

**7 DELEGATES REPORTS****1 CR SMITH**

Advised of the Anzac Day service to be held in Springdale at 9:00am and will be followed by morning tea in the hall and everyone is welcome to attend.

**2 CR SLEIGH**

Advised that the Positive Ageing Folder was launched last week.

Imagine Temora held their AGM meeting on the 20 March 2018.

Riverina Regional Library – Council are urged to consider increasing memberships of libraries.

Michael Floyd is the new chair of the Access & Equity Committee.

LPC Chook Farm Visit – This visit was mind blowing, on how the operations work and will be a good investment for the Temora Shire.

**3 CR REINHOLD**

Advised that TBEG Business Awards nominations are now open and nominations can be made on the web page.

Temora Women's Network – Celebrating International Women's Day with a free movie 'Embrace' on 3 May 2018 with drinks and nibbles also being served.

Attended the Blue Scope Youth Orchestra on Sunday 15 April with a good crowd in attendance.

Attended Drum Beat at the Temora primary school with Cr Oliver and Cr Sleigh on the 13 April 2018.

**4 CR OLIVER**

Advised he attended the Temora & District Sports Council meeting last night and the grants were processed ready for the Awards night on the 11 May 2018. The awards will include 2016/2017 and 2017/2018 nominations.

**5 CR JUDD**

Advised he represented Council at the unveiling of signage for the Hartwigs, Schuberts and Krause roads last Friday 13 April at Trungley Hall. The weather was not kind, so a few photos were taken and they then moved to the Trungley Hall for speeches.

**6 CR SINCLAIR**

Advised that 17km of pipeline for the Mandamah Scheme has been done with 2kms to go to the first reservoir.

Attended the Seniors Week event at the Lake – test driving scooters. This was very well received.

**CARRIED**

**RESOLUTION 75/2018**

Moved: Cr Nigel Judd

Seconded: Cr Dennis Sleigh

It was resolved that Council receive Staff Reports.



**8 MAYORAL REPORT****8.1 MAYORS REPORT - MARCH 2018**

**File Number:** REP18/247

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** Nil

**REPORT**

**1 March** – The General Manager and I attended the NSW Country Mayors Board meeting.

- I had a meeting with the Deputy Prime Minister, the Hon. Michael McCormack MP re: ANZ Bank closure. Mr McCormack has been very supportive.

**2 March** – Mr Lavelle and I attended the NSW Country Mayors Board meeting, held at Parliament House, Sydney.

- The General Manager (Mr Gary Lavelle PSM), Mayor of Coolamon Shire (Cr John Seymour OAM), General Manager of Coolamon (Mr Tony Donoghue) and I met with the President of Local Government NSW, Cr Linda Scott, to discuss several items of concern to our respective Shires.
- Cr Dale Wiencke represented Council at the World Day of Prayer, hosted by the Lutheran Trinity Church. Cr Wiencke indicated he enjoyed this Morning Prayer, and was treated with warm hospitality. Cr Wiencke has a particular affinity with the Lutheran Church in Temora, as he is also Chairman of the Lutheran Parish Council.
- I had a meeting with NSW Member for Cootamundra, Ms Steph Cooke MP re: ANZ Bank closure. Ms Cooke is to be commended for her support of our Shire.

**4<sup>th</sup> March** – I was invited to attend Temora Swimming Club's annual swimming carnival. There were over 180 entrants and people from everywhere, including Canberra. I was well looked after by the Club officials, and even had a turn at timekeeping, which I enjoyed enormously. Cr Claire McLaren & Cr Lindy Reinhold attended the carnival also, judging the Parade. They both indicated how kind the Club was.

**5<sup>th</sup> March** – I had a meeting with local REROC Mayors regarding the Joint Organisation (JO) issue.

**6<sup>th</sup> March** – Councillors and Senior Staff attended Committee day, this month, held at Arianah Park. Cr Nigel Judd OAM hosted us at various locations where we met several community leaders. We enjoyed the afternoon and learned much.

- I had an interview with WIN TV re: ANZ Bank closure.

**7<sup>th</sup> March** – I had an interview with ABC Riverina's Ms Anne Delaney re: ANZ Bank closure.

**8<sup>th</sup> March** – Cr Dennis Sleight (Chairman of the Temora Shire Youth Advisory Committee), the General Manager and I had a meeting with our Shire School Principals. This was to discuss various initiatives involving our Shire Student Leaders. It is important for us to catch up with our Principals from time to time, learning about what is happening at each of their schools, and further, how Council may assist.

- 9<sup>th</sup> March** – I chaired a special meeting at Coolamon regarding Joint Organisations (JOs). The General Manager (Mr Lavelle) accompanied me in what was a most productive session.
- In another busy time for Council, a special meeting of Council was held re: proposed Heavy Vehicle Alternate Route. There is a lot of work being done by Councillors and Staff, behind the scenes.
  - The Deputy Mayor (Cr Sinclair), the General Manager (Mr Lavelle) and Director of Administration & Finance (Mr Steve Firth) and I attended an Executive meeting.
- 10<sup>th</sup> March** – My Mother (Mrs Beth Firman) and I attended the 40<sup>th</sup> annual Temora Rural Museum Open Day. Congratulations are extended to Museum Committee, Management and Volunteers on hosting what was a great day! It was great to see people from all age groups and walks of life attending this important, annual event.
- Cr Max Oliver represented Temora Shire at the Ungarie Big Footy Unveiling. Cr Oliver was accompanied by a fellow Collingwood tragic, in my Father, Mr Bruce Firman. Cr Oliver indicated it was an enjoyable day and commended Bland Shire Council on the initiative.
- 12<sup>th</sup> March** – Councillors, Senior Staff and I attended a Pre- Budget Workshop at the Chambers. Councillors will need to have a plentiful supply of Red Pens, as we need to ensure we produce a surplus budget, which is policy of Temora Shire Council, as well as ensuring we maintain a solid capital works programme.
- 13<sup>th</sup> March** - Temora Salvation Army Corp Officer, Aux. Lt. Caleb Smith and I held discussions re: the 2018 Temora Zone Red Shield Appeal. This is to be held on 26/27 May.
- 14<sup>th</sup> March** – I chaired the Temora West Public School Council meeting, with our Captains and Councillors. They did a very good job in sharing with us what their leadership role means to them. Cr Max Oliver attended as a community representative on the Council.
- 15<sup>th</sup> March** – The General Manager and I had a meeting with Mr R J Luke.
- Councillors, Senior staff and I attended our monthly Council meeting. This was St. Paul's Anglican Church
- 16<sup>th</sup> March** – Councillors, Senior Staff and I attended a special meeting to determine priorities for the Stronger Country Communities Funding allocation of \$1.56 Million. Projects given priority were those which were part of our Community Strategic Plan. This was populated by community groups advising Council of what their respective priorities are.
- 19<sup>th</sup> March** – I chaired the Temora Zone Red Shield Appeal meeting, held at the Council Chambers. The Appeal Director (Aux Lt Caleb Smith), together with Area Captains, are arranging what will be a very significant appeal to assist our local families who are in genuine need of our help. We have already received a donation from a generous family, for \$1,000 – which is a great way to kick off our Appeal!
- 21<sup>st</sup> March** – Council office...

- I chaired the Temora & District Sports Council Delegates meeting, with Cr Max Oliver also joining me.

**22<sup>nd</sup> March** – I had an interview with ABC Riverina’s Mrs Anne Delaney re: Heavy Vehicle Alternate Route, which Council continue to work hard on, behind the scenes.

- I had a series of meetings at Council.
- I chaired the Temora & District Education Fund Board meeting, with the Deputy Mayor (Cr Graham Sinclair) also in attendance.

**23<sup>rd</sup> March** – The Temora Zone Red Shield Appeal Director and I as Chairman, attended a presentation of a cheque from Rotary to us, as it was the first donation we’ve received for our 2018 Appeal. It really humbles us at the generosity of this special place and our people. Rotary are a great organisation and we thank them, most sincerely for their \$500 cheque.

**24<sup>th</sup> March** – I had the honour of presenting the prestigious Queen’s Girl Guide award to Miss Jill Mawbey. It was a real honour for me to carry out this duty and a proud moment for Miss Mawbey, her family and friends. I am most impressed with the dedication put in to the Girl Guide movement, and further, to the entire Temora Shire community.

**25<sup>th</sup> March** – Like many others in the community, my Mother (Mrs Beth Firman) and I attended Rev’d and Mrs Jenner’s farewell luncheon at St. Paul’s Anglican Parish Hall. Rev’d Jenner has been a past Chairman of the Temora Christian Leaders Group, and immersed himself in other activities. Mrs Jenner also played a very important role within the community, having many special gifts. We wish them nothing but the very best, and thank them very much for their contributions, in many and varied ways.

**26<sup>th</sup> March** – I attended the first day of work at the Temora District Hospital regarding our theatre upgrade.

- Cr Claire McLaren, the General Manager (Mr Lavelle), Director of Administration & Finance (Mr Firth), Town Planner (Mrs Claire Golder) and Building Surveyor (Mr James Durham) and I attended a meeting at Nixon Park.

**27<sup>th</sup> March** – I chaired the REROE Executive Board meeting in Wagga. We continue to discuss the Joint Organisation (JO) situation, where Councils have now declared which JO they wish to be part of.

**28<sup>th</sup> March** – I attended the Section 355 Committee briefing at the Council Chambers, along with several other community committee Executive members. The General Manager (Mr Lavelle) and Director of Finance & Administration (Mr Firth) carried out this session very well, explaining, in Lehman’s terms, what Council’s requirements are. It is pleasing to see our Council Committees so willing to help us comply with our Auditors requirements.

**29<sup>th</sup> March** – I attended a meeting at Council Chambers with Mrs Patricia Thomas OAM, The General Manager and Director of Finance.

- I had a meeting with the Mayor of Wagga City, Cr Greg Conkey OAM.

**30<sup>th</sup> March** – Like many others, I attended Church services to observe Good Friday. My sister, Miss Jaime Firman and I attended St. Paul's Anglican Church to witness the Reverend John Jenner's second last service in Temora Shire.

**31<sup>st</sup> March** – Congratulations are extended to well-known local couple, Mr & Mrs Peiter Van Egmond, who celebrated their 60<sup>th</sup> wedding anniversary. A tremendous milestone and one they and their family can be proud of.

***Report by Cr R B Firman OAM***  
**MAYOR**

**RESOLUTION 76/2018**

Moved: Cr Claire McLaren

Seconded: Cr Dale Wiencke

It was resolved that the Mayoral Report be noted.

**CARRIED**

**9 GENERAL MANAGER****9.1 CALENDAR OF EVENTS - APRIL 2018**

**File Number:** REP18/245  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT****April 2018**

8<sup>th</sup> Springdale Progress Association  
**DELEGATES: Cr Oliver, Cr Smith**  
10<sup>th</sup> Committee Meetings  
17<sup>th</sup> Imagine Temora Committee Meeting  
Council Chambers at 5:00 PM  
**DELEGATE: Cr Sleigh**  
18<sup>th</sup> Temora & District Sports Council Meeting  
Temora Ex-Services Club - 6:30 PM  
**DELEGATES: Cr Firman, Cr Oliver**  
19<sup>th</sup> Council Meeting  
26<sup>th</sup> TBEG Meeting  
Temora Hotel at 5:30 PM  
**DELEGATE: Cr Reinhold, Cr Firman**

**May 2018**

8<sup>th</sup> Committee Meetings  
9<sup>th</sup> Bundawarra Centre Management Committee  
**DELEGATE: Cr Smith, Cr Oliver**  
15<sup>th</sup> Imagine Temora Committee Meeting  
Council Chambers at 5:00 PM  
**DELEGATE: Cr Sleigh**  
16<sup>th</sup> Temora & District Sports Council Meeting  
Temora Ex-Services Club - 6:30 PM  
**DELEGATES: Cr Firman, Cr Oliver**  
17<sup>th</sup> Council Meeting  
31<sup>st</sup> TBEG Meeting  
Temora Hotel at 5:30 PM  
**DELEGATE: Cr Reinhold, Cr Firman**

**June 2018**

4<sup>th</sup> Springdale Progress Association  
**DELEGATES: Cr Oliver, Cr Smith**  
12<sup>th</sup> Committee Meetings  
20<sup>th</sup> Temora & District Sports Council Meeting  
Temora Ex-Services Club - 6:30 PM  
**DELEGATES: Cr Firman, Cr Oliver**

21<sup>st</sup> Council Meeting  
19<sup>th</sup> Imagine Temora Committee Meeting  
Council Chambers at 5:00 PM  
**DELEGATE: Cr Sleigh**  
28<sup>th</sup> TBEG Meeting  
Temora Hotel at 5:30 PM  
**DELEGATE: Cr Reinhold, Cr Firman**

### RECOMMENDATION

It is **recommended** that the Calendar of Events be noted.

### RESOLUTION 77/2018

Moved: Cr Lindy Reinhold

Seconded: Cr Dennis Sleigh

It was recommended that the Calendar of Events be noted.

**CARRIED**

## 9.2 COMMUNITY ENGAGEMENT

**File Number:** REP18/225

**Author:** Secretary Engineering

**Authoriser:** Director of Environmental Services

**Attachments:** 1. Tell Us What you think Tuesday  

### REPORT

The 2017/18 Operational Plan provides that a report be prepared for Council to review mechanism by which Temora Shire Council can engage with the Community.

The issue of community engagement is one that Councils worldwide strive to achieve. This is covered out through a wide range of mechanisms adopted to suit individual Councils circumstances.

In the case of Temora Shire, the Council, the Council engage that a variety of means including:

- Social Media (Facebook & Twitter)
- Web presence
- Newsletter articles & advertisements along with the Mayoral report
- Radio & Television interviews
- TEM-FM regular broadcasts
- Regular use of Survey Monkey for specific issues
- Public Meetings (on special issues & annually with Local Government Week)
- Guest speakers at community group events
- Comprehensive community survey in each term of Council
- Significant network of community committees and delegates
- Annual Walk & Talk tour of businesses
- Annual meeting with rural residents in a locality
- Ready access to staff through an open door policy.

In April 2018, the concept of 'Chat with a Councillor' will commence. This will involve Councillors being available to meet in an informal manner at a café/coffee shop with residents.

There are a number of after mechanisms that have proven successful in other communities that Council may wish to consider. These include

- Broadcasting of meetings
- Pop up shop – this may also assist with empty shop issue
- Road shows to villages and Rural areas
- Focus groups on issues of interest
- Online engagement through a number of third parties applications.

The Communications Officer has suggested a new concept 'Tell us what you think Tuesday' to stimulate interaction. A copy of the proposal is attached. It is suggested that if this concept is adopted, the questions remain general in nature and not specific.

**RESOLUTION 78/2018**

Moved: Cr Claire McLaren

Seconded: Cr Kenneth Smith

It is recommended that Council continues with the current arrangements in accordance with the Community Engagement Strategy with Councillors providing reports on the “Chat with a Councillor” sessions.

**CARRIED**

***Report by Gary Lavelle***



Proposal for communications program to open up a two-way conversation with residents

I would like to begin a new initiative on social media called “Tell Us What You Think Tuesdays” (TUWYTT) in conjunction with the “Chat with a Councillor” program.

TUWYTT would be a weekly Facebook post inviting residents to become active in our social media communication plan.

Social Media is often used as a one-way message provider – where we send out a great deal of information and our audience passively accepts what we feed to them. The idea with this initiative is to break down that wall, allow ourselves to become more transparent and to receive important feedback that we can use to better our relationship with residents and to use as a crisis intervention before a crisis may occur (such as the garbage/recycling debacle in Wagga).

My proposal is that each Tuesday I would post a TUWYTT guiding question such as:

Tell us what you think about the pool opening hours;

Tell us what you think about our events calendar;

Tell us what you think about the state of our roads;

Tell us what you think about how we communicate with residents.

Questions related to specific departments will be consulted before being posted.

These guided questions will open up a conversation that benefits both the community and council. For the community it will be another informal way to raise concern or provide feedback, positive or negative, so they have more of a voice in council programs. For council we can monitor the perception our residents have of us and our programs, assisting with our branding and community consultation, as well as possibly being alerted to issues we may not have known about otherwise and to intervene before residents begin complaining or publicly bashing council actions or decisions. The initiative also provides councillors with a bit of direction and insight into what issues may be raised at Chat with a Councillor. If we are seen as wanting to address issues and proactively seeking the opinions of residents, we can manage feedback by either addressing the problem, or addressing the question by explaining why certain things can't happen. This initiative fits with our strategic and operational plans for community consultation.

Kate Slapp

**9.3 RURAL RATEPAYERS MEETING**

**File Number:** REP18/241  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT**

The 2017/18 Operational Plan contains an action to:

‘Hold an annual meeting with rural ratepayers in rural localities on a rotational basis to discuss locality issues in conjunction with the local Councillor’

At this stage, Council need to determine how this matter should be progressed. In particular a decision is required on where and when the meeting this year is to be held.

As this action will require the support of the relevant Councillor, a volunteer to host the first of these rural consultation meetings is requested. Once the location is decided, the agenda for the meeting, advertising and timing can be determined.

**RESOLUTION 79/2018**

Moved: Cr Dale Wiencke  
Seconded: Cr Claire McLaren

It was resolved that Cr Judd organise location and timing of the proposed rural meetings.

**CARRIED**

At 5:48 pm, Cr Kenneth Smith left the meeting.

***Report by Gary Lavelle***

**9.4 STRONGER COUNTRY COMMUNITIES FUND**

**File Number:** REP18/246  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT**

The NSW Government have commenced the second round of funding for the Stronger Country Community Fund. Council will recall that \$780K was allocated in round 1 to provide the upgrade of Temora Memorial Town Hall and Ariaiah Park Recreation Ground amenities.

In government news for Rural Councils, the government has decided to double the round 1 funding with an additional requirement of a minimum 50% of the funding to be spent on sporting projects.

Temora Shire Council held a workshop to consider appropriate projects to be funded under this scheme drawing from the Community Strategic Plan, Delivery Program and submissions from community groups. It is important to note that the progress must be 'shovel ready', costed (with quotations or quality surveyor costings), have a total project cost of \$50K plus and be submitted by 4 May 2018.

As a result of the workshop the following preliminary funding recommendations were made.

<b>Project</b>	<b>Sport</b>	<b>Community</b>
Ariaiah Park Community		\$150,000.00
Tennis Club	\$80,000.00	
Town Netball Courts	\$85,000.00	
Temora Recreation Centre	\$234,000.00	
Temora West Sportsground	\$60,000.00	
Nixon Park	\$300,000.00	
Lake Centenary		\$140,000.00
Temora Golf Club	\$53,000.00	
Temora Town Hall		\$320,000.00
Entrance Beautification		\$145,000.00
	\$812,000.00	\$755,000.00
	\$780,000.00	\$780,000.00
	-\$32,000.00	\$25,000.00

These however are very preliminary figures as detailed costings are yet to be determined by Council.

*The Council is satisfied that pursuant to Section 10A(2) of the Local Government Act 1993, the information to be received, discussed or considered in relation to this agenda item is:*

- C information that would, if disclosed, conferee a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business*

**RESOLUTION 80/2018**

Moved: Cr Claire McLaren

Seconded: Cr Dennis Sleigh

It is recommended that Council moves this item to Confidential for discussion.

**CARRIED**

***Report by Gary Lavelle***

**9.5 OPERATIONAL PLAN - QUARTER 3 REPORT 2018****File Number:** REP18/251**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Operational Plan - Quarter 3 2018  **REPORT**

Report on the progress to 31 March 2018 of Councils Quarter 3 Operational Plan.

**RESOLUTION 81/2018**

Moved: Cr Max Oliver

Seconded: Cr Dennis Sleigh

It was resolved that Quarter 3 Operational Plan 2018 be noted.

**CARRIED**

*Report by Gary Lavelle*



**TEMORA SHIRE COUNCIL  
OPERATIONAL PLAN  
QUARTER 3 – 2017/2018  
REVIEW**

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## Administration

Key Functions - Administration Services, Human Resources, Information Technology, Records Management, Financial Services








Policy Direction • To manage all records in accordance with the State Records Act • Commitment to e-commerce strategies • Support a larger share of taxation revenue for Local Government • Ensure Council's investment portfolio is properly managed to obtain highest possible secure interest yield within allowable form of investments









*To provide efficient and effective secretarial/clerical, reception, information technology, and financial support services for Council to internal and external customers, which meet the needs of the customer.*


Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Investigate the implementation of LG Solutions Software	Gary Lavelle	System installed	Progressing	▲	80%	Implemented the CPR module. Investigations to be undertaken on Enterprise Risk Management and Performance Management for budget consideration.
Appoint an external IT consultant to undertake an audit of the Council system	Kurt Tinnock	Report received	Completed	●	100%	Appointed Veritech as external IT consultant
Call tenders for Banking Services	Jacqui Hall	Tenders called	Progressing	▲	60%	Currently completing tender documents. Tenders to be called by 30/06/2018.
Complete implementation and optimisation of Content Manager 9	Kurt Tinnock	Implementation completed	Progressing	▲	60%	Security roles are still being updated
Continue to maximise the opportunity to use technology to automate processes through Authority, GIS, and 3rd Part applications	Kurt Tinnock	Adaptation of technology	Progressing	▲	60%	Intramaps updated to version 9
Create internal and	Kurt Tinnock	Guides	Progressing	▲	40%	More guides to be created over the coming months



Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
external user guides for Council IT systems		completed				
Create procedures and guides for IT business systems.	Kurt Tinnock	Procedures developed	Progressing	▲	35%	More procedures to be developed. Also investigating into Intranet being a possible location to store these documents so they are easily accessible by all staff
Develop a system to test, evaluate and record (database) all hardware and software	Kurt Tinnock	Database completed	Not Progressing		0%	Not started
Develop an IT asset replacement strategy	Kurt Tinnock	Strategy completed	Not Progressing		0%	Not started
Develop ICT strategic plan	Kurt Tinnock	Plan developed	Not Progressing		0%	Not started
Develop IT disaster recovery plan in conjunction with business continuity plan	Kurt Tinnock	Plan developed	Not Progressing		0%	Not started
Develop procedures for person specific roles and introduce review sheets for each procedure	Jacqui Hall	Procedures completed	Progressing	▲	25%	Review of current procedures underway.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Implement alternative systems to the The Electronic Agenda (TEA)	Anne Rands	System installed	Completed		100%	Went live on the 1 January 2018.
Information Technology user agreement for staff	Kurt Tinnock	Agreements in place	Not Progressing		0%	Not started
Introduce a corporate password policy for adoption by Council	Kurt Tinnock	Policy adopted	Progressing		30%	quote received from Civica. Awaiting approval
Investigate the implementation of Civica Online Purchasing	Jacqui Hall	System installed	Progressing		40%	Updated Service Definition and quote requested. Demonstration tentatively booked for 4/4/18.
Investigate the implementation of Civica Online Timesheets	Jacqui Hall	System installed	Completed		100%	Updated Service Definition and quote requested. Decision made to not go ahead at this stage.
Investigate the implementation of Power Budget additional modules	Jacqui Hall	System installed	Progressing		40%	Quote received. Awaiting demonstration on Payroll module integration,
Investigate the implementation of Work Order Budgeting	Jacqui Hall	System installed	Completed		100%	Work Order Budgeting implemented.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Investigate the use of Cloud technology for business applications	Kurt Tinnock	Investigation concluded	Progressing		30%	Ryver cloud communication software is currently being tested to help streamline committee communications
Review and test all internal procedures	Jacqui Hall	Test completed	Progressing		15%	Review of rates procedures have begun.
Review current and future requirements for ICT	Kurt Tinnock	Review conducted	Progressing		20%	Ryver is currently being trialed and could be an option for intranet communications
Review of the rating structure mix	Steve Firth	Report to Council	Completed		100%	Report presented to Council. Resolved that no change was necessary
Review the adaptation of smart card systems for building access	Kurt Tinnock	Review conducted	Progressing		40%	Requirements sent off to security contractor and awaiting pricing. Pricing received for Library/Pinnacle
Review the security of Council Wi-Fi	Kurt Tinnock	Review conducted	Progressing		30%	Reviewed network migration document developed by Computer Systems Australia Pty Ltd. Wi-Fi will be changed to RADIUS authentication once password policy has been adopted and implemented.
Review the use of Council staff intranet	Cathy New	Review conducted	Progressing		10%	Investigating options and content with IT Officer. Investigation options such as closed facebook page, intranet etc.
Undertake Content Manager 9 development and training	Kurt Tinnock	Training undertaken	Not Progressing		0%	Awaiting optimisation of Content Manager 9 before undertaking more training






Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Develop and implement a compliant internal audit program	Gary Lavelle	Program implemented	Completed		100%	Internal Audit program in place.

## Airport






Key Function - Temora Aerodrome

Policy Direction • Compliance with all CASA requirements to maintain registration • Maintain sufficient land stock for future development of the Temora Aerodrome • Lobby for the development of a Multipurpose Facility at the Aerodrome to meet the needs of user groups

*To develop and market the airport as a premier tourist attraction and first rate facility for recreational aviation enthusiasts, plus promote both the commercial and residential aerodrome development in order to attract business and residents to Temora*

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Develop plan for drainage upgrade at Temora Airport	Rob Fisher	Report to Council	Progressing		40%	Draft design developed. Considering engaging a consultant hydrologist to verify design.
Investigate relocation of weather station at Temora Airport to enable widening of the grass strip	Rob Fisher	Investigation completed	Not Progressing		0%	No action. Linked to reinstatement of TAF services action.
Make submission to Bureau of Meteorology for the reinstallation of TAF services	Rob Fisher	Submission made	Completed		100%	Submission complete.
Review airside security issues	Rob Fisher	Report to Council	Progressing		25%	Signage replaced, however report to Council incomplete.
Review management and staffing at Temora Airport	Rob Fisher	Review conducted	Not Progressing		0%	Ongoing. Will roll into next FY. Subject to overall Management Plan.



Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Review taxiway, runway, aprons and access to fuel outlets	Rob Fisher	Report to Council	Completed		100%	Complete. Refueling aprons under construction.
Undertake Review of Legislative Compliance as a Registered Airport	Rob Fisher	Review conducted	Progressing		20%	No action since Q2.
Develop policies in relation to key issues identified at Temora Airport including agricultural use, landing fees/user contributions, future airport estate expansion, potential multipurpose building and agreed infrastructure capability standards	Rob Fisher	Master plan adopted	Progressing		50%	On going. Draft policies included in master planning document due for completion by 30th June 2018.
Development of a long term strategic plan for Temora Airport incorporating an Airport Asset Management Plan	Rob Fisher	Adoption by Council	Progressing		15%	Preliminary draft Aerodrome Asset Management Plan Complete. No change from Q2. Will roll into next FY.
Installation of appropriate signage indicating access conditions to airport	Rob Fisher	Signage installed	Progressing		40%	Access signage updated in Q3. Further investigation required in relation to access conditions.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Review the charges applicable to use of Temora Airport including landing fees	Rob Fisher	Adoption by Council	Progressing	▲	50%	Included in master planning due for completion by 30th June 2018.
Develop concept plans for the development of a multi-purpose facility at Temora Airport	Craig Sinclair	Report to Council	Progressing	▲	25%	No progress since last update.
Construct hardstand area and associated infrastructure for refuelling area	Rob Fisher	Project completed	Progressing	▲	50%	Under construction, due for completion this FY.
Construct taxiway for Airport Estate stage 3	Rob Fisher	Project completed	Progressing	▲	70%	Pavement complete. some drainage and sealing remaining.

### Aged & Special Needs Care

Key Functions - Aged Care, Home & Community Services (HACC), Persons with Disabilities, Senior Citizens

Policy Direction • Support existing providers of aged care services in the development and retention of facilities and services • Undertake regular and comprehensive consultation to ensure that the current and future needs of senior residents are met • Continue to seek funding for programs that improve the options available for frail aged and disabled






- *To provide frail, older people and young people with disabilities and the carers of these people with a range of basic services to enable them to live comfortably in their own homes and avoid inappropriate or premature institutionalization, and:*
  - *To provide an environment for our senior citizens that is safe, well serviced and meets the expectations of residents*






Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Advise availability of Pinnacle Services transport to Wagga Wagga	Gary Lavelle	Advise availability of service	Progressing		75%	Ongoing advertising of services
Advocacy and Lobbying on behalf of private aged care providers	Gary Lavelle	Advise activities to Council	Progressing		75%	Strong lobbying for funding of Greenstone Lodge replacement. Meetings arrangements in place for a meeting with Government in early 2018.
Attendance and participation in Interagency Meetings	Amanda Gay	Attendance at meetings and referral of minutes to Council	Progressing		80%	Attended interagency meetings where possible. Attending all Interagency Meetings next meeting 17 April 2018
Continue to maintain Pinnacle Service	Sheree Axtell	Preservation of levels of	Progressing		75%	PCS advertised for casual support workers during this quarter to meet the demand of Aged Care & NDIS services








Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
levels to meet the needs of clients		service				requested and to maintain the current needs of clients. Interviews have taken place and 2 x new staff employed in Temora. A total of 18 casual support staff are employed for direct service provision at the end of this quarter in Temora.  Coota PCS has employed 1 x new casual support worker taking their total direct support workers to 5.  Leeton PCS has advertised and interviewed for casual support staff but not successful in appointing staff at this stage.
Create a positive ageing expo/ information session	Claire Golder	Hold event at least annually	Progressing	▲	50%	Event proposed for Seniors Week April 2018. Draft folder being prepared for use at event. Folder to provide flyers with information relevant to seniors. Finalised folder and flyers with graphic designer for printing.
Create awareness of the Positive Ageing Working Group with the community, local members of parliament, Murrumbidgee Primary Health Network and Murrumbidgee Local Health District.	Claire Golder	Information provided to stakeholders	Progressing	▲	75%	Letter sent to Ms Steph Cooke MP to create awareness of the group and request that the group be made aware of any potential funding opportunities to assist older residents of Temora Shire. This is highlighted due to the higher proportion of older residents, in comparison to the average for the whole of NSW.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Develop and deliver a promotions plan about how to access in aged care services in Temora using digital media and information flyers covering relevant topics including medical services, transportation and home modifications	Sheree Axtell	Preparation of documents	Progressing	▲	75%	Pinnacle Community Services Marketing Plan attached to Q1 report.  Positive Ageing Working Group are developing a Positive Ageing folder to include flyers for medical services, transport options, home modifications and aged care services and accommodation options in Temora. Planned launch of folder during Seniors Week.
Include images of people with disabilities in Council publications	Kate Slapp	Increased diversity in photos	Progressing	▲	75%	This action is increasing with a strong connection between Pinnacle staff and the Communication Officer
Investigate accommodation options for disability and independent living in Temora Shire	Steve Firth	Report to Council	Progressing	▲	75%	Rented accommodation provided for three Supported Independent Living recipients  A further report will be submitted to Council regarding future options  Lease extended for two years
Monitor the finances of Pinnacle Services	Steve Firth	Report at least quarterly to Council	Progressing	▲	75%	A regular report is submitted to Council showing the financial position of Pinnacle Community Services
Participate in advancing the agenda of the Interagency Network to include disability issues	Amanda Gay	Advocacy to network	Progressing	▲	80%	Access and Equity Committee established this action will be advance through the Access and Equity Committee.  Access and Equity committee is established relevant reporting will be provided to Interactivity the the CCSO.







Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Promote the availability of transport facilities through Pinnacle Services	Sheree Axtell	Advertise availability electronically	Progressing		50%	Continued regular promotion of transport services in Narraburra News, social media and ad at local cinema.
Promotion of Pinnacle Community Services as a provider of choice for disability services	Sheree Axtell	Increase in client base	Progressing		50%	Disability ad continues to be shown at local cinema to promote PCS as provider of choice. Regular fortnightly ad in Temora Independent and regular posts on Facebook promoting disability services. 6 new NDIS clients referrals since Q2.
Provide Pinnacle Services at no net cost to Council	Sheree Axtell	Achievement of break even status	Progressing		75%	Monitoring of financial reports continues regularly to ensure service provision is kept within budget.
Reintroduction of the Access Committee to inform Council processes relating to disabled	Amanda Gay	Introduction of committee	Completed		100%	Access Committee formed and will meet early 2018. Access and Equity committee is established, Governance Workshop delivered and meetings will take place every third Monday of the Month. Next meeting 5.00 pm Monday 16 April 2018
Review access to public buildings and businesses in conjunction with TBEG	Sheree Axtell	Access report to Council	Progressing		5%	Referred to Access Committee. PSC Manager will attend meetings and contributed as required.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Review the hours of operation for Community Transport to include weekends and public holidays	Sheree Axtell	Review conducted	Progressing		10%	Survey developed and sent to clients - waiting results. Investigating options for out of normal business hours transport - e.g. Partnership with local taxis - taxi vouchers that can only be used after hours, weekends & public holidays.
Support of the Positive Ageing Working Group	Claire Golder	Meet at least 6 times per year	Progressing		50%	Ongoing support for this group.
Support the development of private Aged Care facilities	Sheree Axtell	Report to Council	Progressing		10%	PCS Manager attends Positive Ageing working Group in support of all aged care services including development or expansion of aged care facilities.
Support the increased capacity for seniors accommodation offerings in Temora	Craig Sinclair	Advise activities to Council	Progressing		75%	Actively participated in Positive Ageing Working Group. Working with the town planner on options for aged accommodation uses at Apollo Place.
Undertake My Aged Care Regional Assessment under contract to Community Options Australia	Sheree Axtell	Assessments conducted	Progressing		75%	Contract being maintained and all referrals for RAS undertaken as received. Looking at recruiting & training another RAS assessor to ensure coverage of all LGAs can be met to maintain KPIs. 100% scored against all KPIs for the reporting period.
Undertake systems mapping to support collective impact for disability inclusion across the Interagency Network	Amanda Gay	Advocacy to network	Progressing		65%	Action will be carried out through the new Access and Equity Committee. Access and Equity Committee established will be address through first agenda - 5.00 pm Monday 16 April 2018



Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Use social media and information flyers to create awareness of who can access Community Transport and how to use this service	Sheree Axtell	Increased usage	Progressing		75%	Information brochures developed in conjunction with Positive Ageing working group - to be launched during Seniors Week.
Utilise the My Aged Care portal Central Intake and Referral distribution to Pinnacle for Home Care Services	Sheree Axtell	Referrals received	Progressing		75%	Increase in referrals received from previous quarter - 77 new service referrals received during reporting period for the Temora, Cootamundra and Leeton outlets.
Provide donation equivalent to 25% of General rate to the following: • Dr Parry Homes • Arianah Park Senior Housing, • Temora Senior Citizens Group, • Arianah Park CWA, Arianah Park Community Hall	Steve Firth	Donation made	Completed		100%	Donations have been made
Provide information linkages to National Disability Insurance Scheme (NDIS)	Sheree Axtell	Linkage provided	Progressing		75%	Continued promotion of NDIS through client newsletters, social media, ad shown at local cinema.
Regular promotion of health services	Sheree Axtell	Services promoted	Progressing		70%	Positive Ageing Working Group developed information flyers for health services in Temora, will be launched during Seniors week.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Deliver access and inclusion training to Council staff and community leaders	Amanda Gay	Training provided	Progressing	▲	55%	To be delivered in consultation with the new Access and Equity Committee.  Committee established and training will be delivered in 2018  Will be addressed by Access and Equity Committee - 5.00 pm Monday 16 April 2018
Implement a Temora Shire Disability Inclusion Action Plan	Sheree Axtell	Report to Council	Progressing	▲	70%	Disability Inclusion Action Plan completed and actions will be implemented over time. Access Committee set up and will commence early 2018.
Consider access issues at local parks, including removal of edging to allow wheelchair access	Rob Fisher	Review by access committee	Progressing	▲	25%	Will be covered in Rec Spaces Policy of which is under development as of March 2018.
Consider access issues at sporting grounds	Kris Dunstan	Review by access committee	Progressing	▲	80%	Path has been installed to provide accessibility to Lake Centenary amenities.  Gloucester Park path completed.  Railway Precinct path and trail made accessible.  Once access committee is established (by others) a more strategic approach can be developed.  Access committee convened.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Consider access issues at Temora Recreation Centre including ramp entry and accessible change rooms	Kris Dunstan	Review by access committee	Completed		100%	Report on Stadium "Members Entrance was considered at November Assets and Ops Meeting. - Rejected Plan of Change room reconfiguration/refurbishment has been completed. Cost estimate of \$220K received. To be considered in 2018/19 estimates.
Plan, develop and maintain facilities, parks and gardens that respond to the needs of the community	Rob Fisher	Inclusion in planning process	Progressing		20%	Recreational spaces policy under development.
Provide mobility car park spaces that meet the needs of the community	Sheree Axtell	Review by access committee	Not Progressing		0%	Will be referred to the Access Committee.
Review existing disabled car parking spaces	Sheree Axtell	Review by access committee	Not Progressing		0%	Will be referred to Access Committee
Establish flexible work practices to encourage an inclusive working environment	Cathy New	Develop practices	Progressing		15%	Council has adopted a Disability Inclusion Action Plan and has adopted the Constitution for an Access Committee to address the ability to provide an inclusive working environment.
Provide disability awareness training to staff, new and current, as well as Councillors	Cathy New	Provision of training	Not Progressing		0%	Carry forward to 2018/19. Investigate training options.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Review Council employment policy to address local and social benefit	Rob Fisher	Review conducted	Not Progressing		0%	No Action




## Commercial Services

Key Functions - Caravan Parks, Land Stocks, Sale Yards, TAIC

Policy Direction: • Develop the existing caravan parks to a level where commercial interest would find the facilities attractive to lease or buy • Retention of caravan park facilities in Arianah Park and Temora

### *To provide Commercial Facilities that supports the economic development of Temora Shire at minimum cost to council.*

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Consult with rural community regarding the reasons for closure of saleyards	Rob Fisher	Consultation	Completed		100%	Complete
Physical closure of Temora Saleyards	Bimal Shah	Closure of yards	Progressing		10%	No directive from Council to physically close saleyards. Report to Council and decision to allow special sale in September 2018.
Provide budget to enable the continued operation of Temora Agricultural Innovation Centre	Steve Firth	Budget provided	Progressing		75%	Budget is on track as presented in the Operational Plan Discussion regarding extra lessee's and financial arrangements with Farmlink will be held
Provide comprehensive review of the operations of TAIC, considering Councils financial exposure and seeking additional revenue streams for TAIC	Steve Firth	Report to Council	Progressing		60%	Due to the current infrastructure works being carried out and their potential for major influence on the future revenue stream this report will be presented when this can be further clarified. Construction of dam is underway. Refurbishment of offices and shed is almost completed.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Review options for the location and operation of Saleyards Truck wash and Standpipe	Rob Fisher	Report to Council	Progressing	▲	90%	Awaiting a proposal from GWCC in relation handing over of standpipe asset. decommissioning of truck wash budgeted for 18/19FY.
Review options for use of land at Temora Saleyards	Rob Fisher	Report to Council	Progressing	▲	50%	Consultant reviewing TSC concept plan.
Seek alternative location for holding of special sales	Rob Fisher	Report to Council	Progressing	▲	25%	No Action. GM/Council has carriage of this at present. Special sale to be held at Temora Saleyards in 2018 prior to decommissioning of yards. Following 2018 is unknown.






### Community Services

Key Functions - Child Care, Cultural Services, Education, Library Services, Town Hall Theatre, Town Hall





Policy Direction • Continuation of a Government funded childcare service through the Bland/Temora Family Day Care Scheme • Continued employment of a Community Services Officer • Support for Imagine Temora and membership of Eastern Riverina Arts (ERA) • Maximise the opportunity for cultural exchange with sister cities • Develop opportunities for relationship with Charles Sturt University (CSU) • Upgrade of the town hall facilities to meet the needs of a modern day conference/ entertainment venue







#### *To provide Community Services to Temora Shire residents that meet needs in terms of community, cultural and education for the targeted demographic*








Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Communicate with residents about the progress in the roll out of NBN and mobile towers in Temora Shire	Craig Sinclair	Information disseminated	Progressing	▲	75%	Facebook post about NBN
Connect with community members interested in a community garden and native plant propagation nursery. Secure grant funding for project. Potential urban Landcare group to be established	Belinda Bushell	Report to Council	Progressing	▲	75%	Appointment of Miss Turner
Create accessibility guidelines for events	Amanda Gay	Guidelines developed and distributed	Progressing	▲	75%	Access and Equity Committee has been established and these actions will be advanced through this committee. Access and Equity Committee established and delivered governance workshop - Meetings held every their Monday of the month next meeting 5.00pm Monday 16 April 2018.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Develop a Communications Policy	Kate Slapp	Adoption by Council	Completed		100%	Completed
Develop a Greeter Network to assist integration into the community	Ann Pike	Greeters network established	Progressing		15%	An ad was placed in the Temora Independent inviting people to register their interest in becoming a greeter. One person showed interest. Due to the lack of demand and interest shown for this project, consideration should be taken to delete the project from the management plan.  No progress has been made to establish this program. The initiative is not a good fit with tourism as the target group are not visitors but rather, new community members. Consideration should be given to moving the project into the Community Services portfolio of Council's activities if it is to succeed.  No progress.
Develop a Management Plan for the future operations at Temora Library	Eileen England	Adoption of plan by Council	Completed		100%	Completed and presented to Director of Administration and Finance, January 2018. The plan provides an overview of library management for staff, customers and Riverina Regional Library. The plan will be updated regularly to provide a strategy for future library directions.
Ensure information on digital platforms is current and accurate	Kate Slapp	Complaints regarding information	Progressing		75%	Websites and Social Media monitored daily. Some challenges around staff not following appropriate policies and procedures in this area
Hold an annual Community Evening	Gary Lavelle	Report to Council on	Completed		100%	Meeting held at Temora Ex Services Club










Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
during Local Government Week with the format of the meeting to be determined.		format				
Hold an annual meeting with rural ratepayers in rural localities on a rotational basis to discuss locality issues in conjunction with the local Councillor	Gary Lavelle	Arrange meeting	Progressing		20%	Report to April Council meeting
Include access and inclusion criteria in Event Application Form and approval process	Amanda Gay	Included in plan	Progressing		60%	Will be implemented after consultation with new Access and Equity Committee Access and Equity committee is established will be addressing reliant issues that will form part of the tool kit.
Include images of people with a disability, information on NDIS and other disability services in new residents packs	Ann Pike	Included in new residents pack	Completed		100%	Information is currently being gathered so this information can be included in the New Resident Packs Brochures have been sought from Pinnacle and placed in the new Resident packs.
Investigate alternative mechanisms to improve communication, eg, Pop Up shops, Village road show, Focus groups	Gary Lavelle	Report to Council	Progressing		25%	Report to April meeting of Council. Chat with a Councillor program to commence in April.







Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Investigate and report on the establishment of an RTO	Amanda Gay	Report to Council	Progressing		60%	.Will be travelling to Gwyder for meeting with Rick Hutton and tour of Living Classroom on a weekend in March 2018 date to be confirmed.
Partner with Bland Shire regarding family day care provision.	Steve Firth	Annual review of scheme by Council	Progressing		75%	Monitor and assist with advertising and recruitment of new providers.
Provide information about child care and early learning options in Temora on Council website, social media, new resident packs.	Amanda Gay	Information disseminated	Progressing		70%	Send appropriate information to Communications Officer to post.  New Child Care Packages for 2018 information sent to Communications Officer for delivery to appropriate Council media sites.  Relevant information is passed to the Coms Officer for posting on Council sites.
Remain active on social media sites to ensure that issues affecting Council are identified	Kate Slapp	Early identification of issues	Progressing		75%	Our social media is very active, particularly on the council, youth and Pinnacle sites. More attention is required for our other facebook pages. We are developing strategies to address specific circumstances. Some challenges have developed with the introduction of new policies and procedures that some staff are not following
Review content and distribution of Narraburra News to ensure that the impact and spread is optimised	Kate Slapp	Review completed	Progressing		75%	The Narraburra News continues to be a successful and vital product in council's communication plan
Review Council websites to ensure mobile optimisation	Kurt Tinnock	Review conducted	Completed		100%	Communications Officer has created a report to deliver to Council







Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Review options for the operation of Ariaah Park Library	Eileen England	Report adopted by Council	Progressing		90%	Library Manager has prepared a report to present to Council. This report will be completed within the next week.
Review options for the provision of Narraburra News in a lower cost option such as plain paper	Kate Slapp	Report to Council	Progressing		75%	Have not yet found a more cost effective option
Review Social Media policy	Kate Slapp	Policy reviewed	Completed		100%	Reviewed and a procedure document has been created in an attempt to have a uniform practice on social media that follows the Social Media Policy. Awaiting a team meeting to review the procedure.
Review the effectiveness and relevance of Government and Non-Government programs for regional growth	Craig Sinclair	Review conducted	Progressing		75%	Ongoing, including participation in discussions regarding the establishment of the South West Slopes Functional Economic Regions (FER)
Review the structure and efficiency of the Section 355 Community Committee structure	Gary Lavelle	Report presented to Council	Progressing		90%	New guidelines adopted by Council. Training to be undertaken in March-April.
Review the use and scope of social media platforms	Kurt Tinnock	Review conducted	Completed		100%	Ongoing review. Social Media Policy adopted.
Support the activities of the Bland/Temora Landcare groups	Belinda Bushell	Support for activities	Progressing		90%	Appointment of Miss Turner












Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Support volunteers associated with Temora Town Hall Theatre	Kris Dunstan	Support provided	Completed		100%	Completed and Ongoing. Volunteer retention levels pleasing. Annual Christmas Party scheduled for December. Management Committee social function/meeting also conducted in January.
Undertake a Walk and Talk Tour of Temora for Councillors	Gary Lavelle	Tour undertaken	Progressing		95%	Tour conducted and report to Council.
Upgraded use of digital media platforms to communicate with residents	Kate Slapp	Increased followers and hits	Progressing		75%	A report has been written to council with recommendations regarding an app for reporting issues and a bulk message service paired with improvement to our mobile website access.
Use Council communications outlets to advise of volunteering opportunities	Kate Slapp	Advice to community	Progressing		75%	A video project with 355 committees showcasing what the committees do, how people can be involved and highlighting the importance for volunteers. This project is set to begin in the coming quarter
Provide a current and upcoming works program in the Narraburra News	Kate Slapp	Report included in Narraburra News	Progressing		75%	Whenever applicable this is carried out
Provision of a donation equivalent to rates for the Arianah Park Community Hall	Jacqui Hall	Donation Made	Completed		100%	Refund processed.
Support the concept of conducting a	Gary Lavelle	Report to Council	Completed		100%	Not scheduled this financial year. New issues referred to process.



Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Survey to gain the Residents feedback and review mechanisms for ratepayers to provide ongoing feedback to Council (Next survey 2021)						
Host an Afternoon Tea for carers	Sheree Axtell	Function held	Completed		100%	Afternoon tea for carers held on 24th November 2017.
Maintain the Direct Me guide	Amanda Gay	Currency of document	Progressing		70%	New information is referred to the Communications Officer New information referred to Communications Officer
Provide an easy format flyer advising of volunteer opportunities in the community	Kate Slapp	Provision of flyer	Progressing		75%	Still in early stages
Conduct weekly youth cultural groups	Kim Sandgren	Activities held	Progressing		75%	Drama workshops, Gaming sessions and TEM-FM programs continuing
Develop and run weekly gaming activities to allow young people to meet, connect and interact socially	Kim Sandgren	Activities held	Progressing		75%	Youth Gaming Team sessions continuing.
Development of a program for school holiday activities	Kim Sandgren	Programs undertaken	Progressing		75%	Youth Week activities to be held in Easter school holidays

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Undertake a survey of young people to establish activities to be held during the year	Kim Sandgren	Survey conducted	Completed		100%	Surveys conducted at Temora High School and Ariah Park Central School
Support Friends of Temora Shire Cemeteries	Belinda Bushell	Support provided	Progressing		90%	Fortnightly visits to site and meet with FOTSC Representative. Attend meetings wherever possible. Ariah Park Cemetery Toilet plans for unveiling on April 15th. Some final beautification works to be undertaken prior to.
Review adequacy of signage at Temora Library and provide report to Council	Eileen England	Report to Council	Progressing		55%	Library Manager has investigated signage at other library sites, and has had discussions with a local signwriter, who will present options to the Library Manager within the next week. A report has been commenced, with updates to be added.
Provide additional funding for emergency building works at Springdale Hall	Kris Dunstan	Funds Allocated	Progressing		70%	Emergency Funding made available. On-site meeting held between Springdale Progress Committee and contractor. Work Scheduled to be completed prior to ANZAC Day
Provide financial support to Springdale Memorial Hall Committee	Kris Dunstan	Funds allocated	Completed		100%	\$5000 voted by Council - Available to Springdale Progress Committee
Create a public art policy	Amanda Gay	Adoption of policy by Council	Progressing		50%	Working with consultant to create new public arts policy-actions on this policy carry through to other policy. Working with John Craig's advise to look at other policies for Bundawarha Centre before going further..





Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Develop a welcome pack for new residents	Ann Pike	Welcome pack developed and circulated	Completed		100%	A New resident pack has been developed in conjunction with the PVC.
Develop opportunities for the conduct of Artisan Markets	Amanda Gay	Markets conducted without impact on business	Progressing		70%	Have created an opportunity for Artisan Markets within Grandparents Day function 2017.  Working to create relationship with TEBEG to match Artisan with shopkeeper for Saturday Market atmosphere in main street one a month.  Established an opportunity for Artisans at RFS Games September 2018 at Railway Station precinct.  Creating expressions of interest for RFS Games Food Vendors.  Expression of interest for 2018 RFS - Games markets and food vendors has been circulated. Market will be held at the opening night event.
Acquire funding for refurbishment of pool building	Amanda Gay	Submission of funds application	Cancelled by Council Decision		0%	Council decision to support purchase of old Scout Hall.
Act as host of the 2017 Bald Archys	Amanda Gay	Exhibition held	Completed		100%	Advertising commenced. Event to be held November 2017. Event held - works hung -exhibited and packed up and sent on. Peter Baitey has sent the dates for 2018 Temora hosting. Event completed.





Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Arrange visit to the National Gallery for museum volunteers	Amanda Gay	Trip undertaken	Progressing		50%	Meeting with NGA Guides representative in Canberra on weekend of March 03 2018 to nut out the details for 2018 visit.  Meeting date changed by guides to end of April 2018
Broaden the scope of the Imagine Temora – Lifestyle Cell	Amanda Gay	Increased programs	Progressing		65%	Establishing a number of Lifestyle workshops to be delivered in 2018 currently working with (11) Facilitators for weekend and weekday workshops.  Recruited to volunteers ( Libby Hanlon and Louise Adams) to assist with creation of workshops meeting fortnightly as of 23 March 2018.
Conduct Temora Shire Council Art Prize	Amanda Gay	Competition held	Completed		100%	Highly successful community event held in September. Approximately 270 entries.  Started working on Arts projects for 2018 Miniature Exhibition to run at Rural Museum in May 2018 together with Bonsai Exhibition and Facilitator Exhibition.
Hold a welcome function for new residents	Amanda Gay	Event held	Progressing		70%	Scheduled a Welcome New Residents BBQ Tuesday 08 May 2018
Maintain membership and hold executive	Amanda Gay	Retention of	Progressing		85%	Membership and two positions held by Temora Shire Council.



Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
position on Eastern Riverina Arts		numbers				<p>Temora has been indicated as the venue for ERA - Dream Big 2018</p> <p>Eastern Riverina Arts Mobile Office in 236A Hoskins Street Temora 10.00 am - 2.00 pm - 13 February 2018</p> <p>The General Manager and CCSO have held executive position with ERA and actively worked with the group to create a new governance structure.</p>
Participation in Eastern Riverina Arts Projects	Amanda Gay	Participation report to Council	Progressing	▲	90%	<p>CCSO is a member of ERA and participates actively in events.</p> <p>Dream Big Regional Arts Conference will be held in Temora in August 2018 date to be advised.</p> <p>Board Position held by CCSO and General Manager</p>
Promote arts and cultural events through council media outlets including websites, facebook and 'whats on' in Narraburra News	Kate Slapp	All events advertised	Progressing	▲	75%	<p>There are some difficulties in this area as the chain of custody of information is not always timely or accurate</p>
Provision of an annual budget for the use of Imagine Temora within Council guidelines	Amanda Gay	Budget allocation and accountability	Progressing	▲	60%	<p>In progress</p> <p>\$30,000 requested for Imagine Temora Budget</p>

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Review of opportunities to develop arts based programs under NDIS	Amanda Gay	Review completed	Progressing	▲	55%	In progress The CCSO currently teaches the Pinnacle Disability Art class every second Tuesday (in her own time) Work with Pinnacle to develop art based workshop for the NDIS  Meeting with Pinnacle Manager to explore the development of Art based NDIS opportunities.
Support at a minimum the following events, • Seniors Festival • Youth Week • Local Government Week • NAIDOC Day • International Women's Day • Australia Day • Volunteers Week • Mary Gilmore Festival Including seeking grant funding for those events	Amanda Gay	Conduct of successful event	Progressing	▲	80%	Alzheimer's Australia Mobile Van is booked and will present at Seniors Week.  Also booked for evening presentation at the RSL Club 12 April 2018  Seniors Expo to be held 11 April 2018 Manager Public Trustees Office will be presenting.  Instigated meetings for Local Government Week 2018.  Local Government week 2018 Rate Payer's Information Evening booked in at the RSL Club 5.30 pm 01 August 2018  Meeting with LGW Committee and event set down for 2018  Nicole Barton Junee Shire informed me they have received a large volunteer grant to conduct a Volunteers Summit on 25 May 2018. CCSO has asked to have Temora included in this event.  NB Nicole Barton has left Junee Council CCSO is talking with David Coren as to what is happening with the summit.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Support for the events supported by resolution of Council	Amanda Gay	Support for the event	Progressing		70%	Supporting Events Activating Spaces - delivering cultural performances in unusual spaces in 2018 Delivered Lisa Richards concert February 2018 Delivered Mike McClellan in Moonbucca Station Woolshed 09 March 2018 around 200 people attended. Will be delivering Michael Fix and Christine Colester in the Basement of the historic Meagher Building 14 April 2018.
Partner with SWWCC to establish and promote access to free public Wi-Fi in key areas	Craig Sinclair	Provision of Wi-Fi	Progressing		50%	SWWCC is ready install once they purchase their hardware solution. Kurt is in contact with them.
Create an alternative event to CARLE	Craig Sinclair	Conduct of event	Completed		100%	RDA Riverina to issue and EOI to Councils in the Riverina to host the next CC expo
Develop and distribute new	Ann Pike	System implemented	Completed		100%	New resident packs have been developed. After speaking with Realstate agents most would prefer a voucher that

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
resident packs to real estate agents, including development of an MOU		and operating effectively				they could give to their new residents. This ensures that the information that the residents receive is up to date and the voucher can be used as a data base for the new resident welcome.  A voucher has been created and delivered to QPL, Miller and James, MF Brennan and Gersbach and Firman realestate agents.
Host an open week in conjunction with TBEG Expo at the Temora Show	Craig Sinclair	Event held	Completed		100%	RDA Riverina to call for EOIs from Councils looking to host the next expo
Undertake upgrade of kitchen and toilets at Temora Library utilising grants and own source funds	Kris Dunstan	Completion of project	Not Progressing		0%	Not commenced.
Upgrade lighting and sound equipment and refurbish main hall (grant required)	Kris Dunstan	Project completed	Progressing		20%	Grant funding confirmed. Plans being refreshed and re-costed. Plan for work to commence in January 2019 during low use period.
Upgrade or replacement of Council mobile stage	Kris Dunstan	Completion	Progressing		90%	Design finalised and reported to Council. Order placed. Expect delivery in Sept 2018







### Economic Development, Tourism & Resident Attraction

#### Key Functions - Economic Development, Tourism





Policy Directions • To lobby for continued improvement of and access to services, transport, communications and utilities for Temora Shire • To attract grant funding to assist in the development of the Shire • To build a strong and united community force for the growth and sustainability of our Shire. • To plan for the possibility of a sudden upsurge in investment and population which may result from a new mine or other large employer • To keep State and Federal members informed of Temora's needs and our strategies to meet those needs. • To maintain close links with relevant State and Federal Govt. Departments, agencies and Regional Offices. • Increase the access to information regarding TSC and Government programs initiatives and funding opportunities to the community via newsletters and webpage on Council and [www.temora.com.au](http://www.temora.com.au) websites • Maintain membership of Regional Tourism Bodies • Proactively seek business opportunities for Temora Shire including villages

*To create an environment which encourages growth in existing businesses and maximise opportunities for external business investment in the Temora Shire and grows population, recognising tourism as an important industry within the community*

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Actively target intensive agricultural business in the Sydney basin	Craig Sinclair	Attraction of business	Progressing	▲	25%	No progress this period
Adopt a policy direction regarding the participation of Bulk Water customers within the Goldenfields Network	Gary Lavelle	Report to Council	Progressing	▲	90%	Policy adopted and conveyed to stakeholders.
Attend quarterly RDA Riverina Economic Development Forums	Craig Sinclair	Attendance of meetings	Progressing	▲	75%	No RDA EDO forum held this quarter, however I continued working with RDA on the Country Change planning


Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Be proactive, professional and discrete when following up development lead opportunities	Craig Sinclair	Attraction of industry	Progressing		75%	Ongoing.
Commitment to the Temora Shire Sportsman Walk of Honour including provision of budget as required	Steve Firth	Support provided	Completed		100%	No nominees -budget available
Conduct a conferencing and events study to investigate the predicted demand for a suitable facility/s, location and user requirements, and operating costs	Craig Sinclair	Report provided to Council	Progressing		75%	No progress since last update
Conduct a review of tourist signage in Temora Shire and implement recommendations, including investigating Canola Trail, Mary Gilmore Way and Arianh Park detour signage.	Ann Pike	Review presented to Council	Progressing		25%	Not Started A Plan has been developed and a final report should be available for Council in September 2018. The audit has commenced Burley Griffin Way West has been completed

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Conduct audit of signage pertaining to AVIC and CMCA accreditation is undertaken	Ann Pike	Audit conducted	Progressing	▲	30%	Signage audit pertaining to AVIC and CMCA is in progress and will be completed in November  The signage audit will be completed in conjunction with the Tourist signage audit and a report will go to Council in September 2018  No update for this period
Conduct study to determine needs and develop strategies to address any housing shortfall in market	Craig Sinclair	Study conducted	Progressing	▲	10%	No progress since last update.
Connect businesses with complimentary skills, needs and resources.	Craig Sinclair	Assistance provided	Progressing	▲	75%	Regular Beers and Business and emails to business community about training events, funding and networking opportunities.
Continually build rapport with relevant politicians	Craig Sinclair	Maintenance of relationships	Progressing	▲	75%	Met with Steph Cooke in Coolamon to discuss infrastructure funding and bank closure. Met with Adam Marshall at Parkes Tourism Conference.
Continue to drive the Temora Food Network and attend gatherings	Craig Sinclair	Project continuation	Progressing	▲	20%	No progress since last update.
Create a local trades directory	Craig Sinclair	Directory created	Progressing	▲	30%	No progress since last update

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Develop partnership between Temora Food Network and Bland Temora Landcare Groups	Craig Sinclair	Partnership Established	Not Progressing		0%	This action to be assigned to Landcare Officer
Develop priority projects to 'shovel ready' in order to take advantage of funding opportunities as they arise, including • Lake Centenary Holiday Park, The Stables Function Centre at TAIC, NSW Ambulance Museum, Greenstone Lodge Hotel, Aeroclub Bellman Han	Craig Sinclair	Development of projects and submission to Council	Progressing		40%	The focus this quarter has been preparing for Dept Land funding for Nixon Park and the golf club and airport upgrade / pilot training facility. Contacts identified for EOI for Rural Museum rebrand and VIC refresh.
Develop procedures for applications to hold events within Temora Shire	Amanda Gay	Procedures Developed	Progressing		55%	The Event Policy has been created and adopted by Council and commenced creating steps for internal procedure. Internal procedure has gone to MANEX and agreed to set time to workshop with relevant parties.
Develop tools and a process to support event organisers to hold quality events	Amanda Gay	Development of tools	Progressing		60%	Researching and developing tool kit for events in Temora. Access and Equity committee is established will be addressing reliant issues that will form part of the tool kit.









Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Develop tours pertaining to Agriculture	Ann Pike	Report to PVC	Progressing	▲	10%	Several attempts have been made to organise a famil tour at Graincorp to no avail due to heavy workloads by staff at Graincorp. Will try again after harvest.  Canola trail has proved to be very successful with several people contacting the VIC from Sydney and wanting to do the drive. Maps have been well received.  No progress on developing the Graincorp tour this quarter  No progress on Ag Tours
Develop, implement and test an Accommodation Charter for Temora Shire	Ann Pike	Charter implemented	Progressing	▲	80%	An accommodation charter has been implemented and a meeting held with stakeholders to present same.  A copy needs to be forwarded to stakeholders to sign off on.  Meeting held with EDO to finalize Accommodation Charter  No progress this quarter
Disseminate grant information to relevant stakeholders	Craig Sinclair	Stakeholders informed	Progressing	▲	75%	Ongoing. Grant information disseminated via email, Facebook or phone call as appropriate.
Encourage the development of new events for Taste Riverina	Craig Sinclair	Increased uptake of events	Progressing	▲	75%	Taste Riverina's new format will be launched in Griffith on Sunday 29th April. Promotions to relevant Temora businesses will follow the launch.
Encourage the provision of additional	Ann Pike	Increased	Progressing	▲	70%	Investigating the possibility of AirBnB to replace homestay.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
visitor accommodation during peak periods		availability				<p>TBEG holding a meeting in February to discuss and attract interested people to participate in Air B&amp;B.</p> <p>TBEG held an information session in March for people interested in opening their homes for accommodation to meet some of the demands for accommodation for Warbirds Down Under. Approximately 30 people attended the session. Awaiting to see if people list on Air BnB</p>
Ensure all accommodation options are listed on Get Connected, Council Website, Google and Trip Advisor	Ann Pike	Listings confirmed	Progressing		70%	<p>This is an ongoing process.</p> <p>All operators are encouraged to register their own business on Get Connected and have been emailed with the information on how to register.</p> <p>All operators that have supplied information have been placed on the Council website.</p> <p>Approximately 55% of Accommodation providers have been loaded on Get Connected</p> <p>88% of accommodation providers are on <a href="http://www.temora.com.au">www.temora.com.au</a></p> <p>77% of accommodation providers are on Google and 55% are on tripadvisor.</p> <p>No new operators put in Get Connected but several updated</p>

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Facilitate a smooth DA process for investors	Craig Sinclair	Minimalise red tape	Progressing	▲	75%	Met with Langfields to discuss and agree an approach for requesting Council assistance for RMS works to Gidginbung site entrance. Assisted ibVogt with pop up information booth for the Sebastapol Solar Farm.
Facilitate and promote training through State, Federal and Regional agencies	Craig Sinclair	Conduct of training	Progressing	▲	75%	Ongoing. Training opportunities promoted through email, social media and TBEG as appropriate.
Investigate design options for the VIC space	Ann Pike	Design completed	Progressing	▲	30%	Not started Meeting with EDO held and a discussion will be held in regards to sourcing professional people for design and quote for a new design for the VIC Conversation with Crookwell VIC manager regarding contacts for design. Economic Development Officer has made contact with Carol from Retail Revamp regarding the possible redesign of the VIC
Investigate options for the reuse of Greenstone Lodge if the facility becomes vacant	Craig Sinclair	Report to Council	Progressing	▲	20%	No progress since last update



Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Investigate potential opportunities to accommodate camping, caravans, RVs and cabins at Lake Centenary. Include investigation as part of Conference and Events Study	Craig Sinclair	Reports to Council	Progressing		10%	Met with representatives for various organisations related to the caravanning and camping industry at the Parkes LG NSW Tourism Conference. These contacts have experience in developing feasibility studies, designing parks, and advising on operating models.
Investigate the development of a tourist park at Lake Centenary	Craig Sinclair	Report presented to Council	Progressing		15%	Met with representatives for various organisations related to the caravanning and camping industry at the Parkes LG NSW Tourism Conference. These contacts have experience in developing feasibility studies, designing parks, and advising on operating models.
Investigate the potential of establishing a produce swap of farmers market	Craig Sinclair	Investigation conducted	Not Progressing		0%	This action to be reassigned to Landcare Officer
Maintain accreditation for the Temora Visitor Information Centre	Ann Pike	Accreditation achieved	Completed		100%	The Visitor Information Centre has received accreditation until June 2018
Maintain strong relationships with local estate agents to monitor markets and communicate to property owners	Craig Sinclair		Progressing		75%	Ongoing.
Participate in Taste Riverina	Craig Sinclair	Participation confirmed	Completed		100%	Completed.






Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Partner with NSW Housing to investigate opportunities to increase the availability of affordable housing	Kris Dunstan	Partnership established	Progressing	▲	80%	Crown Land negotiations progressing. \$90K purchase price has been agreed upon. (Reported to October, 2017 Council Meeting). Acquisition still progressing through NSW Govt. processes. No further progress in this quarter. Dept of Housing have again requested for status update. Council has agreed to all terms. Contracts for sale being drafted by NSW Govt.
Promote opportunities for employment in aged related services including home and garden maintenance	Craig Sinclair	Currency of information	Progressing	▲	25%	This action item has now become a priority with Positive Ageing working group. Discussions with the group have commenced about what opportunities exist and how to promote them.
Promote the use of booking engines to accommodation providers	Ann Pike	Completeness of listing	Progressing	▲	35%	Accommodation operators were informed of booking engines at the Accommodation Charter information session and advised if they wanted more information to contact Council. To date VIC Manager has not received any enquiries.  At present there are about 16% of operators using a booking engine. Some use their own website linked to booking engine some are on stand alone websites eg booking.com.  No progress this quarter
Provide advice and support to the TBEG	Craig Sinclair	Retention of TBEG	Progressing	▲	75%	Ongoing attendance at TBEG meetings. Warbirds Downunder calls for EOI event and Airbnb Info session held with good response. Warbirds Street Fest event application submitted to Council. New TBEG website launched. TBEG AGM attended and new committee elected. Planning for Temora Business Awards for 2018 commenced.






Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Provide funding for up to 5 hours per week for the TBEG Executive Officer	Craig Sinclair	Retention of TBEG	Progressing	▲	75%	Ongoing
Provide plan for the development of Boginderra Hills Picnic Area	Craig Sinclair	Report provided	Progressing	▲	50%	Report submitted to Assets and Ops committee in Feb - resolution to determine costs of installing road access off Heinrich's Lane. Rob Fisher to work on quoting the works.
Provide relevant information about housing, services, facilities and opportunities for community involvement to potential new residents	Kate Slapp	Currency of information	Progressing	▲	75%	Job mail outs, regular posts on our tourist social media pages, working with QPL for Spitfire Drive and Narraburra News articles on developments
Provide the Mayor with the appropriate information to best represent the Shire's needs.	Craig Sinclair	Comprehensive information provided	Progressing	▲	75%	Ongoing
Provision of professional development training in conjunction with TBEG	Craig Sinclair	Training provided	Progressing	▲	75%	Various externally provided training opportunities were promoted.
Review options for the future operations of Temora Showground	Gary Lavelle	Report to Council	Progressing	▲	55%	Report to be provided to Council. Ongoing discussions with Dept of Lands.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Support of buy local campaign in conjunction with TBEG	Craig Sinclair	Increase % of local purchases	Progressing	▲	90%	Temora Gift Card now at \$16,000 total spend since launch
Support relevant organisations to prepare grant applications	Craig Sinclair	Grant assistance advertised	Progressing	▲	75%	Ongoing. Support provided to Langfields and Temora Golf Club.
Support TBEG in the delivery of events and initiatives	Craig Sinclair	Retention of TBEG	Progressing	▲	75%	Support provided - including AGM, Temora Business Awards, Beers N Business, Warbirds information session, and Airbnb info session.
Support the implementation of relevant government programs aimed at farm diversification and collaboration	Craig Sinclair	Assistance provided	Progressing	▲	75%	Coordinated a YouCamp information day aimed at farmers looking to diversify income. Held an Airbnb info session in conjunction with TBEG which was attended by many farmers.
Undertake workforce planning with developers to determine likely spikes in population and communicate the impacts to relevant stakeholder in advance.	Craig Sinclair		Progressing	▲	65%	Continued liaison with developers including LPC and ibVogt to determine labour force requirements for large scale developments. Spike are likely from the middle of 2018 to the end of 2019
Utilise support available through Randwick City Council	Craig Sinclair	Access utilised	Progressing	▲	75%	Met with the EDO from Randwick at the Parkes Tourism Conference to progress discussions. The Light Rail project has taken up much of her time recently however she is keen to progress joint opportunities at TAIC, potentially with indigenous produce research.



Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Work with developers to ensure local tradesman are used where possible	Craig Sinclair	Use of local trades	Progressing	▲	70%	Ongoing
Work with Environmental Services and local developers to ensure there is a sufficient pipeline of available residential land	Craig Sinclair		Progressing	▲	75%	Various meetings held with landowners of land zoned large lot residential in conjunction with the planning team. Many landowners have indicated they will investigate developing their land in the next 3 years.
Maintain a subscription to Easy Grants & distribute to relevant stakeholders	Craig Sinclair	Subscription maintained	Progressing	▲	85%	Subscription maintained. Grants shared on Facebook and email to relevant parties. Communications officer briefed to create a funding page on Council's website that will be regularly updated with funding opportunities and promoted via social media.
Develop a new tourism brochure and digital flip page for Temora Shire	Ann Pike	Brochure developed	Completed	●	100%	Booklet completed September 2017
Maintain membership of, and actively participate in, regional tourism bodies	Craig Sinclair	Membership maintenance	Progressing	▲	75%	Ongoing Chair of Thrive Riverina. Prospectus issued to members confirming investment request for Thrive over next two financial years.
Provide a budget and associated policy for the PVC for the purpose of promoting and developing events and tourism initiatives	Craig Sinclair	Provision of budget	Progressing	▲	50%	No update since last period

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Work with June and Coolamon Shire's to actively develop and promote the Canola Trail experience and brand in all relevant tourism channels	Craig Sinclair	Promotion of trail	Progressing		75%	Met with Leonard's Live to progress a proposal to provide ongoing marketing support for the trail. Leonards were initially engaged by James Davis at June Shire however James has had other priorities and has not been able to follow up the proposal.
Development of strategic partnership with Farmlink to attract new industry and provide opportunities for existing industry through diversification	Craig Sinclair	Increase in partnership arrangements and facilities at TAIC	Progressing		75%	Ongoing discussions with the CEO of FarmLink to discuss opportunities for attraction of industry, partnerships and grant funding
Review the relative cost of the provision of electricity and other utilities in Temora Shire	Craig Sinclair	Report to Council	Not Progressing		0%	Not started
Create a development prospectus, including Arian Park and update the relevant pages on the <a href="http://temora.gov.au">temora.gov.au</a> website	Craig Sinclair	Prospectus developed	Progressing		40%	Final draft of data provided by RDA Riverina. Next steps are to brief graphic designer and copy writer.
Host a Landcare 'Farm to Fork' feast in conjunction with Taste Riverina Festival	Craig Sinclair	Event held	Not Progressing		0%	This action to be reassigned to Landcare Officer (currently vacant)





Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Maintenance of membership of NSW Business Chamber	Craig Sinclair	Membership maintained	Completed		100%	Membership renewed for 12 months
Participate in relevant conferences that focus on regional development issues	Craig Sinclair	Currency of knowledge	Progressing		75%	Attended The Land Next Crop seminar in Cooma focusing on how towns can avoid decline. Attended the LG NSW Tourism Conference in Parkes.
Partner with neighbouring LGA to investigate the fees and charges of Goldenfields Water including a comprehensive submission on the Developer Services Plan	Craig Sinclair	Submission made	Progressing		90%	No change since last update.
Support TBEG as a Council Committee and through financial assistance	Gary Lavelle	Retention of TBEG	Progressing		75%	Provision of assistance through partial funding of the Executive Officer
Complete construction of tourist information bays at: Temora West Park, Lake Centenary, Edis Park, Ariah Park, Victoria Street, Springdale	Craig Sinclair	Project completed	Progressing		75%	Final designs for Springdale and AP almost complete. Once finalised, installations will commence for all sites.








### Engineering Services

Key Function - Management, Administration, Contract Services, Design, Road Safety, Asset Management, Procurement


#### *To provide management services to support engineering works*

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Adoption of the Safe Systems Approach to planning, development and implementation of RSO programs to improve road user safety in local communities	Michelle Doolan	Approach acceptable to funding bodies	Completed		100%	Completed. Safe Systems Approach incorporated in all LGRSO Projects for 2017-2018
Build relationships with inter Council management and contractors to develop technical capacity	Rob Fisher	REROC attendance and improved relationships	Progressing		75%	RMS PEG Attendance Emergency Management Training Missed REROC Waste Water and Infrastructure Committee Meetings
Commence review of current construction methods to ensure consistency	Rob Fisher	Documentation commenced	Progressing		10%	No Change from Q2. Will roll into 18/19 FY.
Conduct stakeholder meetings and community consultation on local road safety issues	Michelle Doolan	Information Dissemination	Progressing		75%	Action is ongoing for 12 months.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
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)	Gary Lavelle	Adoption of procedure by Council	Progressing	▲	40%	Reviewing options for the development of a robust system to review projects. Unlikely to be completed by end of financial year.
Develop, refine and implement asset specific plans for transport infrastructure including: Asset Hierarchy, Hierarchy Objectives, Maintenance Targets, Defect Management, Risk Management Inspection	Rob Fisher	Initial completion	Progressing	▲	35%	No change from Q2
Development of a maintenance Memorandum of Understanding (MOU) with utility companies working within the road verge and nature strip	Rob Fisher	MOU adopted	Progressing	▲	35%	No change from Q2. Ongoing.
Maintain RSO Facebook page and	Michelle Doolan	Information Dissemination	Progressing	▲	70%	Action is ongoing for 12 months.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
update Council's social media platforms and website with up-to-date road safety information						
Review engineering departmental structure and position responsibilities	Rob Fisher	Restructure completed	Completed		100%	Safety and Systems Coordinator complete in March 2018.
Review of engineering policies and procedures	Rob Fisher	Review completed	Progressing		30%	75% of Forms complete. IMS development ongoing. Large project, draft IMS will likely be complete this FY. Endorsement and implementation will be next FY.
Review of plant and equipment policy framework and Asset Management Plan	Tony Hingerty	Report to MANEX	Progressing		40%	Ten year capital replacement program updated and a continuing process. Asset management plan is under review.
Review of Rural Bus Stops and Pick Up/ Drop Off points	Michelle Doolan	Report to Council	Progressing		70%	Review of updated TfNSW and CIRS policies conducted. Initial meeting with bus operator conducted. Current TSC Bus Route plan reviewed. Full compliment of bus operators to be contacted and updated routes to be advised to TSC.
Review the Transport Asset Management Plan biennially, undertaking 4 reviews per annum. Update the: Audit Asset Register, 10 year rolling works program, Future demand projections	Rob Fisher	Review of 4 categories annually	Progressing		35%	Undertaken review of Transport Asset Register in March 2018. Drainage asset data requires collection. Aim for endorsement of Transport Asset Management this FY.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Campaigns include: Speed, Drink Driving, Fatigue, Driver Distraction/ Inattention, Seatbelts/Child Restraints, GLS (x2), Mobility Scooter Workshops, Pedestrian Safety, Older Drivers, Safety Around Schools, Young Drivers	Michelle Doolan	Programs conducted	Progressing	▲	75%	LGRSO campaigns continuing. All programs will be completed by 30 June 2018
Conduct local projects including (but not limited to): Bike Week Campaign, Stepping On Programs – with local Allied Health, Youth Programs (e.g. Cool Heads), Fatality Free Friday Campaign, Road Rules Awareness Week Campaign, Bus Safety Awareness Week Camp	Michelle Doolan	Conduct of projects	Progressing	▲	70%	RSO local projects continuing. Final delivery will be completed by 30 June 2018
Participation in the Local Government Road Safety Program (LGRSP)	Michelle Doolan	Continuation of program	Progressing	▲	75%	Participation will continue until 30 June 2018 and then new contract period begins
Update of Road Safety Action Plan	Michelle	Report	Progressing	▲	95%	Action Plan and Crash Statistics Analysis are continuing. RMS have now advised RSOs that the Local Government

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
and provision of report to member Councils	Doolan	provided				Road Safety Program's Action Plans, reports and statistical analysis need to be completed and uploaded to RMS database for approval and return to Councils by April 2018. RSO will complete all plans and provide full document to Council.
Ensure adherence to terms of LGRSP Agreement	Michelle Doolan	Inspection completed	Progressing		75%	LGRSP terms adhered to.





## Engineering Works




Key Functions - Parking, Street Lighting, Street Trees

Policy Directions • Improve the quality of street lighting by the installation of more energy efficient, low maintenance systems • Secure quarry sites strategically located around the shire (subject to quality requirements) to minimise travel time to works

*To provide infrastructure that meets the transport needs of the community and provides in an aesthetically pleasing and functional way*

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Audit of official gazetted road naming data and establishment of list of TSC gazetted road names	Alex Dahlenburg	Audit completed	Progressing		35%	List of un-gazetted road names developed based on data provided by the Geographical Names Board (Approximately 400 un-gazetted road names), this list is being put in the correct template style ready for submission to the government gazette.
Develop a formal Street Tree Policy dealing with replacement species, early care and maintenance, planting location, adjacent asset protection and removal rehabilitation	Chris Campbell	Adoption of plan by Council	Progressing		10%	Staff are following information collected in 2016 Tree Audit Report. Field Survey information and assessment findings have been followed with removal and replacement recommendations discussed.
Develop a street lighting policy including audit (mapping of assets to be undertaken in future program)	Rob Fisher	Policy adopted by Council	Progressing		70%	Obtained Essential Energy comment on Councils draft policy. Awaiting Essential Energy response in relation to a meeting to work through comments raised. Policy remains scheduled for completion by 30th June 2018.
Ensure level of footpath provision is	Rob Fisher	Review by access	Progressing		20%	Item referred to Access Committee. Will roll into next FY.



Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
based on community service expectations						
Review adequacy of long vehicle parking in Temora CBD	Rob Fisher	Report provided to Council	Completed		100%	Report submitted to December Council meeting.
Review and mapping of road network ownership including Crown Land	Alex Dahlenburg	Review completed	Progressing		10%	<p>Enquiry submitted to crown lands and DFSI (old LPI), confirming that this process is not simple. Their suggestion was to undertake a status search of all roads to determine ownership as their is no database with this information. A status search is currently \$274 per search.</p> <p>We had previously been provided mapping of supposed crown roads in GIS format however this data is very questionable.</p> <p>This is very large topic to address and if no simple solution is discovered, then this work may need to be considered in councils budget (as a status search would total approximately 450 road searches times (x) \$274 each = \$123,300)</p> <p>It may be worth considering undertaking status searches on only questionable roads not entire network!</p>
Review the Pedestrian Access and Mobility	Rob Fisher	PAMP updated	Not Progressing		0%	No Action. Would like to involve access committee.



Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Plan (PAMP) in conjunction with Council's Engineering Department, local organisations (eg. Pinnacle) and Councillors, and provide details on road safety concerns. Involve disability groups in consultation.						
Implement priority actions for removal and replacement of street trees	Chris Campbell	Meet agreed targets	Progressing	▲	15%	Investigating actions for removal but following inspection's for dead dying and diseased trees as priority. Progressing.
Undertake Footpath construction and maintenance in accordance with the Footpath Assets Capital Works Program	Rob Fisher	Completion of program	Progressing	▲	50%	Maintenance nearing completion, capital project outstanding but will be delivered this FY.

## Environmental Services

Key Functions - Climate Change, Environmental Management, Noxious Plants and Pests

Policy Directions • Develop/promote initiatives/campaigns relating to energy and water efficiency • Council to lead by example by developing and implementing measures to reduce water-energy usage in Councils buildings and facilities • Establish realistic organisational energy savings targets to be genuinely measured to establish a smaller environmental footprint by Council • Conduct of public education program to explain to residents the issues faced by Council in relation to weeds • Weed Plan Continue with the Weeds Alliance

*That Council considers environmental impact in all of its functions and activities and becomes a champion for environmentally responsible behaviour amongst its residents*



Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Commitment by Council to the Fight the Fruit Fly Committee	Kris Dunstan	Ongoing activities by Committee	Completed		100%	Temora Fight the Fruit Fly Committee have accessed the TSC Env. Liaison Committee Small Projects Fund. Fruit Tree workshop conducted by the Landcare Support Officer. Support Ongoing. Anecdotally, reports of incidence of fruit fly infestation appear to have diminished. Program working???
Commitment by Council to the Environmental Liaison Committee (Amended)	Kris Dunstan	Establishment of Committee	Progressing		60%	No progress. Landcare Support Officer resigned, which has stalled the ELC reactivation plan. New Officer appointed, Initial meeting date set down for June, 2018

## Governance

Key Function - Council relationships (other Councils, Government departments, Local members & Sister City Relationships), Governance, Lobbying and Advocacy

Policy Directions • Membership of Riverina Joint Organisation • Maintain membership to Local Government NSW • Membership to Riverina Eastern Regional Organisation of Councils (REROC) • Maintain membership of Eastern Riverina Arts (ERA) • Maintain membership of Economic Development Officers (EDO) network • Maintain membership of Riverina Regional Library Service (RRLS) • Maintain membership of the Country Mayors Association • Actively maintain relationships with non REROC neighbouring Councils • Seek ways in which Sister City activities can be of benefit to the residents of the Shire • Support for Constitutional recognition of Local Government • Development of robust and transparent internal audit programs within the Council to ensure that the risk to Council is minimized • Provision of training opportunities for all elected members • Support of Councillors who wish to undertake professional development courses • Undertake a comprehensive resident satisfaction survey every 4 years after election • Maintain close relationships with local members and act at all times in a non-political manner • Acknowledge that it is the role of council to represent all areas of the local community to external parties

*To provide responsive and effective governance to Council, ensuring the resident's needs are conveyed to government and potential benefits through external relationships is explored.*




Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
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	Gary Lavelle		Progressing		75%	Ongoing advocacy. Strong representation regarding operating theatre at Temora Hospital. Unsuccessful with prepoll voting at State election.
Ensure all available funding options are	Craig Sinclair	Increased grant	Progressing		75%	Nixon Park and Golf Club funding applications submitted under the Dept Lands program. Priority actions submitted



Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
utilised to achieve the Council projects outlined in the Delivery Program		availability				for SWS Functional Economic Region REDS - top priority project is Airport Master Plan upgrades - project initiated to commence scoping and costing the works, ready for a business case to be developed for submission under Growing Local Economies.
Increase communication at an official level between Council and Temora Hospital administration and LHAC	Gary Lavelle	Communication established	Progressing	▲	75%	Continued relationship to ensure continuance and improvement of health services.
Increase communication at an official level between Council and the Temora Community Centre	Gary Lavelle	Communication established	Progressing	▲	75%	Meeting held with Temora Community Centre to discuss options for improved communication. Commitment by Council to actively participate in Interagency activities.
Lobby for improved Medicare/Centrelink services for Temora	Craig Sinclair	Representations made	Not Progressing		0%	Not started
Lobby state and federal governments for ongoing increased local road funding	Gary Lavelle	Lobbying maintained	Progressing	▲	75%	Ongoing lobbying undertaken with RMS and Government.
Maintain membership	Gary Lavelle	Membership	Progressing	▲	75%	All memberships maintained.



Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
to following organisations: Eastern Riverina Arts, REROC, Riverina JO (when enacted), Destination Riverina Murray, Riverina Food Network, Local Government NSW, Economic Development Officers Network, Riverina Regional Library Service, C		maintained				
Review of staffing at Temora Library	Steve Firth	Review conducted and solutions found	Progressing	▲	75%	Discussions have been held and arrangements are being trialled to account for the imminent retirement of the Librarian(6 months) and the reduction of hours of the current assistant.
Review the Workforce Plan including workshop with key staff	Cathy New	Rewrite of Workforce Plan	Progressing	▲	5%	To commence in Q4. Attendance at LG Regional Conference to better understand using PWC data to drive the Workforce plan.
Hold a committee meeting (Assets & Operations) at Arianh Park	Gary Lavelle	Meeting held in Arianh Park	Completed	●	100%	March meeting held in Arianh Park.
Establish a Sister City Committee to determine activities and future strategies	Amanda Gay	Committee established	Progressing	▲	50%	Working with Sandeep Verdi Randwick City Council towards the establishment of a Sister City Committee. Report going May Meeting.






Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Employment of an engineering intern from CSU	Rob Fisher	Staff employed – budget 2018/19	Completed		100%	Complete. Currently advertised through CSU. Cadet engineer to commence in July 2018.
Employment of an IT trainee	Gary Lavelle	Employment of staff	Progressing		70%	Trial appointment made.
Advocate for the retention and development of all schools within Temora Shire	Gary Lavelle	Contact with local member	Progressing		75%	Ongoing advocacy.

## Heritage

Key Function - Bundawarrah Centre, Heritage, Railway Precinct

Policy Directions • To collect and preserve local history in its various forms in the area generally covered by the Temora Shire Council • Council are committed to the retention of the current management structure at the museum • Commitment to Temora Shire Council Heritage Committee

*To protect and conserve areas and items of historic and landscape heritage value, support and encourage adaptive and sustainable reuse of these places and facilitate development and interpretation of social value through information and education programs*

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Report on succession planning for Bundawarrah Centre	William Speirs	Report provided to Council	Progressing		25%	Report on future staffing allocation for Temora Rural Museum submitted for budget consideration
Support the Heritage Assistance Fund. Support community heritage groups in accordance with policy	Kris Dunstan	Budget allocated	Completed		100%	Completed and Ongoing
Support the Temora Heritage Committee	Belinda Bushell	Regular meetings held	Progressing		90%	Drafted end of year report. commencing discussions for the Springdale Grant. Continuing support to committee and heritage advisor
Continue the Temora Heritage Advisor program	Belinda Bushell	Budget allocated	Progressing		85%	strong appointments with advisor still continuing - drafting end of year report
Develop and implement re-branding strategy for Rural Museum	William Speirs	Rebranding completed	Progressing		50%	Project Brief completed ready for Expressions of Interest. Conversations initiated with Museum stakeholders re. rationale for change Application for funding considered by Council




Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Develop Rural Museum social media presence	Kate Slapp	Social media presence completed	Progressing	▲	75%	Plans for the Communication Officer to visit the Rural Museum regularly to gather photos and information to make regular posts
Host temporary travelling exhibitions	William Speirs	Ongoing increased number of exhibitions	Progressing	▲	75%	Riverina Community College Art Exhibition now on show and permanent mural donated. TSC Miniatures Exhibition scheduled for May 1 opening
Rural Museum website upgrade	William Speirs	Website updated and published	Progressing	▲	50%	Stand alone museum website migrated and integrated into TSC website. Addition content still required
Fit out kitchen at Temora Railway Precinct	Kris Dunstan	Project completion	Progressing	▲	50%	Internal Storeroom completed. Redundant equipment removed. Bench ordered. Freezer purchased. AC ordered.

## Property Services








Key Function - Cemeteries, Council Properties, Public Toilets,

Policy Directions • Support the operation and activities of the Friends of Temora Shire Cemeteries (FOTSC) and involve the group in Cemetery planning • Upgrade presentation of one public toilet per year to an acceptable standard • Council involvement in real estate development only when private developers do not meet a determined need • Purchase of additional land for expansion of cemetery in the future

*To provide Council properties that are well maintained, planned and meet or exceed the expectations of our community and visitors.*

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Develop policy associated with burial details	Kris Dunstan	Policy completed	Progressing		75%	Policy being commented upon by FOTSC and the local Funeral Director
Investigate the construction of an all-weather cover over the entrance to Temora Shire Council Chambers	Kris Dunstan	Report to Council	Completed		100%	Has been investigated in the past (2011?). Will be a \$50,000+ exercise. Plans to be located and resubmitted to Council for comment. Issue discussed and Council reiterated that this was not a priority and the item was removed from Budget estimates.
Report statistics of number of Development Applications, Complying Development Applications and assessment times. Planning Reports to Council where required	Kris Dunstan	Report to Council	Completed		100%	Report on the 2016/17 financial year was tabled at the August 2017 Council Meeting. The 2017/18 activity will be reported in August 2018.



Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Review the cleaning and maintenance schedules for public toilets.	Kris Dunstan	Report to Council	Progressing		30%	Will be undertaken when the Cleaners Contract is re-tendered. Options being discussed at internal level
Link Authority cemetery records to GIS mapping	Kris Dunstan	Linkage completed	Progressing		5%	Preliminary Discussions held with Chartis Technologies. No action this quarter.
Construction of toilet at Arianah Park Cemetery	Kris Dunstan	Project completed	Completed		100%	Completed
Improvement to Northern Drainage at Temora Cemetery	Kris Dunstan	Project Completed	Completed		100%	FOTSC have been directing local earthmoving contractor to address issues as identified. Completed and ongoing
Install one plinth to incorporate existing headstones	Kris Dunstan	Completion of project	Completed		100%	Item deferred by Council resolution.
Installation of seating at Temora Cemetery	Kris Dunstan	Seating installed	Completed		100%	New Seats installed
Upgrade public toilet in Davey Park	Kris Dunstan	Project completed	Completed		100%	No budgetary allocation received. Item added to operational plan in error

## Public Health

Key Function - Community Health Programs, Food Control

Policy Directions • To keep public health related business owners and operators informed of changes to legislation, standards and regulations • Conduct an ongoing program to provide or promote swimming pool operator education as per state legislation

• Provide a public health related complaints database/register • Support the Bush Bursary Program on a biennial basis

*To protect the health of the general public by ensuring public health and safety practices are maintained and improved by regularly inspecting commercial public health related premises and educating business owners and employees*






Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Maintenance of Services at Temora Hospital	Gary Lavelle	Report to Council	Progressing	▲	75%	Lobbying ongoing as evidenced by community action on proposed Temora Hospital theatre closure.
Proactively support and promote community mental health facilities	Amanda Gay	Report to Council	Progressing	▲	70%	Memory Van booked to visit and deliver community presentations and one on one consultations in Temora 11-12 April 2018. Padde Parnell from Alzheimer's Australia accommodated by CCSO the save Council costs.
Support Local Health Advisory Committee	Gary Lavelle	Liaison between GM and Hospital Manager	Progressing	▲	75%	Advocacy on behalf of LHAC on theatre issue. Close association with Council due to LHAC constituency.
Provide inspections of food premises, including Scores on Doors Policy	Belinda Bushell	Premises inspected	Progressing	▲	85%	Investigated complaints, issued relevant updates of legislation to business owners. developed low risk food form will distribute to toac & quirky turkey and sporting groups & charity groups e.g. churches





### Recreational Services

Key Function - General Recreational Services, Parks & Gardens, Sporting Grounds, Playgrounds, Temora Recreation Centre, Public Pools








Policy Direction • Sports Council are the body responsible for liaison between Council and users of Sporting Facilities

*To provide, maintain and improve the sporting fields and recreational facilities which meet the needs of the community and are safe enjoyable and attractive*







Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Introduce a robust playground inspection system for all Council facilities	Rob Fisher	System adopted by Council	Progressing		60%	Defect management matrix developed and draft inspection database complete. Testing and refinement yet to be undertaken. on track for delivery in current FY.
Investigate drainage solutions for Nixon Park No.2 and Bob Aldridge	Rob Fisher	Report presented to Council	Progressing		20%	Survey complete. No design currently. Will likely roll into next FY
Investigate solution to drainage at Ariaiah Park Sportsground	Rob Fisher	Report submitted for budget	Progressing		20%	No action from Q2 reports. On track for delivery in current FY.
Provide a report to Council regarding the provision of drinking fountains within parks and gardens in Temora Shire	Rob Fisher	Report to Council	Completed		100%	GWCC to provide 1 per year for next 4 years. Council has received first fountain to be installed at Ariaiah Park. Council has resolved locations for the remaining three.
Provide inspections of swimming pools in	Belinda	Inspections	Progressing		90%	Receipt upon sale transfer or transfer of lease agreement with pool

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
accordance with Council's policy, every 3 years or at the time of sale	Bushell	completed				Continued education prior to swimming season through Narraburra News and Temora Independent
Provide report regarding upgrades required at Ariah Park pool	Kris Dunstan	Report to Council	Progressing		70%	Discussions held with caretaker, prior to commencement of 2017/18 swim season. No major issues identified. Significant water leak in filtration infrastructure identified and repaired. Formal discussions to be held with Pool Committee towards the end of the season. Meeting held on-site prior to March Assets and Operations committee. Issues raised included - Pool floor of toddlers pool, concrete around pool deck, Chlorine storage room, changeroom refurbishment.
Report on the most cost effective program for the maintenance of softfall in Council playgrounds including review of softfall standards and cost comparison between options	Rob Fisher	Report to Council	Completed		100%	Report on soft fall vs mulch to March meeting of Council. Recreational spaces policy under development as a result of this action.
Review the adequacy of current sporting grounds, including potential consolidation of facilities	Rob Fisher	Report presented to Council	Progressing		35%	No action from Q2.
Undertake capital work at Temora Recreation Centre including: Remove pavers around sewer and replace with concrete, Leak repairs and patch repaint	James Durham	Projects completed	Completed		100%	Jobs complete



Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
To investigate the issue of collection of an equitable contribution towards the provision and maintenance of sports lighting facilities from sporting groups	Rob Fisher	Projects completed	Progressing		0%	No action.
Concreting of boat ramp for jet boats (subject to 50% contribution by users)	Chris Campbell	Project installed	Progressing		40%	Advised Jet Boat organisers that funds were available.
Construct fence around Federal Park playground	Chris Campbell	Fence Installed	Progressing		45%	Quotes have been received from 2 Companies. Awaiting direction from Council.
Installation of erosion control on northern bank (subject to 50% funding by users)	Rob Fisher	Project completed	Progressing		15%	Rolled into 18/19 FY
Installation of foreshore material at the swimming area and boating area	Chris Campbell	Project completed	Progressing		20%	Action progressing awaiting regulatory approval. Transferred to next financial year.
Repairs to boat ramp to ensure public safety	Chris Campbell	Repairs completed	Completed		100%	Repaired and reinstated by Council staff.
Upgrade irrigation	Chris	Project	Progressing		20%	Rewiring of valves at Temora Recreation Ground to be



Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
valves	Campbell	completed				undertaken by end of financial year.
Upgrade of signage throughout Lake Centenary precinct	Kris Dunstan	Signage installed	Completed		100%	Completed
Construction of new amenities block at Temora West Sportsground	Kris Dunstan	Construction completed	Progressing		30%	Plans drawn. Project costed. Project shortfall of \$50K. Soccer Club applying for Asian Cup Legacy Grant Funds. Funding shortfall still exists.
Fix stairs to Rugby League toilets at Nixon Park (subject to grant funding)	Rob Fisher	Project completed	Not Progressing		0%	Not funded
Modifications to Rugby League Steak Bar to comply with health and safety guidelines (subject to grant funding)	Rob Fisher	Project completed	Not Progressing		0%	Not funded
New Rugby League canteen and associated storage at Nixon Park (partially grant funded)	Rob Fisher	Project completed	Not Progressing		0%	Not funded
Storage for Rugby League sports equipment at Nixon Park (subject to grant funding)	Rob Fisher	Project completed	Not Progressing		0%	Not funded


Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Upgrade to CCTV at Nixon Park (subject to grant funding)	Rob Fisher	Project completed	Not Progressing		0%	Not funded







### Regulatory Control

Key Function - Animal Control, Building Control, Land Use Planning, Regulatory Control

Policy Directions • Continued employment of a ranger/law enforcement officer Train/up-skill existing staff member to assist/relieve Ranger • Utilise CCTV and other technologies to enhance effectiveness of enforcement activities • Participation and support for Temora Liquor Accord

*To utilise a mixture of education campaigns and enforcement to gain compliance with relevant legislation and ensure appropriate processes and procedures are in place.*

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Ensure review of LEP includes residential land availability as a prime consideration	Claire Golder	Suitable land availability	Progressing		40%	Meetings held with landowners of vacant large lot residential zoned land prepared. Some interest generated in relation to future development, to support more development opportunities to attract additional residents to Temora Shire. Report presented to March Council meeting, advising of submission received in relation to exhibition of LEP discussion paper. Particular development opportunities identified confidentially to Council.
Investigate the process for the subdivision of heritage homes in the RU1 zone on blocks of less than 40ha	Claire Golder	Consideration in LEP	Progressing		30%	Written advice received from the Department of Planning highlighting opportunities for additional subdivision that is relevant to a dwellings located on rural land. Council officers to draft Development Control Plan Chapter for Council to consider, to assist Council to manage potential land use conflict.
Issue annual approvals in accordance with Council policy	Ross Gillard	Approvals Issued	Progressing		45%	Letters sent are getting appropriate action.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Market development opportunities at the Airpark Estate Stage 3	Craig Sinclair	Sale of blocks	Progressing		75%	3 blocks sold with 2 further blocks under offer to the one purchaser. QPL will commence a marketing campaign pushing the "25% Sold" message to those warm leads who have indicated their interest by not yet made an offer as well as to new contacts.
Provide a report to Council about ranger activities incl. parking, companion animals	Ross Gillard	Report to Council	Progressing		30%	Activity reports provided to council with all action for the period provided.
Provide a report to Council on options for the provision of a suitable off leash area for companion animals	Kris Dunstan	Report to Council	Completed		100%	Report presented to August 2017 Council Meeting. Off leash area out at Lake Centenary identified and agreed upon. Works on required infrastructure (fencing, park furniture, tree planting etc.) to commence in 2018.
Provide report on models for S94A contributions	Claire Golder	Report to Council	Completed		100%	S94A Plan now adopted by Council. Commences 1 July 2018.
Use of social media to advertise availability of companion animals	Ross Gillard	Number of pets rehomed	Progressing		55%	Utilising information with Vets- Narraburra News- Local Paper -Facebook and rescue groups.
Continue relationship with Temora vet and pet rescue groups	Ross Gillard	Relationships maintained	Progressing		75%	Relationships with Local Veterinarian and rescue groups is excellent, with very successful results rehoming is still a slow process depending on transportation.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Provide a calendar of regulatory issues to be addressed throughout the year, such as information flyers about responsible pet ownership	Kris Dunstan	Completion of brochure	Progressing	▲	40%	Same as 2016/17. Being rolled out through Narraburra News, Social Media and the Temora Independent.
Provide annual inspections of beauticians, hairdressers, mortuaries premises	Belinda Bushell	Premises inspected	Progressing	▲	85%	Investigated complaints, continued to forward shops relevant legislation changes etc.
Provide inspections of septic tanks in accordance with risk category	Belinda Bushell	Premises inspected	Progressing	▲	85%	Continually monitoring AWTs reports - developing a register/database on Civica of conventional and awts systems.
Conduct a review of the Temora Local Environmental Plan 2010 involving development of a discussion paper and community consultation	Kris Dunstan	Review conducted	Progressing	▲	50%	Initial discussion paper prepared. To be considered by Council before initial community consultation commences. This is a 12 month program. Will be completed in towards the 4th quarter of 2018. Initial report considered at March, 2018 Council Meeting.
Upgrade one entrance to Temora	Rob Fisher	Entrance completed	Progressing	▲	60%	No action since Q2. will undertake more work on western approach in Q4.







## Resident Services

Key Functions - Community Safety, Service NSW, Villages, Volunteers

Policy Directions • Commit to the maintenance and development of the CCTV concept • Work cooperatively with Police & Temora Security Services to ensure a coordinated approach to community safety • Presentation of Council as a professional organisation with a strong customer focus • Development of systems to ensure that communication between Council and stakeholders is best practice • Hold at least one Council meeting per term of Council in Ariah Park • Lobby for continued presence of Service NSW Office in Temora • Lobby for more frequent driver testing in Temora • Lobby for retention and availability of Policing services in the shire • Conduct a comprehensive ratepayer survey once in each term of Council

*To provide a safe and inclusive built environment by working together as a community and to present to the public a caring, courteous and efficient local government service*

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Retain staff member at Ariah Park	Bimal Shah	Payroll retention	Progressing	▲	70%	Maintenance of staff member achieved.
Maintain CCTV system in Temora to a modern standard acceptable to the users of the facility.	Kurt Tinnock	Uptime of system	Progressing	▲	90%	All cameras have been installed. Still working on improving the bandwidth on WAN links to improve stability of cameras at remote locations
Acknowledgement of volunteers through Narraburra News and digital media	Kate Slapp	Monthly articles in Narraburra News Promotion of events	Progressing	▲	75%	When the information is provided or a situation becomes known, the story is written. The new project highlighting committee work will enhance the profile of volunteering options and those who contribute

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Utilise public events to support volunteers for example Volunteers Week and nominating volunteers for awards within the community.	Amanda Gay	Promotion of events	Progressing		75%	Volunteer awards and Certificates were presented by the Mayor (as part of Local Government Week 2017) to all Council 355 committees. This would be the best event to create further community awards to avoid creating yet another event. Will further develop Community Volunteer Awards and create greater focus on volunteers with the Mayor at the next Local Government Week Meeting  Awards will be given out by the Mayor in Local Government Week 2018.
Development of a promotional video for showing at Town Hall Theatre acknowledging the role volunteers play in the community	Amanda Gay	Video developed and played in theatre	Progressing		90%	Unity Productions have been engaged to create video.  Unity productions has made the video I working with Masoud to increase the volunteer content.
Provide the Service NSW Agency at no cost to Council	Steve Firth	Annual review of budget	Progressing		75%	Currently on track to meet budget  New contract is currently being negotiated to take effect from 1/7/2018
Review the operating hours and service offering at Service NSW Agency	Steve Firth	Report to Council to inform budget	Progressing		70%	Investigating the possibility of remaining open over lunch period with only one staff member and maybe for only the Harvest period  A report will be presented to Council as part of the Budget deliberations







## Risk Management

Key Function: Occupational Health and Safety, Risk Management

Policy Directions • Provide suitable education to employees, volunteers, and contractors relating to WH & S risks • Encourage employees to submit near miss incidents to develop better work method statements • Provide training for all staff in relation to WH & S matters, Risk Analysis and Hazard Identification • Maintain Temora Shire Council's WH & S Committee to assist in providing consultation and communication in relation to WH & S matters • Use Councils Policies to improve and monitor WHS and Risk Management Strategies • Conduct of exit medical assessment on employees hearing and sight to benchmark condition • To commit, unreservedly, as an organisation to Workplace Health and Safety and ensure that all possible steps are taken to ensure the safety of each individual • Commitment to StateCover best practice • Commitment to compliance with all Acts, regulations and Codes relating to OH&S and Risk Management

*To provide a safe working environment, for staff, contractors, volunteers and the public that minimises the occurrence of accidents and incidents and where necessary delivers an efficient rehabilitation program and promote a culture of WH & S and Risk Management best practice in the work place*

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Commit to the conduct of regular Risk Management meetings	Kerry Wallace	Hold at least 12 meetings annually	Progressing		75%	Intention to activate Risk Management System on a quarterly basis commencing 2018. Initial meeting held January. Awaiting appointment of new staff member.
Develop a Risk Management Action Plan that will assist Council to counteract new challenges arising in to the future (eg technological changes, climate change)	Kerry Wallace	Action Plan developed	Progressing		10%	Review to be conducted of Pulse Enterprise Risk Management Software in June

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Develop a Risk Management framework for Council.	Kerry Wallace	Framework developed	Progressing		5%	Review to be conducted of Pulse Enterprise Risk Management Software in June
Develop and implement a structured Risk Audit program	Kerry Wallace	System implemented and operational	Not Progressing		0%	To be reviewed in 2018/19
Investigate Chain of Responsibility requirements for Council	Rob Fisher	Report to Risk Management Committee	Completed		100%	Draft Policy submitted to December Council meeting.
Seek a long term solution to the registration of "Thomas the Train" to enable usage at community events	Kerry Wallace	Solution determined	Completed		100%	Structural engineers inspection completed. Registration complete.
Review, personalise and complete implementation of Smarter Safety Systems	Kerry Wallace	Updated system	Progressing		50%	Decision undertaken to develop in house safety system. To be completed by June 2018.
Integration of quarry safety management into the Council Smarter Safety System	Kerry Wallace	Integration into safety system	Progressing		25%	Developing in house system.



Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Replace grass on roundabouts in Hoskins Street with concrete	Rob Fisher	Project completed	Not Progressing		0%	Rolled one roundabout forward into 18/19 FY due to budget constraints. Look to complete the remaining roundabout this FY.










### Sewerage Service

Key Functions - • Effluent Reuse System • Sewerage System

Policy Directions • Extension of effluent system to all parks subject to evaluation by staff that there is sufficient water and the extension is economically viable • Support for long term construction of a Sewerage Scheme for Ariah Park • Support extension of sewer mains to non sewer locations in Temora

*To maintain the treatment works and reticulation network to ensure compliance with legislative requirements and improve the quality of effluent*

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Address actions for 2017 Gap analysis and develop a pathway to compliance	Rob Fisher	Actions commenced	Completed		100%	Addressable actions complete. IWCM Commenced in March 2018 remaining actions will be considered and addressed in IWCM process.
Investigate options for the installation of sewerage services within Ariah Park	Rob Fisher	Report to Council	Progressing		50%	No change from Q2.
Investigate Renewable Energy at Sewerage Treatment Plant	Rob Fisher	Investigation completed	Progressing		10%	No action since Q2. Will likely roll into next FY.
Undertake Upgrade and renewal works on Sewerage and Recycled Water in accordance with identified program	Rob Fisher	Program completed	Progressing		85%	Large majority of works complete. Some projects postponed for the purposes of seeking grant funds.






Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Development of Sewerage and Recycled Water Asset Management Plan	Rob Fisher	Plan undertaken	Not Progressing		0%	No action since Q2. Deferred until discussed with IWCM contractor.
Ensure all staff involved in the sewerage function receive appropriate industry specific training for managers and operators	Rob Fisher	Budget required	Progressing		50%	B. Hughes enrolled in TAFE certificate 3 Waste Water Operations. Ongoing action.
Undertake CCTV inspection, smoke testing and condition rating of sewerage reticulation network including removal of sewerage infiltration	Rob Fisher	Set targets	Completed		100%	CCTV Completed in March 2018.

## Support Services

Key Functions - Depot & Workshop, Plant & Equipment, Mining, Stores

Policy Directions • Ensure that depot and workshop facilities are adequate to meet the needs of a modern workforce • To provide scheduled and unscheduled maintenance and repairs according to OEM guidelines and Council procedures with minimal downtime • To supply and dispose of fleet assets at the most advantageous cost to Council • To ensure that there are sufficient, well trained staff to service Councils plant

*To provide a Depot Workshop and stores facility that meets all statutory and regulatory requirements and provides the support to allow all Councils works functions to perform in the most efficient and cost effective manner and To provide and maintain a modern plant and equipment fleet that meet its operational requirements with high utilisation in a cost effective manner*

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Review the adequacy of current materials from Council quarries	Rob Fisher	Evaluation of alternatives	Progressing		40%	Made inquiries with NSW DPI regarding the establishment of quarries within TSC. Aim to table a report to Council regarding current material stock within the current FY.
Review the Quarry Management Plan on a biennial basis	Rob Fisher	Update of plan	Not Progressing		0%	No action
Seek review of Council "Not Fit" designation to allow access to Treasury borrowings	Gary Lavelle	Change of designation	Completed		100%	Designation reversed and access to TCorp funding provided.
Nominate and train TSC Local Emergency Management Officer (LEMO)	Rob Fisher	LEMO appointed	Completed		100%	A. Dahlenburg completed LEMO training in March 2018.
Finalise ownership options for depot	James Durham	Ownership confirmed	Progressing		50%	Ongoing

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Provide plans for the development of a new depot and undertake tender process or purchase existing depot	Bimal Shah	Ownership confirmed	Progressing	▲	50%	Purchase of current depot in progress. Development of draft upgrade plan in progress.

## Transport Infrastructure

Key Functions - Footpaths and Cycleways, Road Infrastructure





Policy Directions • Policy to generally provide paved footpaths on only one side of urban streets in accordance with the Footpath Hierarchy Plan • Development of a footpath hierarchy plan including pedestrian access mobility plan and cycleway plan • Construction of one length of footpath annually in accordance with adopted plan • Width of all new footpaths to be at least 1.5 mtrs or greater • Review the Roads Hierarchy including review of methodology within the term of each Council





*To provide transport infrastructure that meets community expectation in terms of need, safety, amenity and standard*




Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
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	Rob Fisher		Progressing		90%	Final HV Access Policy to be presented to Council in April 2018. HVAR ongoing.
Completion of the policy framework for heavy vehicle access in Temora Shire	Rob Fisher	Policy adopted by Council	Progressing		90%	HV Policy to be presented to April Council meeting.
Develop a project brief for the construction of an Alternate Heavy Vehicle Route around Temora based on the preferred route	Rob Fisher	Brief completed	Progressing		15%	Preferred route options endorsed by Council. Some route option investigation remaining in 17/18, however bulk of further preferred route finalisation work requires additional budget and will be carried out in 18/19 FY. Project brief still minimum 18 months from completion.



Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Develop submission and advocate politically for funding for the preferred route	Gary Lavelle	Meetings held with politicians	Progressing	▲	45%	Initial submissions to government. Meetings held with RMS and Minister Pavey.
Formalise a preferred route for the HVAR	Rob Fisher	Route adopted by Council	Progressing	▲	25%	Preferred route options endorsed by Council. Some route option investigation remaining in 17/18, however bulk of further preferred route finalisation work requires additional budget and will be carried out in 18/19 FY. Project brief still minimum 18 months from completion.
Liaise with RMS and NHVR to progress the project	Rob Fisher	Meetings with organisations	Progressing	▲	50%	As reported in Q2, plus committed to providing RMS with Council endorsed concept HVAR route information for consideration in RMS future Goldfields Way corridor strategy.
Refer the Ariaiah Park alternate route for consideration of Council	Rob Fisher	Policy considered by Council	Progressing	▲	40%	B-Double route on proposed Ariaiah Park HVAR under consideration by RMS. Anticipate delivery completion this FY.
Seek funding (Full) for the installation of a roundabout and associated infrastructure at the corner of Hoskins & Polaris Streets	Rob Fisher	Submissions made	Progressing	▲	50%	Reported to Council in Q2. Council resolved to budget funds in the 18/19 FY to further develop the project. Project has been rolled into next FY.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Support of Council for agreed heavy vehicle alternate route to be used for lobbying for State and Federal funding	Rob Fisher	Lobbying undertaken	Progressing		10%	Council endorsed concept options in March to further develop next FY. Project rolled into next FY.
Undertake a progressive assessment of local road network for potential RAV use	Rob Fisher	Route Assessment completed	Not Progressing		0%	No action. Major long term project will not be commenced this FY. Project to be rolled into next FY.
Undertake Kerb and Gutter construction and maintenance in accordance with the Kerb and Gutter Assets Capital Works Program	Rob Fisher	Completion of program	Completed		100%	Complete
Undertake Cycleway construction and maintenance in accordance with the Cycleway Assets Capital Works ProgramC9	Rob Fisher	Completion of program	Completed		100%	Camp Street rail trail complete.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Undertake Rural Unsealed Roads construction and maintenance in accordance with the Rural Unsealed Roads Assets Capital Works Program	Rob Fisher	Completion of program	Progressing		80%	Resheet program complete, maintenance nearing completion.
Undertake Urban Sealed Roads construction and maintenance in accordance with the Urban Sealed Roads Assets Capital Works Program	Rob Fisher	Completion of program	Progressing		85%	Minor maintenance remaining.
Undertake Urban Unsealed Roads construction and maintenance in accordance with the Urban Unsealed Roads Assets Capital Works Program	Rob Fisher	Completion of program	Progressing		90%	Minor maintenance remaining
Undertake Fixing Country Roads/ Heavy Vehicle Safety and Productivity Program in accordance with the determined program	Rob Fisher	Completion of program	Completed		100%	Complete

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Undertake Pavement Rehabilitation/ Widening in accordance with the Pavement Rehabilitation / Widening Assets Capital Works Program	Rob Fisher	Completion of program	Progressing		25%	Morangarell Road design complete, construction commencing in April.
Undertake Rural Sealed Roads construction and maintenance in accordance with the Rural Sealed Roads Assets Capital Works Program	Rob Fisher	Completion of program	Progressing		85%	Trungley Hall Road culvert design underway. Construction will commence at end FY.
Undertake Regional Roads Program in accordance with the determined program	Rob Fisher	Completion of program	Progressing		50%	Heavy Patching and Milvale road reseals complete. MR398 reseals, MR398 Repair Project and maintenance remaining.







## Waste Services







Key Functions - Garbage Services, Landfill Sites, Street Cleaning, Trade Waste Services, Recycling


Policy Direction • To provide, maintain and improve facilities, which enhance visual aspects of the CBD and street infrastructure

- *To maintain the town and village streets in a tidy and clean standard • To provide effective householder waste services collection and disposal systems for Ariah Park, Springdale and Temora as well as enhancing residents recycling opportunities and participation utilising innovative approaches to education, promotion and service provision*

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Facilitate the establishment of a container deposit (CDS) depot	Kris Dunstan	Commencement of CDS	Completed		100%	Negotiations with Tomra Cleanaway (managed through RERO) failed. Council resolved not to host the CDS scheme. It is up to Tomra Cleanaway to identify and establish a CDS collection point with a local business and organisation. Facility has been installed in IGA Carpark. Council to monitor site for tidiness and other issues.
Support and expand the Adopt a Road Program	Belinda Bushell	Retention and expansion of program	Completed		100%	Successful clean up campaign and Senior Bulky Item Collection
Undertake promotion campaign to encourage residents to pick up litter	Belinda Bushell	Promotion undertaken	Progressing		90%	Keep Cup Campaign four (4) businesses interested finalising all promo items and cups. Will have a launch in April.
Utilise RID online to record incidents of illegal dumping	Ross Gillard	Usage of application	Progressing		20%	Now have details for RID online login details.





Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Efficiently enforce legislative requirements to abate nuisance caused by overgrown lots	Ross Gillard	Advice to Council on activities	Progressing		30%	Overgrown blocks are being dealt with in the allotted time. Working with some residents regarding the state of their properties.
Efficiently investigate and enforce the legislative requirements related to illegal dumping	Ross Gillard	Advice to Council on activities	Progressing		30%	Litter and illegal dumping at the moment is at a minimum it does require constant monitoring.
Investigate the installation of CCTV in National Parks to monitor illegal dumping	Ross Gillard	Report to Council	Progressing		30%	CCTV seems to be having a positive effect at the moment, the fire wood season is about to start and hopefully the same result will be seen.
Continue support for Cleanup Australia Day program	Belinda Bushell	Participation in program	Completed		100%	Successful Clean Up Campaign
Provide comprehensive report on recycling options to council	Kris Dunstan	Report presented to council	Completed		100%	Consultant engaged. Draft final report received and being reviewed by Staff. Report was presented to the March meeting.
Review waste operations in Ariaiah Park including: The location of clothing recycling bins, Adequacy of recycling facilities at Ariaiah Park landfill	Kris Dunstan	Report to Council	Progressing		70%	Will be a part of overall Waste Management study.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Provide a report to Council outlining a response strategy for the provision of recycling services considering emerging requirements for a container deposit scheme and investigate possibility of utilising social enterprise labour	Kris Dunstan	Report presented to Council	Completed		100%	Council not participating as CDS host. Recycling options report completed. (see previous items).

## Water Services

Key Function - • Drainage • Water Cycle Management

*To ensure that water resources are utilized in an effective and efficient manner with a view to sustainability*

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Make application for grant for Flood Study of Arianh Park and Springdale	Rob Fisher	Application made	Completed		100%	Complete, but unsuccessful. will apply again in 18/19 FY.
Undertake a Flood Study for Temora	Rob Fisher	Completion of Study	Progressing		55%	Flood Study underway. 12 month process due for completion in February 2019. Project rolled into next FY
Commence planning for the development of an Integrated Water Cycle Management Plan (IWCMP)	Rob Fisher	Preliminary investigation undertaken	Completed		100%	Project commenced. Minimum 6 month process will roll into next FY.
Undertake Stormwater Drainage construction and maintenance in accordance with the Stormwater Assets Capital Works Program	Rob Fisher	Completion of program	Progressing		75%	K&G Maintenance and upgrade complete. Some drainage to Lake Centenary remaining.

## Youth

Key Functions - • Support Youth in their endeavours







Policy Directions • Conduct surveys of Youth to determine "mainstream" concerns and ways to engage the youth of Temora • Support the efforts of our Youth Council • Maintain youth centre facilities at Ariaiah Park and Temora • Participation in Youth Week/Local Government Week






### *Provision of services for the Youth in the Community that meet the expectations of stakeholders*







Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Celebrate village talent by inviting young people to perform at Shire events	Kim Sandgren	Participation level by Village residents	Progressing	▲	75%	No further action in quarter
Formulate transport strategies for young people living outside of the Temora township who are interested in participating in Platform Y activities	Kim Sandgren	Participation by non-Temora residents	Progressing	▲	75%	No further action in the quarter.
Investigate the provision of vocational scholarships to local students	Gary Lavelle	Report from scholarships committee to Council	Progressing	▲	40%	Initial meeting of scholarships committee held. Policy in draft form to be presented to Council.






Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Investigate viability of "The Youth Room" at Arian Park becoming a youth hub for villages	Kim Sandgren	Report to Council	Progressing	▲	50%	Survey and focus group conducted in Term 3. Follow up meetings planned for Term 4. Situation to be reviewed.
Partner with local industry professionals to organise workshops that align with media and promotion team needs	Kim Sandgren	Partnership agreement in place	Progressing	▲	75%	Partnering with TemFM production team.
Partner with TemFM to train members of the team to run a regular youth radio spot on local radio	Kim Sandgren	Allocation of radio spot	Progressing	▲	75%	Local TemFM production manager has conducted several workshops. Program undertaken by 2 female presenters and another group being trained to commence a program
Youth Officer to visit villages on a regular basis to build rapport and partnership opportunities	Kim Sandgren	Visitation numbers	Progressing	▲	75%	Plan to develop program in Arian Park
Hold a Youth Team afternoon tea hosted by the Mayor	Kim Sandgren	Function held	Not Due To Start	⊘	0%	Afternoon tea to be arranged in 2018



Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Acknowledge the definition of Youth incorporates young people up to age 25 inclusive	Kim Sandgren	Programs aimed at all aged groups	Progressing		70%	Age groups are promoted on all marketing material and on website. Older participants offered leadership and mentoring opportunities.
Continue to publish regular material in the Narraburra News	Kate Slapp	Monthly article in Narraburra News	Progressing		75%	A recent survey suggested that the community are very happy with the quality, frequency and content of the Narraburra News
Develop online strategy in conjunction with Communications Officer	Kim Sandgren	Strategy developed	Completed		100%	Website and Facebook strategy designed and now implemented on a weekly basis.
Maintain current and accurate information on the youth page	Kate Slapp	Regular updates of site	Progressing		75%	The Youth Officer works closely with the Communication Officer to maintain regular and relevant content
Marketing material to show LGBTI inclusive logo	Kim Sandgren	Logo included	Progressing		75%	Professional Development completed by Youth Officer. Logo to start appearing on new marketing material. working in conjunction with ACON.
Partner with Pinnacle Services to provide targeted programs that support and engage the young people in their care	Kim Sandgren	Participation numbers	Progressing		50%	Currently 3 Pinnacle clients participate in activities.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Support the concept of the Young Citizen of the Year Award as a way of recognising Youth	Gary Lavelle	Continued support	Completed		100%	Ongoing support through Australia Day Committee.
Undertake careers promotion to local high school students in Local Government Week	Amanda Gay	Presentation to Council	Completed		100%	A Careers Bus Tour to the Council Depot and Council work sites was held just outside of LGW. Graham Sinclair attended and Temora High School students and teachers very happy with the format, as student were able to see the career in context and asked Council staff questions first hand.  Completed 2017 will be discussing 2018 event with Mayor at next Local Government meeting
Utilise the Take Charge and Volunteer website to log hours of volunteer work by young people	Kim Sandgren	Hours logged	Progressing		0%	Youth Officer to investigate benefit of participation in website.
Create a mentoring proposal with identified partner and go through approvals process with Council for a youth entrepreneur team	Kim Sandgren	Partner identified	Progressing		50%	Initial mentoring proposal rejected by Council. New potential mentor has not been engaged. No development of concept at this stage.
Create program content and resources based on youth vision, which cover print, broadcast and internet media	Kim Sandgren	Content created	Progressing		20%	Broadcast and internet media workshops complete.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Create program content and resources for youth entrepreneur program	Kim Sandgren	Program created	Not Progressing		0%	Due to initial mentor proposal being rejected by council, no further progress has been made on this content.
Deliver Business Entrepreneurship Program and facilitation of group	Kim Sandgren	Program delivered	Progressing		50%	Due to initial mentor being rejected by council, no group has been assembled.
Educate team in the use of electronic graphic design and video editing software	Kim Sandgren	Training held	Progressing		50%	Canva and Facebook software workshops completed with Youth Media and Promotions Team.
Investigate the implementation of group text messaging software to send alerts and reminders to parents	Kate Slapp	Implementation of the system	Progressing		75%	A report to council will be reviewed this quarter
Partner with local businesses and experts to support teams	Kim Sandgren	Partnerships established	Progressing		75%	TBEG has assigned a youth voting member to their board.
Provide an e-safety workshop to educate parents, teachers and community members about how to keep young people safe online	Kim Sandgren	Conduct workshop	Completed		100%	Office of the Community e-Safety Commissioner completed a workshop at Platform Y for parents, teachers and community.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Provide one (1) generalist scholarship at Charles Sturt University	Gary Lavelle		Completed		100%	Scholarships provided.
Provide one (1) scholarship to the Temora and District Education Fund	Gary Lavelle		Completed		100%	Scholarship provided.
Provide two (2) Izumizaki scholarships for agriculture at Charles Sturt University	Gary Lavelle	Scholarships awarded	Completed		100%	Scholarships provided.
Youth Hospitality Team New Resident's dinner to promote Youth team	Kim Sandgren	Assistance provided	Completed		100%	Catering completed successfully. Many invitations to serve and cater at council and community functions have followed this event.
Schools are involved in learning about local natural resource management. Work with schools to develop project opportunities	Kris Dunstan	One visit per year	Completed		100%	Sustainable Schools Exchange with Randwick conducted in October 2017.  Local Schools using the shires Environmental Education sites and accessing the Small Projects Fund, however Landcare Support Officer resigned, which has stalled the plan to increase interaction with Schools. New Officer appointed who has commenced working with schools in Shire.



Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Continue with regular job vacancy mailer and social media posts	Kate Slapp	Increased employment capacity	Progressing	▲	75%	A mail out is done regularly which includes posts on several social media pages
Investigate ways to partner with business to attract talent for job vacancies	Craig Sinclair	Increased employment capacity	Progressing	▲	75%	Had telephone conference with a supplier of a jobs website that provides regional solutions - have worked with RDA Riverina to incorporate that into their proposal to Councils for Country Change. Met with Temora Medical Complex to discuss attraction of GPs. Assisted various businesses including Temora Physiotherapy with promoting job vacancies.
Develop kitchen at Platform Y	Kris Dunstan	Kitchen complete	Progressing	▲	60%	Internal Storeroom completed. Redundant equipment removed. Bench ordered. New Freezer purchased. Air conditioning quote requested and accepted.



**9.6 SEALS - APRIL 2018****File Number:** REP18/305**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** Nil**REPORT**

The Council Seal is required to be affixed to the following document.

- Transfer – 22 Spitfire Drive, Temora

**RESOLUTION 82/2018**

Moved: Cr Max Oliver

Seconded: Cr Dennis Sleigh

It was resolved that Council affix the Council Seal to the above document.

**CARRIED**

*Report by Gary Lavelle*

**10      ENGINEERING SERVICES**

Nil

**11 ENVIRONMENTAL SERVICES****11.1 TEMORA SHIRE COUNCIL CEMETERIES POLICY****File Number:** REP18/219**Author:** Building Surveyor**Authoriser:** Director of Environmental Services**Attachments:** 1. Temora Shire Council Cemeteries Policy [!\[\]\(e474458956c9a37fbf9586ddb60a7fa1\_img.jpg\) !\[\]\(4d1d3f2547aeece54bb6babd23f4121b\_img.jpg\)](#)**REPORT****Introduction**

This report is to provide Council with details of the outcome of the public exhibition of the Draft Temora Shire Council Cemeteries Policy. The policy is presented to the Council for their consideration and the report recommends the adoption of the policy as exhibited.

**Background**

Councillors will recall the January Council Meeting where a report was presented providing information explaining the Draft Temora Shire Council Cemeteries Policy, prepared by Council officers. A copy of the draft policy was provided for the information of Councillors at that meeting.

The report and policy was considered by Councillors and the draft policy was subsequently placed on public exhibition for 28 days.

**Public exhibition**

The public exhibition occurred between Monday, 22<sup>nd</sup> January to Tuesday, 20<sup>th</sup> February, 2018. Details of the draft policy were advertised in the Temora Independent. Copies of the draft policy were made available on Council's website and at Council's office. In addition, members of the Friends of the Temora Shire Cemeteries were advised by email of the draft policy.

One (1) written submissions was received from the Friends of the Temora Shire Cemeteries requiring clarification of the role that the committee play onsite in regards to maintenance. This position was clarified to their members that the Friends of the Temora Shire Cemeteries are a 355 committee of Council; therefore they are placed under the banner of Temora Shire Council.

**RESOLUTION 83/2018****Moved:** Cr Graham Sinclair**Seconded:** Cr Dale Wiencke

It was resolved that Council adopt the Temora Shire Council Cemeteries Policy as presented.

**CARRIED**

# TEMORA SHIRE COUNCIL



## Temora Shire Council Cemeteries Policy

ACTIVE

**Review Details****ABOUT THIS RELEASE****DOCUMENT NAME:****CODE NUMBER:****AUTHOR:** Temora Shire Council**ENDORSEMENT DATE:****REVIEW**

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement

**PLANNED REVIEW**

Planned Review Date	Revision Description		Review by

1.



## PURPOSE

The policy will assist in the administration, management and maintenance of the Temora Shire cemeteries. It provides effective guidelines that will assist in ensuring the objective functions of the cemeteries are carried out in accordance with statute and common law, regulation and National Standards. It will also ensure the conduct of those entering the cemeteries is in accordance with reasonable and practical standards.

## 2. STATEMENT

## 2.1 Citation

This Policy may be cited as ‘The Policy’ or “The Temora Shire Council Cemeteries Policy”.

## 2.2 Commencement

This Policy is to commence as of ?

## 2.3 Application

2.3.1 This Policy applies to all cemeteries and memorial gardens administered, operated and maintained by Council.

2.3.2 This Policy does not affect the operation of the Public Health Act (Disposals of Bodies) 2002 NSW relating to cemeteries and crematoriums.

## 2.4 Definitions

2.4.1 *Applicant* means the person making an application –

- a) For a burial or memorial right;
- b) For a work permit or other Council consent;
- c) For burial or cremation;
- d) In accordance with the Regulations of the Public Health Regulations 2012, has applied to have human remains cremated.

2.4.2 *Application Forms* for:

- a) Rights of Burial,
- b) Burials,
- c) Plaque Inscriptions
- d) Cremation Service Bookings
- e) Monument and Related Permits to Carry Out Work in the Cemeteries Shall be in a format approved by the Council.

2.4.3 AS-4204 means the Australian Standards Association’s Standard ‘As 4204-1994 Headstones and Cemetery Monuments”.

2.4.4 Burial Place means a grave site, vault site, crypt site, memorial site of other place for the disposition or commemoration of the remains of the head, whether cremated or not.

2.4.5 Burra Charter means “The Burra Charter (The Australia International Council on Monuments and Sites (ICOMOS) Charter for Places of Cultural Significance)”.

2.4.6 By Law or Crown Lands Bylaw means Crown Lands (General Reserves) By Law 2006.

- 2.4.7 Casket is a general term to describe coffins and casket used to hold human remains.
- 2.4.8 Public Health Regulation means 'Public Health Regulation (Disposal of Bodies) 2012'.
- 2.4.9 Reservations means a pre-need burial right.
- 2.4.10 Interment Right is a written undertaking by the Temora Shire Council (Council) to grant a license to occupy a specific grave, burial site or interment chamber, without interference once the remains of a deceased person have been placed in it.
- 2.4.11 Structure In Cemeteries means any monument, memorial, foundation, vault, table, headstone, gravestone, kerbing, rail or other structure used to mark or commemorate a grave or place of remembrance in a cemetery or memorial gardens.
- 2.4.12 The Policy means this Policy.

### 3. PROVISIONS

#### 3.1 Management of Cemeteries

##### 3.1.1 Administration

- 3.1.1.1 Council is responsible for the administration and management of plot and niche purchases, transfer of interment rights, approvals for monumental works, issuing approvals to work in cemeteries, maintenance of cemetery grounds and the interment of ashes into the columbarium walls.
- 3.1.1.2 Council offers to burial options within its operational cemeteries – interment into a plot or interment into a niche in the columbarium wall (available only at the Temora Lawn Section and Aria Park Lawn Section) at the completion of the application process the applicant will be issued with the interment right. The interment right is a legal document that will only be issued once for any individual plot or niche.
- 3.1.1.3 In accordance with legislation Council will collect the information necessary to meet its requirements for a cemetery register. Council's cemetery register is available at Council.
- 3.1.1.4 Reservations in the Temora and Aria Park Lawn Cemeteries are only permitted on special application to Council and in such cases where permitted, a non-refundable deposit of 150% of the current interment fee is to be paid. The balance of the interment fee at the actual time of interment is to be paid at the presiding rate (see Fees and Charges).  
NOTE: No reservations are to be taken without receiving payment.

##### 3.1.2 Planning Conduct and Maintenance of Cemeteries

Council will make such provisions as it consider necessary for the following:

- 3.1.2.1 The setting aside of sections for different types and classes of burials;
- 3.1.2.2 The establishment of standards of construction and design of monuments and structures;
- 3.1.2.3 The size, multiple use and location of burial places;
- 3.1.2.4 Interments and entombments in vaults;
- 3.1.2.5 The carrying out of work by funeral directors in the cemeteries
- 3.1.2.6 The erection or installation of structures and the making of inscriptions;
- 3.1.2.7 The carrying out of work by monument masons in the cemeteries;
- 3.1.2.8 The qualifications required by; and the security deposits to be lodged by, monument mason;
- 3.1.2.9 The removal, replacement and maintenance of structures;
- 3.1.2.10 The improvement and maintenance of cemeteries;
- 3.1.2.11 The making of arrangements for the care of burial places on an annual or other basis;
- 3.1.2.12 The supply of goods and services incidental to the conduct of burials and other matters relating to cemeteries
- 3.1.2.13 The conduct of religious or other ceremonies of burial, cremation, disposition or commemoration.

### 3.1.3 Interment Right

- 3.1.3.2 An interment right does not grant the holder ownership over that piece of land, rather, it gives exclusive entitlement to the holder to inter the remains of a deceased person in the reserved plot and section.
- 3.1.3.3 An interment right will be granted in perpetuity.
- 3.1.3.4 Council reserves the right to refuse or grant an interment right and will only issue an interment right for plots that have been surveyed by Council.
- 3.1.3.5 Interments will only be permitted in Council cemeteries with written approval issued by Council. Funeral directors, monumental masons and grave diggers must first contact Council to determine the allocation of a burial plot or confirmation of an existing reservation or reopening of a burial plot.
- 3.1.3.6 Following the death of the holder of the interment right, the interment right becomes the part of the estate of the deceased and any disputes over ownership are a civil matter in which Council does not become involved. Interested parties must seek their own legal advice regarding the matter and then provide documentation to prove a legitimate claim to the interment site for subsequent applications to proceed.
- 3.1.3.7 Council holds the exclusive right to close a section of any cemetery and to refuse to issue an interment right for a closed section. Although a cemetery may appear to have vacant land

available for burials, there may be reserved plots or unknown/unmarked graves preventing further use.

- 3.1.3.8 Council does not permit the placement of new vaults or crypts in any cemeteries under its authority.

3.1.4 Transfer of Interment Right

- 3.1.4.2 Council will not reimburse fees paid for an unwanted plot or niche. If the interment right for a plot or niche is resold privately, then Council is to be notified. The original interment right will be required and a transfer is not legally complete until Council has endorsed the transfer.

- 3.1.4.3 Council will only accept the transfer of an interment right if:
- (a) The interment site, as described in the interment right, has not been used for interment.
  - (b) The interment site is free of structural additions, for example a headstone, marker, etc.

- 3.1.4.4 Council reserves the right to refuse to accept the transfer of an interment right from the holder.

3.1.5 Register of Burial Places and Cremation

- 3.1.5.2 A register of burial, as required by the Regulation of the Public Health Act, must be kept in respect of all burial places.

- 3.1.5.3 A register of cremation, as required by the Regulations of the Public Health Act, must be kept in respect of each cremation.

- 3.1.5.4 A register of Rights of Burial granted must be kept.

- 3.1.5.5 Each register, which may be kept in written, printed or electronic form, must contain sufficient information to allow for simple cross-referencing of entries by –
- a) Surname
  - b) Date of Burial or Cremation
  - c) Burial Place location

- 3.1.5.6 Each register entry must contain the name and address of the owner of the burial right.

- 3.1.5.7 Each burial or cremation must be recorded in its respective register IMMEDIATELY after the service.

- 3.1.5.8 Registers may be amended to remove or correct inaccuracies.

- 3.1.5.9 The Council, must on application made by any person, make available to the person a copy of any entry made in the burial or cremation registers.

- 3.1.5.10 Such applications shall be made on an approved form and/or written correspondence;

- 3.1.5.11 Each form shall be limited to a single register entry;

- 3.1.5.12 A fee, as approved by the Council from time to time, may be charged for each application.

- 3.1.5.13 The registers will be used in any proceedings requiring evidence of the identity of the holder of an exclusive right that has been granted in respect of any burial or memorial site.

3.1.6 Reservation

- 3.1.5.1 The Council will issue to the owner of a reserved plot an approved form, clearly showing –
- a) The owners name and address;
  - b) The amount paid;
  - c) The date of issue;
  - d) A description of the physical location of the grave;
  - e) The terms and conditions under which the certificate is issued.
- 3.1.5.2 The application for a reserved plot must be made of a form approved by Council.
- 3.1.5.3 Any fees relating to the purchase and issue of the certificate must be paid at the time of application.

3.1.6 Hours of Burial, Cremation and Exhumation

Burials, cremations and exhumations shall take place only during the hours approved by Council. The hours are as follows and exclude Sundays or Public Holidays:

- (a) Monday to Friday – 10:00am to 3:00pm
- (b) Saturday – 9:00am to 11:00am

NOTE: If special application is made for outside of the abovementioned hours than Council will need to apply an additional fee (See Fees & Charges).

- 3.1.7 Exhumation
- 3.1.7.1 Exhumation is NOT to take place unless –
- a) Prior written consent has been obtained from the Director General Of The Department of Health (NSW) and
  - b) Order for Exhumation has been issued by Council.
- 3.1.7.2 This clause does not apply if any exhumation has been ordered by a court.



## 3.2 Miscellaneous

- 3.2.1 A person must not do any of the following (within a cemetery) –
- a) Damage, deface, interfere with or alter burial places;
  - b) Damage, deface, interfere with or alter monuments;
  - c) Bury, inter or exhume any human remains, whether cremated or not;
  - d) Enter or remain in a cemetery between sunset and sunrise;
  - e) Cause or permit an animal that is under the person's control to enter or remain in a cemetery;
  - f) Take part in any gathering, meeting or assemble, except for the purpose of religious, research, historical, educational or other ceremony of burial or commemoration; or
  - g) Engage in trade or commerce without the written consent of the council;
  - h) Distribute any circulars, advertisements, paper drawn or photographic material without prior council consent;
  - i) Drive a vehicle at a speed of more than 8 kilometres per hour;
  - j) Drive a vehicle or a vehicle and trailer having an unladen weight of more than 3 tonnes;
  - k) Drive a vehicle through a cemetery for the purpose of travelling between places outside of the cemetery;
  - l) Park a vehicle on any known burial place, verge or plantation, or in a manner that is likely to impede traffic;
  - m) Teach, learn or practice driving a vehicle;
  - n) Camp or reside on any land;
  - o) Possess or consume an alcoholic or intoxication beverage or substance except from that directly associated with a funeral service;
  - p) Urinate or defecate;
  - q) Bring into or leave any rubbish, refuse, scrap metal (including remains of vehicles), rock, soil, sand or any other such substances;
  - r) Remove any dead timber, logs, trees, flora, whether standing or fallen;
  - s) Kill, capture or in any way interfere with any animal, bird, fish or other fauna, whether native or introduced;
  - t) Plant any tree, shrub, herbage or other plant without prior consent.

Penalty: Offenders may be prosecuted under Common Law, Statute Law, The Heritage Act, The Health Act (NSW 1991), The Criminal Code or fined under Section 632 of the Local Government Act.

- 3.2.2 Subsection 3.2.1 e) does not prevent a person from leading or walking a dog on a leash.

- 3.2.3 Council's written consent is required to legally carry out any act that might otherwise give rise to an offence under this clause.

### 3.3 Requirements for Graves

- 3.3.1 The dimensions of a grave shall be a maximum of –
  - a) 1000mm x 2400mm for adult graves;
  - b) 900mm x 1500mm for children's graves.
- 3.3.2 The number of interments permitted in a grave shall be in strict accordance with the Regulations of the Public Health Act (NSW) Regulation. For the purpose of this clause –
  - a) 3 infants shall be treated as one adult (infant being defined as up to 1 year old);
  - b) 2 children shall be treated as one adult (child being defined as from 1 year to 7 years old);
  - c) Prior written consent has been obtained from the Director-General of the Department of Health (NSW) to vary the number of interments.
- 3.3.3 This section does not affect the interment of cremated remains.
  - (a) The interments of cremated remains are to be buried at a minimum of 300mm below finished ground level. The site is to be returned to its previous state and not cause disruption to surrounding graves.

### 3.4 Above Ground Entombment

All entombments above ground shall be in accordance with the Cemeteries & Crematoria Association of New South Wales policy document.

### 3.5 Monuments and Inscriptions

- 3.5.1 A person shall not, in a cemetery –
  - 3.5.1.1 Construct install, alter, restore, renovate or improve any monument, memorial, foundation, vault, table, headstone, gravestone, kerbing, railing or other structure, unless it is of:
    - a) A material and design approved in writing by the Council;
    - b) Carried out to the standard of workmanship required by the Council;
    - c) An constructed in accordance with AS4204-  
"Monuments & Headstones" (1994)
  - 3.5.1.2 Make any inscription or carry out any adornment, unless it is approved by the Council and made or carried out to the standard required by the Council.

3.6 Funeral Directors & Monument Masons

- 3.6.1 At the completion of a service of interment or burial. An identification cross is to be temporarily installed. This identification is to clearly mark the surname and plot number (if applicable).
- 3.6.2 Any person or business providing or carrying out monument masonry services in a cemetery, including the construction, erection, repair and restoration of structures over burial plots, must comply with the Policy.
- 3.6.3 Any person or business providing or carrying out funeral directing services in a cemetery must comply with the requirements of the Policy.

3.7 Removal of Structures

3.7.1 A person may not

- 3.7.1.1 Remove a monument, memorial, foundation, vault, table headstone, gravestone, kerbing, rail or other structure from a cemetery without the written permission of the Council.
- 3.7.1.2 Erase, correct, or require the erasure or correction of wording of any inscription that has been constructed, installed, made or carried out –
  - a) Without the written consent of the Council; or
  - b) Otherwise than in accordance with an approval given by Council.

3.7.2 The Council may –

- 3.7.2.1 Remove, demolish, alter or require the removal, demolition or alteration of any structure or any adornment, or
- 3.7.2.2 Where any work that has been approved is not completed within a reasonable time, remove or demolish such partially finished work as it deems necessary to preserve the fabric of the cemetery and public safety.

3.8 Removal and replacement of structures on request

When notice to open a grave, vault or crypt for a lawful purpose is given in accordance with Council's Policy, the Council may:

- 3.8.1 Arrange for the removal of any part of the structure to enable the safe opening of the grave or vault, after;
  - a) The lodgment of proof of ownership
  - b) The payment of the scheduled fees and related costs;
- 3.8.2 Require the grantee or applicant to make good the repair of the structure affected by
  - a) Within 14 days of the interment or service date.

3.9 Maintenance of Structures

- 3.9.1 The Council shall not be responsible for the upkeep, maintenance, repair etc. of any monument or structure;
- 3.9.2 The Council's responsibility for any structure in a cemetery is limited to its preservation as defined in the Burra Charter, i.e. 1.6 Preservation means maintaining the fabric of a place in its existing state and retarding deterioration".
- 3.9.3 The maintenance, repair or restoration of a structure in a cemetery is the responsibility of the state or heirs and successors of the deceased person buried or commemorated in the respective (burial) plot.
- 3.9.4 The Council may act to remove any structure which has become dilapidated, unsightly, is crumbling, or deemed to be unsafe by a risk assessment conducted by the Council.
- 3.9.5 The Council may remove any trees, shrubs or other vegetation from any cemetery where, in its opinion, it is in the interest of the cemetery to do so.
- 3.9.6 The Council has adopted to replace the rows in the Temora Lawn Cemetery. These replacements are as per Council scheduled capital works programs.

3.10 Unsafe Monuments

Council is responsible for the health and safety of those visiting and working in the cemeteries. When hazards, including unsafe structures, are identified Council will act promptly to eliminate them.

3.10.1 Identification and Reporting

Identification of unsafe structures shall be by Risk Assessment and/or Hazard reporting as prescribed in the Council's Occupational Health, Safety & Rehabilitation Manual. Consequent actions under this clause will be thoroughly documented and supported with photographs. All actions will be recorded against the respective cemetery register entry.

3.10.2 Subsidence

Where subsidence is evident, Council will fill and compact the ground in the normal manner.

3.10.3 Repair of Monument

Council WILL NOT repair monuments. Council will only act to make structures safe to ensure public and employees safety.

#### 3.10.4 Category 1 Monuments

- 3.10.4.1 Structures identified as unsafe or a hazard will be secured with temporary barriers and warning signs.
- 3.10.4.2 Council will attempt to write to the last known applicant for the burial plot, giving 30 days' notice for the applicant or deceased's estate to arrange for the proper repair or restoration or complete removal of the structure.
- 3.10.4.3 When there is no record of an applicant, a single public notice will be placed in the local press media advising that within 30 days Council will take reasonable action to eliminate the risk or hazard posed by the unsafe structure.
- 3.10.4.4 Reasonable action may include laying a headstone down and removing crumbling or deteriorating concrete, aggregate or stone materials.

#### 3.10.5 Heritage Monuments

- 3.10.5.1 Monuments 50 years and older are considered to be of heritage significance and require additional approvals from Council's Heritage Advisor before work may commence.
- 3.10.5.2 When assessing requests for work on heritage monuments, Council must consider:
  - (a) The National Trust Guidelines for Cemetery Conservation.
  - (b) The Temora Shire Council Local Environmental Plan 2010 which lists three (3) Temora Shire Council cemeteries as being local heritage significance.

#### 3.11 Lawn Cemetery Sections

- 3.11.1 The Council will ensure that it –
  - 3.11.1.1 Maintains, preserves, and repairs lawn cemetery grave surrounds, not monument plaques;
  - 3.11.1.2 Graves are not enclosed with any railing or kerbing;
  - 3.11.1.3 Only cut flowers are left at burial places in lawn cemeteries;
  - 3.11.1.4 Cut flowers are placed in vases of a type approved by Council;
  - 3.11.1.5 Artificial flowers are permitted in lawn cemetery sections provided they are securely fixed into a vase approved by council;
  - 3.11.1.6 Grounds maintenance staff will, without notice, remove and dispose of artificial flowers that:
    - a) In their opinion, are not securely fixed in the vase;
    - b) Are left loose or strewn about by wind animals etc.;
    - c) Have faded or become disheveled.
  - 3.11.1.7 No headstone, statue or other structure is erected or constructed over a grave in a lawn section;



- 3.11.1.8 No tree, shrub or other plant is placed or planted on any grave in a lawn section other than by Council at its absolute discretion.
  - 3.11.2 The Council shall place over each grave in the Lawn Section, as soon as practicable after a burial or interment has taken place in that grave, and upon receipt of written instructions from the grantee, a memorial plaque, supplied by the Council, of a standard size and type as determined by the Council.
  - 3.11.3 The applicant for the burial of their delegate may apply to privately supply and fix a memorial plaque in Lawn Cemetery Sections provided that –
    - 3.11.3.1. A formal application in accordance with PART 6 of this policy has been lodged with Council;
    - 3.11.3.2 All fees as scheduled by Council for the lodgment of the application have been paid;
    - 3.11.3.3 The design and type of plaque is consistent with the requirements determined by Council;
    - 3.11.3.4 Council has given its written approval.
  - 3.11.4 Council will not be liable for the repair, maintenance, upkeep or preservation of any plaque or item placed on a grave in a lawn cemetery under the provisions of this section of the Policy.
  - 3.11.5 When a plaque is placed and approved at the time of interment and, the applicant or grantee choses to alter or replace the plaque. The applicant or grantee must pay any costs incurred.
- 3.12. Monument Sections
- 3.12.1 The Council will ensure that –
    - 3.12.1.1 It maintains preserves and repairs the ground surface around cemetery graves;
    - 3.12.1.2 Graves are not enclosed with any railing or kerbing;
    - 3.12.1.3 Only cut flowers are left at burial places in Monument Lawn Cemeteries;
    - 3.12.1.4 Cut flowers are placed in vases of a type approved by Council;
    - 3.12.1.5 Artificial flowers are permitted in lawn cemetery sections provided they are securely fixed into a vase approved by Council;
    - 3.12.1.6 Grounds maintenance staff will, without notice, remove and dispose of artificial flowers that:
      - a) In their opinion, are not securely fixed in the vase;
      - b) Are left loose or strewn about by wind, animals etc.;
      - have faded or become disheveled
    - 3.12.1.7 No tree, shrub or other plant is placed or planted on any grave in a monument lawn section other than by Council at its absolute discretion.

- 3.12.2 In a monument section, the grantee shall –
  - 3.12.2.1 Only erect a headstone of a type and design that is in keeping to its surroundings or the like;
  - 3.12.2.2 Make a formal application to the Council.
  - 3.12.2.3 Pay all fees for the lodgment of the application.
- 3.12.3 Council will not be liable for the repair, maintenance, upkeep or preservation of any headstone or structure placed on a grave.

3.13 Cremation

- 3.13.1 Cremation shall be in strict accordance with the Public Health Regulations and the procedures approved by Council from time to time
- 3.13.2 The disposition of cremated remains shall be in accordance with the Public Health Regulations.

4. IMPLEMENTATION

The Environmental Services Department will administer the Policy.



5. REVIEW

This policy will be reviewed within one year of the election of every new Council, or earlier should circumstances arise to warrant revisions.

6. APPLICATION OF ESD PRINCIPLES

The policy assists in achieving practical allocation of minimizing resources, primarily rights of burial (graves and burial plots) within cemeteries and memorial gardens.

It also encourages all new structures (monuments etc.) to be built in accordance with the best practices and standards, thereby making them as sustainable as possible.

**12 ADMINISTRATION AND FINANCE****12.1 TEMORA AND DISTRICT VISUAL ARTS - SCOUT HALL****File Number:** REP18/333**Author:** Secretary Engineering**Authoriser:** Engineering Technical Manager**Attachments:** 1. Scout Hall  **REPORT**

Council is in receipt of a request from the Temora and District Visual Arts Group for Council to purchase the Scout Hall for Community Arts use. Offering to contribute \$15,000.00 in cash and a possible \$5,000.00 to assist with the purchase.

*The Council is satisfied that pursuant to Section 10A(2) of the Local Government Act 1993, the information to be received, discussed or considered in relation to this agenda item is:*

*C information that would, if disclosed, conferee a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business*

**RESOLUTION 84/2018****Moved:** Cr Dennis Sleigh**Seconded:** Cr Graham Sinclair

It was resolved that Council consider the report in Confidential section of the meeting.

**CARRIED**

TADVAC

To The General Manager,  
Temora Shire Council,  
Temora, NSW, 2666.  
12<sup>th</sup> April, 2018.

Dear Mr Lavelle,

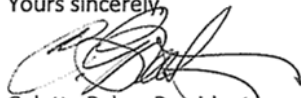
As you know, Temora and District Visual Arts Group has been renting the Old Scout Hall from Scouting NSW for the past 7 years. Over that time we have transformed the Old Scout Hall from a derelict, unused building into a thriving art and cultural centre for the community with a membership of 45. We are a self-reliant organisation, meeting the costs of rent, rates and insurance from our own reserves. We have also raised over \$68,000 in funds over the years and spent this money improving the building through interior painting, new lighting, upgraded bathroom facility, air conditioning, paving, improved drainage and installed a new kitchen. We run a variety of art and culture programmes throughout the year, including art courses, and art for the elderly and Pinnacle clients. There are people using our centre almost every day of the week.

Recently, Scouting NSW have advised of their intention to sell the building, and have indicated that they would be happy to see the building continue to be used as an art and culture centre for the community. We are not in a position to fully fund the purchase of the Old Scout Hall, and would like Council to consider purchasing the building for a community Art and Culture Centre. We have the broad support of the members of Imagine Temora as expressed in the attached supporting letter.

Scouting NSW are currently arranging a valuation for the building, and we will forward it to you in the very near future. The valuation is expected to be in the vicinity of between \$190,000-\$220,000, however, the purchase price is to be negotiated with NSW Scouts once the valuation has been completed. Scouting NSW have indicated that they would like it to remain in community hands as they are a community organisation, too.

We do not have the resources to fully fund the purchase, however, can contribute \$15,000 cash and a further \$5,000 through a loan to assist with the purchase, and any in kind labour as appropriate. We understand that the Council has many requests to support projects in the community, however, this opportunity has only recently occurred, and it would be a shame if we lost this community art and culture facility that adds so much to the richness and diversity in the lives of residents in the Temora Shire.

Yours sincerely,







Colette Balzer President

TADVAC



Bob Brabin Vice President

**13 CORRESPONDENCE****13.1 HEAVY VEHICLES - CROWLEY STREET****File Number:** REP18/238**Author:** Secretary Engineering**Authoriser:** Director of Environmental Services**Attachments:**  
1. Heavy Vehicle 1    
2. Heavy Vehicle 2  **REPORT**

Correspondence received from resident in Crowley Street expressing concerns over the heavy vehicles during harvest, and Councils response.

**RESOLUTION 85/2018**

Moved: Cr Dale Wiencke

Seconded: Cr Lindy Reinhold

It was resolved that Council note the report.

**CARRIED**



**FAXED**

CROWLEY ST

TEMORAH NSW

2666

17.12.17

DEAR MAYOR RICKS COUNCILLORS

I WISH TO MAKE A COMPLAINT ABOUT THE DIRTY BIG WHEAT TRUCKS THAT COME A LONG CROWLEY ST TO THE SILOS AND BACK AGAIN

THEY MAKE SUCH A TERRIBLE NOISE AND IT DOES NOT MATTER IF ITS 5.30AM OR 11.30PM A NIGHT THEY NEVER STOP EVEN A WEEKENDS.

THESE FARMERS THINK THEY OWN THE STREETS, THE WAY THEY SPEED UP & DOWN CROWLEY ST THERE WILL BE AN ACCIDENT SOON AND SOMEONE WILL BE KILLED OR INJURED.

I WOULD ALSO LIKE TO ADD THAT I AM VERY DISAPPOINTED THAT THE QUEENS BATON RELAY FOR THE COMMONWEALTH GAMES IS NOT

COMING THROUGH TEMORA FOR NEXT YEARS GAMES ON THE GOLD COAST. IT IS GOING THROUGH WAGGAH WEST WYALONG SO WHY NOT TEMORA THE ABOVE TOWNS EVEN HAD THE SYDNEY GAMES 2000 FLAME GO THROUGH THEIR TOWNS ITS NOT FAIR, TEMORA DESERVES THEIR TURN.

I KNOW THIS LETTER WON'T MAKE MUCH DIFFERENCE BUT CROWLEY STREET WOULD JUST ABOUT BE THE NOISIEST STREET IN TOWN.

THANK YOU

## Temora Shire Council



Our reference: RNF: NMB/R/03/18

26 March 2018

Crowley Street  
TEMORA NSW 2666

Dear Ms ,

Thank you for your recent correspondence in relation to trucks using Polaris Street and Temora missing the Commonwealth Games Queens Baton Relay. Your correspondence will be tabled at the April meeting of Council for consideration.

In relation to the heavy vehicle issue, I offer the following comments;

- Temora is a major producer of agricultural grain product in a NSW context.
- Average grain production is continually increasing as farmers take up 100% cropping operations and advances in technology enable higher average yield per hectare.
- Agricultural grain product is increasingly being transferred to rail freight at major local grain terminals (Temora), as opposed to minor district terminals (Ariah Park, Quandary, Combaning, etc).
- Polaris Street for many years has been the key north western link between our two major state roads the Goldfields Way and Burley Griffin Way.
- Heavy vehicle traffic utilising Polaris Street has been gradually increasing over time due to the agricultural industry factors listed above. Noting the large majority of heavy vehicle traffic using Polaris Street is local traffic as opposed to regional or interstate through traffic.
- Council is working on a long term (5-10 year) heavy vehicle access strategy, aiming to seek funding for the construction of a heavy vehicle alternate route around urban Temora. It must be noted however, that construction of a Temora Heavy Vehicle Alternate Route around urban Temora is a \$30-\$50 million dollar project and will rely on significant state and federal government buy in and funding contribution. State and Federal Government funding priorities are somewhat out of Councils control and the project will need to measure up in a state wide context to be a chance of gaining the required external buy in and associated funding.

Once again thank you for your concern and I am more than happy to discuss your correspondence in person if desired.





Yours faithfully

Rob Fisher  
ENGINEERING TECHNICAL MANAGER

For the GENERAL MANAGER

105 Loftus St,  
PO Box 262, TEMORA NSW 2666  
ABN: 55 048 860 109  
DX: 5494 Temora

t: (02) 6980 1100  
f: (02) 6980 1138  
temshire@temora.nsw.gov.au  
www.temora.nsw.gov.au

**13.2 THRIVE RIVERINA MEMBERSHIP****File Number:** REP18/267**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:**  
1. Thrive Riverina 1    
2. Thrive Riverina 2  **REPORT**

Council is in receipt of Thrive Riverina's Membership and Regional Tourism Marketing Prospectus 2018-2020.

Thrive Riverina request Council to review the prospectus and respond with an indication of participation by 30 April 2018 to enable planning to commence.

The annual membership fee for each Council is \$3,900 for 2018/2019 and \$4,020 for 2019/2020 excluding GST which is a total of \$7,920 for the two years. A two year membership commitment is required to enable effective planning and ensure continuity of campaigns.

If Council wishes to participate in the Co-operative marketing campaign this is \$5,000 for 2018/2019 and \$5,000 for 2019/2020 a total of \$10,000. This is matched dollar for dollar funding from DNSW

**RESOLUTION 86/2018**

Moved: Cr Dennis Sleigh

Seconded: Cr Dale Wiencke

It was resolved that Council notes the report.

**CARRIED**





riverina



## Membership and Regional Tourism Marketing Prospectus

2018 - 2020





## Meet our Board

Thrive Riverina is governed by a board of directors from across the region with a mix of representatives from Councils and industry.



**Craig Sinclair**  
(Chair)  
Temora Shire Council



**Jennifer Connor**  
Lockhart Shire Council



**Michael Harper**  
Hotel Rescue,  
Temora



**Brent Lawrence**  
Leeton Shire Council



**Paige Campbell**  
Griffith City Council



**Sara Morley**  
TAFE NSW,  
Wagga Wagga



**Luke Piccolo**  
Limone Dining,  
Griffith



**Rachel Whiting**  
Regional Development  
Australia Riverina,  
Wagga Wagga





## Welcome

Dear **Councils of the Riverina**,

There has been much change to the structure and operations of regional tourism over the past 12 months. As a result, Thrive Riverina (short for The Riverina Visitor Economy) was formed to maintain a common purpose amongst local government areas in our part of the larger Riverina Murray area. Importantly, Thrive Riverina works in collaboration with Destination Riverina Murray to develop tourism in our region, and seeks to complement its work without duplication.

Following several planning sessions with representatives from regional tourism stakeholders including member Councils and non-member Councils, we are pleased to finalise Thrive Riverina's new strategic plan for 2018 – 2020.

We have worked hard to develop an exciting program to increase promotion of and visitation to the Riverina region. It's an ambitious strategy, but by working collaboratively, we can highlight our region's strengths and increase the profile of the Riverina for the benefit of all.

This prospectus provides a summary of the strategic plan. We are seeking your commitment to membership of Thrive Riverina and participation in the strategic regional marketing campaigns, for a two-year period.

We ask that you review this prospectus and respond with an indication of your participation by 30 April 2018 to enable planning to commence.

Thank you to the many Council representatives who have already given me a verbal commitment to support Thrive Riverina. To have a truly representative voice for tourism in the Riverina and to achieve the strategic goals of this plan, a minimum of nine member Councils is required.

Please contact me by phone or email if you'd like to discuss any aspect of this prospectus. Alternatively, our Executive Officer, Sonia Casanova, is available to answer any questions you may have.

Sincerely,



Craig Sinclair, Chair  
0439 364 572  
chair@riverinatourism.com.au



## Summary of Strategic Direction

Following strategic planning sessions attended by key stakeholders from across the region, a new strategic direction has been developed. It includes a plan for the future direction, activities and role of Thrive Riverina for the next two years. This plan has been endorsed by Destination Riverina Murray (DRM), which views Thrive Riverina as a valuable combined tourism body.

The new strategic direction includes four main pillars, summarised below.



### Membership

Membership has been re-positioned to offer member councils more benefits for a fairer fee, with the option to participate in marketing campaigns relevant to the individual needs of their council. Collectively, we can have a more positive impact on tourism in the Riverina than any single Council on its own. Together we are stronger.



### Digital Marketing

Digital marketing assets will be revitalised to create a travel inspiration gateway for consumer traffic and we will be able to share these resources with our members. We will work with DRM, DNSW and member councils on a story telling approach to Riverina tourism.



### Taste Riverina

Taste Riverina will evolve from a month-long festival in October to a marketing tool for 'foodie' events at any time aimed at promoting visitation to the Riverina all year round. We'll also take the Riverina to the city with out-of-region events in Canberra and Sydney.



### Co-operative Marketing

In conjunction with DRM and DNSW, we will implement a unified and scalable destination marketing campaign informed by the new Destination Management Plan. This campaign will leverage dollar-for-dollar funding from DNSW and will be of such a scale as to ensure significant media buying power is achieved. This campaign will also create consistent regional branding that all participants can use.

## Membership



As a combined tourism body, Councils within the Thrive Riverina group can pool resources and funding to drive larger scale campaigns that generate more reach for the Riverina. Destination Riverina Murray has endorsed this approach as being valuable to the future success of tourism in the region.

Both the membership fee and member benefits have been revised to give each member the most from their investment, and are outlined below:

- **Weekly Blogger**  
Member councils will be included in a programme that will deliver weekly, consumer focused articles, created by a dedicated blogger who is committed to experiencing and writing about the Riverina. For more details, see Digital Marketing section.
- **Regular e-newsletters**  
Twice-monthly consumer focused e-newsletters comprising an events calendar and product news including new accommodation, attractions and experiences.
- **Social Media and Digital Assets**  
Members will have access to Thrive Riverina social media platforms for sharing promotional tourism messages.
- **Regional Groups and Member Forums**  
Thrive Riverina is committed to co-ordinating regional marketing campaigns that individual Councils may not be able to undertake on their own, including out-of-region events. Members will have the opportunity to be directly involved in the decision-making process, by participating in working groups with DRM, other Councils and operators that focus on tourism projects affecting the Riverina.
- **Leverage sponsorships**  
As a Thrive Riverina member, Councils will also be able to leverage relationships with sponsors and partners.

The annual membership fee for each Council is **\$3,900 for FY 2018/19** and **\$4,020 for FY2019/20** (excluding GST). Optional marketing investment opportunities will also be offered, in which members can participate depending on the individual objectives and budgets of their council.

**A two-year membership commitment** is required to enable effective planning and ensure continuity of campaigns.

## Digital Marketing



Riverina digital marketing platforms will be reinvigorated with a story-telling approach and the four channels outlined below will be interlinked to include consistent messaging. Linking Council tourism and event websites, we aim for these digital media platforms to become a gateway for consumers looking for travel inspiration to the Riverina.

### Websites

Content from our three live websites - riverinatourism.com.au, tasteriverina.com.au and insidetheriverina.com.au - will be rationalised and re-invigorated to create one inspirational travel website that encourages visitors to the Riverina. Popular stories from Inside the Riverina will be re-purposed and Taste Riverina will form part of a year-round calendar of food and wine events.

A working group of member councils and a representative from DRM will be created to inform and direct the website project with ongoing content meetings planned over the next two years. We will also work with member councils to create and use inspirational photography to promote the region as an experience destination.

### Social Media

Thrive Riverina's suite of social media platforms consist of Facebook, Instagram and Twitter and have a combined following of over 10,000 consumers. Currently all member councils have access to post to these pages, and this will continue as we have been able to maintain a steady stream of relevant information to keep consumers informed.

Future social media plans will focus on increasing relevant use of hashtags to optimise links with DNSW and Tourism Australia.

### Databases / e-newsletters

Our consumer databases contain over 4,100 subscribers. These subscribers will receive e-newsletters twice per month, promoting events and experiences in the Riverina:

1. What's on in the Riverina?
2. What's new in the Riverina?

Member councils will be invited to submit content and will receive a monthly digital activity report. Social media and out-of-region events will be used to increase subscriptions.

### Blogger – 'Riverina Champion'

An engaging and proactive blogger will be recruited to act as a brand champion for the Riverina. Each week, the blogger will visit attractions, events, restaurants and other places of interest across the region and write about their experiences in a weekly blog published on our website and through social media. The blogger will also record live Facebook sessions and share their content through other media, such as radio.

Each member Council will receive a minimum of three blog articles per year as part of their membership fee.



## Taste Riverina



Taste Riverina will transition from a month-long festival in October to become a year-long marketing umbrella for food and wine related events across the region. In addition, the Taste Riverina brand will be used as a vehicle to take the Riverina to the city with out-of-region events planned for key audiences in Canberra and Sydney.

### In-region events

Events that meet the Taste Riverina criteria can apply to use the Taste Riverina branding and utilise the entire marketing suite to promote attendance at their event (website, social media and e-newsletter database).

This year-round approach means that different parts of the region can promote events to encourage visitation during off-peak seasons and operators that want to hold events outside of October can now leverage the Taste Riverina branding.

Event operators may choose from two different promotional packages, with corresponding benefits and fees. There is no ongoing cost to member councils to support Taste Riverina.

#### Premium event promotion package:

- Website listing with homepage feature
- E-newsletter article
- Social media post
- Inclusion in monthly media release
- Option to boost posts and provide competitions for extra event promotion
- Permission to use the Taste Riverina logo for event promotion
- Cost = \$350 + GST per event, or \$299 + GST per event when 3+ events registered per year

#### Standard event promotion package:

- Website listing
- E-newsletter article
- Permission to use the Taste Riverina logo for event promotion
- Cost = \$99 + GST per event

### Out-of-region events

Under the Taste Riverina brand, we plan to take the Riverina experience to key audiences in Sydney and Canberra to promote our world-class regional produce, encourage visitation to the region and grow our database of 'foodies'.

#### Two activities are planned:

- **Menu Takeovers** in restaurants willing to organise Riverina-themed events on a seasonal basis using only Riverina produce. These events will showcase our regional producers, enabling them to reach new audiences for their product, and their participation fee will assist with promotional costs making this a cost-neutral activity.
- Attend **Weekend Markets** with an alley of marquees under the Taste Riverina banner, promoting a breadth of Riverina produce and various Riverina destinations. Using food-related experiences as a hook, these events will also promote the many other experiences in the Riverina, such as nature-based, outdoor experiences. Relevant operators and Councils will be invited to attend these markets on a user-pays system (similar to attending a trade show).



## Co-operative Marketing



Working collaboratively with DRM and DNSW, Thrive Riverina will help to coordinate a Riverina-wide cooperative marketing campaign. The objective of the campaign is to stimulate increased visitation to the region, with a specific focus on destination marketing and brand positioning.

Under the umbrella of the Regional Tourism Fund, DNSW provides an excellent opportunity to double Councils' financial investment in this marketing campaign. With a contribution from DRM and Councils, we have the ability to meet the \$100,000 minimum investment threshold required for eligibility.

DRM has commenced work on a project concept, which will be further refined in consultation with investment partners and DNSW prior to submitting an expression of interest for funding. The campaign would be delivered in partnership with DNSW, allow access to the expertise and media buying power of DNSW's marketing team.

Campaign planning will be informed by the 2018 DRM Destination Management Plan. DNSW has also committed to providing additional support to assist with research and development of Riverina branding.

The program will also provide a critical measurement mechanism to enable a detailed and evidence based understanding of the campaigns impact on visitation to the region.

### Objectives

This marketing activity is designed to increase brand awareness and visitation, including visitor numbers, length of stay and expenditure.

### Target markets

Target markets include Canberra, Sydney, greater Riverina and Murray, and northern Victoria.

### Product

- Product strengths of the Riverina will be highlighted including nature and wildlife, touring routes, and food and wine tourism. This will be further refined with input from participants.

### Timing

- By 30 April 2018 – Partner participation confirmed
- May – July 2018 – Content curation and development
- Late 2018/early 2019 – Phase 1 in market
- Mid 2019 – Phase 2 in market

### Investment Model

Partner	Investment
Destination Riverina Murray	\$25,000
Councils – Phase 1 (FY2018/19) – \$5,000 each x 10*	\$50,000
Councils – Phase 2 (FY2019/20) – \$5,000 each x 10*	\$50,000
Sub-total:	\$125,000
Destination NSW – matched contribution	\$125,000
Total campaign budget:	\$250,000

\*The campaign budget can be scaled up depending on the number of participants, and will attract matched funding from DNSW provided that commitment is received prior to submitting an application.

## Regional Tourism Participation Form

Thrive Riverina is committed to promoting the region as a whole, with the aim of benefiting all member councils and increasing tourism to the Riverina.

Strong working relationships with Destination River Murray, revitalising digital assets, transforming Taste Riverina and the development of a long-term co-operative marketing plan will ensure our region can attract more visitors.

**Please review the benefits and select the membership level for your council.**

Council:	
Contact:	
Email:	
Phone:	

	FY 18/19	FY 19/20	Total over 2 years	Tick to participate
<b>Membership fee, includes:</b> <ul style="list-style-type: none"> <li>- Access to websites, social media and e-newsletters</li> <li>- Participation in weekly blogger campaign</li> <li>- Operator access to Taste Riverina marketing</li> <li>- Invitations to participate in out of region promotions</li> </ul>	\$3,900	\$4,020	\$7,920	<input type="checkbox"/>
<b>Co-operative marketing campaign, includes:</b> <ul style="list-style-type: none"> <li>- Participation in regional tourism marketing campaign jointly run by DRM and DNSW</li> <li>- Dollar for dollar matched funding from DNSW</li> </ul>	\$5,000	\$5,000	\$10,000	<input type="checkbox"/>

Fees will be invoiced on 1 July in each financial year. Amounts above exclude GST.

**Please email this completed form to Sonia Casanova ([admin@riverinatourism.com.au](mailto:admin@riverinatourism.com.au)) no later than 30 April 2018.**

**For further information, please phone Sonia on 0427 630 349.**



28/03/2018

Thrive Riverina  
PO Box 794  
Griffith  
NSW, 2680

Craig

Thank you for providing Destination Riverina Murray an opportunity to review the Thrive Riverina Prospectus 2018-2020 prior to the document being circulated to potential member councils. I appreciate the genuinely collaborative approach Thrive have taken during the development of the prospectus, including opportunities for DRM to review and provide feedback at various points in the documents development.

Destination Riverina Murray is committed to increasing visitation to the region. To achieve our objectives, DRM will require strong partnerships with all stakeholder groups including tourism businesses, community groups, event organisers, local governments and specifically with tourism organisations such as Thrive Riverina. By adopting a collaborative approach, we can ensure our limited resources are applied effectively and without duplication.

The deliverables outlined within the Prospectus offer a strong platform for marketing the Riverina and by working in partnership with DRM I am confident Thrive can ensure the investment requested from local governments is effective at achieving our common goal to increase visitation to the region.

As you have outlined within the Prospectus, DRM is currently developing an expression of interest to Destination NSW for a cooperative marketing campaign through the Regional Tourism Fund. DRM consider marketing activity as a key component of stimulating increased visitation and the Coop Marketing Program offered by Destination NSW is an excellent opportunity to increase (double) the value of investment while also accessing the expertise and media buying power of Destination NSW's marketing team.

I encourage you to please include this letter indicating my support for the Thrive Riverina Prospectus and the following Cooperative Marketing Project Outline when it is circulated to potential members.

Thank you, I look forward to working with for the benefit of tourism in the Riverina region.

A handwritten signature in black ink, appearing to read "Richie Robinson", is positioned above the printed name.

Richie Robinson  
General Manager



## Riverina Murray Cooperative Marketing Project Outline

### Summary

Destination NSW currently offers a cooperative marketing program as part of the Regional Tourism Fund. Destination Networks are encouraged to submit expressions of interest to the program with a minimum investment of \$100,000 required for eligibility. The investment provided by the applicant and their partners will be matched by DNSW and the campaign activity will be project managed by DNSW in consultation with the applicant.

DRM has developed a project concept with a view to refining in consultation with investment partners and Destination NSW prior to submitting an expression of interest to the Program. It is envisaged one EOI would be submitted and two campaigns (Riverina and Murray) delivered in partnership with DNSW.

More information about the program including the guidelines can be reviewed at the Destination NSW website.

### Objective

While visitation to the region is growing, the Destination Management Plan (DMP) consultation process indicated that the Riverina is suffering from low levels of brand awareness and that it is critically important to be active and aggressive in reversing the negative or non-existent perceptions.

The development of renewed Riverina branding supported by the delivery of an effective marketing campaign will begin to address the low brand awareness and increase growth in key markets, for example people visiting for holiday. Research undertaken during the development of the DMP indicates that while the region has experienced strong visitor growth between 2007 and 2017 for people visiting friends and relatives or on business travel, there has been relatively low growth in people visiting for a holiday.

Please refer to the following extracts from the Destination Management Plan:

### Riverina Murray – Growth in Overnight Visitors by Purpose

Purpose	2008 Visitors	2017 Visitors	Change	% Change
Holiday	714,262	785,992	+71,730	+10%
VFR*	608,557	747,834	+139,277	+23%
Business	329,922	483,498	+153,576	+47%
Other reason	85,771	110,185	+24,414	+28%
In transit	96,865	121,335	+24,470	+25%
Not stated/not asked	15,730	21,170	+5,441	+35%
Total	1,851,107	2,270,015	+418,908	+23%





#### Riverina Murray - Growth in Daytrip Visitors by Purpose

Purpose	2008 Visitors	2017 Visitors	Change	% Change
Holiday	1,108,124	1,167,397	+59,273	+5%
VFR*	405,412	688,840	+283,428	+70%
Business	213,298	398,698	+185,400	+87%
Other reason	364,367	687,411	+323,044	+89%
Total	2,091,201	2,942,346	+851,145	+41%

*\*Visiting Friends and Relatives*

DRM is committed to stimulating increased visitation to the Riverina Murray region and considers marketing activity as a key component of achieving this outcome. The relatively low brand awareness and growth in holiday visitation can be positively impacted through effective marketing delivered in partnership with Destination NSW.

#### Timeline

To align with the requirement for LGAs to respond to the Thrive prospectus by April 30, 2018 the following timeline is proposed to submit an expression of interest to the Cooperative Marketing Program:

Activity	Deadline
Receive investment commitment through Thrive Prospectus.	30 April, 2018
Submit application to DNSW.	May, 2018
Development of strategic approach by DNSW for review and approval by stakeholders.	June - July 2018
Development of campaign overview for review and approval by stakeholders.	August - September 2018
Phase 1 of Riverina campaign in market, including brand development.	Late 2018, early 2019
Phase 2 of Riverina campaign in market.	mid-late 2019

#### Investment

The investment model proposed will allow for the delivery of two separate campaigns – one campaign promoting visitation to the Riverina region and another campaign promoting visitation the Murray River region. Please note, investment to the Murray component of the project will be managed separately to the Thrive Riverina prospectus by DRM and Murray Regional Tourism.





As outlined within the Thrive Riverina Prospectus, the following investment model is being proposed:

Organisation/LGA	Murray Campaign	Riverina Campaign	Total Funding
Destination Riverina Murray	\$25,000	\$25,000	\$50,000
Murray Regional Tourism and/or Murray LGAs	\$50,000		\$50,000
Thrive Riverina and/or Riverina LGAs		\$100,000	\$100,000
Sub-Total	\$75,000	\$125,000	\$200,000
Destination NSW (matched contribution)	\$75,000	\$125,000	\$200,000
<b>Total</b>	<b>\$150,000</b>	<b>\$250,000</b>	<b>\$400,000</b>

The figure of \$100,000 outlined as the LGA contribution for the Riverina is based on a total contribution of \$10,000 from a minimum of 10 Riverina LGAs. The contribution is proposed to be split across two financial years, \$5,000 in 2018/19 and \$5,000 in 2019/20 as per the following table:

Financial Year	Investment	Invoiced	Applied to Campaign
2018-19 FY	\$5,000	July 1, 2018	Phase 1
2019-20 FY	\$5,000	July 1, 2019	Phase 2

It is important to note that investment in the Riverina campaign is open to all local government areas within the DRM region and not restricted to members of Thrive Riverina. However, membership to Thrive Riverina should be strongly considered as it will enable opportunities to pool membership funding and leverage off the campaign through additional marketing activity delivered in support of the main campaign and brand development process. DRM is supportive of LGAs choosing the option that is best suited to their marketing needs.

The Riverina campaign will include a portion of brand development that will result in a new branding for the region. It should be noted that this component of the campaign will be executed in phase 1 of the project and requires a significant amount of the funding. By executing the brand development in phase 1, this enables phase 2 to be entirely dedicated to marketing and promotion of the Riverina in sync with the newly developed branding and image. The breakdown between brand development and marketing will be outlined within the strategic approach developed by Destination NSW, received in June-July as per the timeline. The delivery of this marketing campaign for the Riverina will also provide a critical measurement mechanism to enable a detailed and evidence-based understanding of the campaigns impact on visitation to the region and return on investment. In addition, research undertaken on the perceptions and recognition of the Riverina brand pre and post campaign will provide valuable insights to accurately inform future marketing activities.

**Commitment**

To enable DRM to progress the expression of interest, a financial commitment is required from a minimum of 10 LGAs as per the budget. Commitment can be indicated through your response to the Thrive Riverina Prospectus before April 30, 2018. Please note, a total commitment of \$10,000 is required per LGA and can be drawn from the 2018/19 and 2019/20 financial years as outlined above.

**Next Steps**



Following the submission of the expression of interest to the Cooperative Marketing Program, Destination NSW will develop a strategic approach to the campaign. To manage the review and approval of the strategic approach and key decisions as the process progresses, DRM and Thrive Riverina will convene a project group. Representation on the working group will be available to each LGA invested in the project and the group will meet at regular intervals as the project progresses through development, implementation and review.

**Questions or Clarification**

If you have any questions about the approach outlined above, please feel free to contact the DRM General Manager Richie Robinson on 0418 439 202 or [richie.robinson@destinationrm.com.au](mailto:richie.robinson@destinationrm.com.au).

**Action to Take Now**

Complete and return your response to the Thrive Riverina Prospectus before April 30, 2018, indicating your commitment to participate in the cooperative marketing program.

**13.3 SCHOOLS YOUTH WORKER****File Number:** REP18/306**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Youth Worker  **REPORT**

Council is in receipt of correspondence from Temora High School and Temora Primary School seeking financial support for the presence of a Youth Worker at the schools.

The schools are seeking \$7,000 for each school to match grant funding received.

**RESOLUTION 87/2018**

Moved: Cr Max Oliver

Seconded: Cr Dennis Sleigh

It was resolved that Council takes no action and the report is noted.

**CARRIED**



General Manager,  
Temora Shire Council,  
Loftus St,  
Temora, 2666

Mr Gary Lavelle,



I am writing to invite you to financially support an increased presence of a Youth Worker in Temora High School and Temora Public School.

Both schools have been successful in receiving a grant for a Student Wellbeing Support Officer (Youth Worker) to work in the schools for 10 hours/school/week. To receive this grant the Temora Community is required to match 1/3 of the funding to the value of \$14,000 (\$7,000 for each school).

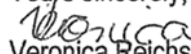
The Youth Worker's role in the schools is different to that of a teacher by filling in the gap between teacher and students. The Youth Worker is another pair of ears available throughout the day to listen to problems, circumstances or just stories. This gives the students a feeling that they are valued and cared for by offering advice and referrals as requested. This advice may be as simple as "Yes, that sounds like a good idea" or "talk to this person. They can help."

We believe the work of a Youth Worker is of vital importance to the students of the school and it complements the role of teachers. We are asking you to support this wonderful initiative by donating to the schools to help them fund the Youth Worker.

Donations are being collected separately by the schools directly, and all funds donated will go towards that school's target – no donations will be used for administration purposes. Receipts will be issued by the schools.

Thank you for your consideration of this extra support for students of our community.

Yours sincerely,

  
Veronica Reichstein  
Chair – Chaplain Support Committee  
'Culingera', Temora  
0269731740

**13.4 BOGINDERRA HILLS NATURE RESERVE****File Number:** REP18/309**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Boginderra Hills Nature Reserve  **REPORT**

Council has received correspondence from a rural landowner with concerns regarding the opening of the Boginderra Hill Nature Reserve as a recreational destination for both residents and visitors.

The resident is raising concerns about noxious weeds and problems encountered over the years from squatters to motor bike riders.

**RESOLUTION 88/2018****Moved:** Cr Max Oliver**Seconded:** Cr Dennis Sleigh

It was resolved that Council notes the report until a further report is presented to Council.

**CARRIED**



65158

Temora NSW 2666  
27<sup>th</sup> March, 2018

Temora Shire Council  
Cr Rick Firman

RE: Boginderra Hills Nature Reserve

Dear Rick,

After reading an article in Temora Independent dated 27 February, 2018, I understand that the Temora Shire Council is considering the proposal of opening up and promoting the Boginderra Hills Nature Reserve as a "recreational destination for both residents and visitors". I would like to inform the Council that this area is a Nature Reserve and not a National or State Park. There is a major difference. The majority of the Nature Reserve is owned by National Parks and Wildlife and their "Plan of Management" (which can be found at [boginderra-hills-nature-plan-of-management-080661.pdf](http://boginderra-hills-nature-plan-of-management-080661.pdf) from [environment.nsw.gov.au](http://environment.nsw.gov.au)) states "Nature reserves differ from national parks in that they do not have as a management principle the provision of opportunities for visitor use." Other parts of the Plan also state "is important as a remnant of bushland in an area that has been largely cleared for agricultural production" and "the reserve is not promoted for recreation". If the Council's proposal continues I think the impact on the Reserve and surrounding area will be very detrimental to the bush land and wildlife that the National Parks and Wildlife are trying to preserve. The spreading of weeds, the high risk of fire and the rubbish left behind are some of the problems I can think of.

The Council previously had a picnic area located on Traegers Lane known as the Narraburra Picnic Area. This area was utilised by lots of people but eventually had to be shut down due to the constant problems of rubbish left behind, broken glass, the problem of camp fires and generally the misuse of the area extending from the picnic area and into the privately owned hills.

Sections of the Boginderra Hills are still owned by local farmers and these sections are not fenced off. I actually own a section of the hill adjacent to the proposed access road and car park area. When I organise my public liability insurance for the farm I am asked lots of questions regarding who I allow access onto my farm. This has included questions like "do you allow people to go yabbing on your farm". If your proposal of improving access and promoting the area for visitors continues, how do you propose to deal with the areas that are not owned by National Parks & Wildlife and the public liability insurance issues?

If after considering the effects and the impact the proposal would have not just on the surrounding area but on the reserve itself but you still feel the Temora Shire needs to promote the area as a recreational destination, I ask that you please consider the access points to the Reserve. There are currently two public access points to the Reserve and the proposal that the Council is considering is "reinstating the access road and improve Heinrich's Lane and consider creating a parking and picnic area"

Heinrich's Lane is 3.2km of dirt road currently not used by very many people. The Council have always graded this road to only half way and during the wet year of 2016, large sections of the road were washed away with large gutters. There is a cement creek crossing the Pigeon Creek. This creek carries a lot of the water from the hills and can rise very quickly in a sudden downpour. With no other way out of Heinrich's Lane except through private property, people may be trapped. The creek crossing usually becomes passable a couple hours after rain ceases.

The newspaper article also states you are considering the idea to "reinstate the access road". I assume you propose to clear the road from Heinrich's Lane up to the base of the hill for the car park and picnic area. This lane is approximately 1/2km and I have never seen this cleared. It is overgrown with trees, shrubs, bushes and logs. In the present state you cannot even ride a motor bike through it. Along this lane there is an outbreak of St John's Wort which I am constantly spraying. Also along Heinrich's Lane there are catheads and khaki weed which I am trying to control. Extra traffic along these lanes will only spread these weeds.

The other public access to the Boginderra Hills Nature Reserve is a dirt lane approximately 1/2km long on the north west side of the hill. There are no creek crossings on this access road but there are the same weed problems. Please talk to the people that live near this access point to hear the problems that they have encountered over the years ranging from squatters to motor bike riders.

I have spoken to the National Parks & Wildlife Service, Western Rivers Region Office phone 02 6966 8100 and was advised they replied to correspondence from Temora Shire Council noting their concerns about your proposal and made suggestions about promoting other existing National Parks.

I have sent my letter to each Temora Shire Councillor and I am very happy to answer any questions you may have.

Thank you for taking the time to read my letter. I fully understand that you make lots of decisions regarding lots of different and wide ranging issues.

Yours faithfully

**13.5 SCOUT HALL PROPERTY****File Number:** REP18/322**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Imagine Temora  **REPORT**

Council is in receipt of a letter of support from Imagine Temora s355 Committee advising that they fully support a request to Temora Shire Council to purchase the old scout hall property as a Temora Cultural Arts Centre.

Imagine Temora Executive have obviously canvassed members of the Committee to gauge their support as there has been no recent Imagine Temora Committee meeting.

**RESOLUTION 89/2018**

Moved: Cr Claire McLaren

Seconded: Cr Dennis Sleigh

It was resolved that Council notes the report.

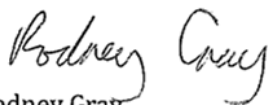
**CARRIED**

April 10 2018  
Temora Shire Council

IMAGINE TEMORA

On behalf of IMAGINE Temora, we would like to inform the Temora Shire Council that we fully support the purchase of the Old Scout Hall property, as a Temora Cultural Arts Centre for all Temora Shire residents.

We request that this matter be considered at your April Temora Shire Council meeting.



Rodney Gray  
Secretary Imagine Temora

After Consultation with:-

Bob Brabin	(President Imagine Temora)
Susan Jeri	(President Temora Arts Council)
Dennis Sleigh	(Temora Shire Council representative)
Libby Hanlon	(Woman's network Group)
Colette Balzer	(Temora and District Visual Arts Community - TADVAC)
Taz Rundle	(Temora Town Band)
Andrew Robbins	(Fine Arts Group/ Classical)
Louise Adams	(Lifestyle Group)
Rodney Gray	(Temora Original Live Music Group)
Chris Watson	(Motion Art Temora)
Craig Dixon	(Motion Art Temora)
Amanda Gay	(Arts and Culture Temora Shire Council )

**13.6 ST ANNES SCHOOL - PLAYGROUP****File Number:** REP18/328**Author:** Secretary Engineering**Authoriser:** Engineering Technical Manager**Attachments:** 1. St Anne's Central School - Playgroup  **REPORT**

Council is in receipt of correspondence from St Anne's Central School seeking financial assistance in funding a Playgroup for the young families in Temora. The playgroup would operate on a weekly basis for 2 hours in the St Anne's School hall and Playground.

**RESOLUTION 90/2018**

Moved: Cr Dale Wiencke

Seconded: Cr Max Oliver

It was resolved that Council notes the report.

**CARRIED**

Cr Dennis Sleigh declared a pecuniary interest in relation to item 13.6 St Anne's School, due to being a Board member of the School Board.

Cr Dennis Sleigh left the room at 6:18 PM and took no further part in the discussion.

Mr Kris Dunstan declared a pecuniary interest in relation to item 13.6 St Anne's School, due to being Chairman of the School Board.

Mr Kris Dunstan left the room at 6:18 PM and took no further part in the discussion.

At 6:21 pm, Cr Dennis Sleigh and Mr Kris Dunstan returned to the meeting.



St Anne's Central School  
DeBoos St  
Temora 2666\

11th April, 2018

Temora Shire Council  
105 Loftus St  
Temora 2666

Dear Gary,

As part of our commitment to Wellbeing and Parent Engagement within our school community and the wider Temora community, we are looking to establish a Playgroup for the young families of Temora. Our Playgroup would operate on a weekly basis for 2 hours, in our school hall and playground.

We have investigated current supports already being offered in our community and discovered that there is a real need and a desire for a Playgroup, inclusive for all, to operate in Temora. Our Playgroup will provide a time and place for all parents and their children to come together and meet in an informal manner to chat, gain support, make friends, share ideas, and play with their own and other children. Temora has 2 organisations offering "Mainly Music", and our local Preschool runs a playgroup targeted for certain demographics - such as isolated families and young parents. However, there is not a general Playgroup, available for all.

An additional and innovative function of our Playgroup would be to provide an opportunity on a regular basis (perhaps monthly) for health and education professionals and various community groups to come and speak with parents and/or children about certain topics. These may include visits from the following: Occupational Therapists, Speech Pathologists, Early educators, local gardening groups, local artists, to name a few.

Providing families with access to these specialists is important for all communities. In a small rural town such as Temora it is often difficult for families to access these services due to our location, long waiting lists, and lack of/shortage of these services. Time and financial restraints may also make access difficult for some families. By inviting specialists to come to our Playgroup, we are in essence bringing the services, or at least an introduction to the services, to the people. Access to certain professionals and their services is often essential in preparing young children for school and ensuring success during their early years.

In order for our Playgroup to operate in the above mentioned manner, we are seeking financial assistance from Temora Shire Council. This money would primarily be used for physical resources, and to finance the visits by professionals. Some may be willing to give their time and services voluntarily, however, some will require payment. Our school, St Anne's is able to provide some financial assistance for this Playgroup. Our Playgroup will be

registered with Playgroup NSW who provides a variety of ongoing supports to their members.

We would like to start this Playgroup early in Term 2, which commences during the first week of May. We would appreciate your consideration of our request at your earliest possible convenience.

Improving the health, welfare and development of young children, and providing parents with support, will certainly be aided by the successful operation of our Playgroup. Thank you for taking the time to consider our request for financial support.

Yours faithfully,

Louise Gaynor  
(Classroom Support Teacher)

Margo Townsend  
(St Anne's Community Council)

Kathy Holding  
(Principal)

**14 NOTICE OF MOTION**

Nil

**15 BUSINESS WITHOUT NOTICE****1 CR JUDD**

Cr Nigel Judd enquired if a Signage Meeting will be occurring in the near future.

***Director of Administration & Finance advised that a signage meeting will be held next committee day.***

**2 CR MCLAREN**

Cr Claire McLaren advised that she has completed her university course and thanked Council for the financial support towards the course.

**3 CR FIRMAN**

Cr Rick Firman advised that himself and Director of Administration & Finance Mr Steve Firth met with the CEO Jill Ludford from Murrumbidgee Health on Wednesday 18 April. They were given a general update on the theatre and advised that it will be open again in mid July.

**1 INFORMATION PAPER****RESOLUTION 91/2018**

Moved: Cr Graham Sinclair

Seconded: Cr Nigel Judd

It was resolved that the Information Paper be received.

**CARRIED**

**16 COUNCILLORS INFORMATION PAPER****16.1 NOTICE BOARD - APRIL 2018**

**File Number:** REP18/257  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**April**

- 12 Alzheimer's memory Van Visit @Temora Ex Services Club
- 14 Michael Fix with Christine Collister  
7:00pm – Meagher Building Basement
- 14 Bluescope Youth Orchestra  
Temora Memorial Town Hall at 2:30pm
- 20 Youth Week  
10:00am – 2:30pm Temora Skatepark and Sound Shell
- 21 Can Assist Fashion Parade  
2:30pm Temora Ex Services Club
- 25 Anzac Day  
6:00am Dawn Service  
11:00am Service
- 28 & 29 Autumn Weekend Aircraft Showcase
- 28 Jetboats at Lake Centenary – 2:00pm
- 28 TBEG Beers n Business Connect Event – Temora Hotel 5:30pm
- 29 Temora Show & Shine  
9:00am at Temora Greyhound Track

**May**

- 5-15 Temora Library - Australian Inspiration  
Display from the State Library of NSW
- 8 Welcome New Residents  
BBQ at Bundawarra Centre

**16.2 TEMORA MEMORIAL TOWN HALL - INCOME & EXPENDITURE MARCH 2018**

**File Number:** REP18/298  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**FIRST HEADING****INCOME** \$

Balls  
Bar  
Concerts  
Crockery Hire  
Dance Prac  
Dances  
Exams  
Expo's  
Foyer  
Hall 30.00  
Kitchen  
Musical Recital  
Piano Hire  
Presentation Nights  
Stage Hire  
Supper Room  
Table Hire  
Workshops

**TOTAL INCOME** \$30.00

**EXPENDITURE** \$**Utilities**

Gas  
Water  
Electricity  
Rates

**Cleaning**

Supplies  
Wages 454.55

**Maintenance**

Includes Plant, Stores, Handyman's Wages 122.14

**Administration**

Wages 1,491.12  
Miscellaneous

**TOTAL EXPENDITURE** \$2,067.81



**16.3 WORKS REPORT - APRIL, 2018**

**File Number:** REP18/258  
**Author:** Secretary Engineering  
**Authoriser:** Director of Environmental Services  
**Attachments:** Nil

**REPORT****Main Roads**

- MR57 Inspection & routine maintenance
- MR84 Inspection & routine maintenance
- MR241 Inspection & sealing
- MR398 Inspection
- Barmedman Creek widening
- Barmedman/Yiddah rehabilitation

**Local Roads**

- Back Mimosa Road & Morangarell Road reconstruction

**Urban Temora & Aria Park**

- Aerodrome flood damage taxiway
- Aerodrome hardstand northern end
- Aerodrome skyfuel hardstand
- Aria Park Main Street upgrade western side

**Works Planned for Next Month**

- Barmedman/Yiddah rehabilitation
- Aerodrome
- Morangarell Road rehabilitation
- Aria Park Main Street

***For Councils Information******Report by Mick Mannion***

**16.4 REMO REPORT FOR THE TEMORA LOCAL RESCUE COMMITTEE****File Number:** REP18/301**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. REMO [!\[\]\(a870788d6ed9b8fd294b7654a8c8526b\_img.jpg\)](#) *For Councils Information*

**Anne Rands**

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**From:** Anne Rands  
**Sent:** Tuesday, 10 April 2018 8:59 AM  
**To:** Anne Rands  
**Subject:** FW: Minutes - Rescue Committee [DLM=For-Official-Use-Only]

**From:** Owen Plowman]  
**Sent:** Monday, 9 April 2018 8:44 AM  
**To:** Alex Dahlenburg  
**Subject:** Re: Minutes - Rescue Committee [DLM=For-Official-Use-Only]

Hi Alex,

REMO Report for the Temora Local Rescue Committee:

- The Riverina Murray Regional Rescue Committee will host a Heavy Vehicle Rescue Exercise in Wagga Wagga on May 20<sup>th</sup>. More information will be provided to Riverina Murray based local rescue units via their agencies in coming weeks.
- RCR are more easily attained and maintained that the current GLR category. SRB is attempting to bring remote area response times back within the prescribed 60min for rescue across rural/remote NSW. This initiative is being considered in two locations (Moulamein & Euston) in the western remoter parts of our current EM region.
- Rescue Unit Inspections for the 2018 calendar year are currently being planned by NSW PF EMU in consultation with Regional Rescue Committees. Dates and locations for Riverina Murray based rescue unit inspections will be released in due course.
- NSW SES reported at the recent Riverina Murray Regional Rescue Committee that the Joint Primary rescue response arrangements at Temora will conclude as of the 1st of July 2018.

Regards

Owen

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This email and any attachments may be confidential and contain privileged information. It is intended for the addressee only. If you are not the intended recipient you must not use, disclose, copy or distribute this communication. Confidentiality or privilege are not waived or lost by reason of the mistaken delivery to you. If you have received this message in error, please delete and notify the sender.

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**16.5 BUILDING APPROVALS - MARCH, 2018**

**File Number:** REP18/294  
**Author:** Secretary Engineering  
**Authoriser:** Engineering Technical Manager  
**Attachments:** Nil

**DEVELOPMENT CONSENTS ISSUED**

- ✓ DA/CC/FSS 93/2017 – Lot 11; DP 600561 – 2/101 Kitchener Road, Temora – Modifications and Workshop Extension
- ✓ SUB 7/2018 – Lot 14; DP 1046561; 3 Kurrawong Street, Temora – Residential Subdivision
- ✓ SUB 14/2018 – Lot 1; DP 955366; 20 Cootamundra Road, Temora – Strata Subdivision
- ✓ DA/CC 15/2018 – Lot 2; DP 1233275; 96 Kitchener Road, Temora – Residential Storage Sheds/Garages
- ✓ DA 18/2018 (Sec 68) – Lot 65; DP 750859; 508 McLeods Road, Quandary – Transportable Dwelling
- ✓ SUB 19/2018 – Lot 14; DP 1022486; 37 Tom Moon Avenue, Temora – Subdivision (Boundary Adjustment)

**COMPLYING DEVELOPMENT ISSUED**

- ✓ CDC 10/2018 – Lot 2; DP 348901; 119 Kitchener Road, Temora – Residential Storage Shed/Garages
- ✓ CDC 11/2018 – Lot 3; DP 793019; 8 Clarke Street, Temora – Dwelling House
- ✓ CDC 12/2018 – Lot 5; DP 1106989; 19 Clarke Street, Temora – Dwelling House
- ✓ CDC 13/2018 – Lot 5; DP 4778; 74 Austral Street, Temora – Rear Verandah/Patio

***Report By Kris Dunstan***

**16.6 EVENT COSTINGS 2017/2018****File Number:** REP18/270**Author:** Secretary Engineering**Authoriser:** Engineering Technical Manager**Attachments:** 1. Event Costings 2017/2018 [!\[\]\(0aff635c4179ba9e710b00f4b01d3b20\_img.jpg\)](#) 



### Event Costings 2016/2017

Event	Actual Cost to Council	Estimated Cost to Council	Cost to Event Organiser
NYE Celebration 2016/17	\$459.43	-	\$ -
Anzac Day 2017		\$ 1,315.00	\$ -
Temora Rural Museum Open Day		\$ 995.00	\$ -
Australia Day Ceremony - Temora		\$ 1,225.00	\$ -
Australia Day Breakfast - Aria Park		\$ 25.00	\$ -
Station Sounds		\$ 505.00	
Temora West School Fete		\$ -	\$ 25.00
Horsepower		\$ -	\$ 25.00
Big River Entertainment		\$400.00	\$-
<b>TOTAL:</b>	<b>\$459.43</b>	<b>\$ 4,465.00</b>	<b>\$ 50.00</b>

### Event Costings 2017/2018

Event	Actual Cost to Council	Estimated Cost to Council	Cost to Event Organiser
Aria Park Mary Gilmore Festival		\$1,300.00	\$175.00
Aria Park Christmas Tree 2017		\$25.00	\$0.00
Australia Day - Temora		\$305.00	\$0.00
Australia Day - Aria Park		\$25.00	\$0.00
Temora Show Society		\$555.00	
2017 Regency Ramblers Rod & Custom Club		\$675.00	
2017 Music, Food & Wine in the Vines		\$785.00	
Temora Rural Museum Live Exhibition		\$995.00	\$0.00
2018 Temora Anzac Day		\$1,315.00	\$0.00
Temora Christmas Eve Mass		\$160.00	\$25.00
Bikers 4 Boobs		\$235.00	
TBEG Light Up Christmas Street Fair		\$700.00	\$175.00
New Years Eve Celebrations		\$590.00	\$75.00
Freight Train Blues		\$320.00	\$25.00
Grandparents Day 2017		\$1,280.00	\$75.00
NSW RFS Games		Nil	
Railyard Trail, Book Launch & Boofhead		\$125.00	\$0.00
<b>TOTAL:</b>	<b>Nil</b>	<b>\$9,390.00</b>	<b>\$550.00</b>

*Note: The event applications listed below were approved within the 2016/17 financial year, however the process of costing out each event was not being carried out at this stage.*

Aria Park Bulk Grain Handling Centenary  
 Oars 4 a Cause  
 Fisherama  
 Carols at the Ampitheatre 2016

**16.7 CASH & INVESTMENTS FOR PERIOD ENDED 31 MARCH 2018****File Number:** REP18/296**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Cash & Investments - March 2018 [!\[\]\(a870788d6ed9b8fd294b7654a8c8526b\_img.jpg\)](#) 


 Temora Shire Council  
**Cash & Investments**  
 For the period ended 31st March, 2018

	Original Budget 2017/18	Revised Budget 2017/18	Actual YTD Figures
<b>Externally Restricted</b>			
Sewerage Services	682,316	682,316	1,257,834
Waste Management	777,317	777,317	762,848
<b>HACC</b>			
HACC Unexpended	547,392	547,392	282,074
HACC-ELE	379,919	379,919	379,919
Total HACC	927,311	927,311	661,993
<b>Total Externally Restricted</b>	<b>2,386,944</b>	<b>2,386,944</b>	<b>2,682,675</b>
<b>Internally Restricted</b>			
Leave Reserves	1,536,943	1,536,943	1,536,943
Roads Reserve	749,686	749,686	355,360
Local Roads	804,592	804,592	622,262
FAGS Received in Advance	0	0	0
Industrial Development	198,824	198,824	198,824
Plant & Vehicle	303,727	303,727	334,748
Izumizaki Donation	2,152	2,152	2,152
Gravel Royalty	342,944	342,944	381,000
Medical Complex Development	38,648	38,648	38,221
Infrastructure	850,000	850,000	775,000
Shire Entrance Signs	50,000	50,000	0
Kerb & Gutter Program	(187)	(187)	54,888
Tom Moon Ave Heavy Patching	5,929	5,929	0
MapInfo/GIS Upgrades	17,700	17,700	17,700
Callaghan Park CCTV	20,000	20,000	20,000
Ariah Park Youth Hall Revote	8,110	8,110	8110
CCTV Upgrade Revote	25000	25,000	25000
Aerodrome - Seal around Fuel Facility Revote	32000	32,000	32000
Footpath Hoskins Street Northern End Revote	15000	15,000	25000
Aerodrome Signage	9500	9,500	9500
Stormwater Drainage Flood Studies & Construction Programs	112428	112,428	102156
Temora West Sportsground Upgrade Dressing Shed & Toilets Rev	0	0	28134
Mobile Stage Upgrade Revote	30000	30,000	9726
NRCC House Asbestos Removal Revote	61000	61,000	60016
Town Entrance Beautification Revote	10000	10,000	10000
<b>Total Internally Restricted</b>	<b>5,223,996</b>	<b>5,223,996</b>	<b>4,646,739</b>
<b>Total Reserves</b>	<b>7,610,940</b>	<b>7,610,940</b>	<b>7,329,414</b>
<b>Cash &amp; Investments</b>			
Westpac Cheque Account			140,694
Westpac Deposit Account			0
Macquarie Bank DEFT Account			50,455
Bankwest			509,543
NAB			500,000
Bankwest			506,873
NAB			500,000
ME Bank Term Deposit			0
BOQ			500,000
ME Bank Term Deposit			0
AMP Term Deposit			576,989
AMP Term Deposit			502,762
AMP Business Saver Account			527,397
AMP Notice Account			3,426
NAB Term Deposit (24-701-8261)			0
NAB Term Deposit (77-177-3095)			0
AMP Term Deposit			500,000
AMP Term Deposit			532,436
BOQ			500,000
AMP Term Deposit			500,000
Bankwest			502,049
Westpac Cash Reserve			3,937
<b>Total Cash &amp; Investments</b>	<b>7,610,940</b>	<b>7,610,940</b>	<b>6,856,562</b>
<b>Cash Deficit</b>			<b>(472,852)</b>

I certify that the investments have been made in accordance with the Act, the Regulations and Council's actual Investment Policy.

  
 Steve Firth  
 Responsible Accounting Officer

**16.8 RATES COLLECTION - APRIL 2018****File Number:** REP18/299**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Rates Collection - April 2018 [!\[\]\(c694a3ff3b077d76910920a6a1593ab4\_img.jpg\)](#) 

Rates Collections												
Rates 2017/2018												
Category	Arrears	Levies including Interest & Legals	Total	Pension Rebates	Adjusted Total	Payments	Rates		Rates		same period last year	
							Outstanding 09/04/2018	Outstanding %	Outstanding 06/4/2017	Outstanding %		
Farmland	9,119.11	1,823,899.16	1,833,018.27	-4,500.08	1,828,518.19	-1,401,153.10	427,365.09	23%	417,537.96	23%		
Residential Temora Occupied	32,647.13	1,161,961.21	1,194,608.34	-84,521.57	1,110,086.77	-838,252.98	271,833.79	24%	259,676.50	24%		
Residential Temora Vacant	9,139.59	47,258.07	56,397.66	-45.55	56,352.11	-37,061.13	19,290.98	34%	18,674.33	31%		
Residential Arianah Park	7,842.78	67,142.21	74,984.99	-6,873.66	68,111.33	-49,451.38	18,659.95	27%	18,729.22	29%		
Residential Springdale	1,566.91	9,281.10	10,848.01	-1,403.54	9,444.47	-6,337.38	3,107.09	33%	3,119.12	36%		
Rural Residential	5,698.53	146,115.04	151,813.57	-10,160.51	141,653.06	-114,522.55	27,130.51	19%	27,659.89	20%		
Residential - Temora Aviation	-258.55	28,901.24	28,642.69	-203.77	28,438.92	-23,630.81	4,808.11	17%	4,306.61	16%		
Business Temora - Hoskins Street	4,826.22	237,037.89	241,864.11		241,864.11	-183,791.11	58,073.00	24%	49,076.96	21%		
Business Temora - Town	949.27	239,625.91	240,575.18		240,575.18	-200,288.90	40,286.28	17%	32,071.79	13%		
Business Temora - Aviation	-391.89	24,106.34	23,714.45		23,714.45	-22,012.54	1,701.91	7%	1,403.02	6%		
Business Arianah Park	94.05	15,485.35	15,579.40		15,579.40	-14,467.13	1,112.27	7%	1,417.05	9%		
Business Other	117.43	9,436.50	9,553.93		9,553.93	-8,837.91	716.02	7%	906.65	10%		
Residential Sewer	37,581.51	797,320.43	834,901.94	-39,607.84	795,294.10	-608,283.85	187,010.25	24%	173,207.88	24%		
Non-Residential Sewer	5,317.84	126,132.56	131,450.40		131,450.40	-127,285.75	4,164.65	3%	6,143.19	5%		
Storm Water Levy	1,813.16	48,160.60	49,973.76		49,973.76	-38,627.00	11,346.76	23%	10,809.57	23%		
Domestic & Rural Wqgte	24,878.42	485,577.21	510,455.63	-36,764.68	473,690.95	-361,419.53	112,271.42	24%	104,637.68	24%		
Trade Waste	2,931.14	108,150.08	111,081.22		111,081.22	-89,381.84	21,699.38	20%	17,938.90	17%		
	\$143,872.65	\$5,375,590.90	\$5,519,463.55	-\$184,081.20	\$5,335,382.35	-\$4,124,804.89	\$1,210,577.46	23%	\$1,147,316.32	22%		



**16.9 REGULATORY CONTROL - MARCH 2018****File Number:** REP18/318**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** Nil

Item	Investigate Incidents	Orders Issued Y/N	Penalty Infringement Y/N	Notes
Illegal Parking	8	Warnings	Yes	Warning delivered driver & elderly lady at hairdressers no disable park
School Zones	20	No	No	
Noise	5	No	No	Advice on dog barking collar
Air Quality	0	No	No	
Illegal Dumping/Littering	1	No	No	Picked up wood on Wagga Road
Overgrown/Untidy Blocks	3	No	No	Ongoing monitor
Impoundments (other)	0	No	No	
Lake Walking Track – leashed animals	20	No	No	
Animal Welfare	5	No	No	Monitoring
Dangerous Dogs	4	No	No	Spoke with owners
Impounded – Dogs	13	No	No	
Noise Animals	4	No	No	
Nuisance Animals – Trapping	4	No	No	Vets & Rehoused
Nuisance Animals	4	No	No	Vets & Rehoused
Dead Animal Removal	4	No	No	Cat & Kangaroo
Keeping of Horses in Residential Areas	7	No	No	Monitoring
Main Street Sign Approvals Inspections	0	No	No	
Rural Stock Incidents	5	No	No	Sheep out and penalty infringement and gates found opened
Euthanised	4	No	No	
Reports – Fruit Fly Trapping	2	No	No	Traps placed around town

**Report by Ross Gillard**

**16.10 THANK YOU - TEMORA RURAL MUSEUM & TEMORA AMBULANCE MUSEUM****File Number:** REP18/331**Author:** Secretary Engineering**Authoriser:** Engineering Technical Manager**Attachments:** 1. Thank you letter  

Council has received a letter of thanks from the Temora Rural Museum & Temora Ambulance Museum for the support provided to them in regards to the running of the 45<sup>th</sup> Annual Exhibition.



TEMORA RURAL MUSEUM  
&  
TEMORA AMBULANCE MUSEUM

P.O. Box 181  
TEMORA NSW 2666

Phone (02) 69 801 224  
Email: [ruralmuseum@temora.nsw.gov.au](mailto:ruralmuseum@temora.nsw.gov.au)

07/4/2018

Mr. Gary Lavelle,  
General Manager,  
Temora Shire Council,  
PO Box 262,  
TEMORA NSW 2666

Dear Gary,

re. 45<sup>th</sup> Annual Exhibition.

On behalf of the Rural Museum's management committee I am writing to thank Council most sincerely for supporting our Exhibition again this year.

The museum management committee was very pleased with the response to the day, both from the public and from our strong contingent of supportive volunteers.

We are, nonetheless, mindful that our success is in no small measure due to the continuing and most generous support of Council and for this we are most grateful.

The use of Council's building site barrier panels to close Macauley Street again worked particularly well, providing site security and safe traffic flow. The willingness of Col and Keri Perry to make their paddock available for parking again this year, and the installation of prominent directional signage, considerably relieved parking congestion in Junee Road.

Again this year, Council, through its outdoor staff, could not have been more helpful in assisting the Committee with its site preparations for the Live Exhibition.

Please pass on our thanks to both the Council and your staff,

Yours sincerely,

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

Bill Speirs  
Manager.

**16.11 LETTER OF ACKNOWLEDGMENT - THE HON MICHAEL MCCORMACK MP****File Number:** REP18/335**Author:** Secretary Engineering**Authoriser:** Engineering Technical Manager**Attachments:** 1. Letter - The Hon M Michael McCormack MP  **FIRST HEADING**

Council has received a letter of acknowledgment from The Hon Michael McCormack MP regarding Councils concerns about the Productivity Commissions report *Transitioning Regional Communities*.

# Michael McCormack MP

FEDERAL MEMBER FOR RIVERINA



Mr Gary Lavelle PSM  
General Manager  
Temora Shire Council  
PO Box 262  
TEMORA NSW 2666

Dear Mr <sup>Gary</sup> Lavelle

Thank you for writing to me with your concerns about the Productivity Commission's report *Transitioning Regional Communities*.

I fully appreciate your concerns but I also wish to assure you of my every confidence in and support for Temora, and, indeed, all of the Riverina and Central West.

My belief is that Temora has a vibrant economy and a strong future and I certainly don't subscribe to the notion it is on the decline.

In relation to your concerns with the report's recommendation 5.6, the Federal Government, of course, uses a wide range of information and views to help develop policy and determine expenditure, including financial assistance.

While respecting recommendations from many sources, it is not bound to accept them.

In relation to the rationale in assigning Temora to the Parkes-Cobar Functional Economic Region (FER), I would encourage you to write to the Productivity Commission to challenge its reasoning for that decision if that is your wish and at the same provide evidence to support being in the Wagga-Young FER.

Again, I would encourage you to ask the Productivity Commission why Temora was identified as being in decline.

I am also writing to the Treasurer, the Hon Scott Morrison MP, to represent your views.

Yours sincerely



Michael McCormack MP  
**Federal Member for Riverina**  
mm.kg.wga

28/3/2018



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THE NATIONALS for Regional Australia

**17 CONFIDENTIAL REPORTS****RESOLUTION 92/2018**

Moved: Cr Lindy Reinhold

Seconded: Cr Dale Wiencke

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993 at 6:36PM:

**17.1 Confidential Minutes of the Staff Consultative Committee Meeting held on 10 April 2018**

This matter is considered to be confidential under Section 10A(2) - a of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors).

**17.2 Confidential Minutes of the Assets & Operations Committee Meeting held on 10 April 2018**

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

**17.3 Confidential Minutes of the Economic Development Committee Meeting held on 10 April 2018**

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

**17.4 Staff Incentive Award - Judy Mannion**

This matter is considered to be confidential under Section 10A(2) - a of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors).

**17.5 Draft Temora Airport Master Plan 2018**

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

**17.6 HVAR - Meeting availability dates**

This matter is considered to be confidential under Section 10A(2) - c of the Local Government Act,



and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

**17.7     Ratepayer -Corfe**

This matter is considered to be confidential under Section 10A(2) - b of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with discussion in relation to the personal hardship of a resident or ratepayer.

**CARRIED**

**18 MEETING CLOSE**

The Meeting closed at 8:17PM.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 17 May 2018.

.....  
**GENERAL MANAGER**

.....  
**CHAIRMAN**