



Temora Shire Council

ANNUAL REPORT 2020-2021

NOVEMBER 2021



Temora Shire Council
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1.0 INTRODUCTION

1.1 Mayor's Foreword

It is my pleasure to present the Temora Shire Council 2020/2021 Annual Report.

The Temora Shire has endured yet another busy and productive year. The 2020/2021 Report incorporates the Integrated Planning & Reporting (IP&R) Framework. The report is closely aligned with the Temora Shire 2030 Community Plan and associated documents.

I am proud to report our Council continues to maintain itself in a sound financial position. Council are particularly pleased to have deliberately built upon our reserve funds, whilst still investing in a solid capital works program which is most important. This however is becoming more challenging.

Temora Shire is blessed to have had strong and united Councillors over the decades. This includes the dedicated staff from the General Manager, Directors, and all staff – both indoor and outdoor. Every one of them plays an important role to ensure Temora Shire remains prosperous and viable.

There have been many achievements for Temora Shire over the past 12 months. I encourage you to read through our Annual Report, to gain a more in depth understanding of what a rural Council can and does achieve.

I sincerely thank Deputy Mayor (Cr Graham Sinclair), fellow Councillors, together with General Manager (Mr Gary Lavelle PSM), Directors and every member of our Staff. We all work hard to ensure we remain a leader in local government and to enhance our cherished Temora Shire Community.

I trust this report will provide you with valuable information on the operations and management of Temora Shire Council.

Cr Rick Firman, OAM
MAYOR



1.2 The Temora Shire

Situated in the North of the Riverina region of NSW, Temora Shire is in the heart of the rich and productive southern wheat and sheep area of the state. Grazing and intensive animal production, work in parallel with cropping to provide the other major rural industries for Temora. Sheep production for wool and meat is the main livestock based industry, but other significant enterprises centre on cattle, including a major feedlot, and pig production on a large intensive piggery and three small operations.

The towns and villages are the major areas of population, being home to about two thirds of the Shire's residents. Temora township has a population of 4,600 and the villages of Aria Park (400) and Springdale (60) are home to the other non-rural dwellers. The towns have a cycle of activity which is sympathetic with the agricultural cycle, and Temora supports a wonderful safe and friendly lifestyle for all, with its many service industries, retail shops, professionals, medical facilities and schools.

Much of our past is there to see at the Rural Museum and the Temora Aviation Museum presents a world standard collection of working Warbirds. Above all Temora is a healthy, safe and secure place to live and a pleasure to visit. Our residents particularly enjoy sport and social activities, which are at the centre of Temora's community life. We love to showcase our town, and those experiencing Temora for work or pleasure marvel how over one hundred community groups work so well together, for the wellbeing and enjoyment of us all, in this: the friendliest little town in NSW.

Population statistics (2016 Census) 6236

	Males 3,079	Females 3,157	Total Persons 6,236
Age Groups:			
0-4 years	201	189	390
5-14 years	438	393	831
15-19 years	208	188	396
20-24 years	151	119	270
25-34 years	308	315	623
35-44 years	280	311	591
45-54 years	415	435	850
55-64 years	430	427	857
65-74 years	391	385	776
75-84 years	180	258	438
85 years and over	77	137	214

Distances from major centres:

Wagga Wagga	87km
Sydney	410km
Canberra	212km
Melbourne	518km

1.3 Organisational Structure



GENERAL MANAGER
Mr G C Lavelle



DIRECTOR OF ADMINISTRATION & FINANCE
Mrs E Smith
(Public Officer)

Administration

- Administration Services
- Financial Management
- Human Resources
- Information Technology
- Records Management

Aged Care

- Aged Care/Seniors
- Home & Community Care

Community Services

- Childcare
- Cultural Services
- Education
- Library Services
- Youth

Resident Services

- Community Safety
- Customer Relations
- RTA Agency
- Villages
- Volunteers

Economic Development

- Economic Development
- Tourism



ENGINEERING SERVICES
Mr Rob Fisher

Aerodrome Emergency Services

- Rural Fire Services
- State Emergency Service

Engineering Works

- Mining
- Noxious Plants
- Parking
- Street Lighting
- Street Trees

Recreational Services

- General Recreation
- Parks & Gardens
- Sporting Grounds

Sewerage Services

- Effluent Reuse Scheme
- Sewerage Scheme

Support Services

- Depot & Workshop
- Plant & Equipment

Transport & Infrastructure

- Footpaths & Cycleways
- Road Infrastructure
- Road Safety

Water Services

- Drainage
- Water Cycle Management



DIRECTOR OF ENVIRONMENTAL SERVICES
Mr K J Dunstan

Commercial Services

- Caravan Parks
- Saleyards

Environmental Services

- Climate Change
- Environmental Management

Heritage Services

- Heritage
- Rural Museum

Property Services

- Cemeteries
- Council Properties
- Public Toilets
- Swimming Pools
- Temora Recreation Centre
- Temora Town Hall

Public Health

- Food Control
- Community Health Programs

Regulatory Control

- Animal Control
- Building Control
- Land Use Planning
- Regulatory Control

Waste Services

- Garbage & Trade Waste
- Street Cleaning



MANAGEMENT TEAM
Mr G C Lavelle

Governance

- Council Relationships
- Governance
- Lobbying & Advocacy

Risk Management

- Occupational Health & Safety
- Risk Management

1.4 Contacting Council

COUNCIL HEADQUARTERS

Council Chambers
105 Loftus Street, Temora 2666
PO Box 262, Temora 2666

Telephone: (02) 69801100
Fax: (02) 69801138
Email: temshire@temora.nsw.gov.au
Internet: www.temora.nsw.gov.au

OFFICE HOURS:

General Business: 8.00 am to 4.30 pm
Service NSW: 9.00 am to 4.00 pm
(Service NSW closed over Lunch from 12.30 pm to 1.30 pm)

Temora Shire Council welcomes resident input and a variety of channels of communication are available. You can ring, fax, email, write or call into the office.

ELECTED MEMBERS – 22 September 2016

Councillors

Mayor:	Cr Rick Firman	69772021
Deputy Mayor:	Cr Graham Sinclair	69738616
	Cr Nigel Judd	69741026
	Cr Max Oliver	69780493
	Cr Claire McLaren	69762045
	Cr Lindy Reinhold	69774026
	Cr Dennis Sleigh	69781260
	Cr Ken Smith	69731262
	Cr Dale Wiencke	69781785

Senior Staff:

General Manager, Gary Lavelle	0428 216 057
Director of Administration & Finance, Elizabeth Smith	0427 461 685
Director of Environmental Services, Kris Dunstan	0408 639 688

1.5 Participating in Council Decisions

There are a number of ways in which residents are able to have input into the Council decision making processes. These include:

Council meetings

Open to the public, Council meetings are held monthly, every third Thursday at Temora Shire Council Chambers located at, 105 Loftus Street, Temora. From time to time these meetings are also held in close-by Temora shire communities. Recordings of all Council meetings are available on our website: www.temora.nsw.gov.au

All Council meetings are advertised through local media channels.

Deputations

Members of the Public attending Council meetings do not generally address Council at these meetings. Application can be made to Council seeking approval to deliver a presentation during the public forum held before the commencement of each meeting.

Details of how to apply are available at Temora Shire Council office. Residents are encouraged to avail themselves of this opportunity.

Committee Structure

Council has established a number of committees. Considering specific issues in detail, each committee is available for residents participation or to contact to discuss community matters.

The Mayor is ex-officio member of all committees

Temora Shire Council Committees

Committee	Council Delegate
Environmental Liaison Committee	Cr Sinclair, Cr Oliver, Cr Smith
Local Emergency Management Officer	Alex Dahlenburg
Riverina Eastern Regional Organisation of Councils (REROC)	Cr Firman (Alt Cr Sinclair), G Lavelle
Riverina Regional Library Service	Cr Sleigh (Alt Cr Oliver), E Smith
Bland-Temora Bushfire Zoning Liaison Committee	Cr Sinclair (Alt Cr Wiencke), G Lavelle, E Smith
Goldenfields Water County Council **	Cr Sinclair** (4 year term)
Temora Traffic Committee	Cr Smith
Riverina Regional Weeds Committee	Cr Sinclair, K Dunstan
Lachlan Regional Transport Committee	Cr Wiencke

Section 355 Committees

Pinnacle Community Services Committee	Cr Reinhold, Cr Sleigh, Cr McLaren
Mary Gilmore Cultural Festival Committee	Cr Judd
Imagine Temora	Cr Reinhold
Lake Centenary Management Committee	Cr Sinclair (Alt Cr Oliver)
Australia Day	Cr Sinclair, Cr Firman, Cr Oliver
Ariah Park Advisory Committee	Cr Judd
Bushfire Management Committee	Cr Sinclair, G Lavelle
Bundawarra Centre Management Committee	Cr Smith, Cr Oliver
Friends of Temora Shire Cemeteries	Cr Oliver
Town Hall Theatre	Cr Reinhold
Temora Agriculture & Innovation Committee	Cr Wiencke, Cr Sinclair, Cr McLaren
Temora's Own Arts & Crafts	Cr Smith
Temora Women's Network	Cr Reinhold
Spingdale Progress Association	Cr Oliver, Cr Smith
Temora Business Enterprise Group (TBEG)	Cr Reinhold
Temora & District Sports Council	Cr Firman, Cr Oliver
Heritage Committee	Cr Judd, Cr Oliver, Cr Wiencke
Film Club	Cr Reinhold
Ariah Park Pool Committee	Cr Judd
Access & Equity Committee	Cr Wiencke, Cr McLaren
Sister City Committee	Cr Smith (Alt Cr Firman)

2.0 ACTIVITIES AND SERVICES

2.1 Principal Activities Performance Report for 2019/20

Administration

Action Name	Status	Annual Comment
Continually review and test all internal procedures	Completed for Current Year	Continuing process. External and internal audit recommendations are being addressed along with the gradual review of processes and policies.
Continually review the use of Cloud technology for business applications	Completed for Current Year	We have employed Trend email security to act as our primary filter for any email coming in and out instead of using the built in O365 filter. Consultant and IT have finalized the creation of cloud based back ups for the Library Heritage NAS storage, utilizing a Microsoft share-point account as our destination.
Continue to develop and maintain internal and external user guides for Council Administration systems, including IT	Completed for current year	IT have been working on updating existing user guides for various services within council. Council IT consultant has been working with IT to update and create business centric documentation including privacy agreements (for part time/volunteer workers), third party remote access agreements etc
Continue to maximise the opportunity to use technology to automate processes through Authority, GIS, and 3rd Party applications	Completed for current year	Work is underway to fix existing issues with current document management system.
Develop plans for extension of administration building	Referred to the Next Financial Year	\$20K re-voted in the budget for this task. To be completed in 2021/22 when consultant returns to work.
Develop Records Management strategy and development plan	Completed	A functional health check of CM9 has been completed. Staff are working through identified actions with the assistance of a consultant, before moving on to a technical review of CM9.
Optimisation and user training on Content Manager 9	Referred to the Next Financial Year	The Functional Health Check has been completed by contractors Information Pty Ltd. An Action Plan has been prepared and Information is working with the CM9 Cross Functional Team (CFT) to complete actions. Once the administrative aspects of the Plan have been completed, training will be scheduled.
Review Human Resources policies and procedures	Completed for Current Year	Discussion at employee review that a Contractor may be utilised to do a review of the HR function. Internal procedures to be revamped on day-to-day processing.
Review the options for the provision of a communications strategy for Council staff	Completed for Current Year	Options for better communication with all staff needs investigation. Most employees now receive their payslips electronically, so attaching memos/letters to payslips no longer viable. Communique is used for non urgent matters. An electronic form of communication such as email or text maybe required.

Airport

Action Name	Status	Annual Comment
BBRF - Rehabilitate 18/36 Runway, reconstruct apron, Construct 1km underground drainage, seal runway F&G, Reconstruct runway C&D	Referred to the Next Financial Year	Project around 50% complete. Remainder of project will be delivered in the 2021/2022 FY.
Continually review management and staffing at Temora Airport	Completed for Current Year	Complete for Current FY.
Continue to advocate for the re-installation of TAF services at Temora Aerodrome including relocation of weather station to enable widening of grass strip	Completed	Advice received that the TAF services would be reintroduced on December 2021
Implement the findings of the adopted Airport Master Plan and Airport security audit	Completed for Current Year	Complete for current financial year. Action ongoing.
Seek opportunities for the development of aviation business at Temora Aerodrome	Completed for Current Year	All lots on Spitfire Drive now sold and the airpark expansion subdivision is working towards detailed design phase. Ongoing discussions regarding commercial pilot training and associated aircraft maintenance facility. Support provided to the Gliding Club for their clubhouse funding application.

Aged & Special Needs Care

Action Name	Status	Annual Comment
Access & Equity - Consider access issues at local parks, including removal of edging to allow wheelchair access	Completed for Current Year	Complete for 2020/2021 FY. Work will continue in 2021/2022.
Access & Equity - Consider access issues at sporting grounds	Completed for Current Year	Complete for 2020/2021 work will continue into 2021/2022
Access & Equity - Provide disabled car park spaces that meet the needs of the community in conjunction with the Access and Equity Committee	Referred to the Next Financial Year	Some progress made, however some design, scoping and costing work outstanding. Requires rolling into 2021/2022
Access & Equity - Review access to public buildings and businesses in conjunction with TBEG and Access and Equity Committee	Completed for Current Year	Access and Equity fund to be established. Program to be promoted and applicants invited. Ongoing
Access & Equity - Support for the Access and Equity Committee to inform Council processes relating to disabled, aged and mothers with young children	Completed for Current Year	Committee Re-established and operating well. Meeting quarterly
Aged Care Services - Support the increased capacity for seniors accommodation offerings in Temora	Completed for Current Year	Assisted the Town Planner with the facilitation of the Apollo Place workshop and creation of the EOI on TenderLink. Continual support the development of Apollo Place with Argyle Housing. Working on wider strategic housing strategies that will positively impact seniors.
Aged Care Services - Advocacy and Lobbying on behalf of private aged care providers	Completed for Current Year	Advocacy occurring on an ongoing basis. Support and lobbying for new aged care facility funding underway.

Action Name	Status	Annual Comment
Aged Care Services - Create a positive ageing expo/information session	Completed for Current Year	Temora Active Ageing Expo 25 June 2021. Another very successful expo was delivered in the Temora Memorial Town Hall on Friday 25 June 2021. The expo attracted a record number of service providers, businesses, and lifestyle activities. With over 40 stall holders in the town hall and 5 key note speakers delivering seminars in the Town Hall Theatre throughout the day the venue was filled to capacity. The Active Ageing Expo is a valuable and free one stop event for the over 50's. Attendees can have frank conversations with experienced serviced providers, attend informative seminars, join in lifestyle activities and gather valuable take-home information.
Aged Care Services - Maintain information about how to access aged care services in Temora Shire using digital media and information flyers covering relevant topics including medical services, transportation and home modifications	Completed for Current Year	Ongoing promotion occurs in the Narraburra News, Pinnacle's Facebook page and Temora Shire Council's Facebook page.
Attendance and participation in Interagency Meetings by relevant staff including Pinnacle, Youth and Community Services	Completed for Current Year	CCSO represents Council at Interagency meetings and provides the Communications Officer with relevant information for posting across Councils networks.
Disability Services - Construct a Supported Independent Living Facility home and implement management structures	Completed	Construction of Supported Independent Living House is complete.
Disability Services - Include images of people that represent the diversity of our community, including those with disabilities, in Council publications	Completed for Current Year	Images that represent diversity are used on social media platforms, in Narraburra News and other Council publications.
Disability Services - Maintain a Temora Shire Disability Inclusion Action Plan	Completed for Current Year	Report on Disability Inclusion Action Plan progress has been supplied to Dept Communities & Justice as required.
Disability Services - Provide disability awareness training to staff, new and current, as well as Councillors	Completed for Current Year	EEO Awareness is addressed at induction. No formal training organised. Nothing scheduled in near future. Possibly a goal to be transferred to PCS.
Disability Services - Provide information linkages to National Disability Insurance Scheme (NDIS)	Completed for Current Year	Completed for Current year. Pinnacle will once again be part of the Inaugural Disability Services Expo jointly with Temora's Local Health Advisory Committee and Kurrajong.
Pinnacle - Continue to maintain Pinnacle Service levels to meet the needs of clients	Completed for Current Year	Completed for current year.
Pinnacle - Investigate options for improved signage at NRCC House	Referred to the Next Financial Year	Will pursue again in the new financial year.
Pinnacle - Investigate options for the future accommodation of Pinnacle operations including administrative and operational accommodation	Completed	At this stage NRCC is meeting the needs of Pinnacle Community Services
Pinnacle - Monitor finances to ensure that Pinnacle Services are provided at no net cost to Council	Completed for Current Year	A quarterly report is provided to Council.

Action Name	Status	Annual Comment
Pinnacle - Monitor the need to adjust hours of operation for Community Transport to include weekends and public holidays	Completed	Working collaboratively with Temora Taxis to provide out of hours transport for existing Pinnacle clients. Temora taxis send monthly accounts to be reimbursed for Pinnacle client's trips.
Pinnacle - Promote the availability of transport facilities through Pinnacle Services	Completed	Will continue to promote transport services across our LGA.
Pinnacle - Promotion of Pinnacle Community Services as a provider of choice for disability services	Completed for Current Year	NDIS client numbers have increased in Temora and Cootamundra in the reporting year. We have a strong reputation within our community and with the local medical & allied health network and NDIS local area coordinators. We continue to receive new referrals on a regular basis.
Pinnacle - Undertake My Aged Care Regional Assessment under contract to Community Options Australia	Completed	Total assessments completed for the reporting year = 154 Total income for reporting year = \$55,986.06
Pinnacle - Use social media and information flyers to create awareness of who can access Community Transport and how to use this service	Completed	Community transport usage has increased.
Pinnacle - Utilise the My Aged Care Portal Central Intake and Referral distribution to Pinnacle for Home Support Services (funded to 30 June 2022)	Completed	Pinnacle as a whole received 309 CHSP referrals through My Aged Care for the reporting year. Total new referrals for Temora = 104 Total new referrals for Cootamundra = 155 Total new referrals for Leeton = 50 At the end of the reporting year Pinnacle had 100 Home Care Package clients. 43 in Temora and 57 in Cootamundra.
Pinnacle Services - Undertake a review of the business structure of Pinnacle Services	Completed for Current Year	Consultant engaged to assist with review. Staff are considering options and working through issues.
Provide donation equivalent to 25% of General rate to the following: Aria Park Senior Housing, Temora Senior Citizens Group, Aria Park CWA	Completed for Current Year	Donations have been processed for the 2021 rating year.

Commercial Services

Action Name	Status	Annual Comment
Develop a new agreement with Farmlink for the continued operation of TAIC	Completed	A new agreement has been endorsed by both parties and is scheduled to commence from 1st August 2021.
Provide budget to enable the continued operation of Temora Agricultural Innovation Centre including review of commercial partnership arrangements	Completed for Current Year	Budget provided. Commercial partnership arrangements have been reviewed and a new agreement prepared.

Commercial Services

Action Name	Status	Annual Comment
Develop a Diversity Inclusion Action Plan	Referred to the Next Financial Year	The Communications Officer is currently working on this document. It is hoped it will be available for review by September 2021.
Digital Media - Continue with regular job vacancy mailer and social media posts	Completed for Current Year	An email with job vacancies listed goes out to over 600 subscribed email addresses every 3 - 4 weeks. This information is also shared on a number of Council's social media pages.
Digital Media - Create program content and resources based on youth vision, which cover print, broadcast and internet media	Completed for Current Year	Youth Program Coordinator updates the Temora Youth Facebook and Instagram pages regularly to inform public of school holiday workshops, employment opportunities, term workshops, free interactive webinars for young people, and safety concerns. This was overseen by the Communications Officer, who also publicised events on Temora Shire Council social media pages and Narraburra News. Posters were created and sent to schools.
Digital Media - Implement and maintain a grant subscription service for Council and residents	Completed for Current Year	Council's affiliation with Grant Guru is regularly promoted via Narraburra News and digital media platforms.
Digital Media - Maintain current and accurate information on Council websites	Completed for Current Year	The websites are under constant review to ensure the most current and relevant information is available.
Digital Media - Migrate the Council websites to the Open Cities platform	Completed	The migration to the Open Cities platform was completed in June 2020.
Digital Media - Promote arts and cultural events through council media outlets including websites, Facebook and 'whats on' in Narraburra News	Completed for Current Year	Arts and cultural events are promoted through the Narraburra News, the tourism website, and social media when the details are provided to the Communications Officer.
Digital Media - Remain active on social media sites to ensure that issues affecting Council residents are identified and communicated	Completed for Current Year	Regular articles and promotion of Grant Guru portal. Discussions with businesses and individuals regarding grant programs.
Hold an annual meeting with rural ratepayers in rural localities on a rotational basis to discuss locality issues in conjunction with the local Councillor	Completed for Current Year	Meeting held at Narraburra
Maintain the currency of the Direct Me guide	Completed for Current Year	The Direct Me booklet is updated regularly as information is received and is available online.
Narraburra News - Source relevant information from Council functions to report in Narraburra News, including Youth and Works	Completed for Current Year	The Narraburra News continues to be an excellent publication that provides up to date and relevant information to the community about a number of Council run programs and events.
Narraburra News - Upgraded use of digital media platforms to communicate with residents	Completed for Current Year	As at July 2021 the Narraburra News is no longer being printed as a stand alone document sent to homes in the Temora Shire. It is now printed in the Temora Independent on the last Friday of each month, emailed to a mailing list and provided on Council's website.
Promote the achievements of Temora Shire residents through the 'Home grown heroes' program	Completed for Current Year	This project has had reduced attention in recent years due to time restraints and lack of access to individuals due to Covid, amongst other things. In the last 12 months, two subjects have been interviewed.
Provide relevant information about housing, services, facilities, and opportunities for community involvement to potential new residents	Completed for Current Year	New resident packs are always an ongoing process and are updated on a regular basis to ensure the receiver has the most up to date information During 2020-2021, 20 packs were made up and given to the new resident's dinner attendees. Another 2 were given to new residents that came into the Visitor Centre for information and 1 was given to a proposed investor to Temora.

Action Name	Status	Annual Comment
Support the concept of conducting a Survey to gain the Residents feedback and review mechanisms for ratepayers to provide on-going feedback to Council (Next survey 2021/2022)	Completed for Current Year	Survey to be conducted in August/September 2021
Undertake a Walk and Talk Tour of Temora for Councillors and support the Coffee with a Councillor Program	Completed for Current Year	Suspended due to COVID
Volunteers - Acknowledge volunteers and promote volunteering opportunities through Narraburra News and digital media	Completed for Current Year	A permanent feature in the Jobs section of the website includes information on ways the community can volunteer. Volunteering opportunities are also advertised in the Narraburra News and on Council's social media platforms.

Community Services

Action Name	Status	Annual Comment
Arts and Culture - Review of opportunities to develop arts-based programs under NDIS	Completed for Current Year	This action will not progress any further until the new art centre is operational. The NDIS funding structure will not fit group art projects as it is for individuals only, however, once the art centre is open an opportunity to encourage individuals to attend specific arts projects will exist.
Arts and Culture - Arrange visit by the National Gallery guides	Completed	The visit to the National Gallery of Australia (NGA) did not happen in 2021 due to Covid -19 restrictions. With Covid-19 restrictions easing the Community and Cultural Services Officer met with NGA contact on Saturday 14 May 2021- to discuss possible visitation dates to NGA and NGA Guides return visit to Temora. This event has since been removed from 2021-2022 actions due to budget cutbacks.
Arts and Culture - Arts Precinct - Seek funding for the development of the precinct.	Completed	Funding secured and building commenced
Arts and Culture - Conduct Temora Shire Council Art Prize	Completed for Current Year	The Temora Shire Council Art Prize has grown over the past 10 years into Temora's major art event. The 2021 Art Prize broke all previous records with 339 art works entered, just over \$5000 cash for prize giving from business and private individuals, and a record crowd at the opening night event. The Temora Shire Council Art Prize is far more than just an exhibition, the exhibition stimulates arts participation, fosters community wellbeing, and strengthens creative connections. All of which increases the vibrancy and livability of our Shire.
Arts and Culture - Develop activating unique spaces for cultural events	Completed	Activating Unusual Spaces is a valuable event for Temora Shire. The combination of an unusual venue, original live music and one day creative workshops work exceptionally well. The April 2021 event was sold out and the feedback and response from the community was
Arts and Culture - Maintain membership of Eastern Riverina Arts and attend meetings	Completed for Current Year	Temora Shire Council has maintained membership with Eastern Riverina Arts for 2020-2021 with the CCSO also holding a position on the Eastern Riverina Arts Advisory Committee. The value of Councils membership is exceptional with funding acquired the CCSO for creative projects and events far outweighing the membership fees paid. In 2020-2021 Temora Shire Council received three grants from Eastern Riverina Arts. Grant 1. - a creative writing grant of \$5500. Grant 2. - a performing artists grant of \$5000 Grant 3 - a creative workshops grant of \$2500 Together with an additional Festival of Place Grant funding for \$10,000 Temora Shire Council has received funding to deliver events and free workshop to the value of \$23,000. This delivered over 25 totally free creative workshop in our Shire, creative writing colorations with neighbouring Shires and live music events.

Action Name	Status	Annual Comment
Arts and Culture - Operation of a Sister City Committee to determine activities and future strategies	Completed for Current Year	Sister City Committee established and meets at 5.30pm the third Wednesday month in the Temora Council Chambers. Former Mayor Mr Peter Speirs is chair of the committee which is working to create valuable cultural connections and increased community connection with our Sister City Council - Randwick City Council and Sister City -Izumizaki Japan
Arts and Culture - Provision of an annual budget for the use within Council guidelines	Completed for Current Year	Actions removed from 2021-2022 budget due to Council budget cutbacks.
Arts and Culture - Temora Arts Precinct - Development of a management plan for development/usage of the ex-Scout Hall involving stakeholders/ user groups.	Referred to the Next Financial Year	Preliminary discussions held. Plan to be developed before completion of building & occupation.
Arts and Culture - Temora Arts Precinct - Upgrade toilets (Contribution to Grants)	Referred to the Next Financial Year	Works underway. Progress slowed by wet weather and lack of availability of some materials. Grant acquittal extension sought and obtained.
Events - Support events determined by resolution of Council and the following events (at a minimum), Local Government Week International Women's Day Australia Day Volunteers Week Mary Gilmore Festival Including seeking grant funding for those events	Completed for Current Year	Events support where possible and due to COVID - 19 resection.
Hold a welcome function for new residents	Completed	Welcome New Residents Dinner very well attended 20 October 2020. Venue filled to capacity with over 73 new residents attending. The CCSO suggests Council video the 2023 Welcome New Residents Dinner. Due to budget cutbacks Council will not deliver the Welcome New Residents in October 2021.
Host an Afternoon Tea for carers	Completed for Current Year	Still unable to hold a function due to COVID restrictions. Will plan for when restrictions ease.
Lake Centenary - Investigate grant opportunities for funding of community activities at the Lake	Completed for Current Year	Progressing
Provision of a donation equivalent to rates for the Aria Park Community Hall	Completed for Current Year	Donation has been processed for the 2021 rating year.
Springdale Memorial Hall - Provide financial support to Committee	Completed for Current Year	Not funded. To be referred to future budget estimates for consideration
Temora Memorial Town Hall - Provision of theatrical back drop	Canceled by Council	Not funded. To be referred to future budget estimates for consideration
NRCC House - Construct outdoor reading room and provide access ramp to rear of NRCC House (subject to grants)	Referred to the Next Financial Year	Grant funding received. Construction of the outdoor reading room is underway.

Economic Development, Tourism & Resident Attraction

Action Name	Status	Annual Comment
Develop priority projects to 'shovel ready' in order to take advantage of funding opportunities as they arise.	Completed for Current Year	The TAPTA and airpark expansion project progressed throughout the year with the appointment of a project manager and applications for further funding submitted. Progressing concept designs for the next stage of the Hoskins Street upgrade. Argyle Housing was awarded the tender for Apollo Place development.
Economic Development - Actively target, and support businesses identified in the Economic Development Strategy	Completed for Current Year	A strong year for business attraction with the level of interested in relocating to or expanding in Temora at record levels. However, COVID related restrictions and border closures have severely impacted the progress of many developments.
Economic Development - Attend relevant Economic Development Forums	Completed for Current Year	Attended RDA Riverina ED forums. Participated in the RAI Regional Activators Alliance program and attended Regions Rising conference in Canberra. Appointed to the GROW Riverina Taskforce for migrant resettlement. Participated in the Dept Regional NSW training program on attractive foreign direct investment.
Economic Development - Connect businesses with complementary skills, needs and resources.	Completed for Current Year	Regular local jobs postings via social media and emails. Promotion of professional development opportunities through TBEG and directly. Working with Training Services NSW and TAFE to promote local training opportunities. Kick-started the Generation Temora program in partnership with Temora High School. Referred a number of business owners to the BEC Business Advisory Service in Wagga.
Economic Development - Continually review workforce future needs to determine likely spikes in population and communicate the impacts to relevant stakeholder in advance.	Completed for Current Year	Development Infrastructure Deferred Payment Policy adopted, and one application provided with in-principle support from Council. This project serves to address the current and predicted housing shortage as a result of workforce growth in Temora Shire.
Economic Development - Create a development prospectus including Ariah Park and update the relevant pages on Council website	Completed	Website updated with the current information.
Economic Development - Develop strategies to invigorate the Hoskins St CBD to ensure future prosperity	Completed for Current Year	Council was unsuccessful in obtaining grant funding under the Streets as Shared Spaces program. Council resolved to receive further design options for the upgrade of the next sections of Hoskins Street. The EDM supported TBEG in the coordination of the annual Christmas Street Fair
Economic Development - Facilitate a smooth DA process for investors	Completed for Current Year	Support provided to individual developers as required. The Development Infrastructure Deferred Payment Policy was also adopted by Council to assist developers with designing and funding subdivisions. Introduction of online planning portal communicated to residents.
Economic Development - Maintain a database of businesses and community groups	Completed for Current Year	A database was created in 2020 by the Communications Officer which is updated when information is provided to the Communications Officer.
Economic Development - Participate in relevant conferences that focus on regional development issues	Completed for Current Year	Attended the RAI Regions Rising conference. Participated in a number of other webinars relating to regional development issues, with a particular focus on housing.
Economic Development - Participate in relevant Government and Non-Government programs for regional growth	Completed for Current Year	Council was a financial member of the RAI's Regional Activators Alliance which developed the Move to More campaign. The EDM was appointed to the taskforce for the Multicultural NSW Growing Regions of Welcome program to attract and support migrant workers to the RIVERINA. Council was an active member of the RDA Country Change program to attract people and talent to the Riverina.
Economic Development - Provide advice and support to the TBEG and BREED Australia partnership including provision of assistance to employ executive officer	Completed for Current Year	Attended monthly TBEG Exec and various committee meetings including supporting TBEG to become an incorporated association and coordination of the T-Light event, Late Night Shopping, NYE celebration, and Business Awards. Finalised the relationship with BREED and assisted the transition of the space to the new operating structure. Assisted with the induction of the new TBEG Executive Officer.

Action Name	Status	Annual Comment
Economic Development - Work with Environmental Services, state agencies, landowners and local developers to ensure there is a sufficient pipeline of available land for development	Completed for Current Year	Supported Argyle Housing in the development of the Apollo Place proposal. Council adopted the Development Infrastructure Deferred Payment Policy. Support to Dustin Rose Estate and Highfields Estate proponents. Met with Dept Planning regarding potential future development sites for of residential and industrial land. Council resolved to investigate potential options for the purchase of industrial land.
Investigate the potential for the establishment of a campus of U3A in Temora	Referred to the Next Financial Year	Expressions of interest called. Meeting to be held when Covid permits
Investigate the viability of establishing a Country University Centre in Temora	Completed for Current Year	No progress this year due to a lack of resources.
Maintain a local trades directory	Completed for Current Year	A business directory was created in 2020 which included tradespersons and is regularly updated. A trade directory also appears in the Direct Me booklet which is available online and regularly updated when information is supplied to the Communications Officer.
Maintain strong relationships with local estate agents to monitor markets and communicate to property owners	Completed for Current Year	The relationship between Council and local estate agents remains strong and positive to help inform policies and strategic directions as well as facilitating development.
Participate in regional programs to attract new residents eg Country Change	Completed for Current Year	Joined the RAI's Regional Activators Alliance and supported the development of the Move to More campaign. Appointed to the taskforce for the Growing Regions of Welcome program to facilitate migrant resettlement in the Riverina. Provided content to the RDA Country Change program.
Support developments that broaden the range and raise the quality of visitor experiences in Temora Shire.	Completed for Current Year	The VIC staff and volunteers encourage visitors to broaden their experiences through verbal conversations, leaflets and brochures.
Support relevant organisations to prepare grant applications	Completed for Current Year	Information and assistance provided to a number of organisations. Council's subscription to the Grant Guru portal regularly communicated to ratepayer.
Tourism - Develop tools that encourage conference and event's organisers to come to Temora Shire	Completed for Current Year	Meet in Temora branding completed. Conference attraction document copy finalised thanks to Temora Travel, awaiting graphic design. Supported various individuals and organisations with investigations in to developing conference and event facilities. New tourism website with venue finder tool under development.
Tourism - Encourage all accommodation options are listed on Get Connected, Council Website, Google and Trip Advisor	Completed for Current Year	All accommodation listings were updated throughout the year when they were due for renewal. Emails were sent out encouraging operators to list or update their business with the STDW, Google and Trip advisor.
Tourism - Maintain membership of, and actively participate in, regional tourism bodies	Completed for Current Year	Renewed membership of and attended VisitRiverina quarterly forums. Council participated in the regional cooperative marketing campaign coordinated by VisitRiverina in partnership with DNSW. Provided content for Visit Riverina monthly social media promotions and e-newsletters.
Tourism - Work with Junee and Coolamon Shire's to actively develop and promote the Canola Trail experience and brand in all relevant tourism channels	Completed for Current Year	Prepared an application to fund a promotional campaign for the Canola Trail that was unsuccessful. Coordinated a video and photo shoot across the Canola Trail. Instigated the refresh of the Canola Trail website and production of pocket maps.
Utilise support available through Randwick City Council	Completed for Current Year	There has been minimal contact with Randwick City Council over the past year.
Visitor Information Centre - Maintain accreditation	Completed for Current Year	The Visitor Centre Manager has been working towards the accreditation which is due September 2021. The Tourism Group has amended the Assessment checklist for the Visitor Centre Accreditation and are working on a new revised Operational Manual.

Emergency Services

Action Name	Status	Annual Comment
Hold 3 (three) meetings of the LEMC annually	Completed for Current Year	All 3 LEMC held for the 2020/21 year with the next meeting to be held on 4th August 2021.
Support for Local Emergency Management Committee (LEMC)	Completed for Current Year	Support for LEMC resourced throughout the 2020/21 financial year.

Engineering Services

Action Name	Status	Annual Comment
Develop procedures and templates for the provision of a business case for all capital works on Council land not covered by asset development plans (roads, plant, transport infrastructure)	Completed	Completed and implemented
Development of a maintenance Memorandum of Understanding (MOU) with utility companies working within the road verge and nature strip	Not Due to Start	MOU with utility companies not undertaken in 2020/21 however deferred to 2021/22 year due to complexity of development.
Hold an annual Roads Hierarchy Committee with a view to transitioning to comprehensive Asset Management Committee meetings	Completed for Current Year	Complete for current year. Will target holding quarterly Asset Management meetings
Review of engineering policies and procedures	Completed for Current Year	Complete for this FY. Ongoing target.
Review of plant and equipment policy framework and Asset Management Plan	Referred to the Next Financial Year	Review of plant and equipment policy framework and asset management plan yet to be undertaken and is referred to the 2021/22 financial year.
Road Safety - Conduct local projects in accordance with adopted LGRSAP	Completed	This campaign at the selected venues. The winners were announced during participating venues events, such as Christmas raffle draws and happy hour which created the best atmosphere to interact with patrons about their Plan B.
Road Safety - Maintain RSO Facebook page and update Council's social media platforms and website with up-to-date road safety information	Completed for Current Year	RSO to continue to maintain 4 Shire's Facebook page.
Road Safety - Participation in the Local Government Road Safety Program	Completed for Current Year	RSO to continue to produce road safety articles for council.
Road Safety - Undertake programs in accordance with the LGRSAP	Completed for Current Year	All road safety projects completed on time except speed project which was delayed due to the flood event March 2021.

Engineering Works

Action Name	Status	Annual Comment
Street Lighting - Upgrade all street lighting in Temora Shire to LED luminaries	Completed	Bulk Lamp Replacement to LED complete.
Street Trees - Develop a formal Street Tree Policy dealing with replacement species, early care and maintenance, planting location, adjacent asset protection and removal rehabilitation	Completed	Council Street Tree Policy formally adopted after development and now being applied.
Street Trees - Implement priority actions for removal and replacement	Completed for Current Year	Street trees requiring priority removal and replacement completed for the 2020/21 financial year.

Environmental Services

Action Name	Status	Annual Comment
Commitment by Council to the Fight the Fruit Fly Committee	Completed for Current Year	Completed and ongoing

Governance

Action Name	Status	Annual Comment
Advocate on behalf of the Community for the retention of: * Schools within Temora Shire * Health Services within Temora Shire * Adequate Police Numbers * Electoral Commission re pre-poll voting in Temora in State and Federal Elections * Lobby for the retention of R2R and FAG funding * Lobby for constitutional recognition of Local Government * Support removal of pre-amalgamation representation on Goldenfields Water for amalgamated councils * Lobby government for ongoing support for TAIC	Completed for Current Year	Regular advocacy through available networks.
Conduct General Election utilising NSW Electoral Commission	Referred to the Next Financial Year	Deferred to 2021/22 by State Government
Develop a new Community Strategic Plan	Referred to the Next Financial Year	Deferred to December 2021 by State Government

Action Name	Status	Annual Comment
Ensure all available funding options are utilised to achieve the Council projects outlined in the Delivery Program	Completed for Current Year	Grants availability is at an all time high. Council is continuing to seek grants to meet identified needs.
Investigate corporate offerings for Councillors and Senior Staff representing Council (ties, blazer etc)	Referred to the Next Financial Year	Requests for information made but no response as yet.
Lobby state and federal governments for ongoing increased local road funding	Completed for Current Year	Ongoing advocacy
Maintain communication at an official level between Council and Temora Hospital administration and LHAC	Completed for Current Year	Council representation maintained on LHAC
Maintain communication at an official level between Council and Temora Police	Completed for Current Year	Formal meetings not held in current year. Regular informal meetings and attendance of Local Area Commander and staff held
Maintain communication at an official level between Council and the Temora Community Centre	Completed for Current Year	Regular attendance of Council representatives at Interagency meetings
Maintain membership to following organisations: Eastern Riverina Arts, RE-ROC, Riverina JO, Destination Riverina Murray, Thrive Riverina, Riverina Food Network, Local Government NSW, Economic Development Officers Network, Riverina Regional Library Service, Country Mayors Association	Completed for Current Year	Memberships maintained
Provide the Mayor with the appropriate information to best represent the Shire's needs.	Completed for Current Year	Regular meetings held with executive staff to ensure Mayor is appropriately informed
Villages - Hold a committee meeting (Assets & Operations) at Springdale	Completed	Meeting of Assets and Operations held at Springdale in March 2021

Heritage

Action Name	Status	Annual Comment
Broken Dam Heritage Trail	Referred to the Next Financial Year	Objective ongoing. Will meet with advisory committee to work through project and establish constructibility.
Bundawarra Centre - Develop virtual tour of facility (subject to grant funding)	Completed for Current Year	All exhibition galleries on the Bundawarra Centre site have now been clearly numerically identified to facilitate further development of virtual and physical tours.
Bundawarra Centre - Maintain Rural Museum social media presence	Completed for Current Year	The Bundawarra Facebook page has regular activity and recently an Instagram page was opened with good progress.
Bundawarra Centre - Seek funding for Ambulance Museum Stage 3	Grant Not Available	Collection maintenance and identification is continuing in anticipation of suitable funding opportunities being identified.
Bundawarra Centre - Support the concept of hosting temporary traveling exhibitions	Completed for Current Year	This ongoing project was completed satisfactorily in the current year.
Bundawarra Centre - Upgrade	Completed	The first stage of the forecourt upgrade has been completed. Further internal redevelopment of the VIC space and museum access ramp awaits funding.
Commitment to the Temora Shire Sportsman Walk of Honour including provision of budget as required	Postponed by Council Decision	Budget allocation for 2021/21 removed during budget process. Allocation to be made as required in future years.
Heritage - Continue the Temora Heritage Advisor program	Completed for Current Year	Program acquitted successfully.
Heritage - Support the Heritage Assistance Fund. Support community heritage groups in accordance with policy	Completed for Current Year	Completed and ongoing
Heritage - Support the Temora Heritage Committee	Completed for Current Year	Completed and ongoing
Temora Railway Precinct - Provide resources towards enhancement as a heritage tourism and event destination	Completed	All works completed and grants acquitted.
Bundawarra Centre - Construct bridge over dam	Completed	Council's financial commitment to the installation of the bridge was discharged in the current year.

Property Services

Action Name	Status	Annual Comment
Crown Land - Develop Management Plans for all Crown Land in the care and control of Council. (Funded by State Government)	Completed	Final plans of management for Generic Council Crown Land, Lake Centenary, Temora Agricultural Innovation Centre, Temora Golf Course and Temora Shire Sportsgrounds and Parks adopted by Council at June Council Meeting.
Investigate the installation of public toilets at roadside stops	Referred to the Next Financial Year	No progress
Support Friends of Temora Shire Cemeteries	Completed for Current Year	Belinda Bushell replaced by Sally Hurst as TSC primary contact. Group working well and achieving great results
Support the concept of installing solar panels on Council buildings subject to the provision of a positive business case.	Completed for Current Year	Complete for current FY. STP and Bundawarra Centre completed in 2020/2021 FY
Temora Cemetery - Install plinth to incorporate existing headstones. 2 rows in alternate years (2020/21)	Postponed by Council Decision	Postponed by Council Decision
Apollo Place - Develop a plan of management and services design	Completed for Current Year	Argyle Housing selected partner after EOI process. Funding dependent

Public Health

Action Name	Status	Annual Comment
Advocate for the maintenance and additional services at Temora Hospital	Completed for Current Year	Discussion have been held with the local member regarding the planning for a new hospital. Advice has been received that the project is now in the priority list.
Advocate for the retention of a Visiting Medical Officer and commencement of Pathology services to Arianh Park	Completed for Current Year	Informal advocacy has occurred. Need to formalise the approach in current year.
Proactively support and promote community mental health facilities and programs	Completed	The CCSO helps support outside services provider deliver relevant information through events and projects and provides community information to the Communications Officer for Council media release
Provide inspections of food premises, including Scores on Doors Policy	Completed for Current Year	Completed using B+ Solutions as contractor

Recreational Services

Action Name	Status	Annual Comment
Ariah Park Swimming Pool - Upgrade Kiosk & Change rooms	Completed	Works Completed
Data collection, asset register and mapping of recreational spaces	Completed for Current Year	Objective ongoing. Large objective and is being chipped away at as resources permit
Develop a Recreation and Open Space Strategy that meets the needs of residents	Referred to the Next Financial Year	Ongoing. Draft Rec and Open Space Strategy nearing completion and will be send to Council in due course.
Hillview Park - Solar Lighting Installation	Canceled by Council	Not funded. Referred to future Budget estimates
Investigate drainage solutions for Nixon Park No.2 and Bob Aldridge	Referred to the Next Financial Year	Action requires rolling into next FY.
Investigate the issue of collection of an equitable contribution towards the provision of sports facilities from sporting groups	Completed for Current Year	Long term target rec and open space strategy draft will be available in near future.
Maintain a comprehensive and regular playground inspection system for all Council facilities	Completed for Current Year	Playground inspections being undertaken regularly using REFLECT asset inspection software in accordance with councils' policy. Further structure around asset renewal for defects is requiring investigation and review needed of playground inspection frequency as per council policy.
Nixon Park - Upgrade amenities block	Completed	Work completed and final acquittal submitted and approved.
Temora Recreation Centre - Upgrade entrance	Completed	Completed and grant acquittal submitted and approved
Temora Swimming Pool - Redevelopment	Completed for Current Year	Grant funding obtained. T-Corp loan application being applied for. Design and construct tender being developed. Work to commence in February 2022
Ariah Park Recreation Ground - Upgrade skate park and landscape	Completed	Project complete
Nixon Park - Modifications to amenities building	Completed	All works completed

Regulatory Control

Action Name	Status	Annual Comment
Conduct a review of the Temora Local Environmental Plan 2010 involving development of a discussion paper and community consultation	Completed for Current Year	Progress being held up due to delays in Flood Study. Ongoing
Determine a policy outlining the relationship between Council and Temora Veterinary Clinic and pet rescue groups	Completed for Current Year	Veterinary clinic under new ownership and different policies regarding rehoming, rescue groups covering all aspects of animal rehoming. Good relationship still exists with the vets
Provide annual inspections of beauticians, hairdressers, mortuary premises	Completed for Current Year	Completed
Provide inspections of septic tanks in accordance with risk category	Completed for Current Year	Up to date and ongoing
Provide inspections of swimming pools in accordance with Council's policy, every 3 years or at the time of sale	Completed for Current Year	Completed and ongoing
Provide monthly report to Council about ranger activities incl. parking, companion animals	Completed for Current Year	Monthly reports prepared for council detailing incidents and actions, some daily occurrences not reported on depending on relevance.
Report statistics of number of Development Applications, Complying Development Applications, and assessment times. Planning Reports to Council where required	Completed for Current Year	Completed in accordance with statutory requirements
Use of social media and community radio to advertise availability of companion animals	Completed for Current Year	Social media achieving very good results however opens the Ranger to unnecessary criticism from those who have been issued with warnings, seizures and RSPCA involvement (challenge to not comment). Rescue services and Veterinary services excellent results.

Resident Services

Action Name	Status	Annual Comment
Drought Communities Program - Various community projects	Completed	All works completed and final reports acquitted.
Maintain CCTV system in Temora to a modern standard acceptable to the users of the facility.	Completed for Current Year	IT has submitted a grant request for \$50,000 to go towards upgrading our CCTV cameras town wide. The result of the grant will not be known until later this year. IT is still working on putting together a plan of action and getting quotes together for each location.
Provide the Service NSW Agency at no cost to Council that meets the needs of residents	Completed for Current Year	This service is meeting its expected outcomes and is being provided at no cost to Council.
Utilise public events to acknowledge volunteers for example Volunteers Week, Local Government Week and nominating volunteers for awards within the community	Completed	Acknowledgment where possible however COVID-19 restriction reduced many of the usual opportunities. The CCSO is now promoting volunteer opportunities and acknowledging Shire volunteers on the Wednesday TFM Radio Chat.
Villages - Retain staff member at Aria Park	Completed for Current Year	Staff member retained at Aria Park; new mower has improved delivery time frames for mowing at Aria Park.
Villages - Support community in the establishment of a nature walking track and bicycle track from Broken Dam Heritage Area to Aria Park Cemetery (Subject to Grant Funding)	Completed for Current Year	Duplicate / Objective ongoing. Will meet with advisory committee to work through project and establish constructibility.
Update street Christmas decorations	Referred to the Next Financial Year	Solar lighting trial was not successful. A new option to be investigated for implementation for Christmas 2022
Install town/village signs	Referred to the Next Financial Year	This project has faced a number of challenges and is now overdue. Awaiting confirmation of an installation date from the contractor.

Risk Management

Action Name	Status	Annual Comment
Commit to the conduct of regular Risk Management meetings	Completed for Current Year	Still awaiting ARIC guidelines from OLG to determine internal risk management structure - unclear on the format of such meetings or if it will be simply an additional agenda item for Manex. In the meantime, an integrated approach is taken with risk as related to current and future issues discussed at Manex meetings, department meetings and project meetings (ie pre-project, progress and project debriefs), along with informal meetings between staff members.
Develop an integrated safety, quality and environmental management system	Completed for Current Year	Completed for current year. Significant improvement and progress towards a modern day, integrated WHS system has been made, with responsibilities spread across all relevant departments. Support and guidance provided from the WHS/Risk Manager where required. Quality system in place and in control of Engineering department. Environmental systems in place and in control of Engineering & Environmental departments.
Develop an integrated safety, quality and environmental management system to ISO9001, 4801 and 14001 certification	Not Progressing	Transport for NSW no longer require council to obtain this accreditation. Recommend this action be removed.
Develop and implement the Audit and Risk Improvement Committee	Referred to the Next Financial Year	Still awaiting publication of ARIC requirements from OLG to determine internal structure.
Implement Enterprise Risk Management program	Completed for Current Year	Review of pre-existing procedures is difficult to resource. WHS system development, implementation and maintenance is a high priority and main focus has been given to this area of risk management. Significant improvement to WHS Risk Management has been achieved. TSC risk assessment framework and documents have been developed, with training in their use provided to MANEX and others in supervisory and management roles. Outdoor staff now complete a daily risk assessment to assess operational day-to-day risk.
Integration of Quarry Management Plan into the Council Integrated Risk Management Plan	Referred to the Next Financial Year	Quarry management plans remain incomplete.
Undertake Employee programs to support employees in the workforce, including: <ul style="list-style-type: none"> • Hearing Tests • Mental Health Programs • Skin Checks • Employee Assistance Programs • Health Checks • Team Building Exercises 	Completed for Current Year	Suicide awareness and alertness training was delivered to all staff in December 2020. Outdoor staff hearing tests due in September 2021. Two-day Mental health first aid training, coordinated by the Human Resources Officer, was canceled midway due to covid lockdown requirements. The Human Resources Officer is investigating skin checks and employee wellbeing programs. Employee Assistance Program is in place and under control of the Human Resources Officer.

Sewerage Services

Action Name	Status	Annual Comment
Ariah Park - conduct consultation with the Ariah Park community to determine support for the installation of sewerage services within the village	Referred to the Next Financial Year	Public Works nearing completion of an options study for the sewerage of Ariah Park. Once complete (first half of 2021/2022) Council can consider and take to the Ariah Park community.
Ensure all staff involved in the sewerage function receive appropriate industry specific training for managers and operators	Completed	Training provided and undertaken as scheduled for council's sewer staff
Undertake CCTV inspection, smoke testing and condition rating of sewerage reticulation network including removal of sewerage infiltration	Completed	Due to staffing issues CCTV inspection, smoke testing and condition rating has been delayed over the last 6 months of the 2020/21 Financial Year. This will be addressed to ensure staffing/resourcing issues are resolved and further sewer CCTV undertaken in the 2021/22 financial year.
Undertake Upgrade and renewal works on Sewerage and Recycled Water in accordance with identified program	Completed	Staffing/Resourcing issues have seen a delay in capital renewal works, however this work still tracked well for 2020/21 through contract work where required

Support Services

Action Name	Status	Annual Comment
Investigate and source new quarries to meet the future needs of Council	Completed	New quarry sourced on Slingers Lane with agreement developed and signed by both parties prior to 30th June 2021. All other quarry needs met for 2020/21.
Review the Quarry Management Plan on a biennial basis	Referred to the Next Financial Year	Draft Quarry Management Plan being developed with draft 70% complete and to be finalised in 2021/22 Financial Year.

Transport Infrastructure

Action Name	Status	Annual Comment
Commitment to the long-term facilitation of efficient heavy vehicle access through Temora Shire subject to minimisation of impact on: Resident amenity, Council finances, Resident safety	Completed for Current Year	Farm Gate program underway. HVAR on going
Develop a project brief for the construction of an Alternate Heavy Vehicle Route around Temora based on the preferred route	Completed for Current Year	Ongoing. Received response from TfNSW in June 2021.
Make application for a minimum of one (1) Fixing Country Roads grants annually	Completed	Tara Bectric Road & Old Cootamundra Road under FLR Program - Complete
Program a tour of inspection on the first and third year of a new council	Referred to the Next Financial Year	N/A for this FY. Will undertake following Council elections.
Seek funding (Full) for the installation of a roundabout and associated infrastructure at the corner of Hoskins & Polaris Streets	Grant Not Available	No Action. Refer to past comments. Requires Council commitment of funding.
Support the installation of EV Charging Station in Temora	Referred to the Next Financial Year	Project delayed. Awaiting information from developer.
Undertake a progressive assessment of local road network for potential RAV use	Completed for Current Year	Complete for this FY.
Undertake Kerb and Gutter construction and maintenance in accordance with the Kerb and Gutter Assets Capital Works Program	Completed for Current Year	Kerb and Gutter completed in Joffre St and Macauley St (Bundawarah Centre), however Back Ariaah Park Rd and Victoria St Culvert kerb modification were deferred until the 2021/22 Financial year so are not completed.
Undertake Footpath construction and maintenance in accordance with the Footpath Assets Capital Works Program	Completed for Current Year	All funded footpath asset capital works funded for 2020/21 completed. Some follow-up works on the Deboos St footpath replacement being undertaken as per resolution of council. This work will occur in August/September 2021.
Undertake Cycleway construction and maintenance in accordance with the Cycleway Assets Capital Works Program	Completed for Current Year	Both Cycleway projects budgeted for 2020/21 were design/development only and don't involve construction. These projects progressed however are both difficult sites in terms of railway infrastructure so are ongoing.
Undertake Rural Unsealed Roads construction and maintenance in accordance with the Rural Unsealed Roads Assets Capital Works Program	Completed for Current Year	Rural Unsealed Roads construction and maintenance completed for 2020/21 with some maintenance delayed awaiting outcome of the natural disaster declaration for the flood event with Temora becoming declared however these works are anticipated to be undertaken in the 2021/22 financial year following assessment by TfNSW.
Undertake Urban Sealed Roads construction and maintenance in accordance with the Urban Sealed Roads Assets Capital Works Program	Completed for Current Year	Urban sealed roads construction and maintenance completed as per the capital works program for 2020/21.
Undertake Urban Unsealed Roads construction and maintenance in accordance with the Urban Unsealed Roads Assets Capital Works Program	Completed for Current Year	Urban unsealed road construction completed for 2020/21 along with maintenance as required.

Action Name	Status	Annual Comment
Undertake Pavement Rehabilitation/ Widening in accordance with the Pavement Rehabilitation / Widening Assets Capital Works Program	Completed for Current Year	All pavement rehabilitation and widening undertaken as budgeted for the 2020/21 financial year, with exception to Back Ariah Park Rd which was deferred to 2021/22 with the Kerb and Gutter component.
Undertake Rural Sealed Roads construction and maintenance in accordance with the Rural Sealed Roads Assets Capital Works Program	Completed for Current Year	Rural Sealed Roads construction and maintenance completed for 2020/21 with some maintenance delayed awaiting outcome of the natural disaster declaration for the flood event with Temora becoming declared however these works are anticipated to be undertaken in the 2021/22 financial year following assessment by TfNSW.
Undertake Fixing Country Roads/ Heavy Vehicle Safety and Productivity Program in accordance with the determined program	Completed for Current Year	Fixing Country Roads project being Morangarell Rd Segment 12 completed and within budget. Next financial year (2021/22) Tara-Bectric Road Segments 4, 5 and 7 shoulder widening are funded.
Undertake Regional Roads Program in accordance with the determined program	Completed for Current Year	Regional roads maintenance undertaken as budgeted with the main project for Mary Gilmore Way Segment 330 Bridge Sized Culvert Construction still ongoing due to being funded over both the 2020/21 and 2021/22 Financial years for the construction phase of the project.

Waste Services

Action Name	Status	Annual Comment
Advocate for a Return and Earn facility at Ariah Park	Completed for Current Year	Ariah Parks population not large enough to meet Return and Earn criteria for the establishment of a facility
Continue support for Clean-up Australia Day program and anti litter promotion	Completed for Current Year	Annual participation completed.
Efficiently enforce legislative requirements to abate nuisance caused by overgrown lots	Completed for Current Year	Achieving very good results with updated letter format. (Two letters instead of three).
Efficiently investigate and enforce the legislative requirements related to illegal dumping	Completed for Current Year	Litter and illegal dumping is at a low standard at the moment immediate action is taken when Council is notified of fresh outbreaks.
Investigate the installation of recycling at Ariah park	Completed for Current Year	To be looked at again in shire-wide Waste/Recycling review that is scheduled for 2022. (First term of new Council).
Support and expand the Adopt a Road Program	Completed for Current Year	Completed during Clean Up Australia Day event.

Water Services

Action Name	Status	Annual Comment
Complete the development of an Integrated Water Cycle Management Plan (IWCMMP)	Referred to Next Financial Year	Ongoing. Likely FY21/22 completion
Construct detention basin - Old Cootamundra Rd	Completed for Current Year	Fencing and landscaping remaining
Data collection, asset register and mapping of rural storm water assets	Completed for Current Year	Final checking and closing out still required. Linking of spreadsheet data to geospatial mapping.
Data collection, asset register and mapping of urban storm water drainage assets	Completed for Current Year	Requires linking of spread sheet data to geospatial mapping and checking for completeness.
Deliver Flood Study for Ariah Park and Springdale	Completed for Current Year	Flood Study component complete Risk Management Plan incomplete. Completion due in October 2022.
Make application for a minimum of one (1) Safe and Secure Water grant annually	Grant Not Available	Not Possible to attract Safe and Secure Water funding until IWCM complete. Safe and Secure Water Program is funding part of IWCM strategy.
Undertake the Temora Floodplain Risk Management Study and Plan	Completed for Current Year	Progressing. Due for completion September 2022.
Undertake Stormwater Drainage construction and maintenance in accordance with the Stormwater Assets Capital Works Program	Referred to the Next Financial Year	Stormwater drainage projects funded in 2020/21 were deferred to 2021/22 financial year for delivery.

Youth

Action Name	Status	Annual Comment
Acknowledge the definition of Youth incorporates young people up to age 25 inclusive	Completed for Current Year	The Youth Department has continued to offer engaging programs for Temora youth. Currently, the 11 - 16 year category is strongly represented on our Youth Leadership Team and in our weekly workshops. Our challenge is to grow participation in Youth programs, particularly in the 14- 25 age group. The introduction of new teams in 2021-2022 will expose a new cohort of young people to Platform Y. The Youth Leadership team will continue to meet on a fortnightly basis to discuss the focus of programs at Platform Y.
Conduct regular Youth programs and workshops in relevant areas of youth interest	Completed for Current Year	The weekly workshops have continued to build skills and confidence in our young team members. The popularity of the Hospitality team has resulted in workshops being offered twice a week- Thursday and Friday- under the guidance of the YPC. They have maintained the meal sequence of breakfast, morning tea, lunch as a focus for each term. Recipes align with the Healthy Food Policy and aim to provide the Hospitality Team with nutritious foods and meal planning options. The Hospitality team successfully participated in the Youth-Made Market, running a coffee shop. The CAPA Team has been building their communication skills, teamwork and confidence through drama games and activities. They have decided on a short play to perform in Term 4. The Gaming Team has a consistent group of attendees, with all games providing multiplayer options to allow for social interactions between current and new members.
Create a program aimed at developing young men emotionally and socially	Referred to the Next Financial Year	The Boys to Men program is in the transition phase, with a venue (Temora Showground Pavilion building) and mentor secured. Details of the program need to be finalised. YDO hoping this will commence in term 4, but is not currently a priority due to commitment to other programs.
Create program content and resources for youth programs	Completed for Current Year	Hospitality Team received hard copies of recipes, including nutritional information and a financial literacy component. Culture and Performing Arts Team are provided with play scripts and equipment to use within the workshops. School holiday workshop attendees have access to information relating to content of each program. Where appropriate, young people who attended the school holiday workshops such as the Food Science Workshop, Indigenous Cooking and Mini-Succulent Gardens are provided with relevant workshop information.
Develop a youth transition program designed to support our young people post school	Referred to the Next Financial Year	Adulting 101 program will take place Friday 3rd September, in partnership with Temora High School. (Note: Program offered to Aria Park Central School, however they have alternate program in place)
Develop and run weekly activities to allow young people to meet, connect and interact socially	Completed for Current Year	Platform Y programs are available to all young people between the ages of 10-25, providing the opportunity to meet, connect and interact. Free weekly workshops in Gaming, Culture and Performing Arts and Hospitality (2 per week) are offered.
Develop and showcase talent by creating a youth made market and event with the support of local mentors	Completed	The YOUth-Made Market (YMM) program was held in April, comprising of 15 stalls. Participants attended 5 weekly workshops in the lead up to the market, building their skills to ensure they were well equipped for the event. The 2 day market was a resounding success, showcasing the talents of our young citizens to the many shoppers in attendance. The YMM also included the Platform Y Coffee Shop, a gaming Chill Out zone and the Temora Community Centre. The program was funded by a generous DCJ grant of \$16,300. Applications are now open for YMM 2, to be held Saturday 9th October 2021.
Develop financial literacy and employment development opportunities for young people	Completed for Current Year	Financial literacy is embedded into all programs at Platform Y. The Youth Team meetings include discussions related to costing materials required for weekly workshops, community events and school holiday workshops. Financial literacy is a weekly component of the Hospitality workshops. The young people use this to determine the cost of ingredients, the predicted cost per person and the actual cost per person. The Youth-Made Market also provided the Hospitality team with experience in budgeting, costing and cash handling. The Youth-Made Market features a strong financial literacy component, guided by TSC Accountant.

Action Name	Status	Annual Comment
Development of a program for school holiday activities	Completed for Current Year	<p>School holiday programs were conducted as follows:</p> <p>2020</p> <p>July- Gaming Tournament (x2)</p> <ul style="list-style-type: none"> - Vocal Workshop - Wizard Whisk (x2) <p>September/October</p> <ul style="list-style-type: none"> -Food Science Workshop -Wizard Whisk (x2) -Youth Week:- Minute with the Mayor <ul style="list-style-type: none"> - Totem Skateboarding workshop <p>December- Food Science Workshop</p> <p>2021</p> <p>January- Gaming Tournament (x2)</p> <ul style="list-style-type: none"> - Barista training (x2) - T-Town Dance Off <p>April (including Youth Week activities):</p> <ul style="list-style-type: none"> -Sweet Treats workshop; - Mindfulness; - Minute to Win It; -Dip and Dye; -Youth Week- Fun Day; -YOUth- Made Market. <p>June:</p> <ul style="list-style-type: none"> - Go for Gold -Mini-MasterChef <p>Workshops were conducted under the guidance of Temora Youth Leaders, YPC and/ or YDO.</p> <p>NOTE: Due to COVID restrictions, Youth Week 2020 was deferred from April to October 2020.Hence 2 Youth Week programs were held in the 2020- 2021 reporting period.</p>
Formulate strategy to bring village and town young people together	Completed for Current Year	Transport was provided for young people from Ariaiah park and Barmedman to attend Youth Week activities, however this was not supported. The Youth Development Officer has visited Ariaiah Park Central School during Term 1 and 2 to promote events. The Youth Development Officer visited Ariaiah Park Central Schools Term 1 and 2 to promote events.
Hold a Youth Team afternoon tea and youth team meeting hosted and chaired by the Mayor	Completed for Current Year	The Youth Leadership team conducted a Leadership meeting at Council Chambers in Term 2 2021.
Increase employee hours for Youth function	Completed	Employee hours in the Youth function have been deemed to be adequate following a restructure of the youth function.
Participate in activities that nurture leadership and responsibility, eg Take Charge, Clean Up & Australia Day	Completed for Current Year	<p>During August/September 2020, 5 members of Temora Youth Team partnered with Temora Railway Museum to start the restoration of the Gidginbung Waiting Room.</p> <p>YPC and YDO accompanied 6 members of Youth Leadership Team to Temora Australia Day Celebrations. Our young leaders accepted the award for Event of the Year, and spoke on behalf of all who attend Platform Y.</p> <p>6 members of the Leadership team participated in Clean Up Australia, with YPO and YDO in attendance.</p> <p>Due to COVID-19, the 2020 Take Charge event was postponed. On Wednesday 24 March, students from local schools participated in 2021 Take Charge Leadership Forum in Wagga, with positive feedback from all involved.</p> <p>Temora Youth Team was actively involved in the planning and delivery of the Youth Made Market program, with the Hospitality team leaders running a very successful Platform Y coffee shop. The Gaming leader managed the popular gaming Chill Out zone. Both groups were under the immediate supervision of the YPC.</p>
Participate in regional Youth activities where available	Completed for Current Year	YDO and YPC exploring options.

Action Name	Status	Annual Comment
Partner with Pinnacle Services to provide targeted programs that support and engage the young people in their care	Completed for Current Year	Two clients from Pinnacle continue to utilise Platform Y weekly workshops - one in Hospitality and one in Gaming.
Partner/ participate with local businesses/ agencies/ experts and professional development opportunities to support both the youth officer and youth teams	Completed for Current Year	<p>2020 YPC- adjudicate online Dramatic Minds Festival, November; networking meeting with REROC Youth and Community; collaborated with Youth Engagement and Inclusion Officer for Hilltops Council; partnered with Daz Melzer to run a Barista Training course, with 18 young people completing the training over 2 separate days.</p> <p>2021 YPC -completed the COVID - 19 Infection Control Training (Department of Health); completed the DV-Alert training and Suicide Alertness Training (Lifeline); engages and liaises with mentors for weekly workshops; completed Complex forms of Violence training</p> <p>YDO- Sticky Stuff online training; partnered with local businesses as mentors for the Youth Made Market program; attended community Mental Health forum</p> <p>YDO and YPC-regularly liaise with Temora Community Centre Child, Youth and Family Support Office; regularly visit local schools when restrictions allow</p> <p>(Note: Current YPC completed DV-Alert training whilst in role of YAA)</p>
Platform Y - Maintain and develop Platform Y as the centre for Youth activity in Temora Shire	Completed for Current Year	Platform Y was utilised for all Youth programs. Weekly workshops and school holiday programs were conducted at Platform Y, as well as Youth Made Market workshops.
Scholarships - Provide one (1) scholarship to the Temora and District Education Fund	Completed for Current Year	Scholarship provided
Scholarships - Provide scholarships in accordance with policy to be determined by Council through the Scholarships Committee	Completed for Current Year	Scholarships provided
Support annual transport to Canberra Careers Expo	Completed for Current Year	Note: This event was canceled due to COVID-19.
Support for Youth Week events	Completed for Current Year	<p>Due to COVID restrictions, Youth Week 2020 was deferred from April 2020 to October 2020. Hence 2 Youth Week programs were held in the 2020- 2021 reporting period.</p> <p>2020 Youth Week</p> <ul style="list-style-type: none"> - Minute with the Mayor - Totem Skateboarding workshop <p>2021 Youth Week</p> <ul style="list-style-type: none"> - Sweet Treats workshop; - Mindfulness Warrior workshop; - Fun Day; -YOUth- Made Market. <p>Workshops were conducted under the guidance of Temora Youth Leaders, YPC and/ or YDO.</p>
Support the concept of the Young Citizen of the Year Award as a way of recognising Youth	Completed for Current Year	Held in conjunction with Australia Day
Undertake careers promotion to local high school students in Local Government Week	Completed for Current Year	Canceled in August 2020 due to COVID 19 restriction.

Action Name	Status	Annual Comment
Youth Hospitality Team to promote Youth team through catering and service opportunities	Completed for Current Year	The Hospitality Team catered for Elaine Costello's birthday celebrations in November 2020. They conducted a Coffee Shop as part of the Youth Made Market and assisted with the Temora Shire Council 100 Years celebrations at the Council Chambers. The Youth Team continues to investigate future catering opportunities.
Youth Officer to visit vil-lages/schools on a regular basis to build rapport and partnership opportunities	Completed for Current Year	YPC did not attend St Anne's Central School, Temora Public School or Temora High School presentation day due to COVID - 19. YDO and/or YPC are attending assemblies at Temora Hight School, Temora Public School, Temora West Public School, St Annes and Ari-ah Park Central School every term, when health guidelines permit.

2.2 Services for People with Diverse Cultures & Language

Temora is a community containing a low level of persons from a non-English Speaking Background (NESB). The 2016 Census indicated:

Country of Birth	Temora (A)	%	New South Wales	%	Australia	%
Australia	5,383	88.4	4,899,090	65.5	15,614,835	66.7
England	76	1.2	226,564	3.0	907,570	3.9
Philippines	37	0.6	86,749	1.2	232,386	1.0
New Zealand	22	0.4	114,136	1.6	518,466	2.2
India	20	0.3	143,459	1.9	455,389	1.9
Germany	18	0.3	29,541	0.4	102,595	0.4

In Temora (A) (Statistical Local Areas), 88.4% of people were born in Australia. The most common countries of birth were England 1.2%, Philippines 0.6%, New Zealand 0.4%, India 0.3%, and Germany 0.3%.

For the 2016 Census in Temora (A) (Statistical Local Areas), there were 144 Aboriginal and Torres Strait Islander people. Of these, 74 (or 51.4%) were male and 70 (or 48.6%) were female. The median age was 24 years.

People Characteristics	Temora (A)	%	New South Wales	%	Australia	%
Aboriginal and Torres Strait Islander	144	-	216,177	-	649,167	-
Male	74	51.4	107,368	49.7	322,171	49.6
Female	70	48.6	108,809	50.3	326,996	50.4
Median Age	24	-	22	50.3	23	-

This low level of ethnic diversity has been recognised by Council in the Social Plan. Accordingly, a number of activities have been developed and undertaken to overcome the lack of diversity. These include:

- Continuation of the sister-city activity with Izumizaki-mura, Japan and Uppington, South Africa
- Participation in Reconciliation Week
- The Special Broadcasting Service (SBS) radio station for the Temora community; and
- Hosting the Harmony Day morning tea at Paleface Park - Cultural Day during Local Government Week.

Whilst it is acknowledged that the ethnic mix in Temora does not mirror many urban areas, the isolation of some NESB can be debilitating and Council has recognised its responsibility to these residents.

2.3 Child and Youth Services

Council recognises the responsibility to provide an innovative and appropriate mix of service for the residents of Temora and their families. The objective of Council is to ensure quality options are available for all residents irrespective of their ethnic and socio-economic background. Some of the options offered in 2020/2021 include:-

- **Long Day Care**

Bland Shire Council offer a long day care program. Providing quality, affordable, in-house childcare for children aged 0-12 years, the service provides regular or part-time care, occasional or emergency care, before and after school care as well as school vacation care.

During 2020/2021, the service catered for an average of 29 families, with 43 children from the Temora Shire. A similar number were services in the Bland Shire by the program.

- **Pre-Schools**

Temora Shire Council provides accommodation for the Temora Pre-School and Out-of-School Hours Care program, located in Gloucester Park, and playground facilities for the Aria Park Pre-School.

- **Library Services**

2021 was dominated by Covid-19 but it has been inspiring to see how Temora Shire Library staff and patrons responded. With multiple lockdowns and library closures, staff were kept busy with Library2U deliveries & ongoing renovations.

Temora Shire Library was successful in gaining the Public Library Infrastructure Grant funding in two consecutive years. This has facilitated the addition of an outdoor reading room, accessible toilet upgrade, outdoor ramp access, internal painting, automatic door upgrades, shelving fit-out, new carpet and the creation of a new circulation counter.

Programs were steady throughout the year due to covid restrictions, however Lego Club always proved popular with the young people enjoying the engineering aspects of the program. The standout for the year was One Book One Temora, where library staff collaborated with cinema staff to run 'The Dry' a movie adaptation from Jane Harper's third novel. The evening was extremely popular with both library patrons and staff looking forward to running One Book One Temora again in 2022.

Library memberships increased by 88 during 2021, bringing total memberships to 1,357.

- **Sporting Facilities**

Sport plays a major role in the lives of many young residents in the Temora Shire. Council continues to support the region's sporting interests by working closely with the community and sporting groups in an effort to ensure excellent sporting facilities are available and continually maintained to a high standard.

- **Representation**

Temora Shire Council has engaged in the representation of Youth Services within a number of programs and committees such as:

- Temora Shire Youth Team
- Interagency
- Local Government Week Committee
- Youth Week
- REROC Youth Meeting

- **Support Programs and Events for Young People**

- Temora Youth Council
- Aria Park Youth Council - "*The Shed*"

Platform Y is a safe space for young people aged 10- 25 years to socialise, learn new skills and engage in activities that promote wellbeing and enhance their sense of community inclusivity.

Council recognises the challenges of young people in regional areas and aims to provide innovative programs, driven by the Youth Leadership team. This team contributes to the strategic direction of youth programs, encouraging community engagement and giving them a voice within the wider community.

The employment of a Youth Development Officer (Creative innovation and youth development initiatives) and Youth Program Officer (Program/ Project delivery including weekly workshops and holiday programs) ensures young residents are provided with innovative programs, which are driven by the Youth Leadership Team.

- **Interagency**

Interagency provided access for young people to programs and support within Temora and wider Riverina.

- **Temora Women's Network**

Events provided for local women to gain knowledge in different issues.

- **Youth Week**

Working with the 2021 theme 'Together More Than Ever', a diverse range of workshops and activities were provided for local young people aged 8-25 years to celebrate Youth Week. These included an outdoor fun day, cooking workshops, mindfulness sessions and the inaugural YOUTH Made Market.

- **Local Government Week**

No activities were held during Local Government Week due to Covid 19.

2.4 Services Encouraging Access and Equity

● **Community projects**

The following projects have been undertaken with regard to improving access and equity for all residents living in the Temora Shire.

Disabled access was improved in the following ways:

- Lake Centenary Play Equipment
- Construction of New Footpaths
- Recreation Centre Entrance upgrade
- Gloucester Park Play Equipment
- Nixon Park - Amenities Block Upgrade
- Construction of Supported Independent Living House

● **Advertising**

The Council promotes services in a variety of ways including:

- Advertising in local newspapers
- Producing and distributing publications
- Public meetings
- Community committee structure
- Media releases
- Monthly newsletter – Narraburra News
- Web Site
- Facebook, Twitter

The “Temora Independent” newspaper, has sole local coverage of the Temora Local Government area. In addition, the Narraburra News is utilised to disseminate information to local residents and relevant stakeholders about events and activities of the region. Given the scope of coverage, Council advertising reaches the majority of Shire residents.

● **Statement of Affairs**

This process is carried out annually by publication in the Government Gazette and includes information on:

- Council structure and function;
- How the public may participate in policy development;
- List of documents available for use by the public;
- How the public may access documents.

● **Brochures**

Council provides a range of brochures for the information of ratepayers including Childcare, Waste Management, Bushfire, Pinnacle Community Services etc. Brochure stands are located in the Council Chambers and Temora Library & Visitor Information Centre.

● **Community Directories**

Council publishes a booklet which details all services available within the Temora Shire Council area including Temora Shire Council information, State and Federal Government services.

● **Public Meetings**

Council convenes public meetings as required on issues of concern or where public input is required. This process facilitates information flow between community and Council.

● **Resident Committee Participation**

Council outwardly encourages the participation of community representatives on appropriate Council committees.

The committees which include community representation are:-

- Temora and District Sports Council
- Pinnacle Community Services Advisory Committee
- Friends of Temora Shire Cemeteries Committee
- Springdale Community Committee
- Aerodrome Users Committee
- Lake Centenary Management Committee
- Aria Park Pool Management Committee
- Aria Park Advisory Committee
- Imagine Temora
- Temora Shire Australia Day Committee
- Bundawarra Centre Advisory Committee
- Town Hall Theatre Committee
- Mary Gilmore Cultural Festival Committee
- Temora Agriculture & Innovation Centre Management Committee
- Temora Women's Network
- Temora Fight the Fruit Fly Committee
- Access & Equity Committee
- Heritage Committee
- Sister City Committee

● **Web Site**

The www.temora.com.au tourism website was redeveloped in early 2021. It offers a portal to the tourism and events components of Council's operations. This website has a focus on the outstanding facilities found in the Temora Shire, proposing Temora as a destination for events and conferences and supporting local tourism providers.

The www.temora.nsw.gov.au website offers access to the 'business' side of Temora Shire Council, providing regular news updates and featured programs allowing visitors to stay informed about the shire. The easy to navigate website allows residents to access information about Council policies, fees and charges, positions vacant and to do business with Council like paying rates.

Council's social media platforms are very active and offer an opportunity to reach out to residents who interact via Facebook, Twitter and Instagram. These platforms put Council more in touch with its younger residents. Social media is also an excellent way for past residents to stay in touch with their home town as well as being an additional tool to promote and market this magnificent shire. Our Temora Shire Council Facebook page is the most prominent social media account, with well over 4,800 followers at the end of 2020. Our Visit Temora Facebook and Instagram pages are aimed at our tourism market highlighting accommodation, events and exciting advancements suited to our region's visitors."

2.5 Disability Inclusion Action Plan

PROMOTE POSITIVE ATTITUDES AND BEHAVIOURS		
Strategy	Action	Comment on Progress
CSP Strategic Objective 1.5: Support Village Life		
Ensure Council staff and community leaders value inclusion and diversity	Deliver access and inclusion training to Council staff and community leaders	HR Officer to investigate options for suitable training.
Ensure that events delivered at Council facilities are accessible to all people	Create accessibility guidelines for events in Temora Shire	Ongoing.
	Include access and inclusion criteria in Event Application Form and approval process	Access and inclusion criteria have been included in the Event Application Form.
CSP Strategic Objective 2.3: Create a sustainable program that encourages and welcomes new arrivals		
Develop and distribute new resident packs	Include images of people with disability, information on NDIS and other disability services in new resident packs	Direct Me guide has been developed and updated in early 2020. Direct Me uses a diverse range of images and includes information on NDIS & disability services.
Improve the accessibility of the central town area	Review access to public buildings and businesses in conjunction with TBEG	Ongoing review and improvements where new development requires upgrades to existing entrances.
	Review current provision of accessible toilets and change facilities across public facilities and town centre areas	New accessible toilets provided at Temora Memorial Town Hall. New ramp entry to building.
CSP Strategic Objective 2.1: Develop a strategy to ensure that sports facilities are maintained, improved and used optimally		
Address access and inclusion in the sports facility strategy	Consider access issues at Temora Recreation Centre including ramp entry and accessible change rooms	Upgrades completed with new accessible change room and toilets, new paths and automatic door entry, accessible gate exit.
	Consider access issues at sporting grounds	Access improved at upgraded sporting facilities – Nixon Park accessible toilet, paths and club house entry, Temora West Sports field accessible toilet, Ariah Park Recreation Ground
	Consider access issues at local parks, including removal of edging to allow wheelchair access	Access improved at Gloucester Park playground – new paths around equipment. Access improved at Lake Centenary playground – new paths around equipment New playground at Nixon Park including rubber soft fall and path access
Provide accessible and inclusive community spaces and facilities	Plan, develop and maintain facilities, parks and gardens that respond to the needs of the community	Plans for upgrades to community facilities were presented to the Access and Equity Committee for their review and input at the design stage – including Temora Library outdoor reading room and toilet upgrades, Temora Arts Centre extension and refurbishment
CSP Strategic Objective 3.3: Develop off-street parking in the business district of Temora		
Provide sufficient accessible car parking spaces	Review existing accessible car space provision	Ongoing in conjunction with Access and Equity Committee
	Provide mobility car park spaces that meet the needs of the community	New accessible car parking spaces provided at Lake Centenary and Temora Memorial Town Hall
Provide continuous accessible paths in town centres and public areas	Ensure level of service for footpath provision is based on community service expectations	Ongoing improvements to Council footpaths in accordance with footpath plan and in response to new development demands.

SUPPORT ACCESS TO MEANINGFUL EMPLOYMENT		
Strategy	Action	Comment on Progress
CSP Strategic Objective 3.5: Diversify the economy and provide employment by attracting non-agriculture-based industry		
Progress community-based employment opportunities	Review Council's procurement policy to address local and social benefit	Ongoing.
Improve Council employment conditions and opportunities for people with disability	Establish flexible work practices to encourage an inclusive working environment	Working from home or remote environments has been well tested over the past two years with staff working remotely due to COVID restrictions. Flexible work practices are also the norm given the number of part time positions. The impact on the rest of the organisation always needs to be considered in these instances.
	Provide disability awareness training to staff, new and current, as well as Councillors	HR Officer to investigate options for suitable training.
IMPROVE ACCESS TO SERVICES THROUGH SYSTEMS AND PROCESSES		
Strategy	Action	Comment on Progress
CSP Strategic objective 1.4: Sustain the provision of health services		
Aim to reduce the stigma associated with disability	Include images of people with disability in Council publications	Stock photo images have been taken to include people with disability engaging in the community. Publications including Direct Me and Narraburra News, along with social media and websites all include a diverse range of images.
Provide clear health service information linkages	Provide information linkages for National Disability Insurance Scheme (NDIS)	Pinnacle Community Services promotes NDIS and continues to support clients to navigate the NDIS system through assistance with plan reviews, plan implementation and support to liaise with allied health and GPs. Pinnacle Community Services promotes available NDIS support services through social media and other opportunities as they arise. Pinnacle Community Services has a presence at local interagency meetings. Council's website also provides linkages to NDIS.
	Regularly promote health services	Health services are promoted through Direct Me.
Deliver community transport that meets the needs of the community	Extend the hours of operation for community transport to include weekends and public holidays	Client survey undertaken – poor response to extending the hours of operation. Meeting held with Taxi providers in March 2020. Discussions on how collaboration may be possible between Pinnacle and Taxi service - Put on hold due to COVID-19.
Deliver Home and Community Care (HACC) Services	Continue to maintain home and community care services levels to meet the needs of clients	There has been an ongoing management of staffing levels to maintain service level provisions to meet the needs of all Pinnacle Community Services clients. Encouragement and support provided to Support staff to complete relevant training to increase knowledge and skills to enable optimum client care. Ongoing recruitment of support staff will continue to be monitored to ensure ongoing service provision levels can be maintained.

Support the Interagency Network	Undertake systems mapping to support collective impact for disability inclusion across the Interagency Network	Ongoing.
	Participate in advancing the agenda of the Interagency Network	Council representatives attend local Interagency meetings
CSP Strategic Objective 2.4: Support volunteers within the community		
Acknowledge the contribution of volunteers	Host an annual volunteers' afternoon tea	This occurs annually (except during COVID-19 pandemic)
Encourage more people to participate in volunteering	Regularly promote volunteering opportunities	Narraburra News, Temora Independent & Facebook used to recruit volunteers. Pinnacle's MOWs support persons with disability to volunteer for MOW delivery to residents, enabling social connections that would not otherwise have occurred. Temora Library also supports persons with disability to volunteer with suitable tasks.

2.6 Stormwater Management - Annual Charge

Council levied an annual charge for stormwater management services in 2020/2021. This revenue was placed in Reserve for future works.

2.7 Companion Animals

Council lodged the 2020/21 Pound Data to the Office of Local Government via email. The data included in the lodgment follows:

- Dog attacks:
 - 3 dog attacks reported to Council; and
 - 3 dog attacks reported to Department of Local Government.
- Amount of funding spent on Companion Animal Management and Activities:
 - \$154,941.84
- Companion Animal Community Education Programs

The following community education programs were supported in 2020/2021 in cooperation with the Narraburra News and the Temora Independent Newspaper:

- N.D.N – National Desexing Network
- RSPCA
- Australia Working Dog Rescue (TG Dogs)
- The Dog Line (DL Dog Directory)
- Local Vets – Desexing Month ½ price (Cats) (On going)
- Pet Rescue
- Air Event Australia
- Safe & Sound Pounds
- Dogmaster Trainers
- Jack Russell Rescue
- Cattle Dog Rescue
- Staffy Rescue

- Million Paws Walk
 - Bark Control Australia
 - Professional Trapping Supplies
 - Aces Animal Care
 - The Dog Line
 - K9 Cat & Dog Rescue
 - GTE Dog Transport
 - Riverina Pet Cat-Dog Rescue
 - Red Dog Rescue
- Council Strategies for Desexing Dogs and Cats
 - All animals re-housed are done so as desexed animals only.
 - Alternatives to Euthanasia for Animals:
 - Temora Shire Council offers a local re-housing agency for all animals. Dependent upon suitability, re-housing is considered as first option prior to euthanasia;
 - Euthanasia fee is then used as a donation to the rehousing agency in the form of food to run the agency.
 - Off Leash Areas provided - Council provide 2 off leash areas in Temora Shire – These facilities are located in Gardner Street and on the northern side of Lake Centenary.
 - Brochures & pet ownership responsibilities handed out at the Cat Show
 - Local radio segment and Councils Narraburra News on Rescue Group responsibilities and re-housing options for cats and dogs
 - Vets – Desexing Program

Companion Animal Fund Money - 2020/2021

Description	Amount
Expenditure	\$154,941.84
Income	\$3,377.27

Re-housing figures of companion animals - 2020/2021

Description	Number of Animals
Rescued/Re-housed	40
Stolen	0
Euthanised – Cats/Dogs/Traffic	42
Claimed	55
TOTAL	137

2.8 Swimming Pool Inspections

Number of inspections that were of tourist & visitor accommodation	1
Number of premises with more than two dwellings	0
Number of inspections that resulted in issuance of a certificate of compliance under s22D of the SP Act	8
Number of inspections that resulted in issuance of a certificate of non-compliance under cl 21 SP Reg	1

2.9 Bushfire Hazard Reduction Program

Management

Bland Temora Zone staff have continued to manage the Zone with staff short falls.

A recruitment process is underway to temporarily fill positions ahead of the fire season with the view to permanently fill position in the 2022 calendar year.

Bland Temora Zone has been successful in a bid to secure an additional staff member as an Operational Officer Level 1 (Grade 4/5). This brings the total number of permanent staff positions to six.

Subject to staff movements & availability Bland Fire Control Centre is open four days a week (Monday, Tuesday, Thursday & Friday).

Due to Covid-19 restrictions only 13 out of the 34 Brigade were able to hold their Annual General Meeting's in 2020-2021. Those Brigades unable to hold face to face meetings advised that their previous elected Officers agreed to remain in their positions for another twelve months. A total of 164 members were appointed into those positions & authorized in accordance with NSWRFSS Service Standards.

We were still able to hold the Bland Temora Zone meetings; Liaison Committee, Senior Management Team, Bush Fire Management Committee (BFMC), Pre-Season Group Captains & Captains and staff meetings, however due to Covid-19 we had to organise smaller group meetings or Microsoft Teams meetings to ensure we were following the health regulations.

2020/21 fire season for Bland Temora Zone was substantially quieter than average years due to the mild bush fire danger period experienced. This was due to below average temperatures and higher than average rainfall.

Administration

45 members were presented with either Long Service Medals and or clasps

Brigade membership are continually being updated and each Brigade received a list of their members prior to their Brigades AGM or upon request.

New Membership Applications continue to be processed.

In Bland & Temora we have a total of 1271 members/volunteers.

National Parks & Wildfire pass continued to be issued to members.

The 2020-2021 Bland Temora Zone Contact Directory was distributed to all neighbouring RFS Districts, Brigade Captains and Tanker Custodians in paper and electronic form.

The Maintenance & Repair (M&R) financial reports are completed each month.

Volunteer photo identification & authority cards continue to be processed & distributed.

New Brigade Stations, Tanker Handovers and Long Service Medal Presentation have been carried out and the briefings and citations completed.

Operational Services (Community Safety)

The Bush Fire Coordination Committee approved the Bland Temora Zone Bush Fire Management Committee Bush Fire Risk Management Plan.

Due to Operational Services staff shortfalls in Community Safety area minimal proposed programs were undertaken.

Strategic slashing of Bland & Temora Councils roads & villages were undertaken with Bland Shire completing all their programmed works.

Section 63 Duty of care inspections were conducted in all villages across the Zone.

The 2020-2021 Bush Fire Danger period commenced 1st October 2020 & ended on the 31st March 2021.

Bland LGA we had a total of 112 Fire permits issued & Temora LGA had a total of 72 Fire Permits issued during the year.

Membership Services: (Learning and Development)

RFS developed a new training portal called FUEL which is an online learning management platform, so members can log into access online training.

Held a State ACE Workshop & ABO Recertification Course at Temora Airbase, 2 Chainsaw Courses one in West Wyalong and the other in Aria Park, Online First Aid Training with St Johns Ambulance, Permit Officers Workshops & a Basic Firefighter Course at West Wyalong.

The Zones Communication Group continue to conduct weekly radio & paging checks on Sunday from 12-2pm during fire season.

The RFS and National Mines Rescue have been utilising the West Wyalong Hot Fire Training Centre for training and a major exercise.

Infrastructure: (Operations)

The Brigade annual equipment and station inspections have all been carried out.

All RFS & Brigade maintained trailers have been RMS inspected.

In EAM we had a total of 82 annual inspections & servicing tankers completed & we received 13 Private tankers RMS inspections.

The 2020-2021 Section 52 Plan, Out of area assistance plan, Communications plan and the Logistic plans were all reviewed & updated.

All Brigade Stations & Fire Control Centres were sprayed for spiders.

2020/2021 INCIDENTS

Incidents	
Bland LGA 93	Temora LGA 54

3.0 ELECTED REPRESENTATIVES AND MANAGEMENT

3.1 Mayor and Councillors - Support and Expenses

In the 2020/2021 financial year, Council paid the following Mayoral and Councillor Fees:

Position	Fees Paid
Mayor	\$19,085
Councillors	\$97,560

Expenses Policy (Refer Policy G1 for more details)

Council has in place a Payment of Fees and Expenses and the Provision of Facilities for Councillors which was reviewed and adopted in May 2020. The policy states that where Councillors are required to incur expense on the business of Council, the following shall apply:-

1. Travel:

- Where required to use the Councillors own vehicle, reimbursement shall be in accordance with the kilometre rate as prescribed by the Local Government (State) Award;
- When traveling outside the Local Government area, the mode of travel shall be determined by the General Manager and Mayor.

2. Accommodation:

- When required to obtain overnight accommodation, the cost of accommodation up to 4 star standard and meals will be reimbursed. Monetary limits are imposed in the policy.

3. Registration Fees:

- Where a registration or attendance fee is required, such fees will be reimbursed on an actual cost basis.

4. Provision of Facilities:

- Council will provide the Mayor:-
 - phone for business use at his/her place of residence;
 - Secretarial and administrative assistance relating to the discharge of his/her civic function;
- Where Council owned vehicles are available, these are to be provided to Councillors travelling on business of Council;
- Tablets (iPad or Android) to carry out duties as a Councillor.
- Internet access at place of residence to carry out duties as a Councillor
- No other facilities shall be provided to any Councillor.

Councillors Expenditure

Total expended during 2020/2021 on the provision of Councillor Facilities and the payment of Councillor expenses was \$29,801.62.

Fees	Amount
Provision of dedicated office equipment and internet allocated to Councillors	\$13,528.92
Telephone calls made by Councillors	\$415.24
Attendance of Councillors at Conferences, meetings & Seminars	\$15,424.63
Training of Councillors & provision of skill development	NIL
Interstate visits by Councillors	NIL
Overseas visits by Councillors	NIL
Expenses of Spouse, partner or other person*	NIL
Other expenses	\$432.83
Total	\$29,801.62

* Payable directly by Councillors

Induction Training and Ongoing Professional Development

Councillors who completed induction training during the period 1 July 2020 and 30 June 2021 – Nil

Councillors who participated in any ongoing professional development program during the period 1 July 2020 and 30 June 2021 – Nil.

Number of seminars, circulars and other activities delivered as part of the ongoing professional development program during the year – Nil.

3.2 Salaries of Senior Staff

In the 2020/2021 year, Council employed:

Senior Staff	Number	Total Remuneration
General Manager – Salary Component	1	\$221,000.00
Superannuation including employer contribution & salary Sacrifice		\$24,960.00
Non-Cash Benefits		\$11,942.00
Fringe Benefits Tax Payable		\$9,008.00

Note:

Two other employees act in a senior capacity however, due to the remuneration requirement of the 'senior staff' classification, they are not technically classified as 'Senior Staff'.

3.3 Human Resource Activities

Council has undertaken the following activities in the 2020/2021 year:

- Monthly meetings and breakfast with the outdoor staff continue to be well received. During these meetings consultation regarding Council meetings and a variety of information is exchanged.
- The working relationship with the local Bland-Temora Zone Volunteer Fire Brigade continues to be strong and Council is grateful to have a co-operative and skilled crew of volunteer personnel.
- All employees were involved in consultation in relation to Council's Strategic Management Plan. This gave employees an insight in to Council's proposed development aims over the coming years.

3.4 EEO Activities

Council's Equal Employment Opportunity Plan provides:

- a) A commitment to eliminate and ensure the absence of discrimination in employment on the grounds of race, sex, marital status, physical impairment, age or sexual preference; and
- b) A commitment to promote Equal Employment Opportunities for women, Aboriginal and Torres Strait Islanders, people with disabilities and people from non-English speaking backgrounds (NESB).

Staff Profile

	Total	Male	Female
Full Time	72	52	20
Part Time	15	0	15
Casual	89	26	63
Trainees	6	4	2
Total	182	82	100
Pinnacle	68	13	55
TSC	114	69	45
TOTAL	182	82	100

Age Range		Full Time	Casual	Part Time	Trainee
Under 20 years (16) (9%)	5 Male (2.75%)	0	4	0	1
	11 Female (6.04%)	0	9	0	2
21-40 years (55) (30%)	31 Male (17.03%)	21	7	0	3
	24 Female (13.19%)	7	13	4	0
41-64 years (111) (61%)	46 Male (25.27%)	31	15	0	0
	65 Female (35.71%)	13	41	11	0

	Average Age
Males	44.91 years
Females	45.50 years

HR Activities

Achievement of EEO Management Plan Objectives

Action 1:

All staff are to be provided with a copy of the Equal Employment Opportunity Plan

All staff members have been provided with copies and new staff members are informed as part of the induction program.

Action 2:

Invite comment and input from all Council employees at all levels on initiative within and resulting from the Equal Employment Plan.

All staff are encouraged to provide comment at annual staff reviews.

Action 3:

Job advertised to be written in non-discriminatory terms.

All job advertisements are non-discriminatory.

Action 4:

Review Council practices and establish formal policies and procedures for all recruitment activities.

Council has maintained the practices of the Human Resource Policy which was developed in 1996/97 and reviewed regularly.

Action 5:

Interview questions to be designed to determine whether applicants understand and can apply Equal Employment Opportunities principles.

All applicants are required to demonstrate knowledge of Equal Employment Opportunity principles.

Action 6:

Review all job evaluation/performance appraisals to ensure that it is non-discriminatory in content and administration.

The performance appraisal criteria are continually monitored to ensure non-discriminatory content.

Action 7:

Constantly review the policy and guidelines on relief/acting in higher position

Council contracted a Human Resource Consultant to develop an unambiguous policy on this matter.

Action 8:

Identify opportunities for providing positions for people with physical disabilities

Participation in Temora High School Support Unit work experience programs when appropriate

Action 9:

Identify barriers to people gaining promotion and career path development

Ongoing Project.

Action 10:

Advertise all advancement opportunities to all staff

Ongoing

Action 11:

Identify occupations and levels where part-time positions are currently availing.

Ongoing Project.

Action 12:

Identify opportunities within Council for the employment of trainees and encourage people under 21 to apply for such positions

In 2020/2021 Council employed 6 trainees under the Commonwealth Government Trainee Initiative Program.

Action 13:

Commitment by Council to provide traineeships and apprenticeships positions as a social responsibility.

Council continues to meet its social obligations to employ youth on training programs. There are presently 6 apprentices/trainees on staff.

Action 14:

Prepare a formal training plan and review this annually.

The training plan is currently being developed.

Action 15:

Publicise available training and development courses directly to all staff at all work places, clearly identifying who should attend and the objective of the course.

Staff are advised via staff noticeboards & internal staff newsletter.

Action 16:

Document conditions of service practices and procedures for all categories of employees.

Ongoing process.

Action 17:

Evaluation of condition of services to ensure non-discriminatory priorities.

Ongoing process.

Action 18:

Regularly review progress on implementation and relevance of plan.

The plan is informally assessed on a regular basis and formally reviewed annually during the Resourcing Strategy formulation and Annual Report formulation.

Action 19:

Develop a reporting format to enable the issue of annual progress report.

This report is the defined reporting format.

Summary

This review has indicated compliance with the specific action plans to address Equal Employment Opportunities principles. The defining test of the effectiveness of the plan is the results achieved.

Council is totally committed to Equal Employment Opportunities principles. It is the responsibility of Temora Shire Council as employer to ensure equal access to all people for positions, and accordingly, the most suitable applicant will be appointed without discrimination.

Workforce Plan

In working toward the goal of "Getting the right number of people, with the right skills, in the right jobs, at the right time", Council is actively implementing the recommendations presented in its Workforce Plan.

As part of this commitment, Council spent \$188,559 on staff training across the workforce, up skilling existing employees. This ensures employees have the appropriate skill base to undertake their duties to a high standard whilst meeting community service level expectations.

In the 2020/2021 year, staff turnover was 9.18%. This is a positive reflection on the communication, recruitment and retention strategies utilised by Council and its employees. Continual monitoring of these strategies is undertaken in consultation with staff to assist Council to achieve preferred employer status. Approximately 1.5% of staff turnover is attributed to casual staff movements, with the majority of these in Pinnacle Community Services.

In support of the workforce strategies, Council has initiated a review of internal work practices and its employee salary system. It is expected the review will identify opportunities for productivity gains and commensurate rewards for employees.

This is an ongoing process which will assist in retaining a stable and skilled workforce heading into the future.

3.5 Overseas Visits

No overseas visits were undertaken during the course of 2020/2021 on Council business by any Councillors, Council staff or other persons while representing Council.

4.0 CORPORATE GOVERNANCE

4.1 Legal Proceedings

Council expended \$NIL on unrecoverable monies on legal proceedings in 2020/2021. In relation to public liability claims, Council paid an amount of NIL claims handling fees relating to individual claims. All payments were made from an internally restricted fund set aside for this purpose.

Council contributed \$NIL to Local Government NSW for other Council's legal appeals with industry implications in 2020/2021.

There are no unfinalised legal proceedings as at 30 June 2021.

4.2 Contract Details

Company	Service	Contract Price
Boral Construction Materials	Spray bituminous surfacing	\$1,158,372
Australian Waterslides Leisure Pty Ltd	Install Waterslide at pool complex	\$453,000
New Earthmoving Pty Ltd	Winning & Stockpiling quarry material	\$150,000
Calvani Crushing Pty Ltd	Winning Crushing gravel – Part C	\$750,000
Calvani Crushing Pty Ltd	Winning & Crushing gravel – Part D	\$200,000
Durham's Building Pty Ltd	Temora Arts Centre – Design, Construction – Stage 1	\$380,000
Downer EDI Works Pty Ltd	Bulk supply & delivery of bitumen emulsion	\$150,000
Milbrae Quarries	35 metric tonnes pavement material	\$960,000
Rocla Pty Ltd	Sewer & Stormwater Products	\$250,000
Bruno Altin & Co Pty Ltd	Bulk Material Supply – Precast Concrete Products	\$250,000
MJ & JA Reardon	Library Upgrade – Stage 1	\$224,668
Rosmech Sales & Service Pty Ltd	Street Sweeper	\$269,653

4.3 External Bodies with Delegation of Council

Council did not delegate any functions to external bodies during 2020/2021

4.4 Grants Under Section 356 Introduction

Recipient	Description	Amount
Ariah Park Central School	Presentation 2020 scholarship	\$200.00
Ariah Park Senior Housing	Rates Donation	\$226.55
NSW Greyhound Breeders & Owners	Sponsorship	\$500.00
Mirrool Creek Dance	Town Hall Hire - Donation	\$94.55
St Anne's Central School	Presentation 2020 sponsorship	\$200.00
Temora High School	Presentation 2020 sponsorship	\$200.00
Temora Senior Citizen's Group	Rates Donation	\$451.02
Southern Sports Academy	Sponsorship	\$800.00
Temora Trotting Club	Gold Sponsorship Carnival of Cups	\$500.00
The Rainbow Ball Committee	Donation	\$200.00
Temora Performing Arts	Town Hall Hire - Donation	\$329.09
Temora & District Education Fund	Sponsorship	\$3,000.00
Ariah Park CWA	Rates Donation	\$89.19
Fight Cancer Foundation Limited	Donation	\$1,000.00
Sport Aircraft Association of Australia	Build Play Project Sponsorship	\$454.55
Salvation Army	Town Hall Hire - Donation	\$127.27
Temora Public School	Presentation 2020 Sponsorship	\$200.00

Recipient	Description	Amount
Movember	Donation	\$500.00
Active Farmers	Run for Resilience Sponsorship	\$250.00
Murrumbidgee Local Health District	Silver Event Sponsorship	\$1,500.00
Temora & District Sports Council	Sponsorship of Athletes	\$1,700.00
TOTAL		\$12,522.22

4.5 Privacy and Personal Information

Temora Shire Council has adopted the model Management Plan for the Privacy and personal Information as required by the Act. The Management Plan provides:

- a) Statement of Council commitment to the principles enshrined in the Act;
- b) Details of the information of the Privacy Management Plan;
- c) Plan of implementation of the Privacy Management Plan.
- d) Internal review of the Plan.

In the period 1 July 2020 to 30 June 2021, no complaints regarding privacy or personal information were received by Council.

4.6 Category 1 & 2 Business

• **Category One Businesses**

Council conducted no business activities which meet the requirement of a Category 1 Business. The principles of competitive neutrality and complaints handling mechanism are therefore irrelevant.

• **Category Two Businesses**

Temora Shire Council has one business activity categorised as Category 2, namely the Temora Sewerage Treatment Works.

4.7 Rates and Charges Written Off

During 2020/2021 no rates and charges were written off by Council. Donations were made to several aged care facilities and are separately detailed in Contributions/Donations [Section 428 (2) (I)].

4.8 Works on Public Land

All works carried out under Section 67 of the Local Government Act have been carried out in accordance with the rates set in the adopted schedule of Fees & Charges. No subsidisation of actual costs were undertaken in 2020/2021.

4.9 Freedom of Information - Government Information Public Access Act (GIPA)

(GIPA)

Statistical Information about Access Applications (s125 GIPA Act)

Publicly available information

Council encourages the public to make informal applications where appropriate in order to meet the intent of the Government Information (Public Access) Act by allowing more information to become more easily available.

A range of information is available for public access on Council's website, at Council's offices or by contacting the Right to Information Officer by telephone or email. The Officer will either advise where the information is located or request that an Informal Access Request form be lodged with Council. There is no charge for this request; however appropriate photocopying charges may be applicable in accordance with Council policy.

The Officer will discuss the method of supply of the information, including the likely time frame.

The public will also be offered the opportunity to inspect and obtain copies of the information from Council's Temora Administration Office during office hours.

Access applications received

Overall Temora Shire Council received five (5) access applications as at 30 June 2021. A schedule providing details for the information required under the act is included in this Annual report.

Schedule 2 Statistical information about access applications to be included in annual report.

Table A: Number of applications about access applicants to be included in annual report

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn
Media	0	0	0	0	0	0	0	0
Members of Parliament	0	0	0	0	0	0	0	0
Private Sector Business	0	0	0	0	0	0	0	0
Not for Profit Organisation or Community Groups	0	0	0	0	0	0	0	0
Members of the Public (application by legal representative)	4	1	0	0	0	0	0	0

*More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

Table B: Number of applications by type of applicant and outcome

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn
Personal Information Application*	0	0	0	0	0	0	0	0
Access Application (other than personal information application)	4	1	0	0	0	0	0	0
Access Applications That are Partly Personal Information Application and Partly Other	0	0	0	0	0	0	0	0

*A personal information application is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

Table C: Invalid Applications

Reason for Invalidity	No. of Applicants
Application does not comply with formal requirements (section 41 of the Act)	0
Application is for excluded information of the agency (section 43 of the Act)	0
Application contravenes restraint order (section 110 of the Act)	0
Total number of invalid applications received	0
Invalid applications that subsequently became valid applications	0

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of Act

	Number of times consideration used
Overriding secrecy laws	0
Cabinet Information	0
Executive Council information	0
Contempt	0
Legal professional privilege	0
Excluded information	0
Documents affecting law enforcement and public safety	0
Transport safety	0
Adoption	0
Care and protection of children	0
Ministerial code of conduct	0
Aboriginal and environmental heritage	0

*More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E.

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of Act

	Number of occasions when application was not successful
Responsible and effective government	0
Law enforcement and security	0
Individual rights, judicial processes and natural justice	1
Business interests of agencies and other persons	0
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

Table F: Timeliness

	Number of applications
Decided within the statutory time frame (20 days plus any extensions)	5
Decided after 35 days (by agreement with applicant)	0
Not decided within time (deemed refusal)	0
Total	5

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and the outcome)

	Decision varied	Decision Upheld	Total
Internal Review	0	0	0
Review by Information Commissioner*	0	1	1
Internal review following recommendation under section 93 of Act	0	0	0
Review by ADT	0	0	0
Total	0	1	1

*The Information Commissioner does not have the authority to vary decisions, but can make recommendations to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made by the Information Commissioner.

Table H: Applications for review under Part 5 of the Act (by type of applicant)

	Number of applications for review
Applications by access applicants	1
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0

Annual Statistical Comparison [Section 68(6)]

Temora Shire Council received Nil application under the Freedom of Information Act in 2020/2021, hence statistical comparison is unnecessary.

Assessment of Impact [Section 68(6)]

Due to the extremely low level of activity in relation to Freedom of Information applications, the impact of meeting the requirements for Council was negligible. In the period 1 July 1995 to 30 June 2021, only five applications were made. One application was unnecessarily treated as a Freedom of Information application where the information was readily available as a counter inquiry, one application was accepted and information provided as required and three were transferred out and not required to be handled by Council.

4.10 Public Interests Disclosures

Temora Shire Council received Nil public interest disclosures in the period 1 July 2020 to 30 June 2021.

4.11 Statement of Affairs

Council maintains a number of documents which are available for inspection and copying including:-

- a) Annual Report;
- b) Annual Financial Statements including Auditor's Report;
- c) Operational Plan, Delivery Plan and Resourcing Strategy;
- d) Returns of the interests of Councillors, designated persons and delegates;
- e) Business Papers and Minutes for Council and Committee Meetings (excluding items deemed Confidential);
- f) Register of Delegations;
- g) Records of Building Certificates.

Council's policy register is available on the website www.temora.nsw.gov.au

The policies include:

COMMUNITY

- C1 Use & Hire of Mobile Stage
- C2 Street Stalls
- C3 By Laws and Regulations for use of Lake Centenary
- C4 Cemeteries Policy
- C5 Street Banner
- C6 Terms of Usage for Nixon Park Club House
- C7 Guidelines for Television and Film Production Shoots
- C8 Supported Accommodation Residential Tenancy Policy
- C10 CCTV Guidelines
- C11 Citizenship Ceremonies Dress Code
- C14 Camping Policy Lake Centenary
- C15 Art Acquisition, Management & Decommissioning Policy
- C16 Flag Protocols Policy
- C17 Event Management Application
- C18 Disability Inclusion Action Plan
- C19 Sporting Fields Yearly Right of Use
- C20 Communications Policy
- C21 Terms of Usage for Temora Memorial Town Hall

ENGINEERING WORKS

- EW2 Footpath Maintenance & Construction
- EW3 Private Hire of Council Equipment
- EW5 Restricted Access Vehicle Policy
- EW7 Environmental Policy
- EW8 Amenity Tree Management Plan
- EW9 Engineering Environmental Management
- EW10 Remote Supervision Signs
- EW11 Construction of foot paving, kerb & gutter
- EW12 Street Lighting
- EW13 Road Verge & Nature Strip Policy
- EW14 Business Rules for Use of TAIC Irrigation Dam
- EW15 Airport Usage Fees
- EW16 Development Infrastructure Deferred Payment Policy

GOVERNANCE

- G1 Payment of Expenses & Provision of Facilities
- G2 Code of meeting Practice
- G3 Procurement Procedure
- G4 Related Party Disclosures Policy
- G5 Complaints Disclosure Reporting Procedure
- G6 Fraud Control Policy
- G7 Provision of Information to and Interaction between Councillors & Staff
- G8 Code of Practice Section 355 Committees
- G9 Corporate Credit Card
- G10 Model Privacy Management Plan for Local Government
- G11 Child Protection
- G12 Record and Information Management
- G13 Media Policy
- G14 Records Management Policy for Councillors
- G15 Statement of Business Ethics
- G17 Code of Conduct
- G18 Privacy Management Plan
- G19 Enforcement Policy
- G20 Internal Audit Charter & Committee Charter
- G21 General Policies
- G22 Procedures for the Administration of the Model Code of Conduct
- G23 Legislative Compliance Policy
- G24 Password Protection Policy

FINANCE

- F1 Plant Replacement
- F2 Debt Recovery
- F3 Investments

HUMAN RESOURCES

- HR1 Hearing Conservation Policy
- HR2 Workplace Injury management Procedures
- HR3 Infectious Disease Policy
- HR4 Private or Secondary Employment Policy
- HR5 Stress Policy for Employees and Councillors
- HR6 Staff & Council Presentation

- HR7 Employee Incentive Scheme
- HR8 Email & Internet Usage
- HR9 First Aid Policy
- HR10 Protective Clothing Protective Equipment
- HR11 Workplace Amenities
- HR12 Level 3 WHS Committee Constitution
- HR13 Manual Handling
- HR14 Working at Heights
- HR15 Volunteer Risk management
- HR16 Critical Incident Response
- HR17 Disaster Workforce Recovery & Continuity Business Plan
- HR19 Staff Training Policy
- HR20 Staff Uniform
- HR21 Alcohol and Other Drugs Policy
- HR22 Workplace Surveillance Policy
- HR23 Social Media Policy
- HR24 Bullying, Harassment & Discrimination Policy
- HR25 Equal Employment Opportunity management Policy & Plan
- HR26 Motor Vehicle Policy for Private use
- HR27 Staff Exit Policy

PLANNING REGULARY

- PR1 Sewage Management Plan
- PR2 Home Based Business Policy and Guidelines
- PR3 Signage Policy and Guidelines
- PR4 Swimming Pool Safety Policy (Private)
- PR5 Local Orders Policy
- PR6 Liquid Trade Waste Regulation Policy
- PR7 Contaminated Lands Policy
- PR8 Temora Shire Council Model Asbestos Policy for NSW Councils

RISK MANAGEMENT

- RM1 Gathering Information for Incident Management
- RM2 Notification Plan for Pesticide Use
- RM3 Settlement of Minor Liability Claims
- RM4 Water Supply – Backflow prevention
- RM5 Play equipment policy and procedures
- RM6 Cemetery Safety Management Plan
- RM7 Contractor Management & Procedure
- RM8 Management of Flooded Roads Procedures
- RM9 Incident Response Procedure
- RM10 Asbestos – Procedures for Employees & Contractors
- RM12 Risk Management Policy
- RM13 Fire Protection for Council facilities Buildings
- RM14 Footpath, Café & Dining