



Date: Thursday, 18 January 2018
Time: 4:01 PM
Location: 105 Loftus Street
TEMORA NSW 2666

MINUTES

Ordinary Council Meeting

18 January 2018

Order Of Business

1	Open and Welcome	4
2	Apologies	5
3	Opening Prayer	5
4	Confirmation of Minutes	5
5	Mayoral Minutes	5
5.1	Verbal Minute.....	5
6	Reports from Committees	5
	Nil	
7	Delegates Reports	6
8	Mayoral Report	7
8.1	Mayoral Report - December 2017.....	7
9	General Manager.....	11
9.1	S355 Committees	11
9.2	Calendar of Events - January 2018	57
10	Engineering Services	59
	Nil	
11	Environmental Services	60
11.1	Draft Temora Shire Cemeteries Policy	60
12	Administration and Finance	75
	Nil	
13	Correspondence	76
13.1	Temora RSL Sub Branch - Poppies over Temora	76
13.2	Temora & Police Community Committee - Street Numbering	80
13.3	Temora Greyhound Club - Sponsorship 2018	82
13.4	Temora Police & Community Committee - Hoskins Street Numbering.....	86
14	Notice of Motion	88
14.1	Notice of Motion - Ingalba Rest Area	88
15	Business Without Notice.....	91
16	Confidential Reports.....	93
17	Councillors Information Paper	94
17.1	Building Approvals - December, 2017	94
17.2	Works Report - December, 2017.....	95
17.3	Cash & Investments for period ended 31 December 2017	96
17.4	Event Costings - January, 2018.....	98

17.5 Temora Memorial Town Hall - Income & Expenditure December 2017 100

17.6 Notice Board - January 2018 101

18 Meeting Close 102

**MINUTES OF TEMORA SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666
ON THURSDAY, 18 JANUARY 2018 AT 4:01 PM**

PRESENT: Cr Rick Firman (Mayor), Cr Graham Sinclair (Deputy Mayor), Cr Lindy Reinhold, Cr Dale Wiencke, Cr Max Oliver, Cr Nigel Judd, Cr Dennis Sleigh

IN ATTENDANCE: Steve Firth (Director of Administration & Finance), Gary Lavelle (General Manager), Rob Fisher (Engineering Technical Manager), Bimal Shah (Engineering Works Manager), Belinda Bushell (Technical Environmental Officer), Anne Rands (Executive Assistant), Renae Sinclair (Secretary Environmental/Engineering)

Temora Independent – Christine Williams

1 OPEN AND WELCOME

4:01 PM

PROCEDURAL TO STAND ASIDE STANDING ORDERS

RESOLUTION 5/2018

Moved: Cr Max Oliver

Seconded: Cr Dale Wiencke

That Council stands aside standing orders to listen to the following:

Master Will O'Hare – Aria Park Skate Park Committee

CARRIED

PROCEDURAL TO RESUME STANDING ORDERS

RESOLUTION 6/2018

Moved: Cr Dale Wiencke

Seconded: Cr Graham Sinclair

That Council resumes standing orders.

CARRIED

2 APOLOGIES

RESOLUTION 7/2018

Moved: Cr Max Oliver

Seconded: Cr Dennis Sleigh

That apologies from Cr Kenneth Smith and Cr Claire McLaren, Kris Dunstan (Director of Environmental Services) be received and accepted.

CARRIED

3 OPENING PRAYER

The Opening Prayer was conducted by Caleb Smith from the Salvation Army Temora.

4 CONFIRMATION OF MINUTES

RESOLUTION 8/2018

Moved: Cr Max Oliver

Seconded: Cr Dale Wiencke

That the minutes of the Ordinary Council Meeting held on 18 December 2017 be confirmed.

CARRIED

5 MAYORAL MINUTES

5.1 VERBAL MINUTE

Mayor Firman gave a verbal Mayoral Minute regarding a letter received from Trent Barrett congratulating Council on the presentation of the Town and the New Year's Eve Celebrations.

RESOLUTION 9/2018

Moved: Cr Lindy Reinhold

Seconded: Cr Dale Wiencke

Council resolved to accept the verbal Mayoral Minute.

CARRIED

6 REPORTS FROM COMMITTEES

Nil

7 DELEGATES REPORTS

Cr Sinclair

Provided a verbal report on the preparations for Australia Day Celebrations.

Cr Firman

Advised that REROC meeting would be held on 1 February 2018 to discuss the formation of the Joint organisation.

8 MAYORAL REPORT**8.1 MAYORAL REPORT - DECEMBER 2017**

File Number: REP18/3
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

REPORT

2nd December – Cr Dennis Sleight represented Council at the Temora Motion Arts Film Awards. Congratulations to all the respective winners. A particular thank you to Masoud for his leadership in the space.

4th December – I flew to Sydney for the LGNSW Conference. Cr Judd and Mr Lavelle also left, and former Mayor, Mr Peter Speirs OAM will also attend conference, as a member of the LGNSW Mayoral Mentoring Panel.

5th December – Cr Judd, Mr Lavelle and I attended the LGNSW Conference, for Day 1.

- I had a meeting with Riverina & Murray Regional Organisation of Councils (RAMROC) Chairman, Cr Kevin Mack (also Mayor of Albury) and CEO Mr Ray Stubbs re: Joint Organisations
- Cr Judd, Mr Lavelle and I attended Dinner with Coolamon, Lockhart, & Junee Shires. We have always enjoyed a solid relationship with

6th December – Cr Judd, Mr Lavelle and I joined other Mayors and Councillors from across the State to attend the second day of the LGNSW Conference. Congratulations are extended to our new State President, Cr Linda Scott, from Sydney City Council. Cr Scott has been elected for a two-year term, as the rural/regional and metropolitan Councils alternate for the Presidents role. We wish our new President a successful and enjoyable term.

7th December – I chaired the Temora Shire Australia Day Council meeting. Cr Oliver also attended, with plans well underway for a great evening of entertainment and ceremony.

8th December – Businesses and the community came together for the annual Christmas Fair. Congratulations to all involved for a most successful night.

10th December – Cr Dale Wiencke & Cr Ken Smith attended the farewell function for Fr Simon Falk. Cr Wiencke spoke on behalf of Council and our community, thanking Fr Simon for his extensive contributions to both Sacred Heart Parish – and the wider community.

- Several Councillors, Staff joined members of our community to attend the Christmas carols event. Thank you to all involved.

11th December – I chaired the final REROC Board meeting for 2017, held in Wagga. We have had a successful, busy and enjoyable year. I thank our Board members, Chief Executive, Mrs Julie Briggs, our staff for a great year!

12th December – I attended the Temora High School Presentation Day. Congratulations to all students and staff on an outstanding year.

- Councillors, Senior Staff and I attended Council committee day
- I had a meeting with Oscar from ABC Riverina.
- Councillors, Senior Staff and I attended our annual Christmas Dinner, held at Diners Choice Restaurant. We were joined by our Bush Bursary Medical Student, Ashleigh Eddington.

13th December – I attended the Temora Public School presentation day. This was a most enjoyable occasion, with the children appearing to enjoy the day.

- I attended St Anne's Central School presentation day. Congratulations were in order for the school on receiving news of their \$624,000 grant. It was also a sad occasion with Sister Geradine and Father Falk leaving Temora. They are two highly respected figures.
- I had a meeting with the Member for Cootamundra, Ms. Steph Cooke MP.
- Cr Judd, Cr Smith and I hosted the General Manager's 'informal' performance review.
- Cr Judd and I attended the Arian Park Central School. This was a great night – well done to all involved.

14th December – I attended the Temora Pre-School, together with our Communications Officer, Mrs Kate Slapp. This was to conduct our Minute with the Mayor – Christmas edition. This was great fun – for everyone! I haven't laughed so much in quite a while!

15th December – I attended the annual Temora West Public School Presentation day. What a great occasion of awards being presented and musical items. Great medicine for all of us that were in attendance. I pay tribute to Assistant Principal, Mr Anthony Leary, who announced he would be taking up an acting Principal's role for a short term, in Eurongilly.

- I had a meeting with the General Manager.

18th December – I chaired the REROC information session, based on Joint Organisations.

- I had a meeting with Temora High School Student Council President, Mr Griffin Pinney, at the Council Chambers.

19th December – I had a meeting with the Federal Member for Riverina, the Hon. Michael McCormack MP.

- I accompanied Mr McCormack on a visit to St. Anne's Central School, on the formal announcement of the \$624,000 grant.
- Mr McCormack and I presented the winners of the annual Mayor's Christmas Lights Display. This year, the Judges selected a joint winner in the families of Senior Constables Gavin Coleman and Aaron Coddington.
- Councillors, Senior Staff and I attended the annual Mayor's Christmas Reception, held in the Council Chambers. This year, our Friends of the Temora Shire cemetery were our honoured guests. This is important for us to say two very important words..."Thank you". Last year we honoured the dedicated staff of Greenstone & Narraburra Lodges.

20th December – The NSW Member for Cootamundra, Ms Steph Cooke MP, Cr Max Oliver, Sports Council Executive and I attended the annual McDonald's Grassroots Sports Grant reception, held

in the Council Chambers. We warmly congratulate this year's winner, Joshua McGregor, who will use this to assist with his passion of Cricket. We also commend the other recipients of a grant in Sophie Bowley for athletics and Abbey Reinhold, for netball. Temora Shire is blessed to have such enthusiastic and talented young sportsmen. We thank Mr Tony Aichinger, for his generous sponsorship.

21st December – Councillors, Senior Staff and I attended our final Council meeting for 2017. It was a lengthy one, however, we achieved a great deal. I thank all Councillors, our General Manager, Directors and all our staff on dedicating themselves to the Temora Shire community.

22nd December – Councillors, Senior staff and all staff attended the Staff Christmas Party, held at the Bowling Club. We are grateful to all our staff for what they do, no matter what role, each is just as important as the other. Council congratulates Mr Graham Mackey on winning this year's Engineer's Department Award. Mr Mackey is one of our 'quiet achievers' and is one of our senior grader operators and Team Ganger.

23rd December – I had an interview with the Temora Independent re: Temora Shire Council meeting.

- I had dinner with a great and dear friend, Mr Geoff Allen, now of Canberra. Mr Allen is the youngest child of former Temora Municipal Alderman, Mr Ron 'Gubby' Allen and Mrs Shirley Allen.

25th December – My sister, Miss Jaime Firman, of Canberra, attended the Christmas Day Church service at St. Paul's. A large number of worshipers were in attendance to witness Rev'd Jenner's final Christmas service in Temora. Rev'd and Mrs Jenner are retiring to Tumut after Easter, next year. Both Rev'd & Mrs Jenner have certainly added something very special to our community.

- Once again, my Elf (Ms Maree Moller) and I visited our residents and staff at Greenstone and Narraburra Lodges. This was a terrific experience and it was lovely to see many residents were out with family and friends. Ms Moller and I have such fun and we think we brought some smiles to the faces of our residents ...plenty of belly laughs were also had!

28th December – I had an interview with ABC Riverina, re: Natural Disaster Relief Funding from 2016.

29th December – I attended Council offices.

31st December – The community enjoyed the New Year's Eve celebrations at the Railway Precinct. Congratulations are extended to organiser, Mrs Rhonda Casey and her team. They fund raised to put this event on, and Council were pleased to assist in-kind.

Report by Cr R B Firman, OAM
MAYOR

RESOLUTION 10/2018

Moved: Cr Dale Wiencke

Seconded: Cr Dennis Sleigh

It was resolved that the Mayoral Report be noted.

CARRIED

RESOLUTION 11/2018

Moved: Cr Lindy Reinhold







Seconded: Cr Max Oliver

It was resolved that Council receive Staff reports.

CARRIED

9 GENERAL MANAGER**9.1 S355 COMMITTEES****File Number:** REP18/22**Author:** Executive Assistant**Authoriser:** General Manager

Attachments:

1. s355 Committee 1  
2. s355 Committee 2  
3. s355 Committee 3  

REPORT

Council has recently undertaken a review of its S355 community and volunteer committees. The purpose of the review was to ensure that the committees were compliant with current standards and to provide long term guidance on the expectations of Council.

A guide has been produced which will guide the committees in the future and remove the current disparate nature of existing groups. This should enable the committees to clearly understand the requirements of Council and support their work and enable them to operate effectively, efficiently and importantly, within the requirements of the Local Government Act 1993 and associated legislation.

The review has highlighted a number of deficiencies in the operation of the committees, in terms of compliance with relevant council policies. The guide and associated training will provide an excellent platform for compliance.

The guidebook, in draft form is attached for consideration. There are a number of changes that need to be noted as they will impact on the operation of the committee, namely:

- Change of financial year to 1 July – 30 June. This will allow the financial details to be consolidated into the Council financial statements
- Need to consolidate the committee's funds into council accounts. This is a requirement of the Accounting Code however many committees do not currently comply. The attached list of committees outline actions required.
- Clarification of issues regarding Working with Children, WH&S, Insurance and Volunteers
- Provision of templates for Agenda, Minutes and Financial Reporting (not currently in the draft)
- Clear and simple explanation of Code of Conduct and meeting procedure
- Generic Application Forms and Consent for use of Personal Information Forms
- Template for the Committees' Terms of Reference (not yet completed). It is intended that each Committee will have a specific Terms of Reference (ToR) document. The attached list of Committees details the proposed ToR for each committee and should be reviewed by Council to ensure that these align with the expectations of Council.

Additionally, it is proposed that one group, namely the Film Club be removed as a standalone S355 Committee and act as a sub-committee of the Temora Town Hall Theatre Management Committee.

Report by Gary Lavelle

RESOLUTION 12/2018

Moved: Cr Graham Sinclair

Seconded: Cr Dale Wiencke

It was resolved that

1. Council place on public exhibition for 28 days for comment on the Guidebook for Section 355 Community Committees
2. Council confirm in principle the Terms of Reference for each S355 Committee
3. The Film Club be removed as a S355 Committee and operate as a sub-committee of the Temora Town Hall Theatre Management Committee
4. A workshop be convened with representatives of all S355 Committees to outline the expectations of Council from the Committees

CARRIED

Temora Shire Council

GUIDEBOOK FOR SECTION 355 COMMUNITY COMMITTEES

January 2018

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Table of Contents

INTRODUCTION	5
SECTION 1	6
WHAT IS A SECTION 355 COMMITTEE?	6
FORMING A SECTION 355 COMMITTEE	6
DISSOLUTION OF A COMMITTEE	6
TERMS OF REFERENCE	7
APPOINTMENT AND MEMBERSHIP	7
ELIGIBILITY FOR COMMITTEE MEMBERSHIP	8
COUNCIL'S COMMITMENT	8
COUNCIL'S EXPECTATIONS OF COMMITTEE MEMBERS	9
CODE OF CONDUCT	9
UNACCEPTABLE BEHAVIOUR	10
WORKING WITH CHILDREN AND AGED CARE WORKERS	10
SECTION TWO	11
ROLES AND RESPONSIBILITIES	11
OFFICE BEARERS	11
DUTIES OF OFFICE BEARERS	12
CONFLICTS OF INTEREST	14
ANNUAL GENERAL MEETINGS & ELECTIONS	15
SECTION THREE	16
MEETING PROCEDURES	16
VOLUNTARY WORKERS (NOT COMMITTEE MEMBERS)	20
EFFECTIVE COMMUNICATION AND DISPUTE RESOLUTION	21
SECTION 4	24
FINANCIAL MANAGEMENT	24

SECTION FIVE	26
WORK, HEALTH & SAFETY	26
SECTION SIX	27
RISK MANAGEMENT	27
SECTION SEVEN	28
INSURANCE	28
TEMPLATES	32
1. <i>Ordinary Meeting Agenda Template</i>	32
2. <i>Ordinary Meeting Minutes Template</i>	33
3. <i>Sign on/sign off register Template.</i>	35

TEMORA SHIRE COUNCIL

GUIDEBOOK FOR SECTION 355 COMMUNITY COMMITTEES

January 2018

INTRODUCTION

The following Guidebook has been developed to assist the many volunteers who nominate for Section 355 community committees in the Temora Shire. Council encourages and appreciates community participation in such committees. Council also recognises the valuable contribution such community committees make towards the planning and management of community facilities, the provision of community input, and consultation on issues affecting the provision of services to its residents and communities across the Shire.

One way Temora Shire Council can implement its community engagement strategy is to encourage participation in community committees from a diverse cross section of the community. Council therefore provides adequate resources and support to its community committees and listens to the views, recommendations and suggestions offered by its Section 355 Committees. By utilising the expertise from the broader community through its community committees, Temora Shire Council's decision making on present and future issues is more likely to reflect the community's expectations and ownership.

Temora Shire Council has a wide variety of Section 355 committees currently operating that in partnership with Council, contribute to the community's:

- overall wellbeing and development,
- involvement in decision making, and
- The efficient, fair and equitable management of its community facilities.

SECTION 1

WHAT IS A SECTION 355 COMMITTEE?

Temora Shire Council is empowered under Section 355 of the Local Government Act 1993, to establish committees and to delegate some functions to a committee under Section 377 of that legislation. A committee is created by a resolution of Council, which will clearly set out the delegations in the Terms of Reference and will include the role, function and powers of the committee. Each Committee is unique and may operate only within its Terms of Reference and delegated powers. A committee is constituted under the provisions of the Local Government Act and cannot therefore act independently of Council. Council is responsible for everything a Section 355 committee does, within the powers and limitations of its Terms of Reference or constitution and therefore takes an active interest in the governance and management of its community committees. Committee members may become liable if a Section 355 committee acts outside its Terms of Reference or beyond the powers and limitations of its constitution.

Typically, Section 355 committees are formed by Councils' as management committees to operate the care, control and management of community facilities; to act as advisory committees to provide advice and consultation with Council on specific issues; or are formed by Council to organise and conduct special events.

FORMING A SECTION 355 COMMITTEE

By resolution, Temora Shire Council in its sole discretion may appoint a Section 355 committee and will determine the committee's Terms of Reference and outline the role, function and powers of the committee that form its Constitution. Any change to a Constitution must first, be approved by Council.

DISSOLUTION OF A COMMITTEE

Council may resolve to dissolve a committee at any time, wherein all net assets and funds held by that committee, together with all committee records, are returned to Council control.

Additionally within three months of a general election of Councillors, all community committee members will cease to hold office. All former committee members are eligible for re-appointment and may submit their individual nominations to the newly elected Council, or convene a meeting to re-elect the committee and forward those nominations to Council for approval. Re-appointments to a committee are made by resolution of Council.

TERMS OF REFERENCE

Temora Shire Council, will by resolution, determine the Terms of Reference for each of its Section 355 Committees. The Terms of Reference will clearly state the role, function and power of the committee. Each committee may determine to adopt a constitution or charter based on the Terms of Reference, depending on the nature of the normal business or activity being undertaken by the committee; any constitution or charter proposed by the committee, must be approved by Council.

Council will also determine the number and composition of committee members, including any relevant selection criteria, to ensure a fair and balanced representation of community members or interest groups is achieved. Council may appoint at least one elected member to every committee. Unless otherwise determined by Council, community committees will number not less than four (4) and not more than twelve (12) members, including the office bearers.

The term of office is limited to within three months following the next general election of Councillors, or a lesser term as resolved by Council.

APPOINTMENT AND MEMBERSHIP

Council may advertise for nominations for appointment to a community committee. Nominations or expressions of interest must be in writing and applicants should provide supporting information about their capacity and interest in the committee by addressing any selection criteria. Where appropriate, Council may seek members by invitation, where specialist expertise is required. In either case, appointments will be confirmed by resolution of Council. Until Council confirms an appointment to the committee, no person is entitled to vote or take part in meetings of the committee.

In making appointments to a community committee, appointments will generally be made so as to support the objectives and Terms of Reference of the committee, such as persons or groups having expertise, experience, demographics, special interest or who are able to make valuable contribution to the committee's discussions and recommendations.

Council may release individual members of the committee or appoint new members (within the limitations of the Constitution) at any time by a resolution of Council.

A vacancy can occur where a committee member dies, becomes mentally incapacitated, becomes bankrupt or is imprisoned for any matter, other than a sentence imposed for a failure to pay a fine. A vacancy can also occur where a member ceases to be a member of the organisation they were appointed to represent on the committee; is absent for more than three consecutive meetings without prior leave of the Committee; or submits their resignation in writing to the committee. A member found to be in breach of the Code of Conduct may be removed from the committee by Council.

Where a vacancy occurs, Council may consider nominations for new members from the committee, may advertise for and receive nominations from the broader community, or where appropriate, may invite specialist expertise to fill the vacancy, subject to formal appointment by resolution of Council.

ELIGIBILITY FOR COMMITTEE MEMBERSHIP

To be considered for appointment to, or maintain membership of, a Section 355 committee, volunteer committee members must:

- Be residents of Temora Shire, or have significant links to the Shire and an affiliation with the objectives of the particular committee;
- Demonstrate a commitment to and interest in the Committee's work, by being a good team member, respectful of the opinion of other members, and offering constructive and objective input to the committee; and
- Agree to abide by Council's Code of Conduct.

COUNCIL'S COMMITMENT

Council will support its community committees through:

- Provision of a meeting place, if required;

- Provision of insurance coverage for committee members, subject to members operating within the committee's terms of reference and in accordance with Council's Code of Conduct;
- Provision of administrative resources if necessary, to assist in the smooth operation of the committee and to accurately record and represent the views of the committee; and
- Giving due and proper consideration to all recommendations put forward by the committee.

COUNCIL'S EXPECTATIONS OF COMMITTEE MEMBERS

As a member of the committee, members agree to:

- Attend and participate in the business of the committee,
 - a) In accordance with the terms of reference and Council's Code of Conduct and
 - b) To make recommendations to Council that are fair and equitable and do not discriminate against any person or group;
- Work co-operatively with other members in achieving the aims of the committee;
- Report back to existing networks within the communities they represent on Council's role, responsibilities and its decisions relating to the Committee they are a member of;
- Use existing networks to remain informed regarding the views and interests of the particular community they represent;
- Be prepared for each meeting having read and understood any reports, documents or agenda items, so their own views, or those on whose behalf they represent, are relevant and accurate;
- Refrain from speaking publically, such as to the media, on behalf of Council;
- Maintain confidentiality, where appropriate;
- Declare any conflicts of interest in accordance with Council's Code of Conduct, and refrain from discussion and voting on that matter.

CODE OF CONDUCT

Temora Shire Council has adopted a Code of Conduct which it expects its councillors, staff and volunteers to abide by in carrying out their Council duties. The Code outlines the standards required of all those carrying out Council's work, including all committee members, to ensure the business of Council is

carried out efficiently, honestly, impartially and in accordance with the Local Government Act 1993. Council may from time to time update these requirements and in such instance will advise Committee members of any changes to the Code of Conduct.

A committee member in breach of the Code of Conduct may be, depending on the nature of the breach:

- Censured;
- Required to apologise;
- Prosecuted; or
- Dismissed from the committee.

UNACCEPTABLE BEHAVIOUR

The following are examples of behaviour that is unacceptable from Committee members and general volunteers carrying out functions on behalf of the Council. Such behaviour can give rise to the removal of the Committee member or volunteer by Council.

- Ignoring safe work procedures issued by the Council or Committee;
- Interfering with or making ineffective protective devices;
- Horseplay and practical jokes;
- Playing with fire, electricity, compressed air or water hoses;
- Abuse, threats, bullying, harassment or intimidating behaviour;
- Fighting or damage to property;
- Interfering with or removing without permission the property of the Council or any other person;
- Failure to use Personal Protective Equipment (PPE) or follow Safe Work methods as required for any particular task;
- Failure to comply with Council's Code of Conduct.

Instances of unacceptable behaviour should be reported promptly to Council.

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WORKING WITH CHILDREN AND AGED CARE WORKERS

A Working with Children Check is a legal requirement for people who work or volunteer in child-related work. Any Committee member or volunteer who as part of their Committee activities, is primarily involved in direct contact with children where that contact is not directly supervised, are affected. To determine who is required to complete a Working with Children Check,

guidelines are published on the NSW Office of the Children's Guardian website <http://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>.

Similarly, any committee involved in providing aged care services must undertake Police checks on all staff (including volunteers and committee members). Further information can be obtained on who must comply with this Australian Government directive at: <https://agedcare.health.gov.au/police-certificate-guidelines-for-aged-care-providers>.

Details of all Working with Children checks or Police checks for aged care workers, should be retained by the committee and be available for inspection by Council or other authorised officers if requested.

SECTION TWO

ROLES AND RESPONSIBILITIES

Each committee member is entitled to one vote, except the Chairperson who has a casting vote in the event of a tied vote. Unless formally appointed by Council to the committee, no other person is entitled to vote.

OFFICE BEARERS

At the first meeting following the appointment of members to a committee, the committee should meet to appoint an Executive comprising as a minimum, a Chairperson, a Secretary and if the committee is responsible for the handling of funds, a Treasurer. The committee may decide to appoint other office bearers, such as a booking officer to handle facility bookings, a vice-chairperson or a publicity officer.

At subsequent Annual General Meetings (AGMs) of the committee, all office bearers on the Executive stand down and their positions are declared vacant.

DUTIES OF OFFICE BEARERS

Chairperson

The Chairperson is responsible for conducting the business of the committee to ensure the committee's smooth running in accordance with the Constitution and Council's Code of Conduct. Typically, the Chairman's duties might include:

- Providing coordination, guidance and leadership to ensure the successful functioning of the Committee;
- Representing the Committee in the public domain;
- Ensuring the administrative and other tasks from meetings are carried out and that committee records are maintained and if required, communicated to Council.

Specifically during meetings, the Chairperson is responsible for ensuring:

- The agenda is prepared and followed;
- Meetings are correctly convened;
- A quorum is present for all decisions;
- Motions and amendments are unambiguous and otherwise in order;
- All members are given equal opportunity to speak and adequate time is allowed for discussion and decision-making;
- The conduct and control of the meeting is orderly and fair; and
- The minutes of the meeting are being recorded accurately to reflect the decisions of the committee.

If the Chairperson is absent from a meeting, the Vice Chairperson will convene the meeting. If the Committee does not have a Vice Chairperson, the Committee may temporarily appoint another of its members as the substitute Chairperson.

The Chairperson may vote on any motion considered by the meeting and in the event of a tied vote; the Chairperson may exercise a second or casting vote.

Vice Chairperson

The Vice Chairpersons role shadows that of the Chairperson. The Vice Chairperson should be able to stand in for the Chairperson at short notice.

Secretary

The key responsibility of the Secretary is the administration of the committee. The Secretary can play a crucial role in coordinating communication between the Executive, committee members, Council and the public. They can therefore retain a high degree of knowledge about the workings of the committee.

Typical duties might include:

- Keep safe all the information relevant to the committee
- Prepare and distribute meeting notices, agenda and copies of correspondence, reports, etc. as required;
- Take and record minutes of all meetings;
- Maintain all records and correspondence;
- Receive all incoming correspondence and bring to the attention of the Committee;
- Attend to all outwards correspondence required by the Committee;
- Work with the Chairperson to arrange the Annual General Meeting;
- Liaise with the Chairperson between meetings so that the business of the Committee is attended to and, when necessary, to call extraordinary meetings;
- Check minutes, with the Chairperson, for accuracy prior to distribution;
- Copy and circulate minutes of meetings to all Committee members, Council and other relevant stakeholders.

Treasurer

The Treasurer is the person with overall responsibility for maintaining the financial records of the committee, if the committee is empowered to handle funds under its Constitution.

Typical duties for a Treasurer include:

- Keep accurate records of all financial transactions;
- Receive money and issue receipts for all monies payable to the committee;
- Promptly bank all monies received, to the credit of the committee, or if appropriate to Council;
- Present to each committee meeting a Treasurer's Report, containing the committee's current financial statement together with accounts requiring authorisation for payment;
- Ensure no expenditure occurs without prior approval of the committee;

- Present an audited financial statement to the Annual General Meeting;
- If applicable, prepare a draft Annual Budget for the facility each year and distribute to the committee for approval;
- If applicable, ensure an audit of equipment is carried out annually and forwarded to Council;
- If applicable, submit financial statements and GST Summary Returns as required to Council; and
- Make available the account books for inspection by committee members or Council if requested.

Committee Members

When appointed to a Section 355 committee, community members who volunteer their time, expertise, interest and energy to the business of that committee should be prepared to attend and participate in most committee meetings. This ensures that discussions and decisions made by the committee are balanced and representative of a broad range of community views and interests. Committee members should:

- Be on time and prepared for meetings having read the agenda, accompanying reports and if required, having consulted with groups or organisations on whose behalf they represent about any issues of concern;
- Remain focused on the agenda or order of business;
- Contribute to discussion objectively and with respect for the views of others;
- Be a co-operative and willing participant in the business of the committee;
- Be prepared to share the workload of the Executive if required;
- Be prepared for involvement beyond the regular meetings of the committee, such as planning days, budget preparations, facility inspections, training days, special events etc. and
- Declare and manage all conflicts of interest in matters before the committee.

CONFLICTS OF INTEREST

Council expects committee members to declare conflicts of interest, including pecuniary interests, wherever applicable. A conflict of interest is when a person has to make a decision on an issue in which they have, or is perceived to have, a

personal interest or benefit in a specific outcome.

If a pecuniary interest exists, the committee member MUST refrain from discussion and voting on issues where the conflict exists. A pecuniary interest may be direct or indirect and usually relates to a potential financial gain or loss to a committee member, or other person or organisation with whom that committee member is associated. If the interest is non-pecuniary, the committee member may manage their declared interest, in accordance with Council's Code of Conduct. To ensure proper probity and good governance, committee members may discuss any concerns relating to potential conflicts of interest, with Council's General Manager before the meeting at which the matter comes up for discussion.

To ensure the business of the committee is open and transparent, any conflict of interest declared by a committee member must be recorded in the official minutes of the meeting indicating how the conflict of interest was handled.

ANNUAL GENERAL MEETINGS & ELECTIONS

The Annual General Meeting (AGM) is held annually unless otherwise stated in the Terms of Reference determined by Council. Its purpose is to report to Council and the public, on the activities of the committee for the previous twelve months and to elect new office bearers for the coming year. To align the committee's results with Council's own financial accounting and reporting timeframes, the financial year for a community committee will be from 1st April to 31st March. Minutes of the AGM and audited financial statements must be forwarded to Council promptly to enable the financial activity of the committee to be consolidated into the Council's own financial reporting requirements.

At the AGM the committee shall:

- Receive the Annual Report;
- Receive a report on the program of activities for the coming year;
- Receive the audited Annual Financial Statement;
- Receive the minutes of the previous AGM;
- Receive the Chairperson's Report of the Committee's activities of the past 12 months; and
- Receive the Treasurer's Report of the past 12 months.

The AGM is a formal meeting to receive the above reports and the advertised agenda must be strictly adhered to. Limited questions from the floor may be permitted but no motions or voting can take place, unless the matter is listed on the Agenda, such as the election of Office Bearers.

To conduct the elections, the committee will appoint a Returning Officer to Chair and conduct voting for new office bearers at the AGM. All committee members will then stand down and positions will be declared vacant. After calling for nominations for positions, the Returning Officer Chair will hold elections if required, and declare those duly elected. The minutes of the AGM that lists the duly elected committee members (subject to Council confirmation) must be forwarded to Council for approval within 5 working days.

SECTION THREE

MEETING PROCEDURES

Each Committee is free to decide meeting times, schedules and styles. The aim is to meet as often as is necessary for good management of a facility if applicable, or as necessary to fulfill the committee's responsibilities to Council under its Terms of Reference.

At each regular meeting of the committee, as a minimum, reports from the following should be tabled:

- Chairperson;
- Treasurer;
- Secretary, with a list of inwards and outwards correspondence; and
- Progress reports on any works being done by, or on behalf of, the committee.

It is good practice for the Secretary to circulate the minutes of the last meeting, together with the agenda and any other papers, at least seven days before the meeting, in accordance with the meeting schedule decided previously by the committee.

Meetings must be open to the public and visitors can take part in discussions only at the invitation of the Chairperson. Visitors cannot propose motions or vote.

The Committee is allowed to exclude visitors from confidential issues. Such items can be grouped together for 'in camera' (private) discussion before or after all other business has been covered.

The following provides guidance on meeting procedures, however each community committee or Committee of Management may decide its own meeting procedures.

Notice of the Meeting

A notice of meeting, typically incorporated with the agenda, is circulated to committee members at least seven days before the meeting. At the request of the Chairman, an emergency meeting may be convened, giving no less than two days notice to members of the committee, to discuss matters of urgency that cannot wait until the next scheduled meeting.

Agenda

The agenda lists the business to be dealt with by the committee at the meeting. It is prepared by the Secretary, often in consultation with the Chairperson, and may include items put forward for discussion by other committee members. It should be distributed to committee members with the minutes of the previous meeting and any reports to be considered at the meeting.

It is good practice at the start of each meeting for the Chairperson to ask if any committee person wishes to declare a conflict of interest and to confirm the order of business on the agenda accordingly. If a conflict of interest is declared, it may be prudent to change the order of business so that the committee person affected can leave the meeting temporarily while discussion occurs and return again to the meeting when the matter has been resolved.

The addition of new items at the meeting is generally acceptable, but if those items are contentious and/or some members are absent from the meeting, the meeting may decide to defer discussion of such items to a subsequent meeting of the committee.

A typical agenda template is attached to this handbook.

Quorum

To be able to conduct a meeting, there must be sufficient committee members in attendance before the meeting can proceed. A quorum is the minimum

number of committee members required to be present to hold the meeting. In the case of Temora Shire Council's community committees, a quorum will consist of one half of the total number of appointed members plus one, so that a majority of members are in attendance to conduct the meeting. The quorum must be present at all times during the meeting.

If a quorum is not present within 30 minutes of the designated commencement time, the meeting must be adjourned. Should a meeting proceed without a quorum, it will be treated as an informal meeting and therefore no decisions or recommendations are valid until ratified by a later meeting of that committee where a quorum is present.

Addressing the Meeting

Committee members must direct their remarks through the Chairperson. When addressing the meeting a speaker may not be interrupted by others, except by the Chairperson who may decide that a speaker is not maintaining meeting standards, such as inappropriate language or protracted dominance on an issue, and politely requests the speaker to cease further comment.

Members of the public in attendance at a committee meeting may participate in discussion only at the discretion of the committee, and are not entitled to vote on any issue before the committee. Committees that experience regular public participation or anticipate strong interest due to a contentious issue would be advised to determine and publically circulate its expectations and rules about public involvement and conduct at meetings.

Voting

Each committee member is entitled to one vote, except the Chairperson who has a casting vote in the event of a tied vote. The committee can decide its preferred method for voting, such as verbal, by show of hands or by secret ballot. If the Chairperson cannot determine the majority decision by a verbal vote, they can request committee members to raise their hands so the result is clear and the decision can be recorded accurately.

Making Decisions and Motions

To ensure the committee reaches a qualified decision, a procedure must be followed that allows fair and equitable discussion on the matter before the committee. Even if every committee member appears to agree with the

decision, each decision should be made by a formal vote and recorded in the minutes.

To enable discussion to commence on a matter, a motion must first be moved and seconded. The motion should be lawful, relevant, easily understood and positive in its intent. If not, the Chairperson may reject the proposed motion and give reasons for such ruling.

If the Chairperson accepts the motion for consideration and allows discussion, the minutes should record the exact wording of the motion, who moved and seconded the motion, whether it was carried or denied and if necessary, the voting margin. If the motion fails to attract a seconder, the matter lapses and no further discussion can occur.

The Chairperson must allow each speaker equal time to discuss the motion and for informal meetings, this might mean everyone who wishes to express a view or idea is allowed to speak for or against the motion. For more formal meetings, or where contentious issues are under consideration of the committee, the Chairperson should invite speakers in the following order:

- Mover (the person who raised the original motion)
- Secunder (the person supporting the original motion)
- Speaker against the motion
- Speaker for the motion
- Speaker against the motion
- Speaker for the motion etc.

A member of the committee may speak only once for or against the motion. When there are no further speakers, all debate finishes. The mover may speak again to the motion to close the debate and the Chairperson must then put the motion to a vote.

Amendments may be made after the motion is moved and seconded. Amendments must be:

- Clear and relevant to the issue being considered;
- Have a seconder;
- Not be a direct negative of the original motion; and
- Be put to the vote before the motion.

The Chairperson puts the amendment to the vote and if the amendment is carried, it then becomes the motion (and the original motion lapses). Discussion follows as outlined above and the motion is voted upon when put by the Chairperson. If the amendment fails, the original motion remains the only basis

for discussion, unless further amendments are proposed. The same process outlined above, applies to any further amendments.

Minutes

Minutes must be taken and retained for all meetings of the committee. They are public documents and should be forwarded to Council within 7 days of the meeting. As the written, permanent record of a meeting, they should record concisely and accurately, the proceedings and decisions made by the committee.

The minutes of a meeting should be endorsed by the following meeting as being a true and accurate record. The motion endorsing the minutes of a previous meeting should only be moved and seconded by committee members who were actually in attendance.

Upon ratification of the previous meeting's minutes, the Chairperson should sign the minutes. Once endorsed by the signing of the Chairperson, they must never be altered.

A typical minutes template is attached to this handbook.

Sub Committees

Sub committees or working groups may be required to assist a community committee to carry out its usual business efficiently and effectively. Sub committees may comprise formally appointed committee members or additional persons with expertise or competency relevant to the business of the sub committee. The purpose of a sub committee is to provide advice or recommendations to the Section 355 committee and has no other power or authority to act on behalf of Council or the committee. At all times, members of a sub committee must conduct their business in accordance with Council's Code of Conduct.

VOLUNTARY WORKERS (NOT COMMITTEE MEMBERS)

Members appointed to a community committee are covered for insurance purposes as discussed later in this guidebook. However other volunteers, workers or helpers who offer their assistance to the committee e.g. working bees, setting up or taking down equipment for an event etc., must sign in and

out so a record is kept of their involvement assisting the committee with their activities.

Each committee **MUST**:

- Maintain a Volunteer Register (for non-committee members);
- Maintain a work record e.g. sign on and off sheet;
- Ensure a safe working environment (WH&S) e.g. safe work methods, risk assessment.

The Work Record is to be retained by the Committee so as to be accessible by Council if required.

A typical sign on/sign off register is attached to this handbook.

EFFECTIVE COMMUNICATION AND DISPUTE RESOLUTION

All disputes or disagreements that arise between members of the committee should be resolved within the committee, if possible. Where a dispute or disagreement arises over a matter under consideration by the committee, a resolution of the majority of the committee will determine the outcome.

The following guide provided by the Conflict Resolution Network (<http://www.crnhq.org/>) may assist committee members experiencing difficulties in carrying out their duties.

CONFLICT RESOLUTION GUIDE**DO I WANT TO RESOLVE THE CONFLICT?**

Be willing to fix the problem.

CAN I SEE THE WHOLE PICTURE NOT JUST MY OWN POINT OF VIEW?

Broaden your outlook.

WHAT ARE THE NEEDS AND ANXIETIES OF EVERYONE INVOLVED?

Write them down.

HOW CAN WE MAKE THIS FAIR?

Negotiate.

WHAT ARE THE POSSIBILITIES?

Think up as many solutions as you can. Pick the one that gives everyone more of what they want.

CAN WE WORK IT OUT TOGETHER?

Treat each other as equals.

WHAT AM I FEELING?

Am I too emotional? Could I:

- I. get more facts,
- II. take time out to calm down,
- III. tell them how I feel?

WHAT DO I WANT TO CHANGE?

Be clear. Attack the problem, not the person.

WHAT OPPORTUNITY CAN THIS BRING?

Work on the positives, not the negatives.

WHAT IS IT LIKE TO BE IN THEIR SHOES?

Do they know I understand them?

DO WE NEED A NEUTRAL THIRD PERSON?

Could this help us to understand each other and create our own solutions?

HOW CAN WE BOTH WIN?

Work towards solutions where everyone's needs are respected.

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The Conflict Resolution technique aims to resolve conflict and create successful human relationships where everyone wins. It is applicable to anyone who is experiencing conflict and wishes to take action whether the problem is their own or they want to help others.

You are recommended to identify the issues alone or with others and write down possible solutions or answers to the issues. This may be the first step to resolving the immediate problem, or better understanding the opposing views to your own. At all times, Council expects committee members to treat each other with respect and courtesy.

SECTION 4

FINANCIAL MANAGEMENT

If the Terms of Reference permit a committee appointed under Section 355 to hold funds, that committee is subject to the same standards of financial accountability under the Local Government Act 1993 as Council. Responsible management of financial resources by a committee is imperative, as all funds and assets held, or under the control of the committee, belong to Council and are subject to public scrutiny. Committee members have a responsibility to ensure that funds are only used for the purposes permitted under the Terms of Reference or the Constitution and should be aware that unlawful transactions outside the authority of the committee, may be recovered personally from committee members.

To safeguard public funds and protect committee members, the committee will need to maintain accurate and complete financial records. The following conditions are required by Council, relating to the receipt or expenditure of money by a community committee:

- An account in the name of the committee, must be opened at any branch of a recognised bank or credit union with an office in the Shire of Temora;
- All monies received by the committee must be banked in the Committee's bank account within 1 week of receipt;
- The committee is authorised to draw on its account, subject to a resolution of the committee, for sums required to carry out its delegated function. At no time can the account be overdrawn;
- A suitable cashbook, receipt book, bank deposit book and petty cash book will be maintained and kept up to date. All such records will be

submitted to Council no later than 30th April in each year for audit purposes. (The financial year will be from 1st April to 31st March);

- Receipts, in the name of the committee, will be issued for all charges and other monies received, and duplicates of all receipts will be retained for audit;
- Payments made will require supporting evidence of the need for the payment, which will be obtained and attached to payment records;
- The committee may authorise its Chairman, Treasurer and one other committee person to transact payments on its behalf on the basis that two signatures (or electronic equivalent) are required;
- All records and books will be made available for inspection whenever required by any inspector of local government accounts, Council's auditor or any authorised officer of Council.
- The committee will be entitled to spend all monies raised in the management of the facilities under their control, and on their operations; provided that they will be expended strictly in accordance with any conditions imposed by Council and only upon the facility of the Council for which the Community Committee has been constituted;
- In the event that the committee receives a financial contribution from Council, this payment will be made in the form of a grant for which Council will require appropriate expenditure certification.

Note the equivalent requirements apply to committees operating electronic banking facilities.

Petty Cash

The committee may advance an amount up to \$100.00 to the Secretary for the purpose of change or petty cash. Petty cash should only be used for minor items and a receipt/docket provided for each purchase. Receipts and cash in hand should be reconciled monthly and included in the Treasurer's monthly report to the committee.

Goods and Services Tax

For the purposes of the Goods and Services Tax (GST), Temora Shire Council's Section 355 Committees will generally not need to obtain an Australian Business Number (ABN). If the scale of the committee's operations is as an entity carrying on an enterprise with an annual turnover above \$150,000, then the committee will need to be registered for the GST and should discuss their GST

liability requirements with Council's Finance Manager. For further detail go to: www.ato.gov.au/Non-profit/Your-organisation/GST/

For all other committees who handle money, Council's ABN and GST registration will apply. This means Council will include information provided by a committee in its report to the Australian Tax Office on a quarterly basis regarding its GST obligations. To do this, committees' must produce quarterly GST statements for inclusion in Council's Business Activity Statements (BAS). Council's Finance Manager will issue to the committee's Treasurer the necessary income and expenditure forms, which must be completed and remitted to Council within seven (7) days.

If a committee becomes liable for net GST payments due to their business activity, it will forward the required amount to Council for inclusion in its BAS report. Where a refund of GST occurs, Council will refund this amount direct to the committee. All tax invoices and receipts must be retained by the committee's Treasurer to substantiate the amount of GST to be paid or claimed.

A close working relationship between the committee Treasurer and Council's Finance Manager will ensure that each committee meets its obligations to Council for GST reporting which in turn enables Council to meet its obligations to the ATO for GST.

SECTION FIVE

WORK, HEALTH & SAFETY

Every volunteer serving on a Temora Shire Council Section 355 committee has a responsibility to take reasonable care of their own health and safety, and that of others (SafeWork NSW 2017)¹.

Additionally all workers, including committee members, volunteers and visitors, must comply with any reasonable work health and safety instructions, policies and procedures issued by Council. This applies to everyone engaged in activities on behalf of or involving any Council asset (property, plant, buildings, motor vehicles, moveable structures etc.).

Council has an obligation under the Work, Health & Safety Act 2011 and Work, Health & Safety Regulation 2011 to its workers, volunteers, contractors and visitors, to ensure no person suffers harm or injury while involved in Council

activities or while on Council's facilities or assets. Council takes seriously its duty of care to those persons and requires in return your commitment to strive for a 'zero-harm', safe work environment.

For example, committee members will be required to observe all safety instructions, signs and protocols such as wearing Personal Protective Equipment (PPE) when directed and ensuring others similarly comply. If a committee member is concerned about any safety issues or observe non-compliance with Council's safety policies and procedures, they have a legal duty to immediately report such instances to Council's Work, Health & Safety Officer or Council's General Manager if necessary, including near misses, accidents or injuries.

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1. *SafeWork NSW 2017, WHS PCBUS, Workers and Officers: Fact Sheet, <http://www.safework.nsw.gov.au/media/publications/health-and-safety/whs-pcbus,-workers-and-officers-fact-sheet> accessed 4.1.18*

SECTION SIX

RISK MANAGEMENT

Most activities have associated risks, which is the chance of something occurring that has potential to cause loss, damage or injury. Committees take ultimate responsibility for the risk management associated with their purpose and operation and therefore every committee member plays a part in minimising risk.

Risk management involves identifying potential risks and developing methods to eliminate or control those risks. Every committee should develop plans and systems that minimise losses before an incident happens by taking into account,

- What can go wrong;
- The likelihood of it happening; and
- What to do if it happens.

Community committees appointed by Council are required to comply with Council's risk management procedures. Council undertakes risk management on all of its activities to:

- Reduce the chance of anybody being injured;
- Avoid legal action;
- Reduce insurance premiums;
- Provide better information for decision-making and
- Improve management of the building or property.

Community committees as part of the process of risk identification, risk assessment, risk control, monitoring and review of all of their activities, may choose to treat the risk, avoid the risk, reduce the risk, transfer the risk or accept the risk. Risk management and insurance are inextricably linked, as it is often to an insurer that risk is transferred.

Whatever decision the committee decides in terms of risk management, the committee should be mindful of Council's risk management procedures and the need to develop a risk management plan for all its activities.

Risks relating to community committees may relate to or involve:

- Events and festivals;
- Building and property security;
- Work health and safety;
- Public liability;
- Financial and administrative; or
- Emergency management.

Risk for a committee member may relate to their individual general liability.

The management of risk is an important obligation for Council, its employees and volunteer community committees. If committees require assistance to meet this obligation and develop their risk management plan, please contact Council.

SECTION SEVEN

INSURANCE

Temora Shire Council holds insurance policies to cover its liabilities relating to its total business activities. Council is required to advise its insurers of any changes to those business activities, including the establishment of any new Section 355 community committee, prior to any new or changed activities commencing.

Applicable insurance policies include:

- Public Liability - committee members are covered by Council's public liability policy, but are not precluded from due diligence and may incur liability if Council's policies are not adhered to;
- Personal Accident – while undertaking their role on the committee, members are insured against personal accident;

- Motor Vehicle – insurance covers the authorised use of a Council vehicle by a committee member, in accordance with Council's motor vehicle policy.

Committee members are afforded the same insurance protection as Councillors and employees, and are therefore subject to the same obligations and must adhere to Council's policies and procedures. Committee members must at all times act reasonably and within the scope of the Terms of Reference or committee's constitution. Unauthorised, negligent or illegal acts may attract personal liability.

Committees should be aware that Council's insurers reserve the right to refuse insurance cover if the committee's activities depart from its usual activities or purpose in accordance with the Terms of Reference approved by Council. It is therefore critical that committees' and committee members are aware of their insurance responsibilities.

Committee members **must**:

- **Never admit liability** in relation to an accident or incident, as this is a breach of insurance policy conditions and may result in loss of cover;
- Ensure that accurate details are recorded and reported to Council immediately, pertaining to any accident or incident;
- Ensure that volunteers or visitors who are not formally appointed by Council to a committee, sign in and out on the Volunteer Register, to record times of attendance and duties undertaken, each time they undertake volunteer activities. This ensures insurance protection for those volunteers while carrying out duties on behalf of Council, in the event of accident or injury;
- Ensure that burglary and malicious damage to Council property is immediately reported to the Police. Details of the Police Report and Officer involved, must then be reported to Council;
- Be aware that items of a personal nature are not covered by Council's insurance cover, whilst the committee member is undertaking their volunteer duties;
- Ensure that before the hire of a facility is approved, hirers provide with the User Agreement, the requisite insurance details and certificates of currency (public liability, workers' compensation and/or volunteer insurance cover) for the intended use and that of any contractors that are to be engaged;
- Ensure that any contractors (such as cleaners, stage & lighting installers, caterers, operators of amusement devices etc.) being used by the

committee or a hirer, have in place a minimum of \$20,000,000 Public Liability insurance and Workers Compensation insurance;

- Ensure hirers are aware of their responsibility for insuring their own contents or equipment, which is excluded from Council's insurance cover;
- Ensure the committee provides to Council at least annually, an updated inventory of the contents of the facility belonging to Council.

Committees having care, control and management of facilities must ensure that groups/hirers (except casual hirers) are aware of their responsibility to insure against public liability and for loss or damage to any property brought to or left at the facility.

Regular hirers must:

- Have their own public liability policy with an approved insurer for a minimum sum of \$20,000,000 and should provide the Committee/Council with a certificate of currency, provided by their insurer, at least annually and at any time upon request;
- Ensure Council is noted as an 'interested party' on the policy and no hire of a facility can be approved until evidence is received that the required insurance cover is in place;
- Have Workers' Compensation Insurance if they have employees who will be involved in the activities during the hire of the Council facility; and/or
- Have Volunteer Insurance if they have volunteers who will be involved in the activities during the hire of the Council facility; and
- Have a suitable policy that covers the hirer's own contents and belongings.

Casual hirers, that is any person or group (not being a sporting body, club, association, corporation or incorporated body), that hires a facility for non-commercial or non-profit making purposes as a 'one-off' or on a casual basis, will be covered by Council's Public Liability insurance.

Committees proposing to undertake fundraising and community events, **must ensure** that appropriate insurance cover is in place before proceeding with such activities. They should approach Council with full details so Council's insurers can confirm that Council's cover extends to include such activities. Council will require the Committee to meet any additional premiums imposed by the insurer.

Committee's should check with Council before proceeding with any hire arrangement or activity, if they have any doubts or concerns about insurance coverage.

CLAIMS: Committees or committee members who become aware of any matter or incident, whether by observation, verbally, or in writing, that may give rise to a claim, must report the matter to Council no later than the next business day. Council will take appropriate action to investigate and take any remedial action required to minimise further risk to Council and/or the public.

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TEMPLATES

1. Ordinary Meeting Agenda Template

AGENDA

(Insert Name of) Committee meeting to be held on (date and time) at (location).

1. Apologies
2. Minutes of the previous meeting
3. Business arising from those minutes
4. Correspondence – inward and outward
5. Treasurer's Report
6. List specific items of business to be discussed at the meeting
7. General business
8. Date of next meeting

2. Ordinary Meeting Minutes Template

Minutes of a Meeting of the *(name)* Committee held on *(date and time)* at *(location)*.

Present:

(List name of the Chair) and all committee members, and any non-members in attendance.

Apologies:

Record the names of people who notified their inability to attend the meeting

Opening and Attendance:

The Chairperson declares a quorum is present and the meeting opened at *(note the time)*. Chairperson states an apology was noted from *(list name/s)*. The minutes should record the Chairpersons comments. *Example: The Chairperson declared a quorum present and the meeting opened at 7pm, noting that an apology was accepted from Mr John Doe.*

Declaration of Interests:

The Chairperson asks committee members if anyone wishes to declare interest in any matter on the Agenda. The person is then precluded from any discussion about that matter, unless the committee decides the person's declaration of interest is so minor as to not constitute a conflict, and the committee's decision is recorded in the minutes. *Example: [Name of individual] declared that [Explanation] which might affect their relationship with [Name of Committee] regarding matters to be discussed during the meeting.*

Minutes of the previous meeting:

A motion should be moved and seconded by persons who attended the previous meeting, to adopt the previous minutes as circulated. If changes are required to accurately reflect the business of the previous meeting, those changes should be included in the motion for the committee to adopt.

Business arising from previous minutes:

Deal with matters that were to be completed or have arisen from items in those minutes, not elsewhere reported.

Correspondence:

Advise the committee of any inwards or outwards correspondence and deal with any matters arising as the correspondence is read. There should be a motion accepting the correspondence and any decisions the committee makes regarding the correspondence.

Reports:**Secretary's report:**

Not all committees will need the secretary to give a separate report after having delivered details of the correspondence.

Treasurer's report:

This should include:

- The balance of the committee's bank account as at the last report;
- All transactions on that account since the last report;
- The balance of the account as at the date of preparation of the report, which should not be more than 7 days prior to the date of the meeting;
- A bank reconciliation.

A motion, usually moved by the Treasurer if present at the meeting, should be seconded and put to the meeting to confirm and adopt the Treasurer's Report.

Manager / caretaker's report:

Only if relevant

Specific business:

- **Safety issues:**

It is good practice to allow committee members or visitors to raise any matters of Work, Health and Safety arising from the activities of the committee. As part of the committee's risk management obligations, such matters should never be overlooked and appropriate action should be taken and recorded in the minutes.

- **Other Specific Business:**

Usually relates to items listed on the agenda for discussion. Any decisions the committee reaches should be framed as a motion, with a mover and seconder, and put to the meeting.

General business:

This is the opportunity to raise business relevant to the committee and not listed on the Agenda or dealt with elsewhere during the meeting. Any decisions reached must be framed as a motion, with a mover and seconder, and put to the meeting.

Confirmation of date and venue of next meeting:

Details of the next meeting should be recorded here.

Meeting closed at: (insert time)

[Note: Once the previous minutes have been adopted by the Committee at the current meeting, the Chairperson and Secretary (or other persons in attendance) must sign as a correct record and the minutes must never be thereafter changed.]

3. Sign on/sign off register template.

VOLUNTEER SIGN ON/SIGN OFF REGISTER

Committee Name:..... Date:.....
Activity:..... Date Resolved by Committee:.....
Location:.....

Volunteers Name	Sign On Time	Signature	Protective Equipment Issued	Protective Equipment returned	Sign Off Time	Signature

.....
Name of Secretary (or other committee member) Signature /...../.....
Date

APPENDICES

1. Templates

- Expression of Interest – Community Committee Membership Application.
- Use of Personal Information Consent Form – including acknowledgement of having read the Terms of Reference, Code of Conduct and Guidebook for Section 355 Community Committees.
- Terms of Reference.

TEMPLATE:

TEMORA SHIRE COUNCIL

EXPRESSION OF INTEREST

COMMUNITY COMMITTEE MEMBERSHIP APPLICATION

Name of Committee	
-------------------	--

Title	First Name	Surname

Email Address (Council's preferred method of contact)

All business papers will be emailed to committee members unless a request is made for a paper copy

Address (Postal)	Postcode	
Phone (Home)	Phone (Work)	Mobile

Please outline your interest in joining the Committee
Please outline any relevant qualifications, skills or experience you bring in relation to the Committee's Terms of Reference

Signed _____ Date _____

Thank you for completing your application. All applications received will be assessed and you will be advised of the outcome in the near future. Completed application forms should be addressed "(Insert Name of the) Committee" and returned to The General Manager, PO Box 262, Temora NSW 2666, or emailed to temshire@temora.nsw.gov.au

TEMPLATE:**Use of Personal Information Consent Form**

Temora Shire Council Community Committee

Thank you for nominating for a Council Committee. Please read the following and sign if consent is given:

1. I consent to the personal information provided on my nomination form being used for the purpose of distributing a contact list to Councillors, staff and community members involved with Council's committee, should my nomination be successful.
2. I am aware that membership to this committee requires my attendance at a majority of the meetings to be held and that an absence of three (3) consecutive meetings without having given to the committee acceptable reasons for my absences may result in dismissal from committee membership.
3. I have read the Temora Shire Council Guidebook for Community Committees and associated attachments.
4. I confirm that the information given in this form is to the best of my knowledge, true and complete. I understand that any false information or deliberate omission of relevant information may lead to non-selection or termination of appointment.

Signed:_____

Name:_____

Date:_____

Use and Disclosure of Information

The *Privacy and Personal Information Protection Act 1998* provides for the protection of personal information and for the protection of privacy of individuals generally. In accordance with Temora Shire Council's Privacy Management Plan, your personal information will only be used for the distribution of information between Council and the members of Council Committee. It will not be added to other mailing lists or provided to a third party. We will not disclose your personal information without your consent.

TEMPLATE:

Terms of Reference

- 1. Name**
The Committee shall be known as theCommittee, hereinafter referred to as the 'Committee', established pursuant to Section 355 of the Local Government Act 1993 (as amended).
- 2. Established**
The Committee was established by Council resolution No..... on (insert date).
- 3. Role of the Committee**
Describe here the role or scope of the committee and its purpose for being formed and supported by Council.
- 4. Functions**
List here the main functions of the Committee.
- 5. Term of the Committee**
If an ongoing committee, state it is to be retained until otherwise decided by Council or nominate a sunset clause/date.
- 6. Delegations**
List here the delegations of power under Section 377 of the Local Government Act 1993 and any limitations that Council approves by resolution (e.g. the committee has no delegations, or the committee has no authority to hold funds, raise money, apply for grants, receive donations, open a cheque account in the name of the committee etc.).
- 7. Membership**
Describe the composition of the committee approved by resolution, such as the minimum and maximum numbers of the committee (usually not less than 4 and not more than 12, unless specifically stated otherwise), the number of Councillors to be appointed, any community or sporting groups having representation or other permanent specialist appointments (e.g. the heritage advisor), and any other voting members approved by Council. Permanent non-voting members such as Council staff should also be nominated here. State here if Council intends that a Councillor is to be the Chairperson of this committee, otherwise the Chairperson will be elected by the Committee.
- 8. Term of Office**
Confirm here the term of office for committee members is limited to within three months following the next general election of Councillors, or nominate a lesser term if applicable.
- 9. Meetings of the Committee**

Describe here the minimum and maximum number of meetings Council would expect the Committee to convene based on the scope and nature of the Committee's responsibilities.

10. Quorum

A quorum for all meetings shall be, 50% plus one of the current committee, who must remain for the duration of the meeting.

11. Voting

Each committee member (not including council staff) shall be entitled to one (1) vote in respect to any matter and the decision of the Committee shall be by the majority of votes cast in favour. The Chairperson shall have a casting vote.

12. Variation of the Committee Constitution or Charter (if applicable)

If the Committee adopts a constitution or charter in addition to these Terms of Reference, such document must be approved by resolution of Council. Such constitution or charter may be added to, repealed or amended by resolution of the Council in consultation with, or upon the recommendation of the Committee.

MANAGEMENT COMMITTEES	OBJECTIVES	TERMS OF REFERENCE / RESPONSIBILITIES			Current Finance Status	
Springdale Progress Association	Objective: To represent the needs of the Springdale community	To promote optimum usage of the Springdale Hall including maintenance of the hall	To provide an information conduit between the Springdale community and Council	No	Need to consolidate accounts	
Lake Centenary Management Committee	Objective: To encourage and promote the optimum usage of Lake Centenary by the Temora Shire Community	To manage the usage of Lake Centenary in accordance with Council guidelines	To provide an information conduit between the users of Lake Centenary and Council	No	Need to consolidate accounts	
Ariah Park Pool Committee	Objective: To promote optimum use of the Ariah Park Pool by the community.	To promote optimum usage of the Ariah Park Pool	To provide an information conduit between the users of Ariah Park Pool and Council	No	Need to consolidate accounts	
Bundawarra Centre Management Committee	Objective: To be responsible for maintaining the rural museum on behalf of the community in conjunction with the Temora Historical Society	To manage the Bundawarra Centre on behalf of Council	To promote heritage tourism within the shire	No		
Town Hall Theatre	Objective: To manage the Temora Town Hall Theatre as a functioning community cultural facility	To provide a venue to host small movies, seminars, concerts, lectures	To provide a social outlet to all residents of the shire	Yes	No further action required	
Temora's Own Arts & Crafts	Objective: To provide a commercial outlet for local artisans	To promote cultural diversity by selling goods for local residents	To provide a social outlet for senior residents of our community	No	Need to consolidate accounts	
Temora Agriculture Innovation Centre Committee	Objective: To ensure the ongoing viability of Temora Agricultural Innovations Centre as a facility to assist the broader agricultural community.	To provide a facility to enable ongoing agricultural research	To investigate options to ensure the financial viability of the facility	Yes	No further action required	
Temora Fight the Fruit Fly Committee	Objective: To create awareness amongst citizens and provide education towards the control of fruit fly in the shire	To educate residents of the fruit fly issue	To assist in the provision of programs to control fruit fly in Temora Shire	No	Need to consolidate accounts	
ADVISORY COMMITTEES						
Pinnacle Management Committee	Objective: To provide support and assistance to aged and disabled residents of our Shire through the provision of efficient and effective services.	To provide policy guidance for the delivery of programs to frail aged and disabled in Temora Shire	To provide a mechanism for feedback from stakeholders on aged and disability Services.	No	Not required. Pinnacle finances already consolidated	

Temora & District Sports Council	Objective: To foster and promote sport as an integral part of Temora Shire culture.	To foster active participation of the people of the Temora and District in all forms of sport	To advise Council on matters relating to the utilisation of Council Sporting facilities	To promote and acknowledge sporting excellence through the annual sportsperson of the year awards and Walk of Fame	No	Need to consolidate accounts		
Friends of Temora Shire Cemeteries	Objective: To provide information and ensure burial sites are maintained and respected.	To advise Council on issues relating to the maintenance and development of Council owned cemeteries	To assist in the maintenance of Council owned cemeteries in Temora Shire Council areas.	To provide residents with historical information for family history purposes relating to burials.	No	Need to consolidate accounts		
Temora Women's Network	Objective: To promote the role and status of women within the community	To provide networking and support for women in the community	Provide information on women's issues for the Temora Shire Council Strategic Plan		No	Need to consolidate accounts		
Ariah Park Advisory Committee	Objective: To promote and maintain the facilities of Ariah Park for the benefit of the community.	To provide an information conduit between the Ariah Park community and Council			No	Not required		
Temora Business Enterprise Group	Objective: To promote the business communities interests in Temora.	To provide support and networking for the business operators of Temora Shire.	To promote the use of local businesses within the Temora Shire Community.	To provide an information conduit between the business community and Council	No	Need to consolidate accounts		
Imagine Temora	Objective: To support local arts, education and culture	To assist local artists, performers and craftspeople to further their interest in the arts	Develop, foster, maintain and provide facilities for all types of artistic expression and for the study and appreciation of artistic expression in all its forms.	Undertake and promote any theatrical or artistic performance or demonstration, art display, exposition of handicrafts, exhibition of art or craft subjects in all forms	No	Check if own source funds		
Positive Ageing Committee	Objective: To provide support to senior residents of Temora Shire	To provide information, awareness and communication about Council and Government services, including how to access services and who can access services	To acknowledge the positive aspects of ageing and take action if a shortfall of facilities or services are identified	To support the development of additional aged care services and facilities in Temora Shire	No	Not required		
Heritage Committee	Objective: To protect and promote the local heritage of Temora Shire	To protect and conserve areas and items of historic and landscape heritage value.	To administer the Local Heritage Fund	To manage the Local Heritage Advisor Program	Yes			

Promotions & Visitation	Objective: To provide promotion and tourism support and advice to Temora Shire Council	To provide an information conduit between the tourism community and Council			No	Not required	
Aerodrome Users	Objective: To promote the future development of Temora Aerodrome and provide a forum for consultation with aerodrome users.	To review proposals for the development of Temora Aerodrome	To provide an information conduit between the aviation community and Council		No	Not required	
Access and Equity Committee	Objective: To ensure that disabled, older residents and parents with infants are treated equitably through equal access, opportunities to participate and acknowledging the rights of people from all backgrounds.	To provide an information conduit between disabled older persons and parents with infants and Council	To advocate on behalf of the target group for facilities and services that are equitable and safe	To actively participate in the Temora Shire Council planning process.	No	Not required	
Environmental Liason Committee	Objective: To improve environmental outcomes in the Temora Shire community	To encourage groups to undertake projects/works that improve, enhance or protect the environment or that educate the wider community about aspects of an organisation environmental enhancement activities			No	Not required	
Temora Youth Team	Objective: To provide a safe, social network for the youth of Temora Shire	To collaborate with young people, schools, families and relevant organisation to create a diverse and relevant opportunities for our young people that are accessible and affordable	To provide an information conduit between Youth and Council by engaging and fostering youth involvement in the community.	To support the development of youth teams that provide positive and desirable outcomes for youth.	Yes		
SPECIAL EVENTS COMMITTEES							
Temora Shire Australia Day Committee	Objective: To ensure that the National Day of Australia is celebrated through the provision of appropriate events.	To organise or facilitate appropriate events to celebrate Australia's National Day in Temora Shire	To participate in the ambassador program.	To organise community recognition through the annual Citizenship awards	Yes		
Mary Gilmore Festival Committee	Objective: To promote the aim of bringing the Ariah Park community together through the celebration of a community festival	To develop a sense of community through the conduct of a festival	To bring tourism to Ariah Park		No	Need to consolidate accounts	

Film Club	Objective: To promote the use of the Town Hall Cinema for non-mainstream movies	RECOMMEND AMALGAMATION WITH TOWN HALL THEATRE COMMITTEE					

9.2 CALENDAR OF EVENTS - JANUARY 2018

File Number: REP18/26
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

REPORT**JANUARY 2018**

16th Imagine Temora Committee Meeting
Council Chambers at 5:00 PM
DELEGATE: Cr Sleigh
17th Temora & District Sports Council Meeting
Temora Ex-Services Club - 6:30 PM
DELEGATES: Cr Firman, Cr Oliver
18th Council Meeting

FEBRUARY 2018

1st TBEG – Warbirds Downunder 2018 workshop
Temora Hotel – 5:30 PM
DELEGATE: Cr Reinhold, Cr Firman
6th Committee Meetings
11th Springdale Progress Association
DELEGATES: Cr Oliver, Cr Smith
15th Council Meeting
20th Imagine Temora Committee Meeting
Council Chambers at 5:00 PM
DELEGATE: Cr Sleigh
21st Temora & District Sports Council Meeting
Temora Ex-Services Club - 6:30 PM
DELEGATES: Cr Firman, Cr Oliver
22nd TBEG Meeting - AGM
Temora Hotel at 4:30 PM
DELEGATE: Cr Reinhold, Cr Firman

MARCH 2018

6th Committee Meetings
15th Council Meeting
17th Opening of the Railway Heritage Walk – Off the Rails
Boofhead Statue – Unveiling
Neville Pollard - Book Launch - “Crown Land to Closer Settlement”
20th Imagine Temora Committee Meeting
Council Chambers at 5:00 PM

- 21st **DELEGATE: Cr Sleigh**
Temora & District Sports Council Meeting
Temora Ex-Services Club - 6:30 PM
- 29th **DELEGATES: Cr Firman, Cr Oliver**
TBEG Meeting
Temora Hotel at 5:30 PM
DELEGATE: Cr Reinhold, Cr Firman

RESOLUTION 13/2018

Moved: Cr Lindy Reinhold

Seconded: Cr Nigel Judd

It was resolved that the Calendar of Events be noted.

CARRIED

10 ENGINEERING SERVICES

Nil

11 ENVIRONMENTAL SERVICES**11.1 DRAFT TEMORA SHIRE CEMETERIES POLICY****File Number:** REP18/14**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Draft Cemetery Policy  **REPORT**

This report is to introduce the Draft Temora Shire Cemeteries Policy. The draft policy is presented to the Council for their consideration, prior to consultation with the community and future adoption by Council.

The purpose of developing this policy is to provide all interested parties: Council, Funeral Directors, Community members and Monumental Masons with a written document to detail the requirements of the Temora Shire Cemeteries under Council control and/or ownership.

Report by Belinda Bushell

RESOLUTION 14/2018**Moved:** Cr Nigel Judd**Seconded:** Cr Lindy Reinhold

It was resolved that Council note the report and place the draft Temora Shire Cemeteries Policy on public exhibition for a period of 30 days.

CARRIED

*Function:**Temora Shire Council**Policy Number:*

TEMORA SHIRE COUNCIL



TEMORA
The Friendly Shire

Temora Shire Council Cemeteries Policy

ACTIVE

Revision Number:
File Name:

Revision Date:
Page Number: 1

*Function:**Temora Shire Council**Policy Number:***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

*Revision Number:**File Name:**Revision Date:**Page Number: 2*

*Function:**Temora Shire Council**Policy Number:***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.

Revision Number:
File Name:

Revision Date:
Page Number: 3

*Function:**Temora Shire Council**Policy Number:*

- 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 licence to occupy a specific grave, burial site or immurement 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 Arianah 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 Arianah 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:

Revision Number:
File Name:

Revision Date:
Page Number: 4

*Function:**Temora Shire Council**Policy Number:*

- 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

Revision Number:
File Name:

Revision Date:
Page Number: 5

*Function:**Temora Shire Council**Policy Number:*

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.

Revision Number:
File Name:

Revision Date:
Page Number: 6

*Function:**Temora Shire Council**Policy Number:*

- 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.

Revision Number:
File Name:

Revision Date:
Page Number: 7

*Function:**Temora Shire Council**Policy Number:*

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.

Revision Number:
File Name:

Revision Date:
Page Number: 8

*Function:**Temora Shire Council**Policy Number:*

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.

Revision Number:
File Name:

Revision Date:
Page Number: 9

*Function:**Temora Shire Council**Policy Number:***3.6 Funeral Directors & Monument Masons**

- 3.6.1 At the completion of a service of interment of 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.

Revision Number:
File Name:

Revision Date:
Page Number: 10

Function:

Temora Shire Council

Policy Number:

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.

Revision Number:
File Name:

Revision Date:
Page Number: 11

*Function:**Temora Shire Council**Policy Number:*

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;

Revision Number:
*File Name:**Revision Date:*
Page Number: 12

*Function:**Temora Shire Council**Policy Number:*

- 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.

Revision Number:
File Name:

Revision Date:
Page Number: 13

*Function:**Temora Shire Council**Policy Number:*

- 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.

Revision Number:
File Name:

Revision Date:
Page Number: 14

12 ADMINISTRATION AND FINANCE

Nil

13 CORRESPONDENCE**13.1 TEMORA RSL SUB BRANCH - POPPIES OVER TEMORA****File Number:** REP18/10**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:**
1. Poppies over Temora 1  
2. Poppies over Temora 2  **REPORT**

Council has received a requested from the Temora RSL Sub Branch requesting assistance with the 100th anniversary commemoration of Remembrance Day on 11 November 2018.

The Committee had intentions of dropping 61,000 poppies from a World War 2 Veteran Hudson Bomber and due to the logistics are now looking at dropping 6,150 poppies with each poppy symbolising 10 Australian deaths.

The Committee is looking at Council for assistance in supplying seating, advertising the event in the Narraburra News, supply of lectern and assistance with picking up poppies after the event. Temora Schools will also be asked to assist with picking up the poppies.

RESOLUTION 15/2018

Moved: Cr Max Oliver

Seconded: Cr Graham Sinclair

It was resolved that Council approves the requests of the Temora RSL Sub Branch for the supply of seating, advertising the event, supply of lectern and assistance with picking up poppies after the Remembrance Day Service on 11 November 2018.

CARRIED



**The Returned and Services League of Australia
(New South Wales Branch)**

Temora RSL Sub-Branch



Pres. Robert Costello

Tel: 0414 202 710

PO BOX 195
TEMORA NSW 2666

Treas. Alf Watterson
Sec. Laraine Lyons JP

Tel 02 6977 1783
Tel 02 6978 1828

llyons5@bigpond.com

The Mayor, Councillors and Executive
Temora Shire Council
Loftus Street
TEMORA NSW 2666

8 January 2018

Ladies and Gentlemen

Re: Poppies over Temora.

In August 2016, Mr Pat Thorne AM submitted a proposal to council regarding the 100th anniversary commemoration of Remembrance Day in 2018. This involved the cooperation of Council, the Temora Aviation Museum and the Temora RSL Sub Branch in a plan to drop 61,000 poppies from a World War 2 Veteran Hudson Bomber over the cenotaph in Loftus Street. Each poppy would symbolise an Australian who gave the ultimate sacrifice during World War 1.

I have recently taken over planning for this project and, following discussions with the parties involved regarding the logistics of the initial proposal, have reduced the number of poppies significantly. This is mainly due to the proximity of other establishments around the proposed drop area, e.g. swimming pool, fountain, bowling club and the environmental effects the poppies may have on the area.

I have ordered a sample batch of artificial silk poppies to be used for testing the logistics required prior to the drop, also, I have requested advice from the RAF Battle of Britain Memorial Flight as to their procedures when performing the Poppies over London drop from their Lancaster. Depending on the results of the logistic tests, it is hoped that a minimum of 6,150 poppies will be dropped. Each poppy symbolising 10 Australian deaths.

At this stage of planning, Council participation is requested in the supply of seating as it is envisaged that the Commemoration ceremony MAY take longer than the usual 30 to 40 minutes, advertising of the event through Narraburra News, supply of the lectern and assistance in picking up the poppies after the event. Attendees at the commemoration will be encouraged to take home poppies as souvenirs and the Temora schools will also be asked to assist with the clean up.

A photo of the sample poppies is attached, these are 5cm in diameter and advertised as colour fast.

I will keep the Council informed of the progress of the testing and submit status reports on the project as it evolves. I am also willing to accept any advice/recommendations from the Councillors as to how we can make this Commemoration memorable and worthy of the respect this day deserves.

Yours faithfully

Bob Costello
President
Temora RSL Sub-Branch
aussierobc@bigpond.com



13.2 TEMORA & POLICE COMMUNITY COMMITTEE - STREET NUMBERING**File Number:** REP18/16**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Temora Police & Community Committee [↓](#) **REPORT**

The Temora Police & Community Committee would like Council to consider putting the house numbers on the street signs.

An example is Aurora Street which is split by Callaghan Park, could have Aurora Street 120-160.

Cr Rick Firman declared a pecuniary interest in relation to item 13.2 , due to being Deputy Chair of the Committee.

Cr Rick Firman left the room and took no further part in the discussion.

Cr Max Oliver declared a pecuniary interest in relation to item 13.2 , due to an Executive Committee position.

Cr Max Oliver left the room and took no further part in the discussion.

At 5:10 pm, Crs Rick Firman and Max Oliver left the meeting.

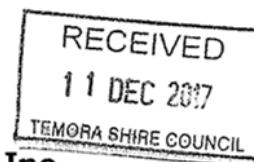
RESOLUTION 16/2018

Moved: Cr Dennis Sleigh

Seconded: Cr Dale Wiencke

It was resolved that Council receive a report to a future Assets and Operations Committee meeting on costings to achieve a staged approach over a 5 year period and that the split streets be given priority.

CARRIED

**TEMORA & POLICE COMMUNITY COMMITTEE Inc.**

CHAIRMAN: *Mr Trevor Colwill*

SECRETARY: *Ms. Diane Monkerud*

TREASURER: *Cr Max Oliver*

All correspondence to the Secretary 4872 Goldfields Way, Temora, NSW, 2666.

Mr G C Lavelle PSM
General Manager
Temora Shire Council
P O Box 262
Temora 2666

Dear Mr Lavelle,

I write to you after a recent resolution from the TPCC.

This request is to invite Council to consider numbering the longer streets (that have an extended street length ie: Aurora Street) on the street sign itself.

For example, Aurora Street could have 120 – 160 on the sign on one block, and continue the numbering on the other block street sign and so on.

It was felt by some on the Committee this was an issue which we should draw to Council's attention.

I look forward to your response in due course.

Further, we thank you for Council's support of the TPCC.

Yours sincerely,

DIANE MONKERUD

Secretary

A handwritten signature in cursive script that reads "Diane M Monkerud".

13.3 TEMORA GREYHOUND CLUB - SPONSORSHIP 2018**File Number:** REP18/27**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Temora Greyhounds  **REPORT**

Temora Greyhound Club is holding the Cup Carnival in March 2018 and is seeking sponsorship for the events that are held during 3 days of racing.

In 2017 Council donated \$500.00 to the Temora Greyhound Club Cup Carnival.

RESOLUTION 17/2018

Moved: Cr Nigel Judd

Seconded: Cr Lindy Reinhold

It was resolved that Council donates \$500.00 to the Temora Greyhound Club Cup Carnival 2018.

CARRIED



*The NSW Greyhound Breeders, Owners & Trainers'
Association*



Location:
Temora Greyhound Park
77 Gallipoli Street
Temora 2666

All correspondence to:
PO BOX 163
Temora 2666

Telephone: (02) 6977 1950
Facsimile: (02) 6977 4134
Email: temora@gbota.com.au

To

Re: Sponsorship

The Temora Greyhound Club look for sponsorship each year from business houses, companies and individuals.

We run our Cup Carnival in March each year, where we invite our major sponsors along to do the presentations for their races during these 3 days.

This being our major event of the year and TAB meeting, where your company name will be seen at all TAB facilities.

The track is one of the top one turn tracks in NSW and we pride ourselves on the presentation of the grounds and the racing surface and the safety of our greyhounds, the public and participants.

The track cannot survive without the communities help, and we like to involve the community in the track.

We try to have at least one full meeting where we raise money for a charity each year, and our memorial meeting in November, where passed loved ones are honoured with a race named after them.

We look forward to talking with you about your involvement in the Temora Greyhound Club. Take a look at our sponsorship deals to see if one suits your needs or talk to our sponsorship officer.

Yours Faithfully

Donna Widdows
Racing Operations Officer
Temora Greyhound Club



Temora Greyhound Club Sponsorship deals

Price for 2017/18

Up to \$200; name on a race, 1 free pass.

\$200 - \$500; name on heats and final race and free passes to track on the race date.

\$500 - \$1,000; name on heats and final race at Carnival with TAB coverage, a number of free passes for your company on that race date and Trophy to present to winner.

\$1,000 - \$2,000; name on heats and finals at cup Carnival, TAB coverage and free entry passes to track for your company anytime that year as well as Trophy, Rug for presentation to winner and Photo for your company wall.

\$2,000 - \$5,000; name on heats and finals at cup Carnival, TAB coverage and free entry passes for your company for that year, Trophy and Presentation Rug with company name on it to present and rug the winner while a photo is taken of your representatives and winner for your wall. Name on other races all that year including any TAB meetings.

\$5,000 plus; **Major Sponsorship package** to be discussed on the price of sponsorship.

Items to consider are:

GET YOUR COMPANY NAME OUT THERE

Name on races. TAB / non-TAB

Sign on track. (\$550 per year)

Free entry passes, 1 or more

Presentation Rug with Company names on it, to rug the winner.

Photo for Company, of winner and representatives present.

Company Day at the races

Bucks/Hens night/day

Parties/Birthday - Christmas etc

Fundraisers - to raise money for your company

Advertisement/write up in paper, face book, website with Company name.

Board room available with finger food and tea/coffee available.

Presentation of Trophies and Rug on your race.

Club rooms available for hire

Children safe/ friendly play areas



TEMORA GREYHOUND RACING CLUB CUP CARNIVAL 2018

*9 days, 3 meetings, great carnival atmosphere,
accommodation options available*



Saturday Night, 3rd March - noms close 28.2.18 @ 9.15am

457m Ladbroke's Temora GBOTA Cup Heats, Non-Graded (gds 1 - 5) as determined by GRNSW Grading Policy. Heats \$400 / \$105 / \$60 Final \$10,000 - Sunday 11.3.18

457m Temora Shire Council Maiden Heats \$300/\$90/\$60 Final \$1,000 - Sunday 11.3.18

330m Molly Harmer Best 16, Non-Graded (gds 1 - 5) Heats: \$350/\$105/\$60 Final \$1,000 - Sunday 11.3.18

Tuesday Night, 6th March - noms close 1.3.18 @ 9.15am

330m 1-4 wins 4/5th grade Heats \$300/\$90/\$60 - Final \$1,000 - 11.3.18

330m Maiden Heats \$250/\$90/\$60 - Final \$1,000 - Sunday 11.3.18

457m 0-2 win Mixed Heats \$400/\$90/\$60 - Final \$1,000 - Sunday 11.3.18

Sunday Twilight, 11th March - noms close 7.3.18 @ 9.15am - SKY Racing Coverage

Final, Temora GBOTA Ladbroke's Cup, 457m 1st \$10,000, Trophy & Rug, 2nd \$1500, 3rd \$750

Final, 330m 1-4 wins 1st \$1000, 2nd \$200, 3rd \$100

Final, 457m Temora Shire Council Maiden 1st \$1000, 2nd \$200, 3rd \$100.

Final, 330m Molly Harmer Final 1st \$1000, 2nd \$200, 3rd \$100

Final, 457m 1-4 wins 4/5th, 1st \$1000, 2nd \$200, 3rd \$100.

Final, 330m Maiden \$1000, 2nd \$200, 3rd \$100.

Final, 457m Ladbroke's Wagga to Temora Final \$1000, 2nd \$200, 3rd \$100. Hts Wagga 16/2/18 525m

Below Events, Nomination required to GRNSW by Wednesday 9.15am 7.3.18

457m, Gary Sadler/Alan Lambley Memorial 4/5th grade, 1-4 wins, limited to trainers within 100km radius of track; as determined by postcodes listed: 2308, 2582, 2585, 2586, 2587, 2588, 2590 2594, 2650, 2652, 2656, 2663, 2665, 2666, 2668, 2669, 2671, 2700, 2701, 2702, 2721, 2722, 2725, 2726, 2727, 2729, 2803, 2809, 2810, 2824, 2871. One starter per trainer; will be verified by GRNSW as per details in Ozchase. It remains trainers responsibility to ensure details with GRNSW are correct. 1st \$1000, 2nd \$200, 3rd \$100.

330m, Temora GBOTA Branch 1-4 win 4/5th Stake 1st \$1000, 2nd \$200, 3rd \$100.

570m, Coprice Feeds Non-Graded (Any Grade) Stk 1st \$1000, 2nd \$200, 3rd \$100.

732m, Temora Stayers Non-Graded (Any Grade) 1st \$1000, 2nd \$200, 3rd \$100.

457m, Temora Cup Consolation, for dogs who placed in cup heats, preference by heat placing, balance as per GRNSW grading policy.

Nominations Close with GRNSW—Nominations should be submitted via

Fax: 02 8580 5301 or Online: www.thedogs.com.au



NSW GBOTA & GRNSW reserves the right to alter or amend this program as needed and for sponsors. Standard noms called for on all programs, to support advertised programming where required

NSW GBOTA Temora: 77 Gallipoli St, Temora 2666

Phone: (02) 6977 1950

E: temora@gbota.com.au

www.temoragreyhounds.com.au

Trial information available from Club

Kennels closes 45 minutes prior to first race

13.4 TEMORA POLICE & COMMUNITY COMMITTEE - HOSKINS STREET NUMBERING**File Number:** REP18/29**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Temora Police & Community Hoskins St [!\[\]\(a870788d6ed9b8fd294b7654a8c8526b_img.jpg\)](#) **REPORT**

Temora Police & Community Committee is requesting Council to look at ways of displaying street numbering of shop fronts in Hoskins Street.

The Committee is willing to work with Council in solving this problem.

Cr Rick Firman declared a pecuniary interest in relation to item 13.4 , due to being Deputy Chair of the Committee.

Cr Rick Firman left the room and took no further part in the discussion.

Cr Max Oliver declared a pecuniary interest in relation to item 13.4 , due to an Executive Committee Position.

Crs Rick Firman and Max Oliver left the room and took no further part in the discussion.

RESOLUTION 18/2018

Moved: Cr Nigel Judd

Seconded: Cr Dale Wiencke

It was resolved that Council refers this matter to TBEG Committee for consideration.

CARRIED

At 5:25 pm, Crs Rick Firman and Max Oliver returned to the meeting.



TEMORA POLICE AND COMMITTEE INC.

- Incorporating Neighborhood Watch -

Address all correspondence to the secretary, 4872 Goldfields Way, Temora NSW 2666

CHAIRMAN: T. Colwill Phone 02 69772107 SECRETARY: Diane Monkerud

HONORARY PATRONS: Mr. B. H. Kahlefeldt, OAM & Mrs. Joy Kahlefeldt. Mr. A H Hetherington, OMA

10-1-2018

General Manager,

The Temora Police Community Committee are requesting if the Temora Council could look into better way of displaying the street numbering of the shop fronts in the Hoskins Street, as the emergency services and the local taxi drivers find it hard to find the shop numbers as some are hidden or fade or are not present.

We the committee of the TPCC feels this is important as they would be able to deliver a better service for these employees in their work day.

We as a committee are willing to work with council in solving this problem.

Thank you for your time in considering this, and look for to your reply.

Kindest Regards
Hon Secretary
Diane M Monkerud

A handwritten signature in cursive script that reads "Diane Monkerud".

14 NOTICE OF MOTION**14.1 NOTICE OF MOTION - INGALBA REST AREA****File Number:** REP18/19**Attachments:** 1. Ingalba Rest Area  

I, Councillor Nigel Judd, give notice that at the next Ordinary Meeting of Council be held on 18 January 2018, I intend to move the following motion:-

RESOLUTION 19/2018

Moved: Cr Nigel Judd

Seconded: Cr Dennis Sleigh

That the Temora Shire Council make representations to the Roads and Maritime Services and Ms Steph Cooke, Member for Cootamundra to have the Truck Stop on the Burley Griffin Way, that is adjacent to the Ingalba Nature Reserve, be named and signposted the “Ingalba Rest Area”.

CARRIED**RESOLUTION 20/2018**

Moved: Cr Nigel Judd

Seconded: Cr Dennis Sleigh

Council makes representations to the RMS and the National Parks and Wildlife Services, to provide Rest Area facilities at the site, as well as asking the NPWS to erect an Information Sign outlining the features of the Ingalba Nature Reserve.

CARRIED

TEMORA SHIRE COUNCIL

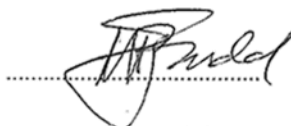
NOTICE OF MOTION

"That the Temora Shire Council make representations to the Roads and Maritime Services to have the Truck Stop on the Burley Griffin Way, that is adjacent to the Ingalba Nature Reserve, be named and signposted the "Ingalba Rest Area" or the "Ingalba Truck Stop".

If successful, or as well as, the Temora Shire Council apply to the R.M.S. and the National Parks and Wildlife Services, to provide Rest Area facilities at the site, as well as asking the NPWS to erect an Information Sign outlining the features of the Ingalba Nature Reserve.

Note I have raised similar requests in the past without success, but with the Temora Shire Council recently sealing the Truck Stop, I believe it is an appropriate time to apply again.

Signed



Cr. N.A. Judd

10/01/2018

PROCEDURAL TO STAND ASIDE STANDING ORDERS

RESOLUTION 21/2018

Moved: Cr Nigel Judd

Seconded: Cr Max Oliver

That Council stands aside standing orders to listen to the following:

Mr Wes Fang MLC

CARRIED

PROCEDURAL TO RESUME STANDING ORDERS

RESOLUTION 22/2018

Moved: Cr Dennis Sleigh

Seconded: Cr Graham Sinclair

That Council resumes standing orders.

CARRIED

15 Business Without Notice**1 CR SLEIGH**

Cr Dennis Sleigh advised of the funeral of The Hon Michael McCormacks mother tomorrow in Wagga at the Lady of Fatima Church.

2 CR OLIVER

Cr Max Oliver advised that the new year's celebrations was a wonderful feel good family night and if Council could write to Mrs Rhonda Casey and thank her for the efforts that went into making the night a success.

RESOLUTION 23/2018

Moved: Cr Max Oliver

Seconded: Cr Dennis Sleigh

Council resolved that a letter of appreciation be forwarded to Mrs Rhonda Casey thanking her for the New Year Eve Celebrations.

CARRIED

3 CR JUDD

Cr Nigel Judd enquired about the submissions for the LEP closing tomorrow. Is this too soon being over Christmas and harvest and could the period be extended out.

General Manager advised that he has spoken with Director of Environmental Services and he advised that this is the first stage and there will be opportunities for comments in the future.

Cr Nigel Judd enquired about the naming of the new culvert on the Tara/Bectric Road

RESOLUTION 24/2018

Moved: Cr Nigel Judd

Seconded: Cr Dennis Sleigh

Council resolved to call for submissions for naming of the new culvert on Tara/Bectric Road.

CARRIED

Enquired regarding the Fit for the Future Program

The Mayor advised that the Fit for the Future program has been finalised and Council access to TCorp funding. However the "unfit status remains".

At 6:29 pm, Cr Kenneth Smith arrived at the meeting.

4 CR FIRMAN

Cr Rick Firman advised that the Economic Development Officer has been requested to provide details of the proposed developments for 2018.

Town Approaches – Beautification program has been referred to the 2018/2019 budget.

Economic Development Officer will be arranging a tour of the Chicken Farm at Bendick Murrell in either April/March if Councillors meet the regulations to attend the site.

RESOLUTION 25/2018

Moved: Cr Kenneth Smith

Seconded: Cr Dale Wiencke

It was resolved that the Information Paper be received.

CARRIED

16 CONFIDENTIAL REPORTS**RESOLUTION 26/2018**

Moved: Cr Dennis Sleigh

Seconded: Cr Lindy Reinhold

That Council considers the confidential report(s) listed below in a meeting closed to the public at 6:34 PM in accordance with Section 10A(2) of the Local Government Act 1993:

16.1 Council Meetings - Reporting

This matter is considered to be confidential under Section 10A(2) - 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 details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property.

16.2 Goldenfields Water

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.

16.3 Work Depot - Purchase

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

CARRIED

17 COUNCILLORS INFORMATION PAPER**17.1 BUILDING APPROVALS - DECEMBER, 2017**

File Number: REP18/2
Author: Secretary Engineering
Authoriser: Engineering Technical Manager
Attachments: Nil

- ✓ DA/CC 85/2017 – Lot 10; DP 758957; Section 12; 217 Baker Street, Temora – Granny Flat Extension (Patio/Verandah)
- ✓ DA 86/2017 – Lot 4; DP 758957; Section 18; 133 Crowley Street, Temora – Steel Framed Shed to house residential storage and accommodate a Home Based Business (Hairdressing)
- ✓ DA/CC/FSS 88/2017 – Lot 77; DP 1103567; 19 Tenefts Street, Temora – Awning Extension to Hangar
- ✓ DA 89/2017 – Lot 1; DP 130053; 121 Anzac Street, Temora – Demolition of Dwelling
- ✓ DA/CC/FSS 90/2017 – Lot 1; DP 594010; 286 Hoskins Street, Temora – Hotel Modifications (Sanitary facilities upgraded to Access Standards)
- ✓ DA/CC 91/2017 – Lot 1; DP 750603; 2662 Old Cootamundra Road, Springdale – Carport

COMPLYING DEVELOPMENT ISSUED

- ✓ CDC 33/2017 – Private Certifier 078/2018 – Lot 10; DP 1202620; 1016 Old Wagga South Road, Mimosa – Telecommunications Facility

For Councils Information

Report by Kris Dunstan

17.2 WORKS REPORT - DECEMBER, 2017

File Number: REP18/4
Author: Secretary Engineering
Authoriser: Engineering Technical Manager
Attachments: Nil

Main Roads

- MR57 Inspection & routine maintenance
- MR84 Inspection & routine maintenance
- Barmedman Creek widening

Local Roads

- Schuberts, Krauses, Hartwigs Rd, Back Arianh Park Road, Kiley's, Guthrie's and Slashing various roads.

Urban Temora & Arianh Park

- TAIC Concreting & maintenance
- Kerb & gutter maintenance
- Aerodrome subdivision
- Road maintenance & slashing
- Parks/sporting fields maintenance

Works Planned for Next Month

- Barmedman Creek widening – Culvert Installation and Earthworks
- Maintenance grading
- Trungley/Gidginbung resheeting
- Slashing hazard reduction for RFS
- Grading hazard reduction for RFS
- Spraying hazard reduction for RFS
- Airport subdivision roadworks

Report by Bimal Shah

For Councils Information

17.3 CASH & INVESTMENTS FOR PERIOD ENDED 31 DECEMBER 2017**File Number:** REP18/5**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Cash & Investments - December 2017 [!\[\]\(c694a3ff3b077d76910920a6a1593ab4_img.jpg\)](#) 



Temora Shire Council

Cash & Investments

For the period ended 31st December, 2017

	Original Budget 2017/18	Revised Budget 2017/18	Actual YTD Figures
Externally Restricted			
Sewerage Services	682,316	682,316	1,031,648
Waste Management	777,317	777,317	776,373
HACC			
HACC Unexpended	547,392	547,392	469,750
HACC-ELE	379,919	379,919	379,919
Total HACC	927,311	927,311	849,669
Total Externally Restricted	2,386,944	2,386,944	2,657,689
Internally Restricted			
Leave Reserves	1,536,943	1,536,943	1,536,943
Roads Reserve	749,686	749,686	627,330
Local Roads	804,592	804,592	639,091
FAGS Received in Advance	0	0	0
Industrial Development	198,824	198,824	198,824
Plant & Vehicle	303,727	303,727	750,311
Izumizaki Donation	2,152	2,152	2,152
Gravel Royalty	342,944	342,944	377,007
Medical Complex Development	38,648	38,648	38,991
Infrastructure	850,000	850,000	700,000
Shire Entrance Signs	50,000	50,000	0
Kerb & Gutter Program	(187)	(187)	54,888
Tom Moon Ave Heavy Patching	5,929	5,929	5,929
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	104049
Temora West Sportsground Upgrade Dressing Shed & Toilets Rev	0	0	28134
Mobile Stage Upgrade Revote	30000	30,000	27535
NRCC House Asbestos Removal Revote	61000	61,000	61000
Town Entrance Beautification Revote	10000	10,000	10000
Total Internally Restricted	5,223,996	5,223,996	5,299,494
Total Reserves	7,610,940	7,610,940	7,957,183
Cash & Investments			
Westpac Cheque Account			279,144
Macquarie Bank DEFT Account			38,828
Bankwest			508,257
NAB			500,000
Bankwest			506,000
NAB			500,000
ME Bank Term Deposit			500,000
BOQ			500,000
AMP Term Deposit			565,983
AMP Business Saver Account			774,792
AMP Notice Account			3,414
NAB Term Deposit (77-177-3095)			533,242
AMP Term Deposit			500,000
AMP Term Deposit			532,436
BOQ			500,000
AMP Term Deposit			500,000
Bankwest			500,000
Westpac Cash Reserve			253,696
Total Cash & Investments	7,610,940	7,610,940	7,995,792
Amount available for Operations			38,609

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

17.4 EVENT COSTINGS - JANUARY, 2018**File Number:** REP18/8**Author:** Secretary Engineering**Authoriser:** Engineering Technical Manager**Attachments:** 1. Event Costings January, 2018 [!\[\]\(5a132f13505a6571904d622757b7a8f0_img.jpg\) !\[\]\(0f17417dd77a61b2fdbff69a33adf9f2_img.jpg\)](#)*For Councils Information*

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	\$-
TOTAL:	\$459.43	\$ 4,465.00	\$ 50.00

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
TOTAL:	Nil	\$9,265.00	\$550.00

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

17.5 TEMORA MEMORIAL TOWN HALL - INCOME & EXPENDITURE DECEMBER 2017

File Number: REP18/13
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

INCOME \$

Balls	
Dance Prac	
Dances	70.00
Election	
Exams	
Presentation Nights	60.00
Rehearsals	
Reunions	
Stage Hire	32.00
Supper Room	
Table Hire	
Travelling Shows	
Wedding Receptions	
Workshops	

TOTAL INCOME \$162.00

EXPENDITURE \$**Utilities**

Gas
 Water
 Electricity
 Rates

Cleaning

Supplies
 Wages

Maintenance

Includes Plant, Stores, Handyman's Wages	295.00
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Administration

Wages	1,207.58
Miscellaneous	65.21

TOTAL EXPENDITURE \$1,567.79

For Councils Information

17.6 NOTICE BOARD - JANUARY 2018

File Number: REP18/31
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

January

19 O’Dea Road Naming – Council Chambers
26 Australia Day Celebrations
Ambassador – Mr Anupam Sharma
Davey Park – 8:00am
Gloucester Park – 5:00pm

February

15 Lisa Richards & Richard Gilewitz in Concert
Town Hall Theatre – 7:00pm

March

9 Mike McLelland
Moonbucca Station – Bus leaves at 6:15pm
17 Opening of the Railway Heritage Walk
Boofhead Statue Unveiling
Neville Pollard – Book Launch “Crown Land to Closer Settlement”

For Councils Information

18 MEETING CLOSE

The Meeting closed at 7:28 PM.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 15 February 2018.

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GENERAL MANAGER

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CHAIRPERSON