a significant workplace change.

Client Impacts

Clients will receive correspondence the week commencing 5 August 2024 advising the outcome and what action they need to take. For clients wishing to transition to Valmar the process will be straight forward and will be managed between the services. Pinnacle will provide support and assistance to any clients who do not wish to or are unable to transition to Valmar, in finding an alternative provider.

Communication with other stakeholders

In addition to communicating with staff and clients, Council has provided written correspondence to the Federal and State Members of Parliament, the General Manager of Leeton Shire Council and the General Manager of Cootamundra-Gundagai Regional Council. Correspondence is also being sent to volunteers and contractors and media releases will be provided for each of the local government areas.

RESOLUTION 147/2024



Moved: Cr Jason Goode

Seconded: Cr Lindy Reinhold

It was resolved that Council note the report.

CARRIED

Report by Bronwyn Harvey

13 ENGINEERING SERVICES**13.1 HOSKINS STREET UPGRADE - CONSULTATION DESIGN PLANS****File Number:** REP24/717**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:**
1. Submission - Hoskins Stage 2 Upgrade [↓](#) 
2. Submission 2 - Hoskins Street Stage 2 Upgrade [↓](#) **REPORT**

At the July's Assets Committee Meeting, the Committee considered a report in relation to the Hoskins Street Upgrade – Consultation Design Plans. At this meeting, the Committee considered the plans prepared for public exhibition, and also the community consultation plan. A copy of the exhibition plans was provided to Councillors at this meeting.

The community consultation occurred between Thursday 27 June and Friday 26 July 2024.

The communications plan for the community consultation was as follows:

- Newspaper advertisement
- Newspaper article
- Facebook posts
- Display at Council offices
- Notification letter sent to all affected landowners
- Plans available on Council's website
- Presentation to Temora Business Enterprise Group (TBEG) event in June.

As a result of the community consultation, there were several enquiries. There were two formal submissions received, copies of which are attached.

Submissions

The community consultation process has generated two submissions, which raised the following matters in relation to the proposed upgrades to the pedestrian areas identified within the plans:

Submission 1:

- Do not support the project in concept
- Do not support the widening of the footpaths in any area that will reduce the existing clearance distances from the rear of parked vehicles to the edge of the carriageway, for safety of motorists who are reversing into Hoskins Street
- The volume of North/South heavy vehicles is anticipated to continue to rise and most of these vehicles use Hoskins Street
- The existing footpath widths are wide enough to cater for anticipated medium term requirements for pedestrian usage.

Submission 2:

Support the need to widen the footpath.

Request review of the following:

- PRAM ramps to be scheduled for alignment within the PAMP plan. Ramps that meet the later sections of the North and South Blocks (I.e. meeting the old).
- Parking between the exit of Woolworths Food and Entrance to Woolworths Fuel. Instead of parking be another extended island with vegetation (tree with appropriate height and non restricting of visual).

Preliminary cost estimate

Council officers have received a preliminary cost estimate for the proposed works:

Northern block – Polaris St to Parkes Street: \$5.5 million to \$7.1 million

Southern block – Victoria Street to Britannia Street: \$3.3 million to \$4.3 million

Discussion

The proposal to upgrade the pedestrian areas of the two outer blocks of Hoskins Street seeks to improve the experience for pedestrians using these blocks for shopping, enhance the landscaping to achieve symmetry and consistency in street plantings, and improve layout of street lighting by placing street lights within footpath areas, rather than within separate blisters on the road.

In essence, the concept plan for Hoskins Street Stage 2 seeks to provide a complementary standard of pedestrian infrastructure and landscaping to the inner blocks of Hoskins Street, but with the inner blocks being of the highest embellishment and the outer blocks being a transition to and from the central shopping precinct.

The public exhibition has generated only limited written responses from the community. The points raised and the Council officers’ comments are considered in further detail in Table 1 below:

Matters Raised	Council Officer Response
<p>Width of the footpath in relation to the carriageway, clearing distance from edge of vehicles, safety for motorists, pedestrian demand for wider footpath</p>	<p>The proposal to widen the footpath in the outer blocks is intended to improve pedestrian experience and to enable street lighting to remain in existing locations and be included within the footpath. If the footpath were to be widened, it would provide motorists with a similar distance between parked/reversing vehicles and the carriageway as is the case with the inner blocks. Refer to Figure 1 for reference.</p> <p>It is acknowledged that some passenger vehicles are getting longer, however there have been no issues with the existing inner blocks being unsuitable for parking longer passenger vehicles (eg. RAM truck).</p> <p>If the footpath was not widened, the streetlights would need to be moved back onto the footpath, as the existing infrastructure of small blisters around streetlights would not continue.</p> <p>It is estimated that moving the street lights would be a lower cost than widening the footpath. The cost</p>

	<p>comparison of keeping the footpath in the same position is not a dealbreaker for the project, it is a decision of Council.</p>
<p>Pram ramps should be aligned with the PAMP plan and connect existing infrastructure with new infrastructure</p>	<p>Agree that the location of existing and proposed pram ramps should be considered and aligned wherever possible. However, if a misalignment is created, some existing pram ramps may be required to be moved to ensure accessibility is provided. Refer to Figures 2 and 3 for reference.</p>
<p>Space between Woolworths supermarket exit and service station entrance</p>	<p>Currently the plan proposed two parking spaces in this location. The provision of an additional tree in this location would require a corresponding tree to be placed on the opposite side of Hoskins Street. This may not be supported having two blisters so close together, as it removes parking from the front of the dwelling at 107 Hoskins Street. Refer to Figure 4 for reference.</p>

Table 1: Summary of matters raised in submissions and Council officers' response

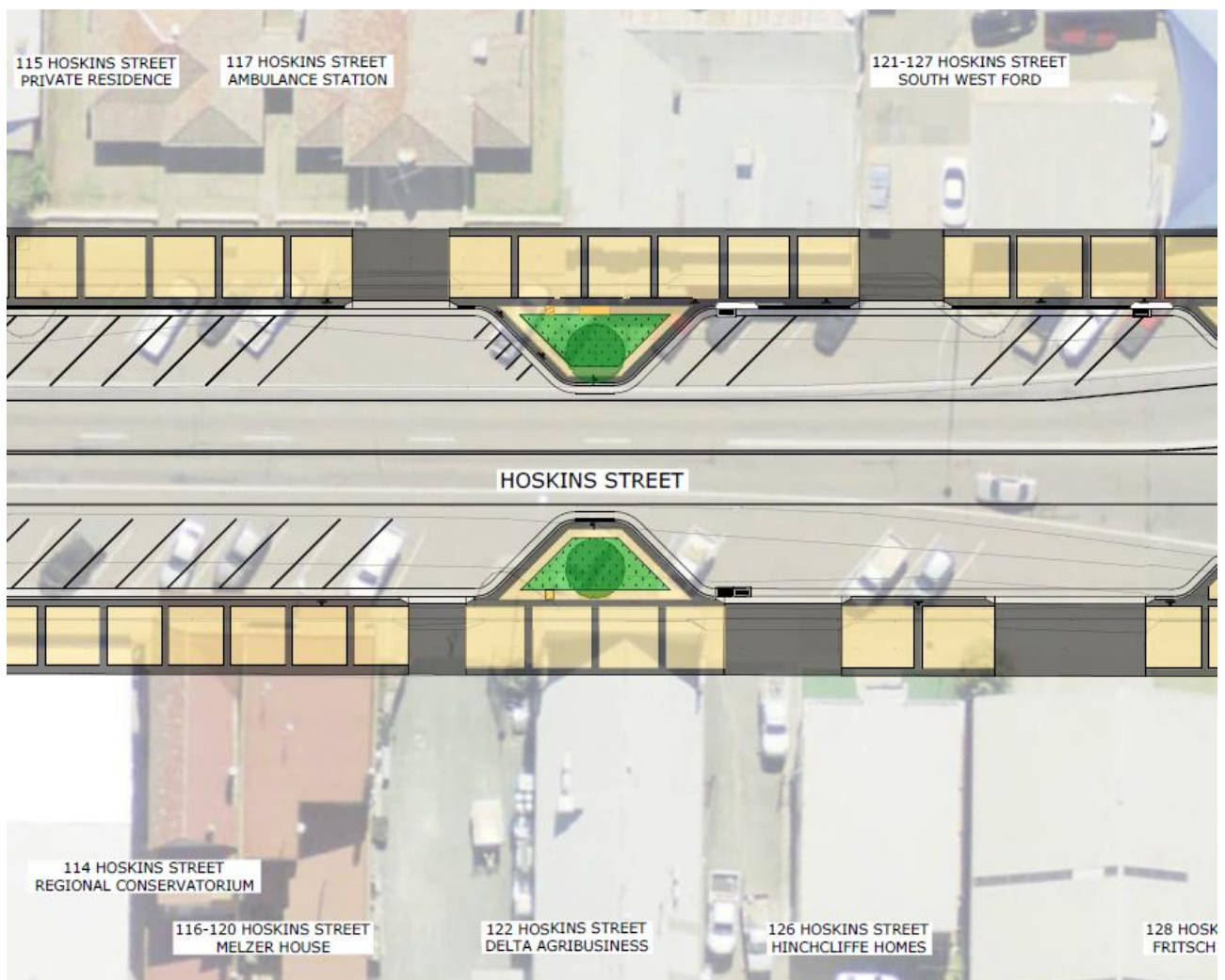


Figure 1: Extract of exhibition plan showing indicative parking separation from carriageway



Figure 2: Location of proposed pram ramps – Polaris St intersection



Figure 3: Location of proposed pram ramps – Britannia Street intersection

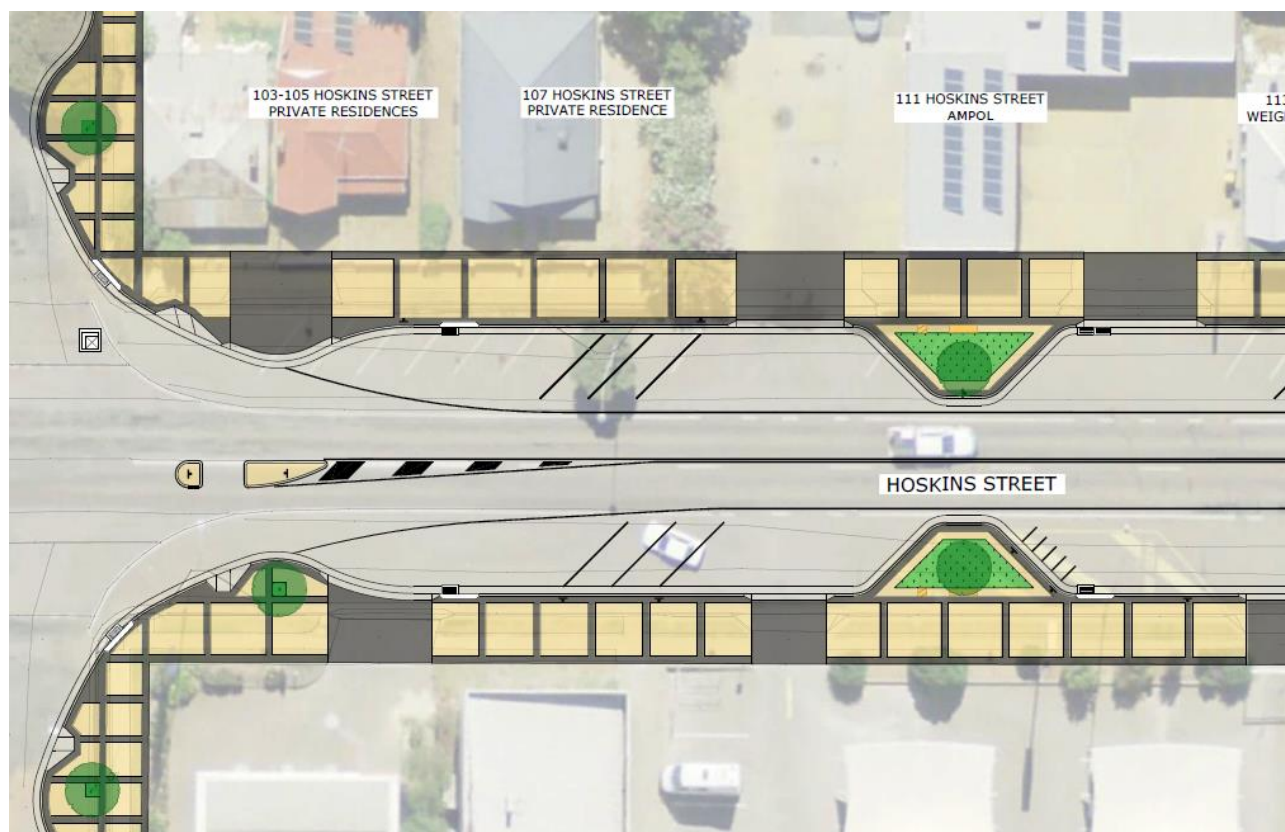


Figure 4: Location of space between Woolworths exit and service station entrance

The endorsement of plans for the upgrade of Hoskins Street by Council will enable Council to seek grant funding for delivery of the project in the future, should they become available. Any future application would occur under the direction of Council.

Cr Claire McLaren declared a pecuniary interest in relation to item REP24/717, due to being a property owner.

Cr Claire McLaren left the meeting at 5:10PM and took no further part in the discussion.

Kris Dunstan, Director Environmental Services declared a pecuniary interest in relation to item REP24/717, due to being a property and business owner.

Kris Dunstan, Director Environmental Services left the meeting at 5:10PM and took no further part in the discussion.

RESOLUTION 148/2024

Moved: Cr Jason Goode

Seconded: Cr Belinda Bushell

It was resolved that Council:

1. Endorse the concept Hoskins Street Stage 2 Upgrade Plans, as exhibited,
2. Note the intention that future pram ramps to align between new and existing infrastructure and
3. Seek grant opportunities for the future delivery of the endorsed upgrades.

CARRIED

Report by Claire Golder

Cr Irvine voted again the motion.

Cr Claire McLaren returned to the meeting at 5:21PM.

Kris Dunstan, Director Environmental Services returned to the meeting at 5:21PM.

Rob Fisher, Engineering Asset Manager left the meeting at 5:21PM.

26th July 2024
Melissa Boxall
General Manager
Temora Shire Council
105 Loftus Street
Temora NSW 2666

Dear Melissa

Please receive submission for Hoskins Street Pedestrian Areas Upgrade (Stage 2).

I support the project in concept.

I do not support the widening of the footpaths in any area that will reduce the existing clearance distances from the rear of parked vehicles to the edge of the carriageway. I believe it is far safer to have some distance to reverse out if vision into the carriageway is impeded by a large vehicle parked to the left of the reversing vehicle. I work in the two central blocks a lot and I have witnessed many near misses from vehicles reversing into the path of oncoming traffic.

The volume of North/South heavy vehicles is anticipated to continue to rise and most of these vehicles use Hoskins Street. Maintaining the maximum clearance from the rear of parked vehicles to the carriageway containing heavy vehicles will be much safer for the shopper placing or removing items from the rear of passenger/SUV/light utility vehicles. It will also be safer for individuals moving around vehicles to strap children into car seats or assist elderly passengers.

The footpaths in either location are generous and are certainly wide enough to cater for anticipated medium term requirements. When considering the type of businesses in either location there is clearly a lower volume of pedestrian usage as compared to the two central blocks.

For comparison:

Southern Block: 4.0m wide at Rotary Book Shop, 4.2m wide at Bland vacant block.

South Central Block: 4.8m at Royal Hotel, 3.6m at Luxe Blinds.

North Central Block: 4.8m at Cornfords Hardware, 5.0m at Vinnies.

Northern Block: 3.8m at Icon Kitchens, 3.7m at Ambulance Station.

The eastern side of the south central block is the most constrained due to the change in levels although the usable flat section, at 3.6m, is narrower than anywhere in either the Northern or Southern Block at current widths and alignments.

There is not a viable solution to remove heavy vehicles. The further increased uptake of large format American pick-ups locally demands the maximum length for the parking of vehicles. I believe as much room as possible should be maintained for safety and amenity at the edges of the State Road which bisects the Temora CBD.

[REDACTED]
Temora
NSW 2666
[REDACTED]

Anne Rands

From:
Sent: Wednesday, 31 July 2024 7:58 AM
To:
Subject: Main Street Upgrade Consultation

Hi Rob,

As per councils report regarding consultation of Main Street upgrade (North & South blocks).

I applaud the below:

- the need to widen the footpath

I would like review (further considerations on the below:

- PRAM ramps to be scheduled for alignment within the PAMP plan. Ramps that meet the later sections of the North and South Blocks (I.e. meeting the old).
- Parking between the exit of Woolworths Food and Entrance to Woolworths Fuel. Instead of parking be another extended island with vegetation (tree with appropriate height and non restricting of visual). This extra/additional tree may satisfy Councillor Judds comments regarding more trees however noting driveways etc.


Many thanks for this opportunity to comment.

Kindest regards

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14 ENVIRONMENTAL SERVICES

14.1 PLANNING PROPOSAL - ARIAH PARK - GATEWAY DETERMINATION

File Number: REP24/701
 Author: Town Planner
 Authoriser: Director of Environmental Services
 Attachments: 1. Gateway Determination [↓](#) 

REPORT

At the May 2024 Council Meeting, Councillors considered a report regarding a draft Planning Proposal - Ariah Park, which involves rezoning part of the subject land from RU1 Primary Production to R5 Large Lot Residential, rezoning part of the subject land from RU1 Primary Production to RU5 Village and rezoning part of the subject land from R5 Large Lot Residential to RU1 Primary Production, as well as related changes to the minimum lot size for the subject land.

Figure 1 shows the land subject to the draft Planning Proposal.



Figure 1: Aerial image of subject land in Ariah Park village

At the meeting, Council resolved to:

1. Endorse the draft planning proposal,

2. Forward the draft planning proposal to the NSW Department of Planning, Housing and Infrastructure,
3. Place the draft Planning Proposal on public exhibition once approval from the NSW Department of Planning, Housing and Infrastructure is received, and
4. Receive a future report on the outcomes of the public exhibition

Council officers have since received a Gateway Determination from the Department of Planning, Housing and Infrastructure. The determination has supported the Planning Proposal, subject to additional information being included within the Planning Proposal, as follows:

Gateway Conditions

1. Prior to exhibition and agency consultation the planning proposal is to be updated to:
 - (a) include a current minimum lot size map with appropriate labels and/or legend.
 - (b) amend the zone map to include appropriate colours and labels and/or a legend.
 - (c) discuss transport and access, including consideration of the proposals proximity to the (disused) railway line.
 - (d) include further assessment of potential for biodiversity impacts, whether direct or indirect.
 - (e) include further assessment of Aboriginal and non-Aboriginal heritage.
 - (f) include the Aria Park and Springdale Floodplain Risk Management Study and Plan, as referred to in the planning proposal as part of the documents for public exhibition.

A copy of the Gateway Determination is attached.

Council officers have commenced work to address these conditions and will commence public exhibition once the additional information has been included within the Planning Proposal.

Rob Fishier, Engineering Asset Manager returned to the meeting at 5:25PM.

RESOLUTION 149/2024

Moved: Cr Belinda Bushell

Seconded: Cr Jason Goode

It was resolved that Council:

1. Note the support of the Department of Planning, Housing and Infrastructure for the draft Planning Proposal, and
2. Note the additional information required to support the Draft Planning Proposal, prior to commencing public exhibition.

CARRIED

Report by Claire Golder

In Favour: Crs Rick Firman, Graham Sinclair, Lindy Reinhold, Nigel Judd, Claire McLaren, Jason Goode and Belinda Bushell

Against: Cr Anthony Irvine

CARRIED 7/1



Department of Planning, Housing and Infrastructure

Gateway Determination

Planning proposal (Department Ref: PP-2024-1096): to rezone land at Aria Park to RU5 Village, R5 Large Lot Residential and RU1 Primary Production and amend lot sizes.

I, the A/Director, Southern, Western and Macarthur Region at the Department of Planning, Housing and Infrastructure, as delegate of the Minister for Planning and Public Spaces, have determined under section 3.34(2) of the *Environmental Planning and Assessment Act 1979* (the Act) that an amendment to the Temora Local Environmental Plan 2010 to rezone land at Aria Park to RU5 Village, R5 Large Lot Residential and RU1 Primary Production and amend corresponding minimum lot sizes should proceed subject to the following

Gateway Conditions

1. Prior to exhibition and agency consultation the planning proposal is to be updated to:
 - (a) include a current minimum lot size map with appropriate labels and/or legend.
 - (b) amend the zone map to include appropriate colours and labels and/or a legend.
 - (c) discuss transport and access, including consideration of the proposals proximity to the (disused) railway line.
 - (d) include further assessment of potential for biodiversity impacts, whether direct or indirect.
 - (e) include further assessment of Aboriginal and non-Aboriginal heritage.
 - (f) include the Aria Park and Springdale Floodplain Risk Management Study and Plan, as referred to in the planning proposal as part of the documents for public exhibition.
2. Public exhibition is required under section 3.34(2)(c) and clause 4 of Schedule 1 to the Act as follows:
 - (a) the planning proposal is categorised as standard as described in the *Local Environmental Plan Making Guideline* (Department of Planning and Environment, August 2023) and must be made publicly available for a minimum of 20 working days; and
 - (b) the planning proposal authority must comply with the notice requirements for public exhibition of planning proposals and the specifications for material that must be made publicly available along with planning proposals as identified in *Local Environmental Plan Making Guideline* (Department of Planning and Environment, August 2023).

3. Consultation is required with the following public authorities and government agencies under section 3.34(2)(d) of the Act and/or to comply with the requirements of applicable directions of the Minister under section 9 of the Act:
 - Department of Climate Change, Energy, the Environment and Water (DCCEEW)
 - Department of Primary Industries (Agriculture)
 - Transport for NSW
 - NSW State Emergency Services

Each public authority is to be provided with a copy of the planning proposal and any relevant supporting material via the NSW Planning Portal and given at least 30 working days to comment on the proposal.
4. A public hearing is not required to be held into the matter by any person or body under section 3.34(2)(e) of the Act. This does not discharge Council from any obligation it may otherwise have to conduct a public hearing (for example, in response to a submission or if reclassifying land).
5. The Council as planning proposal authority is authorised to exercise the functions of the local plan-making authority under section 3.36(2) of the Act subject to the following:
 - (a) the planning proposal authority has satisfied all the conditions of the gateway determination;
 - (b) the planning proposal is consistent with applicable directions of the Minister under section 9.1 of the Act or the Secretary has agreed that any inconsistencies are justified; and
 - (c) there are no outstanding written objections from public authorities.
6. The LEP should be completed on or before 4 July 2025.





Dated 11 July 2024



Chantelle Chow
Acting Director, Southern Western and
Macarthur region
Local Planning and Council Support
Department of Planning, Housing and
Infrastructure

Delegate of the Minister for Planning and
Public Spaces

DP 2024 1000 (1250/14100)

14.2 PLANNING PROPOSAL - GALLIPOLI STREET, HAKEA STREET, MILVALE ROAD AND LOFTUS STREET TEMORA**File Number:** REP24/730**Author:** Town Planner**Authoriser:** Director of Environmental Services**Attachments:**
1. Department of Primary Industries and Regional Development response  
2. Transport for NSW response  **REPORT****Background**

At the Confidential March Council Meeting, Councillors considered a report in relation to a Draft Planning Proposal to amend the *Temora Local Environmental Plan 2010* (LEP).

As Councillors will recall, the Planning Proposal seeks to undertake a series of rezonings across several individual land parcels.

A. The proposal seeks to rezone the following parcels of land from E4 General Industrial to R1 General Residential.

The Planning Proposal also seeks to undertake a corresponding amendment to these same parcels of land by applying a 750m² minimum lot size consistent with other R1 zoned land within the Council area:

- Lot 1, DP1152018, addressed as 55 Gallipoli Street, Temora
- Lot 2, DP1152018, addressed as 57 Gallipoli Street, Temora
- Lots 3 -5, DP1152018, addressed as 59-63 Gallipoli Street, Temora

These lots are shown by Figure 1.

- Part Lot A, DP370331, addressed as 47-53 Gallipoli Street, Temora (western portion of lot)

This land is shown by Figure 2 and is owned by Regional Growth & Development Pty Ltd (Highfields Estate).



Figure 1: Lots 1-5 DP 1152018, 55, 57, 59-63 Gallipoli Street



Figure 2: Part Lot A DP 370331 47-53 Gallipoli Street Temora

B. The proposal also includes the following land, which is proposed to be rezoned from RU1 Primary Production to E4 General Industrial.

A corresponding change to the minimum lot size map is also proposed to remove the existing 40 hectare minimum lot size that applies to this land and applying no minimum lot size consistent with other E4 zoned land within the Council area.

- Part Lot 1 DP1165762, addressed as 5 Hakea Street, Temora (northern portion of lot)

This is shown by Figure 3.

- Lot 46 DP1242414, addressed as 7778 Milvale Road, Temora

This site is shown by Figure 4 and is currently used as part of Council's Depot.

- Lot 583 DP750587, addressed as 7723 Milvale Road, Temora and Lot 584 DP750587, addressed as 7797 Milvale Road, Temora

This is shown by Figure 5 and is proposed to be developed by Intersales Temora to consolidate their operations.



Figure 3: Part Lot 1 DP 1165762 5 Hakea Street Temora



Figure 4: Lot 46 DP 1242414 7778 Milvale Road Temora



Figure 5: Lots 583 and 584 DP 7500587, 7723 and 7797 Milvale Road Temora

C. The proposal includes the following land, which is proposed to be rezoned from RU1 Primary Production to part R1 General Residential (northern portion) and E4 General Industrial (southern portion).

A corresponding change to the minimum lot size map is also proposed to remove the existing 40 hectare minimum lot size that applies to this land and applying a 750m² minimum lot size as it relates to the R1 zoned portion of the land and no minimum lot size as it applies to the E4 zoned portion of the land consistent with other R1 and E4 zoned land within the Council area.

- Lot 47 DP1242414, addressed as 7795 Milvale Road, Temora

This is shown by Figure 6 and is owned by Regional Growth & Development Pty Ltd (Highfields Estate).



Figure 6: Lot 47 DP 1242414 7795 Milvale Road Temora

At this meeting it was resolved that Council.

2. Support the changes to the LEP as detailed in the Planning Proposal
3. Submit the Planning Proposal to the NSW Department of Planning, Housing and Infrastructure for Gateway Determination.

Gateway Determination

Council subsequently received a Gateway Determination supporting the draft amendment and the place the Draft Planning Proposal on public exhibition, subject to conditions.

The conditions required the public exhibition to be conducted as follows:

1. Include findings of Preliminary Site Investigations for Site 4 (7778 Milvale Road Temora) and Site 5 (northern portion) (7795 Milvale Road Temora). This investigation was completed by Council officers and no records or evidence of land contaminating activities has been recorded in relation to the subject land
2. Insert labels on the lot size map to identify the existing and proposed development standards. This was completed by the planning consultant, on behalf of Council, and the updated maps provided as part of the exhibition process.

Both of the above matters were signed off by the Department of Planning, Housing and Infrastructure, prior to commencing public exhibition.

Public Exhibition

The Draft Planning Proposal was placed on public exhibition between 27 June 2024 and 26 July 2024. Notification letters were sent to affected and adjoining landowners. The draft amendment was available for viewing at Council's offices and on Council's website and the public exhibition was promoted via newspaper advertisement and social media.

Council officers received a few enquiries from affected and adjoining landowners, however no written submissions were received.

Consultation with Government Agencies

Council was required to formally consult with the Department of Primary Industries and Transport for NSW as part of the public exhibition.

A copy of the responses received from these agencies is attached.

A summary of the matters raised, and the Council officer response is shown by Table 1 as follows:

Department of Primary Industries and Regional Development	
<i>Matter raised</i>	<i>Council Officer response</i>
Sites are adjacent to lands already zoned for residential and industrial lands and are relatively small in area	Agreed
Four sites (3-6) proposed for rezoning from RU1 are mapped Class 3 and two sites (5&6) include proportions of draft State Significant Agricultural land	Noted. However, the agricultural use of the sites is very limited. Refer to site identification map Figure 7 below. Site 3 is currently used for equipment storage in association with an industrial business, and is not used for any agricultural purpose. Site 4 is used as storage for Council's Depot and is not used for any agricultural purpose. Site 5 has up until recently been used only for small scale agriculture/hobby farm purposes, due to its proximity to adjoining existing urban land. Site 6 has been used only for small scale agriculture/hobby farm purposes, due to its proximity to adjoining existing rural lifestyle properties
Recommend an assessment of the impacts of the rezonings on agricultural production/supply chain thresholds	Noted. The following response is provided: Sites 3 and 4 have no impact on agricultural productivity, as they are not used for agriculture. Site 5 has only been used for small scale agricultural/hobby farm purposes, as it only covers an area of 8.85 hectares, adjacent to existing large lot residential development. Site 6 is proposed to be zoned E4 General Industrial, for the purposes of consolidating an existing agricultural machinery business, which will support the continuation of agricultural productivity for Temora Shire and surrounding districts.
Recommend a land use conflict assessment which would consider the potential impacts on agricultural land uses that occur in the vicinity of the proposed developments	Noted however, Council officers consider that a formal land use conflict assessment is not required. This is due to the adjoining agricultural land, immediately to the east of Sites 4 and 5, and to the north of Site 6, also only being used for small scale agricultural/hobby farm purposes, due to

	adjoining rural lifestyle properties. The use of this land for small scale agricultural purposes is expected to continue, as it is not in conflict with the land rezoned to residential and industrial zones and will provide a transitional buffer between the urban uses, and the broad scale agricultural uses, commencing to the east of the rural lifestyle properties.
Transport for NSW	
<i>Matter raised</i>	<i>Council Officer response</i>
Part of the subject land has frontage to the Milvale Road / Waratah Street, which is a classified "regional" road and approved B-Double Route. The subject land is also located within close proximity to the Burley Griffin Way and the Goldfields Way which are classified "state" roads	Agreed
An indicative subdivision plan indicates that the future development could accommodate for approximately 70 additional residential allotments (Highfields Estate)	Agreed
TfNSW notes that some of the traffic generated as a result of development applications lodged subsequent to this proposal will utilise the intersections of Milvale Road / Waratah Street & Narraburra Street with the Burley Griffin Way	Agreed
Highfield land to be developed will be supported by a detailed traffic impact assessment which consider the full potential of the traffic generation and subsequent traffic impacts from the subject land	Noted
Any subdivision or traffic generating development application related to Lots 583 and 584 to be accompanied with an appropriate Traffic Impact Assessment Report	Noted
A strategic design be prepared for necessary upgrades of the nearby intersections of the Burley Griffin Way (Milvale Rd/Waratah St and Narraburra St)	Noted

Table 1: Summary of Government agencies comments and Council officer responses



Figure 7: Site Identification map (from Planning Proposal)

Discussion

The planning proposal in support of an amendment to the Temora Local Environmental Plan 2010 to rezone land to R1 General Residential zone or E4 General Industrial zone within a precinct identified as Gallipoli St, Hakea St, Milvale Rd and Loftus St has strategic justification, to support future residential and industrial opportunities in Temora. The potential future land uses are considered to be compatible with existing adjoining land uses.

There were no concerns raised by included and adjoining landowners regarding the proposed rezonings and changes to minimum lot size. The matters raised by Government agencies have been considered and responded to. There are no outstanding issues raised by Government agencies.

It is recommended that the draft planning proposal be supported by Council and that the amendment to land identified within the Planning Proposal be made.

Cr Jason Goode declared a pecuniary interest in relation to item REP24/730, due to providing representation for the property owner.

Cr Jason Goode left the meeting at 5:29PM and took no further part in the discussion.

RESOLUTION 150/2024

Moved: Cr Belinda Bushell

Seconded: Cr Graham Sinclair

It was resolved that Council:

1. Make the amendment to the Temora Local Environmental Plan, as exhibited, to land known as Gallipoli St, Hakea St, Milvale Rd and Loftus St Temora, as detailed within the report, and
2. Refer the draft LEP to the Department of Planning, Housing and Infrastructure to make the map amendments.

CARRIED

Report by Claire Golder

In Favour: Crs Rick Firman, Graham Sinclair, Lindy Reinhold, Nigel Judd, Claire McLaren, Jason Goode, Belinda Bushell and Anthony Irvine

Against: Nil

CARRIED 8/0

Cr Jason Goode returned to the meeting at 5:31PM.

Department of Primary Industries
and Regional Development



OUT24/10446

Claire Golder
Temora Shire Council
PO Box 262
Temora NSW 2666

Temora Shire – PP2024-636 - Rezoning for residential and industrial development

Dear Claire

Thank you for your referral of 24 June 2024 and the opportunity to provide comment on the PP 2024-636 - Rezoning for residential and industrial development.

The NSW Department of Primary Industries and Regional Development (DPIRD) collaborates and partners with our stakeholders to protect and enhance the productive and sustainable use and resilience of agricultural resources and the environment.

DPIRD has reviewed the documents provided and notes that the sites are adjacent to lands already zoned for residential and industrial uses and are relatively small in area. The purpose of strategic planning is to weigh up the needs of the wider community to determine the best allocation of the state's limited land resources and to give certainty about Council's intent for agricultural land around the town. Unfortunately DPIRD does not appear to have been consulted on the latest version of the Temora Local Housing Strategy which identified greenfield investigation areas on rural zoned land.

DPIRD recommends the following assessments be considered:

- As four sites (3-6) proposed for rezoning from RU1 are mapped Class 3 L&SC and two sites (5&6) include proportions of draft State Significant Agricultural Land (<https://nswdpi.mysocialpinpoint.com/ssal>), an assessment of the impacts of the rezonings on agricultural production / supply chain thresholds in the shire could provide evidence that agriculture and agribusiness are being properly supported alongside the expected growth of the town.
- A land use conflict risk assessment (LUCRA - <https://www.dpi.nsw.gov.au/agriculture/lup/development-assessment/development-assessment2/lucra>) would consider the potential impacts on agricultural land uses that occur in the vicinity of the proposed developments. For example, where new greenfield residential areas are planned, specific buffer areas should be identified between rural and future urban land uses

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E: landuse.ag@dpi.nsw.gov.au
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to achieve physical separation between residential and industrial / agricultural land uses and to assist in mitigating against potential land use conflict.

Should you require clarification on any of the information contained in this response, I can be contacted by email at landuse.ag@dpird.nsw.gov.au

Sincerely

LParker

Lilian Parker
Agricultural Land Use Planning
Esigned 9-7-2024

Transport for NSW



29 July 2024

TfNSW reference: STH24/00482
Your reference: PP-2024-636 (Ref-2957)

Town Planner/Strategic Projects Officer
Temora Shire Council
By Email: cgolder@temora.nsw.gov.au
CC: graham.towers@planning.nsw.gov.au

Attention: Claire Golder

PP-2024-636 (REF-2957) – Rezoning of land in Gallipoli Street, Hakea Street, Milvale Road and Loftus Street, Temora to enable future residential and industrial development.

Dear Claire,

Transport for NSW (TfNSW) is responding to the PP-2024-636 referred on 24 June 2024.

TfNSW has reviewed the information and has no objections to the Planning Proposal. Comments on the Planning Proposal are set out in Attachment 1.

If you have any questions, please contact me on 0417 508 107 or email development.south@transport.nsw.gov.au.

Yours faithfully

A handwritten signature in blue ink, appearing to read "Cam O'Kane".

Cam O'Kane
Case Officer, Development Services South

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Transport for NSW



Attachment 1

PP-2024-636 (REF-2957) – Rezoning of land in Gallipoli Street, Hakea Street, Milvale Road and Loftus Street, Temora to enable future residential and industrial development.**Context**

TfNSW notes:

- Part of the subject land has frontage to the Milvale Road / Waratah Street, which is a classified “regional” road and approved B-Double Route. The subject land is also located within close proximity to the Burley Griffin Way and the Goldfields Way which are classified “state” roads;
- Council is seeking advice from TfNSW to assist in its assessment under section 3.34(2)(d) of the *Environmental Planning and Assessment Act 1979*;
- The proposal seeks the following:
 - To rezone the following parcels of land from E4 General Industrial to R1 General Residential, and apply a minimum lot size of 750m² (consistent with nearby R1 zoned land):
 - Lot 1, DP1152018 at 55 Gallipoli Street, Temora
 - Lot 2, DP1152018 - 57 Gallipoli Street
 - Lot 3, DP1152018 - 59-63 Gallipoli Street
 - Lot 4, DP1152018 - 59-63 Gallipoli Street
 - Lot 5, DP1152018 - 59-63 Gallipoli Street
 - Part Lot A, DP370331 - 47-53 Gallipoli Street (western portion of lot)
 - The proposal also seeks to rezone RU1 primary production land to E4 General Industrial, and remove the minimum lot size of 40ha and apply no minimum lot size (consistent with nearby E4 zoned land):
 - Part Lot 1 DP1165762 - 5 Hakea Street, Temora (northern portion of lot)
 - Lot 46 DP1242414 - 7778 Milvale Road, Temora
 - Lot 583 DP750587 at 7723 Milvale Road and Lot 584 DP750587 at 7797 Milvale Road
 - The proposal also seeks to rezone land from RU1 Primary Production to part R1 General Residential (northern portion) and E4 General Industrial (southern portion) and remove the existing 40ha minimum lot size that applies to this land and apply a 750m² minimum lot size:
 - Lot 47 DP1242414, addressed as 7795 Milvale Road, Temora

Proposed Land Zoning and Minimum Lot Size Maps are contained within **Attachment 2**;

- An indicative subdivision plan indicates that the future development could accommodate for approximately 70 additional residential allotments (Highfields Estate);
- TfNSW notes that some of the traffic generated as a result of development applications lodged subsequent to this proposal will utilise the intersections of Milvale Road / Waratah Street & Narraburra Street with the Burley Griffin Way.

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- TfNSW also encourages Council to limit direct vehicular & pedestrian access to Milvale Road / Waratah Street (Lots 46 & 47 DP1242414 and Lot 584 DP750587) where access is also available to the local road network. This is consistent with clause 2.119 of *State Environmental Planning Policy (Transport and Infrastructure) 2021*.

TfNSW Comments

To ensure safety and efficiency of the classified state road network, and to ensure that upgrades to the nearby intersections with Burley Griffin Way occur in a timely manner, TfNSW wishes to advise Council of the following particulars:

1. TfNSW expects that the first subdivision DA related to the Highfields Estate (<https://www.highfields-estate.com.au/>) will be supported by a detailed traffic impact assessment report (TIA) which considers the full potential of the traffic generation and subsequent traffic impacts from the subject land. As a guide, Table 2.1 of the RTA Guide to Traffic Generating Developments outlines the key issues that may be considered in preparing a TIA. The TIA needs to include, but not be limited to:
 - Traffic generation rates;
 - Trip distributions;
 - Turn warrant assessments of the nearby Burley Griffin Way intersections;
 - Traffic analysis needs to be undertaken to identify the impact on the network and appropriate treatments using SIDRA intersection modelling.

Notes:

- The analysis needs to be supported with current traffic count data, with turn movement diagrams at the intersections for the AM and PM peak hours. The count needs to separate light and heavy vehicles.
 - The analysis also needs to include a 10 year future scenario considered background growth.
 - Assumptions for traffic generation should be in accordance with RTA Guide to Traffic Generating Developments and associated updated surveys or appropriate justified.
 - Distributions to and from the development need to be justified.
 - The base (existing case) SIDRA models needs to be calibrated with observations of delay and queue lengths.
 - Intersection upgrades need to consider safety as well as efficiency (i.e. through vehicles on the main road should have a safe opportunity to pass turning vehicles).
2. TfNSW also expects any subdivision or traffic generating development application as per clause 2.122 of *State Environmental Planning Policy (Transport and Infrastructure) 2021* related to Lots 583 & 584 DP750587 to be also accompanied with an appropriate Traffic Impact Assessment Report.
 3. TfNSW will also require that a strategic design be prepared for necessary upgrades of the nearby intersections of the Burley Griffin Way (Milvale Road / Waratah Street & Narraburra Street) with the required turn treatments to be compliant with the Austroads Guide to Road Design: *Guide to Road Design Part 4A: Unsignalised and Signalised Intersections* for a road train route. TfNSW requirements for this strategic design can be found at [Strategic design requirements for DAs - February 2022 \(nsw.gov.au\)](https://www.nsw.gov.au/transport/strategic-design-requirements-for-das).

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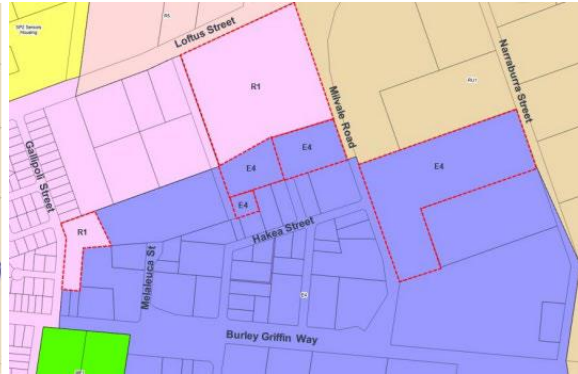
Transport for NSW



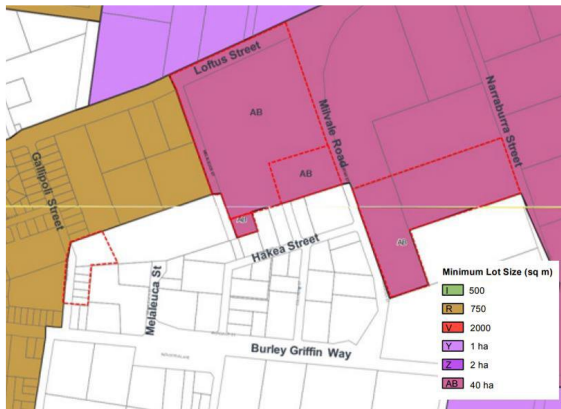
Attachment 2



Current Zoning Map



Proposed Zoning Map



Current Minimum Lot Size Map



Proposed Minimum Lot Size Map

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14.3 DEVELOPMENT APPLICATION DA 93/2023 23 LOT SUBDIVISION 7-15 FRENCH STREET TEMORA

File Number: REP24/735
Author: Town Planner
Authoriser: Director of Environmental Services
Attachments: Nil

REPORT

DA ref: 93/2023

Address: 7-15 French Street Temora; Lot 2 DP 1270152

Applicant: CMS Surveyors Pty Ltd

Proposal: 23 Lot subdivision in 4 stages

Notification: Notification of this application for a period of 35 days was provided to 21 adjoining and nearby neighbours 3 January 2024 to 6 February 2024. No submissions were received. The applicant provided additional information regarding proposed stormwater management, at the request of Council officers. The application was unable to be presented to Council for determination until the additional information was provided in July 2024.

Site Description

The site is a roughly rectangular shaped block of land, bounded by French Street, to the east and adjoining residential development to the west and south. There is an existing dwelling to the north, on a large lot. The site area is 3.43 hectares, with lot dimensions of approximately 272m x 127m. The site is vacant land.

The zoning of the site is R1 General Residential zone, as shown by Figure 1. An aerial image of the site is shown by Figure 2.

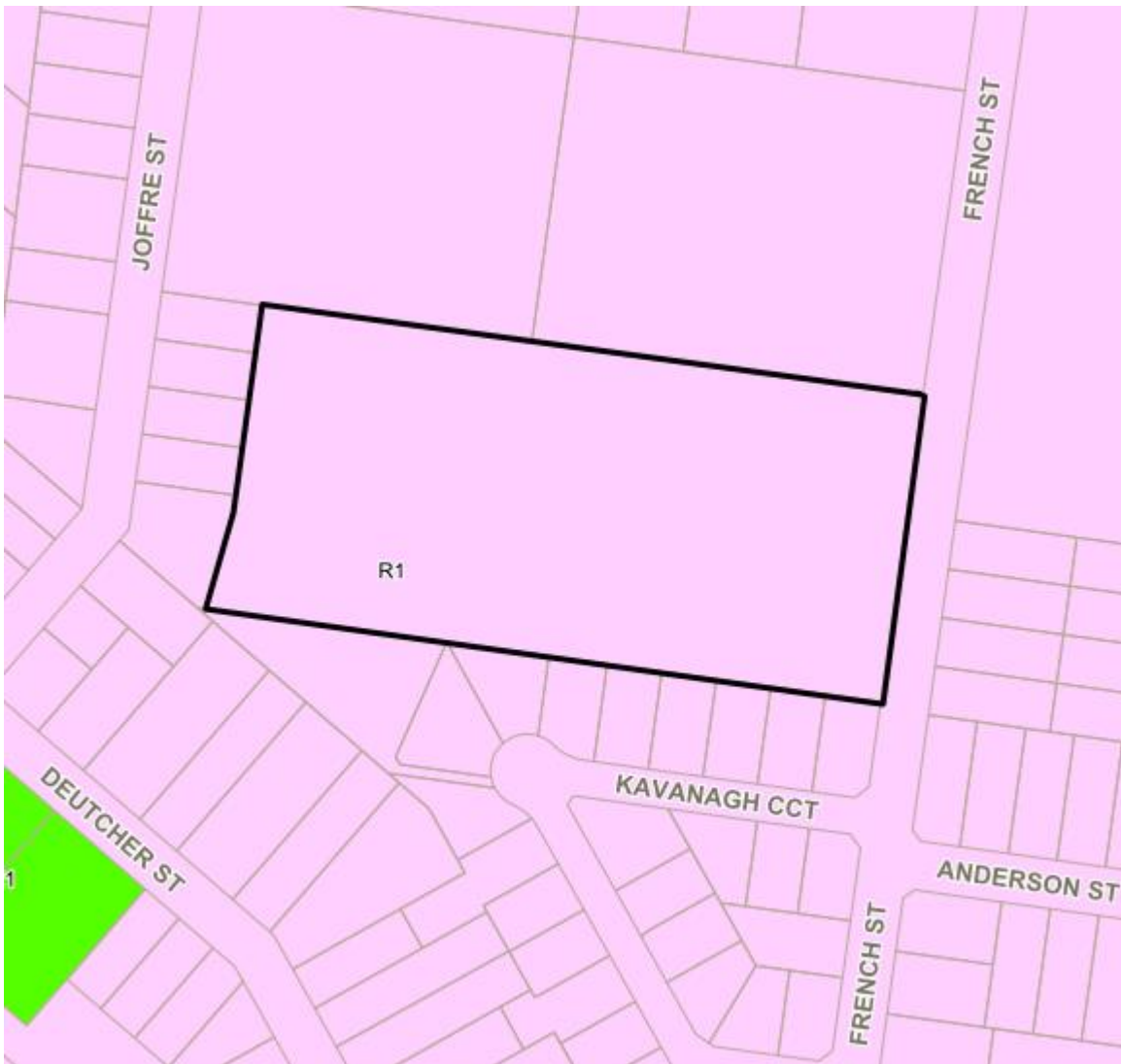


Figure 1: Zoning of the subject land



Figure 2: Aerial image of the subject land

Development Description

The proposal a 23 lot subdivision in four stages. The stages will be as follows:

Stage 1: 4 lots (Lot 1 to become a detention basin), fronting French St

Stage 2: 8 lots (plus construction of new cul-de-sac road)

Stage 3: 6 lots

Stage 4: 5 lots

The range in proposed lot sizes is 1022m² to 1639m².

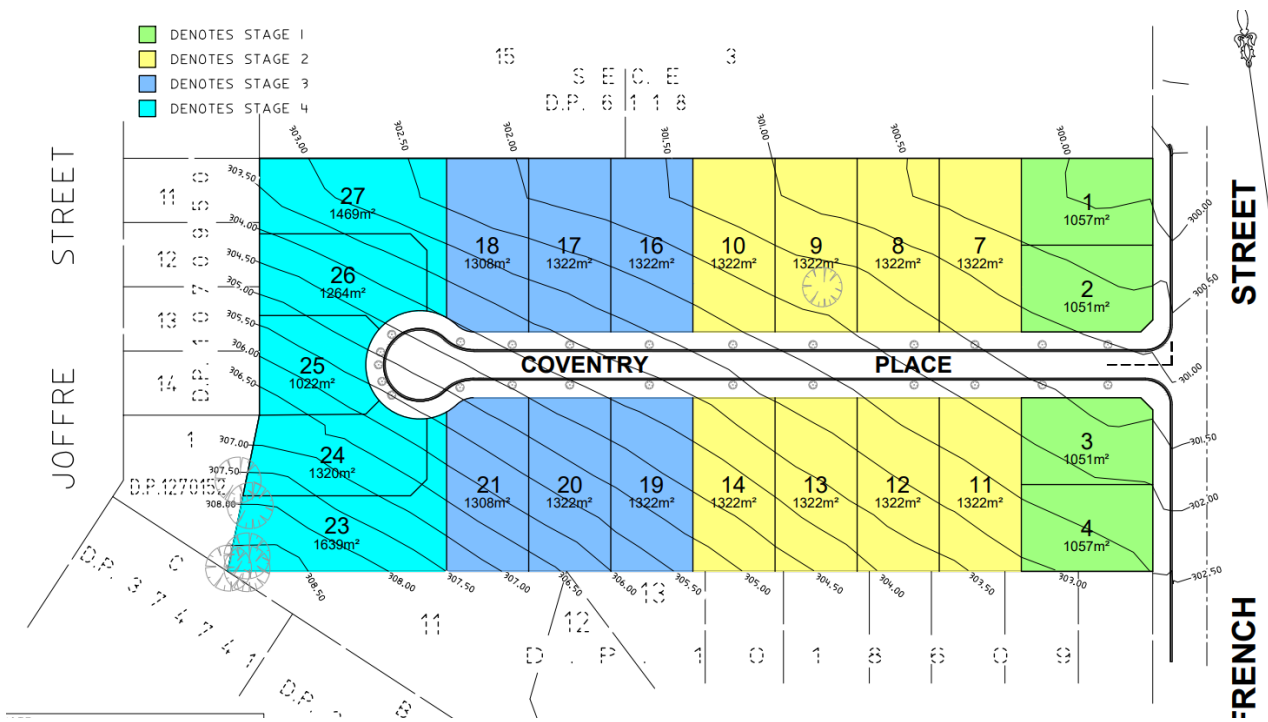


Figure 4: Site plan of proposed location of proposed subdivision

Assessment

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 R1 General Residential under the Temora Local Environmental Plan (LEP) 2010.

The objectives of the zone are:

- To provide for the housing needs of the community.
- To provide for a variety of housing types and densities.
- To enable other land uses that provide facilities or services to meet the day to day needs of residents.
- To protect local groundwater aquifers from contaminating activities.

The proposed subdivision is consistent with the objectives of the zone, as it involves subdivision that is at least the minimum lot size of 750m².

The site is not identified as sensitive biodiversity, sensitive land or water. The site is not identified as flood affected or bushfire prone land.

The development will be required to connect to essential services including water, sewer, stormwater and electricity. All dwellings will have access to a public road for vehicle access. Stormwater management is proposed to include an onsite stormwater detention basin 323m², proposed to be constructed on Lot 1.

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, kerb and gutter, road pavement, sewer, water, electricity and stormwater drainage connections, tree planting and street lighting.

- Notification of Development Applications

The applicant has been notified to adjoining and nearby neighbouring landholders, in accordance with the Development Control Plan.

Likely Impacts

Environmental

- *Natural*

The site is vacant land and has no existing vegetation. 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 residential subdivision.

Social

The social impacts of the development are considered to be positive, as the subdivision will provide the opportunity for 23 additional 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.

Suitability of the Site

The site is zoned R1 General Residential, and the proposed subdivision is permitted with consent. The proposed subdivision will connect the future cul-de-sac road to the existing road network, and lots will connect to existing services. Stormwater management of the site will occur through the construction of a stormwater detention basin on Lot 1. The applicant has provided additional information, from a suitably qualified engineer, with calculations showing that the proposed additional runoff as a result of future residential development, can be managed to within pre-development levels by the construction of an onsite stormwater detention basin on lot 1.

Submissions

As a result of the notification of the development application, no submissions were received.

Discussion

The proposal provides for the future subdivision of this site into 23 residential lots, over 4 stages. The development is consistent with the zone, with the site being rezoned for this purpose with the adoption of the Temora LEP 2010. The development site can connect to existing infrastructure and will have stormwater management through the construction of an onsite stormwater detention

basin. Future residents will be only 700m walking distance from Bradley Park, which is currently being upgraded.

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.

Recommendation

It is recommended that Council approve Development Application 93/2023 for 23 lot residential subdivision at 7-15 French St, Temora, in four stages, subject to conditions.

Proposed Conditions of Consent

SECTION 1 – CONDITIONS OF CONSENT

PART A – ADMINISTRATIVE CONDITIONS

Terms of approval

- A1. The developer shall carry out the development in the following stages:
- Stage 1 – 4 lots (1-4) fronting French Street, including drainage retention basin
 - Stage 2 – 8 lots (7-11) and complete construction of new road
 - Stage 3- 6 lots (16-21) fronting new road)
 - Stage 4 – 5 lots (23-27) fronting new road
- A2. 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
20680 subdivision	1	3	Proposed Overall Development Plan	CMS Surveyors	Dec-23
	2	3	Proposed Stage 1		Dec-23
	3	3	Proposed Stage 2		Dec-23
	4	3	Proposed Stage 3		Dec-23
	5	3	Proposed Stage 4		Dec-23
	6	3	Service Arrangement		Dec-23
	7	3	Telecommunications Services		Dec-23

	8	3	Electrical Services		Dec-23
	9	3	Gas Services		Dec -23
	10	3	Water Services		Dec-23
	11	3	Stormwater Services		Dec-23
	12	3	Sewage Services		Dec-23
240055	4 pg		Drainage Report	MJM Consulting Engineers	05/07/2024
Statement of Environmental Effects (29 pages), Ref No. 20680, dated 27/07/2024, prepared by CMS Surveyors.					

Inconsistencies between documents

A3. 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.

A4. 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

A5. 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

A6. 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.

A7. The use not commencing, for each stage, until such time as ALL the requirement of the conditions of this consent have been carried out to the reasonable satisfaction of Temora Shire Council.

Cost of works

A8. All works associated with the proposal, or required by this consent, will be at no cost to Council.

Prescribed Conditions

A9. 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 *Austroads "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, 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) Reticulated water can be supplied from the main at French Street
- (g) The new main supplying the subdivision will require approval from Goldenfields Water County Council (GWCC).
- (h) GWCC shall be requested to inspect the materials and construction, and require pressure testing and sterilization with payment to GWCC, with payment in accordance with fees and charges.
- (i) Each lot would require a service riser to the main. Payment of the application fees and Developer Infrastructure Charges of 1.2 ET.lot apply).

Note: any future use in excess of 1 ET (250 kilolitres per annum would require additional developer infrastructure charges at the owners expense.

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).

- (c) Street lighting shall be kept clear of street trees

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. This must include engineering designs for the stormwater detention basin to be constructed on proposed Lot 1.

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 contact 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.

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

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

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 – 9.0m (kerb lip to kerb lip)
- 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
- Kerb – 150mm Barrier or 110mm rollover (council concurrence required)
- Kerb grades to match road CL except for intersection tie ins.
- Kerb foundation (Subgrade + Sub base pavement) to extend 0.5m past back of Kerb.
Kerb Returns – 16.5m Radius and 11.0m kerb lip cul-de-sac

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 (Wienckes 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 10mm/7mm chip seal. Sealing work will be done in accordance with good industry practice and safety standards.

D22. Streets are to have street name signs installed at all intersections.

Street lighting

D23. Street lighting is to be provided in accordance with Council's street lighting policy, EW 12.

D24. Street lighting for the development shall include Essential Energy approved components.

D25. Street lighting shall be provided at the intersection and end of the cul-de-sac in the proposed road. A street lighting plan shall be submitted by the developer to the satisfaction of Council as part of construction plans.

Nature strip

D26. Nature strip slope to extend 0.6m past boundary. All nature strips / disturbed areas are to be topsoiled a minimum of 100mm depth and seeded with appropriate ground stabilising grass. Nature strip design shall be in accordance with Council's approved nature strip arrangement.

Stormwater

D27. The applicant shall ensure that the site is serviced with stormwater infrastructure to the following design requirements:

Underground pipe network 10% AEP

Overland / overflow arterial network 1% AEP

Geometric tolerance: Horizontal tolerance +/- 100mm from design alignment. Vertical tolerance +/- 15mm of design grade line

Stormwater detention basin constructed on Lot 1, in accordance with drainage report prepared by MJM Consulting Engineers.

The Drainage retention basin constructed to the satisfaction of Council, including mowable batters.

Lot 1 of the development must be transferred to the ownership of Temora Shire Council to own and manage in perpetuity.

D28. Detailed drainage design plans for each stage of subdivision must be submitted with the subdivision certificate application for that stage of subdivision. Detailed calculations of stormwater management will be required at the subdivision application stage for servicing the development. The plans shall be prepared by a suitably qualified and experienced engineer, to the satisfaction of Council.

D29. Stormwater management infrastructure shall be provided to ensure post development flows do not exceed pre-development flows, for both quantity and quality, for storm events up to and including the 1 in 100 year storm event.

D30. Road reserve reticulation drainage should be generally in accordance with Council's preferred design.

Property Drainage

D31. Rear of lot drainage shall be installed where roof and yard water will not discharge under gravity to the road K&G

D32. Rear of lot drainage shall be sized based on hydraulic analysis. Minimum size of rear of lot drainage pipe drainage shall be 150mm

D33. 600mm x 600mm precast concrete pits with a closed concrete cover shall be installed on the lowest corner of each lot where rear of lot drainage is installed

D34. Pit / pipe interface to be finished neatly with high strength non shrink grout

D35. A 2.0m easement benefiting Council must be created over the rear of lot drainage. A 2.5m easement will be required if co-located with other infrastructure (sewer, water, etc)

D36. Minimum 0.5m cover over rear of lot drainage

Collection Pipe Drainage

D37. Where possible / practical trunk pipe drainage shall be located in Council road reserve, < 600mm where practical placed behind kerb, > 600mm in front of kerb on road pavement will be considered (Road Crossing backfill required). Minimum 0.3m cover to subgrade level

Drainage pits and surface inlets

D38. Maximum spacings of kerb inlet pits is 100m subject to hydraulic calculations

D39. Standard pits should be provided at all changes in grade, level, direction and junctions

D40. Maintain minimum 150mm freeboard between the hydraulic grade line and the gutter invert

Overflow/Overland Flow

D41. The development shall be designed to accommodate the 1% AEP

D42. Nominal 5m overland flow easement benefiting Council between lots or on private property shall accommodate 1% AEP flow without overtopping.

D43. Design so nature strip high point has 0.15m freeboard above the 1% AEP flood level

Drainage Materials

D44. All instances excluding minor inter-lot drainage, piped drainage infrastructure shall be Rubber Ring Joint Reinforced Concrete Pipe (Class 4)

D45. All drainage pits are to be of reinforced concrete construction

D46. Minor rear of lot drainage pipe \leq 300mm may be minimum class 8 uPVC pipe

Testing

D47. Process testing maximum of 3 x compaction tests (across project) of stormwater road crossings at Councils discretion

D48. Pass requirement \geq 98% of standard compaction for each test

Sewer

D49. The applicant shall ensure that reticulated sewer is provided to all allotments. The provision of sewer to all allotments will require a sewer main extension which will be at full cost to the developer and shall be completed to Councils requirements. The works must be carried out by Council or a licensed approved contractor under Council supervision via a Section 68 (Public) approval.

D50. Sewer services shall be provided to the development in accordance with the following controls:

The connection point is French Street

Minimum sewer pipe size 150mm

Minimum uPVC SN8 sewer pipe

Longitudinal grades to be self-cleansing WSA02-5.5.7.

Min Grade 150mm < 20EP = 1%

Min Grade 150mm > 20EP = 0.55%

Max 7% or 3m/s velocity (Increased grades can be considered but additional controls will be required)

Geometric tolerance: Horizontal tolerance +/- 100mm from design alignment. Vertical tolerance +/- 15mm of design grade line

Min cover over sewer WSA02-5.6.3

Where main located in third party property Council required a minimum 2m easement in favour of Council. A 2.5m easement will be required if co-located with other infrastructure (sewer, water, etc)

D51. Service inspection opening / property connection point shall be located on private property

D52. Connection point must be able to sewer 100% of lot when service laid at 1 in 60 achieving minimum 300mm internal cover

D53. Min level from main obvert at connection point to lowest point on lot to be 1200mm (WSA 5.6.5)

D54. Road crossings perpendicular to road centreline

D55. Process testing maximum of 3 x compaction tests (across project) of sewer road crossings at Councils discretion

D56. Pass requirement $\geq 98\%$ of standard compaction for each test

D57. Maintenance holes must be in accordance with Council's Standard Precast Sewer Maintenance Hole and are required on existing line cut ins..

D58. Servicing layout shall show regard for Council's preferred serving layout plan.

D59. All Plumbing and Drainage Works must be carried out by a licensed plumber and in accordance with the Plumbing and Drainage Act 2011 and the regulations thereunder, the person responsible for the plumbing and drainage works is required to submit the following documentation to Council:

- a. A Notice of Work prior to commencement;
- b. A Certificate of Compliance upon completion of the work; and
- c. Prior to the issue of Subdivision Certificate one A3 set of plans and an electronic copy of the Works-As-Executed plans for all sewerage and stormwater infrastructure works must be submitted to Council and must detail the works as approved under this consent. The information on the Works-As-Executed plans shall be as specified in Council's applicable Guidelines.

NOTE: The Act also requires that a copy of the Certificate of Compliance and the Sewer Service Diagram be supplied to the owner of the premises upon completion of the works.

D60. A Compliance Certificate for the required drainage infrastructure works identified in Column 1 at the times specified in Column 2 must be obtained from Council.

COLUMN 1	COLUMN 2
Stormwater Drainage	When all stormwater drainage work is installed and prior to concealment.
Sewer Drainage	When all sewerage drainage work is installed and prior to concealment.
Final	Prior to issue of subdivision certificate.

Unexpected finds

D61. 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

D62. 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

D63. 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.

D64. 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

D65. Service conduits for electricity and telecommunications cabling shall not be trenched across any road pavements.

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) gas – APA/ Australian Gas Networks,
- (d) water – Goldenfields Water,
- (e) sewer and 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.

E9. The proposed road name shall be approved by Council. 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 planted in a 1.5m x 1.5m x 1m hole with services protected by 600mm root barrier on hole boundary.

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	17 French St (detention basin)	
2	15 French St	2 New Road
3	13 French St	1 New Road
4	11 French St	
7	4 New Road	
8	6 New Road	
9	8 New Road	
10	10 New Road	
11	3 New Road	
12	5 New Road	
13	7 New Road	

14	9 New Road	
16	12 New Road	
17	14 New Road	
18	16 New Road	
19	11 New Road	
20	13 New Road	
21	15 New Road	
23	17 New Road	
24	19 New Road	
25	21 New Road	
26	22 New Road	
27	20 New Road	

Contributions

E16. 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

E17. Pursuant to Section 7.12 of the Environmental Planning and Assessment Act 1979, the monetary Contribution, of \$13,400, 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.

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.

E22. 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.

E20. 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.

E21. 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.

E22. If Council determines that the subdivision works are satisfactory, Council will refund the balance of the defects liability bond.

E23. 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

E24. The submission of a final plan of subdivision, suitable for registration at the Land Titles Office.

Registration of easements and restriction as to users

E25. 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.

E26. 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.

E37. 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.

RESOLUTION 151/2024

Moved: Cr Belinda Bushell

Seconded: Cr Jason Goode

It was resolved that Council approve Development Application 93/2023 for 23 lot residential subdivision at 7-15 French St, Temora, subject to conditions contained within the report.

CARRIED***Report by Claire Golder***

In Favour: Crs Rick Firman, Graham Sinclair, Lindy Reinhold, Nigel Judd, Claire McLaren, Jason Goode, Belinda Bushell and Anthony Irvine

Against: Nil

CARRIED 8/0

14.4 ART ACQUISITION, MANAGEMENT AND DECOMMISSIONING POLICY - REVIEW**File Number:** REP24/813**Author:** Town Planner**Authoriser:** Director of Environmental Services**Attachments:** 1. **Draft Temora Art Acquisition, Management and Decommissioning Policy** [↓](#) **REPORT**

The Temora Art Acquisition, Management and Decommissioning Policy has been in place since December 2013 and was last reviewed in November 2018. Council officers have been tasked by Council to develop a comprehensive public art policy. However, it is proposed that references to public art be included within the existing Art Policy, rather than creating a separate policy.

A copy of the draft amended policy, with references to public art, is attached for the consideration of Council. The draft policy has been prepared in consultation with the General Manager, Arts Centre Manager, Economic and Community Development Manager and the Town Planner. The policy proposes the establishment of the Temora Shire Art Acquisition Advisory Committee that would include the following representatives:

- Councillors (up to 2)
- Council staff (representing arts, planning and infrastructure) (up to 1)
- Arts/community/cultural representatives (up to 2)
- Other members to be co-opted to assist with assessment of proposals relating to particular communities, particular art forms or with technical issues

and would be convened on an as needs basis.

It is proposed that the draft policy be placed on public exhibition for 28 days and that should no submissions be received that the policy be considered adopted. If submissions are received during the exhibition a future report will be presented to Council following the completion of the exhibition.

It is proposed that the draft policy be placed on public exhibition and that the outcome of the public exhibition be reported to the new Council, following the Council elections.

RESOLUTION 152/2024**Moved:** Cr Belinda Bushell**Seconded:** Cr Lindy Reinhold

It was resolved that Council:

1. Place the draft Temora Art Acquisition, Management and Decommissioning Policy on public exhibition for a period of at least 28 days, and
2. Confirm that if no submissions be received the Policy be adopted. If submissions are received during the exhibition period a future report will be presented to Council at the completion of the public exhibition.

AND FURTHER

That the policy be amended to allow the committee membership to comprise of one Council staff member, two Councillors and two art representatives.

CARRIED

Report by Claire Golder

Function: Community

Temora Shire Council

Policy Number: C15

TEMORA SHIRE COUNCIL



TEMORA
The Friendly Shire

ART ACQUISITION, MANAGEMENT & DECOMMISSIONING POLICY

DRAFT

Revision Number: 2
File Name: Art Acquisition, Management & Decommissioning Policy

Revision Date: August 2024
Page Number: 1

Function: Community

Temora Shire Council

Policy Number: C15

Review Details

ABOUT THIS RELEASE

DOCUMENT NAME: Art Acquisition, Management & Decommissioning Policy
CODE NUMBER: C15
AUTHOR: Temora Shire Council
ENDORSEMENT DATE:

REVIEW

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement
December 2013	New Policy	1	19 December 2013	GCL
November 2018	Review Policy	2	15 November 2018	GCL
August 2024	Review Policy			

PLANNED REVIEW

Planned Review Date	Revision Description		Review by
August 2028	Review		Arts Centre Manager

Revision Number: 2
 File Name: Art Acquisition, Management & Decommissioning Policy

Revision Date: August 2024
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ART ACQUISITION, MANAGEMENT & DECOMMISSIONING POLICY

PURPOSE

To provide guidelines for the effective acquisition, management and decommissioning of the Temora Shire Council's Art Collection, including Public Art.

The Temora Shire Council Art Collection forms part of the unique community identity and sense of place within Temora Shire.

Public Art can assist in the creation of high quality public spaces.

Definitions

Art: Artistic works designed and created from many different materials and forms, which may include (but not be limited to): paintings, sculpture, mosaic, stained glass, textiles, ceramics, photography, prints, mixed media and contemporary Art

The types of art covered under this policy are: Public art, community art and ephemeral art.

- Public Art - Artistic works designed or created by an artist/s and situated in an accessible place for the public.
- Community Art - Projects involving the active participation of community members in its design or creation and often facilitated by an artist/s or community arts worker.
- Ephemeral art - artwork in temporary art spaces or platforms, such as lighting, projections, and temporary installations.

POLICY

Purpose of Art Collection

The purpose of the Temora Shire Council's Art Collection is to:

- Maintain and enhance an artistic movement within the Temora Shire for the benefit of our community, both current and future.
- Contribute to the Temora Shire's cultural development through encouraging diversity in artistic and cultural expression.
- Provide, through the artistic medium, an insight into the historical context and future visions of the Temora Shire.

1. COUNCIL'S ROLE IN PUBLIC ART

Public art exists in the public realm. It can elevate the aesthetic profile for urban environments, play a role in attracting creative businesses and workers, and encourage the growth of a culturally informed public.

Local government has a significant role in shaping the public realm. Council has opportunities to increase public art through Council commissions, acquisition by purchase, donation or transfer and by facilitation and advocacy.

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Council has high profile, well utilised and publicly accessible open spaces that include parks, reserves, squares and retail precincts. Some of these sites are suitable for permanent works, whilst many are suitable for temporary public art projects - responsive to emerging local issues and used in physical environments and contexts that are changing over time.

Council is also the owner of important community infrastructure such as parks and pedestrian areas in Temora, Ariah Park and Springdale, Temora Arts Centre, Bundawarra Centre, Temora Memorial Town Hall, Temora Library and Springdale Hall. These represent opportunities for the community to express its creative aspirations through public art.

As a planning authority, Council also has the capacity to encourage public artworks as part of private developments. The provision of public artwork can significantly improve the amenity of private developments, including the aesthetics and perception of public accessibility to individual architectural projects.

As a place manager of streets and as a local service provider, Council also has the capacity to facilitate public artworks using a place management approach; the commissioning of murals is an example of this.

2. ART ACQUISITION

The Temora Shire Council's Art Collection (which if appropriate will include long-term loaned art, bequeathed art and travelling exhibitions etc.) aims to promote the development of art and artists by acquiring significant artworks both traditional and contemporary.

Consideration of one or more of the following criteria will be used to determine the suitability of all art being considered for acquisition by the Temora Shire Council.

- a. Artworks that build on the strengths and address the gaps in the Shire's collection.
- b. Artworks designed or created by artists living, working in, or who have a strong connection to the Temora Shire.
- c. Artworks with themes relating to the Temora Shire.
- d. Artworks intended to excite the imagination of the public and increase the understanding and enjoyment of art.
- e. Artworks that assist to create a vibrant community and enhance the potential for cultural tourism.
- f. Artworks designed or created through processes of group or community artistic expression
- g. Artworks that reflect the diversity of contemporary art practice
- h. The condition of the artwork (where applicable).
- i. The overall artistic merit of the artwork.
- j. The cost and community value of the artwork.
- k. The ongoing maintenance costs of the artwork.
- l. The ongoing insurance for works over \$10,000 (indexed annually)
- m. Preliminary consultation with the Heritage Committee, where the proposed installation site is within the Heritage Conservation Area (where applicable)

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3. ART ACQUISITION METHODS

Artworks can be acquired by the Temora Shire through the methods below, subject to compliance with this Policy and the availability of funds in the budget.

If needed, professional advice may be made available to guide all art acquisitions by referring to the Temora Shire Art Acquisition Advisory Committee, including the Council delegate, the Arts Centre Manager and/or a professional Artist/s.

Final decisions are to be made at the discretion of the Council of the day.

3.1 Art Acquisitions through Art Awards, Competitions and Exhibitions

The following information relates to art acquisitions through Temora Shire Council's awards and exhibitions where the artwork is valued at \$5,000 ex GST or less.

Awards - artworks can be acquired by the Temora Shire Council as awards.

Where the Temora Shire Council is the organiser of the exhibition, the selection of award recipients will be determined by the Temora Shire Art Acquisition Advisory Committee (to be established) or their appointed Judge/s.

Art Exhibition - Non Temora Shire Council Award Acquisition.

Artworks can be acquired by the Temora Shire through exhibitions, other than those artworks acquired as awards. The selection of works will be determined by the Temora Shire Art Acquisition Advisory Committee (to be established)

In exceptional circumstances, where there is insufficient time to convene a meeting of the Temora Shire Art Acquisition Advisory Committee and there is a significant opportunity to acquire an important artwork, the GM and Mayor may approve an acquisition which complies with the criteria set out in clause 1 of this Policy.

Individual or community executive art works may be short term acquisitions (one month to one year) for community, social and cultural benefit.

For art acquisitions through awards and exhibitions valued at more than \$5,000 ex GST, the Temora Shire Art Acquisition Advisory Committee will be requested to consider and make recommendations to Council on the selection of such artworks.

3.2 Art Acquisitions through Donations and Bequests

Artworks can be acquired by the Temora Shire through donations/bequests in line with the acquisition criteria in clause 2.

The following information relates to art acquisitions through donations and bequeaths where the artwork is valued at \$5,000 ex GST or less.

The selection process will be undertaken by the Temora Shire Council.

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The Temora Shire Council reserves the right to decline the offer for art acquisitions through donations and bequeaths.

The Temora Shire Art Acquisition Advisory Committee will be requested to consider and make recommendations to Council on the selection of such artworks.

3.3 Commissioned Artwork Projects

Artworks can be acquired by the Temora Shire through commissioning an artist/s in line with the acquisition criteria in clause 2.

Depending on the size, complexity and cost of the artwork project, the following general criteria will be used to guide the commissioning process:

- Comprehensive knowledge of public art and project management of public art
- Design and creativity of concept
- Proposed ideas are high quality, engaging and integrated into the site design
- Cost for proposed artwork
- Maintenance for proposed artwork
- Experience in comparable projects and artistic disciplines.
- Compatibility to criteria outlined in the artist brief
- Experience in collaborating with architects and other professionals
- Quality of submission including visuals
- Previous experience working within project timelines and budgets
- Previous projects were conducted safely and were technically feasible
- Experience in undertaking projects requiring community consultation.

Where the commissioned artworks have a budget of \$5,000 ex GST or less, the Temora Shire Arts Acquisition Advisory Committee (to be established) will be convened to consider the artworks and make determination in accordance with Delegation Number 3.3

- Commissioned Artwork Projects with a budget of more than \$5,001 ex GST

Where the commissioned artworks have a budget of \$5,001 ex GST, the Temora Shire Arts Acquisition Advisory Committee (to be established) will be convened to consider the matter and make recommendations to the full Temora Shire Council on the selection of such artworks.

In all cases the Director of Administration and Finance and/or the General Manager will be requested to provide an assessment of the submitted quote/s for guidance of Council.

- Commissioned Artwork Projects with a budget of \$10,000 or more ex GST

For the acquisition of all Artworks Acquisitions and Public Artwork projects with a budget of \$10,000 or more, Council will refer to the Temora Shire Procurement Policy and Procurement Procedure.

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Given the unique nature of the services required in developing public artworks, the Temora Shire Council shall first invite Expressions of Interest with respect to the provision of public artworks with a budget of \$10,000 ex GST or more.

Each of the persons or entities considered capable of supplying the services required will then be invited to submit a formal tender to undertake the public art project.

- Art Acquisitions through Temora Shire Council Infrastructure Projects (Where there is a Percentage for Art Commission Projects imbedded in the project)

Where the Temora Shire undertakes an infrastructure project that has a total value in excess of \$1 million, the Temora Shire may choose to contribute an additional percentage of the calculated project value toward the provision of public art within the project's precinct.

The Temora Shire Art Acquisition Committee will be requested to consider and make recommendations to Council on the selection of such artworks.

To increase public art in the council area, Council will explore opportunities to incorporate public art into future community infrastructure projects and will identify suitable sites in the public realm for temporary and permanent commissions.

To deliver the best outcome for the public from an aesthetic, functional and economic basis public art should be considered (where appropriate) from the earliest planning stages of capital work projects. This allows for the design and function to influence the art and vice versa. This also enables public art commissions to include diverse art forms, practices and styles in response to each unique infrastructure project, site and context.

Integrated Public Artworks

Many opportunities to integrate public art as part of streetscape or community building projects arise from urban design and infrastructure improvement projects. These provide valuable and appropriate opportunities for public art and consideration for its inclusion should be part of the scoping phase of Council led projects.

Temporary Public Art

The commission of temporary public art, sometimes on an ongoing platform, provides new points of interest to Temora Shire Council's community, opportunities for emerging artists and as a whole is more affordable than permanent works of art.

The identification of sites for the installation of temporary art (including billboards, projection sites, walls of buildings) will be managed by Council through the development of a public art program.

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Murals/Street Art

Murals and street art are important art forms in their own right with a long history and the ability to respond to architecture, culture and social contexts. It is also recognised that murals and street art treatments can be used as a graffiti management tool.

Where appropriate, murals will be used to improve open space amenity and streetscapes. Mural and/or street art projects should focus on addressing gaps, facilitating and fostering opportunities for emerging artists, artists from diverse backgrounds and those with capacity to produce high quality murals.

Consultation with the Heritage Committee is required for any murals/street art proposed within the Heritage Conservation Area/s.

3.4 The support of existing and emerging artists and arts groups

Temora Shire recognises the existing Arts and Crafts groups and will continue to work with these community groups to enhance the artistic opportunities and skills within the Temora Shire. Temora Shire Council supports Art in Schools and provides public spaces for annual and ad hoc exhibitions. The Temora Shire also sponsors and Annual Temora Art Prize Exhibition.

4. ART COLLECTION MANAGEMENT

The management of the Temora Shire Art Collection shall be through the work of the Temora Shire Council.

An inventory of all artwork owned by or under the care of the Temora Shire, linked to its Asset Registers.

- a. The inventory shall include information that reflects the context of the artwork as provided by the artist, as well as details of the funding sources and where available valuations.
- b. A program of reasonable care and maintenance for the collection.
- c. A scheduled program to circulate moveable artworks throughout the Temora Shire's communities and staffed facilities, to maximise access to the collection.
- d. An annual or bi-annual program of cleaning and maintenance works.
- e. A rotating schedule will be provided by the Temora Shire Council of artworks to be hung in the Council Chambers, Committee Room, Mayor's office and Foyer, as required.

Annual report

On an annual basis, a report shall be provided to Council of all acquisitions and decommissioning activities with the Temora Shire Council's art collection.

5. DECOMMISSIONING ART

Decommissioning is defined for the purposes of this policy as the formal process to remove art from its active status, including (but not limited to): relocation, storage, sale, donation or disposal/destruction.

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Where the value of the artwork being considered for decommissioning is \$5,000 ex GST or less, the decommissioning will be considered and decided by the Temora Shire Art Acquisition Committee.

Where the value of the artwork being considered for decommissioning is in excess of \$5,001 ex GST, the **Temora Shire Art Acquisition Committee** will consider it and make a recommendation to Council.

In all cases the appointed officer's assessment for the decommissioning of the artwork/s shall be provided for guidance to Council.

6. GOVERNANCE REFERENCES

- Statutory Compliance
- Local Government Act
- Local Government Regulations
- Organisational Compliance
- Council Policies
- **NSW Government Public Art Toolkit 2022**

7. PROCEDURES

Terms of Reference for Public Art Advisory Committee Role

The role of the Committee will be to advise Council on the implementation of the Art Acquisition, Management & Decommissioning Policy.

The Committee will provide expert advice on the implementation of projects.

Objectives

- to assist Council to meet the objectives of the Art Acquisition, Management & Decommissioning Policy
- to support the purpose of Council's Art Collection in relation to a wide variety of art forms
- to advocate for Public Art to be incorporated into Council's infrastructure projects impacting on the Shire's public spaces as well as broader development projects

Membership

The Committee shall consist of:

- Councillors (up to 2)
- Council staff (representing arts, planning and infrastructure) (up to 3)
- Arts/community/cultural representatives (up to 4)
- Other members to be co-opted to assist with assessment of proposals relating to particular communities, particular art forms or with technical issues

The arts/community/cultural representatives should bring personal, professional and experiential qualities to the Committee for it to be effective including:

- an appreciation and understanding of art in the public domain
- experience in working with community groups
- background, experience or demonstrated interest in placemaking projects, public and/or visual arts, urban design or architecture and,
- be local residents of the Shire.

Revision Number: 2
File Name: Art Acquisition, Management & Decommissioning Policy

Revision Date: August 2024
Page Number:9

Function: Community

Temora Shire Council

Policy Number: C15

Responsibilities

- to attend Temora Shire Art Acquisition Advisory Committee meetings as required
- become familiar with the Art Acquisition, Management & Decommissioning Policy
- assess and advise on proposals and commissions that relate to Temora Shire Council's Art Collection (including gifts, bequests and loans) in accordance with the Art Acquisition, Management & Decommissioning Policy
- investigate sources of funding for Temora Shire Council's Art Collection projects
- advise on decommissioning and relocation of items within Temora Shire Council's Art Collection
- make recommendations to Council in relation to the role of the Committee, Public Art Policy and specific Temora Shire Council Art Collection projects

The Committee would meet as circumstances require.

Revision Number: 2
File Name: Art Acquisition, Management & Decommissioning Policy

Revision Date: August 2024
Page Number: 10

14.5 HOUSING SUPPORT PROGRAM - COMMUNITY ENABLING INFRASTRUCTURE STREAM

File Number: REP24/844
Author: Town Planner
Authoriser: Director of Environmental Services
Attachments: Nil

REPORT

Council officers have identified an opportunity to apply for funding under the Federal Government's Housing Support Program – Community Enabling Infrastructure (HSP-CEI) Stream. This program is the second round of funding under this program, specifically targeted towards the provision of enabling infrastructure and provision of amenities to support new housing development. Applications for Stream 2 close on 16 August 2024.

The HSP-CEI program focuses on infrastructure projects that support new housing. The program, which is only open to Local and State and Territory Governments, aims to remove barriers to housing construction by delivering enabling infrastructure and community amenities.

As the proposed development for Apollo Place, Temora to be delivered by Dr Parry Memorial Homes, is specifically targeted towards affordable housing for seniors, Council officers are of the view that this project is the ideal choice for Council to make an application under this program.

Specifically, Council would apply for funding to enable the delivery of the water, electricity, kerb and gutter and road upgrade infrastructure to support the delivery of the proposed multi-unit affordable seniors housing development at Apollo Place. If successful, this would enable Dr Parry Memorial Homes to direct their funding towards the construction of the new dwellings, thereby allowing delivery of the new affordable homes for seniors to be completed much sooner. There is no co-contribution required from Council, other than Council officers' time to make the application and, if successful, manage the funds and provide guidance and inspection during the delivery process.

The application is consistent with Council's report to the March Council Meeting, where Council resolved that Council write to the Member for Cootamundra, Ms Steph Cooke MP, in support of Dr Parry Homes development of Apollo Place, Temora. The support of the project at Apollo Place by Dr Parry Memorial Homes is recognised in the 2024/25 Operational Plan under the Strategy 'Support activities that increase the volume and range of affordable housing for older people, people with a disability and those living in housing stress' and Action 'Support Dr Parry Homes proposal to develop Apollo Place'. Providing assistance to Dr Parry Memorial Homes to make the application is consistent with Council's commitment under the Integrated Planning & Reporting (IP&R) framework.

Cr Claire McLaren declared a pecuniary interest in relation to item REP24/844, due to being a board member of Dy Parry Homes.

Cr Claire McLaren left the meeting at 5:43PM and took no further part in the discussion.

RESOLUTION 153/2024

Moved: Cr Belinda Bushell

Seconded: Cr Jason Goode

It was resolved that Council make an application under the Housing Support Program – Community Enabling Infrastructure, in partnership with Dr Parry Memorial Homes, to support the delivery of the enabling infrastructure at the proposed development of Apollo Place, Temora.

CARRIED

Report by Claire Golder

Cr Claire McLaren returned to the meeting at 5:45PM.

15 ADMINISTRATION AND FINANCE**15.1 OFFICE CLOSURE 2024****File Number:** REP24/643**Author:** Director of Administration & Finance**Authoriser:** Director of Administration & Finance**Attachments:** Nil**REPORT**

Christmas and Boxing Day holidays fall on Wednesday 25 & Thursday 26 December 2024 with Wednesday 1 January 2025 being New Year's Day. As we are an agency for Service NSW they follow Council closures.

In recent years when Christmas Eve falls on a business day staff have noted that very few customers attend or call the office, particularly after lunchtime.

In light of this it is proposed that the Council office, Library and Pinnacle close at 3pm on Tuesday 24 December 2024 until Tuesday 2 January 2025.

All emergency personnel will be available and on call if required and arrangements will be made in regard to waste management operations over the closure period. The closure period will be advertised extensively to ensure community awareness.

In addition, it should be noted that all indoor staff work many hours of unpaid overtime each year and, I believe that the closure of the office at this time would go some way towards compensating them for their efforts.

It should also be noted that the majority of Service NSW agencies & Council offices in the region close for this period.

RESOLUTION 154/2024

Moved: Cr Jason Goode

Seconded: Cr Nigel Judd

It was resolved that Council approves the closure of the Council office, Library and Pinnacle from 3pm on 24 December 2024 and reopen on 2 January 2025.

CARRIED**AMENDMENT**

Moved: Cr Belinda Bushell

It was moved that Council approves the closure of the Council office, Library and Pinnacle from 3pm on 24 December 2024 and reopen on 6 January 2025.

The amendment lapsed for the want of a seconder.

Report by Elizabeth Smith

15.2 SISTER CITY RELATIONSHIP POLICY**File Number:** REP24/775**Author:** Director of Administration & Finance**Authoriser:** Director of Administration & Finance**Attachments:**
1. Draft Sister City Relationship Policy [↓](#) 
2. Councillors & Overseas Travel [↓](#) **REPORT**

Following the release by the Independent Commission Against Corruption (ICAC) of Guidance for councillors on corruption risks associated with overseas travel, officers identified that Council did not have a policy in relation to the Sister City arrangements currently in place.

A policy has been drafted which provides a framework for Council's relationship with its Sister Cities.

Council has Sister City relationships with Izumizaki Village in Japan, Uppington in South Africa and Randwick City Council in NSW. The relationships have been more or less inactive in recent years, however interest has been renewed recently with contact from both Izumizaki and Randwick.

Council's Sister City Committee is in the process of making arrangements for a delegation to visit Izumizaki in October. With this in mind Council officers have included as an attachment to the Policy the ICAC Guidance for Councillors.

It is recommended that Council review the policy before placing it on public exhibition.

RESOLUTION 155/2024

Moved: Cr Graham Sinclair

Seconded: Cr Jason Goode

It was resolved that Council place the Sister City Relationship Policy on public exhibition for 28 days and if there are no submissions received, consider the policy adopted.

CARRIED***Report by Elizabeth Smith***

Function: Governance

Temora Shire Council

Policy Number: G26

TEMORA SHIRE COUNCIL



SISTER CITY RELATIONSHIP POLICY

DRAFT

Revision Number: 1
File Name: Sister City Relationship Policy

Revision Date: August 2024
Page Number: 1

Function: Governance

Temora Shire Council

Policy Number: G26

Review Details

ABOUT THIS RELEASE

DOCUMENT NAME: Sister City Relationship Policy
 CODE NUMBER: G26
 AUTHOR: Director Administration & Finance
 ENDORSEMENT DATE: August 2024

REVIEW

Revision Date	Revision Description	Date approved by Council	General Managers Endorsement
August 2024	New Policy		

PLANNED REVIEW

Planned Review Date	Revision Description	Review by
August 2028		

Revision Number: 1
 File Name: Sister City Relationship Policy

Revision Date: August 2024
 Page Number: 2

Function: Governance

Temora Shire Council

Policy Number: G26

POLICY OBJECTIVE

The objective of this policy is to provide a structured and transparent framework for Temora Shire Council's relationship with its Sister Cities. The policy will establish Council's commitment to its Sister City relationships including the interactions required and where Council representatives are to make official visits to further cement the positive relationships with these cities and regions.

POLICY STATEMENT

Council has entered into formal Sister City Relationships with Izumizaki Village in Japan, Uppington in South Africa and Randwick City Council in New South Wales.

A Sister City relationship can be defined as a formal agreement based on a high level of commitment to shared cultural, social and commercial goals. In pursuit of these shared goals, Council will:

- provide support for exchanges of art and cultural products
- foster education and career prospects of our youth through exchange of knowledge and ideas
- explore the possibility of resource sharing
- promote world peace through mutual respect, understanding and cooperation
- provide opportunities for elected members and staff to learn from the sister city members

Council established a Sister City Committee on 21 June 2018 whose objectives are to forge closer Council and community relationships with existing sister cities and Council and to promote peace through mutual respect, understanding and cooperation.

Council will promote the relationships and where mutually required, provide opportunities for civic or business delegations.

Council will endeavour to make or receive at least one official visit to or from our Sister Cities in every term of Council.

Council will promote student exchanges with at least one of our Sister Cities in every term of Council.

Council will make appropriate financial contributions toward travel and accommodation for Council appointed delegates making an official visit to our domestic Sister City. Council will not contribute to the cost of international travel for Council delegates making an official visit to our overseas Sister Cities.

Any gifts, benefits or hospitality offered to, or received by, Council officials as a result of the Sister City Relationship must be dealt with in accordance with Council's Code of Conduct and giving consideration to ICAC's Guidance for Councillors on corruption risks associated with overseas travel.

Councillors travelling overseas should refer to ICAC's guidance to help them protect the reputation and security of themselves and Council while travelling overseas.

RELATED DOCUMENTS

- G17 – Model Code of Conduct
- G31 – Councillor Expenses & Facilities Policy
- Sister City Committee - Terms of Reference
- ICAC – Guidance for Councillors on corruption risks associated with overseas travel (Appendix 1)
- Local Government Act 1993

Revision Number: 1
File Name: Sister City Relationship Policy

Revision Date: August 2024
Page Number: 3



INDEPENDENT COMMISSION
AGAINST CORRUPTION
NEW SOUTH WALES

Guidance for councillors on corruption risks associated with overseas travel

Introduction

From time to time, councillors may have reason to travel overseas in connection with their civic duties. Sometimes, overseas travel is undertaken as part of a formal arrangement between councils and foreign entities to achieve economic, cultural and environmental collaboration. Examples include councillors participating in official trade delegations, fact-finding missions and sister city arrangements as representatives of their council and communities.

Councillors also may be asked to participate in overseas activities by virtue of their official position as councillors, even if this involvement is not initiated, funded or approved by their council. For instance, a councillor may travel overseas at their own expense and participate in a cultural event with a village association or community group that has connections to their heritage.

Governance advice to councillors and councils concerning overseas travel often focuses on the potential misuse of ratepayers' money when travel is funded by a council. Overseas travel can, however, create other corruption risks because of the increasingly complex and challenging global environment, or in situations when the travel is not approved by a council and/or is paid for by a third party. These risks include information security concerns arising from foreign influence and interference; the possibility that a council's interests or broader domestic interests will be damaged; and the potential for grooming and bribery to occur.

The information in this guide, provided by the NSW Independent Commission Against Corruption ("the Commission"), aims to help councillors protect the reputation and security of themselves and their councils when travelling overseas.

This guide has been adopted by the departmental chief executive of the Office of Local Government as a guideline under s 23A of the *Local Government Act 1993*. Councils are required to consider the guide before exercising their functions in relation to councillor overseas travel.

Existing policy framework

There are many existing requirements that apply to councillors' overseas travel. For example:

- Council policies concerning the payment of expenses and provision of facilities provide requirements and processes covering council-incurred expenditure. These requirements relate to approval requirements, categories of expenditure and financial limits. Councillors must ensure overseas travel does not amount to a "junket". Among other things, council funds should not be used to pay for personal sight-seeing or entertainment, or activities that are unconnected with official duties. Such activities should be paid for from a councillors' own funds.
- Councils must include in their annual reports details of overseas travel, including the purpose of overseas visits by councillors and details about the total cost of transport, accommodation and other out-of-pocket travelling expenses while representing their council.¹
- *Australia's Foreign Relations (State and Territory Arrangements) Act 2020* (Cth) requires all councils to notify or seek approval from the minister for foreign affairs if they propose to negotiate, or enter – or have entered – a written arrangement with a foreign national or entities associated with foreign governments.
- Councils have internal frameworks in place for assessing and approving foreign engagements such as sister city relationships, cultural exchanges and economic partnerships.
- Section 439 of the *Local Government Act 1993* contains a prescribed duty for councillors to act honestly and exercise a reasonable degree of care and diligence when carrying out their functions.

¹ Section 217(1) of the Local Government (General) Regulation 2021.

- Councillors are required to disclose their personal interests in publicly available returns, which include gifts exceeding \$500 in value and contributions to travel exceeding \$250, under clause 4.21 of the *Model Code of Conduct for Local Councils in NSW* (“the Model Code”), which is prescribed by regulation.²
- The Model Code includes various clauses relating to the conduct of councillors with respect to the exercise of their functions, the acceptance of gifts, and requirements to declare and manage conflicts of interest.³

These guidelines do not intend to supplement existing requirements but rather provide additional advice to councillors while travelling overseas on official council business, or otherwise in an official capacity.

Security risks for councillors travelling overseas

Councillors travelling overseas face various security risks, particularly in relation to foreign influence and interference.

Why councillors may be a target of foreign influence and interference

Foreign influence and interference aim to shape the actions of decision-makers and public opinion to be favourable to foreign interests. While all foreign states seek to influence outcomes in their national interests, when these activities are undertaken through coercive, deceptive or corrupting means, it is considered foreign interference.⁴ Suspected foreign interference may involve contact from a foreign state actor that seems ongoing, relentless, unusual or suspicious.

As locally elected representatives, councillors are of interest to foreign states. This is because councillors determine council strategies and policies, and participate in a wide range of council decision-making. Councillors also have access to council staff, the community and other elected officials. This means that councillors can be used to discover knowledge of internal opinions such as points of tension, split outlooks and “off the record” views. Foreign entities may also seek to leverage a councillor’s position as a tool of influence given their ability to sway the attitudes, opinions, and positions of their local communities. Additionally, councillors have access to sensitive information and systems. This information can be used by foreign state actors to undermine social cohesion, democratic values, and freedoms. Councillors may

² See also schedule 1 of the *Model Code of Conduct for Local Councils in NSW*.

³ See for example clauses 3.1, 3.2, 3.13 and 3.14 in relation to ethical conduct, clauses 6.3 and 6.5 in relation to gifts, and Parts 4 and 5 in relation to conflicts of interest.

⁴ [Defining foreign interference \(homeaffairs.gov.au\)](https://www.homeaffairs.gov.au). Foreign interference can also include cyber attacks, disinformation campaigns and espionage.

also become members of the NSW or Australian Parliament at a point in the future, where their ability to influence domestic policy positions may be significant.

Councillors are particularly vulnerable to foreign interference when overseas. This is because foreign state actors have increased opportunities to manipulate environments and there is a reduced risk of discovery of interference activities.

How councillors may be targeted

Foreign intelligence services may be alerted to a councillor’s travel in advance through visa applications, foreign ministries, or itineraries provided by foreign travel agencies or airlines.

Several methods can be used to exploit councillors. Many of the approaches will leverage natural tendencies to build connections and rapport. Foreign state actors can:

- use conferences, networking and social events to make and build contacts
- engineer other opportunities to gain undue influence and leverage through, for example, targeted conversation and gifts, benefits or hospitality, so that elected officials relax their personal security and discuss sensitive matters away from official settings
- intercept public and private wi-fi connections and telephone networks
- physically interfere with possessions such as documents and electronic devices at airports or in hotel rooms
- undertake surveillance, for example, listening devices or covert videoing.

Precautions to take before councillors travel overseas

Councillors should be aware of the geopolitical context in which activities conducted overseas will take place, as well as the destinations’ local laws, customs and practices.

Although it is the role of council staff to seek advice from other areas of government and to undertake a security risk assessment⁵ for council-initiated overseas travel, it is also councillors’ responsibility to be mindful of the risks of travel, such as the potential for foreign interference. Several factors can affect the risk environment, including:

- the cultural or political sensitivity of the overseas activity. A councillor’s actions, perceived as ordinary in the Australian context, may be viewed as controversial or influential in the overseas context

⁵ Information relevant to a security risk assessment can be found on the Smart Traveller site, which contains advice levels for countries around the world. See <https://www.smarttraveller.gov.au/destinations>. AUSTRAC also publishes information about high-risk countries in relation to money laundering and terrorism financing risks, see [High-risk countries, regions and groups | AUSTRAC](#).

- a councillor's online public-facing content or commentary. This may increase the risk that a councillor will be targeted for influence or there may be increased risk to a councillor's personal security
- the risk profile of the destination country
- the geo-political implications associated with accepting direct offers of sponsored travel from foreign governments and their associated entities, particularly to destinations that are experiencing volatility or tension.

Precautions to take while travelling overseas

When travelling overseas, elected officials should conduct themselves professionally, respectfully, and responsibly. A council's code of conduct applies in every forum where councillors participate in their capacity as an elected member.

In addition, councillors should be:

- mindful that surveillance or eavesdropping techniques may be used to listen in on conversations in social or public settings, including in public or private vehicles
- wary of drinking alcohol and lowering inhibitions at social events, which may create vulnerabilities
- careful that compromising personal activities or statements, while not illegal, may be used as an opportunity to coerce or blackmail (as discussed below).

Protecting information

Foreign state actors have a range of sophisticated capabilities to access councillors' personal and official communications. Information found on personal devices can be used to target councillors, contacts, and government information. It is essential councillors practice safe cyber security.

Precautions while travelling overseas include:

- ensuring only "clean devices" are used when travelling to countries considered high-risk. For council-initiated travel, it would be the role of staff to provide the expertise and technical support necessary to ensure devices are clean.⁶ In other countries, councillors should only use clean devices or devices provided by their council, rather than their own, when conducting official business.
- keeping all software secure by ensuring security settings are up to date and enabled

⁶ Clean devices have not been connected to a government IT network and never will be. For more information on clean devices see [C2016-04-Information Security Policy for Ministers, Ministers' Staff, Department Secretaries and Senior Executives Travelling Overseas \(nsw.gov.au\)](#).

- keeping passwords safe and using multi-factor authentication
- not connecting to public wi-fi, and not clicking on any links or opening attachments to any unsolicited or suspicious emails or electronic messages
- never sharing a mobile device
- avoiding using a charger that someone else offers, and not connecting to a USB or other hardware of unknown provenance
- logging out of accounts after use
- not leaving devices unattended, including charging cables, even in hotel safes, where there is credible threat of foreign interference.

Security risk of shared devices

In the Commission's Operation Galley investigation⁷, a councillor was provided with a sim card purchased by a foreign national. For a significant period, it was possible they shared a telephone, which would have compromised the confidentiality of any council information stored on the device.

Smartraveller.gov.au and www.cyber.gov.au provides further advice on how to keep electronic devices and data secure when travelling overseas.

Councillors can contact the [National Security Hotline](#) of the Department of Home Affairs on (+61) 1300 1234 01 from outside Australia if they believe they have information on possible foreign interference.⁸

Precautions to take when councillors return from overseas travel

When in Australia, councillors can report incidents of suspected foreign interference to the National Security Hotline on 1800 123 400 or hotline@nationalsecurity.gov.au.⁹

Councillors should also surrender any gifts in line with their code of conduct, to help ensure protection from the perception of undue influence.

Additionally, councillors should not introduce any gifted devices, USB drives, memory storage devices and compact discs to any council or other government IT network.

⁷ NSW ICAC, *Investigation into the conduct of three former councillors of former Hurstville City Council, now part of Georges River Council, and others*, August 2023.

⁸ [Reporting foreign interference \(homeaffairs.gov.au\)](#).

⁹ [Reporting foreign interference \(homeaffairs.gov.au\)](#).

Promoting council projects while overseas

Councillors must not participate in overseas activities that involve council projects without the express approval of their council. Risks arising from such events include the:

- creation of perceptions that proposals from foreign nationals have council backing, that is, it may be perceived that a councillor's presence and support equate to council endorsement
- generation of misunderstandings or misrepresentations about a councillor's ability to influence project outcomes
- making of inappropriate commitments regarding projects or councillors being perceived as having made promises
- harming of Australia's reputation as a reliable trading and investment partner
- potential for councillors to take advantage of a lack of detailed understanding about NSW processes, such as those relating to development matters and tenders, among foreign parties.

The role of mayor is also quite different in NSW compared to some overseas jurisdictions. These cultural and legislative differences also have the potential to create misunderstandings that can be leveraged for improper purposes.

The different role of mayors and councillors in some overseas jurisdictions

In Operation Galley, a councillor gave evidence that he sometimes acted as a "walking reference" for proponents in China, assisted by his title as "Emeritus Mayor". He said that "a mayor in China has more power than a Premier of a State in Australia" and that if a "Chinese person knows a mayor from Australia ... that raises them up in the ... system so to speak".

The Commission found that the councillor performed such a role when he travelled with a property developer to China in March 2014. The councillor accepted that a likely explanation was that he was invited to China so he could indicate to potential overseas investors that his council was supportive of a proposal involving the development of its carpark. The Commission found that the councillor deliberately failed to disclose his significant non-pecuniary interest, arising from his relationship with the developer, when voting on other development matters associated with the developer.

Similarly, in April 2016, a different mayor of the same council, accompanied by another councillor, undertook a trip to China to endorse and promote other developments in their council area. The trip involved a signing ceremony for the developments and subsequent dinner. The mayor participated in the signing ceremony, and both the mayor and councillor attended the celebratory dinner.

The Commission found that the mayor and councillor were aware that the purpose of their trip was to promote the developments to officials and potential investors, and to help obtain approval for such investments from the relevant overseas officials. Their attendance also left the impression on other participants that the developments were supported by their council. The council, however, had not approved or was even aware of this trip. A matter of days after returning to Australia, the mayor and councillor participated in a council vote concerning the developments.

The Commission made findings that the councillor and mayor's conduct in relation to the trip was serious corrupt conduct.

Potential blackmail

As mentioned above, foreign nationals may be interested in engineering situations to compromise councillors. This can be done to damage the objectives of government entities or to otherwise obtain benefits, such as support for a matter going before a council. Engaging in inappropriate activities, even if they are not illegal in Australia or overseas, could place councillors in personally compromising situations, leaving them vulnerable to coercion.

The threat of blackmail

Operation Galley exposed that, for a significant period of time, two councillors travelled overseas on "boys' weekends" with development proponents. At these boys' weekends, the councillors' personal activities, involving compromising circumstances, were secretly filmed by a foreign national. The foreign national was able to reach into the councillors' private lives and obtain material that could be used for nefarious purposes, including blackmail, because of the misplaced trust and friendship.

One councillor's evidence was that he believed the videos were intended as a "blackmail tool". The Commission agreed with this view.

The existence of the videos in this matter provides a telling illustration of the vulnerability of public officials

to the threat of blackmail arising from inappropriate and undisclosed relationships with persons who have an interest in how official functions might be exercised.

Potential corrupt conduct

Overseas travel raises several corruption risks, particularly when councillors are individually targeted with offers to pay for a trip and associated costs, in circumstances where the travel has not been initiated, funded or approved by a council.

Inappropriate gifts, bribery and grooming

Corruption risks associated with councillors' acceptance of gifts include:

- the tendency for councillors to feel a sense of indebtedness and reciprocation after receiving something, even where the gift is of a modest value
- the conflict of interest that could be created between a councillor's public duty and their personal interests because of the relationship that could form with the gift-giver, particularly when multiple gifts are received or hospitality is involved.

For these reasons, gifts can be offered to councillors to establish a connection or "grooming" to help secure improper benefits. As such, councillors need to be cautious about accepting offers to fund overseas travel and hospitality, and only act in accordance with the provisions of their codes of conduct. The Model Code contains several relevant clauses in this regard, including:

- Clause 6.3 – councillors must avoid situations that would give rise to the appearance that a person or body is attempting to secure favourable treatment from the councillor or from the council, through the provision of gifts or benefits (including contributions to travel) or hospitality of any kind to councillors or someone personally associated with them
- Clause 6.5(a) – councillors must not seek or accept a bribe or other improper inducement
- Clause 6.5(c) – councillors must not accept any gift or benefit that may create a sense of obligation on the part of the councillor, or that may be perceived to be intended or likely to influence them in carrying out their public duty
- Clause 6.5(d) – councillors must not accept any gift or benefit of more than token value.¹⁰

¹⁰ Clause 6.7 provides an exception where a councillor receives a gift or benefit of more than token value that cannot reasonably be refused or returned. In such cases, the gift or benefit must be surrendered to the council, unless the nature of the gift or benefit makes this impractical.

If a councillor is offered a gift or benefit where they believe the intention of the person was to bribe them or influence the way they work, they should report it immediately to their general manager and the Commission.

Bribery and conflicts of interest

In Operation Tolosa¹¹, the Commission found that, between November 2015 and February 2019, a mayor engaged in serious corrupt conduct by accepting benefits from a development company whose directors were foreign nationals. The benefits included overseas flights and accommodation, to the value of at least \$18,800. The benefits were an inducement or reward for the mayor exercising his official functions to favour the interests of the developer in relation to planning matters that came before the council.

The mayor also enjoyed close personal relationships with associates of the developer, spanning more than three years. The contact between the mayor and the developer's representatives was frequent and often social in nature, including socialising while on trips to China. For example, the mayor enjoyed hospitality provided by the developer on six occasions when in China. On two different occasions, he also attended weddings of the developer's representatives.

The Commission found that the mayor engaged in serious corrupt conduct by deliberately failing to disclose a conflict of interest arising from his relationships with representatives of the developer, when he knew he was required to do so.

Abuse of office

Councillors must not leverage their office for their own personal gain, or the personal gain of others. An obvious example of this conduct would be a mayor misusing the status of their position, and the prestige attached to this position, in an overseas jurisdiction to promote their own pecuniary interests. Such conduct would be a breach of the duty imposed on councillors not to misuse their position for private gain.¹²

Similarly, a councillor should not use their office to benefit the interests of a third party, as occurred in Operation Galley, where the mayor used his position while in China to promote investment in a project that required his council's approval. This was to the benefit of a third party, with whom the mayor had a relationship amounting to a private interest.

¹¹ NSW ICAC, *Investigation into the conduct of the City of Canada Bay Council mayor and others*, November 2023.

¹² Clause 3.1(f) of the Model Code.

Leveraging public office for private gain

In Operation Keppel¹³, an elected official was able to leverage his public office for personal gain while conducting business activities overseas. The Commission found that the elected official engaged in serious corrupt conduct by abusing his position through using the weight of his office, and the diplomatic and consular ties it afforded him, with the ultimate hope to gain personal profits for himself. The use of his office was an attempt to advance business interests linked to a foreign entity, which risked damaging Australia's consular and diplomatic relations with another (friendly) nation and trade partner.

Further information

The Commission's corruption prevention staff are available to provide guidance for councillors and overseas travel.

Telephone 02 8281 5999 or 1800 463 909
or **email** advice@icac.nsw.gov.au.

¹³ NSW ICAC, *Investigation into the conduct of the then member of parliament for Wagga Wagga and then premier and others*, June 2023.



INDEPENDENT COMMISSION
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Business hours: 9 am to 5 pm, Monday to Friday

15.3 ARIAH PARK ADVISORY COMMITTEE - LANDFILL FUND**File Number:** REP24/782**Author:** Director of Administration & Finance**Authoriser:** Director of Administration & Finance**Attachments:** 1. Ariah Park Advisory Committee [↓](#) **REPORT**

In June 2024, contact was made with the Ariah Park Advisory Committee regarding the fund distribution from takings at Ariah Park Landfill site. The Committee was requested to call for submissions from the community for suitable projects.

These funds originate from a need to restrict access to the landfill site due to abuse, primarily from users not originating from Ariah Park. The commitment made at the time of the introduction of a charge was that takings would be provided back to the community. The conditions on the fund distribution were that recipients must:

- Be a not-for-profit community group, and
- Provide broad community benefit

Council have recently received advice from the committee of the preferred recipients, following the community submission phase. A copy of the correspondence is attached.

The recommended recipients are:

Organisation	Project	Total Cost	Grant requested
Ariah Park Show Society	Showground lease fees	\$2,700	\$1,000
Ariah Park Tennis Club	New split system & court net	\$1,100	\$1,000
Ariah Park Hall	Insurance	\$2,821.56	\$1,000
Ariah Park Youth Robotics	Tables for Robotics	\$272	\$272
Ariah Park Playgroup	Outdoor toys	\$500	\$500
Ariah Park Men's Shed	Flower planter boxes	\$2,450	\$1,000
Ariah Park Men's Shed	Painting verandah posts	\$1,350	\$500
Ariah Park Op Shop	Rendering of outside wall	\$1,980	\$600
Ariah Park Community Proj	Heritage Plaques	\$1,200	\$600

The total of the submissions received is \$6,472. The fund currently has \$8,000 available for distribution.

Cr Nigel Judd declared a pecuniary interest in relation to item REP24/782, due to being a member of the committee.

Cr Nigel Judd left the meeting at 5:52PM and took no further part in the discussion.

RESOLUTION 156/2024

Moved: Cr Belinda Bushell

Seconded: Cr Jason Goode

It was resolved that the funds recommended by the Ariah Park Advisory Committee, totalling \$6,472.00 be approved for distribution.

CARRIED

Report by Elizabeth Smith

Cr Nigel Judd returned to the meeting at 5:53PM.

ARIAH PARK ADVISORY COMMITTEE

A Section 355 Committee of Temora Shire Council

Chairman

*Mr Tim Sanders
0459 272 454
timgrcel@netspace.net.au*

Secretary

*Mr Rowan Bromfield
0427 809 365
rbromfield@deltaag.com.au*

3rd August 2024

Mrs Elizabeth Smith
Temora Shire Council
105 Loftus Street
Temora NSW 2666

Re: Ariah Park Landfill Fund

Dear Gary,

At our last online meeting, we discussed the allocation of funding for the Ariah Park Landfill Funds.

The committee would like to recommend the funding be allocated as follows on the attached table. Our recommendation is the column highlighted red. Please note that not all groups received their requested amounts however we have tried to evenly distribute the monies amongst all groups.

If you have any queries please let me know.

Kind Regards

Rowan Bromfield

Rowan Bromfield
Secretary
Ariah Park Advisory Committee

15.4 ARTS CENTRE LICENCE ARRANGEMENT WITH TADVAC

File Number: REP24/826
Author: Economic Development Manager
Authoriser: Director of Administration & Finance
Attachments: Nil

REPORT

This report outlines the proposed new licence arrangement between the Temora Shire Council and the Temora and District Visual Arts Community (TADVAC). The purpose of the new agreement is to address the changes in financial terms, responsibilities, and facility usage, ensuring mutual benefits for both parties.

Current Arrangement:

- Historically, TADVAC paid a lease fee of \$3,000 per year for using the Temora Arts Centre three days per week, plus eight full weekends per year. This lease officially expired on 30 June 2024 and was extended by three months to enable further discussions regarding the new agreement.
- A traditional lease would have seen an increase to approximately \$4,500 per year, which takes into account TADVAC's proposed increased usage of four days per week plus an allowance for a CPI.

Proposed New Arrangement:

- Licence to start 1 October 2024 for a period of 2 years.
- Licence fee for TADVAC to be reduced to \$1 per year.
- TADVAC to assume responsibility for cleaning the facility, saving Council \$7,600 annually.
- TADVAC to take on outdoor maintenance duties, saving Council an additional \$2,000 annually.
- Phased over the term of the licence, TADVAC to take on utility expenses, ultimately covering approximately 5/7th of the electricity and water usage.
- TADVAC's usage of the facility to expand to include both the Scout Hall and the wet space, available to them 7 days a week.
- TADVAC to rebrand their memberships to "Temora Arts Centre Membership" to attract more members and ensure clear alignment with the Centre's identity.
- TADVAC to take on several administrative roles at the Centre, including booking events and hires, and managing the selling of artworks.
- TADVAC to develop workshops, engage with the community, and build partnerships with other community groups to increase the usage of the Arts Centre facilities.
- TADVAC to continue to apply for grants to improve the facility, in accordance with Council's Grants Policy.

The proposed new licence arrangement, created by the Arts Centre Manager in collaboration with TADVAC, was endorsed by the Temora Arts Centre Advisory Committee for Council approval. It is designed to enhance the operational efficiency of the Temora Arts Centre, increase community engagement through expanded facility usage, and provide financial savings for the Council of up to \$6,650 per annum (see summary below).

Summary of key annual budget changes:

Loss of potential rental income	- \$4,500
Cleaning cost savings	\$7,600
Outdoor maintenance savings	\$2,000
Estimated Utilities Savings	<u>\$1,550</u>
Estimated Net Impact	<u>\$6,650</u>

This arrangement will be monitored by the Arts Centre Manager as part of a two-year trial program to ensure it benefits both the Council, community members and TADVAC.

RESOLUTION 157/2024

Moved: Cr Jason Goode
Seconded: Cr Lindy Reinhold

It was resolved that Council approve the terms of the proposed Arts Centre licence agreement with TADVAC as outlined in the report.

CARRIED

Report by Craig Sinclair

15.5 POLICY REVIEW - CODE OF PRACTICE S355 COMMITTEES**File Number:** REP24/828**Author:** Director of Administration & Finance**Authoriser:** Director of Administration & Finance**Attachments:** 1. Code of Practice - S355 Committees [↓](#) **REPORT**

Council's Code of Practice s355 Committees has been reviewed and was presented to the August Assets & Operations Committee Meeting. The Committee resolved to recommend that the General Manager and Director of Administration and Finance develop an inclusion to the policy in relation to observers at Committee Meetings. In accordance with the recommendation of the Committee, the Code of Practice has been updated with the inclusion at paragraph 3.7.7 of the following:

Observers are welcome to attend meetings and to speak at the discretion of the Chairperson. However, an observer is not entitled to:

- a) Give notice of business for inclusion in the agenda for the meeting, or*
- b) Move or second a motion, or*
- c) Vote at the meeting.*

A revised copy of the Code of Practice is attached to this report.

It is now recommended that Council place the Code of Practice on public exhibition for 28 days.

RESOLUTION 158/2024

Moved: Cr Belinda Bushell

Seconded: Cr Jason Goode

It was resolved that Council place the Code of Practice s355 Committees on public exhibition for 28 days and if there are no submissions received, consider the policy adopted.

CARRIED***Report by Elizabeth Smith***

Cr McLaren voted against the motion.

Function: Governance

Temora Shire Council

Policy Number: G8

TEMORA SHIRE COUNCIL



TEMORA
The Friendly Shire

CODE OF PRACTICE – SECTION 355 COMMITTEES

ACTIVE

Revision Number: 5
File Name: Code of Practice – Section 355 Committee

Revision Date: August 2024
Page Number: Page 1 of 42

Function: Governance

Temora Shire Council

Policy Number: G8

Review Details

ABOUT THIS RELEASE

DOCUMENT NAME: Code of Practice – Section 355 Committees
CODE NUMBER: G8
AUTHOR: Temora Shire Council
ENDORSEMENT DATE: October 2015

REVIEW

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement
October 2015	Updating S355 Committees	1	15 October 2015	Gary Lavelle
September 2016	Updating S355 Committees	2	20 September 2016	Gary Lavelle
September 2017	Updating S355 Committees	3	21 September 2017	Gary Lavelle
November 2018	Review	4	15 November 2018	Gary Lavelle
August 2024	Review	5		

PLANNED REVIEW

Planned Review Date	Revision Description		Review by
July 2026	Review for Relevance		General Manager
July 2028	Review		Council

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INTRODUCTION

Temora Shire Council recognise the important part volunteers and community groups play in providing and managing Council facilities or services. There are a number of committees which are constituted under the powers provided by the Local Government Act 1993 and this document refers to these committees.

This manual provides comprehensive guidelines on the management responsibilities, functions and operation of a community committee and clarifies Council's role in this partnership. Upon formal approval of a community committee by Council, its members are required to adopt and adhere to the conditions set out in this document. Adherence will ensure Council and committee members are aware of the responsibilities and adequately covered by insurance.

The manual is divided into 4 sections, namely:

- 1 **Scope of Power:** Describes the delegation of function, how committees are established and types of committees.
- 2 **Responsibility:** Outlines the responsibility undertaken by committees including care, control and management, limitations of power and code of conduct.
- 3 **Committee:** Provides details of establishment, representation and membership.
- 4 **Key Issues:** Includes insurance, finances, legal, pecuniary interest, health and safety and employment.

Committee members who seek clarification of any issue raised in this document should contact the General Manager of Temora Shire Council on 6980 1100.

Function: Governance

Temora Shire Council

Policy Number: G8

SECTION 1: POWER OF COMMITTEES

1.1 Delegation of Function

Under the Local Government Act 1993 Council is able to delegate some of its functions to a committee of Council. Council uses this delegation and appoints community members to manage its facilities or functions through a committee of management.

1.2 Why Does Council Have Community Committees?

The committees provide a mechanism by which interested persons can have an active role in the provision/management of Council facilities or services. This provides a twofold benefit by giving protection to the committee operating under the banner of Council, and by providing Council with assistance in carrying out its functions.

1.3 How are Community Committees Established?

Community committees are established under Section 355 with delegations from Council under the provision of Section 377 of the Local Government Act. Section 355 allows Council to exercise a function of Council and Section 377 allows Council to delegate functions of Council. These terms refer to the section of the Local Government Act in which the authority for such a committee to be formed is identified. (The two extracts of the Act are reproduced in Appendix 4 and 5).

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SECTION 2: RESPONSIBILITY

2.1 Responsibility

The community committee will be responsible for activities as determined when the committee is established. This responsibility will be conveyed to the committee and is listed in Appendix 2.

2.2 Limitation of Powers

The committee may not make decisions concerning the following:

- (a) Fixing of charges or fees (the committee may submit recommendations for approval by Council in relation to the fixing of charges and fees for use of the facility under its control).
- (b) Borrowing of any monies without the express written consent of Council on each such occasion.
- (c) The sale, lease or surrender of any land and or other property vested in its care under the provisions of the Local Government Act 1993 (as amended).
- (d) The acceptance of tenders which are required to be called by Council. (The committee may invite and accept quotations for minor works, goods and services covered within the scope of its authority or as agreed with Council).
- (e) The payment or making of any gift, to its members. This includes the payment of allowances or travelling expenses incurred whilst attending committee meetings.
- (f) The payment of any monies outside the scope of the Committee's function.
- (g) The carrying out of any works on or to the facility including alterations, reconstructions or construction without the prior consent of Council (Does not include minor maintenance works).
- (h) Unreasonably withholding consent for the letting of the facility to any organisation which agrees to comply with and adhere to the rules adopted for use of the facility, providing an acceptable letting period is available.
- (i) Vote monies for expenditure on the works, services or operations of Council.

The exercise by the Committee of its power and functions will be subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of the Council or in writing by the General Manager to the Committee. The Committee will observe any Rules and Regulations made by the Council, in relation to the facility/function under its management and control.

If at any time the Committee is deemed to be functioning outside the limits of its powers as described herein, all powers may be revoked by written notice to the Committee signed by the General Manager or his/her representative.

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2.3 Code of Conduct

Temora Shire Council has adopted the Office of Local Government's Model Code of Conduct which is applicable to elected Councillors, employed staff and Council committee members. This Code of Conduct sets out the principles to ensure the business of Council is carried out in an efficient, honest and impartial way.

As Community Committees are operating as Council, it is important for committees to be aware of and abide by this Code of Conduct. (Copies are distributed to all Community Committees and it is available on Council's website).

Council's Community Committees have the responsibility to ensure the following:

- 1 Access is available to the entire community and is not denied because of ethnicity, gender, disability or religion.
- 2 Priority of use should be given to non-profit making community groups and organisations.
- 3 That the facility not be aligned with, or advocate or advertise for or on behalf of, any political party or person/s.

2.4 Accountability

The committees need to be aware that accountability is required to Council, user groups and the general community. To facilitate this accountability, the committees are required to:

- (a) Hold an Annual General Meeting annually that is advertised.
- (b) Provide reports and minutes to Council.
- (c) Ensure that affected persons are aware of the committee meeting details.

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SECTION 3: COMMUNITY COMMITTEES

Council aims to appoint committees which are representative of the local community or interest groups for the function which the committee manages.

3.1 Appointment

- To hold office and be responsible for the management of a Council facility, all committee members must be appointed by Council.
- New members must also be appointed by Council before being able to vote and take part in meetings of the Committee.
- Any such committee may be dissolved by the Council at any time.
- The term of office for community committees will be the same term as the current Council, with the addition of an extra three months after the General Election of Councillors, unless as a sunset committee, ie, with a finite time specified.

All nominations for Community Committees are formally submitted in writing to Council for appointment.

3.2 Committee Membership

The Community Committee membership will number not less than four (4) and not more than twelve (12) members as appointed by Council including office bearers unless otherwise decided by council. Council reserves the right to appoint at least one of its members to each committee.

Whilst no particular qualifications are necessary, a commitment to the activities of the committee and a willingness to be actively involved in committee issues is essential.

3.3 Dissolution of Committee

The Committee may be dissolved by the Council at any time.

Committees are formally appointed by the Councillors in office, therefore, three months after the General Election of Councillors, all Community Committee members will cease to hold office.

All committee members are eligible for re-appointment. Committees can either resubmit the nominations in writing to the newly elected Council; or hold a meeting to re-elect the committee and then forward the nominations to Council for approval. (This action does not rule out committees holding an Annual General Meeting).

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3.4 Vacation of Office

The office of any member of office bearer of the Committee will become vacant in the following circumstances:

- (a) upon the death of the member; or
- (b) if the member becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his or her creditors or make an assignment of his or her remuneration for their benefit; or
- (c) if the member becomes a mentally incapacitated person; or
- (d) if the member resigns membership by notice in writing to the Committee; or
- (e) if the member is absent for more than three consecutive meetings without leave of the Committee; or
- (f) if the member ceases to be a member of the organisation which he/she represents, (representatives of organisations will be given preference) unless the committee otherwise resolves; or
- (g) while serving a sentence (whether or not by way of periodic detention) for a felony or any other offence, except a sentence imposed for a failure to pay a fine.

3.5 Representation on Committee

Committee membership should reflect the community organisations, which use the facility, and must be open to representatives of user groups and interested community members.

Equal representation of each user group is recommended. Where there is a dispute on representation a final determination will be made by Council.

3.6 Committee Positions

Community Committees consist of office bearers (also known as the Executive) and other committee members. The committee elects at its first meeting and thereafter at each Annual General Meeting, office bearers and committee members. Particulars of all appointments, eg, committee position, name, address, contact number and the user group represented, must be notified in writing to council as soon as possible after appointment is made.

Community Committee members need to have a certain degree of commitment to their role as committee members. One of the advantages of community committees is that the workload can be shared between the different committee members. It is important each member understands this role and what is expected by the community.

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3.6.1 Office Bearers/Executive

Office bearers do not have greater decision-making powers than other committee members, other than the chairperson who has a casting vote in the event of a tied vote. Whilst office bearers usually have defined roles, each committee member plays an important part in the functioning of the committee.

At a minimum the committee must have:

- **Chairperson/President**
The Chairperson is usually the spokesperson for the organisation and therefore needs to be certain that the organisation is running smoothly and achieving its aims and objectives. (Refer Appendix 6(i))
- **Secretary**
(One person may fill the joint position of Secretary/Treasurer)
The Secretary is often the key contact point for the organisation, that is, for correspondence, phone messages, etc. and is required to record the 'minutes' for each meeting. (Refer Appendix 6(ii)).
- **Treasurer**
The Treasurer is responsible for looking after the committee's financial business records and is required to present a report of all receipts, payments and other transactions to each committee meeting. (Refer appendix 6(iii)).

3.7 Meeting Procedures

Meetings are to be conducted to standard guidelines, which are detailed in the following section and include:

- (a) that a quorum be present
- (b) that appropriate notice is given
- (c) that business on the agenda is properly conducted
- (d) that correspondence and minutes are recorded.

3.7.1 A Quorum

This refers to the minimum number of members who must be in attendance to transact business.

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Council regulations state:

- (a) A quorum will consist of **one half of the total number** of elected members plus one,
- (b) If a quorum is not present within half an hour after the appointed starting time, the meeting will be adjourned to a time fixed by the Chair/President; or those present can hold an informal meeting to discuss matters. However, any decisions taken by the committee are not recognised until they have been ratified by a meeting where a quorum is present.

3.7.2 Agenda

The agenda is an organised list of headings of all the major items, in order, that will be discussed at the meeting. A copy of the agenda is distributed to all the committee members at the commencement of the meeting, or before if it is possible. Late matters can be added to the agenda at the opening of the meeting as the chairperson calls for discussion on the agenda.

Each item of business to be discussed at the meeting needs to be put on the agenda. Unfinished business and reports on actions taken since previous meetings are included in the agenda under 'Business arising from previous minutes'. If any items on the agenda are not discussed due to limitations of time, they are carried over to the next meeting agenda.

3.7.3 Conduct of Business

Each item of business is discussed in the order in which it appears on the agenda. Allow adequate time for discussion on important issues. Ensure all relevant information on the matter under discussion is available at the meeting.

3.7.4 Correspondence

A list of correspondence received (**Inwards**) is present at the Committee meeting by the Secretary. This action is to inform members of any new issues that may have arisen and to report on letters received in response to matters raised at previous meetings. A list of correspondence sent out (**Outwards**) is provided to inform the members of any action taken on their behalf. All correspondence will be suitably filed for future reference.

3.7.5 Election of Committee

At the AGM all members of the committee stand down and their positions are declared vacant. A Returning Officer, appointed at the meeting, takes the chair and calls for nominations for the positions of office bearers (also known as the Executive) and committee members.

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3.7.6 Procedures for Election

Nominations can be accepted in two ways:

- in writing, duly seconded, and signed by nominee, prior to the AGM; or
- verbally from the floor to the Returning Officer.

If two or more persons are nominated for a single position a vote must be taken. Persons nominated for election are entitled to vote for themselves. If a tied ballot occurs, the name of each candidate is written on a separate, identical piece of paper and draw 'from the hat' by the Returning Officer (or an impartial observer), takes place. The first name drawn is the elected member.

A list of duly elected office bearers / executive and committee members must be recorded together with the names of nominators and seconders. Minutes of the AGM with the list of duly elected committee members must be sent to Council for approval within 5 working days.

3.7.7 Observers

Observers are welcome to attend meetings and to speak at the discretion of the Chairperson. However, an observer is not entitled to:

- a) Give notice of business for inclusion in the agenda for the meeting, or
- b) Move or second a motion, or
- c) Vote at the meeting.

3.8 Voting

Voting allows members to express their agreement or disagreement. Voting can be conducted in one of three ways.

- (a) **Vote verbally**
The chairperson asks people to say 'for' or 'against' and then decides which group is the largest.
- (b) **Vote by show of hands**
The chairperson asks people in favour of a decision to raise their hands, firstly those in favour, counts hands and announces the total, and does the same for those against.
- (c) **Vote by secret ballot**
Members vote on paper and put into general pool, the secretary and a member not standing for any position, count the votes. (Requests by members for secret ballot cannot be denied.)

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For all motions, the committee needs to have an agreement concerning the way a vote will be decided, eg. For the vote to be carried, you will need a simple majority (more than half); for changes to the Constitution, you will need two-thirds majority of those present.

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KEY ISSUES

4.1 Insurance

4.1.1 Industrial Special Risks

All council facilities are covered for risks such as fire, theft and malicious damage. Committees should be aware of the excess applicable to these policies.

4.1.2 Public Liability

The Committee is covered by the public liability policy of Council (currently \$20 million). This insurance does not preclude the committee from due diligence and all council policies must be adhered to.

4.1.3 Personal Accident

Committee members are covered when injured whilst undertaking duties relating to their role in the committee up to the limits outlined in Council's insurance policy. Compensation is limited for covered persons aged 90 years or over. Council's Personal Accident Insurance Policy is not intended to provide medical expenses cover. These are covered by Medicare or private health insurance. Consequently, only non-Medicare rebated medical expenses will be claimable under this policy.

4.1.4 Motor Vehicle

In the event that a committee member utilises a Council vehicle, the motor vehicle policy of Council will provide cover.

4.2 Legal Issues

From a legal perspective it is important for Committees of Council to be aware that they are in fact acting on Council's behalf. Legally, the committee is 'Council' and any action which the committee undertakes is Council's responsibility.

Committees sometimes believe they are responsible in their own right and that their actions are independent of Council. This is not the situation. Council delegated its authority to the committee to act on Council's behalf and Council can withdraw this delegation if it deemed it to be necessary.

4.2.1 Records of Committee

Most of the records of Council Committees should be kept for at least 7 years. In particular the committee needs to be aware of the importance of minutes because of their legal status and their liabilities to subpoena in court cases.

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4.2.2 Pecuniary Interest (Refer to Part 4 of Council's Code of Conduct)

Pecuniary Interest may be defined as an interest that a committee person has in a matter, as a member or employee of a company or other body, because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person, or another person with whom the person is associated. Such other person includes the spouse or de-facto partner or relative of the committee person.

Disclosure of Pecuniary Interests

- (a) If:
- (i) committee member has a direct or indirect pecuniary interest in a matter being considered or about to be considered at a meeting; or
 - (ii) the interest appears to raise a conflict with the proper performance of the member's duties in relation to the consideration of the matter,
- the member must, as soon as possible after the relevant facts have come to the member's knowledge, disclose the nature of the interest at the meeting.
- (b) A committee must ensure that:
- (i) Particulars of any disclosure made under this clause are recorded in a book kept for the purpose; and
 - (ii) That book is kept open at all reasonable hours to inspection by any person.
- (c) After a member of a committee has disclosed the nature of an interest in any matter, the member must not,
- (i) be present during any deliberation of the committee with respect to the matter; or
 - (ii) take part in any decision of the committee with respect to that matter.

4.3 Correspondence

Correspondence from the committee is effectively correspondence from the Council as the committee acts on Council's behalf. Hence stringent conditions are required to ensure appropriate use of Council's name.

4.3.1 Letterhead

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- (a) There are some occasions when the Council letterhead may be used on behalf of the committee. In these instances, the letter must be approved and signed by the Council's General Manager.
- (b) The use of separately designed letterhead is limited to those Council Committees and areas of activities which:
 - (i) may have a benefit in being identified in a slightly different way to normal Council activities and where a separate image or presentation may be appropriate, and
 - (ii) may be strongly community based.
- (c) In all instances the letterhead design must be approved by Council and indicate that the function is a committee of Temora Shire Council.

4.3.2 Purpose of Correspondence

Usage is limited to the activities of each specific authorised functional area and specifically limited to:

- provision and seeking of information
- extension of invitation
- letters of thanks
- seeking of sponsorship (after approval of General Manager)
- general correspondence not committing the Council or making public comment.

4.3.3 Filing

Copies of all correspondence from the committee must be placed in Council's filing system within 1 day of the letter being sent.

4.3.4 Signatures

The signing of correspondence being limited to the Mayor, General Manger, a member of staff duly authorised by the General Manager, or a chairperson of the committee duly authorised by Council.

4.4 Sub Committees

The committee may appoint working groups to report back to the committee. These 'sub committees' have no legal standing and must recommend back to the committee for ratification.

Members of sub committees must be duly appointed members of the community committee and will be covered in accordance with this policy.

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4.5 Clerical Support

It is not the normal practice of Council to provide clerical support to community committees. A committee may however apply for support and Council will make a determination on whether assistance will be forthcoming.

In general terms, clerical support will only be offered if a Council employee is a member of the committee and the assistance is an extension of the employees duties.

If support is offered, the level of assistance will be subject to negotiation between the committee and Council and strict duties established. Council supports the principle that a committee should be self-reliant and provide its own office bearers.

4.6 Financial Issues

Community Committees are given authority to operate by Council and are subject to the same rules and regulations. These rules are set out in the Local Government Act, and Local Government Regulations and Accounting standards and must be adhered to.

Community Committees are, as the name suggests, established to benefit the community and are made up of members of the community. Any funds raised, received or spent are subject to public scrutiny, just the same as Council. The concept of public accountability involves a responsibility to ensure that committee funds are used in the manner for which they were intended and that a clear and full disclosure of the committee's financial activities is available.

4.6.1 Accounting

The following conditions are required by Council in relation to community committees, subject to delegations set out in the Committee's Terms of Reference:

- a) A bank account must be opened at any branch of a recognised bank or Credit Union with a credit rating of BBB+ or greater and/or a branch in the Shire of Temora. Such account will be in the name of the committee.
- b) All monies received by the committee must be banked within 1 week of receipt.
- c) The committee is authorised to draw on its account for such sums as it may require in the performance of delegated function but under no circumstances will the account be overdrawn.
- d) A suitable cash book, receipt book, bank deposit book and petty cash will be maintained and kept up to date. All such records will be submitted to Council no later than the 31 July in each year for audit purposes. (The financial year will be from 1 July to 30 June).

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- e) Receipts, in the name of the Committee, will be issued for all charges and other monies received and duplicates of all receipts will be retained for audit.
- f) Payment will be made by cheque or EFT and in every case evidence of the need for the payment will be obtained and attached to payment records.
- g) The Committee may authorise its Chair/President, treasurer and one other person to sign on its behalf on the basis that two signatures are required on each cheque or two authorisers of EFT.
- h) All records and books will be made available for inspection whenever required by any inspector of local government accounts, Council's auditor or any authorised officer of Council.
- i) The Committee will be entitled to spend all monies raised in the management of the facilities under their control, provided that all such monies together with the Committee on their operations, will be expended strictly in accordance with any conditions imposed by the Council and only upon the facility of the Council for which the Community Committee has been constituted.
- j) In the event that the Committee receives a financial contribution from Council, this payment will be made in the form of a grant and appropriate expenditure certification will be required by Council.

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APPENDIXES

1. Council Committees
2. Committee Responsibilities
3. Procedure for Establishment of Committees
4. Section 355 Local Government Act (Community Committees)
5. Section 377 Local Government Act (Delegations)
6. Sample Reports and Specifications
 - Responsibilities of Chairperson
 - Responsibilities of Secretary
 - Responsibilities of Treasurer
 - Responsibilities of Committee Members
 - Standard Format – Ordinary Meeting Agenda
 - Standard Format – Annual General meeting Agenda
 - Standard Format – Correspondence
 - Standard Format – Minutes
 - Procedures for Motions
7. Liability Exposures of section 355 Committees and voluntary workers

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Policy Number: G8

Appendix 1

COUNCIL COMMUNITY COMMITTEES AS AT 15 AUGUST 2024

Access & Equity Committee
Aerodrome Users Committee
Ariah Park Advisory Committee
Ariah Park Swimming Pool Committee
Temora Shire Australia Day Committee
Bundawarra Centre Advisory Committee
Friends of Temora Shire Cemeteries
Heritage Committee
Imagine Temora
Lake Centenary Management Committee
Sister City Committee
Springdale Community Committee
Temora Agricultural Innovation Centre Committee (TAIC)
Temora & District Sports Council
Temora Fight the Fruit Fly Committee
Temora Arts Centre
Temora Women's Network
Temora Youth Team
Town Hall Theatre

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Appendix 2

COMMUNITY COMMITTEE RESPONSIBILITIES

Access & Equity Committee

- To advocate on behalf of people with disability, older people and parents with infants
- To promote wellbeing and a sense of belonging for the above residents by raising awareness of issues that they may face
- To ensure services and facilities in the community are accessible to all residents (within reason and with regard to regional and rural limitation)

Aerodrome Users

- To promote the future development of Temora Aerodrome and provide a forum for consultation with aerodrome users

Ariah Park Advisory Committee

- To promote and maintain the facilities of Ariah Park for the benefit of the community.

Ariah Park Swimming Pool Committee

- To promote optimum usage of the Ariah Park Pool.
- To provide an information conduit between the users of Ariah Park Pool and Council
- To develop capital expenditure priorities for the Ariah Park Pool

Temora Shire Australia Day Committee

- To organise or facilitate appropriate events to celebrate Australia's National Day in Temora Shire
- To participate in the ambassador program
- To organise community recognition through the annual Citizenship awards.

Bundawarra Centre Advisory Committee

- To provide a liaison body for co-located organisations operating from the Bundawarra Centre
- To provide a conduit between the Bundawarra Centre operators and Council.

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Friends of Temora Shire Cemeteries

- To advise Council on issues relating to the maintenance and development of Council owned cemeteries
- To assist in the maintenance of Council owned cemeteries in Temora Shire Council areas
- To provide residents with historical information for family history purposes relating to burials.

Heritage Committee

- To protect and conserve areas and items of historic and landscape heritage value
- To administer the Local Heritage Fund
- To manage the Local Heritage Advisory program
- To develop, maintain and implement the Heritage Strategy.

Imagine Temora

- To promote cultural diversity and to satisfy artist needs of community
- To foster performing artists
- To bring performances to the Shire

Lake Centenary Management Committee

- To manage the usage of Lake Centenary on behalf of Temora Shire Council
- To provide an information conduit between the users of Lake Centenary and Council
- To administer the rules and regulations for the use of Lake Centenary as set down by agreement between Council and the Committee.
- To advise Council on issues pertaining to the maintenance and development of Lake Centenary and surrounds
- To promote safe usage of the facilities at Lake Centenary
- To promote the usage of Lake Centenary as a premier water sports location accessible to all residents.

Sister City Committee

- To forge closer Council and community relationships with existing sister cities and Council.
- To promote peace through mutual respect, understanding and cooperation.

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Springdale Community Committee

- To promote optimum usage of the Springdale Hall including maintenance of the hall;
- To provide an information conduit between the Springdale community and Council
- To ensure that the hall is maintained in good condition;

Temora Agricultural Innovation Centre (TAIC)

- To work in partnership with FarmLink to promote TAIC as a premium facility providing value to farmers in the local area and further afield.

Temora & District Sports Council

- To foster active participation of the people of the Temora and District in all forms of sport.
- To advise Council on matters relating to the utilisation of Council Sporting facilities.
- To promote and acknowledge sporting excellence through the annual sportsperson of the year award and Walk of Honour
- Monitor the usage of Temora Recreation Centre.

Temora Fight the Fruit Fly Committee

- To create awareness amongst citizens and provide education towards the control of fruit fly in the shire

Temora Arts Centre

- To build community support and establish a creative reputation for the facility.
- To increase the financial returns of the facility.
- To stimulate the pursuit of creative thinking, education and outcomes at the facility.

Temora Women's Network

- To provide networking and support for women in the community
- Provide information on women's issues for the Temora Shire Council Strategic Plan

Temora Youth Team

- To provide a safe, social network for the youth of Temora Shire

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Town Hall Theatre

- To provide a venue to host small movies, seminars, concerts, lectures.
- To provide a social outlet to all residents of the shire

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Appendix 3

PROCEDURE TO ESTABLISH A COMMUNITY COMMITTEE

- 1 The group must make written application to Council detailing reasons / purpose for establishment.
- 2 A report to be presented to Council including:
 - information to support the committee's establishment including role, function and life
 - recommendation from General Manager
 - specific authority being delegated by Council
- 3 A motion to be passed by Council worded thus:

It was resolved that 'xyz committee' be established as a Council Community Committee in accordance with Section 355 of the Local Government Act 1993, such committees to be bound by the conditions laid out in the Council Code of Practice for Community Committees.
- 4 The committee will be notified of the decision of Council and if adopted, a copy of the Code of practice for Council Committees will be forwarded to the committee.

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Appendix 4

SECTION 355 LOCAL GOVERNMENT ACT COMMUNITY COMMITTEES

355 How does a council exercise its functions?

A function of a council may, subject to this Chapter, be exercised:

- (a) by the council by means of the councillors or employees, by its agents or contractors, by financial provision, by the provision of goods, equipment, services, amenities or facilities or by any other means, or
- (b) by a committee of the council, or
- (c) partly or jointly by the council and another person or persons, or
- (d) jointly by the council and another council or councils (including by means of a Voluntary Regional Organisation of Councils of which the councils concerned are members), or
- (e) by a delegate of the council (which may, for example, be a Voluntary Regional Organisation of Councils of which the council is a member).

Function: Governance

Temora Shire Council

Policy Number: G8

Appendix 5

SECTION 377 LOCAL GOVERNMENT ACT (DELEGATION)

377 General power of the council to delegate

- (1) A council may, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council, other than the following:
- (a) the appointment of a general manager
 - (b) the making of a rate
 - (c) a determination under section 549 as to the levying of a rate
 - (d) the making of a charge
 - (e) the fixing of a fee
 - (f) the borrowing of money
 - (g) the voting of money for expenditure on its works, services or operations
 - (h) the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment)
 - (i) the acceptance of tenders to provide services currently provided by members of staff of the council
 - (j) the adoption of an operational plan under section 405
 - (k) the adoption of a financial statement included in an annual financial report
 - (l) a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6
 - (m) the fixing of an amount or rate for the carrying out by the council of work on private land
 - (n) the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work

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- (o) the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the Environmental Planning and Assessment Act 1979
 - (p) the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194
 - (q) a decision under section 356 to contribute money or otherwise grant financial assistance to persons
 - (r) a decision under section 234 to grant leave of absence to the holder of a civic office
 - (s) the making of an application, or the giving of a notice, to the Governor or Minister
 - (t) this power of delegation
 - (u) any function under this or any other Act that is expressly required to be exercised by resolution of the council.
- (1A) Despite subsection (1), a council may delegate its functions relating to the granting of financial assistance if—
- (a) the financial assistance is part of a specified program, and
 - (b) the program is included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and
 - (c) the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and
 - (d) the program applies uniformly to all persons within the council's area or to a significant proportion of all the persons within the council's area.
- (2) A council may, by resolution, sub-delegate to the general manager or any other person or body (not including another employee of the council) any function delegated to the council by the Departmental Chief Executive except as provided by the instrument of delegation to the council.
- (3) A council may delegate functions to a joint organisation only with the approval, by resolution, of the board of the joint organisation.

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Appendix 6(i)

RESPONSIBILITIES OF THE CHAIRPERSON

The Chairperson generally has the following specific duties, which make up the major part of their responsibility:

(i) Before a meeting

- prepares the agenda (in consultation with the Secretary or members or can delegate this role to the Secretary), setting out the items of business to be considered.
- ensures meeting is properly convened in accordance with the organisation's rules ie. proper notice of a meeting is given and a quorum is present.

(ii) During the meeting

- chairs all meetings, opens meeting, welcomes and introduces members and guests, subject to the right of the Mayor at his/her discretion, to take the chair at any meeting he/she attends
- keeps individuals and the meeting focused on the topics being discussed and encourages all members to participate, ensuring adequate opportunity is given to members who wish to speak
- ensures correct meeting procedures are followed and control of the meeting is maintained, keeping track of time (or delegates to someone to do this)
- makes sure members are aware of decisions being made and that the minute taker has recorded decisions of the meeting
- acts impartially and uses discretionary powers in the best interests of members and in accordance with the agreed standing orders ie. method of conducting meetings, and ensures all statutory regulations and organisation's rules are observed
- closes meeting after business at hand has been properly concluded.

The Chairperson needs to be aware of certain issues and procedures and the importance of establishing and maintaining a working relationship with Council, particularly in regard to Government funding, the function/facility budget, Council and community involvement and requirements.

The chairperson is responsible for providing assistance to all members of the committee and ensuring that they fulfil their respective roles. The chairperson is the 'spokesperson' for the committee.

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Appendix 6(ii)

RESPONSIBILITIES OF THE SECRETARY

The organisation's secretary usually carries a great deal of responsibility and often has more knowledge than anyone else on what is happening.

(i) Before a meeting

- draws up the agenda, (in consultation with the Chairperson)
- makes copies of the agenda if required

(ii) During the meeting

- takes minutes
- reads minutes of previous meeting if necessary
- provides a list of correspondence in order and summarises any important points
- records any motions and/or decisions of the meeting including, mover and seconder.

(iii) After the meeting

- types the minutes and distributes to committee members as soon as possible
- ensures that accurate minutes are kept
- writes any letters as decided (this can be a shared role with another committee member).

(iv) Outside of meetings

- keep a register of correspondence that has come in and gone out, and file copies of all letters written
- in between meetings inform other committee members of any correspondence requiring urgent attention.

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Appendix 6(iii)

RESPONSIBILITIES AND GUIDELINES FOR THE TREASURER

To establish an effective financial system, Committees will need to maintain the following books and forms (depending on delegations outlined in Terms of Reference):

- 1 Cheque Book
- 2 Expenditure documentation
- 3 Receipt Books
- 4 Cash Book
- 5 Bank Deposit Book

1 Cheque Book/EFT Payments

The Cheque book should normally be held by the treasurer and must only be drawn upon with the joint signatures of two of the executive.

All EFT payments made from the Committee bank account will require authorisation by two committee members.

All cheques drawn/EFT payments will have some form of supporting documentation.
All cheques drawn/EFT Payments will be authorised by the Community Committee.
All payments must be entered in the Cash Book under the appropriate cost heading.

2 Expenditure Documentation

All payments should have supporting documentation, preferably an Invoice. These should be kept in payment order and noted with the cheque/EFT number and date of payment for easy reference and to prevent double payment. Where documentation is not available, a notation should be provided detailing the payment and explaining why documentation is not provided.

3 Receipt Books

All receipt books must bear the Committee's name (a stamp will do), have a fixed duplicate copy and be numbered. A receipt must be issued for every payment received and monies should be banked regularly. The receipt of cash is an area where strict control is required. The safest method is to have only a limited number of approved people who have the responsibility for receiving funds, issuing receipts and banking monies.

Keep a record of receipt books detailing the number and location (ie. in use or not). Record receipt number in the Cash Book and on the Deposit form retained by you. Never give change for a cheque payment.

Avoid altering amounts on receipts. If it is necessary to alter a receipt, cross through the incorrect entry and insert the correct amount. Initial all alterations. It is more acceptable to cancel a receipt and retain both the original and duplicate in the book, than to alter a receipt.

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4 Cash Book

The Cash Book is the organisation's record of what money is received and spent, the transactions (both incoming and outgoing) that have occurred, and how much cash is on hand at any one time.

A twelve (12) or eighteen (18) column cash book gives most committees enough room for details. It is essential to have receipts and payment on separate pages or in some cases, separate section of the cash book. Across the page the columns are headed to allow the date, receipt or cheque number, cost or income allocation and totals. Have appropriate and sufficient cost or income headings for frequent transactions. Try not to have too many items under sundries or miscellaneous – it makes things difficult when preparing end of year figures.

Update the Cash Book on a regular basis so it does not become a big job. The totals down the page should always equal the totals across the page – do this each time you rule off a page. Check that the totals carried forward onto the next page are correct.

Bank fees, interest, etc. wherever possible should be written in the Cash Book in the month they were raised or when bank statements are received. This assists with reconciling the cash book to the Bank statements.

Show all cheques written/EFT payments during the month in the cash book whether they have been presented or not. Show all income received during the month whether banked or not.

Reconciliation – Check off the amounts received and paid in the cash book against the bank statement figures. From this, you can compile a list of outstanding deposits or unrepresented cheques and it also verifies that an incorrect figure does not appear in either records. If the bank reconciliation does not agree, find the discrepancy. It will be either a mistake in the Cash Book or on the bank statement.

5 Bank Deposit Book

This book is supplied by the bank you have nominated and it is where all income is recorded for deposit into the organisation's account.

Keeping the books

All Community Management Committees are required to keep complete and accurate records.

The following guidelines and procedures have been prepared to give members of Community Committees a greater understanding of the tasks they have undertaken.

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Steps Required to Keep Complete and Accurate Records

- 1 Open a bank account in the committee's name.
- 2 Make as many payments as you can by cheque or EFT. Avoid paying cash.
- 3 Record details of cheques on the cheque butt.
- 4 Bank all cash receipts promptly into the bank account.
- 5 Record all details on the receipt book butt.
- 6 Write up the cash book regularly – at least monthly.
- 7 Reconcile the bank account regularly – generally monthly or each time a bank statement is received and at the end of the financial year.
- 8 Keep a wages book (if applicable).
- 9 Retain supporting documentation or evidence for all cheques drawn/EFT payments.

Writing up the Cash Book

Council will establish a set of essential books for issue to all Community Committees upon establishment. Cash books are available in various sizes from stationers and office suppliers such as Newsagents.

a. Payments

- Enter appropriate headings in the book, ensuring the first column is “Bank” and the last one “Sundries”.
- Enter cheques in cheque number order and EFT payments in date order.
- Ensure every cheque and EFT payment is recorded in the book.
- Record cancelled cheques, but at no value.

b. Receipts

- The same procedures as for payments.
- All amounts received must be receipted.

c. Reconciliation

Bank reconciliations need to be performed regularly because:

- i. they keep track of cheques that are outstanding and possibly lost
 - ii. they ensure that a complete record is kept of all transactions
 - iii. they enable your accountant to prepare a balance sheet and accounts for your committee and can therefore save you considerable money in professional fees.
- Take the monthly bank statement and write all items such as bank fees, direct debits, etc. into the cash book.
 - Total up the columns, ensure they add the same across as well as down.
 - Tick off all items appearing in the cash book against the bank statements, noting any that are outstanding.

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Finally, to complete reconciliation:

Take the total Cash Book balance (brought forward from previous financial year)
Plus Income received to date in current financial year,
Less payments to date in the current financial year,
This should equal the balance on the bank statement; - less any unrepresented cheques
plus any unbanked deposits.

d. Retention of Records

GA-39 – General Retention and Disposal Authority: Local Government Records requires records to be retained for seven years. It is important to retain all invoices and other supporting documentation.

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Appendix 6(iv)

RESPONSIBILITIES OF COMMITTEE MEMBERS

Committee members' role is important and ensures the democratic process is followed. Members' responsibilities are:

- a. attend most committee meetings;
- b. participate in meetings – this involves:
 - being on time
 - sticking to the agenda
 - contributing to the discussion where appropriate
 - being objective, listening to others' views
 - volunteering to do some of the necessary tasks required.
- c. support the office bearers in carrying out their jobs
- d. assist in organising the Annual General Meeting
- e. attend and participate in any planning days that may be held
- f. make sure the function is being maintained and run smoothly.

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Appendix 6(v)

STANDARD FORMAT – ORDINARY MEETING AGENDA

1. **Open Meeting**

Action: The Chairperson welcomes members and visitors, declares the meeting open, ensures everyone has an agenda, and asks for any extra items suggested by members.

2. **Attendance and Apologies**

Action: The Secretary records those present along with a motion moved and seconded to accept any apologies. An attendance list or book may be circulated.

3. **Confirmation of minutes of the previous meeting**

Action: Two committee members in attendance at the last meeting are asked to confirm that the record of minutes is a true and correct one. Any amendments or changes need to be recorded and included in this meeting's minutes.

4. **Business arising from previous minutes**

Action: Deal with any matters that have arisen or were to be completed since the last meeting.

5. **Correspondence**

Action: Includes both Inwards and Outwards correspondence. A member, usually the Secretary, reads out in full or in summary any letters received or sent since the last meeting. Any business arising from these letters is dealt with as it is read, and recorded in the minutes.

6. **Treasurer's Report**

Action: The Treasurer gives a report on the financial position of the committee, including income and expenditure since the last meeting and gives an overview of future budget estimates.

7. **Other Reports**

Action: Reports from other office bearers.

8. **General Business**

Action: Items on the agenda are discussed. Also remind members of any upcoming events.

Note: *General Business often contains the important discussions and decisions. Efficient meetings work through the early business quickly to leave sufficient time for general business. Specific items that arise in items (1) to (5) can be deferred to General Business if appropriate.*

9. **Close Meeting**

Action: Establish the date and time of next meeting. Chairperson thanks members and visitors for attending and declares the meeting finished or closed.

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Appendix 6(vi)

STANDARD FORMAT – ANNUAL GENERAL MEETING AGENDA

1. Commence/Open Meeting

Chairperson/President presides over the following items:

- a. Welcome
- b. Apologies
- c. Minutes of previous AGM
- d. Reading Reports, ie. Chairperson, Treasurer, etc.

All positions are declared vacant and the Returning Officer appointed by the meeting takes the chair and presides over the following items:

- a. Election of Office Bearers
- b. Acceptance of nomination from user groups and community members.
- c. Appointment of Solicitor (if required)
- d. Recommending Annual Fees

Returning Officer then hands the chair over to the newly elected Chairperson who is responsible for:

- a. Thanking the Returning Officer
- b. Welcoming New Committee
- c. Consider recommendations “carried” by way of motion from the floor
- d. Getting agreement on meeting dates for coming year.

Closure of AGM Meeting

Function: Governance

Temora Shire Council

Policy Number: G8

Appendix 6(vii)

STANDARD FORMAT FOR CORRESPONDENCE

1. Keep a copy of all correspondence sent out on behalf of committee.
2. Set up a correspondence book to record all correspondence of the committee.

This should include:

- A section for **Inwards** correspondence/mail
 - A section for **Outwards** correspondence/mail
 - A space to record the date of receipt or despatch of mail
 - A numbering system for both Inwards and Outwards to enable any correspondence to be easily located if the need should occur
 - A space to identify whose responsibility it is to act on, eg Secretary.
3. Enter all correspondence in the relevant section of the book ensuring date and number are recorded.
 4. Place letter received since the last meeting in a folder marked, Correspondence Inwards, for the meeting.
 5. Record any action required and which committee is responsible for this action.
 6. Establish and maintain a filing system for all mail, both In and Out.
 7. Correspondence can be filed numerically or by subject.
 8. Related items of correspondence can be placed together.

Function: Governance

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Policy Number: G8

Appendix 6(viii)

FORMAT FOR GOOD MINUTES

1. Keep them short, clear and concise, and consistent.
2. Set them out – not too cramped, use headings, and underlining so the subjects, decisions and actions to be taken (and by whom) stand out and are easy to read. Use the Agenda as a basis for the format of minutes.
3. Don't try to record every statement made at the meeting. The minutes are a record of the decisions made – each decision or resolution must be accurately recorded.
4. A copy of the minutes without error or additions (unless initialled and signed by the Secretary and Chairperson, after adoption at the meeting) must be kept as a permanent record of meetings. It is the Chairperson's responsibility to see the minutes are unaltered after adoption and are signed as an accurate record.
5. You must record the names of the mover and seconders of each motion or amendment. Record the numbers for and against if specifically requested by those present.
6. List correspondence, business arising and items for general business by number. Organise all your papers in this order and try and see that the agenda follows this order. Decisions can also be noted on the business papers and then transferred to the minutes later.
7. If minute-taking is a shared or revolving duty, allow each person to perfect their skills by taking minutes for at least 3-4 consecutive meetings.
8. Remember, minutes should communicate and assist evaluation. They ensure accountability and are a permanent record of the group's activities.
9. Send them out as soon as possible after the meeting, so that follow-up action is more easily taken.
10. Include a record of the place, date and time of the next meeting.

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Appendix 6 (ix)

PROCEDURE FOR MOTIONS

A motion needs to be lawful, productive, relevant, appropriate, easily understood and be positive in its intent, eg. “*I move that the facility be an alcohol free zone*”. If the motion does not meet these requirements, it can be rejected by the Chairperson. Reasons must be given for this decision.

Any motion must be “**seconded**” before it can be accepted by the chairperson and opened for debate. There is no legal requirement to record mover and seconder however; it can be done at the committee’s discretion. If there is no seconder, the matter lapses. Once a motion has been moved and seconded, the order of debate is –

- Mover (raised original motion)
- Secunder (allows debate on the motion)
- Speaker against the motion
- Speaker for the motion
- Speaker against the motion
- Speaker for the motion.

The debate continues in this manner until there are no further speakers. A member of the committee may speak no more than once to each motion or amendment at the meeting. The mover may then speak again, but in doing so closes the debate. Once the mover has closed the debate the chairperson must put the motion to a vote.

Amendments

Amendments may be made after the motion. The amendment must:

- be clear and be part of the motion being considered
- have a seconder
- not exceed the power of the meeting
- not be a direct negative of the motion
- be put to the vote before the motion

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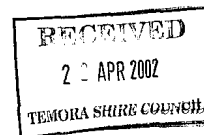
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Appendix 7**LIABILITY EXPOSURES OF SECTION 355 COMMITTEES & VOLUNTARY WORKERS**

JARDINE LLOYD THOMPSON



11 April 2002

Attention: Ms Cathy New

The General Manager
Temora Shire Council
PO Box 262
TEMORA NSW 2666

Risk Services Division

Jardine Lloyd Thompson Pty Ltd
ABN 69 009 098 864
Unit 5, 3rd Floor, 33 Macquarie Street
Dubbo NSW 2830
PO Box 609
Dubbo NSW 2830
<http://www.jlta.com.au>
Telephone 02 9320 2700
Facsimile 02 6884 6747
Direct Dial 02 6884 6744
Email tonks@jlta.com.au

Dear Sir,

LIABILITY EXPOSURES OF SECTION 355 COMMITTEES AND VOLUNTARY WORKERS

It is well-known that at present many community groups are experiencing difficulty in obtaining Public Liability insurance, and that where insurance can be purchased by the groups then the premium costs have risen considerably. The Statewide Mutual Board has become aware that some Councils are establishing such community groups as section 355 committees, or nominating the members of the community groups as "voluntary workers" of Council, in an attempt to include the groups under Council's Statewide Mutual protection.

Statewide Mutual has prepared a letter, which is attached, pointing out that the establishment of a new section 355 committee will constitute a new activity by Council and must be advised to (and agreed by) Statewide Mutual. As Brokers to Council, we also bring to your attention that any claim which arises from the activities of a section 355 committee will be subject to your Public Liability/ Professional Indemnity excess, which is payable by Council. Any new sub-committee must be established and managed in accordance with the Local Government Act, and can only operate in accordance with its delegated authority from Council. A committee established under the Local Government Act will become part of Council, and you should carefully consider your obligations to that committee, including those under the Occupational Health and Safety Act. Also, Council has responsibilities for the actions of its voluntary workers, who are under your control and who may cause personal injury or property damage to third parties for which Council will have a liability.

PERSONAL ACCIDENT COVER FOR VOLUNTARY WORKERS

Where Council agrees to engage further voluntary workers, it should not be assumed that Council's Personal Accident cover will automatically apply to such voluntary workers. This particularly applies where the activities of the new voluntary workers fall outside the usual interpretation of "local government activities". You should notify JLT so that we may obtain the agreement of the insurer, and if necessary negotiate an extra premium.

If the activity is hazardous, insurers may decline to provide cover. An example might be where a Council's Events Co-ordinator arranges for entertainers or persons demonstrating a sport to appear at a Council-organised function. It is doubtful that they can be considered to be "voluntary workers" of Council, or that insurers will agree that they may be included under the Personal Accident scheme for local government.

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In addition, Council should be aware that it has obligations in respect of its voluntary workers. They should be engaged in connection with a Council-organised activity and be registered as volunteers by Council. The Occupational Health and Safety regulations applicable to paid employees should be used in connection with voluntary workers; you are required to ensure that all voluntary workers are suitably trained for their duties, have suitable clothing and are appropriately managed during the voluntary activity.

HOLD HARMLESS AGREEMENTS AND INDEMNIFICATION OF OTHER PARTIES

Council will be aware that contract Wordings which Council is requested to sign may contain "Hold Harmless", "Release" or "Indemnity" clauses, or other clauses which seek to impose liabilities upon Council or which require Council to provide indemnity to outside parties or to release outside parties from liabilities. The clauses are intended to alter the Common Law rights of the parties involved.

As a general rule, the coverage provided by your Public Liability insurance policy (or by your Local Government Scheme Liability protection provider, such as Statewide Mutual) may be reduced or totally negated if the insurer or scheme protection provider is prejudiced by your acceptance of alterations, either to your own or your insurer's Common Law rights, without first obtaining their permission.

It is not practical to list all the types of contracts and agreements which may be involved; however, some of the more common examples include joint ventures, leases, hire, service, maintenance, franchise, cartage, sale and purchase order agreements. The contracts and agreements may be drafted and presented to Council for signature by companies with whom you conduct business, or by authorities such as electricity or communications organisations.

For your protection, please ensure that all contracts and agreements are reviewed prior to execution to identify whether the effects of any clauses are to:

- ◆ impose liabilities on you which would otherwise not arise; or
- ◆ require you to release another party from its liability to you.

Where such clauses are included in an agreement, please notify our office so that we can refer the clauses to your insurers. Please note that generally insurers will **not** agree to provide protection in respect of liabilities which fall outside the policy wordings.

ACCREDITED PLANT LOCATORS

Councils rely on Telstra and other authorities for information on the location of underground cables. Where a Council relies on such information and it is found to be incorrect, then generally Council can successfully defend any action by the authority for damage to the cables and for subsequent losses resulting from the disruption. Where a Council applies to become an accredited plant locator, then that Council should ensure that it does not sign any agreement whereby it agrees to accept liabilities arising from the activity or to indemnify the authority in respect of any liabilities which may arise. We remind Council that the Statewide Mutual Board has already advised that liabilities arising from any "accredited cable location" activities will not be covered by Statewide.

Notwithstanding that **no coverage** will be provided by Statewide, if Council still wishes to pursue accreditation, then it is imperative that you obtain legal advice to ensure that you do not sign contracts or agreements which impose liabilities upon Council or which remove Council's ability to recover from other parties. In fact, all contracts and agreements should be perused by your legal advisers prior to signature by Council.

Document12

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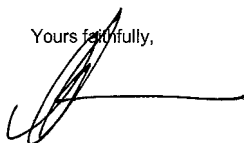
Temora Shire Council

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In summary, we urge Council to notify us of any new activities, or changes in your activities, so that appropriate insurance arrangements can be made where possible. Please feel free to pass a copy of this letter to all sections at Council which may be involved in the issues raised above. If you have any enquiry regarding any of the matters, please contact us and we will be pleased to assist you.

Yours faithfully,



Scott Tonkin
Regional Manager

Encl:

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16 CORRESPONDENCE**16.1 DR PARRY HOMES - REQUEST TO WAIVE DA FEES****File Number:** REP24/809**Author:** Director of Administration & Finance**Authoriser:** Director of Administration & Finance**Attachments:** 1. Dr Parry Homes - Request to Waive DA Fees  **REPORT**

Council is in receipt of correspondence from Dr Parry Memorial Homes who have requested that Council waive the \$29,053.20 Development Application fee for the development of Apollo Place.

This fee is part of the first stage of the approval process (in principle) and does not include the \$11,314.87 planning levy which must be remitted to the State Government Agency. Nor does it include the construction certificate and certification fees which would be levied on a staged basis as the construction is rolled out. It also does not include the section 7.12 contribution which is 1% of the total construction cost and also levied at the construction certificate stage.

In the past it has been Council's practice to make a donation in relation to various fees, rather than waiving the fees. If Council were of the mind to provide assistance to Dr Parry Memorial Homes it could make a donation to offset the cost however as the request for assistance from Dr Parry Homes was only received by Council on 7 August it was not specifically provided for in Council's 2024/25 budget. Council's donation budget for 2024/25 is \$15,000 with a budget remaining of \$13,360. In recent years Council has generally fully expended the donations budget.

Council does have the option to forego the \$29,053.20 income from the Development Application Fee, however this has not been Council's practice in the past.

Council has provided Dr Parry Homes with a 5-year interest free loan for the purchase of the land at Apollo Place along with providing support in preparing grant applications.

Cr Claire McLaren declared a pecuniary interest in relation to item REP24/809, due to a board member of Dr Parry Homes.

Cr Claire McLaren left the meeting at 6:08PM and took no further part in the discussion.

Rob Fisher, Engineering Asset Manager left the meeting at 6:16PM

Rob Fisher, Engineering Asset Manager returned to the meeting at 6:18PM

RESOLUTION 159/2024

Moved: Cr Jason Goode

Seconded: Cr Anthony Irvine

It was resolved that Council add \$29,053.20 to the current 5 year interest free loan.

CARRIED

AMENDMENT

Moved: Cr Nigel Judd

Seconded: Cr Graham Sinclair

That Council make an offer to the Dr Parry Memorial Homes to fund the development application fee plus future construction certificate costs up to the amount of \$280,000 via a 7 year interest free loan.

The amendment was put and lost

The motion was then put and carried

Report by Elizabeth Smith

Cr Claire McLaren returned to the meeting at 6:32PM.



Dr Parry Memorial Homes Inc.

www.drparrymemorialhomes.com.au

P.O. Box 301, Temora NSW 2666

To The General Manager,

Temora Shire Council,

Dear Mel,

Request to Waive - Apollo Place Development Application Fee

Dr Parry Memorial Homes Inc. would like to request that Temora Shire Council waive the development application fee of \$29,053.20 for the Apollo Place development. We understand that we will have to pay the Strategic Planning Levy of \$11,314.87.

The Apollo Place housing project is an important development for the Temora Shire. It will make a significant contribution to address the housing crisis that Temora is currently facing and that will persist into the future. The development will address the demand for affordable housing within Temora's aging population.

We appreciate the assistance of the Temora Shire Council in making this development a reality for our community and would greatly appreciate it if Council would waive the development application fees.



Yours faithfully,

Allan Gallagher

President

Dr Parry memorial Homes inc.

7th August, 2024.

16.2 SOROPTIMIST INTERNATIONAL - 2024 RURAL WOMENS DAY AWARDS**File Number:** REP24/845**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:**
1. 2024 Rural Womens Day Awards [↓](#) 
2. 2024 Half the Sky [↓](#) **REPORT**

Soroptimist International South West Slopes is organising an awards program to coincide with Rural Women's Day – "Half the Sky Awards" and will be presented at an afternoon event in Temora on Saturday 12 October 2024. The awards are to recognise women who contribute much to the local region.

Requesting financial support from Council in the amount of \$1,000. This amount will be used in two ways:

- \$500 for the awards program specifically – marketing, encouraging nominations, prizes etc.
- \$500 for the awards ceremony to be held in Temora – venue hire, publicity.

Council's contribution to the awards would be recognised through social media and other publicity activities.

Council donated \$500.00 in 2023 toward the event.

NOTE: Donations for 2024/2025 are \$1,640 with a total budget of \$15,000. \$13,360 budget remaining.

RESOLUTION 160/2024

Moved: Cr Belinda Bushell

Seconded: Cr Claire McLaren

It was resolved that Council donate \$1,000 divided pursuant to the report.

CARRIED

AMENDMENT

Moved: Cr Graham Sinclair

Seconded: Cr Anthony Irvine

That Council donates \$500 to the Soroptimist International 2024 Women's Day Awards

The amendment was put and carried and became the motion.

The motion was then put and carried



Seroptimist International South East Asia Pacific

South West Slopes

a global voice for women

Sunday, 11 August 2024

Ms Melissa Boxall
General Manager
Temora Shire Council

Via email: mboxall@temora.nsw.gov.au

Dear Ms Boxall,

Following on from the success of our inaugural 'Half the Sky' Awards last year, we are pleased to announce that the 2024 Awards programme recognising rural women will soon be launched.

Seroptimist International South West Slopes is so grateful for the support of Temora Shire Council last year, which helped to make the awards such a great success. The feedback from all award nominees, finalists, and winners was overwhelmingly positive, with these women very much appreciating the opportunity to be recognised for their achievements in their professional life and in the community.

With that in mind, we invite Temora Shire Council to partner with us again to present the 2024 'Half the Sky' Awards.

Background information

As you may recall, the purpose of the awards is to identify, recognise and reward the wonderful women in the South West Slopes region for their achievements. Coinciding with Rural Women's Day, the Awards will be presented at a special afternoon event in Temora on Saturday 12 October 2024. (Exact venue details to be confirmed.)

'Half the Sky' Awards recognising rural women

Awards will again be presented in the following categories:

- 'Woman To Watch' – women aged 18 - 30 years, for special achievement in any aspect of her life.
- Professional / Business – for special achievement in business or the professions.
- Community – for extraordinary contribution to the community
- 'Golden' – for women aged 60+ years, for memorable achievements during any stage of her life.
- First Nations – recognising an indigenous Australian woman for her achievements and contribution from any of the above categories.

Nominations will be open in the coming days.

Seroptimist International of South West Slopes Inc.
Y1530347
All correspondence to: sisouthwestslopes@siswp.org

President: Denise Clements
Secretary: Sonia Casanova
Treasurer: Julie Wynd



Soroptimist International South East Asia Pacific

South West Slopes

a global voice for women

Support from Council

We invite Council to join Soroptimist South West Slopes as the Presenting Partner of these awards with a financial contribution of \$1,000. This will be used in two important ways:

- Supporting the Awards programme (e.g. promotion, encouraging nominations, prizes, etc.)
- Support the Awards ceremony to be held in Temora (e.g. venue hire, publicity, etc.)

A Sponsorship Prospectus is attached that outlines all the benefits that are offered in recognition of Council's support. We would also be pleased to customise the benefits, as needed. We'd also be delighted if you (or your representative) would once again attend the special ceremony on 12 October.

If more information is needed about the awards and/or Council's involvement, please contact Sonia Casanova on 0414 673 916 or email sisouthwestslopes@siswp.org. Sonia is heading up our Awards working group and will be able to provide more information.

Thank you in advance for your consideration of our request, and for your ongoing support of Soroptimist International South West Slopes.

Sincerely,

Denise Clements

Denise Clements
President
SI South West Slopes

Half the Sky

Awards recognising rural women

2024 Awards Sponsorship Prospectus

Brought to you by
Soroptimist International South West Slopes



Why ‘Half the Sky’?

An ancient Chinese proverb tells us that “women hold up half the sky”, recognising that women are valuable contributors to our world.

We see evidence of this every day in our communities, yet women are often overlooked for formal acknowledgment of their achievements. Between 1975 - 2016, only 30% of Order of Australia honours have been awarded to women, and the number of women named ‘Australian of the Year’ is under 20%.

To recognise all the wonderful women in our region for their achievements, Soroptimist International South West Slopes organised the first **‘Half the Sky’ Awards** in 2023.

Following the success of the inaugural Awards, we will be hosting the second annual **‘Half the Sky’ Awards** in 2024 to coincide with Rural Women’s Day.

Awards will be presented in five categories:

- ‘*Woman to Watch*’ - women aged 18-30 years.
- Professional / Business - achievement in business or the professions.
- Community - for extraordinary contribution to the community.
- ‘*Golden*’ - women aged 60+ years.
- First Nations - recognising an indigenous Australian woman.

We invite you to partner with us to present the 2024 ‘Half the Sky’ Awards.

Your financial contribution will assist us to cover costs associated with operating the Awards program and support other Soroptimist projects to help local women and girls.

Awards schedule

Nominations open: Sunday, 11 August 2024

Nominations close: Saturday, 14 September 2024

Finalists announced: Saturday, 21 September 2024

Awards presented: Saturday, 12 October 2024

Award nominees, their family and friends, and members of the community are invited to attend the Awards presentation at a special Afternoon Tea event.

2023 Highlights



About Soroptimist International

As a worldwide service organisation for women, Soroptimists are committed to a world where women and girls achieve their individual and collective potential, realise aspirations and have an equal voice in creating strong, peaceful communities worldwide.

Presenting Sponsor *(One only)*

\$1,000

Benefits:

- 2 complimentary tickets to Awards presentation event
- Invitation to address guests at Awards presentation (5 minutes)
- Special acknowledgement by MC as the presenting sponsor at event
- Logo placement on event programme
- Promotional banner on display at event
- Promotional marketing collateral can be distributed to event guests
- Sponsorship acknowledgement on social media
- Guaranteed category exclusivity (no other competing sponsors)

Award Category Sponsor *(Five only)*

\$250

Benefits:

- 1 complimentary ticket to Awards presentation event
- Invitation to present your category Award to winner
- Special acknowledgement by MC as award category sponsor at event
- Logo placement on event programme
- Sponsorship acknowledgement on social media

Supporting Sponsor

\$100

Benefits:

- Special acknowledgement by MC as supporting sponsor at event
- Logo placement on event programme
- Sponsorship acknowledgement on social media

In-kind Sponsor

In-kind

We welcome the donation of goods and services to help us run the Awards programme and the presentation event. Benefits will be agreed with each in-kind sponsor individually.

2024 'Half the Sky' Awards - Sponsorship Form

Thank you for your support. Please complete your details in the form below and indicate your chosen sponsorship package.

Business:	
Contact name:	
Contact email:	
Contact phone:	
Sponsorship package:	<input type="checkbox"/> Presenting sponsor (\$1,000) <input type="checkbox"/> Awards category sponsor (\$250) <input type="checkbox"/> Supporting sponsor (\$100) <input type="checkbox"/> In-kind sponsor (include goods or services to be provided below) <hr/>

Next steps:

Please return this completed form and your business logo (in high quality JPG format) to:

Sonia Casanova
 Awards programme coordinator
 sisouthwestslopes@siswp.com

To assist us in providing all the sponsor benefits outlined in this proposal, please return this form as soon as possible.

17 BUSINESS WITH NOTICE

Nil

18 NOTICE OF MOTION

Nil

19 BUSINESS WITHOUT NOTICE - URGENT

20 COUNCILLORS INFORMATION PAPER**RESOLUTION 161/2024**

Moved: Cr Jason Goode

Seconded: Cr Belinda Bushell

It was resolved that the Information Reports be received.

CARRIED

20.1 WALK & TALK TOUR - 2024

File Number: REP24/807

Author: Executive Assistant

Authoriser: General Manager

Attachments: Nil

The Walk & Talk tour was conducted 7 March 2024 on Hoskins Street and then again on the north end and south end of Hoskins Street together with the Industrial Estate on the 1 August 2024 by Mayor Rick Firman, Deputy Mayor Graham Sinclair and General Manager Melissa Boxall.

Overall, the feedback was very positive. No concerns with everything as Council is doing a wonderful job.

Some specific matters related to the following.

- Crossing near the newsagent
- Trip hazards noted
- Signage be moved
- Hoskins Street pavement edge
- Business owners parking in the main street
- Scooters/bike riding on the footpath – Hoskins Street

Industrial

- Generally, most satisfied
- Reference to tree removal
- Trucks parking in front of business
- Problematic water due to heavy rain
- Human faeces outside business

It was very pleasing to hear so many positive comments about Council and the great work that is undertaken.

Report by Melissa Boxall

General Manager

20.2 WORKS REPORT - JULY 2024

File Number: REP24/819
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

Main Roads

- MR 57 Goldfields Way – inspection and routine maintenance
- MR 84 Burley Griffin Way – inspection and routine maintenance
- MR 84 Pucawan Project
- MR 84 Shoulder Project – Tree planting

Local Roads

- Howards Road upgrade
- Traegers Lane resheet
- Goeschs Lane resheet
- Rees Lane resheet
- Maintenance grading – Mimosa Station Road, Fergussons Road, Bundawarra Road
- Slashing and spraying
- Old Cootamundra Road edge sealing

Urban Temora & Aria Park

- Urban slashing and spraying
- Parks and sporting field maintenance items
- Bradley Park upgrade
- Little Crowley Street upgrade
- Service locating on Victoria Street drainage works
- Ness's lane pipe culvert installation
- Reynolds Lane pipe culvert installation
- Lake Centenary Walking Track Bridge – service location for foundations
- Nixon Park seat and fence repair
- Narraburra St upgrade
- Speed Advisory signs on various local roads

Works planned for August 2024

- Howards Road upgrade – Bridge culverts
- Narraburra Street upgrade
- Rees Lane resheet
- Goeschs Lane resheet
- Old Cootamundra Road pipe culverts and cut off walls
- Victoria Street pipe culverts/near Blackwells engineering
- Pucawan upgrade project
- Little Crowley Street upgrade
- Pipe culverts on Morangarell Road
- Maintenance grading of rural roads, Old Wagga South, Byrnes Road, Wynds Lane, Trigalong Road
- Weed spraying and slashing.
- Nixons Lane pipes and cutoff wall

Report by Pat Kay

20.3 BUILDING APPROVALS - JULY 2024

File Number: REP24/827
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 15/2024 – Lot 4; DP 26829 – 177 Baker Street, Temora – Construction of a New Dwelling
- ✓ CC 18/2024 – Lot 2; DP 304694 – 46 Cootamundra Road, Temora – Construction of 6 x 2 Bedroom Units
- ✓ DA/CC 19/2024 – Lot 39; DP 1082604 – 1 Spitfire Drive, Temora – Internal Additions and Alterations to Existing Hangar
- ✓ DA/CC 28/2024 – Lot 15; DP 1046561 – 1 Kurrawong Street, Temora – Construction of a Residential Storage Shed/Garage
- ✓ DA/CC 29/2024 – Lot 39; DP 1304379 – 8 Hawkins Street, Temora – Construction of a New Dwelling
- ✓ DA/CC 30/2024 – Lot 19; DP 1304379 – 7 Anderson Street, Temora – Construction of a New Dwelling
- ✓ DA/CC 32/2024 – Lot 2; DP 21319 – 2/165 Baker Street, Temora – Construction of a Patio/Verandah
- ✓ DA/CC 33/2024 – Lot 21; DP 1264379 – 191 Kitchener Road, Temora – Construction of a Residential Storage Shed/Garage
- ✓ DA/CC 34/2024 – Lot 20; DP 1304379 – 9 Anderson Street, Temora – Construction of a New Dwelling with a Detached Granny Flat
- ✓ DA/CC 37/2024 – Lot 8; Section C; DP 7293 – 23-33 Chifley Street, Temora – Construction of a Steel Framed Storage Shed
- ✓ CC 40/2024 (72/2023 MOD) – Lot 1; DP 572118 – 128 Porters Road, Springdale – Stage 1

COMPLYING DEVELOPMENT CONSENTS ISSUED

- ✓ CDC 6/2024 – Lot 50; DP 1304379 – 53 Bundawarra Road, Temora – Construction of a Residential Storage Shed/Garage
- ✓ CDC 7/2024 – Lot 3; DP 1304379 – 20 French Street, Temora – Construction of a New Dwelling
- ✓ CDC 8/2024 – Lot 2; DP 20432 – 142 Kitchener Road, Temora – Residential Dwelling Additions and Alterations
- ✓ CDC 9/2024 – Lot 6; DP 14031 – 91 Bridges Street, Temora – Construction of a Carport and Pergola
- ✓ CDC 10/2024 – Lot 6; DP 1236963 – 81 Mansfield Road, Temora – Steel Framed Extension to Existing Shed
- ✓ CDC 11/2024 – Lot 19; DP 1236963 – 7 Leary Place, Temora – Installation of an Inground Swimming Pool

20.4 REGULATORY CONTROL - JUNE & JULY 2024

File Number: REP24/821
Author: Secretary Engineering
Authoriser: General Manager
Attachments: Nil

Item	Inspection/ Incidents (Number)	Orders Issued Y/N	Penalty Infringement Y/N	Notes
Illegal Parking	9	No	No	9x inspections <ul style="list-style-type: none"> - 2 warned - 1 impound - 3 no issues - 2 infringement notices - 1 report to police
Scooters & Bikes	4	No	No	3x dumped bike <ul style="list-style-type: none"> - Disposed 1x warning issued to school kids riding on the road
School Zones	97	No	No	97x inspections
Noise	5	Yes	No	2x report of barking dogs 1x rooster 1x motorbikes (all hours) 1x noise complaints
Air Quality	0	No	No	NIL reports
Illegal Dumping/Littering	6	No	No	6x reports <ul style="list-style-type: none"> - Household - Lawn mower - Pallets - Trolleys
Overgrown/Untidy Blocks	5	No	No	5x inspections
Lake Walking Track	103	No	No	103x inspections – no issues
Animal Welfare	28	No	No	28x inspections, ongoing matters, wandering dogs, fox complaints, welfare concerns
Dangerous Dogs	8	No	No	8x report <ul style="list-style-type: none"> - 2x dog attack - livestock - 1x dog attack – person - 1x report to police on dog attack - 2x no issue found - 1x monitor - 1x spoke to owner
Impounded	9	No	No	9x dogs – pound
Noise Animals	9	No	No	9x inspections <ul style="list-style-type: none"> - 3x no issue

				- 4x dogs - 1x rooster
Nuisance Animals / Trapping	18	No	No	18x inspections/trapping
Dead Animal Removal	6	No	No	1x dead sheep 2x dead kangaroo 3x dead 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	6	No	No	6x inspections/call outs
Fruit Fly	0	No	No	NIL
Euthanised	5	No	No	5x feral cat
Other		No	No	22x pound clean and feed 2x lock Teal Street 14x town checks/inspections 11x reports – nothing found/completed

Report by Ross Gillard

20.5 BORROWINGS

File Number: REP24/817
Author: Director of Administration & Finance
Authoriser: Director of Administration & Finance
Attachments: Nil

Council's borrowings are set out in the table below.

Purpose	Loan Amount	Interest Rate	Annual P + I Payments	Balance @ 31/7/2024	Term	End Date
Depot Purchase	\$2,000,000	3.1%	\$283,242	\$547,227	8 yrs	2026
SIL House	\$1,000,000	1.45%	\$132,616	\$514,469	8 yrs	2028
Swimming Pool Upgrade	\$1,210,280	3.29 %	\$82,831	\$1,110,256	20 yrs	2042
Totals			\$498,689	\$2,171,952		

Report by Elizabeth Smith

20.6 CASH & INVESTMENTS FOR THE PERIOD ENDED 31 JULY 2024

File Number: REP24/820

Author: Executive Assistant

Authoriser: General Manager


Attachments: 1. Cash & Investments [↓](#) 



Temora Shire Council
Cash & Investments
For the period ended 31st July 2024

	Original Budget 2024/25	Revised Budget 2024/25	Actual YTD Figures
Externally Restricted			
Sewerage Services	5,533,369	5,533,369	4,060,182
Domestic Waste Management	1,472,375	1,472,375	1,569,437
Stormwater Drainage Flood Studies & Construction Programs	341,496	341,496	463,068
S94 Contributions	615,463	615,463	589,067
Unspent Restricted Grants	1,542,066	1,542,066	1,521,383
Pinnacle Externally Restricted	1,046,801	1,046,801	997,326
Total Externally Restricted	10,551,570	10,551,570	9,200,462
Internally Restricted			
Pinnacle Internally Restricted	3,811,449	3,811,449	3,944,336
Other Waste Management	529,439	529,439	536,228
Leave Reserves	2,260,710	2,260,710	2,260,710
Roads Reserve	500,000	500,000	500,000
Local Roads	2,560,490	2,560,490	1,964,404
FAGS Received in Advance	2,814,358	2,814,358	0
Industrial Development	103,126	103,126	0
Plant & Vehicle	500,000	500,000	500,000
Gravel Royalty	978,808	978,808	847,095
Ariah Park Tip Fee Contributions	9,840	9,840	9,840
Medical Complex Development	41,009	41,009	41,009
Infrastructure *	669,317	669,317	1,190,430
Infrastructure - Airpark Estate	203,565	203,565	203,565
Digital Two Way Radio Upgrade	95,000	95,000	95,000
Computer Upgrade	120,759	120,759	285,040
Sports Council Requirements	63,018	63,018	62,217
Youth Donations	2,495	2,495	2,426
Revotes	855,668	855,668	1,097,186
Airside Maintenance	187,511	187,511	149,101
Temora Agricultural Innovation Centre Maintenance Reserve	4,737	4,737	28,036
Regional Local & Emergency Roads Repair Program	1,782,979	1,782,979	3,436,238
Heritage Grants	15,000	15,000	15,000
Total Internally Restricted	18,109,278	18,109,278	17,167,862
Total Restricted Reserves	28,660,848	28,660,848	26,368,323
*Infrastructure reserve contains \$119,380 of funds which are not allocated to specific projects			
Cash & Investments			
Westpac Cheque Account			530,397
AMP Business Saver Account			1,031,546
AMP Notice Account			883,571
Macquarie Bank Cash Management Accelerator Account			855,320
Westpac Cash Reserve			5,832,244
Term Deposits held with:			
Bank of Queensland			2,000,000
National Australia Bank			12,991,575
AMP Bank			530,989
Northern Territory Treasury Bonds			500,000
Australian Equity Bank			2,032,264
My State			1,514,692
Great Southern Bank			1,000,000
Total Cash & Investments	28,660,848	28,660,848	29,702,598
Less Funds required for operational purposes			(1,000,000)
Cash & Investments Available for Reserves	28,660,848	28,660,848	28,702,598
Funding Surplus			2,334,274

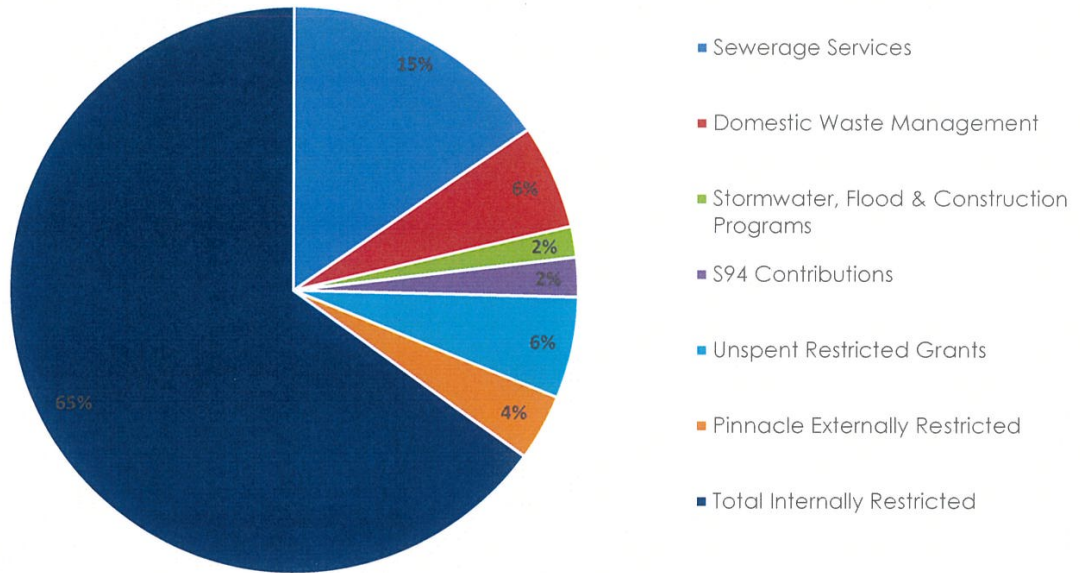
I certify that the investments have been made in accordance with the Act, the Regulations and Council's actual Investment Policy.


Elizabeth Smith



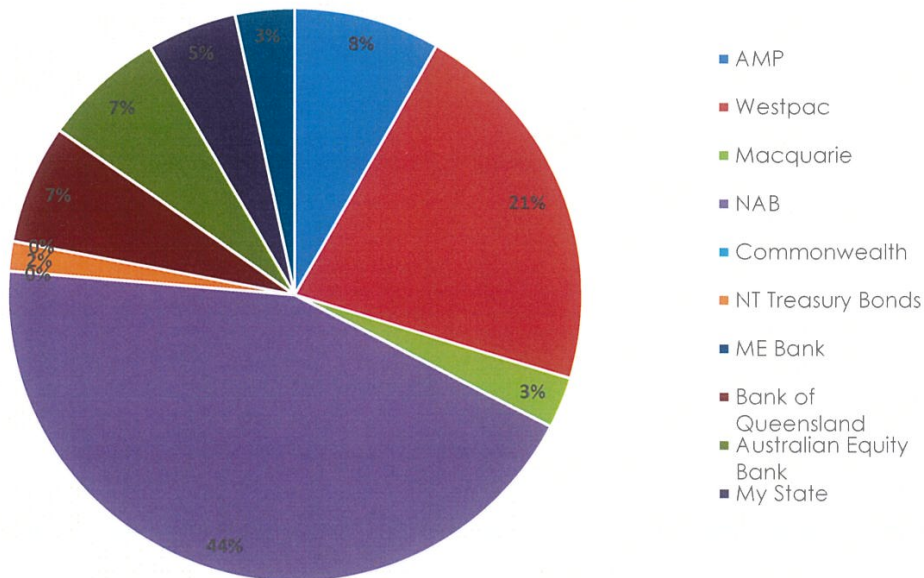
Temora Shire Council
Cash & Investments
 For the period ended 31st July 2024

Restricted Reserves



Graph One - Proportion of reserves externally restricted compared to reserves internally restricted - with externally restricted reserves divided into purpose.

Financial Institutions



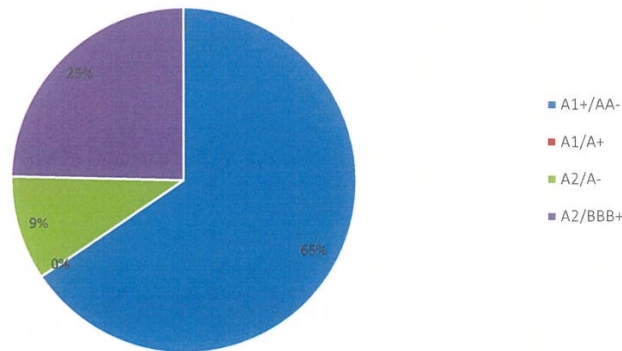
Graph Two - Proportion of cash held with each financial institution.



Temora Shire Council
Cash & Investments
 For the period ended 31st July, 2024

Institution	Rating	Type	Date Lodged	Rate	Term (days)	Maturity Date	Amount Invested	Institution Total
Cash Held								
Westpac Bank	A1+/AA-	Cheque account		0.00%			530,397.36	
Westpac Bank	A1+/AA-	Cash Reserve		1.35%			5,832,243.57	6,362,640.93
Macquarie Bank	A1/A+	Cash Management Accelerator Account		4.75%			855,320.09	855,320.09
AMP Bank	A2/BBB+	Business Saver		3.30%			1,031,546.11	
AMP Bank	A2/BBB+	31 Day Notice Account		5.20%	31		883,570.68	1,915,116.79
							Total Cash Held	9,133,077.81
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	4/12/23	5.30%	373	11/12/24	500,000.00	2,000,000.00
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	29/11/23	5.20%	259	14/08/24	536,781.67	
National Australia Bank		Term Deposit	8/09/21	0.80%	1097	9/09/24	504,415.11	
National Australia Bank		Term Deposit	15/11/23	5.35%	365	14/11/24	528,665.43	
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	29/11/23	5.20%	259	14/08/24	531,864.40	
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	19/12/23	5.10%	281	25/09/24	500,863.02	
National Australia Bank		Term Deposit	16/08/23	5.20%	364	14/08/24	509,469.87	
National Australia Bank		Term Deposit	27/09/23	5.30%	364	25/09/24	512,278.77	
National Australia Bank		Term Deposit	11/10/23	5.15%	371	16/10/24	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	20/12/23	5.10%	364	18/12/24	1,000,000.00	
National Australia Bank		Term Deposit	20/12/23	5.10%	343	27/11/24	530,000.00	12,991,575.43
AMP Bank	A2/BBB+	Term Deposit	15/02/24	4.75%	286	27/11/24	530,988.67	530,988.67
Northern Territory Treasury		Treasury Bonds	31/05/21	1.30%	1841	15/06/26	500,000.00	500,000.00
Australian Equity Bank	A2/BBB+	Term Deposit	24/01/24	5.10%	280	30/10/24	1,032,264.11	
Australian Equity Bank		Term Deposit	28/06/23	5.40%	427	28/08/24	1,000,000.00	2,032,264.11
My State Bank	A2/BBB+	Term Deposit	10/01/24	5.10%	364	8/01/25	514,691.78	
		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	1,514,691.78
Great Southern Bank	A2/BBB+	Term Deposit	28/03/24	5.10%	307	29/01/25	1,000,000.00	1,000,000.00
							20,569,519.99	20,569,519.99
Total Cash & Investments								29,702,597.80

Standard & Pooers Short Term/Long Term Credit Ratings





Graph One - proportion of investments held by Standard & Pooers credit ratings.

20.7 RATES REPORT - JULY 2024

File Number: REP24/789

Author: Executive Assistant

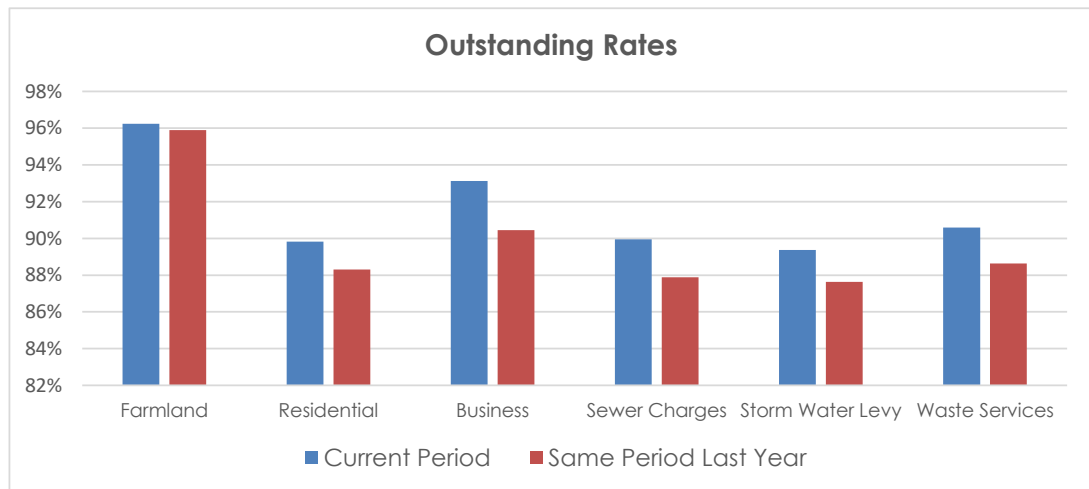
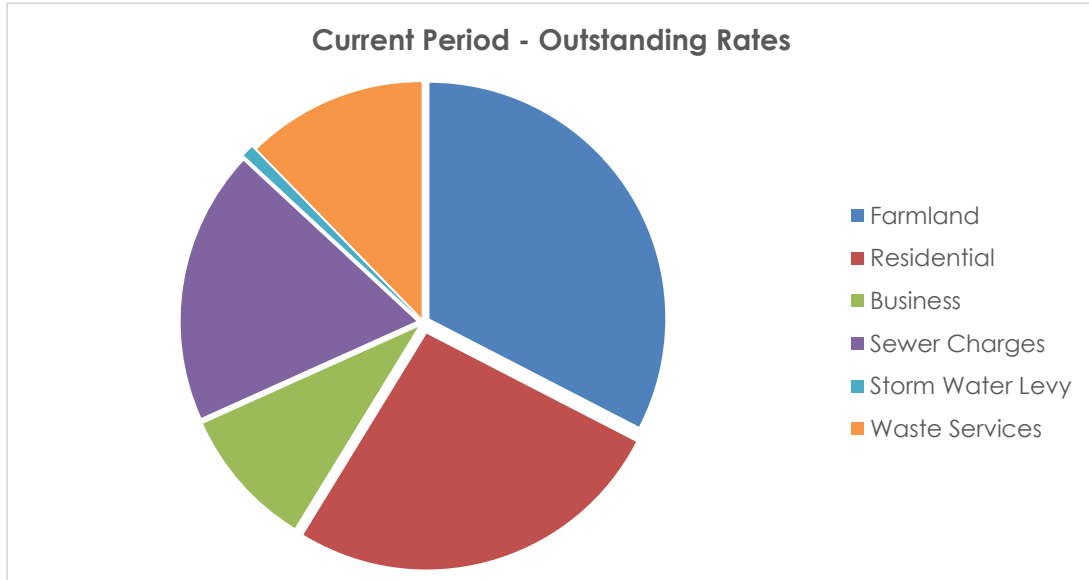
Authoriser: General Manager

- Attachments:**
1. Rates Collection [↓](#) 
 2. Rates Chart [↓](#) 



Temora Shire Council
Rates Collections
 For the period ended 31 July, 2024

General Rates Category	Total Rates Levied (Incl Arrears)	Pension Rebates	Payments	Same Period last year	
				Rates Outstanding \$	Rates Outstanding %
Fairland	2,228,305.44	(2,965.09)	(83,794.78)	2,141,545.57	96%
Residential Temora - Occupied	1,565,955.19	(72,450.19)	(145,262.42)	1,348,242.58	90%
Residential Temora - Vacant	103,824.08	0.00	(6,968.63)	96,855.45	93%
Residential - Ariah Park	91,916.88	(6,650.47)	(9,021.02)	76,245.39	89%
Residential - Springdale	15,424.10	(1,044.39)	(1,838.95)	12,540.76	87%
Rural Residential	176,973.66	(9,398.42)	(23,911.74)	143,663.50	86%
Residential - Temora Aviation	51,604.60	(728.29)	(7,950.03)	42,926.28	84%
Business Temora - Hoskins Street	301,118.38		(27,397.25)	273,721.13	91%
Business Temora - Town	304,188.54		(15,197.95)	288,990.59	95%
Business Temora - Aviation	30,261.25		(2,286.24)	27,975.01	92%
Business - Ariah Park	25,806.89		(1,378.18)	24,428.71	95%
Business - Other	11,049.82		0.00	11,049.82	100%
Services					
Residential Sewer Charges	1,275,624.68	(35,320.86)	(121,950.57)	1,118,353.25	90%
Non-Residential Sewer Access & Usage Charges	120,909.19		(14,959.01)	105,950.18	88%
Storm Water Levy	58,284.56		(6,194.88)	52,089.68	89%
Domestic & Rural Waste Services	769,240.14	(37,286.84)	(74,738.46)	657,214.84	90%
Trade Waste Services	161,061.30		(9,254.03)	151,807.27	94%
Overpayments	(133,402.25)		107,524.14	(25,878.11)	
Legal charges	13,992.90		(153.85)	13,839.05	
Total	7,172,139.35	(165,844.55)	(444,733.85)	6,561,560.95	92%
				6,101,467.20	92%




20.8 TEMORA MEMORIAL TOWN HALL - INCOME & EXPENDITURE JULY 2024

File Number: REP24/814

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Town Hall [↓](#) 



Temora Shire Council

Temora Memorial Town Hall**Income & Expenditure**

For the period ended 31st July, 2024


	Current YTD	Prior YTD
Income		
Facility Hire	1,736	1,665
Other Sundry Income	-	-
Total Income	1,736	1,665
Expenditure		
Utilities		
Electricity & Gas	(823)	(1,102)
Rates	-	(3,763)
Water	-	(134)
Cleaning	(1,133)	(1,181)
Maintenance	(5,844)	(2,034)
Administration		
Employee Costs	(567)	(489)
Depreciation	-	-
Insurance	-	(28,424)
Organisation Support Costs	-	-
Other/Miscellaneous	-	-
Total Expenditure	(8,367)	(37,127)
Total Town Hall Surplus/(Deficit)	(6,630)	(35,462)
Internal Hire/Donation	-	160

20.9 TEMORA TOWN HALL THEATRE - JULY 2024

File Number: REP24/811

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 July, 2024


	Current YTD	Previous YTD
Candy Bar		
Income	5,975	4,407
Purchases	(1,484)	(970)
	4,491	3,437
Admissions		
Income	13,877	7,735
Gold Class Ticket Sales	412	-
Audio Visual Purchases	(1,350)	(5,644)
	12,939	2,091
Other Income		
Facility Hire	1,025	191
	1,025	191
Other Costs		
Bank Fees	(85)	(101)
Cleaning	(1,087)	(309)
Computer Costs	(408)	(80)
Event Catering Expenses	-	(273)
Insurance	-	(7,446)
Rates & Electricity	(341)	(1,993)
Employee Costs	(3,235)	(2,389)
Sundry Expenses	15	-
Telephone & Internet	(121)	-
Volunteer Support	(63)	-
	(5,324)	(12,590)
Total Cinema Surplus/(Deficit)	\$ 13,131	(\$ 6,870)
Internal Hire/Donation	-	-

20.10 PERFORMING ARTS MINUTES HELD 1 JULY 2024

File Number: REP24/724

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Performing Arts [↓](#) 

Temora Performing Arts Meeting 1st July, 2024

Meeting commenced at 5:20 pm

Present: Fran Cahill, Dorothy Anderson, Fay Webb, Josie Holloway, Susan Jeri

Apologies:, Graham Trewin

Minutes: from meeting 3rd June were read and accepted.

Business Arising: February meeting cancelled as no business to discuss

Treasurer's Report: \$590.00 from the Choral Connections concert was banked.

Balance at 30.6.2024 \$4,555.32

Moved : Dorothy, Seconded: Josie. Carried

Correspondence: Nil

General Business:

Notes from the Imagine meeting were read.

Fran to check on the availability of the Town hall in November for a possible concert with Larissa Burak, and to check with her if any suit.

Fran will invoice Robert Luke for Louise's time working for him: 2 hours at \$45/hr

Next Meeting: Monday 5th August, 2024 at 5:15 pm at the Ex-Services Club. Check with reception for venue.

Meeting closed: 5.40pm

20.11 IMAGINE TEMORA MINUTES HELD 9 JULY 2024

File Number: REP24/722

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Imagine Temora [↓](#) 

Temora Shire Council - Imagine Temora Committee

Minutes of Meeting held Temora Art Centre 9 July 2024 at 5.05pm

Present:

Louise Adams, Jeremy, Fran Cahill, Robert Luke (RJ Luke Entertainment), Lindy Reinhold (Chair), Susan Jeri, Susan Hunn.

Apologies:

Yianni Johns, Scott Hayman, Ken Davis

Apologies accepted:

Moved: Lindy

Seconded: Fran

Minutes from previous Meeting adopted:

Read by Louise Adams

Moved – Susan Jeri

Seconded - Fran

Business arising from previous meeting:

Performing Arts have invoiced RJ Luke for Louise's volunteer time manning the door at his Abba Tribute night, \$75 donated to Performing Arts.

Imagine's planned Aria Park concert on 21 September has been cancelled. Imagine had received an invoice from the AP Hall committee confirming the booking for the night. Rob Luke, on behalf of Imagine, proceeded with setting up Sticky tickets, ordering promotional flyers and booking the artist, four days later we received news that our hall booking had been cancelled. Due to the possibility of future hall bookings being so uncertain Imagine resolved with a unanimous vote that the possibility of incurring cancellation fees etc., which Imagine have no funds to pay, would be too risky to proceed with another event in Aria Park. Louise is to write to Aria Park Projects Committee thanking them for their offer of financial assistance for an event and explaining why Imagine won't be going ahead with an event in Aria Park.

Particular items of business: Discussion regarding U3A's request for assistance with funding for their upcoming membership drive/renewal and movie night (The Dish). Sue James has volunteered as projectionist for the night, they have the screenrights licence. They requested \$180 to cover the hire of the cinema.

A motion was moved for the Imagine committee to vote on the request.

Moved – Louise Adams

Seconded – Lindy

Motion carried.

The subsequent vote was unanimous. It was resolved Imagine Temora will support U3A's request for 'In kind support' for the event.

General business/Around the Room Update:

TSC- A pastel exhibition is currently on display at the Art Centre.

This weekend is the last for the Art Trail.

A composer will be in residence composing a multi instrument piece inspired by the National Galleries Chrysanthemum work currently on display at the centre.

Temora Community Centre and Soroptimist Group are planning on running a variety of sessions at the Centre.

Three pottery wheels have been loaned (long term) by the Temora High School.

Motion Arts – Play ‘Home For Christmas’ is in the pipeline with auditions being held recently.

They are participating in an event during Warbirds Downunder in October and the Temora Show in September.

They are also planning a radio play in 2025 and a pantomime in 2026.

Susan Hunn did a stand-up comedy routine at a recent Wagga open mike night- very well received.

Performing Arts – Hoping to hold a concert in November, Marissa Burak, vocal and instrumental – in planning stage.

Women’s Network- Nothing planned for now.

RJ Entertainment- Abba and BeeGees concert at the Town Hall was very well received with a good crowd. The first Hall Concert at Marrar was well attended. Marrar Football and Netball club ran a bar and are very happy to attend future events to run a bar. RJ is planning more concerts in Spring when the weather warms up. The Railway Hotel will have a guitarist playing Sunday July 14 at 2pm, the performance will be free to attend.

TADVAC- Monday Pottery was well attended, drop ins Tues, Wed and Thurs are always well attended.

U3A – Starting ukulele sessions on Wed July 31 at the Arts Centre, \$5pp per session. Vera Allen is the contact person. Planning a movie night and membership drive on 21 August.

Correspondence – inward and outward:- Out - Nil

In - Invoice from AP Hall committee, emails re AP hall booking.

U3A requesting financial assistance with membership renewal/movie night.

Letter from Temora Shire Council re Mayoral reception for Volunteers Week.

Performing Arts July meeting minutes.

Next meeting - 13 August 2024. 5pm.

Meeting closed 5.44pm

20.12 TEMORA HISTORICAL SOCIETY MINUTES HELD 11 JULY 2024

File Number: REP24/768

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Temora Historical Society [↓](#) 

**MINUTES OF THE GENERAL MEETING
OF THE TEMORA HISTORICAL SOCIETY Inc.
held at the museum on 11th July 2024**

Meeting commenced at 7.27pm

Present: Ken Hewett (Chair), Neil Martin, Robert Maslin, Sue & Graham Crawford, John Harris, Bob Ingram, Brian Durham, Bill Speirs, Col Perry.

Apologies: Brian Jennings, Kate Hewett, Ken Morton, Cr. Max Oliver, Caroline & John Clark, Steve Holden, Len Stimson, John O'Connor

MOVED that the apologies be received. Robert Maslin / Neil Martin - carried.

Minutes:

MOVED that the minutes of the general meeting of the Temora Historical Society held on 9th May 2024 be accepted as a true and accurate record. Brian Durham / Graham Crawford – carried.

Business Arising from the minutes:

Bill reported that Stephen Finlay's collection of model ambulances had been received and organised and is presently in storage awaiting further processing.

Ken noted that the Temora Independent print cases had been relocated to the museum and Denise from the Boorowa Museum will visit shortly.

Neil has restored the lighting in the Pioneer's cottage, shearing shed and volunteer's kitchen.

Bill advised that the new directional signage for the main exhibition building had been completed and installed. Development of the new site map and promotional brochure is also progressing well.

The Volunteer's Barbeque has been arranged for Saturday 3rd August.

Correspondence:

MOVED that the correspondence be received and dealt with as read. John Harris / Robert Maslin – carried

Summary as attached.

Treasurer's Report: The treasurer reported an income since 10th May 2024 of \$5,270.20, an expenditure of \$1,394.00 and a Closing Balance, on 24th June 2024, of \$67,332.45 in the Society's working A/c.

MOVED that the Treasurer's reports be accepted. Ken Hewett / Col Perry – carried.

Manager's Report: as attached.

Curator's Reports:

Tractors. Robert advised that the McDonald tractor is now in working order.

Rural Fire Service. The Society has been invited to support the Coolamon museum exhibition in October by providing vehicles from the CEC. The matter has been referred to Steve Holden who will respond on behalf of the Society.

Ambulance Museum. The Honour Roll has been amended to correct some misinformation and consultation with Steven Tougher's family is presently being undertaken with a view to adding his name to the Roll.

Printing. One of the print cases from the Independent has been added to the Printing Exhibition.

Wagon Shed. Brian Durham and Ken Morton have undertaken the restoration of the Fairman Sulky and are producing a transformation in which both the Society and the Fairman family can take pride.

Archives. Graham Wilson and Janice Taylor are progressing well with their catalogue of the Ambulance archive.

All other curators present reported satisfactory progress.

General Business:

Bill advised that he is presently working with Lauren Carr to mount a temporary exhibition in connection with the "Canola Trail" promoted by Temora Shire Council.

MOVED that the Society fund the restoration of the upholstery of the Fairman Sulky. Brian Durham / John Harris – carried.

MOVED that the Society accept the quote from Cleverdons to build and erect the extension to the Header Shed. Robert Maslin / Ken Hewett – carried.

There being no further business the meeting closed at 8.10pm.

20.13 RURAL MUSEUM MANAGERS REPORT - 11 JULY 2024

File Number: REP24/770

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Rural Museum Manager [↓](#) 

Temora Rural Museum – MANAGER’S REPORT

Meeting Date: 11th July 2024

Visitation From: 10/5/2024 to 11/7/2024 **Adults:** 537 **Children:** 387

Group Visits: Coach Holidays and Tours group. Fri. 10th May. 13pm
Temora Public School. Stage 1 class. Tues. 14th May 12.15pm
Temora Public School. Stage 2 class. Tues. 28th May 12.15pm
Young Public School. Tues. 4th June 10.00am
West Wyalong Public School. Wed. 12th June 9.00am
St. Anne’s Central School. Thurs. 13th June 12.50pm
Sturt Public School, Wagga. Wed. 26th June 10.30am

Group Bookings:

Recent Events: Coolamon Family History Group. Sat. 18th May. 10.00am
Multi Venue Indigenous Art Exhibition. 1st June – Mid July
“Family Trees” Indigenous Art Exhibition. 28th June – 28th July

Planned Events: Museum Volunteer’s Barbeque. Sat. 3rd Aug. 12.00noon

Recent Acquisitions: Temora Independent Print Case
Stephen Finlay’s Model Ambulance Collection
School Film collection


Correspondence:**General ephemera.** 2**Magazines & newsletters.** “Sirens” Mar., Apr., May 2024
*RAHS “History” Magazine, March 2024***Circulars.****Letters. I/W:** Condolence Thankyou Card – Margaret & Bill Speirs
Invitation to Local Government Week Mayoral Reception for volunteers.**O/W:****Email:** Quote for erection of extension to Header Shed

20.14 TEMORA ART CENTRE MINUTES 23 JULY 2024

File Number: REP24/728

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Temora Art Centre [↓](#) 

Anne Rands

From: Rebecca Drenovski <rebeccajoyd@outlook.com>
Sent: Tuesday, 23 July 2024 5:53 PM
To: Anne Rands
Cc: Jeremy Kruckel
Subject: Temora Art Centre Advisory Committee

Hi Anne,

I have included below the minutes from our meeting at the Temora Art Centre on Tuesday the 23rd of July. Please let me know if you require anything further

Regards
Rebecca Drenovski
(Art Centre Advisory Committee - Secretary)

Temora Art Centre Advisory Committee special meeting 23rd July 2024

Meeting opened at 3:37

Present - Wendy Reardon, Lindy Reinhold, Rebecca Drenovski, Collette Balzer, Jeremy Knuckle, Bob Brabbin & Judy Gorton (Via Phone)

Strategic plan 2024-2026

Motion – That the strategic plan be approved by the Advisory Committee, to be taken to the next Council meeting


Moved Bob Brabbin, seconded Wendy Reardon, Jeremy – Obtained from the vote.

Passed unanimously.

Meeting Closed 4pm

Sent from my iPhone

20.15 MURRUMBIDGEE LOCAL HEALTH DISTRICT - THANK YOU

File Number: REP24/698
Author: Executive Assistant
Authoriser: General Manager
Attachments: 1. MLHD [↓](#) 

Murrumbidgee Local Health District would like to thank Council for the support given to the 2024 MLHD Excellence Awards.



Murrumbidgee
Local Health District

Melissa Boxall
General Manager
Temora Shire Council
105 Loftus Street (PO Box 262)
Temora NSW 2666

Monday 1 July 2024

Dear Melissa,

Re: A heartfelt thanks for your support

I'm writing to thank you for your support of our 2024 MLHD Excellence Awards. The awards are a special milestone in our calendar and provide an opportunity for us to celebrate the achievements of individuals and teams for their pursuit of excellence and commitment to improving the lives of others. They recognise innovation, excellence, collaboration and quality and safety initiatives and approaches that impact on services provided for residents across the Murrumbidgee.

Holding a special event like this would not be possible without your generous support of the event, and I'd like to thank you personally for the contribution you have made to making the celebration a success.

Sponsorship helps pay for the venue hire and catering, but predominantly the contribution is spent on providing the award winners with the opportunity to undertake professional development. We know that these opportunities contribute to our teams in a multitude of ways including further improving their ability to provide exceptional rural healthcare.

We hope that you will partner with us again for our 2025 Excellence Awards, and I invite you to connect with our awards coordinator Setchen Brimson to lock in your sponsorship early for next year on setchen.brimson@health.nsw.gov.au

Thanks again for your support.

A handwritten signature in black ink, appearing to read "Jill Ludford".

Jill Ludford
Chief Executive
Murrumbidgee Local Health District

Murrumbidgee Local Health District
Level 1, 193-195 Morgan Street
Wagga Wagga, NSW 2650

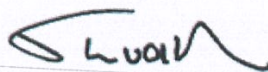
Certificate of Appreciation

This certificate is awarded to

Temora Shire Council

for

**Sponsorship of the
2024 MLHD Excellence Awards**



Jill Ludford
Chief Executive
1 July 2024



21 CONFIDENTIAL REPORTS**RESOLUTION 162/2024**

Moved: Cr Jason Goode

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 6:42pm.

21.1 Confidential Minutes of the Assets & Operations Committee Meeting held on 6 August 2024

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 140/2024

Moved: Cr Sinclair

Seconded: Cr Bushell

It was resolved that the reports be received.

CARRIED

RESOLUTION 141/2024

Moved: Cr Bushell

Seconded: Cr Sinclair

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

CARRIED

21.2 General Manager Annual Performance Review for period ending 30 June 2024

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 142/2024

Moved: Cr Goode

Seconded: Cr Sinclair

It was resolved that Council

1. The Council note this Mayor's Report, which includes the General Manager's Performance Review Panel's position following the Annual Review for 2023/2024.
2. Endorse the 2024/2025 Performance Agreement.
3. The General Manager's Total Remuneration Package be increased by 4% and apply to the balance of the Contract, recognising the high level of performance of the General Manager and Award and superannuation increases for other staff.

CARRIED

21.10 Lease Arrangement

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.

RESOLUTION 143/2024

Moved: Cr Goode

Seconded: Cr Irvine

It was resolved that Council delegate to the General Manager authority to negotiate and execute the agreement as per the report.

CARRIED

21.3 Update of Recruitment of Engineering Works Manager and advice regarding the establishment of the Sewer and Water Manager position

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 144/2024

Moved: Cr Bushell

Seconded: Cr Goode

It was resolved that Council:

- 1. Note the creation of the Manager Water and Sewer position; and**
- 2. The organisational structure change with the Engineering Works Manager and Manager Water and Sewer position reporting to the Executive Manager Engineering Services.**

CARRIED

21.4 Bundawarra Estate Master Plan - Award of contract

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 145/2024

Moved: Cr Goode

Seconded: Cr Sinclair

It was resolved that Council accept the quotation from Habitat Planning to assist Council officers to prepare the Bundawarra Estate Master Plan.

CARRIED

21.5 Update on Aria Park Village Sewer Servicing

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.

RESOLUTION 146/2024

Moved: Cr Goode

Seconded: Cr Judd

It was resolved that Council note the report and further that an information night be carried out in the early part of the new term of Council.

CARRIED

21.6 Airpark Expansion Update

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 147/2024

Moved: Cr Judd

Seconded: Cr Sinclair

It was resolved that Council note the report.

CARRIED

21.7 NCAT Proceedings

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

RESOLUTION 148/2024

Moved: Cr Sinclair

Seconded: Cr Goode

It was resolved that Council note the outcomes of the NCAT matters and endorse the process as outlined in the report.

CARRIED

21.8 Code of Conduct Report (Ref: TEM-0005)

This matter is considered to be confidential under Section 10A(2) - i 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 alleged contraventions of any code of conduct requirements applicable under section 440.

RESOLUTION 149/2024

Moved: Cr Sinclair

Seconded: Cr Goode

It was resolved that Council:

Under Section 440G of the Local Government Act, 1993 and under provisions of 7.37b, 7.46, 7.58b and 7.59 of the procedures for the Administration of the Code of Conduct, officially and formally censure Councillor Anthony Irvine in relation to an email sent by Councillor Anthony Irvine on 24 October 2023, which was found to be in breach of the following clauses of the Code of Conduct by an independent investigator:

- *clause 3.1 (a) of the Code in that it is likely to have brought council or council officials into disrepute,*
- *clause 3.1 (b) of the Code in that it is contrary to council's administrative requirements or policies,*
- *clause 8.10 of the Code in that he failed to maintain the integrity and security of confidential information in his possession,*
- *clause 8.11 (b) of the Code in that he did not protect the confidential information*
- *clause 8.11 (c) of the Code in that he released the confidential information without authority,*
- *clause 8.11 (f) of the Code in that he used the confidential information with the intention to cause harm or detriment to the council or any other person or body.*

CARRIED

21.9 Code of Conduct Report (Ref: TEM-0006)

This matter is considered to be confidential under Section 10A(2) - i 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 alleged contraventions of any code of conduct requirements applicable under section 440.

RESOLUTION 150/2024

Moved: Cr Bushell

Seconded: Cr Reinhold

It was resolved that Council:

Under Section 440G of the Local Government Act, 1993 and under provisions of 7.37b, 7.46, 7.58b and 7.59 of the procedures for the Administration of the Code of Conduct, officially and formally censure Councillor Anthony Irvine in relation to emails sent by Councillor Anthony Irvine on 22 November 2023, which was found to be in breach of the following clauses of the Code of Conduct by an independent investigator:

- a) Clause 3.1(a) of the Code in that the email of 22 November 2023 (1.58pm) is likely to have brought the council and council officials into disrepute.*
- b) Clause 3.1(b) of the Code in that the emails of 22 November 2023 (1.58pm) and (2.18pm) breached council's administrative procedures.*
- c) Clause 3.1 (e) of the Code in that the email of 22 November 2023 (2.18pm) causes, comprises or involves intimidation or verbal abuse.*

CARRIED

CARRIED

RESOLUTION 163/2024

Moved: Cr Claire McLaren

Seconded: Cr Jason Goode

It was resolved that Council adopts the motions from the closed committee of Council for reports 21.1, 21.2, 21.3, 21.4, 21.5, 21.6, 21.10, 21.7.

CARRIED

RESOLUTION 164/2024

Moved: Cr Belinda Bushell

Seconded: Cr Jason Goode

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 8:26 PM.

CARRIED

RESOLUTION 165/2024

Moved: Cr Jason Goode

Seconded: Cr Lindy Reinhold

It was resolved that Council adopts the motions from the closed committee of Council for reports 21.8 and 21.9.

CARRIED

Cr Rick Firman returned to the meeting at 9:12PM

Cr Anthony Irvine returned to the meeting at 9:12PM

Cr Graham Sinclair vacated the chair at 9:15PM

Cr Rick Firman assumed the chair at 9:15PM

22 MEETING CLOSE

The Meeting closed at 9:16PM.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 17 October 2024.

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GENERAL MANAGER

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CHAIRMAN