



Date: Thursday, 21 March 2019
Time: 4:00PM
Location: 105 Loftus Street
TEMORA NSW 2666

MINUTES

Ordinary Council Meeting

21 March 2019

Order Of Business

1	Open and Welcome	5
2	Apologies	5
3	Opening Prayer	5
4	Confirmation of Minutes	6
5	Mayoral Minutes	7
5.1	Mayoral Minute - March 2019	7
6	Reports from Committees	9
6.1	Minutes of the Youth Advisory Committee Meeting held on 12 March 2019	9
6.2	Minutes of the Promotions & Visitation Committee Meeting held on 12 March 2019	20
6.3	Minutes of the Assets & Operations Committee Meeting held on 12 March 2019	32
6.4	Minutes of the Economic Development Committee Meeting held on 12 March 2019	99
7	Delegates Reports	107
8	Mayoral Report	108
8.1	Mayors Report - February 2019	108
9	Staff Reports	111
10	General Manager	112
10.1	Calendar of Events - March 2019	112
10.2	Local Government NSW Annual Conference 2019	114
10.3	Internal Audit Meeting Minutes held 5 March 2019	115
10.4	Code of Meeting Practice Policy - G2 - Draft	119
11	Engineering Services	171
11.1	NHVR Return Of Delegations Class 1 Permits	171
12	Environmental Services	183
12.1	Positive Ageing Working Group	183
12.2	Proposal for additional cricket nets at the Oval	184
12.3	Temora Airport Usage Fees Policy - updated	187
13	Administration and Finance	196
13.1	Record Disposal/Destruction	196
13.2	Re Branding of the Temora Rural Museum	199
14	Correspondence	204
14.1	NSW Rural Doctors Network - 2019 Bush Bursary	204

14.2	Rainbow Ball 2019	210
14.3	Temora West Fete 2019	212
14.4	Australian Hearing Bus	214
14.5	Temora & District Sports Council - Charlies Chair	220
15	Notice of Motion	222
	Nil	
16	Business Without Notice.....	222
17	Councillors Information Paper	224
17.1	Notice Board - March 2019	224
17.2	Temora Memorial Town Hall - Income & Expenditure February 2019.....	225
17.3	Works Report - February 2019	226
17.4	Building Approvals - February 2019	227
17.5	Regulatory Control - February 2019.....	228
17.6	Cash & Investments - February 2019	229
17.7	Town Hall Theatre - February 2019.....	231
17.8	Rates Collection - February 2019	233
17.9	Springdale Progress Association meeting minutes held 12 August 2018.....	235
17.10	Springdale Progress Association meeting minutes held 14 October 2018.....	237
17.11	Friends of the Temora Shire Cemeteries minutes held 3 December 2018.....	239
17.12	Ariah Park Advisory Committee minutes held 3 December 2019	242
17.13	Temora Community Fight the Fruit Fly Group Minutes held 18 December 2018 ...	246
17.14	Temora Community Fight the Fruit Fly Group minutes held 15 January 2019.....	248
17.15	Ariah Park Mary Gilmore Festival minutes held 5 February 2019	250
17.16	Temora Women's Network minutes held 14 February 2019.....	253
17.17	Temora & District Sports Council meeting minutes held 20 February 2019	255
17.18	Rural Museum Managers Report - February 2019.....	259
17.19	Temora Rural Museum Minutes held February 2019.....	262
17.20	Bundawarra Centre Minutes - February 2019	266
17.21	NSW Shadow Minister Local Government - Mandatory Live Webcasting.....	268
17.22	Randwick City Council	270
17.23	Peter Primrose MLC.....	272
17.24	Michael McCormack MP - Drought Program	275
17.25	Local Government NSW	277
17.26	Planning & Environment - Unsuccessful Everyone Can Play Grant 2018-19	279
18	Confidential Reports.....	281

19 Meeting Close 284

**MINUTES OF TEMORA SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666
ON THURSDAY, 21 MARCH 2019 AT 4:00PM**

PRESENT: Cr Rick Firman (Mayor)(Chair), Cr Kenneth Smith, Cr Graham Sinclair (Deputy Mayor), Cr Lindy Reinhold, Cr Max Oliver, Cr Nigel Judd, Cr Claire McLaren

IN ATTENDANCE: Steve Firth (Director of Administration & Finance), Gary Lavelle (General Manager), Rob Fisher (Engineering Technical Manager), Bimal Shah (Engineering Works Manager), Kris Dunstan (Director of Environmental Services), Mrs Anne Rands (Executive Assistant), Mrs Claire Golder (Town Planner), Mrs Renelle Harrison (Media Officer), Temora Independent – Lyn Ward

1 OPEN AND WELCOME

4:00PM

2 APOLOGIES

RESOLUTION 56/2019

Moved: Cr Kenneth Smith

Seconded: Cr Lindy Reinhold

That apologies from Cr Dale Wiencke and Cr Dennis Sleight be received and accepted.

CARRIED

3 OPENING PRAYER

The Opening prayer was conducted by Pastor Derek Yu from the Presbyterian Church.

PROCEDURAL TO STAND ASIDE STANDING ORDERS

RESOLUTION 57/2019

Moved: Cr Nigel Judd

Seconded: Cr Graham Sinclair

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

Sgt Tyrone Stacey – Temora Police

Mr Bill Speirs – Manager Temora Rural Museum

CARRIED

PROCEDURAL TO RESUME STANDING ORDERS

RESOLUTION 58/2019

Moved: Cr Max Oliver

Seconded: Cr Kenneth Smith

That Council resumes standing orders.

CARRIED

4 CONFIRMATION OF MINUTES

RESOLUTION 59/2019

Moved: Cr Graham Sinclair

Seconded: Cr Max Oliver

That the minutes of the Ordinary Council Meeting held on 21 February 2019 be confirmed.

CARRIED

5 MAYORAL MINUTES**5.1 MAYORAL MINUTE - MARCH 2019**

File Number: REP19/301
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

1. Council, like our community, are still in shock over the sickening loss of those innocent souls in Christchurch, New Zealand recently. This massacre is an evil act and one carried out by evil individuals. I am proud of this Council for paying tribute to those lives lost, by raising our National flag at half-mast, both at the Bundawarra Centre over the weekend, and on Monday just gone. On behalf of Council and our community, I have also written to the Mayor of Christchurch City Council, Mayor Lianne Dalziel, expressing our deep and profound sympathy on the absolute tragedy which has taken place. I know the prayers and thoughts of us all in Temora Shire will continue to be with the families who have lost loved ones. Our prayers continue to also be with the Council and community of Christchurch, and the entire New Zealand Nation. I know this incident will ultimately make them an even stronger, safer and more united country.
2. Council are advised there was a meeting of several NSW rural Mayors at Parliament House, Sydney recently, who have or will have their Target-Country stores close. There is an obvious amount of anger which still exists, which we understand. To this end, a delegation of three Mayors and three senior Council officers will be attending a meeting with the General Manager of Target and K-Mart Divisions. The meeting will be centred on discussing suggested alternate business models. I am surprised the General Manager of the Divisions has agreed to meet with us, and hope something positive may result. I will keep Council informed.
3. Council will be pleased to learn the President of Local Government NSW, Cr Linda Scott has indicated she wishes to discuss Temora Shire hosting the next Regional LGNSW Summit. This is an honour for Temora Shire to be asked, and I recommend to Council that we support hosting the Regional Summit, in principle, subject to further details being provided.
RECOMMENDATION: That Temora Shire Council gives 'In Principle' support to hosting a LGNSW Regional Summit, subject to further details being provided.
4. Council are continuing to celebrate the significant grant we received from our Deputy Prime Minister and Federal Member for Riverina, the Hon Michael McCormack MP of \$5.35 Million. These crucial funds are to upgrade Temora Aerodrome, for runway and drainage upgrades. Council are extremely grateful to Minister McCormack for his strong support, and his belief of our Shire's present and future. Council also acknowledges our Town Planner, Mrs Claire Golder, Engineering Technical Manager, Mr Robert Fisher and all involved with the grant submission your efforts are appreciated. The General Manager informs me the Minister's office has been in contact with Council and indicated the grant Deed of Agreement is on its way.

RECOMMENDATION: That Temora Shire Council writes a letter of sincere thanks to the Deputy Prime Minister, the Hon M F McCormack MP, for the Building Better Regions Fund Grant of \$5.35 Million (Temora Aerodrome).

RESOLUTION 60/2019

Moved: Cr Kenneth Smith

Seconded: Cr Lindy Reinhold

It was resolved that the above recommendations as presented be adopted

AND FURTHER

That the remainder of the Mayoral Minute be noted.

CARRIED

Report by Mayor Rick Firman OAM

6 REPORTS FROM COMMITTEES

6.1 MINUTES OF THE YOUTH ADVISORY COMMITTEE MEETING HELD ON 12 MARCH 2019

File Number: REP19/235

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Minutes of the Youth Advisory Committee Meeting held on 12 March 2019

RESOLUTION 61/2019

Moved: Cr Kenneth Smith

Seconded: Cr Max Oliver

It was resolved that the reports be presented to the April meeting of Youth Advisory Committee.

CARRIED



Date: Tuesday, 12 March 2019
Time: 11:00
Location: 105 Loftus Street
TEMORA NSW 2666

MINUTES

Youth Advisory Committee Meeting

12 March 2019

Order Of Business

1 Open Meeting 3

2 Apologies 3

3 Reports 4

 3.1 Ariah Park Youth Hall..... 4

 3.2 Temora Retail Support by Temora Youth..... 5

 3.3 Sponsorship Opportunity 6

 3.4 Youth Team Update..... 7

4 Close Meeting 10

**MINUTES OF TEMORA SHIRE COUNCIL
YOUTH ADVISORY COMMITTEE MEETING
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666
ON TUESDAY, 12 MARCH 2019 AT 11:00**

PRESENT: Cr Dennis Sleigh, Cr Kenneth Smith

IN ATTENDANCE: Steve Firth (Director of Administration & Finance), Kim Sandgren (Youth Officer)

THE MEETING LAPSED FOR THE WANT OF A QUORUM.

1 OPEN MEETING

2 APOLOGIES

RECOMMENDATION

That apologies from Cr Rick Firman, Cr Claire McLaren and Melissa Carter (Youth Officer) be received and accepted.

3 REPORTS**3.1 ARIAH PARK YOUTH HALL**

File Number: REP19/182
Author: Secretary Engineering
Authoriser: Engineering Technical Manager
Attachments: Nil

REPORT

Youth Officer, Ms Kim Sandgren will be meeting with Aria Park Advisory Committee Chairman Mr Tim Sanders on Monday, 11th March to revisit the Aria Park Youth Strategy devised in late 2017. In this strategy it was concluded that setting up the youth hall as an afternoon activity space for Aria Park was not viable.

The idea of having 4 events a year where there is a shared visit between the youth of Aria Park and Temora will be reconsidered for viability and relevance in 2019.

RECOMMENDATION

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

3.2 TEMORA RETAIL SUPPORT BY TEMORA YOUTH

File Number: REP19/183
Author: Secretary Engineering
Authoriser: Engineering Technical Manager
Attachments: Nil

REPORT

Temora Shire Council Youth Officer, Ms Kim Sandgren and the EDM have been working together to discuss the possibility of the Temora Youth Team providing a platform for online retail support for businesses in the local community. The Youth Officer and EDM are starting with some initial discussions with retailers to examine if they feel they need assistance in the online space, what training they feel they need, and if they feel that they are open to being supported by the young people as a way of creating youth employment opportunities.

Opportunities may include technical support, website building, website maintenance and uploading of new material, photography, digital image editing, modelling of clothes, creating copy, packing and sending online orders etc.

These discussions are in their infancy and will continue to gain momentum over the coming month. If there is enough interest our EDM and Youth Officer will develop a strategic plan around delivery of this project which has benefits for both the retail and youth sectors.

RECOMMENDATION

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

3.3 SPONSORSHIP OPPORTUNITY

File Number: REP19/184
Author: Secretary Engineering
Authoriser: Engineering Technical Manager
Attachments: Nil

REPORT

Youth Officer Ms Kim Sandgren met with Ms Kristyn Adamczyk from Sandfire Resources, a mining and Exploration Company based in West Wylong. This meeting was set up through EDM, who shared a little about the Temora Youth Team, and for that we are extremely grateful.

Youth Officer and Ms Adamczyk are working together to provide information to the Sandfire Sustainability Committee about the Temora Youth Team, our goals, our daily activities and values. We look forward to hearing back from Sandfire in relation to this meeting and if the Temora Youth Team meets their funding criteria.

RECOMMENDATION

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

3.4 YOUTH TEAM UPDATE

File Number: REP19/185
Author: Secretary Engineering
Authoriser: Engineering Technical Manager
Attachments: Nil

REPORT

Hospitality Team:

Ben Rayner and Tim Reid have been working with Youth Worker, Melissa Carter to start a new Hospitality initiative called "Share a recipe". This initiative is designed to bring local community together, allow older generations to share their wisdom, their culture, their stories and their passion.

Uptake by the community is growing and the team is likely to try and continue this initiative into Term 2 and 3. There are a number of local guest cooks coming on board, and it is proving very popular with 4 new youth team members joining this week alone.

Some challenges are arising as a result of the increased popularity including class size, meeting individual needs, supervision of multiple tasks, adequate bench space, increased ingredient requirements, and logistics. Youth Officer, Mrs Sandgren is working with Youth Worker, Melissa Carter to devise an action plan to address these issues.



**Unique Painting Opportunity:**

The blocks were buried on 18th February. Jodie and Malcom Bennet were extremely grateful to the youth team and expressed to our Youth Worker how impressed they were with the 14 young people involved. (Video)

Clean Up Australia Day:

5 young people represented the Temora Youth Team on Clean Up Australia Day, supported by our Youth Officer and Shane Baldry. The team worked on Bundawarra and Kitchener Road's, and learnt to "stamp" their way around the long grass to avoid meeting local reptilian wildlife.



Youth Leadership Team:

The Youth Leadership Team is working on all the plans for Youth Week 2019. The celebrations will again focus around the railway precinct, with initial ideas to include a skate workshop from Totem Skate and Archery Tag. Possible options for food service and performance are also being considered.

RECOMMENDATION

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

4 CLOSE MEETING

The Meeting closed at [enter time](#).

This is the minutes of the Youth Advisory Committee meeting held on Tuesday 12 March 2019.

.....

GENERAL MANAGER

.....

CHAIRMAN

6.2 MINUTES OF THE PROMOTIONS & VISITATION COMMITTEE MEETING HELD ON 12 MARCH 2019**File Number:** REP19/236**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Minutes of the Promotions & Visitation Committee Meeting held on 12 March 2019**RESOLUTION 62/2019**

Moved: Cr Kenneth Smith

Seconded: Cr Nigel Judd

It was resolved that the reports be received.

CARRIED**RESOLUTION 63/2019**

Moved: Cr Kenneth Smith

Seconded: Cr Nigel Judd

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

CARRIED



Date: Tuesday, 12 March 2019
Time: 12:02PM
Location: 105 Loftus Street
TEMORA NSW 2666

MINUTES

Promotions & Visitation Committee Meeting

12 March 2019

Order Of Business

1 Open Meeting 3

2 Apologies 3

3 Reports 5

 3.1 PVC Nominations..... 5

 3.2 Canola Trail..... 6

 3.3 Great Quack Quest 7

4 Close Meeting 11

**MINUTES OF TEMORA SHIRE COUNCIL
PROMOTIONS & VISITATION COMMITTEE MEETING
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666
ON TUESDAY, 12 MARCH 2019 AT 12:02PM**

PRESENT: Cr Rick Firman (Mayor), Cr Nigel Judd, Cr Max Oliver, Cr Kenneth Smith, Cr Dale Wiencke, Ms Jone Pavelic, Mrs Elaine Costello, Mr Bob Costello, Ms Kelly Whitton, Ms Lynette Andersen

IN ATTENDANCE: Steve Firth (Director of Administration & Finance), Craig Sinclair (Economic Development Manager), Bill Speirs (Mr)

1 OPEN MEETING

12:02PM

2 APOLOGIES

COMMITTEE RESOLUTION 5/2019

Moved: Cr Max Oliver

Seconded: Mrs Elaine Costello

That apologies from Gary Lavelle (General Manager), Ms Ann Pike and Ms Nicola Curry be received and accepted.

CARRIED

The Chair stepped down and handed over to Cr Rick Firman to conduct the elections for Committee as retuning officer.

1. ELECTION OF CHAIR

Nomination: Jone Pavelic.

No further nominations received.

COMMITTEE RECOMMENDATION 6/2019

Moved: Cr Nigel Judd

Seconded: Ms Kelly Whitton

It was resolved to accept the nomination from Jone Pavelic as Chairperson of the Committee.

CARRIED

2. DEPUTY CHAIR

Nomination: Cr Ken Smith

No further nominations received.

COMMITTEE RESOLUTION 7/2019

Moved: Cr Nigel Judd

Seconded: Ms Kelly Whitton

It was resolved to accept the nomination from Cr Ken Smith as Deputy Chairperson of the Committee.

CARRIED

3 REPORTS**3.1 PVC NOMINATIONS****File Number:** REP19/200**Author:** Secretary Engineering**Authoriser:** Engineering Technical Manager**Attachments:** Nil**REPORT**

The following nominations have been received for positions on the Promotions and Visitation Committee:

- Lynette Andersen
- Jone Pavelic
- Bob Costello
- Elaine Costello
- Nicola Curry
- Kelly Whitton

Elections for the position of Chair are required.

COMMITTEE RESOLUTION 8/2019

Moved: Cr Kenneth Smith

Seconded: Cr Max Oliver

That the Committee resolved to recommend to Council that all the nominees be accepted to the Committee.

CARRIED

3.2 CANOLA TRAIL

File Number: REP19/201
Author: Secretary Engineering
Authoriser: Engineering Technical Manager
Attachments: Nil

REPORT

The Canola Trail working group met in February to discuss the strategy for the initiative in the next 12 to 24 months. The group haven't met for almost 12 months following the staffing shortages at Junee and Coolamon Shires.

The projects that are currently under investigation include:

Visitor Guide – Creating a combined visitor guide for the three shires branded under the Canola Trail logo. This guide will be a more cost effective option and help retain visitors in the region for longer by showcasing that there is more to do.

Social Media – set up Canola Trail Facebook and Instagram pages and begin to post regular content supplied by all three shires using #canolatrail.

Signage – investigate advertising on the billboards on the main road ways that feed into the Canola Trail to promote the experience to travellers.

Collateral - investigate costs of designing and producing window decals and pull up banners from for promotional use in Visitor Information Centres, tourism operators and tradeshow.

Website - add the Travel Oz episode to the website and review website content for accuracy/currency.

Viewing Platforms - Speak with farmers / farmstay operators to ask about viewing areas for canola fields that can be open to the public. Look for suitable locations for permanent viewing platforms that have safe parking and access with good views of countryside.

2019 Campaign – Liaise with Destination Riverina Murray to determine what is planned for promoting the Canola Trail for 2019. The campaign strategy will be discussed at the next meeting.

FUTURE PROJECTS

The following potential projects were also tabled for future discussion:

- Organise an annual CT tourism operator forum – perhaps the first one could be to launch the production of the visitor guide. Plus get operators working together to create packages, product experiences, etc. Provide general tourism updates.
- Purchase a combine photo library tool that can tag images.

COMMITTEE RESOLUTION 9/2019

Moved: Cr Kenneth Smith
Seconded: Ms Lynette Andersen

That the Committee resolved to recommend to Council that the report be noted.

CARRIED

3.3 GREAT QUACK QUEST

File Number: REP19/203
Author: Secretary Engineering
Authoriser: Engineering Technical Manager
Attachments: Nil

REPORT

The centre piece of the Great Quack Quest campaign, the music video, was launched on Wednesday March at the Temora Hotel. The launch was attended by a large crowd, many of whom participated in the creation of the video. The event was streamed live on Facebook.

Within 24 hours of launch, the video had been viewed over 27,000 times on Facebook and YouTube combined with a significant level of engagement through comments, likes and shares.

At the time of writing the report the story was featured on the ABC national news and a live cross on the TODAY Show was being scheduled for 8th March. The story had also been picked up by multiple online and print news media, including the Daily Mail which has a large UK distribution.

With the launch gaining a solid momentum in Australia, the next phase of the campaign is to begin to target the UK and South Africa. It is planned for the campaign to continue until the end of 2019, subject to continued funding.

COMMITTEE RESOLUTION 10/2019

Moved: Mrs Elaine Costello
Seconded: Ms Lynette Andersen

That the Committee resolved to recommend to Council that the report be noted.

CARRIED

1. RV MUSTER

Elaine Costello provided the following report.

Organisation for the Muster is going ahead at a rapid rate at the moment.

We only have six (6) weeks to go before “kick off” on the 23rd April, 2019

To date (11th March, 2019) there are 37 powered sites booked and paid for, 2 powered sites reserved for management (me and my offside) and 4 unpowered sites booked and paid for.

This Muster is going to be a lot smaller than the one in 2017 due to many factors, the main one being that Stone the Crows in Wagga has changed their dates and now overlap our Muster by 4 days. Upon consultation with their management I was informed that “these things happen” with an adjective in there as well. (This paragraph is NOT for public information)

This overlap has seen, from my investigations, some 27 RV’s that probably would have attended Temora, and upon my correspondence with them, deciding that it was not viable both timewise and financially for them to attend both and have chosen STC.

Another factor is Blaize Aide, which if you are not aware are RVer’s that offer their services to farmers, national disaster sites, bushfires, floods and the like and after the disastrous weather we have been having of late their assistance is very gratefully received in the areas further afield.

A further factor is the Guinness Book of Records attempt for the longest line of RV Vehicles, all moving at the same time in Barcaldine. We do have people coming to the Muster who are also attending Barcaldine and in fact are using Temora as a staging post, but others have chosen to go straight through to Barcaldine or conversely not to come down here and them having to double back. At last count they had over 700 vehicles and more to come so I do hope it pays off for them. What an injection of finances to the town.

I am pleased that we decided to relocate the Muster to the Temora Aviation Tourist Park as this venue offers a much better aspect for a smaller muster which in turn hopefully will provide a more friendly and sociable outlook that people who attend will remember fondly.

I have extended invitations to Michael McCormack (respectfully declined) Steph Cook (no response) and of course our Mayor (who is yet to confirm his attendance at the opening happy hour to welcome our guests and/or our final happy hour to express the thanks of the Temora Shire for their attendance)

TOURS

As of now, both Bromfield tours (Hazeldean) are fully booked and I have a waiting list. If sufficient interest is shown then one or two more tours can be arranged. This was confirmed with Rita Bromfield last week.

The Aria Park Day still has 10 vacant seats on the bus.

The Temora Bowling Club BBQ and Bowls 30 booked and paid.

The Railway Precinct tour and BBQ booked and paid 11.

The Aviation Exclusive Tour 31 booked, payment will be made two days prior.

The Craig Giles Dinner/Show/Dance has 54 bookings; of these 8 are local residents. I would like about another 100 more so please spread the work. Roz Giles has been promoting the Muster as

a whole and the DSD in particular during their Country Music tours and posters are in the Ex-Servo's and on Facebook. Hopefully if it is made known in April's Narraburra News we may get more response from the locals. I would also like to thank Peter Harper for the kind donation of his coach in transporting our attendees to and from the Park to the Ex-servo's.

Market Day is coming along nicely. To date there are 19 stalls of various genre booked and paid for. Hopefully more to come.

The Aero Club was notified that we would be holding the market day along the roadway at the rear of their hangar but I have had no response to date.

I am to have a meeting with TFI on the 7th April, 2019 to bring them up to date with what is going on as they have been so very generous if providing use of their hut and its' facilities for anything that we may care to use it for.

The Bundawarrah/Rural Museum tours have a total of 32, the golf day is rather poor at 4 participants but that may improve.

ACTIVITIES

Amanda Moses will be conducting three Scrapbook classes – her time donated

TDVAC will conduct two "art" groups – no charge

Jennie Gibson (an RVer) will conduct an embroidery workshop – no charge

RFS will give a demonstration on fires in RV's and their treatment and prevention – No charge

Platform Y are providing a pancake breakfast and so far 48 have booked and paid – expenses reimbursed

They are also providing a BBQ lunch during the Rail Precinct Tour – expenses reimbursed

The spit roast is again a big draw card. Mr. Shane (Shiny) King has generously donated a full lamb and a full pig, both dressed and ready to roast and many thanks to Henry Blachut (Mr Spit) and his offsiders and Diane Blachut and her Holbrook Hurricanes who will cater the roast veggies and salad. To date we will be catering for 60 and payment has been received. I envisage some late starters for this one if the last muster is anything to go by, so we may be looking for a further donation of a "spitable" beast. – expenses reimbursed to the Holbrook Hurricanes

The RFS are catering a farewell breakfast on departure day for (at this stage) 55. Bacon and egg rolls at the ready. LOL. I am sure when the tantalising smell of cooking bacon wafts through the camp they will be lining up for a slice of the action. Contingency plans are in place for the extra mouths to feed. – expenses reimbursed

When costing out the Muster tours etc; I was under a misapprehension as to the cost of the commuter buses that we will be using. Therefore some of the tours and activities that necessitate the use of these vehicles will run at no profit.

All in all, most of the major expenses have already been met and with any luck and attendees generosity, we will see a profit and be able to benefit the young people of Platform Y in their future endeavours.

It is also to be hoped that our attendees have long arms and short pockets and will spend up big in town. I will be asking them to keep track of what they spend and provide receipts where possible so that we can get a fairly good idea of how much financial assistance is forthcoming to our business houses.

Our biggest profit is to be gleaned from our voucher auction and the raffle. Again, thanks to TFI in

providing our first prize in the raffle and to the business people and residents of Temora in “couging up” and donating gift cards, vouchers and product. Garry Cocks and myself will be doing the rounds in the next couple of weeks to let our shop keepers know what it is all about and to accept their generous donations.

A very big thankyou to Temora Aviation Museum for providing their “exclusive tour” which includes a complimentary lunch and also for the donation of lanyards and pouches for our Musterers to identify who they are when they are out and about.

Thankyou to Craig Sinclair for his invaluable assistance and positive direction. Without his help this just wouldn’t have got off the ground.

Thankyou also to Temora Shire Council for their endeavours and assistance, again invaluable.

I would like to take this opportunity to thank everyone for their encouragement and to express my heartfelt thanks for everything that you have done and continue to do. I would like it to be noted that this will be the last Muster that I undertake but rest assured that I will be on hand to help whomever may take up the reigns.

Thankyou one and all. Elaine Costello

COMMITTEE RESOLUTION 11/2019

Moved: Mrs Elaine Costello

Seconded: Ms Lynette Andersen

That the Committee resolved to note the report.

CARRIED

Next meeting Lyn Andersen and Kelly Whitton to present ideas for the meeting to discuss.

4 CLOSE MEETING

The Meeting closed at 1:00PM.

This is the minutes of the Promotions & Visitation Committee meeting held on Tuesday 12 March 2019.

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GENERAL MANAGER

.....
CHAIRMAN

6.3 MINUTES OF THE ASSETS & OPERATIONS COMMITTEE MEETING HELD ON 12 MARCH 2019**File Number:** REP19/237**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Minutes of the Assets & Operations Committee Meeting held on 12 March 2019**RESOLUTION 64/2019**

Moved: Cr Graham Sinclair

Seconded: Cr Kenneth Smith

It was resolved that the reports be received.

CARRIED**RESOLUTION 65/2019**

Moved: Cr Kenneth Smith

Seconded: Cr Nigel Judd

It was resolved that the Bundawarra Centre Manager Mr Bill Speirs report to a future Assets & Operations Committee to explain the proposed modifications to the Visitor Information Centre.

CARRIED**RESOLUTION 66/2019**

Moved: Cr Claire McLaren

Seconded: Cr Kenneth Smith

It was resolved that item 3.2 Airport Usage Fees – Commercial Operators being referred to Confidential.

CARRIED

RESOLUTION 67/2019

Moved: Cr Graham Sinclair

Seconded: Cr Max Oliver

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

CARRIED



Date: Tuesday, 12 March 2019
Time: 2:43PM
Location: 105 Loftus Street
TEMORA NSW 2666

MINUTES

Assets & Operations Committee Meeting

12 March 2019

Order Of Business

1	Open Meeting	3
2	Apologies	3
3	Reports	4
3.1	Mobile Stage.....	4
3.2	Temora Airport Usage Fees - Commercial operators.....	15
3.3	Visitor Information Refresh	25
3.4	Request to Rename Little Maxwell Street.....	27
3.5	Business Rules for Use of TAIC Irrigation Dam.....	32
3.6	Water Refill Stations.....	43
3.7	Aurora Street Medical Practice Correspondence.....	47
3.8	Request to close Unnamed Council Road	54
3.9	Nixon Park Speeding Issues	62
4	Confidential Reports.....	65
5	Close Meeting	66

**MINUTES OF TEMORA SHIRE COUNCIL
ASSETS & OPERATIONS COMMITTEE MEETING
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666
ON TUESDAY, 12 MARCH 2019 AT 2:43PM**

PRESENT: Cr Rick Firman (Mayor), Cr Nigel Judd, Cr Claire McLaren, Cr Max Oliver, Cr Graham Sinclair (Deputy Mayor)(Chair), Cr Kenneth Smith, Cr Dale Wiencke

IN ATTENDANCE: Steve Firth (Director of Administration & Finance), Gary Lavelle (General Manager), Kris Dunstan (Director of Environmental Services), Alex Dahlenburg (Engineering Senior Technical Officer), Claire Golder (Town Planner)

1 OPEN MEETING

2:43PM

2 APOLOGIES

COMMITTEE RESOLUTION 13/2019

Moved: Cr Claire McLaren

Seconded: Cr Max Oliver

That apologies from Engineering Technical Manager Rob Fisher and Bimal Shah (Engineering Works Manager), be received and accepted.

CARRIED

3 REPORTS

3.1 MOBILE STAGE

File Number: REP19/204

Author: Secretary Engineering

Authoriser: Engineering Technical Manager

Attachments: 1. Use & Hire of Mobile Stage

REPORT

Mobile Stage Policy

With the new mobile stage due for delivery within weeks, the issue of the policy governing the use of the stage needs to be considered.

In early discussions with Council, it was considered that the delivery of the vehicle would be the responsibility of the hirer. Discussions with the Council Plant Manager indicate that he does not agree with this approach and he provides the following comments:

- The stage is a 9m long x 2.5 wide x 3m High caravan. Would all community groups have experience to tow this type of vehicle. (I think most people would say I'm not towing that due to its size, regardless if the towing vehicle is correct)
- The current stage is generally delivered by council, other than when going out of town. This is commonly done by experienced truck drivers.
When the stage is needed to be moved by the Councils prime mover, this was a problem when council was busy, but is not the case now.

Council could set up several tow vehicles with the correct requirement to tow.

Most of the hires in the past were for community groups and council delivered the stage anyway.

- The use of community groups /private motor vehicles towing the stage, we would need to check for:
 - Towbar compliance
 - Ball weight
 - Tow height
 - Do they have mirrors
 - Is the brake circuit wired in correctly
 - We would have to supply blue tooth system for brake away battery monitoring
 - Can the tow vehicles suspension handle the ball weight. (this is always a problem)

Most people, who do tow, can tow forward but not reverse. (some locations this needs an experienced driver)

When it's not your vehicle the care factor becomes zero. All this for the sake of towing it less than 2kms or max distance A/Park.

- My opinion that the best approach is that council delivers the stage at a set time to the venue and meets with the responsible person in charge of the hire who will be setting up and closing up after use,
I think that each hire is a new hire and we should do the same process regardless if they have done it before.

The Council employee who delivers the stage should be the one to return the stage, this will allow for checking that the stage was how it was when it was delivered, and no mistakes of who done what, I think this is the only way if we intend to keep this in excellent condition.

Also I think that leaving the stage overnight in the parks especially now it's a new one, is opening it up to vandals.

- Some of the current parks in which the old stage is used have no access at all, this needs to be changed and have good access and driveways free of trees.
The new stage with its lengths and tail swing will not go up gutters without damage occurring.

The other issue is the hire of the mobile stage outside the Temora Local Government area. There is no surer way to damage the vehicle and increase running costs than allowing this to happen. It is strongly recommended that the stage be kept for use of residents of Temora Shire.

The current stage has created a degree of interest for community groups and neighbouring Councils. When the new stage is operational, it is recommended that the old stage be disposed of by an Expression of Interest process.

COMMITTEE RESOLUTION 14/2019

Moved: Cr Rick Firman

Seconded: Cr Kenneth Smith

1. That the Committee resolved to recommend to Council that the Draft Policy C1- Use and Hire of Mobile Stage be adopted
2. The existing Mobile Stage be disposed of through an Expression of Interest process when determined to be surplus to requirements

CARRIED

Function: Community

Temora Shire Council

Policy Number: C1

TEMORA SHIRE COUNCIL



TEMORA
The Friendly Shire

USE AND HIRE OF MOBILE STAGE

DRAFT

Revision Number: 2
File Name: Use and Hire of Mobile Stage

Revision Date: 15 November 2018
Page Number: Page 1 of 9

*Function: Community**Temora Shire Council**Policy Number: C1*

Review Details

ABOUT THIS RELEASE

DOCUMENT NAME: Use & Hire of Mobile Stage
CODE NUMBER: C1
AUTHOR: Temora Shire Council
ENDORSEMENT DATE: March 2019

REVIEW

Revision	Date	Revision Description		Date approved by Council	General Managers Endorsement
November 2018		New Stage	1	21 March 2019	GCL

PLANNED REVIEW

Planned Review Date	Revision Description		Review by
September 2019	Review		GCL

Revision Number: 2
File Name: Use and Hire of Mobile Stage

Revision Date: 15 November 2018
Page Number: Page 2 of 9

Function: Community

Temora Shire Council

Policy Number: C1

The mobile stage owned by Council is available for use, at a rate specified in the Council Management Plan.

Applications for the use of the stage must be on the approved form (attached).

1. Definition

- a. **Private Hirers** are defined as *any* business, individual or organisation that does not have not for profit community service as its primary focus.
- b. **Community Hirers** are defined as non profit or organisations with a substantially community focus within Temora Shire Council area. Council will be the final arbitrator on the status of applicants.

2. Hirers

2.1 The stage is available for hire for functions held within the boundary of the Shire of Temora.

A request for hire from a private hirer of the stage will be given preliminary approval, however can not be confirmed until four months from the date of proposed hire. If in the period up to four months from the date of hire, community hire application is received, then this application will take precedence.

3. Private Hirers

Will be subject to the following conditions:

- 3.1 Community hiring's will take precedence over Private Hiring's in accordance with clause 2.2
- 3.2 Private Hirers must pay a \$1000 refundable deposit (cleaning/damage deposit).
- 3.3 The cost to hire the stage is set out in Council's Operational Plan and includes the cost of delivery of the stage. The stage will not be hired if the event is held outside the Temora Shire Council boundary.
- 3.4 The hirer is responsible for the receipt and return of the stage in a clean and undamaged condition
- 3.5 The hirer must nominate an accredited responsible person to operate the stage
- 3.6 The equipment checklist and feedback form must be completed and returned with the stage
- 3.7 The hirer will abide by all operating procedures as outlined in the user manual
- 3.8 The hirer will abide by all operating procedures as outlined in the user manual

Revision Number: 2
File Name: Use and Hire of Mobile Stage

Revision Date: 15 November 2018
Page Number: Page 3 of 9

Function: Community

Temora Shire Council

Policy Number: C1

4. Local Community Hirers

- 4.1 Community hiring's will take precedence over private hiring's in accordance with clause 2.2.
- 4.2 Community hirers must pay a \$400 refundable deposit (cleaning/damage deposit).
- 4.3 The cost to hire the stage is set out in Council's Management Plan and includes the cost of delivery of the stage.
- 4.4 The stage will not be hired if the event is held outside the Temora Shire Council boundary
- 4.5 The hirer is responsible for the receipt and return of the stage in a clean and undamaged condition
- 4.6 The hirer must nominate an accredited responsible person to operate the stage
- 4.7 The equipment checklist and feedback form must be completed and returned with the stage
- 4.8 The hirer will abide by all operating procedures as outlined in the user manual.

5. Accredited Persons

- 5.1 In accordance with 3.5 and 4.6, all hirers must have an accredited person to take delivery of the stage
- 5.2 To achieve accreditation, the accredited person must undergo a training program (approximate time 2hrs) to be familiar with the operations of the stage.
- 5.3 The person who is undergoing accreditation must meet the cost of the training. The cost of the training is detailed in the council Fees and Charges Schedule, determined annually.

6. Usage

- 6.1 The hire fee includes the cost of delivery by Council staff
- 6.2 Users of the stage must set up the stage themselves utilising an accredited person. The hirer must nominate an accredited person prior to the hire to operate the stage
- 6.3 The stage must be returned in a clean and damage free state with all equipment intact. Users will be charged for any cleaning/repairs required. Hirers must complete the equipment checklist and feedback form which will be provided at the time of delivery
- 6.4 Hirers must complete a checklist before and after each hire which will be counterchecked by the Plant Manager (or his delegate) on return. Any anomalies must be reported

Revision Number: 2
File Name: Use and Hire of Mobile Stage

Revision Date: 15 November 2018
Page Number: Page 4 of 9

Function: Community

Temora Shire Council

Policy Number: C1

- 6.5 The Temora Shire Council, at a general meeting, may make individual exceptions to this policy, upon application in writing, in exceptional circumstances

Revision Number: 2
File Name: Use and Hire of Mobile Stage

Revision Date: 15 November 2018
Page Number: Page 5 of 9

Function: Community

Temora Shire Council

Policy Number: C1

**APPLICATION TO HIRE MOBILE STAGE**

Name:		
Organisation:		
Telephone:	Ph:	Mb:
Organisation: Private or Community		

DETAILS OF HIRE

Date:		
Time:		
Pickup Date:	Return Date:	
Location:		
Event Details:		
Purpose stage is to be used:		
Public Address System (PA) Required:	Yes	No
Power Required :	Yes	No

DELIVERY

Responsible Person:			Accredited Number:	
Require Delivery:	Yes	No	Delivery Return Date:	

AGREEMENT

I agree that I will take full responsibility for the erection and dismantling of the Mobile Stage and that I will be in attendance during this time. The operating conditions outlined in the user manual with be strictly adhered to.	
Signature:	

OFFICE USE

Entered:	Yes	No	Applicant Advised:	Yes	No
Hire Fee:			Receipt No:		
Deposit:			Staff Member:		

Revision Number: 2
File Name: Use and Hire of Mobile Stage

Revision Date: 15 November 2018
Page Number: Page 6 of 9

Function: Community

Temora Shire Council

Policy Number: C1

CONFIRMATION OF HIRE

<date>

<Contact>
<Organisation>
<Address>

Dear

RE: HIRE OF MOBILE STAGE

I refer to your application of <date> and advise that you have been allocated the use of the mobile stage for

<Function Details>
<Function Date>

Please liaise with Council prior to the event to arrange collection of the vehicle.

Yours faithfully

G C Lavelle
GENERAL MANAGER

Revision Number: 2
File Name: Use and Hire of Mobile Stage

Revision Date: 15 November 2018
Page Number: Page 7 of 9

Function: Community

Temora Shire Council

Policy Number: C1



MOBILE STAGE CHECKLIST

DETAILS

Hiring Organisation:	
Date of Hire:	

Item	Delivery	Return	Comment
Keys	✓	✓	
Generator			
Electrical Cables			
PA System			
Microphones			
Lectern			
Speaker Props			

I acknowledge that the mobile stage was delivered in good condition with no damage and all equipment listed above in place. Please note any issues below.

Signed:	Date:
---------	-------

Revision Number: 2
File Name: Use and Hire of Mobile Stage

Revision Date: 15 November 2018
Page Number: Page 8 of 9

Function: Community

Temora Shire Council

Policy Number: C1

RETURN OF STAGE:

Please advise if any problems were encountered with the stage during the hiring		
Did all equipment function as required:	Yes	No
I acknowledge that the stage has been received by Temora Shire Council in good condition with all equipment returned.	Yes	No
Signed:		Date:

Temora Shire Council – Authorised Representative

I advise that issues raised by the hirer have been addressed in the following way:		
Signed:		Date:
I authorise/ do not authorise the refund of the full/part deposit and have advised the Creditor Clerk (details below)		
Signed:		Date:

Revision Number: 2
File Name: Use and Hire of Mobile Stage

Revision Date: 15 November 2018
Page Number: Page 9 of 9

3.2 TEMORA AIRPORT USAGE FEES - COMMERCIAL OPERATORS

File Number: REP19/168
Author: Town Planner
Authoriser: Director of Environmental Services
Attachments: 1. Draft Airport Usage Fees Policy
2. Airport Usage Fees Schedule

REPORT

Following on from the February Council Meeting, where Council considered and determined the matter of applying an airport maintenance fee to landowners at the Temora Airpark Estate, the issue of the application of a fee for commercial users of Temora Airport also requires determination by Council.

Council has previously consulted public consultation regarding the Draft Airport Usage Fees Policy and Fee Schedule, which includes the issue of commercial users of Temora Airport.

Although the majority of the submissions related to the issue of the fee that applies to residents of the Temora Airpark Estate, a small number of comments were received in relation to the matter of commercial usage. These were noted in the February Council Meeting report.

In summary, the concerns raised were:

- Advise that the introduction of fees will make flying schools unviable and threatens future development project
- It is reasonable to charge heavy commercial activities competitive fees, providing the price is not too high, therefore discouraging usage. No landing fees should apply to small flying schools.
- Cost of imposing landing fees on small flying schools will increase the cost of training. Any landing fees are passed on to students, which will influence if students choose Temora for their flying training.
- Concern that the introduction of fees will reduce services to Temora Airport. Commercial users of the airport will choose other venues. Implications for regular commercial users.
- Negative effects of the usage fee – increasing costs to farmers, cost of doing business, Council administration, decreased revenue from events, discourage commercial operators
- Use of the runway for testing of performance race vehicles causes more deterioration of runway surfaces than by aircraft
- Local businesses should be exempt from the annual business airport usage fee as they are property owners, paying the property owner fee
- Impact on ‘fly ins’ and charity fundraisers
- Concern about landings associated with the tug plane used by gliders, 40-60 times per day
- Gliding event participants already pay fees to cover bringing specialised towing aircraft and additional fees applied by Council add 25% cost to entry fees.
- It is not certain if event fees would be waived for the gliding championships and in other towns were fees have been introduced, gliding events are no longer held there.

- The definition of an 'event' is not clear.

Council's response to these matters are:

- Council is proposing that small businesses operated at Temora Airport by residents of Temora Shire be exempt from landing fees. Exemption shall be determined by Council. The policy proposes that exemption be guided by the following criteria:
 - o the employment of no more than 2 persons other than those residents
 - o submission to Council of relevant information advising of the scale of the business, including (where relevant) number of students, number of expected clients and level of usage of Temora Airport to conduct the business
- Commercial operators are running a business using an asset owned by Council. It is not unreasonable to require a contribution towards maintaining the infrastructure that supports that business to operate. If the infrastructure is not maintained, the business won't be able to operate. Most airports charge commercial users of their airports.
- The Airport Inspection Officer has reported not issues with damage to the runway as a result of motorsport testing
- The policy proposes that event fees be set by negotiation with the event organisers and may be waived entirely by Council if the event is charity related or generates significant economic benefit to Temora Shire, as determined by Council through the event application process
- An "event" has been defined within the draft policy as "A planned gathering of people that involves the hire of a Council owned facility and the completion of an Event Application Form in accordance with Council's Event Application Policy".

COMMITTEE RESOLUTION 15/2019

Moved: Cr Rick Firman

Seconded: Cr Dale Wiencke

That the Committee resolved to recommend that Council:

1. Adopt the Draft Temora Airport Usage Fees Policy as amended and
2. Include the relevant fees in Council's 2019/20 budget.

AND FURTHER

That a revised Airport Usage Fees Policy be presented at the March Council meeting.

CARRIED

Function: Engineering

Temora Shire Council

Policy Number: EW15

TEMORA SHIRE COUNCIL



TEMORA

The Friendly Shire

AIRPORT USAGE FEES

DRAFT

Revision Number:
File Name: Airport Usage Fees

Revision Date:
Page Number: Page 1 of 6

*Function: Engineering**Temora Shire Council**Policy Number: EW15*

Review Details

ABOUT THIS RELEASE

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

REVIEW

Revision Date	Revision Description	Date approved by Council	General Managers Endorsement

PLANNED REVIEW

Planned Review Date	Revision Description	Review by

Revision Number:
File Name: Airport Usage Fees

Revision Date:
Page Number: Page 2 of 6

Function: Engineering

Temora Shire Council

Policy Number: EW15

PART A Outline

Objectives

This policy is aimed at fulfilling the following objectives:

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

Background

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

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

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

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

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

Application

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

Revision Number:
File Name: Airport Usage Fees

Revision Date:
Page Number: Page 3 of 6

Function: Engineering

Temora Shire Council

Policy Number: EW15

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

Airport Maintenance Fee

- All landowners within the Temora Airpark estate will be required to pay an annual **Airport Maintenance Fee**, on a per lot basis.
- Fees collected will be used to contribute to only to the ongoing maintenance and operations of Temora Airport and not used for general revenue purposes.
- Any increase in fees will be limited to increase only by Consumer Price Index (CPI).

Landing Fees

- Landing fees will apply at Temora Airport, based on the weight of the aircraft, to all commercial aircraft using Temora Airport.
- Larger commercial aircraft place greater demands on airport infrastructure and it is therefore reasonable that heavier aircraft contribute more towards airport maintenance.
- Council will contact regular commercial users of Temora Airport to obtain data of landing frequency, weight of aircraft and fee amount, before preparing six-monthly invoices for payment by the commercial operator (in advance).
- Small business operators who are residents of Temora Shire are exempt from landing fees. Exemption from landing fees is determined by Council, guided by the following criteria:
 - the employment of no more than 2 persons other than those residents
 - submission to Council of relevant information advising of the scale of the business, including (where relevant) number of students, number of expected clients and level of usage of Temora Airport to conduct the business
- Temora Aviation Museum aircraft, including guest aircraft, are exempt from all landing fees. This exemption applies as a result of their financial contribution in constructing Runway 05/23.
- Landing fee amounts will be set annually by Council.
- Commercial aircraft using Temora Airport will be required to make their landing fee payment prior to any pavement concession that may be required for their aircraft to land at Temora Airport.

Revision Number:
File Name: Airport Usage Fees

Revision Date:
Page Number: Page 4 of 6

Function: Engineering

Temora Shire Council

Policy Number: EW15

Event Fees

- An application fee applies for all applications to use the Temora Airport to host an event.
- An event is defined as a planned gathering of people that involves the hire of a Council owned facility and the completion of an Event Application Form in accordance with Council's Event Application Policy.

PART B Procedures

Fee Procedures

Airport Maintenance Fee

Airport Maintenance Fee invoices will be sent annually to all landowners of Temora Airpark Estate, on a per lot basis. This will include a written agreement between the applicant and Council relating to safety procedures, access and use of airport infrastructure. The agreement must be signed and returned to Council, along with payment of the relevant fee, by the specified date in order for the resident to access Temora Airport. Fees are set annually by Council.

Landing Fees

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

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

Fee collection reporting

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

Operational Procedure

Commercial Operation

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

Runway Inspections

Revision Number:
File Name: Airport Usage Fees

Revision Date:
Page Number: Page 5 of 6

Function: Engineering

Temora Shire Council

Policy Number: EW15

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

Heavy Vehicles

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

Events

Event organisers are required to complete Council's event management form, for consideration by Council's Risk Assessment Officer. The establishment fee applies to applications involving the airport. All other Council employee costs to assist with organisation or operations of the event are at Actual Cost, in accordance with Council's Fees and Charges.

Exclusive Hire

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

Revision Number:
File Name: Airport Usage Fees

Revision Date:
Page Number: Page 6 of 6

Airport Usage Fee Schedule

For inclusion in Council's Budget

Segment	User type	Revenue Method	Fee / Charge	Charging Period	Notes
Commercial	Agricultural	Airport Usage Fee	\$396	Per day per operator aircraft	Usage of agricultural facilities including runways, taxiways and ag apron plus access roads by trucks, requires involvement by Airport Safety Officer to open and close facilities for access.
	Frequent Commercial	Landing fee	\$12/t	Per landing, charged on an annual or quarterly basis by negotiation dependent on forecast frequency.	Frequent commercial users includes pilot training and commercial deliveries/collection at Temora Airport. Small businesses operated from Temora Airport by residents of Temora Shire are exempt from landing fees. Exemption is determined by Council.
	Infrequent Commercial	Landing fee	\$12/t	Per landing	Where operators contact Council to advise staff prior to their landing, as required, Council can invoice.
Recreational	Airpark Landowner	Fee	\$400	Per lot per annum	Maintenance Fee to be used only for Airport maintenance and airport reserve fund purposes

	Non-aviation use	Airport Usage Fee	\$1,000	Per hour	Examples include motor sport racing and testing. Council currently charges up to \$5,000 per day. Includes cost of Council's Airport Safety Officer being onsite during the day. For this financial year, 8 days of use for motor sport are scheduled, generating \$40,000. Involves only the main runway. The north-south runway remains open.
	Events	Landing fee	\$10	per participant per day, by negotiation dependent upon request from event organisers	Event examples include: - National Gliding Championships This fee forms part of the event application form and can be discounted or waived by Council upon request where the applicant can demonstrate a significant contribution to the local economy or a worthy cause.

3.3 VISITOR INFORMATION REFRESH

File Number: REP19/202
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

REPORT

As per the 2018/19 budget, Council officers have engaged a local design firm to undertake the initial planning works to redesign the Visitor Information Centre.

Scope of Works

The follow elements are within the scope of the works to be provided by Katie Keith Design:

- -Re design the layout of the existing Visitor Information Centre.
- -Design to create a welcoming, comfortable environment that reflects and promotes Temora.
- Design to create a visual boundary to separate the separate facilities within the building.
- New design to highlight the museum entry and create a clear distinction between the Visitor Information Centre and Museum.
- Look at better ways to display merchandise and options to upgrade existing displays.
- -Design to explore the option for a farmer's market section for display and sale of local produce.
- Existing brochure location works well look at upgrading displays.
- Rationalise existing reception area, explore the option of having an area for the museum tickets to be sold at the Visitor Information Centre reception.
- Look at creating a new entry into existing shared bathroom new entry to comply with AS1428.
- Provide screening/ visual barrier to separate the function area from Visitor Centre.
- Provide new way finding signage to better direct visitors through the space within the centre.
- Look at options to reduce glare and heat issues to the large windows in the Visitors Centre.
- -Provide options for the upgrade of the existing Façade.

Design services

The project will take consist of the following stages and deliverables:

Phase 1: Site investigation – Preparing base plans in Archi CAD format.

- Site measure to check existing against provided plans and draft up of existing areas included in scope.

Phase 2: Preliminary Sketch plans

- Sketch plans exploring spatial design options will be provided for client review. Sketch plans will be developed from information given by client in initial client briefing.

Phase 3: Design Development

- The final sketch plan will be developed based on the selected sketch plan as chosen by the client from the preliminary sketch plan phase and will incorporate developed client briefing and feedback.
- Presentation of internal material and finishes selection for new refurbishment. Including materials and finishes board, elevations and presentation drawings.
- Presentation of exterior finishes proposal.

Phase 4: Documentation

- Once approval has been given on the design in the design development stage documentation will commence.
- Documentation will include: demolition plan, new works floor plan, internal elevations, external elevations and joinery drawings as required.
- Schedule of interior detailing including internal finishes, fittings and fixtures specification.
- A preliminary documentation set will be issued to the client prior to the final set being issued for final review and approval.
- Documentation required for council approval for external changes as required.

COMMITTEE RESOLUTION 16/2019

Moved: Cr Dale Wiencke

Seconded: Cr Rick Firman

That the Committee resolved to recommend to Council that the report be noted.

CARRIED

3.4 REQUEST TO RENAME LITTLE MAXWELL STREET

File Number: REP19/170

Author: Senior Engineering Technical Officer

Authoriser: Engineering Technical Manager

Attachments:

1. Minchin and Harrison Family History
2. Little Maxwell Street Aerial Image

REPORT

Council is recently in receipt of email correspondence (*copy can be viewed below*) asking for consideration to rename Little Maxwell Street, Aria Park to Minchin Street, Aria Park.

Good morning,

I would like to find out whether it would be possible to make an application to have a street within Aria Park renamed in honour of long term residents (now deceased). My wife's family own the house at 19 Wellman Street, Aria Park which has, as I understand, been in the Harrison/Minchin family for over 100 years. This house sits on the corner of Wellman Street and Little Maxwell Street (a small dirt lane) and I would like to make an application to have the street renamed to "Minchin Street" noting that Harrison Street is already in existence. I understand this recognition of long term residency within Aria Park is consistent with other naming such as "Harper Park" and "Harrison Street". If such an application is possible, I would be happy to present a more detailed letter outlining the proposal and would appreciate advice as to costs.

I would appreciate your guidance in this matter.

Thanks

Further to the information provided in this correspondence please find attached to this report a copy of Minchin Family and Harrison Family history articles. Also attached is an aerial image showing the location of Little Maxwell Street as being considered in the report to be renamed.

Considerations;

- No adjoining properties are addressed to Little Maxwell Street, however it does provide rear lane access to those properties and the main driveway access to 19 Wellman Street
This means no property addressing would require updating if the street was renamed
- Renaming this street doesn't align with normal naming principles for a North-South Laneway, as usual conventional naming is to adopt the name of the street to the West adding the prefix 'Little' to the front being how this street was named Little Maxwell Street originally
- The house owned at 19 Wellman Street on the corner of Little Maxwell Street was also the home of Aria Park's first Doctor

COMMITTEE RESOLUTION 17/2019

Moved: Cr Dale Wiencke

Seconded: Cr Kenneth Smith

That the Committee resolved to recommend to Council that the report be referred to the Aria Park Advisory Committee for comment.

CARRIED

Report by Alex Dahlenberg

MINCHIN FAMILY

The Minchin family started their heritage in Australia when James Minchin left Portsmouth on the 1 June 1829 and sailed to the Swan River in Western Australia to start his new farming life. At the early age of 38, James and a few other pioneers from the district were killed by local aborigines. This dispersed the family and James' wife Elizabeth left for the eastern states with most of her family.

Elizabeth's grandson Alfred Minchin moved from Mooroopna to the Aria Park district and married Alice Maud McKenzie in 1890. Alfred and Alice settled on a small property on the Tara Becric Road south of Aria Park. When the station 'Little Mimosa' was divided, Alfred sold his farm and bought 1200 acres on Maxwell's Lane. Alice had six children to Alfred, Hannah, Andrew, William, Edward, Charles and Vera.

Most of the family never really left the district and Andrew being the eldest son took over the family farm. Andrew met a stunning young lady who lived (conveniently) only a mile down the road at Tara Park at the Maxwell's house. Ruby Alice Maxwell married Andrew Minchin in the Anglican Church Temora on 10 September 1924.

Ruby had seven children with Andrew: Leonard, Joyce, Merle, Keith, Ron, Cliff and Noel. Times were tough and Andrew had to sell the farm to his father-in-law, Herbert Maxwell. Herbert rented the farm house to the family.

Andrew was a gun shearer in his day and shore from Yass to home. When he wasn't shearing he ran a wheat grader. His shearing abilities rubbed off onto his sons – Keith now has his name and story in the Shearing Hall of Fame at the shearing museum, Shear Outback at Hay.

His daughters, Joyce and Merle, took on full time work at Tara Park working for their grandfather after their grandmother suffered permanent mental illness after an accident in hospital.

Herbert sold his property and divided a share to each of his children. Ruby received £400 with which she bought a home in Coolamon Street, Aria Park in 1948.

Andrew moved to town begrudgingly and worked for Charlie McKenzie as a stock and station agent until he died in 1960. Ruby worked in the local hotel until 1997 aged 93. She retired to Greenstone Lodge, Temora and passed away on the 15 March 2005, aged 100. Joyce, Merle and Noel still live in the Aria Park district today. Andrew and Ruby leave a family of seven children, 13 grand children, 41 great grandchildren and four great, great grandchildren.

Damien Harper, 2007

HARRISON FAMILY

Maurie was born in Aria Park on 11 January 1926 and married Rita Lawson and had four children, Ian, Judith, Allan and Peter. Maurie played for the dances at Aria Park before joining the Air Force as a wireless operator. He worked at Seymour's but went to Leeton in 1947 to be a pastry cook with Stan. He was a very successful piano player and played in the 'Blue Rhythm Band' for years. He played cricket and Aussie Rules for Leeton. He and Bob were partners in a mixed farm for four years and then split and went their own ways, buying a farm each within a half mile of each other.

Keith (Bob) was born in Aria Park on 2 November 1929, and married Joyce Boardman. They have two sons, Ardian and Mark. Bob worked on the County Council in Temora. He played the piano for send offs and welcoming homes in Aria Park during the War, later playing for twenty years in the 'Harmony Boys Orchestra' in Leeton. He played Aussie Rules, cricket for Aria Park and Maher Cup for Barmedman. Later he played Rugby for Leeton and he was selected to play for Group 20 in the Riverina Trials. He also played golf for twenty years until he bought another farm – he was also one-fifth owner of Leeton Citrus Juice Company where his son was the chemist for fourteen years – now in retirement in Wagga.

Granddaughter of Sam & dau of George Harrison
 Audrey was born on 2 February 1931. She married Keith Minchin and had four children, Susan, Ian, Carol and Neville. Keith passed away and is buried in Aria Park. Audrey was away in Hay for education when her mother got very sick, so she came home to help out. She played hockey and tennis and is now a bowls player for Aria Park.

Lifetime residents at Wehran St. Address.
 George had a sister living in Aria Park and Quandary, Mrs George Keen (Jane) and they had five children, May Wells (Temora), Richard 'Dick' (Aria Park), Rita Humphrys (Windsor), Bill (Quandary) and John who died on 6 May 1973 (Aria Park).

Maurie Harrison, 2007

Little Maxwell Street - ARIAH PARK



3.5 BUSINESS RULES FOR USE OF TAIC IRRIGATION DAM**File Number:** REP19/175**Author:** Senior Engineering Technical Officer**Authoriser:** Engineering Technical Manager**Attachments:** 1. Policy EW14 - Business Rules For Use Of TAIC Irrigation Dam**REPORT**

Attached is a proposed draft Council Policy EW14 – Business Rules for Use of the Temora Agricultural Innovation Centre (TAIC) Irrigation Dam.

COMMITTEE RESOLUTION 18/2019

Moved: Cr Rick Firman

Seconded: Cr Dale Wiencke

That the Committee resolved to recommend to Council to adopt the draft Policy.

CARRIED*Report by Alex Dahlenberg*

Function: Engineering

Temora Shire Council

Policy Number: EW14

TEMORA SHIRE COUNCIL



TEMORA

The Friendly Shire

BUSINESS RULES FOR USE OF THE TEMORA AGRICULTURAL INNOVATION CENTRE (TAIC) IRRIGATION DAM

DRAFT

File Name: Business Rules for Use of the Temora Agricultural Innovation Centre (TAIC) Irrigation Dam

Page Number: Page 1 of 10

*Function: Engineering**Temora Shire Council**Policy Number: EW14*

Review Details

ABOUT THIS RELEASE

DOCUMENT NAME: Business Rules for Use of the Temora Agricultural Innovation Centre (TAIC) Irrigation Dam
CODE NUMBER: EW14
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

*File Name: Business Rules for Use of the Temora Agricultural Innovation Centre (TAIC) Irrigation Dam**Page Number: Page 2 of 10*

Function: Engineering

Temora Shire Council

Policy Number: EW14

TABLE OF CONTENTS

PART A Introduction

Background

Aims

Objectives

Overview of Business Case for the Irrigation Dam

Overview of recycled water and stormwater utilisation

Environmental Benefits

PART B Business Rules for Operating the TAIC Irrigation Dam

Overview

Recycled water and stormwater amounts and storage

Business Rules for the Operation of the TAIC Irrigation Dam

Annexure 1

Overall plan of recycled water and stormwater collection and distribution

File Name: Business Rules for Use of the Temora Agricultural Innovation Centre (TAIC) Irrigation Dam

Page Number: Page 3 of 10

Function: Engineering

Temora Shire Council

Policy Number: EW14

PART A Introduction

Background

The Temora Agricultural Innovation Centre (TAIC) irrigation dam, constructed in 2018 is located on the western side of the Trungley Hall Road, Temora, immediately adjacent to the Temora Shire Council Sewage Treatment Plant.

The dam has a capacity of 100ML and is a 'turkey nest' dam, as it has no natural catchment and must be filled by gravity feed and/or pumping water into the dam from other sources.

The TAIC irrigation dam has been developed for two main purposes:

1. To capture and store excess treated effluent water and excess stormwater that is otherwise lost to the environment; and
2. To provide a secure water supply for the irrigation of crop trial sites located at the TAIC. This means, providing reliable water for timely trial establishment and to ensure suitable seed recovery, however this does not extend to full term irrigation of crops.

The provision of irrigation water at TAIC is intended to complement the provision of recycled water to other recipients, including Council parks and gardens, Council sports fields, private sports fields including the golf course and trotting track, school sports fields, and supply of water to Lake Centenary.

Aims

The aims of this policy are to:

- (a) Maximise the potential of the available resources of overflow recycled water and excess stormwater collected by Council;
- (b) Support the ongoing operations of the TAIC through the provision of access to recycled water and stormwater for the purposes of trial establishment and seed recovery irrigation;
- (c) Provide security of supply of this resource to TAIC, to agreed levels; and
- (d) Provide certainty to the wider community that the benefits, both socially and economically, of the provision of well-maintained recreational facilities, and high amenity parks and lake, continue alongside investment in supporting agricultural research.

Objectives

The objectives of this policy are to:

- (a) Detail the business rules that apply to support the use of the TAIC irrigation dam, including sourcing, collecting, storing and distributing the water held in the dam
- (b) Set out Temora Shire Council's priorities in relation to the access and use of Council's recycled water and stormwater

File Name: Business Rules for Use of the Temora Agricultural Innovation Centre (TAIC) Irrigation Dam

Page Number: Page 4 of 10

Function: Engineering

Temora Shire Council

Policy Number: EW14

- (c) Provide details about Council's role managing access to recycled water and stormwater, including targets for filling of the TAIC irrigation dam at certain times of the year and managing situations of low rainfall and drought
- (d) Meet minimum supply levels for all recycled water and stormwater users through ongoing management and monitoring.

Review

This policy shall be reviewed at three year intervals following adoption by Council. The review shall include, but is not limited to;

- Review of Table 1 including water allocations
- Review of Table 2 business rules

Overview of Business Case for the Irrigation Dam

The TAIC delivers grain research and development through field-based trials, undertaken on a commercial basis. Around 60 workshops, seminars and events are held at TAIC annually with the primary focus being capacity development for producers, researchers and consultants. Major grain farm machinery dealers and manufacturers trial product, conduct training sessions and demonstrations regularly at the site.

The irrigation dam will underpin existing private investment at TAIC and grow the level of investment. There is significant demand from crop breeding companies for trial area with irrigation capacity, not to produce irrigated crops, rather to ensure crop establishment and guarantee seed recovery. This is critical to the realisation of the commercial investment.

Overview of recycled water and stormwater utilisation

The Temora sewage treatment plant (STP) is located on the northern fringe of urban Temora, adjacent to TAIC. Treated water from the plant is routinely used to maintain Temora's public parks, gardens and recreation areas. During autumn, winter and spring when water usage is down and/or rainfall is up, the treatment plant routinely overflows into a drainage channel that leads to the Trigalong Creek. Overflow records from the treatment plant holding dam show that in excess of 100ML of water per year can be lost in overflow, however good records do not exist for years prior to 2012. Experience shows that during prolonged periods of dry weather, overflow from the treatment plant will not occur for in excess of 12 months.

The other source of water for the precinct is urban stormwater runoff. The arterial stormwater drain capturing the majority of urban Temora's rainfall runoff flows across the southern edge of TAIC on its way to Trigalong Creek at Lake Centenary. Located on this arterial drain is a 5ML agricultural dam that during wet periods has large volumes of stormwater flow through it.

The construction of a storage dam able to hold 100ML of water to service an irrigation requirement of up to 40ML of water annually, provides an opportunity to sustainably use and refill the dam in most years.

File Name: Business Rules for Use of the Temora Agricultural Innovation Centre (TAIC) Irrigation Dam

Page Number: Page 5 of 10

Function: Engineering

Temora Shire Council

Policy Number: EW14

Environmental Benefits

- The irrigation dam provides an opportunity for TSC to 100% recycle treated effluent minimising discharge to the natural environment.
- Utilisation of stored water for tactical irrigation resulting in increased ground cover during drought conditions reducing the risk of erosion and soil degradation

File Name: Business Rules for Use of the Temora Agricultural Innovation Centre (TAIC) Irrigation Dam

Page Number: Page 6 of 10

Function: Engineering

Policy Number: EW14

Temora Shire Council

PART B Business Rules for Use of the TAIC Irrigation Dam

Overview

The TAIC irrigation dam is intended to complement the provision of recycled water and stormwater to other water recipients within Temora, including parks, gardens, sports fields and Lake Centenary.

With active management, Council is of the view that water resources can be shared by all recipients, providing appropriate levels of service to the community and suitable levels of water security to FarmLink as managers of the TAIC.

The business rules for use of the TAIC irrigation dam are intended to provide certainty to Council, FarmLink, agricultural researchers and the community about how the dam will operate, in different seasons, to achieve a reasonable level of service for all recipients of recycled water and stormwater in Temora.

Recycled water and stormwater amounts and storage

On average, 330ML of sewage and stormwater enters Council's Sewerage Treatment Plant (STP) every year.

Typically, Council uses 100ML of recycled water over the summer period for urban irrigation purposes, this being Temora parks, gardens and sports fields. However, this quantity can vary between 70ML to 150ML depending on the prevailing seasonal conditions.

Around 100ML of effluent is managed through treatment system surface evaporation each year. Remaining water is stored until required by Council. This system provides the community with a secure source of irrigation water for parks, gardens and sports fields.

Between 0 - 100ML of recycled water will overflow from the STP each year. It is predominantly this water that will service the TAIC irrigation dam operations.

Large volumes of stormwater runoff from town passing through the TAIC provides a relatively secure source of additional water. It is planned that small volumes of stormwater runoff from town will be used to provide water security to irrigation operations. It is noted that stormwater runoff will only be used under strict conditions and will only be used to supplement water secured from Temora STP overflow.

Business Rules for the Operation of the TAIC Irrigation Dam

The business rules for the operation of the TAIC irrigation dam involves an annual full allocation of 40ML of irrigation water to be drawn from the TAIC irrigation dam. If the dam is operating on a dry season allocation, the allocation is reduced to a minimum of 30ML secure supply.

The provision of full allocation relies on maintaining a supply of available water in the irrigation dam at the target levels. If the target cannot be achieved, due to a dry season, the annual allocation will be reduced in order to manage supply, in case of several dry years in a row.

The target levels are detailed in Table 1 below:

File Name: Business Rules for Use of the Temora Agricultural Innovation Centre (TAIC) Irrigation Dam

Page Number: Page 7 of 10

Function: Engineering

Policy Number: EW14

Temora Shire Council

Table 1: Targets for filling the TAIC irrigation dam

Storage Capacity at 1 st January	Allocation
80% - 100%	40ML
60% - 80%	30ML – 40ML incrementally reduced from 40ML to 30ML
20% - 60%	30ML
5% - 20%	30ML (max 10ML from STP)

Council will advise FarmLink of the TAIC annual allocation, during early November based on measuring devices installed at the irrigation dam.

Date	Target Irrigation Dam Capacity
1 st January	100%
30 th June	50%
Ongoing	Minimum 5%

In order to achieve these targets, the business rules for filling and operating the TAIC irrigation dam are set out in Table 2 below:

Table 2: Business Rules for the Operation of the TAIC Irrigation Dam

Business Rule	Control
Responsibility for TAIC irrigation dam inflows	Council shall control inflow to the TAIC irrigation dam. This includes water from the STP and urban stormwater.
Filling the TAIC irrigation dam from the Temora STP	Irrigation dam can be filled: <ul style="list-style-type: none"> - At any time from STP Pond 6 (at the discretion of Council) - As required from Pond 5 (max 10ML)
Filling the TAIC irrigation dam from urban stormwater (TAIC 5ML storage dam).	Irrigation dam can be filled: <ul style="list-style-type: none"> - At any time water is available to a maximum of 20ML per annum (1st Jan to 31st Dec) and/or, - When Lake Centenary is >90% full
Responsibility for irrigation outflows	FarmLink is responsible for managing the outflow from the irrigation dam, in response to the annual allocation.
Timing of irrigation	Irrigation water can be used for the purposes of timely crop establishment and ensure suitable seed recovery, but is not for fully irrigated cropping
Monitoring of pollutant levels	Council shall be responsible for monthly monitoring of pollutant levels at the STP and the irrigation dam, and any other monitoring required by the EPA under the operations licence.

File Name: Business Rules for Use of the Temora Agricultural Innovation Centre (TAIC) Irrigation Dam

Page Number: Page 8 of 10

*Function: Engineering**Policy Number: EW14**Temora Shire Council*

Safe use of recycled water	Council shall observe any quality, safety and/or environmental controls stipulated by Council.
Reporting to S355 Committee Meetings	Dam levels and outputs shall be reported as agenda items at TAIC Committee Meetings
Communication between Council and FarmLink	Council and FarmLink shall have close communication, through the S355 Committee, to work towards meeting the dam filling targets wherever possible
Reducing evaporation	Council monitor opportunities to reduce evaporation from the irrigation dam.

*File Name: Business Rules for Use of the Temora Agricultural Innovation Centre (TAIC) Irrigation Dam**Page Number: Page 9 of 10*

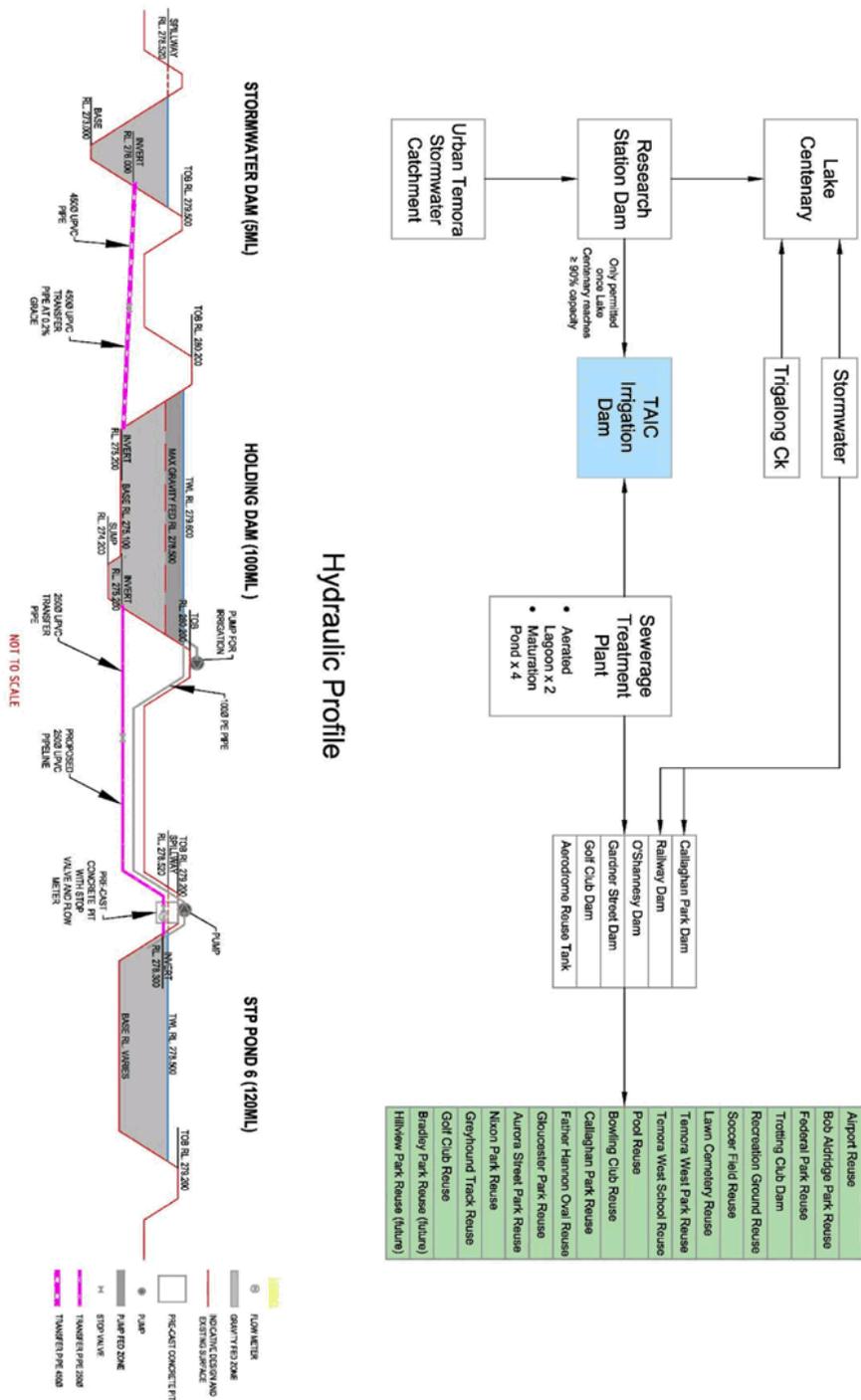
Function: Engineering

Policy Number: EW14

Temora Shire Council

Annexure 1

Overall plan of recycled water and stormwater collection and distribution



File Name: Business Rules for Use of the Temora Agricultural Innovation Centre (TAIC) Irrigation Dam

Page Number: Page 10 of 10

3.6 WATER REFILL STATIONS

File Number: REP19/177

Author: Senior Engineering Technical Officer

Authoriser: Engineering Technical Manager

Attachments: 1. Springdale Proposed Water Refilling Station Locations

REPORT

Following previous correspondence between Temora Shire Council and Goldenfields Water for their commitment over a 5 year period to provide community water refill stations it was determined by council originally that the considered installation locations were;

2016/17 FY – Paleface Park, Temora

2017/18 FY – Aria Park

2018/19 FY – Lake Centenary, Temora

2019/20 FY – Nixon Park, Temora

2020/21 FY – Springdale

With the Lake Centenary water refill station originally scheduled for installation during the current Financial Year 2018/19 it is requested by the engineering department that the order of installations be revised to;

2018/19 FY – Springdale

2019/20 FY – Lake Centenary, Temora

2020/21 FY – Nixon Park, Temora

This review to change the order of installations is based on the Lake Centenary station proposed to be installed adjacent to the new playground facility to be funded through the Stronger Country Communities Program in the 2019/2020 FY. With this funding being committed in the 2019/2020 FY it is considered appropriate to defer the water refill station installation at Lake Centenary until the 2019/2020 FY to coincide.

Further to the change in installation order it should be considered if the 2020/21 FY station is most adequately suited to being installed at Nixon Park or whether this should be reconsidered for a non-sporting field facility such as Gloucester Park.

With the proposed 2018/19 FY water filling station to be installed within Springdale if agreed upon as per this report a further clarification on the location within the Springdale Rest Area/Recreation Reserve is sought with 2 possible locations proposed. (Please see attachment

COMMITTEE RESOLUTION 19/2019

Moved: Cr Claire McLaren

Seconded: Cr Rick Firman

That the Committee resolved to recommend to Council that the order be changed to

2018/19 FY – Springdale

2019/20 FY – Lake Centenary, Temora

2020/21 FY – Nixon Park, Temora

AND FURTHER

That location No 1 in the report be approved at Springdale and request Goldenfields Water County Council to extend the program of providing water refill stations.

CARRIED

Report by Alex Dahlenberg

Proposed Water Refill Station Locations Springdale Rest Area / Recreation Reserve**Location 1**

Proposed installation within the front semi circle adjacent to the existing water service pipe to minimise installation cost however being easily accesible next to the new concrete paths close to the sheltered seating, bin and bbq.



Existing Tap Next To Tree

Location 2

Proposed installation near the Playground, however there is no current water connection or tap at the playground meaning a water pipe extension would be required from the toilet block to the playground at approximately 30m in length. This additional cost would be approximately \$500 for this option to install and back fill the water pipe service not including any concreting if required adjacent to the toilet block.

Another consideration in this location is that the general travelling public utilising the rest area wouldn't use the facility as often near the playground as the toilet block and tank partially blocks the view of the playground for visitors to the rest area.



Possible Location 2

3.7 AURORA STREET MEDICAL PRACTICE CORRESPONDENCE**File Number:** REP19/179**Author:** Senior Engineering Technical Officer**Authoriser:** Engineering Technical Manager**Attachments:**

1. Aurora Street Medical Practice Correspondence
2. Images relating to Aurora Street Medical Practice

REPORT

Council is in receipt of correspondence relating to matters concerning kurrajong trees, kerb ramp access and disability parking outside the medical practice situated on the corner of Aurora and Victoria Streets. Both letters of correspondence are attached to this report.

Upon investigating the matters the first thing to note is the planned replacement of kerb and gutter for the eastern side of Aurora Street between Victoria Street and Loftus Street budgeted in the current financial year (2018/19 budget) with delivery to commence in the impending weeks.

Kurrajong Trees *(Images showing the trees to be removed within attachments to this report)*

During the kerb and gutter works the two kurrajong trees being requested for removal will already be removed as part of the planned works for upgrade.

Kerb Ramp *(Image showing the location within attachments to this report)*

Due to scheduled works soon about to commence the request to use a metal constructed ramp is not feasible while also creating a further hazard to vehicles parking outside the practice.

The requested concrete kerb ramp adjacent to the property pedestrian gate accessing the property from Aurora Street is feasible and would be achievable at a cost lower than standard rates if completed in conjunction with the scheduled kerb and gutter works. However for a kerb ramp to be installed in conjunction with kerb and gutter works this would incur an installation cost of \$300 payable by the property owner due to its primary purpose to provide access to the medical practice business.

Disability Parking *(Images showing the current disability parking and general street frontage within attachments to this report)*

Upon review of the request for an additional disability parking space in conjunction with the kerb ramp request it was determined that the current signposted disability parking space is not linemarked and currently utilises the property driveway as the pedestrian access to the concrete footpath. This is considered a safety concern and as noted in the correspondence is a further internal property access issue due to vehicles parked within the driveway.

If the property owner wishes to proceed with paying for a concrete kerb ramp access in conjunction with councils scheduled kerb and gutter project then consideration should be given to moving the current signposted disability park to be directly beside the kerb ramp. Additionally if the request for a second disability parking space is approved then this space should also be installed alongside the kerb ramp. This allows for two disability parking spaces (one either side of

the new kerb ramp) with a small disability shared zone directly in front of the kerb ramp between the disability spaces as required by Australian Standards.

The request to install an additional disability space to the northern (left) side of the driveway is not supported by councils engineering department due to the safety risk concerns of the property (business) driveway being used as the access ramp to the existing concrete footpath.

Budget Implications

Kerb Ramp

Kerb Ramp Installation in conjunction with Kerb and Gutter Works

\$300 payable by Property Owner

Disability Parking

Option 1

Existing Disability Parking to remain as currently signposted

Nil Cost

Option 2

Existing Disability Parking to remain as currently signposted, however linemarking to be undertaken

\$180

Option 3

Existing Disability Parking Space to be moved adjacent to new concrete kerb ramp access and linemarked

\$360

Option 4

Existing Disability Parking Space to be moved adjacent to new concrete kerb ramp access with a second disability parking space to be installed the opposite side of kerb ramp with a shared zone in between. Signposting and linemarking required

\$980

COMMITTEE RESOLUTION 20/2019

Moved: Cr Rick Firman

Seconded: Cr Claire McLaren

That the Committee resolved to recommend to Council that the trees will be removed as part of the Aurora Street upgrade and Option 4 be adopted regarding the Disability Parking space with the cost to be split equally between Council and the owner.

CARRIED

Report by Alex Dahlenberg

23rd January, 2019

The General Manager,
Temora Shire Council,
Loftus Street,
TEMORA. NSW 2666

Dear Gary,

Re Pram Ramp at Victoria Street Surgery and other matters

I wish to make application to Council for the installation of a Pram/Disabled Ramp at the Victoria Street Surgery.

The location of the ramp would be at the street level in front of the pedestrian gate at 139 Aurora Street entrance to the Medical Practice.

The current pram/disabled entrances to the building both face Aurora Street.

At present the vehicular driveway is used which is sometimes partly blocked by parked cars.

I am concerned about the safety of patients when accessing the premises and wish to minimise the risk to patients and other users.

I currently have a metal constructed ramp which could be used but I understand Council's concern in the use of these portable ramps.

However, I would like Council to consider allowing the use of this ramp until such time as a concrete one is installed.

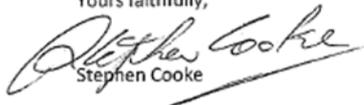
I would like the opportunity to address Council on this matter and the timing and costs associated with the provision of this Pram/Disabled Ramp.

On another matter I would like Council to consider the provision of another disabled car parking space adjacent to the driveway on the northern side. Currently there is one disabled car parking space on the southern side of the driveway.

I previously applied to Council for the removal of the two Kurrajong trees in front of the Surgery and have yet to receive a decision on this matter.

All these matters relate to the safety of the public and the continued Accreditation of the Practice.

Yours faithfully,


Stephen Cooke

10th December, 2018

The General Manager,
Temora Shire Council,
Loftus Street,
Temora. 2666

Dear Gary,

Re Request for Removal of Trees

We wish to request Council to consider the removal of two Kurrajong trees on the roadway at the front of 139 Aurora Street, Temora (Victoria Street Surgery). These trees are very stressed and falling pods, leaves and branches pose a threat the safety of patients entering the Surgery. The ground surrounding the trees has become raised due to root growth and this also poses a threat the patient safety.

We have no particular preference for replacement tress and would be guided by Council in this matter.

We look forward to Council's response.

Yours faithfully,

Stephen & Marie Cooke

Access to Medical Practice at 139 Aurora Street



Request to install Kerb Ramp for inclusive disability access to the property for medical consultations

Existing Signposted but not linemarked Disabled Parking Space on Aurora Street



Request to remove the Kurrajong Tree to the left of the property driveway and install an additional disabled parking space also to the northern left hand side of the driveway

139 Aurora Street – Street View

Further request for Kurrajong Tree in the right of the image to be removed also

If a kerb ramp access was installed adjacent to the property pedestrian access then consideration should be given to moving the current signposted disabled parking space to access the pedestrian kerb ramp rather than using the property driveway to access the footpath. Additionally if a second disability parking space was installed the space in front of the kerb ramp can be used as the clearzone to meet the required standard with a disability parking space installed either side of the new kerb ramp.

3.8 REQUEST TO CLOSE UNNAMED COUNCIL ROAD

File Number: REP19/186

Author: Senior Engineering Technical Officer

Authoriser: Engineering Technical Manager

Attachments:

1. Unnamed Road Maps
2. Maps and Response from Crown Lands (Roads)
3. BFB Correspondence Letter

REPORT

Following correspondence from BFB Pty Ltd, John Holland Group (JHG) and a design company Geo Surv working on behalf of BFB Pty Ltd it has been determined that a section of road reserve is located between BFB's Property (JV Site) and the Railway Reserve/Line.

After councils engineering department, being made aware of this section of land in question correspondence was sent to crown lands to determine the current status of the land. This status search through crown lands revealed the road is currently deemed a council owned road not a crown road. This section of council owned road (as highlighted in the attached map) is unnamed, unformed and currently not used by the general public in any form.

BFB Pty Ltd have requested that council close this unnamed road to allow them to purchase the land as part of plans to upgrade their site out loading infrastructure which will traverse onto the land of the unnamed road in question. This spur line at the BFB Cargill Joint Venture is a NSW government funded project through the 'Fixing Country Rail' Program at a cost of \$2.15 million dollars.

Extract From NSW Land Registry Services Website

A public road that was formerly vested in the council on closing remains vested in the council as operational land for the purposes of the Local Government Act 1993, except where the road was never constructed or used by the public. In these cases, an unformed road upon closure vests in the Crown and may comprise all or part of the residue of a certificate of title or old system deed.

Where the land will vest in the Crown as Crown land any future disposal or dealing will be a matter for Crown Lands.

Council should indicate in schedule 5 of the application if they are lodging the application on behalf of an adjoining landowner that is interested in purchasing the land, or for some other purpose.

Due to the road not being formed, used by the public as a road or expenditure of money by council for upkeep the unnamed road when closed will be vested back in the Crown however council can indicate that BFB Pty Ltd is interested in purchasing the land during the closure application to help progress the matter.

Following decision by the committee and council on closure of the unnamed road if proceeding with road closure then application will need to be made to NSW Trade and Investment Crown Lands following 28 days of advertising.

Budget Implications

Item	Cost
Public Road Closure Application (Council) NSW Trade and Investment Crown Lands – <i>Application Fee</i>	\$476.90
Advertising Closure - Temora Independent Newspaper (2x editions)	\$260
Council administration preparing plans and completing application process	\$170
TOTAL	\$906.90

COMMITTEE RESOLUTION 21/2019

Moved: Cr Dale Wiencke

Seconded: Cr Kenneth Smith

That the Committee resolved to recommend to Council that the road closure procedure be commenced.

CARRIED

Unnamed Rd (Highlighted in Red) - Adjoining Briar Street



Maps and Response from Crown Roads

Sent: Monday, 4 March 2019 10:01 AM

To: Alex Dahlenburg

Subject: Fwd: Road Enquiry - Temora Shire Council

Good morning Alex

I have had a quick look at the status of the road and it appears it is a Council road. Road plan attached for your information.

Regards

Council Road Closure Team | Business Centre, Newcastle
NSW Department of Industry - Crown Lands & Water
Level 3 | 437 Hunter St Newcastle NSW 2300
Mail: PO Box 2215, Dangar NSW 2309
E: council.roadclosures@crowmland.nsw.gov.au
W: <https://www.industry.nsw.gov.au/lands>





BFB Pty Ltd

ABN: 35 003 514 421

95 Twynan Street

Temora NSW 2666

Tel: 02 6977 1177

Fax: 02 6977 1709

Website: www.bfb.com.au

Email: enquiries@bfb.com.au

5 March 2019

To Temora Shire Council

As part of a government funded rail upgrade, a spur line will be built at the current BFB Cargill Joint Venture facility. The spur line will serve as a rail loading area to facilitate greater loading output at the current BFB Cargill Joint Venture site.

This will give the site an opportunity to upgrade its current out loading infrastructure. Any future rail out loading structure will traverse onto crown land as seen in below map.

BFB Cargill JV would like to express an interest in acquiring the land mentioned below to be tabled at the next meeting of the council.



transport grain fertiliser agronomy piggery farming fuel

3.9 NIXON PARK SPEEDING ISSUES

File Number: REP19/192
Author: Secretary Engineering
Authoriser: General Manager
Attachments: 1. Nixon Park speeding issues

REPORT

Council is in receipt of correspondence from the Temora & District Sports Council regarding speeding issues at Nixon Park.

COMMITTEE RESOLUTION 22/2019

Moved: Cr Rick Firman
Seconded: Cr Claire McLaren

That the Committee resolved to recommend to Council that this matter be referred to the April Assets & Operations Committee for a site inspection.

CARRIED

1st March 2019

Dear Gary.

In relation to the Speeding issue at Nixon Park,
The executive recommends the following that we

- Gate off / fence off maybe double gate at the shortest end of the back of the Australian rules Club House towards the outside fence (Southern Side). Gates that are locked at all time, except on match days.
- The center gate to be also locked at all times, wit keys being given to the appropriate club users.
- It will also provide extra security at the grounds.
- Further education needed re the dangers of speeding when little children are using the grounds.
- Enhance signage to please take care while driving.
- Executive members Denise Breust and Judy Gilchrist have volunteered to go up with our vests and slow down signs (to be borrowed from the TSC) to man the road while the netballers are going to training (we are prepared to do this for a month and hopefully the message might get through).
- Further for council engineering department to come up with a further costing and design for the gate/fence.

Moved Jack Morton seconded Cr Max Oliver Carried

Judy Gilchrist
Secretary
TDSC

1. Claire Golder – Town Planner

Advising that Cricket NSW providing additional funding for the Nixon Park Project is dependent on providing extra cricket nets. Cricket NSW will provide full funding for cricket nets and \$50,000 for the Nixon Park project.

COMMITTEE RESOLUTION 23/2019

Moved: Cr Rick Firman

Seconded: Cr Claire McLaren

That the Committee resolved to recommend to Council to approve this application for the new cricket nets providing they are fully funded

AND FURTHER

That the old cricket nets be removed.

CARRIED

2. CR JUDD

Requesting that Council protest about the potential removal of some of the rail line at Aria Park at the same time as the siding is constructed at Temora.

3. CR FIRMAN

Advising that Local Government NSW may hold their next regional summit at Temora.

4 CONFIDENTIAL REPORTS**COMMITTEE RESOLUTION 24/2019**

Moved: Cr Max Oliver

Seconded: Cr Dale Wiencke

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993 at 2:00PM:

4.1 Saleyards Loading Ramp

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

4.2 Temora Aerodrome

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

CARRIED

5 CLOSE MEETING

The Meeting closed at 4:50PM.

This is the minutes of the Assets & Operations Committee meeting held on Tuesday 12 March 2019.

.....

GENERAL MANAGER

.....

CHAIRMAN

6.4 MINUTES OF THE ECONOMIC DEVELOPMENT COMMITTEE MEETING HELD ON 12 MARCH 2019**File Number:** REP19/245**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Minutes of the Economic Development Committee Meeting held on 12 March 2019**RESOLUTION 68/2019**

Moved: Cr Kenneth Smith

Seconded: Cr Max Oliver

It was resolved that the reports be received.

CARRIED**RESOLUTION 69/2019**

Moved: Cr Claire McLaren

Seconded: Cr Lindy Reinhold

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

CARRIED



Date: Tuesday, 12 March 2019
Time: 4:51PM
Location: 105 Loftus Street
TEMORA NSW 2666

MINUTES

Economic Development Committee Meeting

12 March 2019

Order Of Business

1 Open Meeting 3

2 Apologies 3

3 Reports 4

 3.1 The Prosper Initiative 4

4 Confidential Reports..... 6

5 Close Meeting 7

**MINUTES OF TEMORA SHIRE COUNCIL
ECONOMIC DEVELOPMENT COMMITTEE MEETING
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666
ON TUESDAY, 12 MARCH 2019 AT 4:51PM**

PRESENT: Cr Rick Firman (Mayor) (Chair), Cr Nigel Judd, Cr Claire McLaren, Cr Graham Sinclair (Deputy Mayor), Cr Kenneth Smith

IN ATTENDANCE: Steve Firth (Director of Administration & Finance), Gary Lavelle (General Manager), Craig Sinclair (Economic Development Officer), Kris Dunstan (Environmental Services Officer)

1 OPEN MEETING

4:51PM

2 APOLOGIES

COMMITTEE RESOLUTION 7/2019

Moved: Cr Graham Sinclair

Seconded: Cr Kenneth Smith

That apologies from Cr Dennis Sleight be received and accepted.

CARRIED

3 REPORTS

3.1 THE PROSPER INITIATIVE

File Number: REP19/197
Author: Secretary Engineering
Authoriser: Engineering Technical Manager
Attachments: Nil

REPORT

The Prosper Initiative working group met in February to brainstorm a number of new projects designed to encourage residents to shop local. The brief to the group was to create ideas that made it easier for people to shop locally, rather than those that relied on guilt. The following initiatives were agreed upon to be actioned:

Thanks again for taking time out for the PI meeting last week that focused on ideas to assist the shop local message. Here's a summary of the actions:

FIND IT

A Facebook page that allows people to post questions asking where they can buy products/services in Temora. Business owners and community members will be able to respond, resulting in a self-serving community. The www.facebook.com/finditintemora/page was launched in early March and already has 339 followers. The page has also resulted in a number of successes.

FAMIL

Organise 3 to 4 businesses to take part in the first of a series of business familiarisation tours where we invite other business owners/staff to get an in-depth knowledge of the products and services that are sold. The aim of this project is for businesses to be able to refer customers to other businesses within town.

SELL IT

Investigating the creation of a program where the Youth Team can assist retailers with establishing and maintaining an online presence (e.g. listing products online, social media posting, picking and packing)

A core part of this initiative is to find local businesses already selling products online with a view to arranging a forum that talks about how to set up an online store, inviting those who are already doing it locally to respond in Q&A format to those who aren't. Youth and business owners will be provided with training on how to establish an online presence.

FIND ME

Coordinate the first in a series of practical, BYO device workshops targeted at businesses looking to manage their online profile – starting with Google Business. Participants will be provided with a hints and tips guide for businesses wishing to use Facebook and Instagram.

GAPS / OPPORTUNITIES

Create a special event, open to all businesses, but aimed at retailers, that discusses the shopping habits survey results, discusses opportunities for businesses on the back of the Target closure, outlines the forecast growth in jobs in Temora, and highlights the changing nature of consumer behaviour (perhaps through a Q&A with two demographic areas – young mums and retirees).

COMMITTEE RESOLUTION 8/2019

Moved: Cr Claire McLaren

Seconded: Cr Nigel Judd

That the Committee resolved to recommend to Council that the report be noted.

CARRIED

4 CONFIDENTIAL REPORTS**COMMITTEE RESOLUTION 9/2019**

Moved: Cr Claire McLaren

Seconded: Cr Nigel Judd

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993 at 5:00PM:

4.1 Airport Development

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

4.2 Target Building

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

4.3 Temporary Worker Accommodation

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

CARRIED

5 CLOSE MEETING

The Meeting closed at 5:38PM.

This is the minutes of the Economic Development Committee meeting held on Tuesday 12 March 2019.

.....

GENERAL MANAGER

.....

CHAIRMAN

7 DELEGATES REPORTS**1. CR SMITH**

Attended the Rural Museum Meeting last week and Temora's Own Arts & Crafts meeting last Saturday 16 March 2019.

Attended Springdale Progress Association meeting.

2. CR OLIVER

Attended the Bundawarra Centre meeting and the Rural Museum Open Day.

Temora & District Sports Council meeting was held last night – Nixon Park proposed development was discussed.

3. CR FIRMAN

Attended the Temora & District Sports Council meeting last night and the Greyhound Club advised that there is talk of possible closure of the club.

4. CR REINHOLD

Temora Womens Network function was well attended at the Golf club with 80 in attendance.

TBEG – Awards are under way.

5. CR SINCLAIR

Advised of the new General Manager appointed to Goldenfields Water County Council Mr Aaron Drenovski.

Riverina JO workshop to be held tomorrow in Wagga.

6. CR MCLAREN

The recent Women in Agriculture function at the Golf Club was very well attended.

8 MAYORAL REPORT**8.1 MAYORS REPORT - FEBRUARY 2019**

File Number: REP19/213
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

REPORT

1st February – The Deputy Mayor (Cr Graham Sinclair) and I were among those in attendance at the annual Temora & District Education Fund’s Grant Recipients presentation night. Congratulations are extended to the Board for allocating \$23,000 in grants to 16 Temora Shire young people, who have a passion to achieve their respective career goals.

4th February – I chaired the TDEF Debutante of the Year Ball Committee meeting. The Ball will be held on Friday 19th July, at the Temora Ex-Services Memorial Club. This change is due to the upgrade of the Memorial Town Hall. Cr McLaren is also a member of this Committee.

5th February – I had a meeting with the Deputy Prime Minister & Federal Member for Riverina, the Hon Michael McCormack MP, who was in Temora.

6th February – The Chairman of the Temora Aerodrome Users Committee (Cr Nigel Judd OAM), senior staff and I attended a meeting re: the Airport Masterplan.

7th February – I chaired the Riverina Joint Organisation Board meeting in Wagga, being the Independent Chairman. Temora Shire’s representative on the Board is Deputy Mayor (Cr Sinclair). The General Manager (Mr Gary Lavelle) accompanied me. There will be a workshop next week, to determine the Riverina’s strategic regional priorities.

- I chaired the Riverina Eastern Regional Organisation of Councils Board meeting.
- I attended a meeting of the Temora Disability Support Services Expo.
- The Deputy Mayor (Cr Sinclair), General Manager (Mr Lavelle), Director of Finance & Admin. (Mr Firth), Engineering Technical Manager (Mr Rob Fisher), Town Planner (Mrs Claire Golder) and I met with NSW Member for Cootamundra, Ms Steph Cooke MP, to discuss heavy vehicle alternate route issues.
- I chaired a meeting of Temora Shire’s Dry Times Preparedness meeting. This was a very good meeting with a very large attendance to discuss updates. We look forward to the Drought Breaking Bash to be held on Saturday 30th March, from 4:00pm, in Callaghan Park.
- Councillors, Senior Staff and I joined with Airpark residents to discuss the Airpark Masterplan, in particular the fees and charges. I am very pleased Council has genuinely engaged with our residents to seek their input into this important process. I know Council will make the best decision for the residents and wider community.

12th February – I had a meeting with the Director of Finance & Administration (Mr Firth) and Economic Development Manager, Mr Craig Sinclair.

- Cr Dennis Sleigh, Cr Ken Smith, Director of Finance & Administration (Mr Firth) & I attended a meeting of the Temora Shire Youth Advisory Committee. Youth Officer, Ms Melissa Carter, is doing a very good job with a strong Youth Team.
- Councillors, Senior Staff and I attended Committee day. It was a full day but productive.
- Cr Nigel Judd OAM, Cr Smith, Cr Oliver and I attended a meeting in Gundagai with NSW Member for Cootamundra, Ms Steph Cooke MP.

13th February – I was honoured to have been invited to present the Badges to the Temora High School's Student Council Executive and Councillors. It was a thrill to have my mother (Mrs Beth Firman) with me, as she too was a senior prefect at THS and I was on the first THS SRC in 1988. Council extends our warm congratulations to the President, Mr Corey Bradley, his Executive and Councillors on the trusted roles they have been given.

14th February – I attended the Temora Shire Australia Day Council meeting. Deputy Mayor (Cr Sinclair) and Cr Oliver were also in attendance.

15th February – The General Manager (Mr Lavelle) and I were guests at the Canberra Joint Organisation Board meeting, held in Wagga.

- I chaired the Riverina Joint Organisation (RivJO) Board Workshop to determine the Riverina strategic regional priorities, held in Wagga. The Deputy Mayor (Cr Sinclair) and the General Manager (Mr Lavelle) represented Temora Shire.
- I received advice of Temora's Target to close on 8th June. Shocking is disappointing news for us all. I rang the Assistant Manager of Target Temora, to arrange a meeting with the local management team.

16th February – I had a Meeting with Target Temora Manager, Mr Scott Tassell and his team regarding the pending closure of Target Temora. I passed on to them Temora Shire's strong support in any way we can.

- I was honoured to have been the guest speaker at the Temora Christian Men's Breakfast, held at the Men's Shed. It was great to see Cr Judd, Cr Sleigh and Cr Wiencke also in attendance.

18th February - I had a meeting with the General Manager.

19th February – I attended a tour of the Australian War Memorial in Canberra, together with Mr Shane Baldry and his son, Hayden. This was a very stirring and moving experience, particularly us laying a wreath at the end of day Memorial service.

20th February – I chaired the Temora & District Sports Council meeting. This was also attended by Cr Oliver, the General Manager and Director of Finance & Admin. We appreciated Temora Little

Athletic's President, Mr Greg Wiencke giving his time to us, presenting his vision for an enhanced Nixon Park Sporting Complex.

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

21st February – I chaired the February Council meeting. We had a really good meeting, with some crucial decisions being made.

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

22nd February – I chaired the Temora Zone Red Shield Appeal Committee meeting. The Appeal Director (Aux. Lut. Caleb Smith) and I believe we have arrangements in hand. We have appointed a strong team of Area Captains for our appeal, which is on 25/26 May.

23rd February – I enjoyed a tour of Goldenfield's Water County Council's Jugiong Water plant. It was most impressive and I thank GWCC Mechanical Co-Ordinator, Mr Shane Baldry for giving up his time.

27th February – I hosted a luncheon in Temora for the Department of Premier & Cabinet's (DPC) Riverina/Murray Director and Deputy (Mr James Bolton and Ms Margaret O'Dwyer) . The Chief Executive of Riverina JO and I discussed the update of our Riverina JO Board and our strategic regional planning documents.

- Mr Bolton and Ms O'Dwyer met with the General Manager and Director of Administration & Finance.
- Mr Bolton and Ms O'Dwyer met with Councillors to discuss their respective roles within DPC.

28th February – I extended the official welcome to the ladies who attended the Women in Agriculture Conference, held at the Temora Golf Club. It was pleasing to see Cr Claire McLaren also in attendance.

- Councillors, Senior Staff and I attended a Workshop on Project Costings. This was a most worthwhile exercise and I thank all involved.
- I attended a Candidates Forum for the NSW Election's at Wyalong.

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

RESOLUTION 70/2019

Moved: Cr Max Oliver

Seconded: Cr Graham Sinclair

It was resolved that the Mayoral Report be noted.

CARRIED

9 STAFF REPORTS

RESOLUTION 71/2019

Moved: Cr Claire McLaren

Seconded: Cr Lindy Reinhold

It was resolved that Council receive Staff reports.

CARRIED

10 GENERAL MANAGER**10.1 CALENDAR OF EVENTS - MARCH 2019**

File Number: REP19/154
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

REPORT**MARCH**

- 4th Friends of Temora Shire Cemeteries
Council Chambers – 10:00AM
DELEGATE: Cr Sleigh & Cr Reinhold
- 5th Temora Shire Arts Council
Committee Room – 6:00PM
- 6th Temora Women’s Network Meeting
Committee Room – 3:00PM
DELEGATE: Cr Reinhold
- 6th Town Hall Theatre Management Committee
Committee Room – 6:00PM
DELEGATE: Cr Reinhold
- 7th Riverina JO
DELEGATE: Cr Sinclair, Cr Firman
- 8th Country Mayors
Sydney
- 12th Committee Meetings
- 13th Imagine Temora Committee Meeting
Committee Room at 5:00pm
DELEGATE: Cr Reinhold
- 15th Operational Plan Workshop
- 17th Springdale Progress Association – 5:00PM
DELEGATES: Cr Oliver & Cr Smith
- 20th Temora & District Sports Council Meeting
Temora Ex Services Club – 6:30PM
DELEGATES: Cr Firman, Cr Oliver
- 21st Council Meeting
- 26 Floodplain Management Risk Management Committee
- 27th Riverina Regional Library Advisory Committee
DELEGATE: Cr Sleigh
- 28th Economic Development Workshop

APRIL

- 2nd Temora Shire Arts Council
Committee Room – 6:00PM
- 3rd Town Hall Theatre Management Committee

Committee Room – 6:00PM

DELEGATE: Cr Reinhold

9TH Committee Meetings – to be held at Springdale Hall

10th Imagine Temora Committee Meeting

Committee Room at 5:00pm

DELEGATE: Cr Reinhold

17th Temora & District Sports Council Meeting

Temora Ex Services Club – 6:30PM

DELEGATES: Cr Firman, Cr Oliver

18th Council Meeting

RESOLUTION 72/2019

Moved: Cr Kenneth Smith

Seconded: Cr Lindy Reinhold

It was resolved that the Calendar of Events be noted.

CARRIED

10.2 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE 2019

File Number: REP19/169
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

REPORT

The Local Government NSW Annual Conference will be held 14, 15, 16 October 2019 at the William Inglis Hotel, Warwick Farm.

Council must nominate their voting delegate for the conference.

Council need to nominate the number of attendees to the conference.

RESOLUTION 73/2019

Moved: Cr Kenneth Smith
Seconded: Cr Lindy Reinhold

It is was resolved that Council nominates Cr Firman, Cr Sinclair, Cr Judd and General Manager Mr Gary Lavelle as Delegates for the 2019 Local Government NSW Annual Conference, with Cr Firman as the voting delegate.

CARRIED

Report by Gary Lavelle

10.3 INTERNAL AUDIT MEETING MINUTES HELD 5 MARCH 2019**File Number:** REP19/209**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Internal Audit Minutes  **RESOLUTION 74/2019**

Moved: Cr Max Oliver

Seconded: Cr Claire McLaren

It was resolved that the Internal Audit Minutes be noted.

CARRIED*Report by Gary Lavelle*

**TEMORA SHIRE COUNCIL
INTERNAL AUDIT COMMITTEE MINUTES
MEETING HELD WEDNESDAY 5 MARCH 2019 IN THE COUNCIL CHAMBERS.**

PRESENT: James Davis (Junee) (Chair), Brad Pascoe (Junee), Ian Roberts (Black Adder & Associates), Cr Max Oliver, Cr Claire McLaren, Cr Nigel Judd (observer), Cr Ken Smith, Gary Lavelle (observer), Cr Dennis Sleigh (observer)

APOLOGIES: Steve Firth, Cr Rick Firman
Were received on the motion of Cr Oliver and Cr Smith

The meeting commenced at 2:00pm

The Minutes of the Internal Audit Meeting held on 7 November 2018
Were adopted on the motion of Cr Oliver and Cr Smith

Recommendations from Previous Audits

The recommendations from previous reports on Fraud Control and Policy maintenance and Delegations were considered and the current progress
Was noted on the motion of Cr McLaren and Cr Smith.

Report on Contract Management

The Internal Auditor Mr Ian Roberts presented the findings of the audit of Contract Management. He advised that:

- All Councils involved in the audit had similar findings
- In general, the Contract Management function was well managed with no significant oversights

The recommendations of the report are:

1. A contract management policy or procedure be developed that documents the process to be followed by those staff members charged with the responsibility of managing contracts and link that to Councils procurement policies and procedures/ protocol.
2. All relevant documentation related to the contract, including such things as communications between Council and contractors (written or verbal) and the measuring and monitoring of contractor performance is placed on their respective Council contract file.
3. A contract management plan be developed for all contracts
4. Council consider introducing independent monitoring of contracts through Council's Audit Risk and Improvement Committee.

Report was noted on the motion of Cr Oliver and Cr Smith.

Cr Maclaren enquired whether the specific issues raised regarding filing of information should be reported back to the committee. It was explained that the committee role was to review the process to ensure that future audits address specific issues raised and would be picked up in future audits.

Mr Roberts was questioned as to the specific shortfall in documentation identified in the report was. He advised that this was a general comment in instances where a secondary filing system was in use by an officer.

Gary Lavelle questioned the practicality of the suggestion that the Audit Committee review contracts. Mr Roberts explained that the suggestion was for a sample of contracts rather than all contracts.

James Davis advised of the approach taken by Junee Shire Council to independently assess

Methodology for the next report on

- Legislative compliance framework

The proposed Methodology was adopted with the advice that a more detailed methodology was to be provided prior to commencement on the motion of Cr Oliver and Cr Smith.

The meeting was advised that the next audit topics will be:

- Legislative Compliance
- HR/Payroll
- Records Management
- Section 355 Committees
- Compliance with Councillor Training
- Grant Management
- Depot Inventory
- Information Technology

Notification of

- Incidents of Fraud
- NSW Ombudsman requests
- ICAC enquiries involving TSC

The meeting was advised of two current reports to the ICAC regarding Council and staff. The first was a complaint regarding Senior Staff that Council have been informed will not be investigated by the ICAC.

The second issue involved Senior Staff and Council and accordingly the General Manager declared a Pecuniary Interest and left the room.

No adverse findings have been reported in respect of the referrals.

Meeting Schedule

The committee was advised that Cootamundra-Gundagai Council and Bland Shire Council were joining the alliance and hence the date for the next meeting is yet to be scheduled.

General Business

Cr Oliver enquired regarding the requirements for record keeping. He was advised that Council must not act in conflict with the State Records Disposal Schedule

Cr McLaren advised of the Audit Office of NSW release of the 'Report on Local Government 2018' and expressed concern regarding some of the indicators including Own Source Revenue.

Cr Judd raised the issue that IT policy was highlighted as an issue in the Audit Office Report. He was advised that this was a topic that is included for future audit.

Gary Lavelle advised that the contact for Temora Shire Council in the Audit Office has changed from Ricky Jiang to Min Lee.

Meeting closed at 2:40PM.

10.4 CODE OF MEETING PRACTICE POLICY - G2 - DRAFT**File Number:** REP19/266**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Draft Code of Meeting Practice  **REPORT**

The draft Code of Meeting Practice is attached for consideration. The policy will be placed on public display for 28 days then brought back to Council for adoption.

RESOLUTION 75/2019

Moved: Cr Nigel Judd

Seconded: Cr Graham Sinclair

It was resolved that the Draft Code of Meeting Practice Policy is placed on public display for 28 days then brought back to a future meeting of Council.

CARRIED*Report by Gary Lavelle*

TEMORA SHIRE COUNCIL



TEMORA
The Friendly Shire

Code of Meeting Practice

DRAFT

Function: Governance

Temora Shire Council

Policy Number: G2

Review Details

ABOUT THIS RELEASE

DOCUMENT NAME: Code of Meeting Practice
CODE NUMBER: G2
AUTHOR: Temora Shire Council
ENDORSEMENT DATE:

REVIEW

Revision Date	Revision Description	Date approved by Council	General Managers Endorsement
March 2019	Model Code	21 February 2019	GCL

PLANNED REVIEW

Planned Review Date	Revision Description		Review by

Revision Number: 2
 File Name: Code of Meeting Practice

Revision Date: January 2019
 Page Number: 2 of 38

Model Code of Meeting Practice for Local Councils in NSW

2

*Function: Governance**Temora Shire Council**Policy Number: G2***Table of Contents**

1	INTRODUCTION	4
2	MEETING PRINCIPLES	5
3	BEFORE THE MEETING.....	6
4	PUBLIC FORUMS.....	11
5	COMING TOGETHER.....	14
6	THE CHAIRPERSON.....	18
7	MODES OF ADDRESS.....	20
8	ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS	21
9	CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS.....	21
10	RULES OF DEBATE.....	24
11	VOTING.....	28
12	COMMITTEE OF THE WHOLE.....	30
13	DEALING WITH ITEMS BY EXCEPTION.....	31
14	CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC	32
15	KEEPING ORDER AT MEETINGS.....	36
16	CONFLICTS OF INTEREST.....	39
17	DECISIONS OF THE COUNCIL	40
18	TIME LIMITS ON COUNCIL MEETINGS	42
19	AFTER THE MEETING.....	43
20	COUNCIL COMMITTEES.....	45
21	IRREGULARITIES	49
22	DEFINITIONS	50

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 3 of 38

Model Code of Meeting Practice for Local Councils in NSW

3

Function: Governance

Temora Shire Council

Policy Number: G2

1 INTRODUCTION

This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is made under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2005* (the Regulation).

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

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

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

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

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 4 of 38

Model Code of Meeting Practice for Local Councils in NSW

4

Function: Governance

Temora Shire Council

Policy Number: G2

2 MEETING PRINCIPLES

2.1 Council and committee meetings should be:

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

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

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

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

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

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

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

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

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 5 of 38

Model Code of Meeting Practice for Local Councils in NSW

5

Function: Governance

Temora Shire Council

Policy Number: G2

3 BEFORE THE MEETING

Timing of ordinary council meetings

3.1 Ordinary meetings of the council will be held on the following occasions:

Held at 4.00pm on the third Thursday of each month at Temora Shire Council Chambers, (check adjusted times). In the event that the business of Council is, as determined by the Mayor, unable to be reasonably dealt with for completion at a reasonable time due to the amount of business, the meeting may commence at an earlier time. Notice of such change will be given in accordance with 3.4.

3.2 Not Applicable

Extraordinary meetings

3.3 If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting. (Section 366)

Notice to the public of council meetings

3.4 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council. (Section 9(1))

3.5 For the purposes of clause 3.4, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council's website, and published in the Temora Independent

3.6 For the purposes of clause 3.4, notice of more than one (1) meeting may be given in the same notice.

Notice to councillors of ordinary council meetings

3.7 The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting. (Section 367 (1))

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 6 of 38

Model Code of Meeting Practice for Local Councils in NSW

6

Function: Governance

Temora Shire Council

Policy Number: G2

- 3.8 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, but only if all councillors have facilities to access the notice, agenda and business papers in that form and agree to receive the notice in that form. (Section 367 (3))

Notice to councillors of extraordinary meetings

- 3.9 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency. (Section 367 (2))

Giving notice of business to be considered at council meetings

- 3.10 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted 5 business days before the meeting is to be held.
- 3.11 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.
- 3.12 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager will prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.
- 3.13 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:
- (a) Prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or
 - (b) By written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 7 of 38

Model Code of Meeting Practice for Local Councils in NSW

7

Function: Governance

Temora Shire Council

Policy Number: G2

Questions with notice

- 3.14 A councillor may, by way of a notice submitted under clause 3.10, ask a question for response by the general manager about the performance or operations of the council.
- 3.15 A councillor is not permitted to ask a question with notice under clause 3.14 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.
- 3.16 The general manager or their nominee may respond to a question with notice submitted under clause 3.14 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.

Agenda and business papers for ordinary meetings

- 3.17 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.
- 3.18 The general manager must ensure that the agenda for an ordinary meeting of the council states:
- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
 - (b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
 - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
 - (d) any business of which due notice has been given under clause 3.10.
- 3.19 Nothing in clause 3.18 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.6.
- 3.20 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.
- 3.21 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:
- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 8 of 38

Function: Governance

Temora Shire Council

Policy Number: G2

- (b) states the grounds under section 10A(2) of the Act relevant to the item of business. (Section 9 (2A) (a))

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

Availability of the agenda and business papers to the public

- 3.23 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council. (Section 9 (2) and (4))
- 3.24 Clause 3.23 does not apply to the business papers for items of business that the general manager has identified under clause 3.21 as being likely to be considered when the meeting is closed to the public.(Section 9 (2A) (b))
- 3.25 For the purposes of clause 3.23, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors. (Section 9 (3))
- 3.26 A copy of an agenda, or of an associated business paper made available under clause 3.23, may in addition be given or made available in electronic form. (Section 9 (5))

Agenda and business papers for extraordinary meetings

- 3.27 The general manager must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.
- 3.28 Despite clause 3.27, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:
- (a) a motion is passed to have the business considered at the meeting, and
 - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 3.29 A motion moved under clause 3.28(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 9 of 38

Function: Governance

Temora Shire Council

Policy Number: G2

- 3.30 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.28(a) can speak to the motion before it is put.
- 3.31 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.28(b) on whether a matter is of great urgency.

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 10 of 38

Model Code of Meeting Practice for Local Councils in NSW

10

Function: Governance

Temora Shire Council

Policy Number: G2

4 PUBLIC FORUMS

- 4.1 The council will hold a public forum 30 minutes prior to each ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary council meetings and meetings of committees of the council.
- 4.2 Public forums are to be chaired by the mayor or their nominee.
- 4.3 To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by **48 hours** before the date on which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.
- 4.4 Not applicable
- 4.5 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.
- 4.6 The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 4.7 No more than one speaker are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.
- 4.8 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public forum.
- 4.9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.
- 4.10 Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no more than **two** days before the public forum. The general manager or their delegate may refuse to allow such material to be presented.

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 11 of 38

Function: Governance

Temora Shire Council

Policy Number: G2

- 4.11 The general manager or their delegate is to determine the order of speakers at the public forum.
- 4.12 Each speaker will be allowed five (5) minutes to address the council, with an extension of five (5) minutes available at the discretion of the Mayor. This time is to be strictly enforced by the chairperson.
- 4.13 Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.
- 4.14 A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.
- 4.15 Speakers are under no obligation to answer a question put under clause 4.14. Answers by the speaker, to each question are to be limited to **one (1)** minute.
- 4.16 Speakers at public forums cannot ask questions of the council, councillors or council staff.
- 4.17 The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to **one (1)** minute in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.
- 4.18 Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.
- 4.19 When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.
- 4.20 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.19, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.
- 4.21 Clause 4.20 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 12 of 38

Function: Governance

Temora Shire Council

Policy Number: G2

- 4.22 Where a speaker engages in conduct of the type referred to in clause 4.19, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.
- 4.23 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.

Note: Public forums should not be held as part of a council or committee meeting. Council or committee meetings should be reserved for decision-making by the council or committee of council. Where a public forum is held as part of a council or committee meeting, it must be conducted in accordance with the other requirements of this code relating to the conduct of council and committee meetings.

Public Presentations

- 4.24 If required, Council may provide time at the beginning of the meeting to receive a presentation from an individual or organisation or to make a presentation on behalf of the community to an individual or organisation.
- 4.25 Presentations are to be chaired by the Chairperson of the meeting
- 4.26 Presentations must be prearranged and approved by the Mayor
- 4.27 Items discussed at the Public Presentation shall not be under consideration at the meeting
- 4.28 No discussion or resolution by Council may occur regarding an issue subject to a Public Presentation
- 4.29 Each presentation will be limited to ten (10) minutes unless extended by the Chairperson
- 4.30 To enable a presentation to occur, the Chairperson will set aside Standing Orders

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 13 of 38

Model Code of Meeting Practice for Local Councils in NSW

13

Function: Governance

Temora Shire Council

Policy Number: G2

5 COMING TOGETHER

Attendance by councillors at meetings

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

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

- 5.2 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting.

- 5.3 Not applicable

- 5.4 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings. This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.

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

- 5.6 The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.

- 5.7 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA. (Section 234 (1) (d))

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

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 14 of 38

Model Code of Meeting Practice for Local Councils in NSW

14

Function: Governance

Temora Shire Council

Policy Number: G2

The quorum for a meeting

- 5.9 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office. (Section 368 (1))
- 5.10 Clause 5.9 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council. (Section 368 (2))
- 5.11 A meeting of the council must be adjourned if a quorum is not present:
- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
 - (b) within half an hour after the time designated for the holding of the meeting, or
 - (c) at any time during the meeting.
- 5.12 In either case, the meeting must be adjourned to a time, date and place fixed:
- (a) by the chairperson, or
 - (b) in the chairperson's absence, by the majority of the councillors present, or
 - (c) failing that, by the general manager.
- 5.13 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.
- 5.14 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the safety and welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster (such as, but not limited to flood or bushfire), the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.
- 5.15 Where a meeting is cancelled under clause 5.14, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called under clause 3.3.

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 15 of 38

Model Code of Meeting Practice for Local Councils in NSW

15

Function: Governance

Temora Shire Council

Policy Number: G2

Entitlement of the public to attend council meetings

- 5.16 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public. (Section 10 (1))
- 5.17 Clause 5.16 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.
- 5.18 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:
- (a) by a resolution of the meeting, or
 - (b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion. (Section 10(2))

Webcasting of meetings (In abeyance until decision made by Council)

- 5.19 All meetings of the council and committees of the council are to be webcast on the council's website.

Note: Councils must include supplementary provisions in their adopted codes of meeting practice that specify whether meetings are to be livestreamed or recordings of meetings uploaded on the council's website at a later time. The supplementary provisions must also specify whether the webcast is to comprise of an audio visual recording of the meeting or an audio recording of the meeting.

- 5.20 Clause 5.19 does not apply to parts of a meeting that have been closed to the public under section 10A of the Act.
- 5.21 At the start of each meeting the chairperson is to make a statement informing those in attendance that the meeting is being webcast and that those in attendance should refrain from making any defamatory statements.
- 5.22 A recording of each meeting of the council and committee of the council is to be retained on the council's website for **four (4) years**. Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

Attendance of the general manager and other staff at meetings

- 5.23 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors. (Section 376(1))

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 16 of 38

Function: Governance

Temora Shire Council

Policy Number: G2

- 5.24 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote. (Section 376(2))
- 5.25 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager. (Section 376(3))
- 5.26 The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the general manager.

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 17 of 38

Model Code of Meeting Practice for Local Councils in NSW

17

Function: Governance

Temora Shire Council

Policy Number: G2

6 THE CHAIRPERSON

The chairperson at meetings

- 6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council. (Section 369(1))
- 6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council. (Section 369(2))

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

- 6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.
- 6.4 The election of a chairperson must be conducted:
- (a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
 - (b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.
- 6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.
- 6.6 For the purposes of clause 6.5, the person conducting the election must:
- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
 - (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.
- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.
- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

- 6.9 When the chairperson rises or speaks during a meeting of the council:
- (a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 18 of 38

Function: Governance

Temora Shire Council

Policy Number: G2

- (b) every councillor present must be silent to enable the chairperson to be heard without interruption.

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 19 of 38

Model Code of Meeting Practice for Local Councils in NSW

19

Function: Governance

Temora Shire Council

Policy Number: G2

7 MODES OF ADDRESS

- 7.1 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.
- 7.2 Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.
- 7.3 A councillor is to be addressed as 'Councillor [surname]'.
- 7.4 A council officer is to be addressed by their official designation or as Mr/Ms [surname].

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 20 of 38

Model Code of Meeting Practice for Local Councils in NSW

20

Function: Governance

Temora Shire Council

Policy Number: G2

8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

- 8.1 Not applicable
- 8.2 The general order of business for an ordinary meeting of the council shall be:
1. Declare the Meeting Open
 2. Prayer
 3. Apologies
 4. Declaration of Interests
 5. Public Presentations (if any)
 6. Confirmation of Minutes of Previous Meeting
 7. Mayoral Minute (if any)
 8. Committee Reports
 9. Call for Delegates Reports
 10. Motion Receiving Staff Reports
 11. Correspondence
 12. Motion to Receive Information Paper
 13. Business with Notice
 14. Business Without Notice
 15. Closed Committee for Confidential Reports
 16. Motion to move out of Closed Committee
 17. Close Meeting
- 8.3 The order of business as fixed under clause 8.2 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.
- 8.4 Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 8.3 may speak to the motion before it is put.

9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

Business that can be dealt with at a council meeting

- 9.1 The council must not consider business at a meeting of the council:
- (a) unless a councillor has given notice of the business, as required by clause 3.10, and
 - (b) unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
- (a) is already before, or directly relates to, a matter that is already before the council, or

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 21 of 38

Function: Governance

Temora Shire Council

Policy Number: G2

- (b) is the election of a chairperson to preside at the meeting, or
 - (c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or
 - (d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:
- (a) a motion is passed to have the business considered at the meeting, and
 - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.
- 9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

Mayoral minutes

- 9.6 Subject to clause 9.9, if the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the council, or of which the council has official knowledge.
- 9.7 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.
- 9.8 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.
- 9.9 A mayoral minute must not be used to put without notice matters that are routine and not urgent, or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.10 Where a mayoral minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the mayoral minute does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the recommendation if adopted.

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 22 of 38

Function: Governance

Temora Shire Council

Policy Number: G2

Staff reports

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

Reports of committees of council

- 9.12 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.
- 9.13 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

Questions

- 9.14 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.14.
- 9.15 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.
- 9.16 A councillor may, through the general manager, put a question to a council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.
- 9.17 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to documents. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.
- 9.18 Councillors must put questions directly, succinctly, respectfully and without argument.
- 9.19 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 23 of 38

Model Code of Meeting Practice for Local Councils in NSW

23

Function: Governance

Temora Shire Council

Policy Number: G2

10 RULES OF DEBATE

Motions to be seconded

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

Notices of motion

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

Chairperson's duties with respect to motions

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

Motions requiring the expenditure of funds

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

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 24 of 38

Function: Governance

Temora Shire Council

Policy Number: G2

Amendments to motions

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

Foreshadowed motions

- 10.17 A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
- 10.18 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 10.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 25 of 38

Function: Governance

Temora Shire Council

Policy Number: G2

motions cannot be considered until all foreshadowed amendments have been dealt with.

Limitations on the number and duration of speeches

- 10.20 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.21 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.22 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.23 Despite clause 10.22, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.24 Despite clause 10.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.
- 10.25 Despite clauses 10.20 and 10.21, a councillor may move that a motion or an amendment be now put:
- (a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
 - (b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.
- 10.26 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.
- 10.27 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.20.
- 10.28 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.29 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 26 of 38

Function: Governance

Temora Shire Council

Policy Number: G2

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

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 27 of 38

Model Code of Meeting Practice for Local Councils in NSW

27

Function: Governance

Temora Shire Council

Policy Number: G2

11 VOTING

Voting entitlements of councillors

- 11.1 Each councillor is entitled to one (1) vote. (Section 370(1))
- 11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote. (Section 370(2))
- 11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.
- 11.4 Not applicable

Voting at council meetings

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

Voting on planning decisions

- 11.12 The general manager must keep a register containing, for each planning

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 28 of 38

Function: Governance

Temora Shire Council

Policy Number: G2

decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.

- 11.13 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.
- 11.14 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.
- 11.15 Clauses 11.12–11.14 apply also to meetings that are closed to the public. (Section 375(A))

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 29 of 38

Model Code of Meeting Practice for Local Councils in NSW

29

Function: Governance

Temora Shire Council

Policy Number: G2

12 COMMITTEE OF THE WHOLE

12.1 The council may resolve itself into a committee to consider any matter before the council. (Section 373)

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

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

12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full but any recommendations of the committee must be reported.

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

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 30 of 38

Model Code of Meeting Practice for Local Councils in NSW

30

Function: Governance

Temora Shire Council

Policy Number: G2

13 DEALING WITH ITEMS BY EXCEPTION

13.1 Not applicable

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 31 of 38

Model Code of Meeting Practice for Local Councils in NSW

31

Function: Governance

Temora Shire Council

Policy Number: G2

14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

Grounds on which meetings can be closed to the public

- 14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
- (a) personnel matters concerning particular individuals (other than councillors),
 - (b) the personal hardship of any resident or ratepayer,
 - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
 - (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret,
 - (e) information that would, if disclosed, prejudice the maintenance of law,
 - (f) matters affecting the security of the council, councillors, council staff or council property,
 - (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
 - (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
 - (i) alleged contraventions of the council's code of conduct. (Section 10A (1) and (2))
- 14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public. (Section 10A(3))

Matters to be considered when closing meetings to the public

- 14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:
- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
 - (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest. (Section 10B(1))
- 14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 32 of 38

Function: Governance

Temora Shire Council

Policy Number: G2

legal matters that:

- (a) are substantial issues relating to a matter in which the council or committee is involved, and
- (b) are clearly identified in the advice, and
- (c) are fully discussed in that advice.

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

- 14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1. (Section 10B(3))
- 14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:
- (a) a person may misinterpret or misunderstand the discussion, or
 - (b) the discussion of the matter may:
 - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
 - (ii) cause a loss of confidence in the council or committee. (Section 10B(4))
- 14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Chief Executive of the Office of Local Government. (Section 10B(5))

Notice of likelihood of closure not required in urgent cases

- 14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:
- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
 - (b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
 - (i) should not be deferred (because of the urgency of the matter), and
 - (ii) should take place in a part of the meeting that is closed to the public.

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

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 33 of 38

Model Code of Meeting Practice for Local Councils in NSW

33

Function: Governance

Temora Shire Council

Policy Number: G2

Representations by members of the public

- 14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed. (Section 10A(4))
- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.
- 14.11 Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received by **48 hours** before the meeting at which the matter is to be considered.
- 14.12 The general manager (or their delegate) may refuse an application made under clause 14.11. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 14.13 No more than **two (2)** speakers are to be permitted to make representations under clause 14.9.
- 14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.
- 14.15 The general manager (or their delegate) is to determine the order of speakers.
- 14.16 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than **two (2)** speakers to make representations in such order as determined by the chairperson.
- 14.17 Each speaker will be allowed **five (5)** minutes to make representations with a possible extension of five (5) minutes at the discretion of the Mayor, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 34 of 38

Function: Governance

Temora Shire Council

Policy Number: G2

Expulsion of non-councillors from meetings closed to the public

- 14.18 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.
- 14.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Information to be disclosed in resolutions closing meetings to the public

- 14.20 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:
- (a) the relevant provision of section 10A(2) of the Act,
 - (b) the matter that is to be discussed during the closed part of the meeting,
 - (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest. (Section 10D)

Resolutions passed at closed meetings to be made public

- 14.21 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.22 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.21 during a part of the meeting that is webcast.

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 35 of 38

Model Code of Meeting Practice for Local Councils in NSW

35

Function: Governance

Temora Shire Council

Policy Number: G2

15 KEEPING ORDER AT MEETINGS

Points of order

- 15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.
- 15.3 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

- 15.4 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
- 15.5 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 15.6 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.
- 15.7 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

- 15.8 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.9 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.10 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 36 of 38

Function: Governance

Temora Shire Council

Policy Number: G2

Acts of disorder

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

- (a) contravenes the Act or any regulation in force under the Act or this code, or
- (b) assaults or threatens to assault another councillor or person present at the meeting, or
- (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
- (d) insults or makes personal reflections on or imputes improper motives to any other council official, or alleges a breach of the council's code of conduct, or
- (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into disrepute.

15.12 The chairperson may require a councillor:

- (a) to apologise without reservation for an act of disorder referred to in clauses 15.11(a) or (b), or
- (b) to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or
- (c) to retract and apologise without reservation for an act of disorder referred to in clauses 15.11(d) and (e).

How disorder at a meeting may be dealt with

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

Expulsion from meetings

15.14 Not applicable

15.15 Not applicable

15.16 Not applicable

15.17 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.12. The expulsion of a councillor from the

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 37 of 38

Function: Governance

Temora Shire Council

Policy Number: G2

meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.

- 15.18 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.
- 15.19 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.
- 15.20 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

Use of mobile phones and the unauthorised recording of meetings

- 15.21 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.
- 15.22 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.23 Any person who contravenes or attempts to contravene clause 15.22, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.24 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 38 of 38

Model Code of Meeting Practice for Local Councils in NSW

38

Function: Governance

Temora Shire Council

Policy Number: G2

16 CONFLICTS OF INTEREST

- 16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 39 of 38

Model Code of Meeting Practice for Local Councils in NSW

39

Function: Governance

Temora Shire Council

Policy Number: G2

17 DECISIONS OF THE COUNCIL

Council decisions

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

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

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

Rescinding or altering council decisions

- 17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.10. (Section 372(1))
- 17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with. (Section 372(2))
- 17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.10. (Section 372(3))
- 17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost. (Section 372(4))
- 17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same. (Section 372(5))
- 17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment. (Section 372(7))
- 17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 40 of 38

Model Code of Meeting Practice for Local Councils in NSW

40

Function: Governance

Temora Shire Council

Policy Number: G2

- 17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than 30 minutes after the meeting at which the resolution was adopted.
- 17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council. (Section 372(6))
- 17.12 Not applicable
- 17.13 Not applicable
- 17.14 Not applicable

Recommitting resolutions to correct an error

- 17.15 Not applicable.
- 17.16 Not applicable.
- 17.17 Not applicable.
- 17.18 Not applicable
- 17.19 Not applicable
- 17.20 Not applicable.

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 41 of 38

Model Code of Meeting Practice for Local Councils in NSW

41

Function: Governance

Temora Shire Council

Policy Number: G2

18 TIME LIMITS ON COUNCIL MEETINGS

18.1 Not applicable

18.2 Not applicable

18.3 Not applicable

18.4 Not applicable

18.5 Not applicable

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 42 of 38

Model Code of Meeting Practice for Local Councils in NSW

42

Function: Governance

Temora Shire Council

Policy Number: G2

19 AFTER THE MEETING

Minutes of meetings

- 19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council. (Section 375(1))
- 19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:
- (a) details of each motion moved at a council meeting and of any amendments moved to it,
 - (b) the names of the mover and seconder of the motion or amendment,
 - (c) whether the motion or amendment was passed or lost, and
 - (d) such other matters specifically required under this code.
- 19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council. (Section 375(2))
- 19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting. (Section 375(2))
- 19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

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

- 19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting. (Section 11(1))
- 19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public. (Section 11(2))

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 43 of 38

Function: Governance

Temora Shire Council

Policy Number: G2

- 19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act. (Section 11(3))
- 19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

- 19.12 The general manager is to implement, without undue delay, lawful decisions of the council. (Section 335(b))

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 44 of 38

Model Code of Meeting Practice for Local Councils in NSW

44

Function: Governance

Temora Shire Council

Policy Number: G2

20 COUNCIL COMMITTEES

Application of this Part

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

Council committees whose members are all councillors

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

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

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

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

Functions of committees

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

Notice of committee meetings

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

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

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

Attendance at committee meetings

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

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

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 45 of 38

Model Code of Meeting Practice for Local Councils in NSW

45

Function: Governance

Temora Shire Council

Policy Number: G2

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

Non-members entitled to attend committee meetings

- 20.10 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:
- (a) to give notice of business for inclusion in the agenda for the meeting, or
 - (b) to move or second a motion at the meeting, or
 - (c) to vote at the meeting.

Chairperson and deputy chairperson of council committees

- 20.11 The chairperson of each committee of the council must be:
- (a) the mayor, or
 - (b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
 - (c) if the council does not elect such a member, a member of the committee elected by the committee.
- 20.12 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.
- 20.13 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.
- 20.14 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

- 20.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.
- 20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.15.

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 46 of 38

Function: Governance

Temora Shire Council

Policy Number: G2

20.17 Not applicable

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

Closure of committee meetings to the public

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

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

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

Disorder in committee meetings

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

Minutes of council committee meetings (CHECK OPTIONS)

20.23 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:

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

20.24 Not applicable

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

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

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

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 47 of 38

Function: Governance

Temora Shire Council

Policy Number: G2

- 20.28 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 20.29 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 48 of 38

Model Code of Meeting Practice for Local Councils in NSW

48

Function: Governance

Temora Shire Council

Policy Number: G2

21 IRREGULARITIES

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

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

Note: Clause 21.1 reflects section 374 of the Act.

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 49 of 38

Model Code of Meeting Practice for Local Councils in NSW

49

Function: Governance

Temora Shire Council

Policy Number: G2

22 DEFINITIONS

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.11 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code
this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
day	means calendar day
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment
foreshadowed motion	means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 50 of 38

*Function: Governance**Temora Shire Council**Policy Number: G2*

	Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2005</i>
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June

Revision Number: 2
File Name: Code of Meeting Practice

Revision Date: January 2019
Page Number: 51 of 38

Model Code of Meeting Practice for Local Councils in NSW

51

11 ENGINEERING SERVICES**11.1 NHVR RETURN OF DELEGATIONS CLASS 1 PERMITS****File Number:** REP19/225**Author:** Senior Engineering Technical Officer**Authoriser:** Engineering Technical Manager**Attachments:**

1. **First Email Correspondence NHVR**  
2. **Second Email Correspondence NHVR**  
3. **NHVR - Agricultural Heavy Vehicle Zone Map**  
4. **NHVR Information Sheet - National Class 1 Notice**  
5. **Consent Form - National Class 1 Notice**  

REPORT

Councils Engineering Department is in receipt of correspondence from NHVR on the return of delegations for Class 1 category permits being the three sub-categories of Agricultural Vehicles, Special Purpose Vehicles and Oversize/Overmass Vehicles. *(Both emails are attached to this report)*

This return of delegations for Class 1 permits follows on from the return of class 3 delegations in NSW in December 2018. The Agricultural Heavy Vehicle Zone Map *(as attached)* indicates Temora Shire Council and our adjoining shires as being within Zone 5 under the new National Class 1 Notice.

Further attachments to this report include;

- NHVR Information Sheet – National Class 1 Agricultural Vehicle and Combination Notice
- Consent Form – National Class 1 Agricultural Vehicle and Combination Notice

As noted within attached correspondence a response to NHVR by Temora Shire Council is required within 28 days meaning by Friday 5th April 2019 at latest as per Part 4.7 of the Heavy Vehicle National Law (HVNL).

Consent requested is to provide access to eligible agricultural vehicles and combinations that comply with the National Class 1 Agricultural Vehicle and Combination Mass and Dimension Exemption Notice 2019 to Agricultural Heavy Vehicle Zones *(Zones as per Map attached)*.

RESOLUTION 76/2019

Moved: Cr Graham Sinclair

Seconded: Cr Claire McLaren

It was resolved that Council consent to the Road Manager being NHVR.

CARRIED

Report by Alex Dahlenburg

Email Received from NHVR 7th March 2019

Dear Road Manager,

Reference Number:

Attention: This request requires a response within 28 days from 8 March 2019. The latest response required is by 5 April 2019.

The National Heavy Vehicle Regulator (NHVR) is seeking your formal consent for network access to all road managers for the **National Class 1 Agricultural Vehicle and Combination Mass and Dimension Exemption Notice 2019** (the Notice).

The Notice works in conjunction with the **National Class 1 Agricultural Vehicle and Combination Mass and Dimension Exemption Notice Operator's Guide** (the Guide) and the **Agricultural Heavy Vehicle Map** (the Map).

The Guide and the Map outline operating conditions that are not prescribed or specified in the Notice.

The Notice, The Guide and The Map for the consent process will be available on the NHVR website from 8 March 2019.

The Notice and the Guide are available on the [NHVR website](#).

The Map is available on the [NHVR website](#) (please click on the hyperlink to access the Map).

Under Part 4.7 of the *Heavy Vehicle National Law* (HVNL), road managers are required to respond within 28 days. Road managers are required to either provide consent for network access or decline it with reasons that meet the criteria within the HVNL.

As access under the Notice is not provided unless consent is received, the NHVR requests road manager support to provide a timely and informed response, to improve the productivity and efficiency of Australia's farming industry, and to improve road safety and infrastructure protection.

The official closing date for providing consent is 5 April 2019; 28 days from the date road managers receive the consent request, as per the requirements of the HVNL

Please note that the consent process is not conducted through the NHVR Portal. All the relevant information and documents are located in this email and on the [NHVR website](#) (from 8 March 2019).

After considering the attached Information Sheet, The Guide and the Map, and completing the Consent Form, please return the Consent Form to the NHVR as an attachment reply to this email.

Best Regards,

Freight and Supply Chain Productivity

National Heavy Vehicle Regulator

Second Email received from NVHR 7th March 2019

Good afternoon

The National Heavy Vehicle Regulator's (NHVR) Productivity Enhancements Team would like to thank you for all of your efforts and assistance in relation to the return of delegations project in NSW. The detailed information that you provided to the NHVR has greatly assisted the return of Permit Delegations planning and communications.

We would like to give you an update on this project, as well as some other key related initiatives.

Delegations Return – NSW

Since February 2014, the National Heavy Vehicle Regulator (NHVR) delegated certain powers relating to Chapter 4, from the Heavy Vehicle National Law (HVNL) to the Chief Executive of each participating state and territory governments. These powers included an instrument of delegation applied to mass or dimension exemptions (permits) for roads within the state or territory governments' physical boundary. In December 2018, the NHVR returned the Class 3 delegations in NSW and are now working toward returning the Class 1 delegations to ensure that all permit applications are submitted via the NHVR Portal only. In order to ensure a successful Class 1 return of delegations, the NHVR have decided to divide the Class 1 heavy vehicle category into three individual sub categories as shown below and will return in a staggered manner:

Class 1 Categories
Agricultural Vehicles
Special Purpose Vehicles
Oversize and Overmass Vehicles

For additional project information and up to date scheduling, please refer to the Delegations page of the NHVR website: <https://www.nhvr.gov.au/road-access/access-management/delegations-project>

Agricultural Notice – NSW

In partnership with state and territory road transport authorities, and industry, the NHVR has developed a single National Class 1 Agricultural Vehicle and Combination Mass and Dimension Notice.

This notice introduces a modernised and simplified set of national standards that harmonises mass and dimension limits and operating conditions, and reduces inconsistencies and duplication across state borders.

Roads and Maritime Services have consented to this new national notice and we will now require consent from all NSW Road Managers. We will commence seeking consent from NSW Councils on Friday 8 March 2019, along with the supporting Operator's Guide and the interactive Map (which outlines zones of operation and conditions of access).

All local governments in NSW currently grant access to agricultural vehicles and combinations under the existing four NSW Notices.

- The current main notice is located at <https://www.nhvr.gov.au/files/c2015g00418-nsw-class-1-agricultural-vehicles-no1.pdf>
- All conditions and restrictions that apply have been reviewed by RMS and have been transitioned across under the new Notice.
- These conditions and restrictions were provided by RMS, on behalf of NSW local government road managers.

We kindly ask you for a prompt response to this request, to ensure that industry is able to access the approved network as soon as the new notice is gazetted. When considering access to these vehicles, it is important to note that they have a specific task to undertake and do not travel down public roads unnecessarily. The new notice will also include pilot and escort requirements in line with nationally agreed road safety standards, and in line with current requirements in NSW for class 1 agricultural vehicles and combinations.

Please Note: All information regarding the National Class 1 Agricultural Vehicle and Combination Notice will be available on the NHVR website as of Friday 7 March 2019 at: <https://www.nhvr.gov.au/road-access/national-harmonisation-program/national-class-1-agricultural-vehicle-and-combination-notice>

Training – NSW

The NHVR will be continuing the NHVR Portal training in NSW and are holding an additional five in-person training sessions, as well as ongoing online webinars. For all upcoming training locations and dates, please refer to: <https://www.nhvr.gov.au/road-access/access-management/delegations-project>

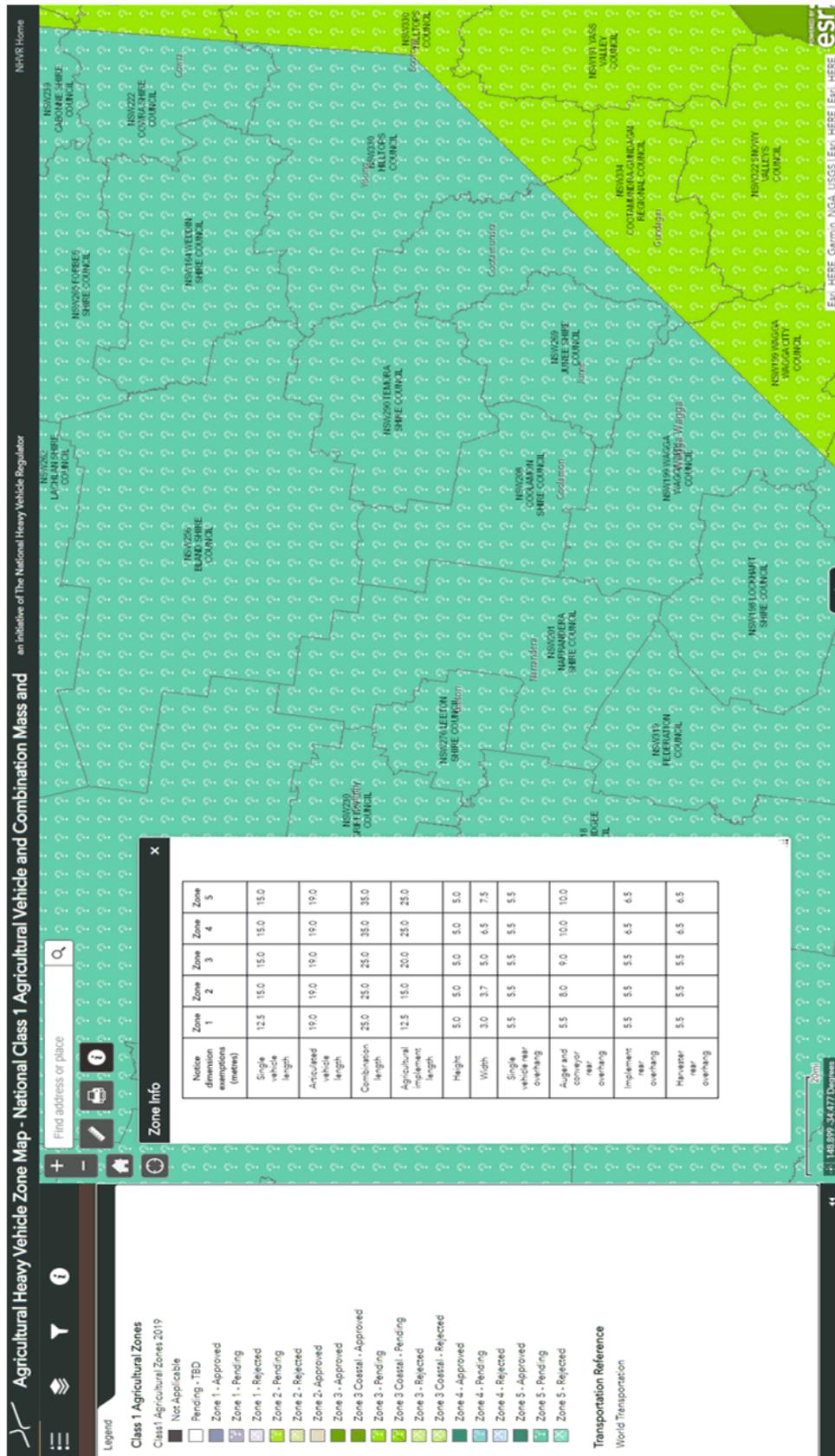
If you have any questions in relation to any of the above information, please contact either

Kind Regards,

**Freight and Supply Chain Productivity
National Heavy Vehicle Regulator**

www.nhvr.gov.au







Information Sheet

National Class 1 Agricultural Vehicle and Combination Mass and Dimension Exemption Notice 2019

Purpose

The purpose of this document is to provide information about the National Class 1 Agricultural Vehicle and Combination Mass and Dimension Exemption Notice 2019 (the Notice), and to provide information on the road manager consent process for the Notice.

What are the current access arrangements?

Currently, different access arrangements exist across Australia for agricultural vehicles and combinations that exceed the mass and dimension requirements of the Heavy Vehicle National Law (HVNL) and the Heavy Vehicle (Mass, Dimension and Loading) National Regulation (MDL Regulation).

The authorisation instruments for each state and territory are listed in Table 1.

It is important to note that the agricultural vehicles and combinations, that exceed the mass and dimension requirements of the HVNL and MDL Regulation, are already operating on your roads under existing legislated exemptions.

Table 1: Current legal instruments governing the movement of agricultural vehicles and combinations in Australia

Australian Capital Territory	No authorisation instrument currently exists in the Australian Capital Territory that governs the travel of oversize or overmass agricultural vehicles and combinations.
New South Wales	<p><i>New South Wales Class 1 Agricultural Machine Combination Exemption Notice 2017 (No.1)</i></p> <p><i>New South Wales Class 1 Agricultural Vehicles (Notice) 2015 (No. 1)</i></p> <p><i>New South Wales Class 1 Heavy Vehicle Combine Harvester Combination Exemption Notice 2015 (No. 1)</i></p> <p><i>New South Wales Class 1 Heavy Vehicle Grain Auger Combination Exemption Notice 2015 (No. 1)</i></p>
Queensland	<p><i>Guideline for excess dimension agricultural vehicles and agricultural combinations, Form 14, Version – including Amendment Notice 2019 (No. 1).</i></p> <p><i>Queensland Agricultural Machines and Cane Bins Flotation Tyres Mass Exemption Notice 2017 (No. 1)</i></p> <p><i>Queensland Class 1 Agricultural Vehicle (Coastal Zone 1) Dimension Exemption Notice 2016 (No. 1)</i></p> <p><i>Queensland Class 1 Agricultural Vehicle (Northern Coastal Zone 1) Dimension Exemption Notice 2016 (No. 1)</i></p> <p><i>Queensland Class 1 Comb Trailer Dimension Exemption Notice 2017 (No. 1)</i></p> <p><i>Queensland Class 1 Heavy Vehicles (Cotton Harvester) Mass and Dimension Exemption Notice 2017 (No.1)</i></p> <p><i>Queensland Class 1 Cotton Harvest Derestriction Notice 2017 (No. 1)</i></p> <p><i>Queensland Heavy Vehicle Class 1 Agricultural Vehicle (Bundaberg Region 5.0m wide) Dimension Exemption Notice 2017 (No. 1)</i></p>
South Australia	<p><i>South Australia Class 1 Agricultural Vehicle Mas and Dimension Exemption Notice 2019 (No.1)</i></p> <p><i>Code of practice for oversize or overmass agricultural vehicles</i></p> <p><i>South Australia Class 1 Rubber Tracked Tractor Mass and Dimension Exemption Notice 2019</i></p> <p><i>Code of Practice for Rubber Tracked Tractors</i></p>
Tasmania	<i>Tasmania Class 1 Agricultural Vehicle Dimension Exemption Notice 2016 (No.1)</i>
Victoria	<i>Victoria Class 1 Agricultural Vehicle Exemption Notice 2018 (No.3)</i>

What is changing?

A single Notice will replace current access arrangements. The Notice introduces a modernised and simplified set of national standards based on research conducted by Austroads and was developed in partnership with industry and state and territory road transport authorities in the Australian Capital Territory; New South Wales; Queensland; South Australia; Tasmania; and Victoria.



What are the benefits of the Notice?

The Notice will replace existing access arrangements, harmonise mass and dimension limits and operating conditions, and reduce duplication and inconsistencies across state and territory borders.

The Notice introduces vehicle standards and operating conditions to improve road safety. This includes conditions relating to maximum operating speed, setting a maximum mass and dimension limit, vehicle standards that meet the Australian Design Rules, warning signs and lights, and pilot and escort requirements.

The improvement of the regulatory environment governing agricultural vehicle and combination operation on public roads will improve the productivity of Australia's farming industry, provide increased support for drought-affected communities, and improve road safety and infrastructure protection.

The Notice

The Notice outlines the eligible vehicles, mass and dimension limits, approved areas and routes, and operating conditions (such as pilot vehicle requirements).

The Notice works in conjunction with the National Class 1 Agricultural Vehicle and Combination Mass and Dimension Exemption Notice Operator's Guide (the Guide) and the Agricultural Heavy Vehicle Map (the Map).

[The Notice can be found on the NHVR website](#) (please click on the hyperlink to access the Notice).

The Guide and the Map

The Guide and the Map outlines road and travel conditions that are not prescribed or specified in the Notice.

[The Guide can be found on the NHVR website](#) (please click on the hyperlink to access the Guide).

[The Map can be found on the NHVR website](#) (please click on the hyperlink to access the Map).

Zones

The Notice grants eligible agricultural vehicles and combinations access to Zones. Zones are indicated in the Map and are an area of operation, and agricultural vehicles and combinations must comply with the dimension limits for the Zone of travel. The Notice outlines mass limits, and these mass limits apply to all Zones.

Proposed Zones

The proposed Zones in Australia can be found on the [Map on the NHVR website](#) (please click on the hyperlink to access the map). These Zones have been determined by the NHVR, the relevant road transport authorities in each state and territory, and in consultation with industry.

Consent Process

Because this is a new notice, Part 4.7 of the HVNL requires that the NHVR obtains consent from all affected road managers for the operation of eligible agricultural vehicles and combinations under the Notice.

The NHVR will send all road managers a consent form to sign and return.

In this same email, road managers will also find the Guide, the link to the Map and an Information Sheet explaining the consent process.

As access under the Notice is not provided unless consent is received, the NHVR requests local government support to provide a timely and informed response, to improve the productivity and efficiency of Australia's farming industry, and to improve road safety and infrastructure protection.

The official closing date for providing consent is 28 days from the date road managers receive the consent request, as per the requirements of the HVNL.

Contact the NHVR

Please direct any enquiries to RMconsent@nhvr.gov.au or call the road manager hotline on 1300 880 493.


[Reset Form](#)

Road Manager Network Consent Form

Heavy Vehicle National Law Section 118 (1) (b)

Network Consent Confirmation

This is a request for road manager consent to allow access under the new *National Class 1 Agricultural Vehicle and Combination Mass and Dimension Exemption Notice 2019* (the Notice). This Notice will use a system of Zones to provide network access that is based on current Zone systems, but will replace current agricultural vehicle access notices. Therefore new Road Manager consent for networks under this network is required. For a set transitional period, this Notice will continue to work concurrently with the existing agricultural vehicle notices identified in Table 1 of the *National Class 1 Agricultural Vehicle and Combination Mass and Dimension Exemption Notice Operator's Guide* (the Guide). This transitional period will either be the actual operational period of the notice being replaced (ie: until a current notice expires), or one year, whichever is the shorter period.

The Notice works in conjunction with the Guide and the *Agricultural Heavy Vehicle Map*. This request for consent is for access under the Notice and the Guide and the Zone conditions presented on this Map for a given Road Manager. The Zones on this map have been allocated by relevant Road Authorities based on current Zone Maps.

Confirmation of Consent

Consent is given to provide access to eligible agricultural vehicles and combinations that comply with *the National Class 1 Agricultural Vehicle and Combination Mass and Dimension Exemption Notice 2019 to Agricultural Heavy Vehicle Zones*. Agricultural Heavy Vehicle Zones are identified on the [Agricultural Heavy Vehicle Map](#).

- Zones relevant to Road Manager are identified on the *Agricultural Heavy Vehicle Map*. The Zones on this map have been allocated by relevant Road Authorities based on current Zone Maps.
- Some Road Managers may only have one Zone within their Road Manager area.
- Some Road Managers may have more than one Zone within their Road Manager area.

Approved Sugarcane Harvester Roads, Approved Cotton Harvester Roads and Cotton Harvester Do Not Cross Structures (OPTIONAL):

- The Notice allows for sugarcane harvesters and cotton harvesters, which exceed certain mass and/or dimension requirements of the *Heavy Vehicle National Law* and the *Heavy Vehicle (Mass, Dimension and Loading) National Regulation*, to only operate on specified approved networks.
- Road Manager's that would like to consent to including a road as an Approved Sugarcane Harvester Road or an Approved Cotton Harvester Road must complete and submit the relevant forms as part of this Road Manager Consent.
- The forms are located at the back of this Consent Form.
- These additional approved networks are OPTIONAL and are not required to be completed by Road Managers.

Written Statement of Road Manager Consent

The Road Manager consents to the heavy vehicle access described in this Road Manager Consent Form, and the Road Manager Delegate holds an appropriate delegation to sign for this consent on behalf of the Road Manager.

Name of Road Manager Delegate

Road Manager e.g. Council Name

Signature

Road Manager Delegate Title / Position

If providing an electronic signature please consent to the following:

I accept the electronic signature has the same status as a signed signature.

Date Signed

The National Heavy Vehicle Regulator's privacy practices are regulated by the *Information Privacy Act 2009 (Qld)*. For more information, contact the Office of the Information Commissioner (www.oic.qld.gov.au).

12 ENVIRONMENTAL SERVICES**12.1 POSITIVE AGEING WORKING GROUP**

File Number: REP19/163
Author: Town Planner
Authoriser: Director of Environmental Services
Attachments: Nil

REPORT

The Positive Ageing Working Group has been operating for the past two years. Membership of this group comprises Council staff, Cr Dennis Sleigh and representatives of medical and aged care services, as well as community representatives.

The group was formed following the completion of Council's aged care study, which identified key tasks to improve services and information for older residents in Temora Shire.

Since its formation, the group has completed many of its tasks, whilst other tasks are currently ongoing. Highlights include the Positive Ageing folder, which comprises information flyers across a wide range of topics that are relevant to older residents in Temora Shire, and support for the annual Seniors Festival. In addition, raising awareness of the services available at Pinnacle Community Services has occurred through the group.

The project of Technology for Seniors is continuing, now at Temora Library every Monday from 10.30-11.15am, with good attendance.

Due to the working group now having completed many of its key tasks, with other tasks ongoing, it has been proposed by the members that the working group be wound up.

RESOLUTION 77/2019

Moved: Cr Claire McLaren
Seconded: Cr Nigel Judd

It was resolved that Council agree that the Positive Ageing Working Group will now cease to operate.

CARRIED

Report by Claire Golder

12.2 PROPOSAL FOR ADDITIONAL CRICKET NETS AT THE OVAL**File Number:** REP19/282**Author:** Town Planner**Authoriser:** Director of Environmental Services**Attachments:** 1. Letters - Temora Cricket grant  **REPORT**

Council has been in receipt of correspondence from Temora Senior Cricket advising of the potential to access additional grant funding to support additional participation in cricket in Temora. This funding has the potential to support the enhancement of the proposed additions and alterations at the Nixon Park Clubhouse.

Representatives of Cricket NSW visited the site last month, where they advised of the suitability of Temora Shire Council to apply for funding. However, the representatives were also encouraging of Council to apply for funding to replace the existing old cricket nets at Nixon Park, due to these nets still being heavily used due to the high numbers of junior and female players in Temora.

Temora Cricket has proposed that the new nets be installed at the Oval, due to the existing location in the car park at Nixon Park being not ideal. The old nets would be demolished if Council were to be successful in the grant application.

The proposal has been considered by the executive of the Temora and District Sports Council, who have given in principle support, subject to further consultation with users of the Oval.

RESOLUTION 78/2019

Moved: Cr Claire McLaren

Seconded: Cr Max Oliver

It was resolved that Council:

1. Support the submission of a grant application to Cricket NSW for additional funding towards the Nixon Park Clubhouse upgrade and additions and new cricket nets at the Oval, subject to consultation with the Town Netball Club and
2. Require that Temora Cricket complete the installation of the existing new cricket nets at Nixon Park as soon as possible, and
3. If Council is successful in receiving funding for new cricket nets, the existing old nets at Nixon Park must be removed.

CARRIED***Report by Claire Golder***

Claire Golder

From: Lincoln and Sarah Macauley <macspread@hotmail.com>
Sent: Monday, 11 March 2019 9:17 PM
To: Gary Lavelle
Cc: Claire Golder; Temora Shire Mayor
Subject: Nixon park Cricket Nets

Mr Gary Lavelle
General Manager
Temora Shire council
105 Loftus Street Temora
NSW 2666

Dear Gary,

I'm writing to you on behalf of the Temora Senior and Junior Cricket Association's in regards to the original training nets at Nixon Park.

Since the planning and building of the new nets, located at the bottom of Nixon 1 Temora cricket has introduced two new formats of cricket. These new formats include Stage one under 11s cricket and the Thunder Girls Cricket league and both of these new competitions were well attended and the expectation is for further expansion of these leagues in the next cricket season.

Due to the fact that we have had such a positive response to these newly introduced formats, as well as continuing with a strong under 13's, under 16's and Senior cricket teams both new and original nets are being utilised most days of the week. It was our intentions to remove the old nets once our new nets where built, however with our current demand we require the extra facilities to accommodate all sporting teams training requirements.

In January 2019, along with councillors Wiencke, McLaren and Sleigh I met with Teale Blessington from cricket NSW at Nixon Park to discuss the funding for the clubhouse. During this meeting, Teale also inspected our Net training facilities and indicated that if we are requesting funding for Clubhouse repairs we need to also repair/replace the old nets if we are going to continue to use them.

The Cricket clubs feel that new Nets would be more suited at the oval on the eastern side of the netball courts to allow the juniors, and in particular the girls to train and play to develop their skills. This would allow our training and games/ on field training to occur simultaneously at the one location.

I'm seeking your support to apply for their funding to erect a new set of Nets. Please note that the Nets would only proceed if Cricket Australia funded this project, along with volunteer labour from the cricket clubs. We would not presume or request any funding from Council however we would require council to manage the funds while in construction as with the case with the last Nets project.

Thankyou for taking the time to consider this request and I'm available on the ph 0428383091 for any further questions

Kind Regards

Lincoln Macauley



Temora & District Sports Council

P.O. Box 262, Temora NSW, 2666

11th March, 2019

Dear Claire

Thank you for your email which was passed onto the executive and I, by our President.

The TDSC Executive agree, in principal to the Temora Cricket Association erecting new nets at "The Oval" subject to the following.

1. Fully grant funded
2. That proper consultation with users of "The Oval" take place, and their concurrence given.

The TDSC Executive are thrilled there appears to be money flowing to our sporting groups. We look forward to further updates. As they may occur.

Your sincerely,

Judy Gilchrist
Secretary
TDSC

Hon. Patron: Mr Harold Hetherington OAM • **President:** Cr Rick Firman OAM
Vice President: Mr Tony Stringer • **Vice President:** Mr John Morton
Secretary: Mrs Judy Gilchrist • **Treasurer:** Mrs Denise Breust

12.3 TEMORA AIRPORT USAGE FEES POLICY - UPDATED**File Number:** REP19/284**Author:** Town Planner**Authoriser:** Director of Environmental Services**Attachments:**
1. Draft Airport Usage Fees Policy  
2. Airport Usage Fee Schedule  **REPORT**

Following on from the Assets and Operations Committee meeting, Council requested a number of changes to the draft Airport Usage Fees Policy.

An updated version is attached that covers the issues of the reserve of unspent fees, emergency services usage and the landowner agreement.

The proposal to charge an event fee has been deleted from the policy.

RESOLUTION 79/2019

Moved: Cr Claire McLaren

Seconded: Cr Lindy Reinhold

It was resolved that the report be moved to Confidential for discussion.

CARRIED

Report by Claire Golder

Function: Engineering

Temora Shire Council

Policy Number: EW15

TEMORA SHIRE COUNCIL



TEMORA
The Friendly Shire

AIRPORT USAGE FEES

DRAFT

Revision Number:
File Name: Airport Usage Fees

Revision Date:
Page Number: Page 1 of 6

Function: Engineering

Temora Shire Council

Policy Number: EW15

Review Details

ABOUT THIS RELEASE

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

REVIEW

Revision Date	Revision Description	Date approved by Council	General Managers Endorsement

PLANNED REVIEW

Planned Review Date	Revision Description	Review by

Revision Number:
 File Name: Airport Usage Fees

Revision Date:
 Page Number: Page 2 of 6

Function: Engineering

Temora Shire Council

Policy Number: EW15

PART A Outline

Objectives

This policy is aimed at fulfilling the following objectives:

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

Background

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

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

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

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

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

Application

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

Revision Number:
File Name: Airport Usage Fees

Revision Date:
Page Number: Page 3 of 6

Function: Engineering

Temora Shire Council

Policy Number: EW15

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

Airport Maintenance Fee

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

Landing Fees

- Landing fees will apply at Temora Airport, based on the weight of the aircraft, to all commercial aircraft using Temora Airport.
- Larger commercial aircraft place greater demands on airport infrastructure and it is therefore reasonable that heavier aircraft contribute more towards airport maintenance.
- Council will contact regular commercial users of Temora Airport to obtain data of landing frequency, weight of aircraft and fee amount, before preparing six-monthly invoices for payment by the commercial operator (in advance).
- Small business operators who are residents of Temora Shire are exempt from landing fees. Exemption from landing fees is determined by Council, guided by the following criteria:
 - the employment of no more than 2 persons other than those residents
 - submission to Council of relevant information advising of the scale of the business, including (where relevant) number of students, number of expected clients and level of usage of Temora Airport to conduct the business
- Temora Aviation Museum aircraft, including guest aircraft, are exempt from all landing fees. This exemption applies as a result of their financial contribution in constructing Runway 05/23.

Revision Number:
File Name: Airport Usage Fees

Revision Date:
Page Number: Page 4 of 6

Function: Engineering

Temora Shire Council

Policy Number: EW15

- Council will not charge landing fees for emergency services aircraft that are using Temora Airport for emergency purposes.
- Landing fee amounts will be set annually by Council.
- Commercial aircraft using Temora Airport will be required to make their landing fee payment prior to any pavement concession that may be required for their aircraft to land at Temora Airport.

PART B Procedures

Fee Procedures

Airport Maintenance Fee

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

Landing Fees

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

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

Fee collection reporting

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

Operational Procedure

Commercial Operation

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

Revision Number:
File Name: Airport Usage Fees

Revision Date:
Page Number: Page 5 of 6

Function: Engineering

Temora Shire Council

Policy Number: EW15

Runway Inspections

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

Heavy Vehicles

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

Exclusive Hire

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

Revision Number:
File Name: Airport Usage Fees

Revision Date:
Page Number: Page 6 of 6

Airport Usage Fee Schedule

For inclusion in Council's Budget

Segment	User type	Revenue Method	Fee / Charge	Charging Period	Notes
Commercial	Agricultural	Airport Usage Fee	\$396	Per day per operator aircraft	Usage of agricultural facilities including runways, taxiways and ag apron plus access roads by trucks, requires involvement by Airport Safety Officer to open and close facilities for access.
	Frequent Commercial	Landing fee	\$12/t by negotiation Minimum charge \$12.	Per landing, charged on an annual or quarterly basis by negotiation dependent on forecast frequency.	Frequent commercial users includes pilot training and commercial deliveries/collection at Temora Airport. Small businesses operated from Temora Airport by residents of Temora Shire are exempt from landing fees. Exemption is determined by Council.
	Infrequent Commercial	Landing fee	\$12/t	Per landing	Where operators contact Council to advise staff prior to their landing, as required, Council can invoice.

Recreational	Airpark Landowner	Fee	\$400	Per lot per annum	Maintenance Fee to be used only for Airport maintenance and airport reserve fund purposes
	Non-aviation use	Airport Usage Fee	\$1,000	Per hour	Examples include motor sport racing and testing. Council currently charges up to \$5,000 per day. Includes cost of Council's Airport Safety Officer being onsite during the day. For this financial year, 8 days of use for motor sport are scheduled, generating \$40,000. Involves only the main runway. The north-south runway remains open.

13 ADMINISTRATION AND FINANCE**13.1 RECORD DISPOSAL/DESTRUCTION****File Number:** REP19/161**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Record Destruction  **REPORT**

Attached are records that need to be destroyed under GA39 Retention and Disposal Authority.

RESOLUTION 80/2019

Moved: Cr Graham Sinclair

Seconded: Cr Max Oliver

It was resolved that Council authorise the destruction of the records in accordance with GA39 Retention & Disposal Authority.

CARRIED***Report by Steve Firth***

69280

GA39 Temora Council Retention and Disposal Authority: Destruction Record

For: 12.0.0 - Financial Management **Reference:** DR/1 2019

GA39 No	Description of records	Disposal action
12.1.1	Records documenting the organisation's financial transactions which are the primary record of transaction. Includes revenue, expenditure, debt recovery, deposits, investments, revenue from levies, banking and rates.	Retain minimum of 7 years after end of financial year in which record was created, then destroy*

Item	Date Range	Disposal After
B18/8	2011	1/01/2019
B18/15	2011	31/12/2018
B18/21	2009	1/02/2017
B18/21	2010	1/07/2018
B18/21	2010	31/12/2018
B18/50	2011	1/01/2019
B19/2	2010/2011	1/07/2018
B19/3	2009/2010	1/07/2017
B19/4	2010/2011	1/07/2018
B19/7	2011	1/01/2019
B19/14	2007/8 - 2011	1/01/2019
	2010/2011	1/07/2018
	2005/6 to 2010/11	1/07/2018

Date Destroyed: **Method of Destruction:** Shredding
Authorised by*: **No. of Boxes:** 20
 No. of Books: 3

Note: The destruction of records should be irreversible, and environmentally friendly. Destruction is the complete and irreversible physical erasure of the record which ensures that the record cannot be reconstituted or reconstructed.
 *Council acknowledges that the records listed above are no longer required for legal, administrative, audit or financial reasons.

CONSIGNMENT PROPOSAL

Consignment Number

DR/1 2019

69280

Licensee

Temora Shire Council

Page 1

Record Number	Title	Sched. Nbr.
B18/8	Financial Management - Accounting - Temora's Own Arts & Crafts - Sales Receipts & Monthly Commission Sheets - 2011 (Destroy 2019) Date Created 20/07/2018 at 12:03 Last Action Date 20/07/2018 at 12:03	GA39-12.01.01
B18/15	Financial Management - Accounting - 2011 Autopays & Vouchers - January to December. (Destroy 2019) Date Created 23/07/2018 at 11:43 Last Action Date 23/07/2018 at 11:43	GA39-12.01.01
B18/21	Financial Management - Accounting - 2009/2010 - Cheque Run Reports July-Dec 2009(1Bk)Cheque Run Reports Jan-Jun 2010(1bk)2010 - Creditors: EofM & EofY (1Bk) DESTROY 2019 Date Created 1/08/2018 at 11:18 Last Action Date 1/08/2018 at 11:18	GA39-12.01.01
B18/50	Financial Management - Accounting - 2011 Bookeasy Reconciliation Workpapers/Gateway Payments/Tax Invoices (1 Box) - Destroy 2019 Date Created 13/08/2018 at 10:09 Last Action Date 13/08/2018 at 10:09	GA39-12.01.01
B19/2	Financial Management - Accounting - Bank Reconciliation Papers - 2010/2011 (destroy 2019) Date Created 17/01/2019 at 10:12 Last Action Date 17/01/2019 at 10:12	GA39-12.01.01
B19/3	Financial Management - Accounting - Agency Receipting DEFT - 2009/2010 Pts 1-3, 2010/2011 Pts 1-3 (destroy 2019) Date Created 17/01/2019 at 10:14 Last Action Date 17/01/2019 at 10:14	GA39-12.01.01
B19/4	Financial Management - Accounting - 2011 Debtors: Invoices Pts 1-6; Statements Pts 1-3; Source Documents Pts 1-2 (Destroy 2019) Date Created 17/01/2019 at 11:38 Last Action Date 17/01/2019 at 11:38	GA39-12.01.01
B19/7	Financial Management - Accounting - Journals: 2007/8; 2008/9; 2009/10; 2011; Garbage Disposal Accounts 2010/11 (destroy 2019) Date Created 21/01/2019 at 10:07 Last Action Date 21/01/2019 at 10:07	GA39-12.01.01
B19/14	Financial Management - Accounting - Bank Statements - 2005/6 to 2010/11 (DESTROY 2018) Date Created 11/02/2019 at 9:29 Last Action Date 11/02/2019 at 9:29	GA39-12.01.01

13.2 RE BRANDING OF THE TEMORA RURAL MUSEUM**File Number:** REP19/250**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:**

1. Rebranding - 1  
2. Rebranding - 2  
3. Rebranding - 3  
4. Rebranding - 4 Logo  

REPORT

Following the progress report submitted to Council's February meeting (attachment 1), the Management Committee of the Temora Rural Museum met on Thursday 28 February 2019 and formally adopted both a "Statement of Intent" (Attachment 2) and motif design proposal (Attachments 3 & 4) to provide clarity to its request for Council support of the Committee's proposed marketing initiative as outlined in Attachment 1.

Council is asked to consider the initiative of the Management Committee of the Rural Museum to better position and equip itself to present its tourism asset in the local and regional visitor economy and assist the Committee by providing its endorsement.

RESOLUTION 81/2019

Moved: Cr Kenneth Smith

Seconded: Cr Max Oliver

It was resolved that approval is given for the Re-branding of the Temora Rural Museum with the use of the logo attached.

CARRIED***Report by Bill Speirs***

ATTACHMENT 1**Progress report to Temora Shire Council regarding the re-branding of the Temora Rural Museum**

Much has changed in the tourism marketplace and the Temora Rural Museum since the museum first opened its doors in 1973.

Sparked by a decline in visitation, a review of the marketing of the museum was initiated among its stakeholders eighteen months ago.

No substantial alternative name for the museum has emerged from these discussions, but the visitation response to the rising social profile of both the Ambulance Museum and the RFS Community Engagement Centre clearly indicates that the future market potential of the "Rural Museum" brand is significantly less than the sum of its parts.

Guided by its extensive consultations, the Management Committee believes that the most effective way to capitalize on the museum's increasingly diverse offering, is to progressively move the focus of its tourism promotion toward raising the individual profiles of each of the major collections accessible at the "Bundawarra Centre" and promote each to its appropriate market.

Given the long established and well regarded "Temora Rural Museum" brand, this strategy will be implemented at a measured pace to maintain already earned market share while raising our appeal in those sectors that offer potential for growth.

To link its diverse collections together under the Bundawarra Centre banner, the museum has developed a simple new logo.



Inspired by both the indigenous meaning of the word "Bundawarra" and the iconic "Mother Shipton Nugget", which emerged from the ground in three pieces at the close of the Temora Gold Rush, the logo evokes a resting kangaroo rendered in gold.

It will lend itself to a wide range of printed and digital applications as the museum's "new identity" evolves.

Bill Speirs

Manager, Temora Rural Museum

1st Feb. 2019

ATTACHMENT 2**Statement of Intent – Promotion of Temora Rural Museum – 2019**

The need for a revised approach to marketing and promotion of the Rural Museum project is underpinned by the falling trend in visitor numbers.

It is accepted that the “Rural Museum” brand no longer:

1. Reflects the diversity of experiences offered by the project.
2. Resonates with the majority of the project’s potential visitor cohort.

The Rural Museum Management Committee therefore intends to adopt an alternative promotional and marketing model, shaped around promoting the individual collections it manages, under the umbrella of the “Bundawarra Centre” name now associated with its site.

Pursuant to the resolution of the November 2018 meeting of the Committee, a revised DL Flyer has been prepared, introducing this new strategic direction.

Pursuant to a second resolution of this meeting, a \$1000 annual sponsorship of Temora Community Radio, TEMFM 102.5 was authorised, to further support this new promotional approach.

Because marketing initiatives will embrace print and digital platforms as well as broadcast media, it will be necessary to devise a graphic link between the diverse collections and projects located at the Bundawarra Centre to encourage visual recognition of their association over time. The Management of the Museum will develop a motif for consideration by the Committee and subsequent submission to Council for endorsement.

The Management of the Museum will liaise with Council’s media officer to develop social media content to further develop and support the new approach.

Temora Rural Museum Management Committee. 28th February 2019

ATTACHMENT 3 & 4**A Motif to assist in the future promotion of the Rural Museum exhibitions at the “Bundawarra Centre”.**

As distinct from a “logo” which attempts to graphically encapsulate the identity of an organisation, a “motif” simply aspires to provide a visual link highlighting the common bond between diverse interests.

Good examples are the “Southern Cross”, widely used in the context of Australasia, “Uluru”, linking diverse interests with Central Australia, and the profile of Sydney Opera House, focusing attention on a “Sydney” link. Closer to home, the “peppercorn tree” has been effectively employed to identify the various heritage and tourism initiatives of the Aria Park Community Projects Committee.

To be effective a motif needs to be:

1. SIMPLE - it is just a visual prompt
2. MEMORABLE – it is, after all, a link over time as well as between entities
3. STYLISED – The human memory stores images economically
4. CREDIBLE – it needs to be relevant to its context
5. TIMELESS – it represents a long term investment in recognition
6. VERSATILE – it will be used across the whole changing landscape of promotional platforms

The proposed motif (as attached) ticks all of these boxes.

1. It is composed of only three solid elements with clean, defined edges
2. It evokes a reclining kangaroo rendered in gold
3. It comprises the minimum of essential detail
4. It is inspired by both the indigenous meaning of “Bundawarra” which is “camping place of kangaroos” and Temora’s iconic “Mother Shipton Nugget” comprising three pieces of gold.
5. The relevance of both the meaning of the name and Temora’s goldfield beginnings will not diminish over time
6. The design can be employed at any size from a few millimetres to several metres without losing definition or perspective. It can be used in all forms of digital and print media. It can also be laterally inverted for graphic effect, re-produced in three dimensions and in any medium.
It can be included as an element of associated logo designs embracing any combination of text or graphics.

The attached motif is recommended for consideration by the Management Committee and if accepted, recommended for submission to Temora Shire Council for endorsement.

Bill Speirs

Manager, Temora Rural Museum 28th February 2019



14 CORRESPONDENCE**14.1 NSW RURAL DOCTORS NETWORK - 2019 BUSH BURSARY****File Number:** REP19/157**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. NSW Rural Doctors Network  **REPORT**

Correspondence from NSW Rural Doctors Network requesting Council to sponsor the 2019 Bush Bursary/Country Women's Association Scholarship Program to the value of \$3,000.00

Council has in the past sponsored a Bush Bursary Student every two years and the last student was in 2017.

RESOLUTION 82/2019

Moved: Cr Max Oliver

Seconded: Cr Graham Sinclair

It was resolved that Council sponsors the 2019 Bush Bursary/Country Women's Association scholarship Program to the value of \$3,000.00.

CARRIED



14 February 2019

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

Dear Mr Lavelle

Re: The 2019 Bush Bursary/Country Women's Association (NSW) Scholarship Program

I am writing to invite Temora Shire Council to participate in the Bush Bursary/CWA (NSW) Scholarship program in 2019.

What are the Bush Bursary and CWA (NSW) Scholarships?

The Bush Bursary and CWA Scholarships provide selected medical students in the NSW and ACT with funding to assist with costs associated with their studies. In return, students spend two weeks on a rural placement in country NSW during their university holidays. Lachlan Shire Council initiated this scholarship in 1996 and the CWA of NSW first funded a student in 1997. Over the past two decades, the program has grown to be a well-respected initiative among those studying to pursue a rural health career.

How do the scholarships work?

The scholarships are offered annually to selected medical students in NSW and the ACT and are financially supported by the rural councils of NSW, the Country Women's Association and NSW Rural Doctors Network (RDN). This year scholarships will also be open to nursing students for the first time, recognising the important role played by nurses in rural communities. This scholarship will be the only opportunity of its type available to nursing students in NSW. The Council investment is **\$3,000 plus GST**, for one or two students.

Why should Temora Shire Council be involved?

Over the past two decades, more than 350 students have participated in the Bush Bursary program. Our ability to place students is limited by the number of councils involved and the number of placements sponsored. In 2018, RDN received 125 applications for the program, our **highest number ever** – yet we only had 14 places on offer. With more placements available, there is more opportunity for RDN to expose the next generations of doctors and nurses to rural medical practice and lifestyle.

Please read the attached short information pack for more information about how Temora Shire Council can help promote rural NSW living to a future health professional by investing in a Bush Bursary Scholarship.

I am more than happy to discuss this opportunity with you further if you need more information.

Yours sincerely,



Chris Russell
NSW Rural Doctors Network
Future Workforce Manager
students@nswrdn.com.au
02 8337 8100

Bush Bursary information pack 2019

Why is the Bush Bursary Scholarship important?

RDN is driven by a fundamental belief that access to quality healthcare is the right of every Australian, no matter where they live. To create a skilled and sustainable health and medical workforce in rural and regional towns, we work with the next generation of practitioners to encourage them to choose a career in country NSW. Our research shows that positive immersion experiences in rural health settings are known contributors to students choosing rural medical and health careers.

RDN and local councils work together to provide a positive Bush Bursary experience and showcase the incredible rural lifestyles available to students.

NSW Rural Doctors Network's role

- Advertising and promotion of the Bush Bursary Scholarships to eligible students studying at universities in NSW/ACT
- Recruitment and selection of Bush Bursary recipients
- Administration of funds from sponsoring councils to Bush Bursary recipients
- Matching recipients to sponsoring councils
- Organisation of placement for the sponsored Bush Bursary student, including liaising with local medical practitioners and community groups, accommodation and social aspects of the two-week placement.
- Ongoing support and information for recipients and councils throughout the year
- Distribution of research and evaluation about the Bush Bursary to stakeholders and interested parties

Temora Shire Council role

- Investment of **\$3,000 (+GST)** for one or two sponsored students
- Nomination of contact person from within council or associated organisation
- Liaise with RDN and sponsored Bush Bursary student regarding placement arrangements
- Liaise with RDN, Bush Bursary recipients and local media (where appropriate) to promote the placements in your community
- Assist RDN in sourcing accommodation in the community for the students whilst they are on placement

In 2012 RDN completed a longitudinal study of scholarship recipients from 1996–2006 to track their career choice and practice locations. The study found:

- one-quarter of previous scholarship recipients were working in a rural or regional area when surveyed
- 41% of scholarship holders spent their first and second postgraduate years (PGY) in a non-metropolitan hospital
- 35% of PGY3 scholarship holders were in a non-metropolitan hospital.

These figures equate to 140 combined years spent in the rural and regional medical workforce and are significant as they indicate a high proportion of scholarship holders began their careers in a non-metropolitan area, spending two or three years as junior rural doctors.

Bush Bursary information pack 2019

Bush Bursary case study: Barham, NSW

Nicola Marshall is enrolled in a Doctor of Medicine and Surgery at the Australian National University and spent two weeks in Barham on the banks of the Murray River in southwest NSW during January 2019.

In her words:

"The **placement was incredibly educational**, mostly in terms of communication and learning a lot about how certain topics are addressed with patients through manner and techniques. I also learned a lot about the workplace and how the different services interact with each other and work together in a rural area.

"From a coursework perspective there were a lot of things that linked in with what I have studied so far, and I **had the opportunity to practice some practical skills**. I also got to see and learn about things we haven't covered yet at university, so it was good to get some level of familiarity with that.

"**The community was so welcoming**. Kerry organised a lot of people to get in touch while I was there, so I had numerous dinner invitations from different local families, tours of local farms and nearby towns, even a trip to see a Shakespeare performance on the banks of a nearby lake! My hosts also took me canoeing a couple of times, swimming in the river, and introduced me to a lot of people.

"I think if anything **the appeal of rural medicine has just strengthened** – I've definitely seen a lot of the challenges that it brings, but it also seems so rewarding and the kind of relationships I saw between doctors/nurses and patients is what I want from my career."

Nicola Marshall, Bush Bursary Scholarship recipient, January 2019

In the community's words:

"Just a note to let you know how much we appreciated having two such wonderful students in Barham. Both Nicola and Tim have been a delight and feedback from everyone involved in their social or clinical activities has been incredibly positive.

"From my point of view, both students were keen to get involved in anything on offer. They were polite, very pleasant, eager to learn and used their initiative. I think the clinical placements worked well ... and gave them an excellent insight into life as a rural health professional."

Kerry Stirling, Registered Nurse - Border Group; Secretary – Local Health Medical Trust, Barham

How to participate

Please complete the enclosed sponsorship form and **return it by Friday 3 May 2019** via email or post. Contact details are included on the form.

Thank you for considering this opportunity to showcase country NSW to a future rural health professional. Your support is greatly appreciated.



2019 Bush Bursary Sponsorship Response Form

Your council is invited to participate in the Bush Bursary Scholarship program during 2019. Please complete the following details if you wish to participate or alternatively, if you wish to obtain further information please contact the Sydney office of the NSW Rural Doctors Network 02 8337 8100 or via e-mail: students@nswrdn.com.au

Name of Council		
Contact person name		
Contact person position		
How many students do you wish to sponsor?		
Two students	Four students	I would like to discuss further
Mailing address		
Email address		
Contact telephone		
Would you like to be invoiced before or after 1 July 2019?		
Before 01/07/2019	After 01/07/2019	

Thank you. We will follow up with a phone call after receiving your confirmation.

Please return this form by **Friday 3 May 2019** to:

Chris Russell
 Future Workforce Manager
 PO Box 1111
 Mascot NSW 1460
 Email: students@nswrdn.com.au

14.2 RAINBOW BALL 2019**File Number:** REP19/231**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Rainbow Ball  **REPORT**

Council is in receipt of correspondence from the Rainbow Ball Committee requesting a donation towards the fund raising, with which fund go to the local branch of Can-assist.

In 2016 Council donated \$200.00

Cr Kenneth Smith declared a pecuniary interest in relation to item 14.2 Rainbow Ball 2019, due to being an Executive of the local branch of Can-assist.

Cr Kenneth Smith left the room and took no further part in the discussion.

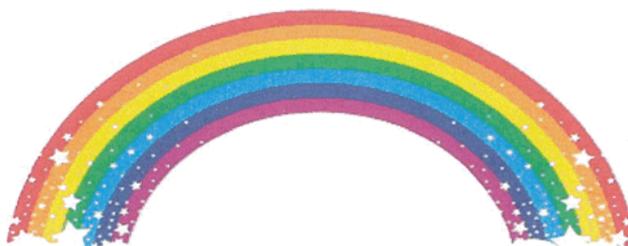
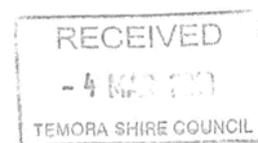
RESOLUTION 83/2019

Moved: Cr Claire McLaren

Seconded: Cr Graham Sinclair

It was resolved that Council donates \$200.00 in Temora Gift Cards to the 2019 Rainbow Ball.

CARRIED



Dear Mr Rick Fairman & Temora Council,

Firstly, we would like to thank you for your generous donation last year. With the help of your donation we were able to donate \$5,700.00 to our local branch of Can-assist to help our local cancer patients. This is our 7th year of holding the Rainbow Ball to support our local branch of Can-assist and it is also a great event for our survivors, their friends, families and their carer's with lots of laughs and fun. Over this time, with your help, we have raised \$25,197.85.

It is now time to prepare again for this year's ball, which is booked into the Temora Ex-Services Club for the 25th May, 2019 and we were wondering whether you would be able to assist this valuable cause again this year. We would be grateful for any assistance and all donations are tax deductible.

Yours sincerely,

The Rainbow Ball Committee.

Deb Fitzpatrick

Wendy Goode

Bronwyn Byrnes

Anne Schubert

Deb Alchin

Cr Smith returned to the meeting at 5:30pm

14.3 TEMORA WEST FETE 2019

File Number: REP19/249
Author: Secretary Engineering
Authoriser: General Manager
Attachments: Nil

REPORT

The below correspondence was received from the Temora West School Fete Committee regarding the fee waiver for the hire of the Apex train (Thomas).

14/03/2019

Thank you very much for your time on the phone recently, helping us with our 2019 Temora West School Fete bookings, and discussions regarding the Thomas the Train hire.

We would appreciate if the Council would consider waiving the fee for the hire of Thomas for the 2019 year. As you are aware, our Fete is our only school fundraiser annually and we greatly appreciate the support that we receive from our Council, Mayor Firman and the wider Temora community.

I would appreciate if you could please forward this request to the Councillors, and please do not hesitate to let me know if you need any further information from us!

Look forward to seeing you at the Fete on 30th March!

Thank you,

Laurette Chessor

TWPS P&C Fete Coordinator

Ph 0427 987 684

Cr Rick Firman declared a pecuniary interest in relation to item 14.3 Temora West Fete 2019 , due to an Executive Position on the committee.

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

Cr Max Oliver declared a non-pecuniary interest in relation to item 14.3 Temora West Fete 2019, due to a being a member of the committee.

Deputy Mayor Cr Sinclair assumed the Chair

RESOLUTION 84/2019

Moved: Cr Lindy Reinhold

Seconded: Cr Kenneth Smith

It was resolved that Council waive the fee for the Temora West Fete for the hire of Thomas the Tank.

CARRIED

At 5:35 pm, Cr Rick Firman returned to the meeting.

Cr Firman resumed the Chair

14.4 AUSTRALIAN HEARING BUS**File Number:** REP19/269**Author:** Secretary Engineering**Authoriser:** General Manager**Attachments:**

1. Australian Hearing  
2. Bus  
3. Insurance  

REPORT

Correspondence has been received from Australian Hearing regarding offering free hearing health clinics and hearing checks from a bus parked in Paleface Park on Tuesday, 21st May 2019.

RESOLUTION 85/2019

Moved: Cr Kenneth Smith

Seconded: Cr Max Oliver

It was resolved that Council grants permission for Australian Hearing to park the van in Paleface Park on Tuesday 21 May 2019.

CARRIED

About Australian Hearing

We were established by the Australian Government in 1947 to provide hearing services to children whose hearing was affected by a series of rubella epidemics and to assist veterans who experienced hearing damage during World War II.

We provide hearing services under the Australian Government Hearing Services Program.

Our customers include:

- children
- young adults under the age of 26
- veterans
- Aboriginal and Torres Strait Islander people
- pensioners

To be able to receive hearing health services under the CSO (Customer Service Obligation) or Voucher programs, customers must meet specific eligibility criteria outlined by the OHS (Office Hearing Services)

We are the sole provider of services for CSO funding that can be accessed by children and young adults under the age of 26, Indigenous adults over 50 and adults with complex hearing needs. Pensioners and veterans are our largest client group and access services through the voucher program.

Australian Hearing's national network of hearing centres includes more than 110 permanently staffed venues, and we visit more than 330 other locations in urban, rural and remote areas of Australia.

Australian Hearing's services include:

- assessing hearing
- selecting and fitting hearing devices
- regular hearing checks to monitor changes
- training to improve listening and communication
- providing counselling and rehabilitative programs
- ongoing care and device repair services
- home visits for those unable to travel to a clinic
- helping to manage hearing loss on a day-to-day basis
- Many of our audiologists specialise in fields of service delivery. These include paediatric, adults with complex rehabilitation needs and outreach services to Aboriginal and Torres Strait Islander clients.
- We make regular visits to more than 220 Aboriginal and Torres Strait Islander communities in all parts of the country. In those communities we offer:
 - Support to schools where many children have hearing problems
 - Hearing health meetings with community members
 - Hearing health training for healthcare workers.
- Our online hearing help service

In 2016, we took our audiology services online and introduced Hearing Help. Now, our hearing specialists are just a call or click away. Hearing Help is an online audiology support service backed by Australian Hearing and National Acoustic Laboratories. You can use the service to:

- Call or live chat with an accredited hearing specialist
- Use our self-help tools to identify hearing loss
- Order a free sample hearing aid
- Get hearing advice and tips

Hearing Loss in Australia

Hearing loss can also stem from a disturbance in the complex auditory nerve pathway to the brain. You can be born with a hearing loss or develop it later in life from several causes. The most common is exposure to loud noises, which accounts for around 37 per cent of cases. Other reasons include blockage, damage to the ear, cochlea, and hearing nerve, along with accident, illness, chemical abuse or a combination of factors.

Types of hearing loss

1. Conductive

Caused by blockage or damage to the outer and/or middle ear (eg, a middle ear infection). Medical or surgical treatment often helps.

2. Sensorineural

This results from damage to, or malfunction of, the cochlea (the hearing organ) or the hearing nerve.

3. Mixed

This is a hearing loss where there is a problem both in the conductive pathway (outer and middle ear)

Hearing loss in children

In Australia, between nine and 12 children per 10,000 live births will be born with a moderate or greater hearing loss in both ears. Around another 23 children per 10,000 will acquire a hearing impairment that requires hearing aids by the age of 17 – through accident, illness or other causes. Hearing loss can affect a child's learning, language development and behavior. It is significantly higher among Aboriginal and Torres Strait Islander children, for whom it represents a serious health and educational problem.

Hearing loss and age

The incidence of hearing loss increases as we get older. Over half the population aged between 60 and 70 have a hearing loss. This increases to more than 70 per cent of those over the age of 70, and 80 per cent of those over the age of 80.

Hearing loss among veterans

War veterans are likely to suffer from hearing problems due to damage from noise exposure during their service. Hearing is the second most common medical condition reported by Australian war veterans and war widows, with 55 per cent reporting hearing loss as a current medical condition.

Hearing loss among rural Australians

Over half of Australia's farmers are likely to suffer from premature hearing loss through occupational noise exposure from agricultural machinery, tools and pigs in sheds at feeding time. Almost all farmers over the age of 55 who have been exposed to loud noise suffer some degree of hearing loss. However, only 18 per cent of farmers wear hearing protection while working with heavy machinery.

Tips for friends and family

For family and friends of patients it's important to communicate to them the best ways they can interact with a person with hearing loss. Things to advise loved ones can be:

- Having them face them directly and be at the same eye level whenever possible
- Stand in areas where light isn't shining directly into their eyes

- Keep hands away from face when speaking
 - If they're not being understood, find a different way of saying the same thing
 - Reduce background noise when possible- turn off loud music, the tv, move to a quiet area, etc
 - Be patient as it can take some time for people to get comfortable with wearing a hearing aid
- <https://www.hearing.com.au>



Honan Insurance Group
Level 5
1 York Street
Sydney NSW 2000
P.O. Box R1782
Royal Exchange NSW 1225
t — +61 2 9299 0767
f — +61 2 9299 0747
honan.com.au

The Honan logo is displayed in white text on a blue and purple gradient background that curves along the right edge of the page.

CERTIFICATE OF CURRENCY

We confirm having affected the following Insurance subject to the policy terms and conditions:

Insured: Australian Hearing Services & National Acoustic Laboratories Pty Ltd
(ABN 80 308 797 003)

Business: Principally, Federal Government Statutory Authority for the hearing industry, providing hearing services and any other activity incidental thereto.

Class: Public & Products Liability

Period: 30th April 2018 to 30th April 2019 at 4pm AEST

Policy No: LCB015831227

Policy Limit: General Liability \$20,000,000 any one claim or series of claims arising out of any one Occurrence

Products Liability \$20,000,000 in respect of any one claim or series of claims arising out of any one Occurrence and in the aggregate during any one Period of Insurance

Insurer: Vero Insurance

Geographical Limits: Anywhere in Australia, including all premises occupied, leased, or hired by the insured.

Interested Party: Banna Investments No 1 Pty Limited

Yours faithfully

A handwritten signature in black ink, appearing to read 'Hugo Dessens', is positioned above the name and title.

Hugo Dessens
Client Manager
Global & Corporate

Insurance.
Advice.
Support.

Australia — New Zealand — Singapore — Malaysia — USA

14.5 TEMORA & DISTRICT SPORTS COUNCIL - CHARLIES CHAIR**File Number:** REP19/299**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Temora & District Sports Council [↓](#) **REPORT**

Council requested comments from the Temora & District Sports Council regarding the offer from the Baldry Family for a chair at the children's end of the Temora Swimming Pool Complex.

The Temora & District Sports Council recommend that the donation and full installation of a 'Charlie Chair' at the Temora Swimming Pool Complex.

RESOLUTION 86/2019

Moved: Cr Max Oliver

Seconded: Cr Claire McLaren

It was resolved that a 'Charlie Chair' be installed at the Temora Swimming Pool Complex

AND FURTHER

That a letter of appreciation be sent to the Baldry Family for the offer.

CARRIED



Temora & District Sports Council

P.O. Box 262, Temora NSW, 2666

1st March 2019

Dear Gary,

It was moved by our delegates at our last Sports Council meeting.

That we recommend to Council.

That we accept the offer from the Baldry Family of the donation and full installation of a “Charlie Chair” to be placed at the children’s end of the Temora Swimming Pool Complex.

Moved Cr Max Oliver seconded Denise Breust Carried

Regards

Judy Gilchrist
Secretary
TDSC

Hon. Patron: Mr Harold Hetherington OAM • President: Cr Rick Firman OAM
Vice President: Mr Tony Stringer • Vice President: Mr John Morton
Secretary: Mrs Judy Gilchrist • Treasurer: Mrs Denise Breust

15 NOTICE OF MOTION

Nil

16 BUSINESS WITHOUT NOTICE**1. CR SINCLAIR**

Heavy Vehicles – The Engineering Department will be holding a meeting on the 11 April 2019 commencing at 10:00am – 12 noon in the Town Hall Theatre. Lunch will be provided and then move out to the Grain corp site with trucks on site. Will also have over sized machinery and advising how they should be set up to travel on the roads. Need to register for the morning session at the Theatre.

Drought Breaking Bash to be held in Callaghan Park on the 30 March 2019 at 6:00pm.

2. CR MCLAREN

Auxiliary Number Plates – Wrote to Ms Steph Cooke MP with concerns regarding number plates on agriculture equipment. Minister for Roads Melinda Pavey advised that number plates were not required on agricultural equipment being towed on public roads and the Highway Patrol are not correct in enforcing this requirement.

RESOLUTION 87/2019

Moved: Cr Claire McLaren

Seconded: Cr Graham Sinclair

It was resolved that Council writes to Insp Rob Vergango and Supt Bob Noble to advise them of the advice received from the Minister for Roads Melinda Pavey.

CARRIED**3. CR FIRMAN**

Asked the Director of Environmental Services where the alterations to the Temora Memorial Town Hall is up to.

Director of Environmental Services advised that still waiting on tender to close for Electrical and painting has commenced inside.

The Disability Expo will be held at the Temora Ex Service club on the 29 March 2019.

Mr Peter Speirs attended the Japanese Cultural Sister City evening representing Temora Shire Council on Wednesday 20 March 2019 in Sydney.

4. CR REINHOLD

Cr Reinhold requested leave of absence for the April 2019 meeting of Council

RESOLUTION 88/2019

Moved: Cr Nigel Judd

Seconded: Cr Kenneth Smith

It was resolved that Cr Reinhold be granted approval for leave of absence for the April 2019 meeting of Council.

Carried

17 COUNCILLORS INFORMATION PAPER**RESOLUTION 89/2019**

Moved: Cr Max Oliver

Seconded: Cr Graham Sinclair

It was resolved that the Information Reports be received.

CARRIED

17.1 NOTICE BOARD - MARCH 2019

File Number: REP19/155

Author: Executive Assistant

Authoriser: General Manager

Attachments: Nil

MARCH

9th Temora Rural Museum Open Day
23rd Active Farmers Games – Lake Centenary
29th Temora Disability Expo
30th Drought Breaking Bash – Callaghan Park

APRIL

19th Good Friday
22nd Easter Monday
25th Anzac Day

17.2 TEMORA MEMORIAL TOWN HALL - INCOME & EXPENDITURE FEBRUARY 2019

File Number: REP19/224
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

INCOME	\$
Balls	
Bar	
Concerts	
Crockery Hire	
Dance Prac	
Dances	
Election	
Exams	
Expo's	
Fair	
Foyer	
Hall	
Kitchen	
Piano Hire	
Stage Hire	
Supper Room	
Table Hire	
Wedding Receptions	
Workshops	
TOTAL INCOME	\$NIL
EXPENDITURE	\$
Utilities	
Gas	
Water	415.80
Electricity	
Rates	380.02
Cleaning	
Supplies	
Wages	
Sanitary Service	101.13
Maintenance	
Includes Plant, Stores, Handyman's Wages	
Administration	
Wages	309.78
Miscellaneous	65.00
TOTAL EXPENDITURE	\$1,271.73

17.3 WORKS REPORT - FEBRUARY 2019

File Number: REP19/156
Author: Secretary Engineering
Authoriser: General Manager
Attachments: Nil

FIRST HEADING

Main Roads

- MR57-Inspection & routine maintenance
- MR84- Inspection & routine maintenance
- MR241- Inspection & routine maintenance
- MR398- Inspection & routine maintenance
- MR398 segment 240 & 250 reconstruction
-

Local Roads

- Schmidts Lane maintenance grading
- Haddrills Road shoulder grading
- Cantys Lane grading
- Wells Road grading
- Dinga Dingi Road grading
- Boyds Road grading
- Jepsons Road gravel resheet
- Wilsons Road grading

URBAN TEMORA & ARIAH PARK

- Vesper Street shoulder winding
- Little George Street gravel resheet
- Driveway Council hanger
- Pensioner rubbish pick up

WORKS PLANNED FOR NEXT MONTH

- Maintenance grading Shire Roads
- Cemetery plinths
- Polaris Street footpath
- Jepsons Road gravel resheet
- Sealing rehabilitation 398

FOR COUNCIL INFORMATION

Report by Mick Mannion

17.4 BUILDING APPROVALS - FEBRUARY 2019

File Number: REP19/247
Author: Environmental Secretary
Authoriser: General Manager
Attachments: Nil

DEVELOPMENT CONSENTS ISSUED

- ✓ DA/CC 2/2019 – Lot 601; DP 750587; 232 Loftus Street, Temora – Residential Storage Shed/Garage
- ✓ DA 3/2019 – Lot 12; DP 35968; 223 Austral Street, Temora – Aboveground Swimming Pool (Private)
- ✓ DA/CC 4/2019 – Lot 8; DP 264265; 16 Williams Street, Temora – Motorhome Carport
- ✓ DA/CC 5/2019 – Lot 850; DP 750587; 65-75 Gallipoli Street, Temora – Kiosk
- ✓ DA 6/2019 – Lot 34; DP 5225; 2 Bellevue Street, Temora – Dwelling Demolition
- ✓ SUB 7/2019 – Lot 4; DP 1034945; 3 Evatt Street, Temora – Subdivision (2 Lot)
- ✓ DA/CC 8/2019 – Lot 34; DP 5225; 2 Bellevue Street, Temora – New Dwelling

COMPLYING DEVELOPMENT ISSUED

- ✓ CDC 4/2019 – Lot 54; DP 750602; 273 Schuberts Road, Trungley Hall – New Dwelling
- ✓ CDC 5/2019 – Lot 1; DP 130106; 125 Anzac Street, Temora – New Dwelling
- ✓ CDC 6/2019 – Lot 40; DP 5225; 14 Bellevue Street, Temora – New Dwelling

17.5 REGULATORY CONTROL - FEBRUARY 2019

File Number: REP19/260
Author: Environmental Secretary
Authoriser: General Manager
Attachments: Nil

Item	Investigate Incidents	Orders Issued Y/N	Penalty Infringement Y/N	Notes
Illegal Parking - Check	5	No	No	Spoke with management at Target & Waratah Café regarding parking.
Scooters & Bikes	8	No	No	No issues
School Zones	29			No issues TWPS, Temora High & St Anne's, Spoke to lady regarding double parking at TPS
Noise	3	No	No	Barking dogs
Air Quality		No	No	
Illegal Dumping/Littering	3	No	No	Wagga Rd – 2 shopping bag of rubbish Grey St – Mattress, Back Mimosa Rd - TV
Overgrown/Untidy Blocks	4	No	No	All will be monitored
Lake Walking Track – leashed animals	35 Visits	No	No	(2 or 3 times a day) No incidents, very good result
Animal Welfare	6	No	No	All dealt with
Dangerous Dogs	4	1	No	All relevant parties spoken with.
Impounded	6	No	No	1 Abandoned car – police 2 Dogs – claimed 3 Dogs – Rescued
Noise Animals	3	No	No	Ongoing
Nuisance Animals / Trapping	5	No	No	3 Euthanased & 2 Vets
Dead Animal Removal	4	No	No	1 kangaroos, 2 cat & 2 kittens
Keeping of Horses in Residential Areas	2	No	No	Showground. Monitored/ongoing
Main Street Sign Approvals Inspections	0	No	No	All good
Rural Stock Incidents	5	No	No	Trewin's Lane inspections - ongoing
Fruit Fly	0	No	No	Owner spoken with
Euthanised		No	No	Feral cats
Other	Owner of B/Double contacted regarding dangerous driving in town area, police also contacted.			

Report by Ross Gillard

17.6 CASH & INVESTMENTS - FEBRUARY 2019**File Number:** REP19/211**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Cash & Investments February 2019 [!\[\]\(26d3e0b5973e9047a61123fa9085adbb_img.jpg\) !\[\]\(81d696f5a0212161a93503cadfcfd9dd_img.jpg\)](#)



Temora Shire Council

Cash & Investments

For the period ended 28th February, 2019

	Original Budget 2018/19	Revised Budget 2018/19	Actual YTD Figures
Externally Restricted			
Sewerage Services	1,080,137	1,080,137	1,452,895
Waste Management	867,297	867,297	952,435
S94 Contributions	0	0	0
<i>HACC</i>			
HACC Unexpended	711,785	711,785	967,838
HACC-ELE	144,879	144,879	144,879
<i>Total HACC</i>	856,664	856,664	1,112,717
Total Externally Restricted	2,804,098	2,804,098	3,518,047
Internally Restricted			
Leave Reserves	358,014	358,014	1,758,014
Roads Reserve	985,603	985,603	761,774
Local Roads	428,411	428,411	841,577
FA&S Received in Advance	0	0	0
Industrial Development	197,603	197,603	197,603
Plant & Vehicle	269,392	269,392	436,694
Izumizaki Donation	2,152	2,152	2,152
Gravel Royalty	616,930	616,930	618,281
Medical Complex Development	45,870	45,870	46,875
Infrastructure	776,010	676,010	421,007
Infrastructure - Airpark Estate	194,734	194,734	0
MapInfo/GIS Upgrades	17,700	17,700	17,700
Ariah Park Youth Hall Revote	6,402	6,402	5628
Stormwater Drainage Flood Studies & Construction Programs	71871	71,871	142464
Temora West Sportsground Upgrade Dressing Shed & Toilets Rev	0	0	0
Mobile Stage Upgrade Revote	28179	3,722	0
Town Entrance Beautification Revote	0	0	-0.26
Digital Two Way Radio Upgrade	25000	25,000	16667
Computer Upgrade	0	0	200000
Lake Centenary Repair Bank Erosion and Sand	0	0	70000
Airport Hangar Driveway and Retaining Walls	0	0	8851.18
Innovation Fund	0	96,000	96000
Total Internally Restricted	4,023,871	3,995,414	5,641,287
Total Reserves	6,827,969	6,799,512	9,159,334
Cash & Investments			
Westpac Cheque Account			510,033
Macquarie Bank DEFT Account			106,907
Bank of Queensland			500,000
BankWest			507,978
NAB			500,000
NAB			503,267
Bankwest			503,936
NAB			500,000
ME Bank Term Deposit			500,000
BOQ			500,000
NAB			500,000
AMP Term Deposit			588,132
AMP Term Deposit			500,000
AMP Business Saver Account			582,960
AMP Notice Account			3,504
NAB Term Deposit (24-701-8261)			519,113
NAB Term Deposit (77-177-3095)			500,000
AMP Term Deposit			553,264
Bank of Queensland			500,000
Westpac Cash Reserve			255,435
Total Cash & Investments	6,827,969	6,799,512	9,134,528
Available for Operating Expenditure			(24,805)

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

17.7 TOWN HALL THEATRE - FEBRUARY 2019

File Number: REP19/166

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Cinema Operating Results - February 2019 [↓](#) 

**TOWN HALL THEATRE
Operating Statement**

	July	August	September	October	November	December	January	February	Total YTD
Candy Bar									
Income	5,748	1,670	2,348	4,724	2,262	3,299	5,505	877	26,432
Purchases	(1,329)	(1,625)	(577)	(440)	(951)	(1,707)	(310)	-	(6,940)
	4,419	45	1,771	4,284	1,311	1,591	5,195	877	19,493
Admissions									
Income	13,176	4,874	5,760	10,506	6,470	8,119	9,964	2,082	60,949
Audio Visual Purchases	(6,018)	(3,271)	(3,344)	(4,094)	(3,767)	(3,945)	(4,853)	(2,009)	(31,302)
	7,158	1,602	2,415	6,412	2,703	4,174	5,110	73	29,648
Other Income									
Facility Hire	610	468	491	545	346	348	227	-	3,035
Sale of Advertising	182	182	182	182	182	1,382	182	-	2,473
Event Catering	36	55	36	36	82	-	-	-	245
	828	705	709	764	610	1,730	409	-	5,754
Other Costs									
Advertising	(175)	(299)	(400)	-	(349)	(175)	(83)	-	(1,480)
Bank Fees	(85)	(160)	(86)	(85)	(121)	(105)	(103)	(128)	(872)
Building Maintenance	-	-	-	-	-	-	-	(2,570)	(2,570)
Cleaning	(210)	(517)	(244)	(437)	(290)	(314)	(300)	(122)	(2,433)
Computer Costs	(220)	-	(492)	(464)	(338)	(546)	(80)	-	(2,142)
Event Catering Expenses	-	-	(78)	(65)	(101)	(39)	-	-	(283)
Freight	(67)	(152)	(113)	(68)	(72)	(85)	(17)	(16)	(591)
General Maintenance	(914)	-	-	-	-	(80)	-	-	(994)
Insurance	(6,693)	-	-	-	-	-	-	-	(6,693)
Materials Purchased	(12)	(2)	(171)	(31)	(32)	(73)	(369)	(403)	(1,094)
Postage	-	-	-	-	-	(2)	-	-	(2)
Rates & Electricity	(1,114)	(1,511)	-	(1,175)	(164)	-	(1,178)	(163)	(5,305)
Stationery & Office Consumables	-	-	-	(23)	-	-	-	-	(23)
Employee Costs	(2,326)	(4,600)	(3,310)	(3,148)	(2,511)	(3,547)	(2,574)	(2,994)	(25,010)
Sundry Expenses	10	(22)	(15)	(10)	(15)	13	9	-	(31)
Telephone & Internet	(82)	(85)	(82)	(83)	(84)	(82)	(82)	-	(580)
Volunteer Support	-	-	-	-	(86)	(1,225)	-	-	(1,311)
Depreciation	-	-	(527)	-	-	(527)	-	-	(1,054)
	(11,888)	(7,347)	(5,519)	(5,590)	(4,163)	(6,787)	(4,777)	(6,396)	(52,467)
	517	(4,995)	(624)	5,869	461	708	5,937	(5,446)	2,427
Total Cinema Surplus/(Deficit)									

17.8 RATES COLLECTION - FEBRUARY 2019**File Number:** REP19/233**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Rates Collection - February 2019 [!\[\]\(d824800663df532b827554f77006d9ed_img.jpg\) !\[\]\(c3e03e8e36bdccbf9c0a502f927d3b92_img.jpg\)](#)

Rates Collections													
Rates 2018/19													
Category	Levies including Interest & Legals				Pension Rebates	Adjusted Total	Payments	Rates 12/03/2019			Rates same period last year		
	Arrears	Interest	Legals	Total				Outstanding	Outstanding %	Outstanding	Outstanding %	Outstanding	Outstanding %
Fairland	22,314.84	1,859,129.77	1,881,444.61	1,881,444.61	-4,384.16	1,877,060.45	-1,409,748.15	467,312.30	25%	456,405.64	25%		
Residential Temora Occupied	36,019.90	1,198,607.37	1,234,627.27	1,234,627.27	-85,125.50	1,149,501.77	-870,734.37	278,767.40	24%	319,344.22	29%		
Residential Temora Vacant	6,260.86	66,077.80	72,338.66	72,338.66	-51.91	72,286.75	-55,045.51	17,241.24	24%	23,075.90	41%		
Residential Ariah Park	9,176.05	71,433.64	80,609.69	80,609.69	-7,413.62	73,196.07	-47,678.39	25,517.68	35%	21,590.62	32%		
Residential Springdale	223.60	9,235.70	9,459.30	9,459.30	-1,340.51	8,118.79	-6,483.32	1,635.47	20%	3,289.30	35%		
Rural Residential	6,011.68	146,285.42	152,297.10	152,297.10	-9,832.66	142,464.44	-112,350.41	30,114.03	21%	30,607.93	22%		
Residential - Temora Aviation	-738.40	37,471.51	36,733.11	36,733.11	-340.98	36,392.13	-30,417.44	5,974.69	16%	5,811.79	20%		
Business Temora - Hoskins Street	9,395.65	243,749.63	253,145.28	253,145.28		253,145.28	-191,189.62	61,955.66	24%	63,852.46	26%		
Business Temora - Town	2,272.72	250,496.37	252,769.09	252,769.09		252,769.09	-213,677.19	39,091.90	15%	50,417.20	21%		
Business Temora - Aviation	0.00	26,120.39	26,120.39	26,120.39		26,120.39	-24,504.79	1,615.60	6%	1,701.91	7%		
Business Ariah Park	185.29	15,842.60	16,027.89	16,027.89		16,027.89	-13,394.45	2,633.44	16%	1,272.99	8%		
Business Other	0.00	9,652.01	9,652.01	9,652.01		9,652.01	-8,752.54	899.47	9%	716.02	7%		
Residential Sewer	35,378.30	852,801.38	888,179.68	888,179.68	-40,097.29	848,082.39	-652,372.39	195,710.00	23%	218,695.09	28%		
Non-Residential Sewer	2,757.05	135,670.84	138,427.89	138,427.89		138,427.89	-129,888.13	8,539.76	6%	9,303.73	7%		
Storm Water Levy	2,080.23	48,503.14	50,583.37	50,583.37		50,583.37	-38,515.82	12,067.55	24%	13,247.92	27%		
Domestic & Rural Waste	24,804.18	514,356.79	539,160.97	539,160.97	-37,762.67	501,398.30	-377,732.62	123,665.68	25%	129,957.51	27%		
Trade Waste	4,283.97	115,607.28	119,891.25	119,891.25		119,891.25	-95,295.24	24,596.01	21%	25,422.23	23%		
	\$160,425.92	\$5,601,041.64	\$5,761,467.56	\$5,761,467.56	-\$186,349.30	\$5,575,118.26	-\$4,277,780.38	\$1,297,337.88	23%	\$1,374,712.46	26%		

17.9 SPRINGDALE PROGRESS ASSOCIATION MEETING MINUTES HELD 12 AUGUST 2018**File Number:** REP19/216**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Springdale Progress Association  

SPRINGDALE PROGRESS ASSOCIATION

Annual General Meeting held 12 August 2018 at 4:30pm

Present: Thelma Reid, Pat Thorne, Annie Thorne, Earl Kotzur, Barbara Kotzur, Ben Kotzur, Les Buckley, Vinny Reid, Jess Reid, Ken Smith, Max Oliver and Margaret Poulton

Apologies: olivia Skadiang, Tom Reid and John Woodley

All positions declared vacant and Ken Smith to chair the meeting.

President: Thelma Reid nominated by Pat Thorne....Thelma accepted

Vice President: Ben Kotzur nominated by Earl Kotzur...Ben accepted

Secretary: Margaret Poulton nominated by Vinny Reid...Margaret accepted

Treasurer: John Woodley nominated by Pat Thorne in Johns absence. If John is unable to fill this position on his return an extraordinary meeting will be held to find a treasurer.

Committee was formed with a decrease in numbers: Pat Thorne, Annie Thorne, Olivia Skadiang, Vinny Reid, Jess Reid, Christine Walton and Tom Reid, and LES BUCKLEY.

Council rules now that half the number of the committee members plus the 4 executives ($7 + 4 = 11$) has to be halved and added to one to be able to hold a meeting. Which now means we only have to have 6 people to be able to hold a meeting.

Thelma Reid suggested that we reduce the number of meetings per year to 4 and add extras as required....Moved by Vinny Reid, seconded by Annie Thorne....Passed

Ben Kotzur moved that the Hall Hire Fee remain at \$150 including a cleaning fee.....seconded by Margaret Poulton....passed

Pat Thorne spoke on the progress of the Council Grant for the Hall

Next Annual General Meeting 14th July, 2019

Meeting closed 5:30pm

17.10 SPRINGDALE PROGRESS ASSOCIATION MEETING MINUTES HELD 14 OCTOBER 2018

File Number: REP19/218

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Springdale Progress Association [!\[\]\(a0e1cfc87022e4ce1442d7010f1fad3a_img.jpg\) !\[\]\(84ce0eb7d5a5b284787c65948f1204cd_img.jpg\)](#)

MINUTES SPRINGDALE PROGRESS ASSOC
SUNDAY 14th OCTOBER 2018

Present: Ben Kotzur, Ken Smith, Vinny Reid, Olivia Skadiang, Max Oliver, Bill Poulton, Pat Thorne, Margaret Poulton, Les Buckley, Jess Reid, Thelma Reid and John Woodley

Welcome to Michelle and Jim Morrison
Apologies: Tom Reid and Annie Thorne

President Thelma welcomed John Woodley back to Springdale after his long stay in hospital in Sydney.

Pat Thorne gave a report on the film being produced on the young Springdale men who served in WW1. The world premier of the movie will be held in the Springdale Hall on the evening of April 25 2019. Pat has envisaged inviting Prime Minister, Minister for Defence, Mayor etc.

Les Buckley gave a report on this years Hot Rod weekend. Numbers are growing each year and we will probably make around \$2500 after expenses.

It was decided to remove Tom Reid and Christine Walton from the list of committee members as we have enough. They will remain on our list of volunteers.

A Christmas party and Movie night is to be organised early to middle of December. Plan to have a Christmas movie and Santa to arrive on the Fire Truck.

I was moved by Secretary Margaret Poulton that we continue with 2 monthly meetings Seconded by Pat Thorne with the next meeting being 18th November 2018 at 5 pm then Jan, March, May, July and Sept.

A Thank you letter is to be sent to the Feedlot for their donation of meat for the Hot Rod dinner

A Thank you letter to Karen and Caroline for their help at the dinner.

Meeting closed 6Pm with tea/coffee to follow

17.11 FRIENDS OF THE TEMORA SHIRE CEMETERIES MINUTES HELD 3 DECEMBER 2018**File Number:** REP19/146**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Friends of the Temora Shire Cemeteries [!\[\]\(de4b84e2560c60887df7ac33f920f538_img.jpg\) !\[\]\(5134c4b9aa29f61328872b072910f638_img.jpg\)](#)

**Minutes of the Friends of the Temora Shire Cemeteries Meeting
Monday 3 December 2018 at Gloucester Park**

Meeting Opened: 11.30am.

Attendance: Pat and Rick Taylor, Ian Preston, Merryl Graham, Betty Brabin, Barb Harmer, Keith and Mavis Cassidy, Belinda Bushell, Leonie Weir, Bruce Firman, Darryl Sutherland.

Apologies: Ruth and Harold Fritsch, Wilma McCubbin, Ray Perry, Pam Buerckner, Robyn Lewis, Jen Walker, Toots Noack, Kris Dunstan. Accepted.

Minutes: Minutes of the previous meeting were read by Pat. The minutes were moved Belinda Bushell, 2nd Mavis Cassidy, carried.

Business Arising: Sprayers: Belinda Bushell passed on quotes for alternative spray units. Our volunteers purchased a caddy unit on wheels and a hand pump.

Ariah Park Cemetery: Unmarked graves in the Anglican Portion now completed with plinths and crosses. Thank you to those who helped with the project.

Replacement oleanders were planted.

Treasurer's Report: Financial report by Merryl indicated a credit balance of \$: . Moved Merryl Graham 2nd Ian Preston and Carried.

New IBD account to mature in December 2018. Moved Merryl Graham that the money be reinvested at the best rate. 2nd Mavis Cassidy, carried.

Correspondence:

Outward:

- Sympathy card sent to Mr Hewitt and family.

Inward:

- Mayor's office; a request of a donation to the Mayors Christmas Appeal: "The Plates of Plenty" – to discuss in General Business.
- Report from Temora Shire Council re Ground Penetrating Radar – Temora Old Cemetery.

Correspondence moved by Leonie Weir 2nd by Betty Brabin Carried.

General Business:

1. Ian Preston informed those present that in our Temora Shire Council Code of Conduct, the FOTSC cannot make donations, therefore we are unable to support the Mayors Christmas Appeal. In saying that, anyone individually can contribute to this appeal.
2. Row Markers: These will be made for the Old Monumental Cemetery by Scott Blackwell (cutting steel to size and capping). Irvine signs will do the letter plaques for the markers. When completed they will be installed at the opposite end to the markers already installed. Merryl queried whether to hire a contractor or request Temora Shire Council to carry out the post hole digging. In reply Belinda Bushell suggested we use a private contractor.
3. Unmarked Graves and Ground Penetrating Radar Report: Belinda Bushell addressed the meeting regarding the report for the Old Monumental Cemetery (reports distributed) and enquired if the FOTSC would support Temora Shire Council financially with associated costs for this radar service. With Cemetery records as they are, there are still unmarked graves and or vacant plots. The GPR would

FRIENDS OF THE TEMORA SHIRE CEMETERIES

(Incorporated with the Temora Shire Council)

Ian Preston (Group Pres) 32 Gallipoli St Temora NSW 2666 Ph. 02 6977 1083	Pat Taylor (Hon Sec) 22 Lawson Rd Temora 2666 Meryll Graham (Hon Treas) PO Box 251 Temora 2666	Temora Shire Council PO Box 262 Temora NSW 2666 Ph. 02 6980 1100
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Email us at: temshire@temora.nsw.gov.au - be sure to direct it for our attention.

identify areas as being occupied or vacant. The GPR would not identify the names of the unidentified graves.

Discussion ensued. Betty Brabin stated it would be to Council's advantage as Council could then sell any vacant plots. Following the discussion, Ian Preston moved that the FOTSC do not financially assist with the GPR service. 2nd Bruce Firman. Carried.

4. Street Stall: After some discussion, we will continue to hold a street stall. Betty Brabin and Mavis Cassidy put forward their views that holding a street stall keeps the community aware of our group and the work that we do at the cemetery. Therefore, the street stall will be held on Friday 17th May 2019. Raffle tickets to be sold on the day. Raffle prize: IGA Voucher value of \$100.00.
5. Chairs: Ian Preston raised the question of purchasing fold up chairs to the value of \$15.00/chair to be used at graveside services, as graveside services now account for 70% of funerals. Temora Funeral Services only supplies chairs for immediate family members. Storage concerns were raised by Belinda Bushell. Ian stated the chairs could be stored in the toilet block, possibly on a mobile trolley. Safety concerns were also queried about litigation in the event of someone being injured as a result of using the chairs.

As the FOTSC is a s355 Committee of the Temora Shire Council we come under their support. Belinda to make additional enquiries.

Belinda moved to purchase 50 x fold up chairs. 2nd Meryll. Carried.

6. Darryl Sutherland, with regard to the Old Cemetery, passed on some pleasing and positive comments he received from visitors, who remarked on the grounds and the newly marked graves (FOTSC Crosses and plinths). Darryl also mentioned the Aleppo pine tree at the Ashelford St gate entrance is looking quite dangerous. (This tree was assessed earlier this year and some limbs were removed). Temora Shire Council is aware of our deep concerns, but no progress to date has been made.
7. Belinda Bushell, on behalf of the Temora Shire Council and herself, thanked the FOTSC for their ongoing work at the cemetery, especially the grave marking, and wished everyone a safe and Merry Christmas.
8. Ian Preston thanked everyone with attending and wished them all a Merry Christmas.

Next Meeting: 10.00am Monday 4 March 2019 at Temora Shire Council Chambers.

Meeting Closed 12.16am

17.12 ARIAH PARK ADVISORY COMMITTEE MINUTES HELD 3 DECEMBER 2019

File Number: REP19/148

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Ariah Park Advisory Committee [↓](#) 

	<p>- Email from Robyn Wall – Discussed- Kris Dunstan will be looking at options for dump site and the issue may have to go before a council meeting.</p> <p>- Email from Keith Stevenson- Letter to Committee regarding his concerns with Committee. Email was tabled and it was decided that it be sent to committee members along with minutes</p> <p>- Letter from Mrs Jen Walker – Letter to Temora Shire Council asking for a upgrade of the walking track (compacted gravel) around the Broken Dam Rest Area Precinct.</p> <p>-Email from Mr Damien Harper – Letter to Temora Shire Council regarding the need for a sewerage system in Ariah Park. Damien’s Letter outlined the benefits for a system and negatives of the current septic system the town currently has.</p> <p>Outwards:</p> <ul style="list-style-type: none"> - Various replies to emails in correspondence <p>Moved Nigel Seconded Terry that inward correspondence be dealt with and outward correspondence be approved</p> <p style="text-align: right;">Carried</p> <p>GENERAL BUSINESS</p> <ul style="list-style-type: none"> - Update of Submission. The committee went through the submission and updated and removed items no longer relevant. New items to be added include: Sewerage System, Heritage Walk, Christmas Decorations and Big Bowser Project. The new draft submission will be put together by Nigel Judd and be forwarded out for comment by the Committee. - Other items discussed for the submission <ul style="list-style-type: none"> - Coolamon Street Upgrade will be finished by the RV Muster - Better drinking fountain for Edis Park- Alan Penfold would like the next fountain to be placed closer the information bay. - Recreation Ground Upgrade- Works underway 	
<p>6</p>		

		<ul style="list-style-type: none">- Tip access on Sunday- processing this could be costly. Volunteer options could be investigated- Drainage Works – Whole Town Flood Study has been completed at a significant cost- TSC mowing jobs around the town need to be more consistent.- It was discussed regarding the rubbish on Davidson St from Coolamon Road intersection and Showground Corner. <p>NEXT MEETING: To be notified There being no further business, the meeting closed at 9.30 pm</p> <p>.....(Chairman)</p>	
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17.13 TEMORA COMMUNITY FIGHT THE FRUIT FLY GROUP MINUTES HELD 18 DECEMBER 2018

File Number: REP19/142

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Temora Community Fight the Fruit Fly Group [↓](#) 

Temora Community Fight the Fruit Fly Group.

Meeting held at Lake Centenary 18-12-2018 at Christmas Meet.

Present: Mavis & Keith Cassidy, Fay & Kevin Pellow, Myrtle & Roy Madden, Penny Edgerton, Michael & Manning, Chris Bett, Ken & Claire Smith, Lindy Reinhold, Ken Davis, Ken & Nancy Morton.

Apologies: Pat Neasmith, Hazell Allen, Rose Davis, Jean Growth & Horrie Mortlock.

Motion: Moved Fay Pellow, 2nd Penny Edgerton for apologies to be accepted.

Minutes: Meeting of November meeting read.

Motion: Moved Michael Manning, 2nd Myrtle Madden for Minutes be accepted as read.

Correspondence: In: Letter from Mayor Rick Firman thanking Group for our donation to Plates of Plenty.

Treasurer's Report: Maxie reported an o/b of \$1,464.23. Out: \$281.16 to Chris Bett for Fruit Fly Flag. And \$92.23 for meat and sundries for BBQ. Maxie pd for Snap Ad. (no cheques Signed) \$17.08 (included here so we know what we actually have) To pay Maxie \$34.16 for 2 Ads. Leaving a c/b of \$1,074.76 to 15-1-2019.

Motion: Maxie moved for the acceptance of her report. 2nd Chris Bett.

General Business: member wanted a recipe beside the traps. Ring 0429328552

Report that the citrus in Hoskin Street has been cleaned up. Mavis spoke to Ranger re same. Still having trouble with lemons in De Boo Street 1 house up from Park Street. Also problem at 120 De Boo Street and 107 Grey Street.

As last year the most flies caught were Keith Cassidy and Maxie Hoskinson. Monitors have been quite in ringing in there numbers.

Next meeting: 19-2-2019 at 7.30pm.

Meeting closed with guests enjoying an evening by the Lake. Great venue.

President;

M Cassidy

17.14 TEMORA COMMUNITY FIGHT THE FRUIT FLY GROUP MINUTES HELD 15 JANUARY 2019

File Number: REP19/144

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Temora Community Fight the Fruit Fly Group [↓](#) 

Temora Community Fight the Fruit Fly Group.

Meeting held 15-1-2019 at 7.30 pm in Narraburra Room.

Present :Kevin & Fay Pellow, Mick Manning, Keith & Mavis Cassidy, Ken Moreton,
Myrtle Madden, Jean Growth, Pat Neasmith.

Apologies: Chris Bett & Penny Edgerton.

Motion: Moved Fay Pellow 2nd Pat Neasmith for apologies be accepted.

Motion: Moved Myrtle Madden, 2nd Kevin Pellow for Minutes of December meeting
be accepted as read.

Correspondence: Nil in or out.

Treasurer's Report. Maxie reported an o/b of \$1,091.84. She had paid for the last 2
a/c from Independent as no cheque available. Put in as a cost to give an actual of
a/c. Closing balance therefore \$1,074.76. To check if we can have an a/c with the
Independent.

General Business: Spreadsheet done. Not much activity as far as people reporting
monitoring F.Flies. No's put in spreadsheet.

Question asked if we were running a Biggest Tomato Competition again this year
"we are". Michael to put information in his next report to Independent. General =
conversation about gardens etc.

Next meeting 19-2-2019 at 7.30pm. This time to last until the end of D ST.

Meeting closed 8pm.

President: *M Cassidy*

17.15 ARIAH PARK MARY GILMORE FESTIVAL MINUTES HELD 5 FEBRUARY 2019

File Number: REP19/152

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Ariah Park Mary Gilmore Festival [↓](#) 

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Ariah Park Mary Gilmore Festival CommitteeA Section 355 Committee Of The Temora Shire CouncilMinutes From Meeting Held 5/2/2019

Meeting Opened by President- Chris Mutton - 7:35 pm

Present - R Wall, Allen Penfold, Patty Vearing Chris Mutton, Nigel Judd , M Speirs,R Ballintyne

Apologies Francis Dwyer, J sanders, J Colwill

Minutes Of Meeting

Read by Robyn Wall

Moved - Patty Seconded - Allen**Minutes be Accepted Passed****Treasures Report**Inward

Return of bond Show ground	\$200.00
Amount in general account	\$8,285.51

<u>total income</u>	\$8,485.51
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Outwards

Transfer to term deposit	\$22,284.60
Mayors Christmas appeal	\$100.00
Ariah Park school	\$100.00
Patty Vearing(reimbursement for goods)	\$129.13
Ariah Park community projects	\$100.00
(donation sent to wrong account from Elders)	
Ariah Memorial hall (hire of room)	\$100.00
Australian bush balladeers (add)	\$65.00

Total Expenditure	\$22,878.73
Closing balance as at 31/1/2019	6,423.54

Term Deposit \$22,284	
Leaving a total of	\$28,707.54

Moved – M Speirs Seconded R Wall

Correspondence:**Inward**

letter from council thanking for donation to Christmas fund
e/mail from M Pursehouse re refund

Out ward

e/mail to C Pout re next year bookings

Business Arising:

1. new printer to be bought this month
- 2 look at asking other groups in town re Wednesday day time activities
- 3 ladies from craft group to be asked to have display with art group
- 4 letter to be taken to hotel re quote when booking rooms
- 5 flyers have gone to Tamworth
- 6 Nigel to find out if add for closed circuit is free
- 7 Patty,Robyn,Chris&Allen to be trained to use new printer
- 8 .Stubbie holders with festival logo to be considered

Discussions

Prices: profit/loss re stubbie holders
The best ways to advertise festival
Raffle days have been booked
Support for Weethalle has been given as they are running their first festival

Meeting closed 9.45

17.16 TEMORA WOMEN'S NETWORK MINUTES HELD 14 FEBRUARY 2019

File Number: REP19/150

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Temora Women's Network [!\[\]\(2d757fc377e50838c3a2f2b16e11592c_img.jpg\) !\[\]\(15944a5a812791d6078e4d7cd30ab02d_img.jpg\)](#)

TEMORA WOMEN'S NETWORK COMMITTEE

Meeting held Tuesday, 14th February, 2019 at the RSL Club, commencing at 2.30pm.

Present: Susan Jeri, Dianne Scott, Catherine Thompson, Sally Deep, Norma Howard, Lindy Reinhold, Lyn Cartwright, Jean Gunn.

Apologies:

Chairman, Susan Jeri, welcomed everyone.

MINUTES: Minutes of last meeting were read.
Minutes confirmed by Lindy, seconded by Sally.

TREASURER'S REPORT:
Balance: \$unchanged. Confirmed by Lyn, seconded by Norma.

CORRESPONDENCE: Nil

GENERAL BUSINESS:

A detailed discussion was held regarding the programme for Sunday, 10th March, 2019.

International Women's Day theme is "BE BOLD FOR CHANGE".

Guest Speakers under consideration:-
Josey Holloway contacted by Susan.
Karen Masson to be confirmed by Amanda.

Venue: Golf Club 2pm – 7pm with afternoon tea.
Room Cost \$100.00 + \$3.00 per Table cloth.

Speakers to speak for 20 minutes.
Afternoon tea at 3pm to be scones.
Scones to be made by Lyn, Sally, Lindy and Jean.
4 dozen scones to be made by Myrtle Madden.
Lyn to prepare strawberry jam and cream.
Jean to provide 1 jar of apricot jam.
Lindy to provide butter packs.

Amanda to prepare tickets, RSVP Wednesday, 6th March, 2019.

Programmes to watch for:-
TEMORA ACTIVE AGEING EXPO 1st March, 2019
COMMUNITY EMBRACE DROUGHT BUSTER 30th March, 2019

Meeting closed 3.30pm

Next Meeting: Wednesday 6th March, 2019
3pm at Council Chambers.

17.17 TEMORA & DISTRICT SPORTS COUNCIL MEETING MINUTES HELD 20 FEBRUARY 2019**File Number:** REP19/222**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Temora & District Sports Council [↓](#) 

**GENERAL MEETING OF THE TEMORA AND
DISTRICT SPORTS COUNCIL****REPORT OF THE GENERAL MEETING OF THE TEMORA AND
DISTRICT SPORTS COUNCIL HELD ON WEDNESDAY 20th
FEBRUARY 2019, AT 6.30 PM AT THE TEMORA EX-SERVICES
CLUB**

Attendance: Judy Gilchrist (Secretary) Rick Firman (President) Denise Breust (Treasurer) Hack Hetherington, (Swimming) Max Oliver (TSC) Raymond Wells (Tennis) Sheree Elwin (Touch) Greg Wiencke (Little A's) Kate Bruce (High School) Bill Schwencke, Donna Widdows (Greyhounds) Lauren Williams (TPS) Jake Watson (Independent) Peter Gerhard, James Durham, Rob Pfeiffer (Snr Aussie Rules) Linc Macauley (Cricket) Steve Firth, Gary Lavelle (TSC) Terry O'Rafferty, Kris Dunstan, Bill McCrone (Temora Rugby Jnr & Snr) Lex & Deb Wiencke (Little A's) Dallas McKelvie (Jnr Aussie Rules & Netball) Paul New (T Town Tennis) Narelle & Lisa Stacey (On the Move) Jade Fuller(Soccer) Mark Hughes Temora Rugby League) Michael Harper (Temora Schoolboys)

Apologies: Bruce Lack, Michelle Mawbey, Greg Durham, Peter Stimson,
Steve Ruskin

Moved Hack Hetherington Seconded Max Oliver Carried

Executive Meeting Report:

Nixon Park Speeding, Donation from the Baldry Family.
Moved by Bill Schwencke Seconded Jack Fuller Carried

Declaration of Interest: Nil

Minutes: The minutes of the previous meeting were read and confirmed on the motion of Judy Gilchrist.

Moved Greg Wiencke Seconded Max Oliver Carried

BUSINESS ARISING FROM THE MINUTES:

Nil

CORRESPONDENCE:**Incoming:**

Thank you letter from Molly McCrone

Christmas card from the Temora Shire Mayor
TSC
Baldry Family

Outgoing:

Business Papers
Plans for Nixon Park 3
Moved Bill Schwencke seconded Donna Widdows carried.

Treasurers Report:

Balance as per bank statement moved on the motion of Denise Breust
Seconded Sheree Elwin Carried

Specific Business:

Rec Centre Business:

The sanding of the stadium floor has been completed
Signage on the front of the building needs a spruce up

Guest Speaker: Mr Greg Wiencke from Little Athletics:

Greg presented his plans for the upgrading of Nixon Park as is to Nixon Park no 3.

Greg explained his proposal and presented his plans to the members present. It created great discussion. Lots of questions were asked and answered.

After the discussion it was moved by Linc Macauley that we take to proposal back to the sporting clubs for further discussion and come back to the next meeting with a support in principal for the proposal
Moved Linc Macauley Seconded Bill McCrone carried

Meeting will be set with all sporting users of Nixon Park to go through the different draws for the clubs. Pleas include Bill Schwencke in this meeting.

Meeting Closed 7.30pm

The next meeting will be on the 20th March 2019
6.30 pm Temora Ex-Services Club Narraburra Room

Signed Chairman:

Secretary:

Date 21st November 2018

An executive meeting was held 7.35pm after general meeting.

Attendance; Rick Firman, Tony Stringer, Jack Morton, Judy Gilchrist, Denise Breust.

Based on advice that we have received from Council, we have to reconsider the speed hump issue at Nixon Park. So therefore, we need to rescind the motion that was made at our last meeting Moved Jack Morton seconded Denise Breust Carried

Meeting closed 7.45pm

17.18 RURAL MUSEUM MANAGERS REPORT - FEBRUARY 2019**File Number:** REP19/239**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Rural Museum Managers Report [↓](#) 

Temora Rural Museum – MANAGER’S REPORT

Meeting Date: 28th February 2019

Visitation From: 11.1.2018 To: 28.2.2019 **Adults:** 163 **Children:** 30

Group Visits: Bribbaree Public School. Wed. 20th Feb.

Group Bookings: Gracewood Retirement Village, Kellyville. Tues. 26th March. 11.30am
Museum to CATER lunch
CCSI Prime Time, Sydney. Wed. 27th Mar. 2.00pm
Afternoon tea to be available. Tour of TEXTILES
Richards Coach Group. Fri 29th March . 10.00am
Young Public School. Fri 29th Mar. 9.00am & 12.00pm
KTG Tour Group. Sat. 27th Apr. 9.00am
RV Muster Morning Tour w Devonshire Tea. Mon. 29th Apr. 9.30am
RV Muster Afternoon Tour w Devonshire Tea. Mon. 29th Apr. 2.00pm
APEX 40 Museum tour. Thurs. 9th May 11.30am
Museum to CATER lunch

Recent Events: Temora Jehovah’s Witness BBQ. Sat. 19th Jan. 3.00pm
TSC Tourism Forum. Wed. 13th Feb. 2.00pm
MLHD Staff Training Workshop. Tues. 19th Feb. 8.00am
Goldenfields Water CC Meeting. Thurs. 21st Feb. 9.00am

Planned Events: 46th Annual Live Exhibition. Sat. 9th March 9.30am
Retired Ambulance Officer’s Reunion. Sat. 13th April. 11.00am
Riverina Sports Car Assoc. Fri. 26th Apr. 2.30pm
APEX 40 Pub Crawl. Wed. 8th May 5.00pm
APEX 40 Coach tour of Temora. Thurs. 9th May 9.00am

Recent Acquisitions: Temora Tennis Club Records
Stanmore Estate items

Correspondence:

General ephemera. 2

Magazines & newsletters. Narraburra News. Feb. 2019

Circulars. Australian National Maritime Museum Grant Opportunities

Letters. I/W:

O/W: Annual Exhibition Notifications to Members

Email:

17.19 TEMORA RURAL MUSEUM MINUTES HELD FEBRUARY 2019

File Number: REP19/241

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Temora Rural Museum Minutes [!\[\]\(47506e333d3b2d31ccde01308137cbf1_img.jpg\)](#) 

**MINUTES OF THE GENERAL MEETING
OF THE TEMORA RURAL MUSEUM MANAGEMENT COMMITTEE
held at the museum on 28th February 2019**

Meeting commenced at 7.31pm

Present: Ken Hewett (in Chair), Neil Martin, Eddie Sams, Allan Penfold, Robyn Wall, Darryl Eisenhower, Rob Maslin, Graham Crawford, Mick O'Connor, John O'Connor, Col Perry, Gordon McGeorge, Steve Holden, Graham Lynch, Jack & Jan Oliver, Len Stimson, Brian Durham, Brian Jennings, Cr. Max Oliver, Ken Morton, Gordon McGeorge, Maree New

Apologies: Bill Speirs, Cr. Ken Smith, Clare Smith, Kate Hewett, Jean Luck, Gordon Muir, Bob Ingram, Ray Perry

MOVED that the apologies be received. Brian Durham / Len Stimson - carried.

Minutes:

MOVED that the minutes of the general meeting held on 10th January 2019 be accepted as a true and accurate record. Graham Crawford / Allan Penfold – carried.

Business Arising from the minutes:

DL Flyer has been prepared pending approval of the proposed new museum motif.

TEM FM ad schedule has commenced.

Cletrac parts are still awaiting collection by Neil Penfold but full payment has been received.

The SES truck, "Big Red", is yet to be delivered

No progress has been made with assessing the Side delivery baler we have been offered.

Gidginbung Trig Station has been reinstated in the garden.

The Eucalypt tree near the dam and the dead Sheoak tree have been lopped by Cassidy's Tree Service ready for removal by Council.

Correspondence:

MOVED that the correspondence be received and dealt with as read. Graham Lynch / Col Perry – carried

Summary as attached.

Treasurer's Report: The treasurer reported an Income for the two months since 11th January 2019, of \$5,756-12, Expenditure of \$6123-01, Closing Balance, on 28th February 2019, of \$24,243-82 in the museum's working A/c

The Treasurer advised that he intends to investigate comparative IBD interest rates closer to the maturity dates of our current investments.

MOVED that the Treasurer's report be accepted. Graham Lynch / Robert Maslin – carried.

Manager's Report: as attached.

In the absence of the Manager, his bi-monthly report was read by the Chairman.

Curator's Reports:

Robert reported that the tractors and associated agricultural machinery had been relocated ready for the Annual Exhibition.

Eddie advised that the Ambulance museum floor would be professionally cleaned over the coming weekend.

Ken reported that he has restored the Wharfedale printing press to working order.

In Harold's absence, the wagon shed is to be cleaned on Saturday ready for the Exhibition.

Workplace Health & Safety. Keri Perry and Brian Jennings will complete their 1st Aid Courses tomorrow.

All other curators present reported satisfactory progress.

General Business:

The "Statement of Intent" document prepared by the Rural Museum Manager, outlining the proposed changes to the manner in which the museum will in future be promoted, was read by the Chairman and discussed.

MOVED that the Management Committee adopt the "Statement of Intent – Promotion of Temora Rural Museum 2019" as presented. Ken Hewett / Neil Martin – carried

The report explaining the concept of the proposed new museum motif, prepared by the Museum Manager, was read by the Chairman and discussed.

MOVED that the Management Committee accept the proposed new motif to assist in the future promotion of the museum and recommend it to Council for endorsement. Ken Hewett / Neil Martin - carried

Robert Maslin led a review of planning for the Live Exhibition, discussing planning for the tractor parade. He emphasized the imperative of observing good safety procedures and recommended that the public exclusion zone along the parade track be increased.

The Manager's list of arrangements to be completed was read and discussed.

Allan Penfold advised that the Moline tractor was 100years old this year and asked that the milestone be noted in the commentary.

Eddie noted that he was not aware of any car clubs planning to visit the Exhibition this year.

Len Stimson undertook to check on the availability of our safety vests and Jack Oliver asked for some assistance this Saturday to re-arrange stationary engines.

Darryl Eisenhower noted that Peter Pratt, a new member, had a display of light horse memorabilia he would like to showcase at the Exhibition. He will ask Bill to arrange this.

There being no further business the meeting closed at 8.23pm.

17.20 BUNDAWARRAH CENTRE MINUTES - FEBRUARY 2019

File Number: REP19/243

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Bundawarra Centre Minutes  

**MINUTES OF THE GENERAL MEETING
OF THE BUNDAWARRAH CENTRE (355c) MANAGEMENT COMMITTEE
held at the Bundawarra Centre on 10th January 2019**

Meeting commenced at 8.24pm

Present: Ken Hewett (Chair)(THS), Robert Maslin(THS), Eddie Sams(THS), Jack Oliver(TS4M), Neil Martin(TLFHG), Cr. Max Oliver(TSC).

Apologies: Bill Speirs, Cr. Ken Smith, Ken Davis

MOVED that the apologies be received. Ken Hewett / Neil Martin – carried.

Minutes:

MOVED that the minutes of the general meeting held on 10th January 2019 be accepted as a true and accurate record. Neil Martin / Eddie Sams – carried.

Correspondence:

There was no correspondence requiring the attention of the Committee

General Business:

MOVED that the Reports received by the General Meeting of the Temora Rural Museum Management Committee on 28th February 2019 be received and that the resolutions of that meeting be confirmed. Eddie Sams / Ken Hewett – carried.

There being no further business the meeting closed at 8.26pm.

17.21 NSW SHADOW MINISTER LOCAL GOVERNMENT - MANDATORY LIVE WEBCASTING**File Number:** REP19/164**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. NSW Shadow Minister - Live Webcasting [↓](#) **FIRST HEADING**

NSW Labor Government will provide a one off grant to rural Councils toward the cost of installing webcasting infrastructure up to a maximum of \$40,000 if elected to Government.



PETER PRIMROSE MLC
LEGISLATIVE COUNCIL



21 February 2019

Clr Rick Firman
Mayor
Temora Shire Council

Dear Clr Firman

Thank you for your letter regarding the Berejiklian - Barilaro Government's requirement for mandatory live webcasting of council meetings.

Based on widespread concerns, NSW Labor has already committed to reviewing the operation of both the Model Code of Conduct and the Code of Meeting Practice – and consequent changes in the *Local Government (General) Regulation 2005*.

I would welcome the opportunity should I become Minister for Local Government, to meet with Council to discuss both in detail.

In the interim I would like to confirm that a NSW Labor Government will provide a one off grant to rural councils as a contribution towards the actual cost of installing webcasting infrastructure up to a maximum of \$40,000.

Further where there are technical or other impediments, NSW Labor will support intermittent meetings held in remote locations being exempted from the webcasting requirements.

The current webcasting requirements should not be mandatory if they have the perverse effect of reducing transparency and limiting the ability of rural councils to hold meetings in locations throughout their local government area.

Kind Regards

A handwritten signature in blue ink that reads 'Peter Primrose'.

Peter Primrose MLC
Shadow Minister for Local Government and Communities

Parliament House
Macquarie Street, Sydney, NSW 2000 Australia
Phone: (02) 9230 2686 Fax: (02) 9230 3498
peter.primrose@parliament.nsw.gov.au

17.22 RANDWICK CITY COUNCIL**File Number:** REP19/214**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. **Randwick City Council** [↓](#) 

Randwick City Council has made a further \$3,000.00 donation/contribution to the Salvation Army to purchase gift cards and distribute to drought affected residents.



MAYOR
CITY OF RANDWICK

Cr Rick Firman OAM
Mayor
Temora Shire Council
PO Box 262
TEMORA NSW 2666

28 February 2019

Ref No: D03459226


Dear Cr Firman

Thank you for your letter dated 26 February 2019 in response to Randwick City Council's offer of drought assistance.

I am pleased to advise that at Council's Ordinary meeting of 26 February 2019, it resolved to make a further donation of \$3,000 to the Salvation Army to purchase gift cards to be distributed to those most affected by the drought in the Temora Shire community.

I hope that these funds help to improve business and lift the spirit of the community.

Yours sincerely



Cr Kathy Neilson
Mayor

*Best wishes to you and
your team*

17.23 PETER PRIMROSE MLC**File Number:** REP19/256**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Peter Primrose MLC  

Advice received that the NSW Labour Leader, Michael Daley has announced if elected in March the party will invest an additional \$990M to fund council administered roads in rural and regional communities.

Cr R B Firman

69309

From: Peter Primrose <Peter.Primrose@parliament.nsw.gov.au>
Sent: Friday, 15 February 2019 5:44 PM
To: Peter Primrose
Subject: An additional \$900 million to fund council administered roads in rural and regional communities.

Dear Councillor

NSW Labor Leader, Michael Daley, has announced that if elected in March he will invest an additional \$900 million to fund council administered roads in rural and regional communities.

Last month, the NRMA's 'Funding Local Roads' report found that the Regional and Local Roads Network in NSW, which comprises about 80 per cent of roads in our state, is in a state of decline.

Councils have been unable to obtain the funding they need to maintain these vital local roads. Cost shifting by the NSW Liberals and Nationals, currently running at over \$820 million every year, has made the funding situation impossible for many councils.

The NRMA revealed that the local roads infrastructure backlog has soared almost 30 per cent since 2014-15.

Labor has accepted the NRMA's expert recommendation, and in government will boost investment in council administered roads in rural and regional roads by \$900 million over five years. The information in the NRMA report is sourced from councils' financial statements provided to the Auditor-General.

The NRMA has recommended that this is the level funding required to bring ALL local and regional roads rated by councils as being 'very poor' and 'poor' up to a 'satisfactory' level, where only routine maintenance will be required. Labor will also maintain the existing \$542m fixing regional roads program – bringing the total investment to over \$1.4 billion.

This additional roads funding for rural and regional councils comes off the back of commitments by Labor to:

- review and change the financial assistance grants (both the general and roads components), to include factors such as the effects of drought, and reduce the population weighting; and,
- undertake a much needed roads classification review

The Liberals and Nationals have spent eight long years cheating regional and rural NSW out of almost half the infrastructure spending they were promised, and instead have focused on wayward mega toll roads and stadiums in Sydney.

The Berejiklian-Barilaro Government is failing to even meet the 30 per cent requirement for the Restart NSW infrastructure fund to go toward rural NSW.

An October Auditor General Report found just 17.2 per cent of this fund was allocated to regional areas last financial year.

Kind Regards

Peter Primrose MLC

Peter Primrose MLC
NSW Legislative Council
Shadow Minister for Local Government and Communities
Shadow Minister for Regional Roads
Ph. 92302686
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Email: peter.primrose@parliament.nsw.gov.au
Twitter: @ptprimrose
Facebook: [facebook.com/PeterPrimroseMLC](https://www.facebook.com/PeterPrimroseMLC)

17.24 MICHAEL MCCORMACK MP - DROUGHT PROGRAM**File Number:** REP19/258**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Michael McCormack MP [↓](#) 

Advising that the Drought Communities Program Extension, Councils are selected on the level of need, determined using rainfall deficiency data from the Bureau of Meteorology in conjunction with population and industry data.

Michael McCormack MP

Federal Member for Riverina
Deputy Prime Minister of Australia
Minister for Infrastructure, Transport and Regional Development
Leader of the Nationals



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

Gary
Dear Mr Lavelle

Thank you for your correspondence of 31 January regarding the Drought Communities Programme Extension (DCP Extension).

Eligible councils are selected on the level of need, determined using rainfall deficiency data from the Bureau of Meteorology, in conjunction with population and industry data (reliance on agriculture) to assess the overall economic impact of the drought in the region.

I acknowledge Council's disappointment at not yet being included in the program. The Hon Bridget McKenzie, Minister for Regional Services, Sport, Local Government and Decentralisation, is continually reviewing drought conditions right across Australia and the Government may consider expanding the program to reach more councils.

The Federal Government has invested a further \$7 billion in new assistance for drought-affected farmers, including the Future Drought Fund, and details on how individuals and communities can access assistance can be found on the new website farmhub.org.au

I would encourage Council to spread word of this website to increase awareness in the community of available drought assistance.

Yours sincerely

Michael McCormack
Michael McCormack MP

Federal Member for Riverina
mm.kg.wga

1512/2019

Canberra
PO Box 6022 Parliament House
Canberra ACT 2600
ph 02 6277 7520

Parkes
207A Clarinda Street
Parkes NSW 2870
ph 02 6862 4560

Wagga Wagga
Suite 2 11-15 Fitzmaurice Street
Wagga Wagga NSW 2650
ph 02 6921 4600 **fax** 02 6921 5900
email michael.mccormack.mp@aph.gov.au



website www.michaelmccormack.com.au



THE NATIONALS for Regional Australia

17.25 LOCAL GOVERNMENT NSW**File Number:** REP19/274**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Local Government NSW  

Tara McCarthy would like to thank Council for the letter of congratulations on her appointment as Chief Executive of Local Government NSW.

The President & Ms McCarthy have commenced meeting with Councils and plans on being in the area in May.

Will hold discussions on the possibility of Temora Shire Council hosting a summit with LGNSW for regional Councils.



Our ref: R14/0015 Out-28679

6 March 2019

Cr Rick Firman OAM
Mayor
Temora Shire Council
PO Box 262
TEMORA NSW 2666

Dear Cr Firman

It was very pleasing to receive your letter of congratulation on my appointment as Chief Executive of Local Government NSW, thank you.

I look forward to working closely with the dedicated and highly talented staff in our corporate office and meeting and supporting our member councils.

I have already begun travelling with the President to meet with councils and we plan to be in your local area in early May.

Our staff will be in contact with your office to discuss a meeting with you, the general manager and councillors and the possibility of Temora Shire Council hosting a summit with LGNSW for regional local councils.

I look forward to meeting with you in the very near future.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Tara McCarthy', written over a large, faint circular watermark or stamp.

Tara McCarthy
Chief Executive

LOCAL GOVERNMENT NSW
GPO BOX 7003 SYDNEY NSW 2001
L8, 28 MARGARET ST SYDNEY NSW 2000
T 02 9242 4000 F 02 9242 4111
LGNSW.ORG.AU LGNSW@LGNSW.ORG.AU
ABN 49 853 913 882

17.26 PLANNING & ENVIRONMENT - UNSUCCESSFUL EVERYONE CAN PLAY GRANT 2018-19**File Number:** REP19/278**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Planning & Environment [↓](#) 

Advice received on unsuccessful grant application for Gloucester Park and Lake Centenary Play equipment under the Everyone Can Play Grant 2018-19



Planning &
Environment



Our ref: IRF19/818

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

26 February 2019

Dear **General Manager**

I refer to Temora Shire Council's application to the Department of Planning and Environment for funding under the Everyone Can Play Grant 2018-19.

Thank you for submitting your grant application for:

- \$98,255 funding for constructing the Glouster Park Inclusive Playspace
- \$50,000 funding for upgrading the Lake Centenary Inclusive Playspace

The Department of Planning and Environment received a total of 106 submissions, of which 34 were successful in being allocated grant funding. Unfortunately, we are unable to allocate funding to every project seeking funding. We regret to inform you that on this occasion your submission was unsuccessful.

We appreciate the time and effort taken in putting together the application and wish you the best with your project.

We encourage you to apply again when the 2019-20 round of grant funding opens and would be happy to discuss your application to assist in applying for future grants.

Should you have any enquiries in relation to this matter, please contact Hugh Myers, Manager Open Space Programs on 02 8275 1731 or email Hugh.Myers@planning.nsw.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read "Fiona Morrison".

Fiona Morrison
Commissioner
Office of Open Space and Parklands

Department of Planning and Environment
320 Pitt Street Sydney 2000 | GPO Box 39 Sydney 2001 | planning.nsw.gov.au

18 CONFIDENTIAL REPORTS**RESOLUTION 90/2019**

Moved: Cr Graham Sinclair

Seconded: Cr Max Oliver

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993 at 6:02PM:

18.1 Confidential Minutes of the Assets & Operations Committee Meeting held on 12 March 2019

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

RESOLUTION 91/2019

Moved: Cr Graham Sinclair

Seconded: Cr Max Oliver

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

AND FURTHER

That Council replies to all correspondence in item 26/2019.

CARRIED

Temora Airport Usage Fees – Commercial Operators**RESOLUTION 93/2019**

Moved: Cr Max Oliver

Seconded: Cr Graham Sinclair

It was resolved that Council:

1. Adopt the Draft Temora airport Usage Fees Policy as amended and
2. Include the relevant fees in Council's 2019/20 budget

CARRIED

18.2 Confidential Minutes of the Economic Development Committee Meeting held on 12 March 2019

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

RESOLUTION 95/2019

Moved: Cr Kenneth Smith

Seconded: Cr Graham Sinclair

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

CARRIED.

18.3 Ratepayer Legal Issue

This matter is considered to be confidential under Section 10A(2) - a and g of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors) and advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

RESOLUTION 96/2019

Moved: Cr Graham Sinclair

Seconded: Cr Max Oliver

It was resolved that Council adopt the actions detailed above 1-9 and note the remainder of the report

AND FURTHER

That Council seek further advice from Ms Briggs if any action can be taken against the ratepayer for defamation and advise the ratepayer of Councils decision.

CARRIED

18.4 Local Business Issue

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

RESOLUTION 97/2019

Moved: Cr Nigel Judd

Seconded: Cr Max Oliver

It was resolved that Council notes the additional information provided and that Council pays the business owner \$13,500 without prejudice

AND FURTHER

Subject to an agreement that current issues are deemed to be settled, and any ongoing negative comments regarding Council in the public arena need to cease or the business relationship with Council will cease.

CARRIED

Ratepayer Hardship

RESOLUTION 98/2019

Moved: Cr Claire McLaren

Seconded: Cr Lindy Reinhold

It was resolved that Council waives the interest charges on the rate payers rates subject to the complete payment by the 30 June 2019.

CARRIED

Temora Airport Usage Fees Policy – Updated

RESOLUTION 100/2019

Moved: Cr Graham Sinclair

Seconded: Cr Max Oliver

It was resolved that Council:

1. Adopt the Draft Temora Airport usage Fees Policy as amended and
2. Include the relevant fees in Council's 2019/2020

AND FURTHER

That an option be included in the policy to be paid on the quarterly basis.

CARRIED

18.5 Pathways to Employment Expo

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

RESOLUTION 101/2019

Moved: Cr Graham Sinclair

Seconded: Cr Nigel Judd

It was resolved that Council participates at the expo and provide relevant material regarding positons available.

CARRIED

Sydney Flight SchoolRequesting sponsorship for 50th Anniversary of Schofields Flying Club to the value of \$300.00

RESOLUTION 102/2019

Moved: Cr Graham Sinclair

Seconded: Cr Nigel Judd

It was resolved that Council sponsors to the value of \$300.00 for the 50th Anniversary of Schofields Flying Club.

CARRIED

Scholarship

Advice that a Councillor has been awarded an Australian Rural Leadership Scholarship.

RESOLUTION 103/2019

Moved: Cr Nigel Judd

Seconded: Cr Lindy Reinhold

It was resolved that Council congratulates the Councillor on the Australian Rural Leadership Scholarship and Council supports any leave that may be needed from Council.

CARRIED

CARRIED

19 MEETING CLOSE

The Meeting closed at 8:04PM.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 18 April 2019.

.....
GENERAL MANAGER

.....
CHAIRMAN