



I hereby give notice that an Ordinary Meeting of Council will be held on:

Date: Thursday, 20 August 2020

Time: 4:00PM

Location: 105 Loftus Street

TEMORA NSW 2666

AGENDA

Ordinary Council Meeting

20 August 2020

**Gary Lavelle
General Manager**

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1 OPEN AND WELCOME

The following Public Forum requests have been received:

- [enter text](#)

2 APOLOGIES**3 OPENING PRAYER****4 CONFIRMATION OF MINUTES**

Ordinary Council Meeting - 16 July 2020

5 MAYORAL MINUTES

Nil

6 REPORTS FROM COMMITTEES

6.1 MINUTES OF THE EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON 5 AUGUST 2020

File Number: REP20/847

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Minutes of the Emergency Management Committee Meeting held on 5 August 2020

RECOMMENDATION

It was resolved that the reports be received.

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



Date: Wednesday, 5 August 2020
Time: 10:00AM
Location: Supper Room, Temora Memorial Town Hall
Loftus Street
TEMORA NSW 2666

MINUTES

Emergency Management Committee Meeting

5 August 2020

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**MINUTES OF TEMORA SHIRE COUNCIL
EMERGENCY MANAGEMENT COMMITTEE MEETING
HELD AT SUPPER ROOM, TEMORA MEMOIRAL TOWN HALL, LOFTUS STREET, TEMORA NSW 2666
ON WEDNESDAY, 5 AUGUST 2020 AT 10:00AM**

PRESENT: NSW Police Owen Plowman, NSW Health Wendy Skidmore, FRNSW Greg Pickersgill, NSW Ambulance Chris Doughty, SES Elizabeth Gault, Essential Energy Andrew Miller, NSW Police Inspector Andrew Ryabovitch, REMO Owen Plowman

IN ATTENDANCE: Alex Dahlenburg (Senior Engineering Technical Officer) (Chair), Amanda Colwill (Engineering Technical Officer)

1 OPEN MEETING

10:01am

2 APOLOGIES

COMMITTEE RECOMMENDATION

Moved: NSW Health Wendy Skidmore

Seconded: NSW Ambulance Chris Doughty

That apologies from GWCC Mike Read, SES Jodie King, NSW Ambulance Stephen Pollard, FRNSW Mike Van den bout, TfNSW Paul Billingham, Riverina LLS Thomas Hamilton, Riverina LLS Ray Willis and RFS Steve Holden be received and accepted.

3 REPORTS

3.1 REMO REPORT

File Number: REP20/811

Author: Senior Engineering Technical Officer

Authoriser: Engineering Technical Manager

Attachments: 1. REMO Report

REPORT

REMO to discuss Regional Emergency Management Report and provide regional update.

COMMITTEE RESOLUTION 1/2020

Moved: NSW Ambulance Chris Doughty

Seconded: NSW Health Wendy Skidmore

It was resolved that the Committee recommend to Council that the REMO report be noted.

CARRIED



Riverina Murray Emergency Management Region Regional Emergency Management Officers Report

Report to Functional Area Committees & LEMCs: 5th August 2020

1. Covid19: The World Health Organisation has confirmed the status of the Covid19 Coronavirus as a Pandemic. In NSW, NSW Health is controlling the Health response, NSW SEOCON is controlling the Emergency Management response. Murrumbidgee Local Health District (MLHD) has activated a Health EOC at Wagga Wagga. Note that the MLHD is larger than, and fully encompasses the Riverina Murray EM Region with its MLHD boundary. Number of COVID-19 cases for the Murrumbidgee Local Health District (MLHD) now stands at 54 with 4 new cases located at Wagga. There are 43 recovered cases across the MLHD and currently no hospitalisations, there has been 1 death. Testing is going well; >36,000 people have been tested in the Murrumbidgee LHD region thus far.



Note the NSW Victorian Border is now closed with Control Points located at Key Border Crossings: Coordination is Via the Operation "Border Close" POC at Albury. The Riverina Murray REOC has been operational and active in a virtual capacity since late March. The REOC has generated 31 Sitreps to date.

2. Current review of EOCs: The Riverina Murray REMOs would like to thank all LEMC LEMOs and Chairs for the 100% participation in the Survey component of the current EOC Review being undertaken by Resilience NSW at the behest of the SEOCON.
3. Resilience NSW has released a SEMC endorsed Supplement to the Evacuation Management Guidelines that provides direction for community evacuation management during the current COVID-19 pandemic.
 - See PDF copy of the Evacuation Management COVID-19 Supplement is attached.
 - The supplement provides guidelines and considerations to complement the NSW Evacuation Management Guidelines during the coronavirus pandemic. It is relevant for any incident or emergency where people must leave their home. The Supplement was endorsed by the SEMC in May 2020. The Supplement considers evacuations in the context of COVID-19 using four evacuation scenarios:
 - **short-term evacuation** is a temporary relocation where no accommodation is needed, such as to avoid a hazmat release, nearby fire or similar incident.
 - **pre-warned/managed evacuation** requires people to be away from their homes for at least one night, such as to avoid flooding.
 - **self-managed evacuation/relocation** where individuals, families or community groups move away from a danger area, generally for more than one night.
 - **temporary housing**, such as where a home has been destroyed.
 - The supplement provides information to aid decision-making for evacuations and evacuation centres, it considers the risk controls necessary to minimise the potential for spread of COVID-19 during an evacuation including those required in evacuation centres. It an overview of additional responsibilities for Functional Areas, Emergency Service organisations, facility owners and community partners

1 of 2

REMO Owen Plowman (Wagga)
REMO Scott Fullerton (Deniliquin)

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Supplement to the Evacuation Management Guidelines: Continued

- Evacuation is an option of last resort; however, evacuation to a safer place may be necessary. Any evacuation should be recommended or ordered with as much notice as possible. **NSW Health must be involved** in any evacuation decision where there may be a need for temporary shelter. Evacuees should make their own arrangements for alternative accommodation wherever possible. Travel should be minimised wherever possible. The preferred safer place is with family or friends where the host family and the evacuees are well, free from respiratory illness and not in a higher-risk category. Commercial accommodation may be more suitable than staying with family or friends to promote social distancing and minimise travel; or for higher-risk individuals. Special arrangements may be needed for individuals who have been told by NSW Health that they must self-isolate at home. Vulnerable and at-risk people are more likely to need help evacuating, including transport and accommodation.
 - Evacuation centres may need to be set up, with or without onsite accommodation for people and animals. Animal safer places may need to be set up. Evacuation centres and animal safer places should operate for the minimum time necessary.
 - Decision Making Checklist.
 - a. Consider risk profile and need to evacuate
 - b. Decision remains at local level (EOCON or IC)
 - c. Align combat agency strategy with health strategy
 - d. Consider activating hotline
 - e. Consider if evacuation centre/animal required?
 - f. Consider intermediate assembly area option
 - g. Develop clear messaging
 - Agency Roles and Responsibilities as they always were with a few differences:
 - h. Requirement for NSW Health to be involved in any evacuation decision
 - i. Implementation of additional risk controls
 - j. Implementation of public health orders and advice for social distancing, hygiene, etc.
 - k. Consideration of the local risk and identifying the best solution for your local area
 - l. Highlight the importance for Health in providing detail in the EOC identifying who is in self-isolation and also community profile
 - At local level when presented with a need to consider evacuation ask yourself these questions:

Who needs to be involved in the decision making? What is the best evacuation method?

Is the evacuation method different for:

 - Homes in suburbs along the urban interface?
 - Schools?
 - Local pub?

What are the considerations that need to be made for evacuation centres:

 - Setup
 - Registration
 - Evacuation centre operations
 - Animals

Are facilities in your local area suitable for the planned evacuation?

Who else needs to be involved?
4. On Thursday the 30th of July the Riverina Murray REMC in conjunction with the Wagga LEMC conducted EM DiscEx WAGGA CLOSED via videoconference of an exercise scenario Locking Down a large regional centre (Wagga Wagga) for a significant COVID-19 outbreak.

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REMO Owen Plowman (Wagga)
REMO Scott Fullerton (Deniliquin)

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3.2 EOC REVIEW JUNE 2020

File Number: REP20/817
Author: Senior Engineering Technical Officer
Authoriser: Engineering Technical Manager
Attachments: Nil

REPORT

Resilience NSW requested a 100% NSW response to the EOC Review via online survey by Friday the 19 June 2020. Councils LEMO conducted this survey for the EOC being the Temora Shire Council Chambers.

The survey/review aim of Resilience NSW was to obtain a full picture of capability of all EOC's in NSW. This will help further inform Resilience NSW on resourcing requirements, operational requirements, equipment, etc to better prepare EOC's in to the future.

COMMITTEE RESOLUTION 2/2020

Moved: NSW Police Owen Plowman
Seconded: FRNSW Greg Pickersgill

It was resolved that the Committee recommend to Council to note the report.

CARRIED

1. NSW HEALTH

Advised that the next COVID 19 clinic is scheduled for Saturday 8th August at the Hospital. Concern was raised over compliance with self-isolation guidelines following a swab and the receipt of test results. Training is heightening and staff are feeling a lot more comfortable. Masks are causing an issue for staff over extended periods, it is difficult to convey expressions to patients and they become painful to wear.

2. AMBULANCE

Continuing with training and ensuring PPE and masks are being used. Workload has diminished recently. No exposure as yet to any confirmed COVID 19 cases.

3. FRNSW

Continuing to adhere to state wide response/protocols, however can be impractical as a blanket approach. Access to facilities is now being logged via QR codes. Previously had to have 2 crew members travel in the truck, followed by 2 in a car. This has changed to allow 4 crew members in the truck.

Current staffing is: 16 retained, recruitment in progress for 2 positions.

TRAINING (INTERNAL): Ongoing station-based training in line with monthly themes.

Structure fires, Structural Collapse, Incident Management, and Incident control.

OPERATIONS: 23 call outs since April including: 5 Structure fires, 3 Rescue calls (fire protection or assist), 1 Hazardous Materials Incidents, 4 Ambulance assists, 3 Automatic Fire Alarms, 7 Other calls

4. SES

Advised that the past couple of months have been very quiet. For any storm jobs, residents must answer mandatory COVID 19 questions.

5. RFS

QR codes are being used to access all facilities and the data is stored at state operations. Advised that AGMs have been deferred. COVID Safe Plan has been issued to all members. Sanitation supply has been fully replenished and stocked up. In relation to the action as a result of recent bushfires 30,000 new members have been recruited across the state. Off the 44 brigades across the state, each has been offered grant funds of up to \$10,000 for equipment. Activity has been quiet, with only a couple of structural fires. Planning underway for big hazard reduction and inspection program in Spring.

6. POLICE

Advised that all Officers are on duty at the moment, no one off on leave etc. Police have been involved at times with providing staff to ongoing border operations in relation to COVID 19. It was noted that there have been two isolated incidents in relation to COVID breaches within Temora. Super Intendent Noble has formulated a team of officers to conduct a greater number of checks on businesses and licenced premises. There will be limited tolerance for lack of compliance for forthcoming issues, with a \$5,000 fine for corporate entities and \$1,000 individual fines.

7. TEMORA SHIRE COUNCIL

Advised of a recent NOTAM at the Temora Airport relating to people flying in from Victoria. They must give Council 24 hours' notice and present a copy of their permit. Airport works are scheduled shortly which may impact on access, affecting ambulance and possibly RFS during the bushfire season. TSC will advise once dates are confirmed. Operations have returned relatively back to normal.

8. ESSENTIAL ENERGY

They have moved to wearing masks in general public. Works update – Bulk Lamp Replacement will begin in October, involving converted light to LEDs.

4 CONFIDENTIAL REPORTS**COMMITTEE RESOLUTION 3/2020**

Moved: NSW Police Owen Plowman

Seconded: NSW Police Andrew Ryabovitch

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:

4.1 COVID-19 Update

This matter is considered to be confidential under Section 10A(2) - diii and e 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, reveal a trade secret and information that would, if disclosed, prejudice the maintenance of law.

CARRIED

COMMITTEE RESOLUTION 4/2020

Moved: NSW Police Owen Plowman

Seconded: NSW Police Andrew Ryabovitch

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

CARRIED

5 CLOSE MEETING

The Meeting closed at 10:57am.

This is the minutes of the Emergency Management Committee meeting held on Wednesday 5 August 2020.

.....

GENERAL MANAGER

.....

CHAIRMAN

6.2 MINUTES OF THE ACCESS & EQUITY COMMITTEE MEETING HELD ON 11 AUGUST 2020

File Number: REP20/884

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Minutes of the Access & Equity Committee Meeting held on 11 August 2020

RECOMMENDATION

It is recommended that the reports be received.

It is recommended that the reports and recommendations as presented be adopted.



Date: Tuesday, 11 August 2020
Time: 11:00AM
Location: Supper Room, Temora Memorial Town Hall
Loftus Street
TEMORA NSW 2666

MINUTES

Access & Equity Committee Meeting

11 August 2020

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**MINUTES OF TEMORA SHIRE COUNCIL
ACCESS & EQUITY COMMITTEE MEETING
HELD AT SUPPER ROOM, TEMORA MEMORIAL TOWN HALL, LOFTUS STREET, TEMORA NSW 2666
ON TUESDAY, 11 AUGUST 2020 AT 11:05AM**

PRESENT: Disability Representative Michael Floyd, Cr Claire McLaren, Cr Dale Wiencke, Temora Community Centre Deb Patterson (Via Blue Jeans), Community Rep Robert Jordan

IN ATTENDANCE: Kris Dunstan (Director of Environmental Services), Sheree Axtell (Pinnacle Services), Belinda Bushell (Environmental Health & Building), Elizabeth Smith (Director of Administration & Finance), Rob Fisher (Engineering Technical Manager)

1 OPEN MEETING

11:05AM

2 APOLOGIES

COMMITTEE RECOMMENDATION

Moved: Cr Dale Wiencke

Seconded: Cr Claire McLaren

That apologies from Cr Craig Warne be received and accepted.

3 REPORTS**3.1 AIM OF THE COMMITTEE**

File Number: REP20/260
Author: Building Surveyor
Authoriser: Director of Environmental Services
Attachments: Nil

REPORT

The aim of the access committee is to facilitate an informed, pro-active, coordinated approach to the development of strategies to make safer, more accessible and inclusive places within our shire for everyone.

The committee will assist to promote co-operation between Council, the community, government and non-government agencies in relation to access issues.

Equitable access to Council's services, building and infrastructure should be made available for all within the Temora Shire area. Holistic planning that considers the needs of people with a disability results in good access for everyone. To achieve this, strategic planning and itemising within budgetary constraints will be key to the performance of the committee's aims and objectives.

COMMITTEE RESOLUTION 1/2020

Moved: Cr Dale Wiencke
Seconded: Cr Claire McLaren

It was resolved that the Committee recommends to Council to note the report.

CARRIED

Report by Belinda Bushell

3.2 OPERATION OF THE COMMITTEE

File Number: REP20/261
Author: Building Surveyor
Authoriser: Director of Environmental Services
Attachments: Nil

REPORT

The Access and Equity Committee's role is to:

- Assist Council in the identification of barriers of people's participation in community life and respond to matters referred to the Committee.
- Share information and keep members up to date with policy and good practice for a safer, more accessible and inclusive area.
- Provide input and strategic advice in the development, implementation and review of Council's strategies, policies and practices as outlined in Council's Strategic Plan.
- Provide input to improve equitable and independent access to Council infrastructure, facilities, services and Council approved events.
- Provide input into helping Council to keep the broader community informed and engaged regarding the needs of people of all disabilities.

COMMITTEE RESOLUTION 2/2020

Moved: Cr Claire McLaren
Seconded: Deb Patterson

It was resolved that the Committee recommends to Council to note the report.

CARRIED

COMMITTEE RESOLUTION 3/2020

Moved: Cr Dale Wiencke
Seconded: Cr Claire McLaren

It was resolved that the Committee recommends to Council that the Committee will meet quarterly with the next meeting to be the AGM.

CARRIED

COMMITTEE RESOLUTION 4/2020

Moved: Cr Claire McLaren
Seconded: Robert Jordan

It was resolved that the Committee recommends to Council that the Committee will meet on Committee meeting days, at 11:00am to 12:00pm, with the next meeting being the AGM on

Tuesday 10 November 2020 at 11:00am

AND FURTHER

That an article be placed in either the newspaper or Narraburra News inviting any interested community members to attend and Jane Sanders be contacted and included in the mailing list.

CARRIED

COMMITTEE RESOLUTION 5/2020

Moved: Cr Claire McLaren

Seconded: Michael Floyd

It was resolved that the Committee recommend to Council that Kris Dunstan be nominated as Chair for the Committee and that the Secretary be Belinda Bushell.

CARRIED

Report by Belinda Bushell

3.3 CAPITAL PROJECTS

File Number: REP20/285
Author: Building Surveyor
Authoriser: Director of Environmental Services
Attachments: Nil

REPORT

The report provides a summary of capital expenditure planned by Council for the 2020/2021, 2021/2022 and 2022/2023 financial years.

Item	2020/2021 (\$)	2021/2022 (\$)	2022/2023 (\$)
Temora Recreation Centre –			
- Upgrade Entrance	200,000		
- Water Slide	443,000		
Bundawarra Centre	97,095		
Temora Library Upgrade	235,163		
Arts Precinct Building	400,000		
Temora Cemetery Burial Plinth		85,000	
Gloucester Park Upgrade	154,445		
Nixon Park Amenities Upgrade	123,500		
Lake Centenary – Bridge and Walking Track Improvements	90,000		
Transportable Accessible Toilet (utilised for events)	20,000		
Harper Park – Upgrade Toilets		50,000	
Ariah Park Skate Park Upgrade	103,000		
Cycleway Construction Program			
- Twynam St (Polaris to Lucas St) Railway Crossing		21,000	
- Polaris Street Rail Crossing		70,000	
- Aurora Street Cycleway (Anzac to Kitchener)			70,000
- Airport Rd/Goldfields Way Intersection Crossing			100,000

Footpaths			
- DeBoos St, Seg 2 (Western side 200m, Polaris St to Parkes St)	45,000		
- Asquith St, Seg 1 & 2 (Western side 440m, Polaris St to Loftus St)	100,000	2,500	
- DeBoos/Polaris St, 1x Kerb Ramp Only	13,500		
- Anzac St, Seg 3 (North side 60m, George to Gloucester)	50,000		
- Reid St, Seg 5 (East side 240m, School to Pool)	54,000		
- Gallipoli St, Seg 3 (East side?? 150m, Victoria to Nixon)			34,000
<i>Please Note: This program may change as we have submitted applications through the TfNSW Walking and Cycling Program for funding consideration in the 2020/2021 financial year.</i>			

COMMITTEE RESOLUTION 6/2020

Moved: Cr Claire McLaren

Seconded: Cr Dale Wiencke

It was resolved that the Committee recommend to Council to note the report with the following:

1. Library floor plan to be reviewed with an onsite meeting with Kris Dunstan, Claire Golder, Rob Jordan and Michael Floyd.
2. Federal Park checker plate access ramp to Crowley Street an issue with Access, with Rob Fisher to authorise a works order for the section between the checker plate ramp and the footpath to be concreted.
3. PAMPS Plan to be forwarded to the committee for feedback as an ongoing process.
4. Main Street design to be forwarded to this committee once plans are received, this may be prior to the next meeting and will be forward via email.
5. Australian Standards for Access with Belinda Bushell to review as to whether there is an allowable tolerances in the standard that could be addressed in regards to sanitary facilities.

6. Gloucester Park Toilets Future Upgrade to incorporate an Adult Change Table.

CARRIED

Report by Belinda Bushell

3.4 STREETS AS SHARED SPACES GRANT APPLICATION

File Number: REP20/790

Author: Town Planner

Authoriser: Director of Environmental Services

Attachments:

1. Streets as Shared Spaces supporting information
2. Funding application

REPORT

At the July Council Meeting, Council considered a report in relation to a grant application under the NSW Government Streets as Shared Spaces fund. This report was also considered by the Assets and Operations Committee prior to the Council Meeting. At this meeting Council resolved:

That the Committee resolved to recommend to Council to adopt the street furniture proposal and if successful to look at local supply options.

AND FURTHER

Refer to the Access & Equity Committee for their information.

The grant applications closed on 10 June 2020, which was prior to the Access and Equity Committee reconvening. Therefore, details about the grant application is provided for the information of the Committee as follows:

Council has applied for \$61,180 under the Streets as Shared Spaces fund to provide additional street furniture (including planter boxes) in Hoskins Street and Paleface Park. In order to meet the funding deadline, Officers were unable to furnish a report to Council until now, however consultation with businesses, Council staff and the Executive Committee was undertaken.

The scope of the project involves the introduction of planter boxes and the provision of additional street furniture to Hoskins Street. The purpose of the project is to activate and enhance the existing heritage streetscape through the provision of soft landscaping and additional seating and tables to encourage outdoor dining.

The project objectives are to increase visual interest and create opportunities for social interaction outdoors. This will contribute to a vibrant and thriving shopping precinct which appeals to both local residents and visitors, encouraging the support of local businesses offering dining and retail.

The project will contribute to addressing the existing problem of a relatively uninviting and hard landscape through a livelier and more attractive streetscape. In addition, the project will assist with responding to social distancing requirements through the provision of outdoor dining and seating spaces, allowing for separation of indoor diners.

Further, the planter boxes will provide physical barrier between kerb and dining space which offers safety benefits for those who are seated outdoors. The components of the project, as well as the choice of materials, are selected to complement the existing heritage streetscape. The location of planter boxes was determined by dining premises that are not adjacent to existing landscaped blisters.

The proposal to install planter boxes is a non-permanent fixture, therefore no approval is needed. The proposal to install additional seating and tables is consistent with the existing provision of street furniture within Hoskins Street. Council has received input for the proposal from Council's

Heritage Advisor, which is appropriate given the location of the project within a Heritage Conservation Area.

The timeline for the project is:

- Mid-August 2020 successful applicants announced
- Late August 2020 confirm final installation locations, order planters boxes and street furniture
- September 2020 install planter boxes and plants, install street furniture
- October 2020 evaluate project through business and community consultation
- November 2020 final evaluation report due

Grant Funding \$61,180

Council Contribution (20/21 Budget) \$15,000

Estimated total cost \$76,180

Council's contribution of \$15,000, which is already in the 2020/21 budget, will provide additional street furniture that is consistent with existing street furniture, in order to achieve an overall cohesive design. This project, to provide further street furniture and the introduction of planter boxes, will further enhance and expand on this investment by Council. Council will also contribute the costs associated with soil, plants and installation of all planter boxes and street furniture.

The project will essentially be a pilot, testing the pathway to permanent change through receiving feedback from business owners and the community regarding the placement of the planter boxes and the additional chairs and tables. If positive feedback is received, the planter boxes and chairs and tables can remain in place and be expanded to include other areas, if necessary.

The project will also test how the introduction of non-fixed tables and chairs in Paleface Park are utilised by the community. The provision of non-fixed street furniture is a new concept for Temora. The small number of chairs and tables, sited initially on the grassed area of Paleface Park, is well away from the road and is therefore less likely to cause risk to motorists. The area is under surveillance by CCTV and this will manage the risk of theft and vandalism. The grassed area of Paleface Park is currently underutilised as there is currently no street furniture in this section of the park. This part of the park offers attractive, elevated views of the streetscape, currently not enjoyed to their full potential by the community.

The non-fixed furniture offers flexibility of placement, for enjoyment of the space by different sized groups, as well as allowing parents to observe their children playing on the grassed space. The non-fixed furniture is also beneficial for maintenance, as the furniture can be moved for mowing, or when other community events utilise the space.

The additional street furniture and planter boxes, if retained, will be incorporated into the next stage of the Temora main street upgrade, which is currently at the design stage.

Community consultation has already occurred with the local business community, who provided feedback on initial ideas to respond to this opportunity. As part of the delivery, final consultation with food premises businesses will occur to determine the exact placement of the planters and the businesses' contribution to the project through watering of the plants. Following the completion of installation, individual consultation will occur with the businesses to determine the impact on trade, as well as a more general consultation with other local businesses, as well as a resident survey.

COMMITTEE RESOLUTION 7/2020

Moved: Cr Claire McLaren

Seconded: Cr Dale Wiencke

It was resolved that the Committee recommends to Council to note the report
AND FURTHER

That once notification is received regarding the grant, that a plan of this proposal is to be
forwarded to the Committee for review.

CARRIED

Report

by

Claire

Golder



Hoskins Street Outdoor Dining Activation Project

Streets as Shared Spaces

June 2020

Furniture Option: Planter

Features:

- Available in rectangular or square shapes.
- Fabricated to order
- Include a black polyethylene liner.
- eco-certified hardwood or aluminium woodgrain, or fabricated aluminium panels.



<https://streetfurniture.com/product/frame-planter/>

Furniture Option: Bin

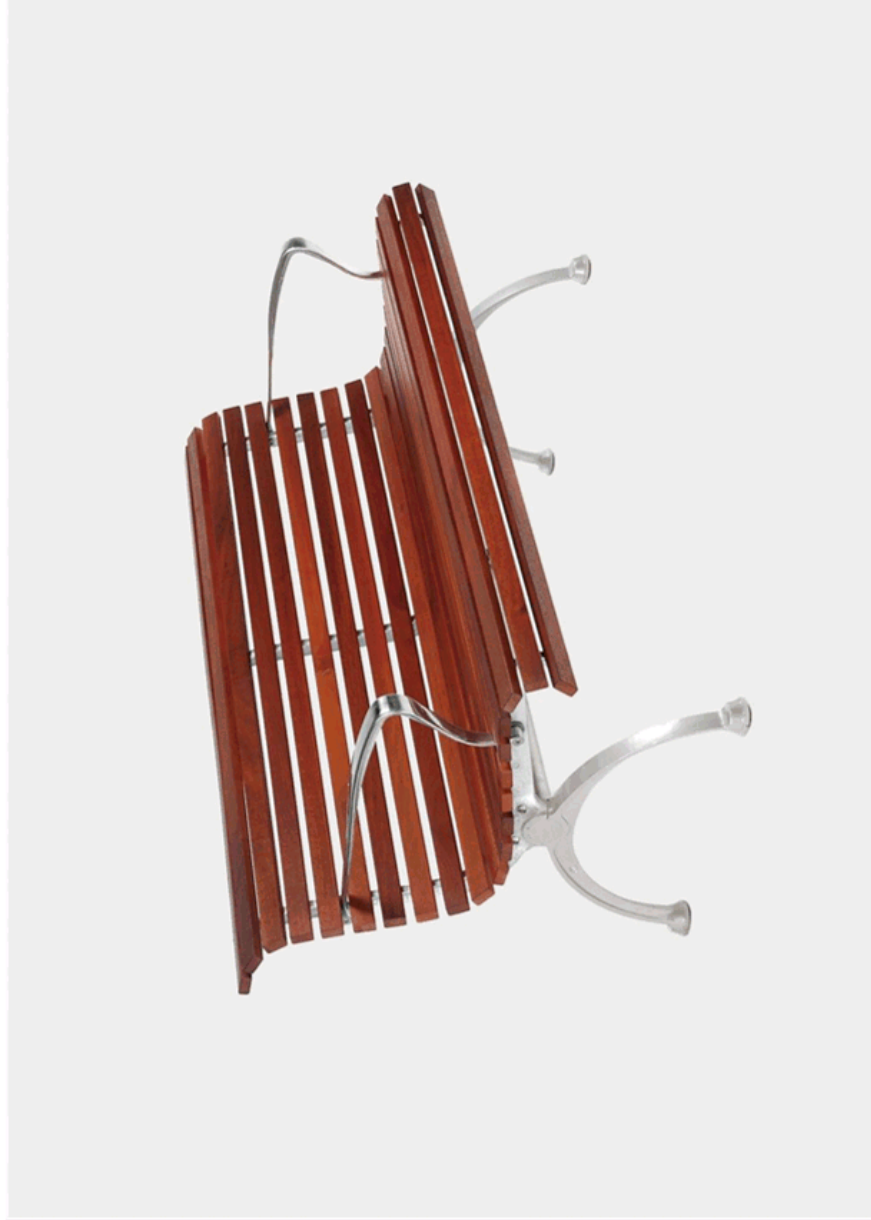


Features:

- Frame Bin Enclosures, 120L and 240L, hide away and protect wheelie bins in public spaces. Select panels or batted bodies. Available as single or dual units, with signs and colours for garbage and recycling.
- Tailor panels to your requirements: powder coated aluminium or stainless steel, laser cut with your own design, vinyl-wrapped, sublimated or coated in grey primer for street art.
- For a batted body: choose from vertical standard battens or wide horizontal battens. Select Jarrah timber hardwood battens or woodgrain aluminium.

<https://streetfurniture.com/product/frame-bin-enclosure/>

Furniture Option: Bench Seat



Features:

- The Classic Galleria Seat features slender battens in a wave profile, made from eco-certified hardwood or aluminium, with a variety of arm and leg designs.
- Pair with benches, slim benches, mitred benches and tables from the Classic Galleria range. For accessible options see the Classic Galleria DDA Seat and Table.
- Add outdoor wireless charging and optional public WiFi with a PowerMe Table.

<https://streetfurniture.com/product/classic-galleria-seat/>

Furniture Option: Free Chair

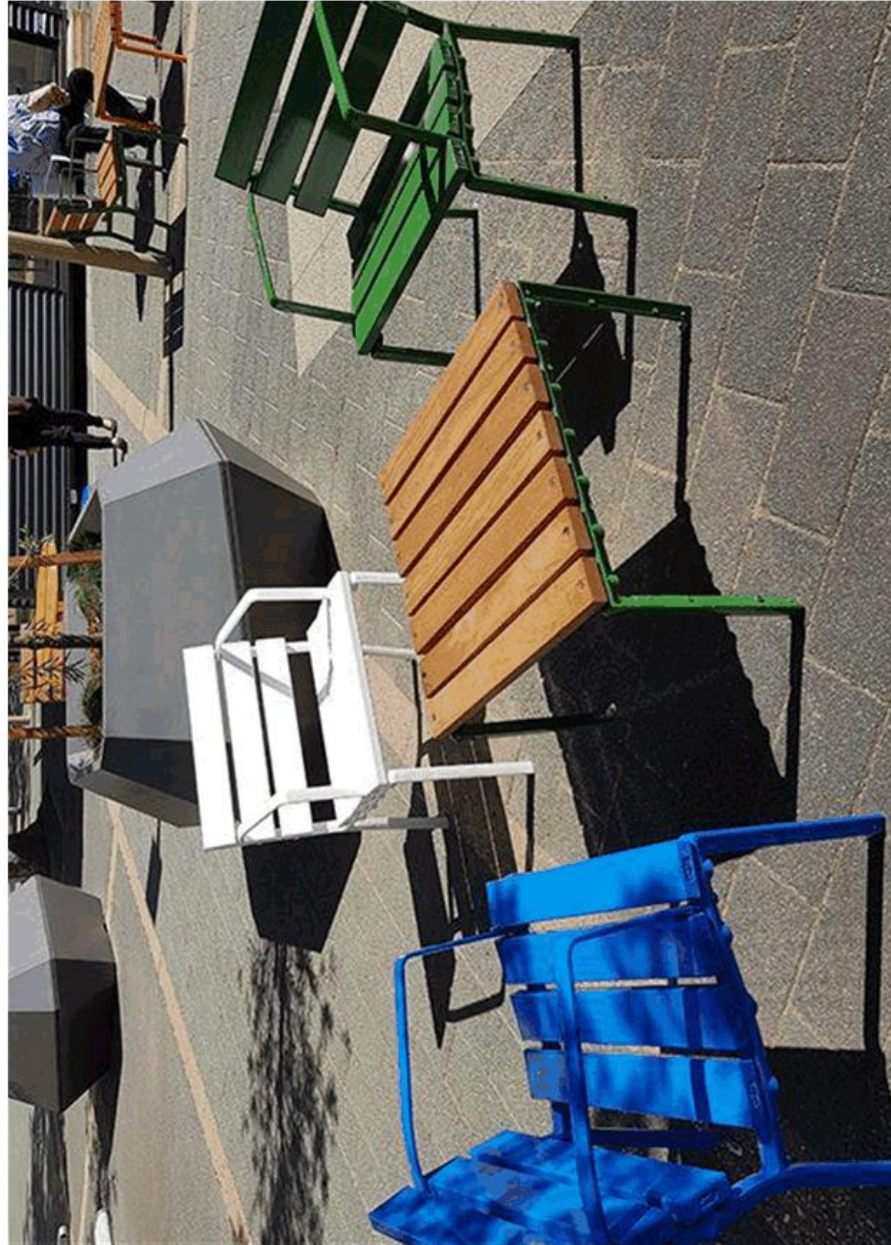
Features:

- Forum offers robust outdoor seats, available in various lengths, that works well as movable or fixed units in public spaces.
- It comes in a wide variety of fade-resistant bright colours and adheres to DDA requirements.
- A tried and tested product for activating spaces.
- Pair Forum Seats with Cafe Tables and Cafe Stools.



<https://streetfurniture.com/product/forum-seat/>

Furniture Option: Free Table (low)



<https://streetfurniture.com/product/forum-low-table/>

Features:

- The Forum Low Table is a versatile outdoor coffee table or bench.
- Choose from hardwood, anodised or powder coated battens – including standard colours and woodgrain aluminium.
- Standard lengths include 690mm, 1500mm and 2500mm.
- Tailoring is available up to 5.5 metres in length.
- Pair with Forum Seats, Cafe Tables and Cafe Stools.

Furniture Option: Fixed Stool

Features:

- Cafe Stool is a simple, compact seat perfectly matched with Cafe Round Table.
- Available as a freestanding, surface or sub-surface fixed seat.
- Activate your space with pops of colour – Cafe Settings are perfect for outdoor dining.
- Select from a range of powdercoat colours, including our UV-resistant DuraBright collection.



<https://streetfurniture.com/product/cafe-stool/>

Furniture Option: Fixed Table



Features:

- Durable cast aluminium table for the public realm.
- Pair with matching Cafe Stools for ideal outdoor dining settings
- Seats up to six people.
- Select from our range of powdercoat colours, including the UV-resistant DuraBright collection.









<https://streetfurniture.com/product/cafe-round-table/>

Furniture Summary: Council Budget

Location	Bench 	Bin 
Coffee Bar On Hoskins	1	1
Gazanne's	1	1
Design A Candle		1
Westpac (Hoskins St)	1	
TOTAL	3	3

Furniture Summary: Funding Application

Location	Planter 	Bench 	Free Chair 	Free Table 	Fixed Stool 	Fixed Table 
White Rose Cafe	4					
French Hot Bread	4					
Temora Hotel		1				
Living & Giving	4					
Tiger Moth Cafe	2					
Shamrock Hotel	4					
Mee Ling Building	4					
Temora Deli	4					
Hong Kong	4					
Indian	4					
Paleface Park			8	2		
Sadie Michael (Loftus)					4	1
ANZ (Hoskins)					4	1
TOTAL	34	1	8	2	8	2

White Rose Cafe



- Features:**
- Existing bin
 - Shop front width = 5.8m approx.
 - Existing outdoor dining furniture located shop-side

- Advice :**
- Install 4 x 1m planters to kerbside



x 4

Zest / Combaning Larder



Features:

- Existing blister, landscaping, bench and bin
- Existing outdoor dining furniture located shop-side for both businesses

Advice :

- Do not install new street furniture as it will have the potential to reduce accessibility and detract visual appeal

Temora French Hot Bread



- Features:**
- Shop front width = 5.8m approx.
 - Existing outdoor dining furniture located shop-side

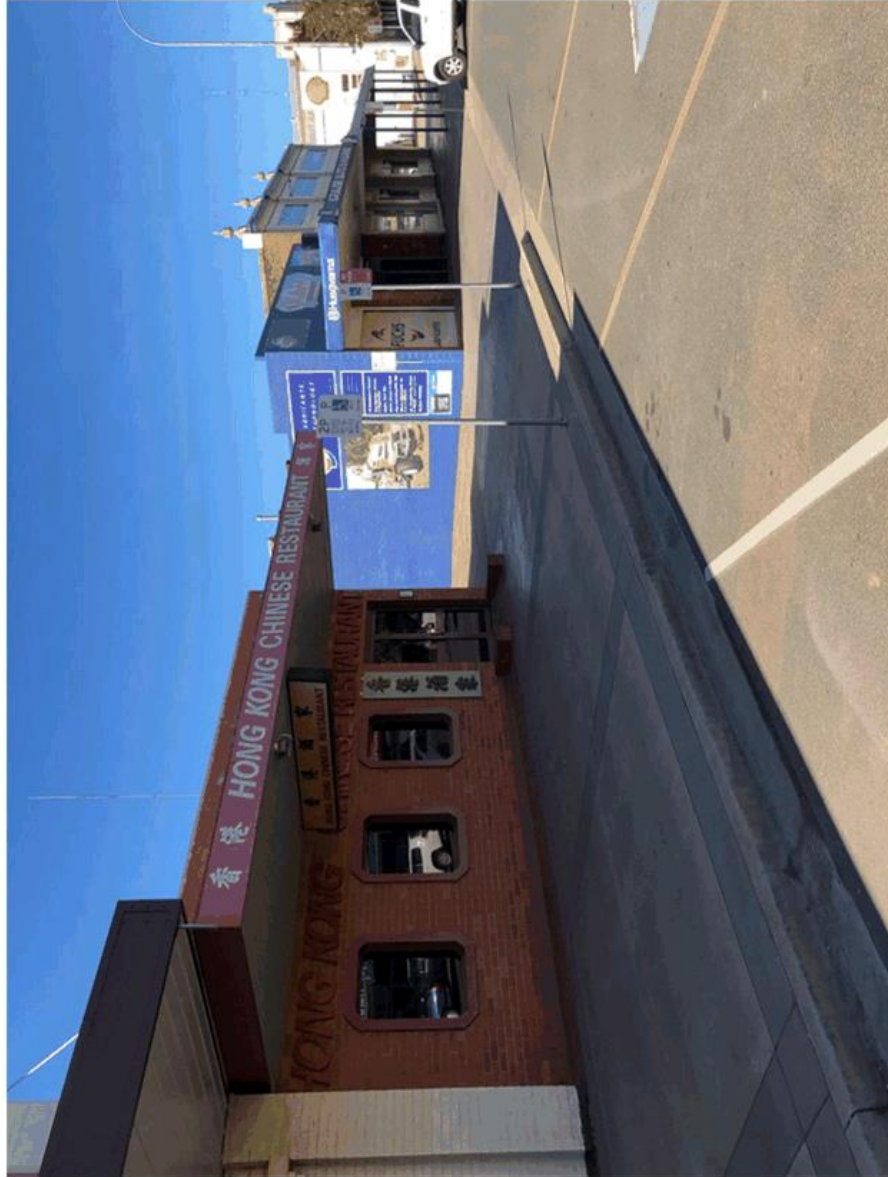
- Advice :**
- Install 4 x 1m planters to kerbside



x 4

Hong Kong Chinese Restuarant

- Features:**
- No current outdoor dining
 - Disabled parking space
 - Shop front width = 9m approx.



- Advice :**
- Install 4 x 1m planters to kerbside
 - Avoid disabled parking space



Indian Restaurant

Features:

- No current outdoor dining
- Shop front width = 7m approx.

Advice :

- Install 4 x 1m planters to kerbside



x 4

Temora Hotel



- Features:**
- Existing blister, landscaping and bin
 - Currently no active outdoor dining

- Advice :**
- Install bench to match design of other blisters



Living & Giving Cafe

- features:
 - Shop front width = ?m approx.
 - Existing outdoor dining furniture that alternates between shop-side and kerbside



- Advice :
 - Install 4 x 1m planters to kerbside



Waratah Cafe



Features:

- Existing blister, landscaping, bench and bin
- Shop front width = ? m approx.
- Existing outdoor dining furniture located shop-side

Advice :

- Do not install new street furniture as it will have the potential to reduce accessibility and detract visual appeal

Coffee Bar on Hoskins



Features:

- Existing blister landscaping

Advice :

- Install bin and bench (budgeted for 2020/21)



x 1



x 1

Tiger Moth Cafe

Features:

- Existing outdoor dining furniture located shop-side due to western sun
- Shop front width = 7m approx.



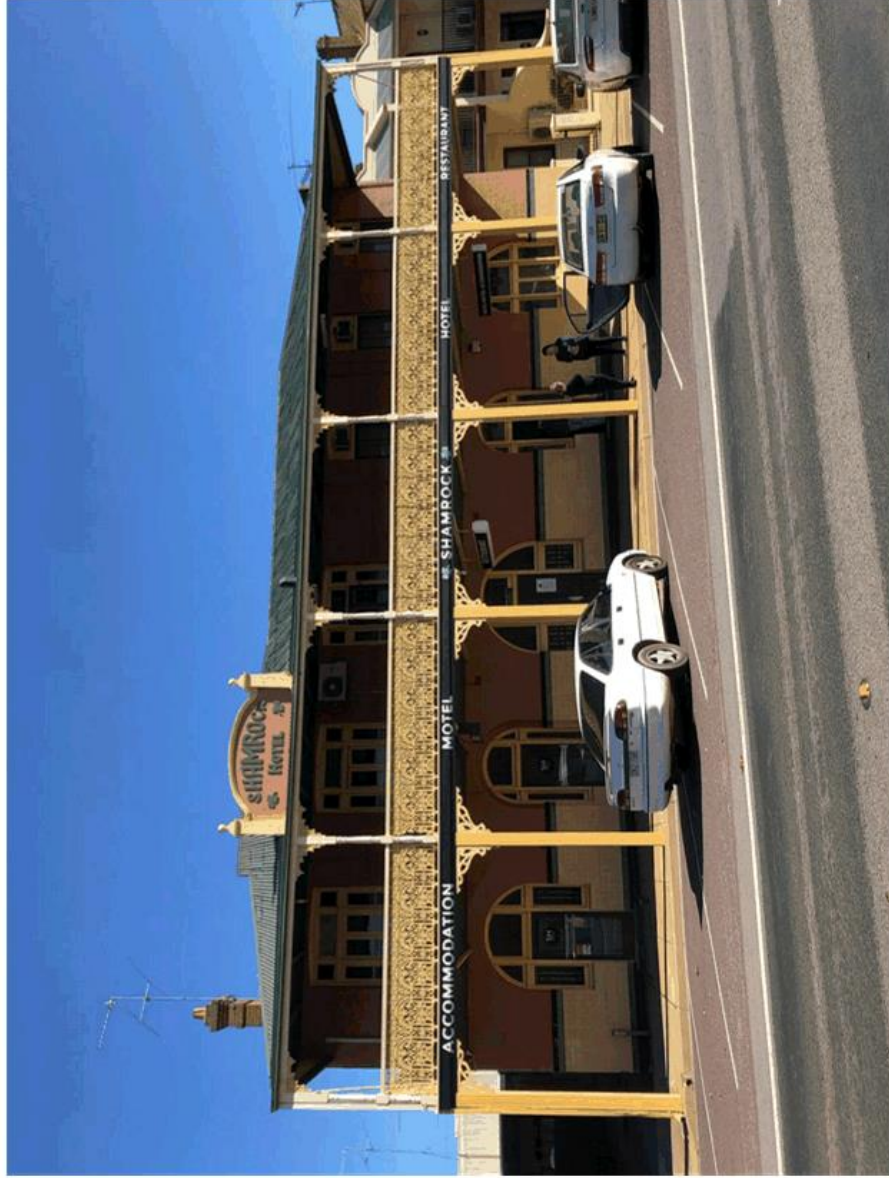
Advice :

- Install 2 x 1m planters at either edge of premises on shop-side



Shamrock Hotel

- Features:**
- No existing outdoor dining
 - Shop front width = ?m approx.

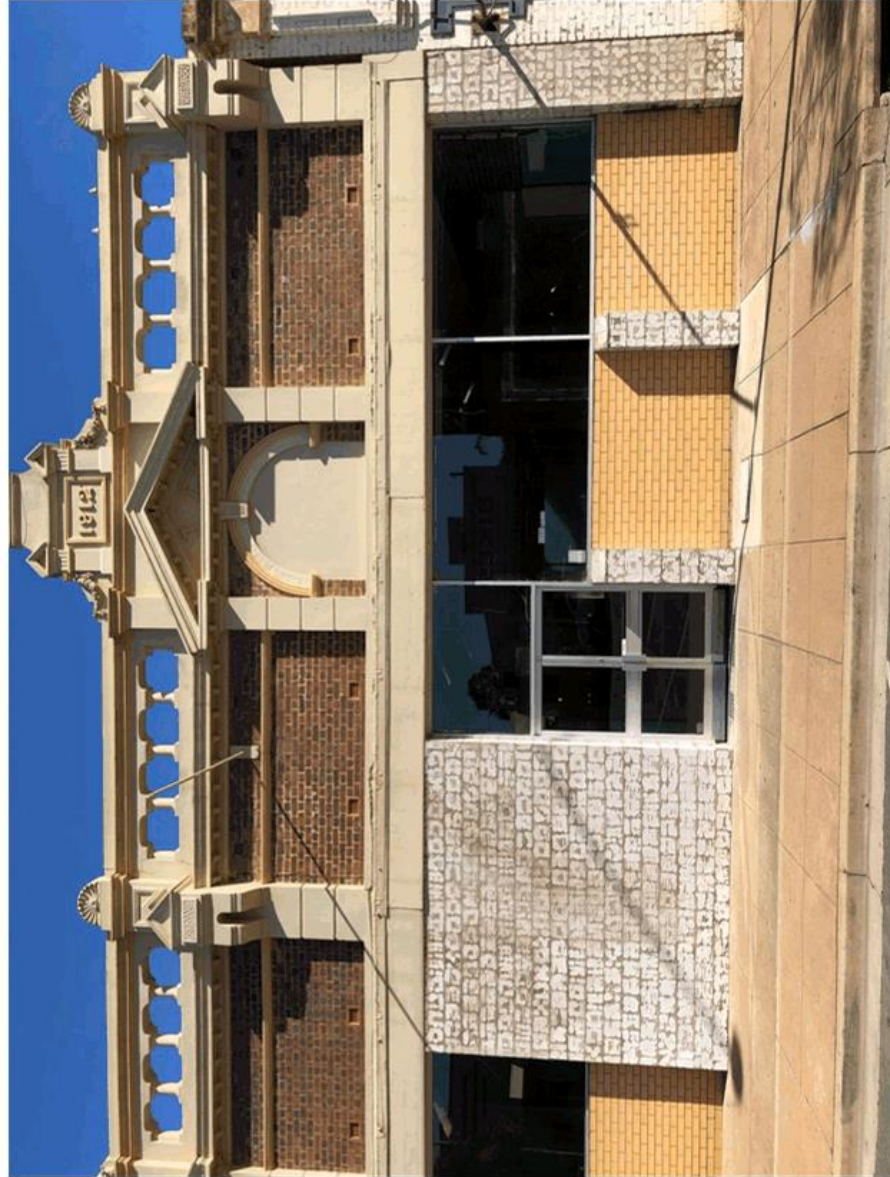


- Advice :**
- Install 4 x 1m planters to kerbside with option for business owner to purchase additional planters



x 4

Mee Ling Building



Features:

- DA for coffee shop pending
- Shop front width = ?m approx.

Advice :

- Install 4 x 1m planters to kerbside



x 4

Temora Deli



Features:

- Existing outdoor dining furniture located kerbside
- Shop front width = 5.8m approx.

- Advice :**
- Install 4 x 1m planters to kerbside



x 4

Design A Candle



Features:
Existing bin
blister and
landscaping

Advice :
Install bin
(budgeted
for 2020/21)

 x 1

Gazanne's



Features:

- Existing blister and landscaping

Advice :

- Install bin and bench (budgeted for 2020/21)



x 1



x 1

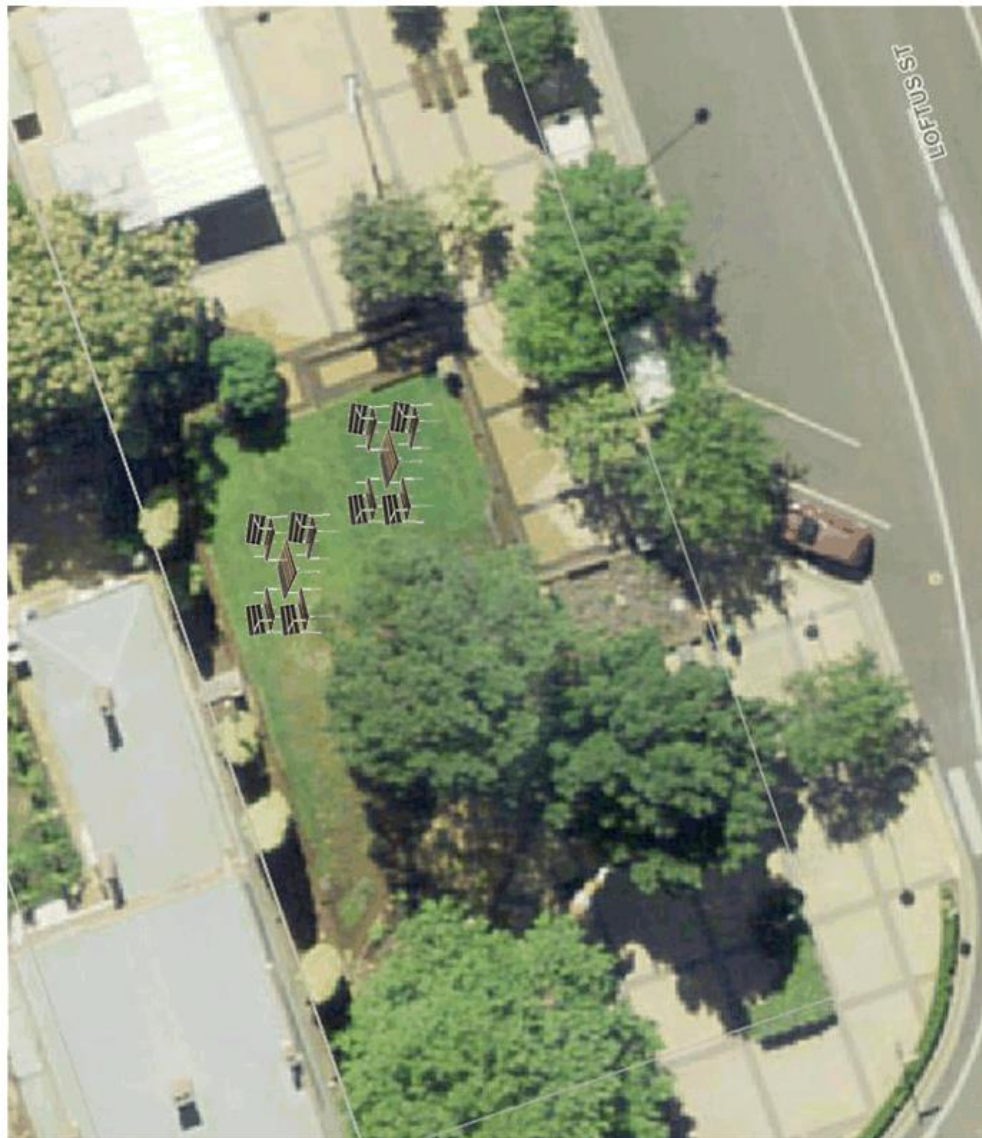
Julez



Features:
Existing blister, landscaping, bench and bin
Existing outdoor dining furniture located both shop-side and against railings

Advice :
- Do not install new street furniture as it will have the potential to reduce accessibility and detract visual appeal

Paleface Park



Features:

- Existing mix of fixed bench seating and tables
- Lack of dining table options (2)
- Lack seating options for groups of more than 2
- Underutilised grass area

Advice :

- Install non-fixed furniture to create more flexible options for dining and group interaction
- Use individual chairs and lower coffee tables for flexibility and easy mobility



Sadie Michael - Loftus St

(Artist Impression)



Features:

- Open blister area with shaded tree and no current street furniture

Advice :

- Install 4 x fixed stools and 1 x fixed table to activate this space



x 1



x 4

ANZ - Hoskins St (Artist Impression)

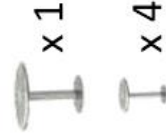


Features:

- Open blister area with shaded tree and no current street furniture

Advice :

- Install 4 x fixed stools and 1 x fixed table to activate this space



Repairs & Maintenance



Bin: Cracked metal frame (Vinnies)



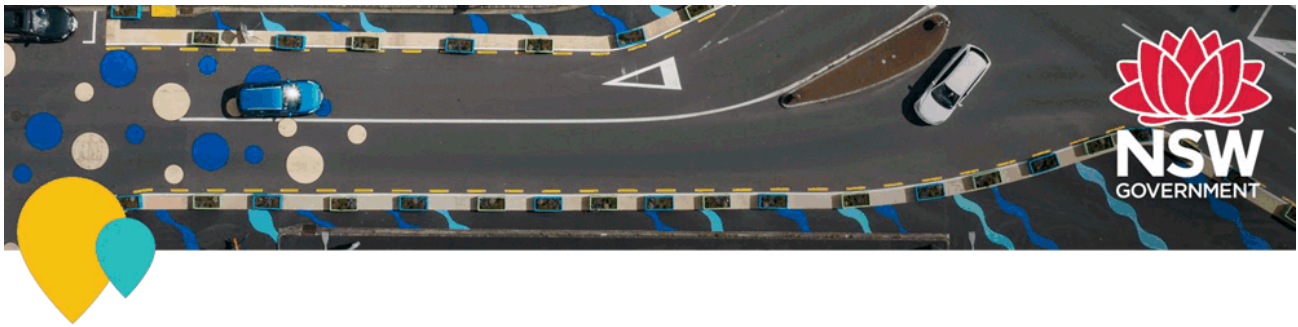
Table: Broken timber (Paleface Park)



Info sign: Cracked Perspex (Paleface Park)



Table: Graffiti (Paleface Park)



Streets as Shared Spaces Fund application

Submission deadline

Please send the completed form with required documentation to publicspace@planning.nsw.gov.au by 5.00 pm on Wednesday 10 June 2020.

Introduction

The Streets as Shared Spaces program provides one-off grant funding to support local councils to test and pilot new and innovative ideas for streets as safe, shared public spaces. The program will provide funding to quick-response demonstration projects and strategic pilots that temporarily adapt streets to support healthier, safer and more resilient communities. These temporary measures should support immediate community needs and also test and build the case for more permanent changes.

The Streets as Shared Spaces program supports the NSW Premier's Priority to increase walkable access to quality open, green and public space in urban areas. It is also aligned with various NSW Government and local government strategic frameworks.

Program objectives

The objectives are to:

- build on the local character and improve the attractiveness of centres and public spaces through innovative and creative approaches (temporary greening/planting or public art)
- increase space for safe walking and cycling (such as footpath widening)
- improve access on foot or bike to key destinations including local centres and public open space (such as a new cycleway)
- reconfigure streets to support physical health, local business and key workers (such as new parklets or reducing speed)
- activate high streets to create better quality public space
- enable long-term changes supported by strategies, the community and stakeholders (such as bringing forward a new public pathway or road closure) outdoor dining, vibrancy
- establish and start delivery of projects as early as possible in 2020, and/or
- ensure the safety of the travelling public, including under the NSW Government's *Road Safety Plan 2021*.

Available funding

Category 1: Quick Response Demonstration Projects

Short-term, quick-response, projects or programs that test, pilot or incubate changes to streets in line with the objectives of the program

This grant category is valued at up to \$100,000 per project. Projects must be delivered and evaluated within three months of funding approval.



Category 2: Pilot Projects

Medium-term pilot projects that improve or activate streets as shared public spaces

This grant category is valued at up to \$1 million per project and can be delivered within a year of funding approval.

Required documentation

Please ensure that all application documentation submitted follows the below file naming standard:

Streets as Shared Spaces Fund - <<APPLICANT>> - <<PROJECT OR PROGRAM NAME>>

Note: The Department of Planning, Industry and Environment can only receive emails of up to 50 MB. Where possible, please send extracts of documents, web links and links to cloud storage services.

You can provide web links if a document (for example, council minutes) is held on a publicly available website. This should be a direct link to a specific document.

For large documents, please provide page references to the text that is relevant to the project.

For questions about this application form, please email publicspace@planning.nsw.gov.au

Contact details

Table 1. Council details

Question	Answer
Council name	Temora Shire Council
Address	105 Loftus Street, Temora NSW 2666
ABN	55 048 860 109

Table 2. Name and contact details for general manager/chief executive officer

Question	Answer
GM/CEO name	Gary Lavelle
GM/CEO email	glavelle@temora.nsw.gov.au
GM/CEO phone	02 69801103

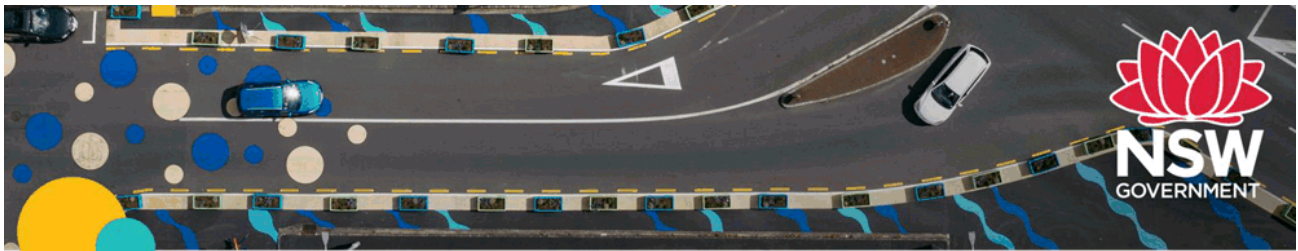


Table 3. Name and contact details for person completing this application (this person must be authorised by council as the nominated contact for the application)

Question	Answer
Contact name	Claire Golder
Email	cgolder@temora.nsw.gov.au
Phone	02 69801108

Project details

Table 4. Project name

Project name

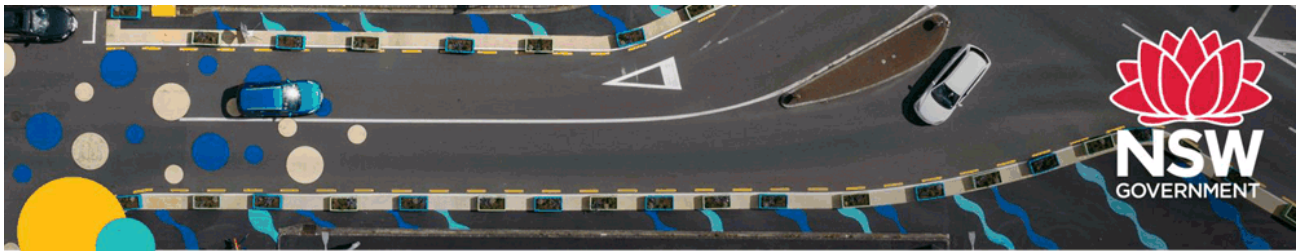
Hoskins Street Outdoor Dining Activation Project

Provide a full description of your project including the:

- scope of the project
- purpose of the project
- project objectives
- problem or challenge the project seeks to resolve; and/o
- opportunity the project seeks to realise.

Table 5. Project description

Project description



Project description

The scope of the project involves the introduction of planter boxes and the provision of additional street furniture to Hoskins Street, which is the main shopping precinct of Temora. The purpose of the project is to activate and enhance the existing heritage streetscape through the provision of soft landscaping and additional seating and tables to encourage outdoor dining.

The project objectives are to increase visual interest and create opportunities for social interaction outdoors. This will contribute to a vibrant and thriving shopping precinct which appeals to both local residents and visitors, encouraging the support of local businesses offering dining and retail.

The project will contribute to addressing the existing problem of a relatively uninviting and hard landscape through a livelier and more attractive streetscape. In addition, the project will assist with responding to social distancing requirements through the provision of outdoor dining and seating spaces, allowing for separation of indoor diners. Further, the planter boxes will provide physical barrier between kerb and dining space which offers safety benefits for those who are seated outdoors. The components of the project, as well as the choice of materials, are selected to complement the existing heritage streetscape.

Table 6. Expected project start and completion dates

Question	Answer
Project start date (month and year)	August 2020
Project completion date (month and year)	October 2020

Table 7. Project location/s

Location of the project, including whether the project will occur on state or local roads and what the land ownership or responsibility is for the project site/s

The location of the project is Hoskins Street footpaths and includes adjoining Paleface Park. The footpaths and the park are the responsibility of Council and are owned by Council.

Has the landowner provided in principle support for the project? Please attach evidence to application.

- Yes
 No



Table 8. Funding table (GST-exclusive amount)

Question	Answer
Funding sought	\$67,580
Applicant contribution (if applicable)	\$17,735
Partner contribution (if applicable)	\$
Estimated total cost	\$85,315

Is this application a:

- Single council project
 Collaborative project

Please list which other councils/organisations that have contributed to this application or will partner in project delivery.

Table 9. Other councils/organisations contributing to application

Organisation	Contribution (for example, financial contribution; consent for the project to proceed on their land)

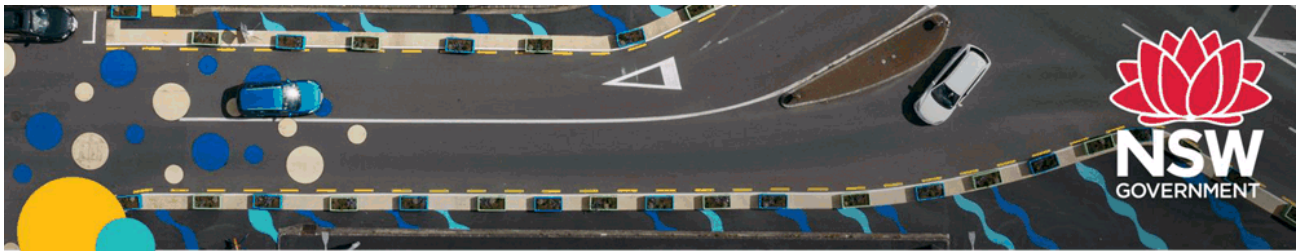
Assessment criteria responses

Full Assessment Criteria is available in the *Streets as Shared Spaces Fund Guidelines* document.

Project merit

Describe how your project or program will test opportunities to:

- increase space for safe walking and cycling (such as footpath widening)
- improve access on foot or bike to key destinations including local centres and public open space (such as a new cycleway)



- reconfigure streets to support physical health, local business and key workers (such as new parklets or reducing speed)
- activate high streets to create better quality public space
- enable long-term changes supported by strategies, the community and stakeholders (such as bringing forward a new public pathway or road closure) The main street is upgraded to a certain standard and this strategy will identify designated outdoor dining spaces
- establish and commence delivery of projects as early as possible in 2020, and/or
- ensure the safety of the travelling public, including under the NSW Government's *Road Safety Plan 2021*.

Table 10. Project/program opportunities

Describe the opportunities the project/program will test

The opportunities that the program will test include:

1. The introduction of non-fixed tables and chairs within Paleface Park, to encourage and enable individuals and small groups to gather for informal relaxation and outdoor dining. There are currently two fixed-position picnic tables and chairs, and two fixed-position benches within Paleface Park which centrally located in main CBD on Hoskins Street. However there are reasonable sized areas of open space that are underutilised and would benefit from street furniture that could be moved around depending on the size of groups.
2. The provision of two sets of fixed round tables, stools and an additional bench seat will test the demand for this type of seating, close to existing businesses, providing further opportunities for more people to rest, relax and enjoy the street atmosphere, whilst maintaining social distancing. This furniture will also support local businesses that providing take away food and drinks by providing suitable spaces for consumers to sit close to existing cafes and restaurants.
3. The introduction of the planter boxes will test the provision of small scale plantings to provide a more cohesive presentation of existing outdoor dining spaces provided by businesses, creating visual interest and complementing existing landscaping. This supports local businesses by encouraging outdoor dining in a more attractive setting for customers, which is softened by the landscape plantings.

Describe how your project or program aligns with one or more of the following:

- A strategic priority of the NSW Government (as described in *Appendix A—Policy context of the program guidelines*)
- Alignment with objectives of NSW Government funding programs or funding, such as:
 - Transport for NSW Walking and Cycling Program investment guidelines
 - Create NSW Arts and Cultural Development funding
- Council strategies, such as Local Strategic Planning Statements or other strategic documents such as social or cultural strategies, urban design plans, town centres or economic strategies, active travel and transport plans.

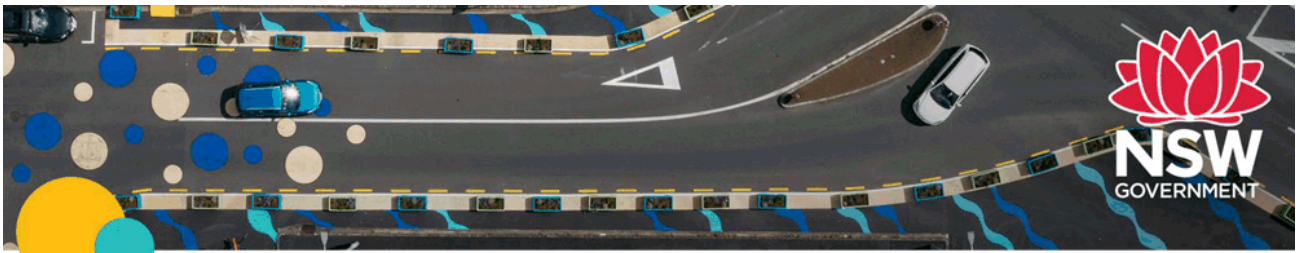
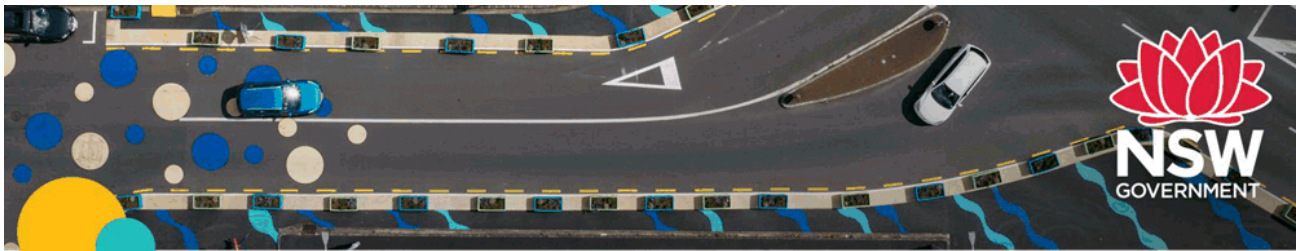


Table 11. Project/program alignment

Describe how your project/program aligns with one or more of the above items



Describe how your project/program aligns with one or more of the above items

The project aligns with the following plans:

Premiers Priority 11: Greener Public Spaces The project aligns with the commitment to increase the proportion of homes in urban areas within 10 minutes' walk of quality green, open and public space. Due to the central location of the project, the enhancements to open space will be accessible to the majority of residents of the town of Temora within 10 minutes' walk.

Riverina Murray Regional Plan The project aligns with the following Directions identified within the Riverina Murray Regional Plan

Direction 4: Promote business activities in industrial and commercial areas; Direction 7: Promote tourism opportunities; Direction 23: Build resilience in towns and villages and Direction 28: Deliver healthy built environments and improved urban design

South West Slopes Regional Economic Development Strategy The project aligns with the following priorities of the South West Slopes Regional Economic Development Strategy. Strategy Element

- Enhance the liveability and grow the population of the South West Slopes Region

Infrastructure Priorities:

- Placemaking and community infrastructure: development of new and improved community facilities
- Amenity improvements: enhance lifestyle amenities in the Region to increase the attractiveness of the Region to skilled workers

Government Architect – Urban Design of Regional NSW The project aligns with the urban design priority of revitalising main streets and regional town centres – opportunity to provide attractive places and spaces for community events and gatherings.

Revitalising main streets and regional town centres through effective urban design:

- Makes towns more inviting, vibrant and interesting which attracts people to visit and live in the area
- Creates improved places for people and communities to gather, meet and interact that are safe, enjoyable and equitable
- Attracts businesses and visitation through improved building and shopfront presentation which boosts economic activity
- Leverages natural historic and cultural assets, to reinforce the character of town centres

Community Strategic Plan The project aligns with Council's Community Strategic Plan, specifically Strategic objectives 1.9 Provide services required for excellent liveability in a rural community, 3.6 Support Tourism, acknowledging the value it brings to the Temora Shire economy and 4.5 Ensure an aesthetically pleasing environment

Local Strategic Planning Statement The project aligns with Council's Local Strategic Planning Statement, specifically Priorities: Support emerging opportunities in tourism, Deliver a range of community, recreational and cultural facilities that support liveability within Temora Shire and Actions: Encourage boutique, artisan, creative, food, agricultural, aviation and heritage based tourism opportunities, through active promotion of the Canola Trail and support for new and existing businesses that align with this economic area, through business mentoring and marketing, as reported to Council by end 2021 and Enhance the commercial amenity and streetscape of Temora town centre, through the completion of the Temora main street upgrade by the end of 2022.



Project deliverability

Identify approvals likely to be required (for example, environmental impacts, heritage, DA, local traffic committee) and strategy for obtaining them.

Table 12. Approvals

Identify approvals likely to be required and strategy for obtaining them (if relevant)

The proposal to install planter boxes is a non-permanent fixture, therefore no approval is needed. The proposal to install additional seating and tables is consistent with the existing provision of street furniture within Hoskins Street, therefore no consent is needed. Council has received input for the proposal from Council's Heritage Advisor, which is appropriate given the location of the project within a Heritage Conservation Area.

Table 13. Impact

Does it impact on public transport services, clearways, existing cycleways, loading and serving arrangements? If so, have the various agencies responsible been consulted?

No

Table 14. Timeline against major milestones

Timeline against major milestones according to the project duration

The timeline for the project is:

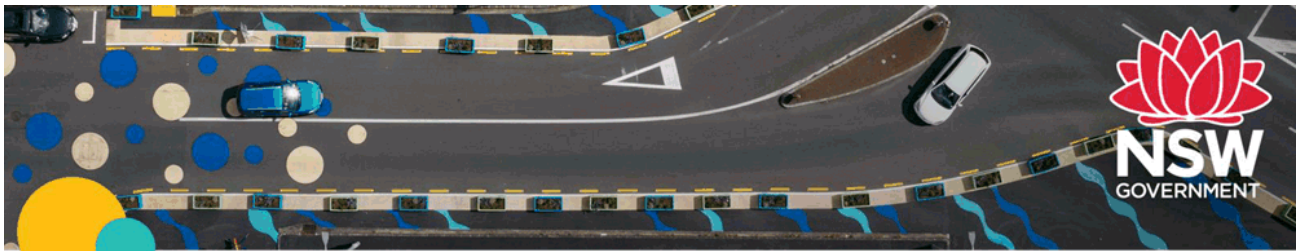
July 2020 confirm final installation locations, order planters boxes and street furniture

August 2020 install planter boxes and plants, install street furniture

September 2020 evaluate project through business and community consultation

Table 15. Experience and ability

Describe your experience and/or ability to deliver the proposed project or program



Describe your experience and/or ability to deliver the proposed project or program

Temora Shire Council has considerable experience in delivering projects that have been funded through grant programs. Recent examples include the NSW Government Stronger Country Communities Fund and NSW Community Building Partnership Funding. Temora Shire Council has delivered a previous Main street upgrade and has an ongoing main street maintenance schedule. This project will align with current plans to further enhance and improve Hoskins Street, expanding beautification of this area from two blocks to four blocks.

Has this project received existing funding or applied for funding from the Transport for NSW Active Transport Fund?

- Yes
 No

Table 16. Outcomes for public space

If 'Yes', please describe how this will improve the project's outcomes for public space

Does the project or program build on funding or income from other sources?

- Yes
 No

Table 17. Funding or income from other sources

If 'Yes', please list and describe how they relate to this application

Council's contribution of \$17,735 to the project will provide additional street furniture that is consistent with existing street furniture, in order to achieve a cohesive overall design. This project to provide further street furniture and the introduction of planter boxes will further enhance and expand on this investment by Council. Council will also contribute the costs associated with soil, plants and installation of all planter boxes and street furniture.

Table 18. Path to permanent change

Describe how your project or program will test or demonstrate a pathway to permanent change in the future



Describe how your project or program will test or demonstrate a pathway to permanent change in the future

The project will test the pathway to permanent change through receiving feedback from business owners and the community regarding the placement of the planter boxes and the additional chairs and tables. If positive feedback is received, the planter boxes and chairs and tables can remain in place and be expanded to include other areas if necessary.

The project will also test how the introduction of non-fixed tables and chairs in Paleface Park is utilised by the community. The provision of non-fixed street furniture is a new concept for Temora. The small number of chairs and tables, sited initially on the grassed area of Paleface Park, is well away from the road and is therefore less likely to cause risk to motorists. The area is under surveillance by CCTV and this will manage the risk of theft and vandalism.

The grassed area of Paleface Park is currently underutilised as there is currently no street furniture in this section of the park. This part of the park offers attractive, elevated views of the streetscape, currently not enjoyed to their full potential by the community. The non-fixed furniture offers flexibility of placement, for enjoyment of the space by different sized groups, as well as allowing parents to observe their children playing on the grassed space. The non-fixed furniture is also beneficial for maintenance, as the furniture can be moved for mowing, or when other community events utilise the space.

The additional street furniture and planter boxes, if retained, will be incorporated into the next stage of the Temora main street upgrade, which is currently at the design stage, and is funded by Council.

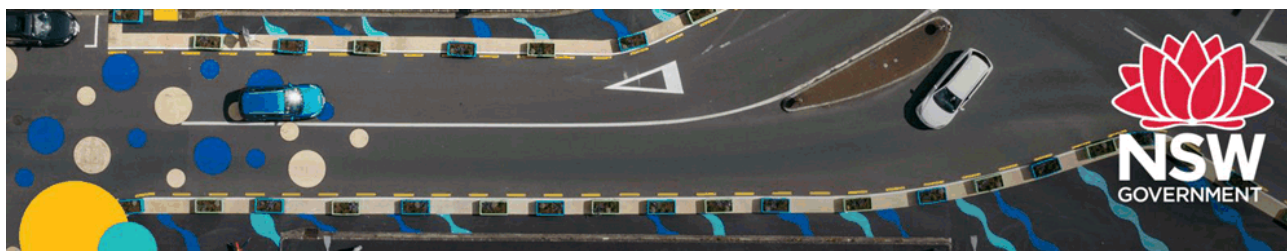
Does the program or project have the support of the elected council?

- Yes
 No

Table 19. Community engagement

What is proposed for engaging the community in the delivery of the project and its evaluation?

Community consultation has already occurred with the local business community, who provided feedback on initial ideas to respond to this opportunity. As part of the delivery, final consultation with food premises businesses will occur to determine the exact placement of the planters and the businesses' contribution to the project through watering of the plants. Following the completion of installation, individual consultation will occur with the businesses to determine the impact on trade, as well as a more general consultation with other local businesses, as well as a resident survey.



Value for money

Table 20. Value for money

Describe how your project or program has considered value for money and will be a sound investment for the NSW Government

The project is considered value for money as Council is providing a financial co-contribution to the project. The project is building upon an existing design and complementing existing features of the streetscape. The project will utilise Council resources to maintain the street furniture and planter boxes on a long term basis and partnerships with businesses will occur to water the plants. Local food businesses will continue to supply their own outdoor dining furniture to complement the project.

The project will provide a regional tourism benefit through the activation and beautification of the town centre heritage streetscape, encouraging visitors to stop and enjoy the atmosphere of the street. The project aligns with state strategies that support access to quality, green open and public space.

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Photography: Auckland City Council

1. ROB FISHER

1. Review the standard drawings for driveway access – A report to be done for the next committee meeting.
2. Underground drainage at the intersection of Camp and Victoria Streets has been approved and will be completed in the next 6 to 12 months.
3. Improvements were made regarding the drainage at Hutcheon and Pearce and the entrance to the lake walkway.

2. CR MCLAREN

Entrance stairs to the town hall and a further hand rail to be reviewed.

An immediate onsite meeting to occur at the conclusion of the meeting with the works to be executed by an approved contractor.

3. CR WIENCKE

Access to the heated pool – ramp along Anzac Street is too steep.

Rob Fisher and Kris Dunstan to review onsite with the view to improve the accessible area on the old entrance to the swimming pool area and the ramp to be highlighted as a future project.

4 CLOSE MEETING

The Meeting closed at 12:28PM.

This is the minutes of the Access & Equity Committee meeting held on Tuesday 11 August 2020.

.....

GENERAL MANAGER

.....

CHAIRMAN

6.3 MINUTES OF THE YOUTH ADVISORY COMMITTEE MEETING HELD ON 11 AUGUST 2020

File Number: REP20/890

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Minutes of the Youth Advisory Committee Meeting held on 11 August 2020

RECOMMENDATION

It is recommended that the reports be received.

It is recommended that the reports and recommendations as presented be adopted.



Date: Tuesday, 11 August 2020
Time: 12:10PM
Location: 105 Loftus Street
TEMORA NSW 2666

MINUTES

Youth Advisory Committee Meeting

11 August 2020

Order Of Business

1 Open Meeting 3

2 Apologies 3

3 Reports 4

 3.1 Wizard Whisk Mystery Box Challenge..... 4

 3.2 Vocal Workshop 5

 3.3 Gaming Tournament 6

 3.4 Survey Results..... 7

4 Close Meeting 9

**MINUTES OF TEMORA SHIRE COUNCIL
YOUTH ADVISORY COMMITTEE MEETING
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666
ON TUESDAY, 11 AUGUST 2020 AT 12:10PM**

PRESENT: Cr Rick Firman (Mayor), Cr Dennis Sleigh (Chair), Cr Kenneth Smith, Cr Claire McLaren(arrived at meeting 12:36PM)

IN ATTENDANCE: Gary Lavelle (General Manager), Melissa Carter (Youth Worker), Elizabeth Smith (Director of Administration & Finance)(arrived at the meeting 12:33PM)

1 OPEN MEETING

12:10PM

2 APOLOGIES

COMMITTEE RESOLUTION 15/2020

Moved: Cr Rick Firman

Seconded: Cr Kenneth Smith

That apologies from Kassi Owen (Youth Administration Assistant) be received and accepted.

CARRIED

3 REPORTS**3.1 WIZARD WHISK MYSTERY BOX CHALLENGE**

File Number: REP20/828
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

REPORT

The Wizard Whisk Mystery Box Challenge Workshops were held on Monday the 6th, Monday the 13th and Wednesday the 15th of July at Platform Y, with a total of 30 young people taking part from the Temora, Cootamundra and Ariah Park communities. Each session had 10 attendees including 2 Hospitality Team Leaders who hosted the day under the supervision of YPC Melissa Carter. At each event, participants were split into 3 teams and prepared the allocated recipe in their 'Mystery Box'. The recipe theme was "Entrée" and included recipes such as Antipasto Garlic Bread; Hoisin Chicken Rice Paper Rolls; Chicken and Spinach Dumplings; Pumpkin Soup; Vietnamese Beef Wraps and Country Bread Pizza. At the end of each session, the Leaders would judge the dishes and elect one Team as the winner. This Workshop allowed for participants as young as 8 to attend, in an effort to promote future membership.

This Workshop allowed the participants to demonstrate teamwork; problem-solving skills; time management and introduced them to various culinary techniques that are essential for employment in the Hospitality Industry. The Workshops were particularly beneficial for the Team Leaders, giving them an opportunity to up skill in areas such as leadership; budgeting; research and alignment with policy values; time management; goal setting and event planning and management. This role will be shared within the Temora Hospitality Team members in planned upcoming workshops. The July School Holidays saw Part 1 of the Wizard Whisk Mystery Box Challenge, with the next 2 consecutive school holidays hosting Part 2 and 3 of the Challenge. Each holidays will continue the theme of 'Menu Courses', with the September/October theme 'Mains' and the December/January theme 'Desserts'.

COMMITTEE RESOLUTION 16/2020

Moved: Cr Kenneth Smith
Seconded: Cr Dennis Sleigh

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

CARRIED

Report by Mel Carter & Kassi Owen

3.2 VOCAL WORKSHOP

File Number: REP20/829
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

REPORT

The Vocal Workshop was held on Thursday the 16th of July at Platform Y by members of local band 1979, Kim Nicholson and Kim Sandgren. The 4 participants were mentored through techniques such as voice projection and 2 and 3 part harmonies, with the young people demonstrating the skills they developed through the performance of the song 'Royals' at the end of the session.

This workshop allowed young people to explore and up skill their interest in singing in an encouraging, non-judgmental environment with experienced mentors. Both Kim Nicholson and Kim Sandgren have offered their time and expertise in the industry at future workshops.

COMMITTEE RESOLUTION 17/2020

Moved: Cr Kenneth Smith
Seconded: Cr Rick Firman

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

CARRIED

Report by Mel Carter & Kassi Owen

3.3 GAMING TOURNAMENT

File Number: REP20/830
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

REPORT

The Gaming Tournaments were held on Friday the 10th and Friday the 17th of July at Platform Y with a total of 21 participants over the 2 days. Under the supervision of YPC Melissa Carter and support from Gaming Mentor Matthew Walker, Super Smash Bros and Ultimate Mario Kart Deluxe were played in a round robin, one on one, set up leading to an ultimate winner at the end of the workshop. This workshop was available to all ages and attracted an age range of 6-17 year olds.

This Workshop created an opportunity for those young people who typically game alone, to form relationships through the social interactions they experienced by making gaming a group activity. The Tournament has been successful in previous school holidays, and we will continue to host similar events in future school holidays.

COMMITTEE RESOLUTION 18/2020

Moved: Cr Rick Firman
Seconded: Cr Kenneth Smith

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

CARRIED

Report by Mel Carter & Kassi Owen

3.4 SURVEY RESULTS

File Number: REP20/831
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

REPORT

1. Wizard Whisk Mystery Box Challenge

The participants of the Wizard Whisk Mystery Box Challenge expressed appreciation for the challenge-based nature of the workshops with everyone still receiving a feeling of teamwork and helpfulness from fellow participants. During the challenge, the young people enjoyed the range of different cutting techniques and cooking methods they experienced and the only dislike they endured was cleaning. In the future, suggestions for changes such as choose their own recipes, a larger space to cook, help from an adult and desert recipes only, would like to be considered. However, the workshops were highly praised with an average 9.7/10 rating, and 100% of participants willing to recommend this workshop to their friends.

2. Vocal Workshop

The participants of the Vocal Workshop valued the ongoing support and encouragement for them to reach their potential throughout the workshop. The young people expressed the desire for multiple vocal workshops to be held in future school holidays to extend their knowledge of vocal techniques and further explore their vocal range. This workshop proved to be a success with an average 9/10 rating, and 75% of participants willing to recommend this workshop to their friends.

3. Gaming Tournament

The participants of the Gaming Tournament appreciated the gaming console that was provided and the Mario Kart game. It has been suggested that different games that act in accordance with policy be considered for future Gaming Tournaments. Also, the time period of the workshop was suggested to be excessive, with some participants experiencing sore hands and boredom as a result. Nevertheless, the participants gave this workshop an average 9/10 rating, with 87.5% of participants willing to recommend this workshop to their friends.

4. Potential Workshops for Future School Holidays

Each young person was asked to make a suggestion for potential future holiday workshops that they would participate in. The suggestions are as follows:

- Sport/ outside activities
- Art
- Dance
- Drama
- Cake decorating
- Gymnastics
- Lego building

- Laser tag

COMMITTEE RESOLUTION 19/2020

Moved: Cr Kenneth Smith

Seconded: Cr Claire McLaren

That the Committee resolved to recommend to Council to note the survey results.

CARRIED

Report by Mel Carter and Kassi Owen

4 CLOSE MEETING

The Meeting closed at 1:10PM.

This is the minutes of the Youth Advisory Committee meeting held on Tuesday 11 August 2020.

.....

GENERAL MANAGER

.....

CHAIRMAN

6.4 MINUTES OF THE ASSETS & OPERATIONS COMMITTEE MEETING HELD ON 11 AUGUST 2020

File Number: REP20/897

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Minutes of the Assets & Operations Committee Meeting held on 11 August 2020

RECOMMENDATION

It is recommended that the reports be received.

It is recommended that the reports and recommendations as presented be adopted.



Date: Tuesday, 11 August 2020
Time: 2:03PM
Location: 105 Loftus Street
TEMORA NSW 2666

MINUTES

Assets & Operations Committee Meeting

11 August 2020

Order Of Business

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**MINUTES OF TEMORA SHIRE COUNCIL
ASSETS & OPERATIONS COMMITTEE MEETING
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666
ON TUESDAY, 11 AUGUST 2020 AT 2:03PM**

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: Gary Lavelle (General Manager), Rob Fisher (Engineering Technical Manager), Bimal Shah (Engineering Works Manager), Kris Dunstan (Director of Environmental Services), Elizabeth Smith (Director of Administration & Finance), Claire Golder (Town Planner)

1 OPEN MEETING

2:03PM

2 APOLOGIES

Nil

PUBLIC FORUM

Road Safety Officer – Karen Trethowen

Temora Antique Car Club – Jason Goode (arrived at meeting at 3:01pm)

3 REPORTS**3.1 NIXON PARK CLUB HOUSE - FEES & CHARGES****File Number:** REP20/840**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:**

1. Temora & District Sports Council
2. Temora & District Sports Council
3. Draft Policy - Terms of Usage Nixon Park Club House

REPORT

Council requested the Temora & District Sports Council to work out new fees and charges for the Nixon Park Club House.

Following on from meetings held by the working party, they are presenting fees for Councils consideration.

Attached also is the draft policy for the Terms of Usage for Nixon Park Club House.

COMMITTEE RESOLUTION 49/2020

Moved: Cr Rick Firman

Seconded: Cr Claire McLaren

That the Committee resolved to recommend to Council to adopt the policy with the fees to be included in the fees and charges.

CARRIED***Report******by******Gary******Lavelle***



Temora & District Sports Council

P.O. Box 262, Temora NSW, 2666

14th July 2020

Dear Gary,

On behalf of the working party for the Nixon Park Club House, we would like to refer to Council that the following fees and charges be included in the Temora Shire Council Fees and Charges Schedule.

Charges for the hire and bond for the Nixon Park Clubhouse.

Bond \$150.00 Refundable if clubhouse is left in good order.
Forfeited if clubhouse left unclean.

Hire of the Clubhouse and Kitchen \$150.00

Hire of the Club House only \$50.00

Hire of the Kitchen only \$100.00

Regards

Judy Gilchrist
Secretary
Temora & District Sports Council

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



Temora & District Sports Council

P.O. Box 262, Temora NSW, 2666

Mr. Gary Lavelle,

On behalf of the delegates of the Temora and District Sports Council.

It was moved at our general meeting held on the 15th July 2020. That we present the Terms of Usage for the Nixon Park Clubhouse to the council for the adoption of the document.

Kind Regards

A handwritten signature in cursive script that reads "Judy Gilchrist".

Judy Gilchrist
Secretary TDSC

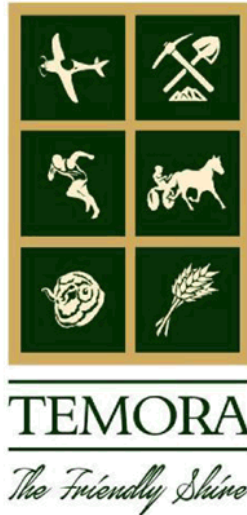
Hon. Patron: Mr Harold Hetherington OAM • President: Cr Rick Firman OAM
Vice President: Mr Tony Stringer • Vice President: Mr John Morton
Secretary: Mrs Judy Gilchrist • Treasurer: Mrs Denise Breust

Function: Community

Temora Shire Council

Policy Number

TEMORA SHIRE COUNCIL



TERMS OF USAGE FOR NIXON PARK CLUB HOUSE

DRAFT

Revision Number : 1
File Name: Terms of Usage for Nixon Park Club House

Revision Date
Page: 1

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

Review Details

ABOUT THIS RELEASE

DOCUMENT NAME: Terms of Usage for Nixon Park Club House
CODE NUMBER:
AUTHOR: Temora Shire Council
ENDORSEMENT DATE:

REVIEW

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement
		1		
		2		

PLANNED REVIEW

Planned Review	Revision Description		Review by

Revision Number : 1
File Name: Terms of Usage for Nixon Park Club House

Revision Date
Page: 2

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

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2	Ongoing Costs	4
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4	Keys	5
5	Fees & Charges	5
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Revision Number : 1
File Name: Terms of Usage for Nixon Park Club House

Revision Date
Page: 3

Function: Community

Temora Shire Council

Policy Number

1 Statement of Intent

- 1.1 The Nixon Park Clubhouse is a multiuse facility. The original Clubhouse was constructed by the Temora Australian Football Club, in the late 1980s.
- 1.2 The recent upgrade, which was officially opened on 23rd May, 2020, came to fruition due to significant contributions from; NSW Government, Temora Shire Council, AFL NSW/ACT, Cricket NSW, Temora Australian Football Club and many generous volunteers.
- 1.3 There are identified **Primary Users** (which are Temora Australian Football Club, Temora Junior Australian Football Club, the Temora & District Cricket Association and Temora Junior Cricket Association);

and also **Secondary Users** (which include Temora Rugby League Club, Temora Little Athletics Club, all Temora Shire Schools).

This document will be the framework in which to manage the facility.

2 Ongoing Costs

- 2.1 Any general maintenance and utility costs associated with the Clubhouse, is the responsibility of the Primary Users (Australian Football during winter, Cricket during summer). Actual dates of changeover to be determined in advance through consultation between parties.
- 2.2 Temora Shire Council will only be responsible for insurance (building) and land rates.

3 Bookings

- 3.1 Bookings to utilise the Clubhouse will be facilitated by the Primary Users (during the above stated period).
- 3.2 Those who are identified as Nixon Park Sporting Complex Secondary Users may hire the Clubhouse, paying the relevant Bond, Fees & Charges as determined by Council in consultation with the Primary User.
- 3.3 Any other User who wishes to rent the Clubhouse (outside of the Primary & Secondary Users) will be at discretion of the Primary User.
- 3.4 A checklist form will be issued to the relevant User for completion. They should be returned to Temora Shire Council, for their records.
- 3.5 The facility will only be used by the Primary or Secondary Users, for their Sanctioned Events. I.e.: No private functions or events.

Revision Number : 1
File Name: Terms of Usage for Nixon Park Club House

Revision Date
Page: 4

Function: Community

Temora Shire Council

Policy Number

4 Keys

- 4.1 A key register will be maintained. It is expected that only a maximum of 2 keys are issued to each Primary User, during their respective season.
- 4.2 If a key is lost, there will be a fee incurred for replacement.
- 4.3 Primary Users must not make copies of the keys.

5 Fees & Charges

- 5.1 The following fees and charges applicable will be outlined in the Council Fees and Charges Schedule adopted annually
- 5.2 A copy of the hiring group's relevant Insurance document must be provided to the relevant Primary User and forwarded to Council prior to hiring.
- 5.3 A Bond will be charged, with a refund given on satisfactory inspection of facility.
- 5.4 The fees and charges collected will be retained by the Primary User, during their respective seasons for maintenance of the building. A meeting of the Primary Users should be held annually to determine maintenance and repair priorities.

6 Dispute

- 6.1 Should there be any dispute in relation to these Terms of Usage for the Nixon Park Clubhouse, it will be referred to the Temora & District Sports Council Executive for determination. If still no resolution is provided, the matter will be referred to Council as the final arbiter.

7 Review of Document

- 7.1 This Terms of Usage document will be reviewed in 12 months, from date of adoption by Temora Shire Council.

Revision Number 1
File Name: Terms of Usage for Nixon Park Club House

Revision Date
Page: 5

3.2 COWANS LANE

File Number: REP20/806
Author: Engineering Technical Officer
Authoriser: Engineering Technical Manager
Attachments: 1. Site Map

REPORT

Council has received a Customer Request Management (CRM) enquiry concerning what is known as Cowans Lane at Aria Park. The resident has noted that there is no signpost present at the start of the no through road.

Upon investigation, it has been determined that this section of road is actually gazetted as Mirrool Road. However the piece running west of the T inspection with Weises Road is commonly known in the area as Cowans Lane (see attached map). It has also previously been signposted as such, but at some point this has been removed.

Discussions have been made with all adjoining landholders to this section of road and all are in agreeance that it should be known as Cowans Lane and a signpost erected to reflect this.

Budget Implications

New signposting:	\$200
Rural addressing amendments: (1 property)	\$ 90
Administration: (inc. application, advertising and government gazette fee)	\$400
TOTAL:	\$690

COMMITTEE RESOLUTION 50/2020

Moved: Cr Nigel Judd
 Seconded: Cr Dale Wiencke

That the Committee resolved to recommend to Council that the section of Mirrool Road running west of the T intersection with Weises Road be renamed and gazetted as Cowans Lane.

CARRIED

Report *by* **Amanda** *Colwill*

Created on 29/07/2020 11:35 AM



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 (including indirect or consequential damage) and costs which you might incur as a result of the product being inaccurate or incomplete in any way and for
 any reason.

Projection: GDA94 / MGA zone 55

Date: 29/07/2020

Created By: Amanda Obst



Temora Shire Council
 115 Latta Street
 TEMORA, NSW 2666
 Ph: (02) 6980 1100
 Fax: (02) 6980 1138
 Web: www.temora.nsw.gov.au

3.3 NICHOLSON STREET SEALING

File Number: REP20/849
Author: Senior Engineering Technical Officer
Authoriser: Engineering Technical Manager
Attachments: 1. Nicholson Street Correspondence
2. Map and Traffic Counts

REPORT

Council is in receipt of correspondence requesting that Nicholson Street be upgraded to a sealed road pavement. The initial request was in 2010 in which Councils Engineering Department placed traffic counters on Nicholson Street to gather traffic volumes. (Traffic counts have been attached) This correspondence is a further request to see Nicholson Street upgraded to a sealed pavement. Nicholson Street (unsealed) is currently a class 5.2 access road in Councils Hierarchy and the sealed section is a class 4.4 which is access-minor however would have been initially sealed to prevent dust blowing across the houses that front Junee Road not due to traffic volumes.

Traffic counts advise that on average 19 vehicle movements occur a day with speed compliance fair in showing that 88.4% of vehicles travel below the 50km/h speed limit, noting that over 60% of vehicles actually don't exceed 40km/h when using this road.

Nicholson Street currently has the first 110 metres sealed past the houses that front Junee Road with the remaining 380 metres unsealed. There are currently no residential dwellings on Nicholson Street that use the road as primary access. The northern 180 metres of this road runs along the back of the Temora Old Monumental Cemetery, however this is also not the primary access to the Temora Cemetery site.

In terms of upgrading to seal the road would require survey, design and upgrade of the pavement prior to sealing. Further consideration for drainage works would be necessary as a natural causeway crosses Nicholson Street and would need to be adequately addressed in design and construction.

Budget Implications

Upgrading the pavement, including drainage upgrade and sealing would cost between \$170,000 - \$200,000 as a rough estimate without survey and design to provide a detailed cost estimate.

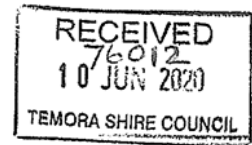
COMMITTEE RESOLUTION 51/2020

Moved: Cr Kenneth Smith
Seconded: Cr Dale Wiencke

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

CARRIED

Report by **Alex** **Dahlenburg**



TEMORA NSW 2666

Mr G. Lavelle.
Temora Shire Council

Dear Gary,

I write to you to again ask Temora Shire Council to consider funding the sealing of Nicholson Street, Temora.

I last wrote to you on 19th July, 2010, and was informed that there was not enough traffic that would warrant sealing.

It is our view that this stretch of road definitely needs sealing, as it is used more than what anyone actually realises. A lot of people use it to go to the cemetery as well.

There are still undesirables that use this dirt strip for circle work etc, due to the unsealed surface. We remain concerned about this safety issue.

I believe Council are trying to seal all urban roads and back lanes. I would ask Council to please give this your serious consideration, as I believe we've been very patient.

Thank you for taking time to read our letter.

Yours faithfully,

10 June, 2020

COPY.

TEMORA NSW 2666

Mr G. Lavelle
Temora Shire Council

Dear Mr Lavelle,

I write to enquire as to the current view of Council re. the Nicholson Street and the potential sealing of this piece of road.

We are grateful to Council for laying counters there, however they have been there for some time.

I wish to advise Council that there have been several instances whereby 'yahoos' have been doing circle work, and at times, have went into my fence along the side, thus costing me time and money. They obviously use this stretch of road being that it is not sealed.

I hope Council can please assist me in this matter as I believe there could be a more serious accident before too much longer.

Thank you for your assistance.

Yours sincerely,

19th July, 2010



Image 1: Nicholson Street, Temora

Class Speed Matrix

ClassMatrix-119
 Site: nicholson's road.2.3WE
 Description: 100 M FROM MR 57
 Filter time: 14:50 Friday, 26 February 2010 => 16:48 Friday, 7 May 2010
 Scheme: Vehicle classification (AustRoads94)
 Filter: CIs(1-12) Dir(NESW) Sp(10,160) Headway(>0) Span(0 - 100) Lane(0-16)

km/h	Class												Total	
	SV 1	SVT 2	TB2 3	TB3 4	T4 5	ART3 6	ART4 7	ART5 8	ART6 9	BD 10	DRT 11	TRT 12		
10- 20	79	2	9	11	3	.	.	.	2	.	.	.	106	8.2%
20- 30	131	14	112	16	1	2	19	.	2	.	.	.	297	22.9%
30- 40	257	17	61	7	2	2	29	.	.	.	1	.	416	32.0%
40- 50	298	14	7	4	.	.	6	329	25.3%
50- 60	103	2	3	1	109	8.4%
60- 70	33	33	2.5%
70- 80	8	8	0.6%
80- 90	1	1	0.1%
90-100	0	0.0%
100-110	0	0.0%
110-120	0	0.0%
120-130	0	0.0%
130-140	0	0.0%
140-150	0	0.0%
150-160	0	0.0%
Total	950	49	192	39	6	4	54	0	4	0	1	0	1299	
	73.1%	3.8%	14.8%	3.0%	0.5%	0.3%	4.2%	0.0%	0.3%	0.0%	0.1%	0.0%		

Image 2: Nicholson Street Traffic Count Data, 2010

3.4 HOME BASED BUSINESS POLICY

File Number: REP20/825
Author: Town Planner
Authoriser: Director of Environmental Services
Attachments: 1. Home Based Business Policy
2. DCP Chapter Home Based Business

REPORT

Council has a Home Based Business policy in place, which is scheduled for review in August 2020. This policy is very similar to the Home Based Business chapter of the Temora Shire Development Control Plan (DCP) 2012 and it appears unnecessary to have two controls over the same issue. Therefore it is proposed that the Home based Business Policy be repealed and detailed controls in relation to this issue be contained within the Temora Shire DCP.

Home based businesses are also controlled by the standard definition of home business within the Temora Local Environmental Plan (LEP), which is:

home business means a business that is carried on in a dwelling, or in a building ancillary to a dwelling, by one or more permanent residents of the dwelling and that does not involve—

- (a) the employment of more than 2 persons other than those residents, or
- (b) interference with the amenity of the neighbourhood by reason of the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil, traffic generation or otherwise, or
- (c) the exposure to view, from any adjacent premises or from any public place, of any unsightly matter, or
- (d) the exhibition of any signage (other than a business identification sign), or
- (e) the sale of items (whether goods or materials), or the exposure or offer for sale of items, by retail, except for goods produced at the dwelling or building,

The size of a home business is limited to 100 square metres of floor area by the Temora LEP.

There are minor inconsistencies between the LEP and DCP, specifically the DCP identifies a limit of only one person other than residents being employed at the business and a limit of 50 square metres. It is appropriate that these inconsistencies be changed to align with the Temora LEP.

As no other changes are proposed to the DCP chapter, public exhibition of these changes are not required.

COMMITTEE RESOLUTION 52/2020

Moved: Cr Max Oliver

Seconded: Cr Dale Wiencke

That the Committee resolved to recommend to Council

1. Repeal Policy PR2 Home Based Business and
2. Update Temora Shire Development Control Plan Home Based Business Chapter to align with Temora Local Environmental Plan controls for Home Businesses

CARRIED

Function: Planning Regulatory

Temora Shire Council

Policy Number: PR2

TEMORA SHIRE COUNCIL



TEMORA
The Friendly Shire

HOME BASED BUSINESS

ACTIVE

Revision Number: 3
File Name: Home Based Business

Revision Date: 28 August 2018
Page Number: Page 1 of 4

*Function: Planning Regulatory**Temora Shire Council**Policy Number: PR2*

Review Details

ABOUT THIS RELEASE

DOCUMENT NAME: Home Based Business
CODE NUMBER: PR02
AUTHOR: Temora Shire Council
ENDORSEMENT DATE: September 2018

REVIEW

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement
September 2017	Update due to legislative change and minor errors	1	N/A	GCL
August 2018	Revision	2	N/A	GCL

PLANNED REVIEW

Planned Review Date	Revision Description		Review by
September 2018	Review		CG
September 2020			

Revision Number: 3
File Name: Home Based Business

Revision Date: 28 August 2018
Page Number: Page 2 of 4

Function: Planning Regulatory

Temora Shire Council

Policy Number: PR2

1. INTRODUCTION

The contribution of "Home Based Businesses" to the Temora economy should not be underestimated.

Council has introduced this policy as a means of clarifying planning regulations regarding Home Based Businesses and to make them easier to establish where appropriate.

2. AIMS OF THIS POLICY

- Seeks to promote, encourage and support Home Based Businesses as an important and legitimate activity vital to the long term future of Temora's Economy.
- Recognises the national trend towards Home Based Businesses and that many future medium scale businesses will grow from Home Based Businesses
- Recognises that many Home Based Businesses have minimal off-site impacts beyond the typical impacts of residential activities.
- Ensures that Home Based Businesses are operated by a resident and are secondary to the residential use of the dwelling.
- Recognises that because of the small scale involved, it is possible to manage (by design and approval conditions) most potential impacts.
- Encourages existing and potential Home Based Businesses operations to discuss their business proposal with Council's Director of Environmental Services.

3. PLANNING REQUIREMENTS FOR OPERATING A BUSINESS FROM HOME

Operating a business from your place of residence must conform to NSW planning laws.

A Home Based Business in a **R1 General Residential Zone** or the **R5 Large Lot Residential Zone** must meet the following requirements:

(A Home Based Business located on land not zoned R1 or R5, will have other requirements. Therefore it is important to contact Council to discuss your particular circumstances).

- The person conducting the Home Based Business must use the dwelling as their principal place of residence.
- No more than two people who do not live in the dwelling may work in the Home Based Business.
- The gross floor area used in conducting the Home Based Business, including the storage of any materials or goods, must not exceed 100 square metres.
- The Home Based Business must not impose a load on any utility greater than normally required for domestic use.
- The Home Based Business must not adversely affect the amenity of the neighbourhood in any way including:

Revision Number: 3
File Name: Home Based Business

Revision Date: 28 August 2018
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Function: Planning Regulatory

Temora Shire Council

Policy Number: PR2

- The appearance of any building, works or materials used.
 - The parking of motor vehicles.
 - The transporting of materials or goods to or from the dwelling.
 - The hours of operation.
 - Electrical interference.
 - The storage of chemicals, gases or other hazardous materials.
 - Emissions from the site.
 - Noise, vibrations or odours
 - Production of waste or wastewater
- No motor vehicle may be serviced or repaired for gain.
 - Materials used or goods manufactured, serviced or repaired in the Home Based Business must be stored in a building.
 - Goods manufactured, services or repaired must not be displayed so that they are visible from outside the site.
 - No signage other than a Business Identification Sign

4. DECISION GUIDELINES

Some factors that Council's Environmental Services Department Staff will take into consideration when assessing a Development Application for a Home Based Business in a R1 Residential Zone or R5 Large Lot Residential Zone may include:

- Whether there is a need for additional parking or loading facilities and the effect any parking, storage or loading facilities may have on the amenity and character of the street.
- Whether the site is suitable for the particular home business and is compatible with the surrounding use and development.
- Whether there is a need for landscaping to screen any outbuildings or car parking or loading areas or any other area relating to the home occupation.

To enable Temora Shire Council to determine whether the type of home business proposed complies with the above requirements, it is requested that you lodge a Development Application to Council supplying written information about the nature of the business, outlining how your proposed use complies with the above requirements and providing two copies of plans showing the site and dwelling layout nominating the areas to be used for the home business.

It is important that you have regard to the home business requirements at all times. The requirements are ongoing obligations. While you may have satisfied Council of compliance at the time you received Council consent, if the business has changed you may no longer comply.

Revision Number: 3
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Home Based Business

1. Objectives

The objectives of these controls are to:

- promote, encourage and support Home Based Businesses as an important and legitimate activity vital to the long term future of Temora's economy
- recognise the national trend towards Home Based Businesses and that many future medium scale businesses will grow from Home Based Businesses
- ensure that Home Based Businesses have minimal off-site impacts beyond the typical impacts residential activities.
- ensure that Home Based Businesses are operated by a resident and are secondary to the residential use of the dwelling.

2. What is a Home Based Business?

A 'home based business' is a business that operates from home instead of from commercial premises.

In some cases, all aspects of the business might be conducted from home, and in other cases only the administrative aspects of the business are carried out in the home, which might be the case for contractors or tradespeople for example.

The types of businesses that could be classified as home based include professionals such as consultants, accountants or solicitors, seamstresses, graphic designers, craft workers or artisans e.g. glass artists, potters, jewellers, or those involved in computer/electronics assembly or repair, family day care, and telework/telecommuting or virtual offices.

Council is keen to support this growing sector, provided that the particular home based business is compatible with the amenity and environment of the local area.

3. Specific Development Controls

Operating a business from home must conform to NSW planning laws.

A Home Based Business located on land not zoned residential in Temora Shire, will have specific requirements. Therefore it is important to contact Council to discuss your particular circumstances.

A Home Based Business in a **R1 Residential Zone** must meet the following requirements:

- The person conducting the Home Based Business must use the dwelling as their principal place of residence.
- No more than one person who does not live in the dwelling may work in the Home Based Business.
- The gross floor area used in conducting the Home Based Business, including the storage of any materials or goods, must not exceed 50 square metres or one third of the gross floor area of the dwelling, whichever is the lesser.
- The Home Based Business must not impose a load on any utility greater than normally required for domestic use.
- The Home Based Business must not adversely affect the amenity of the neighbourhood in any way including:
 - ✓ the appearance of any building, works or materials used
 - ✓ the parking of motor vehicles
 - ✓ the transporting of materials or goods to or from the dwelling
 - ✓ the hours of operation
 - ✓ electrical interference
 - ✓ the storage of chemicals, gases or other hazardous materials
 - ✓ emissions from the site
 - ✓ that no motor vehicle may be serviced or repaired for gain
 - ✓ materials used or goods manufactured, services or repaired in the Home Based Business must be stored in a building
 - ✓ goods manufactured, services or repaired must not be displayed so that they are visible from outside the site.

4. Assessment criteria

Council has identified a number of criteria it will take into consideration when assessing a Development Application for a Home Based Business in a R1 Residential Zone including:

- If there is a need for additional parking or loading facilities and the effect any parking, storage or loading facilities may have on the amenity and character of the street?
- Is the site suitable for the particular home occupation and is compatible with the surrounding use and development?
- Will there be a need for landscaping to screen any outbuildings or car parking or loading areas or any other area relating to the home occupation?

5. Ongoing compliance

It is important that you have regard to the home occupation requirements at all times. The requirements are ongoing obligations. While you may have satisfied Council of compliance at the time you received Council consent, if the business has changed you may no longer comply.

3.5 TEMORA ANTIQUE CAR CLUB - PROPOSED CLUBHOUSE DEVELOPMENT (185 AURORA STREET)

File Number: REP20/838

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Temora Antique Car Club

Council is in receipt of correspondence from a representative of the Temora Antique Car Club advising that they wish to pursue the option of erecting a 20m x 10m shed (including amenities) on 185 Aurora Street (Pigeon Club leased land) for the purposes of workshop/club house.

The concept was discussed at previous Council meetings, with the Club making application under the NSW Governments Community Building Partnerships program for a grant to assist in carrying out the works. No funding is being sought from Council.

However, Council as “landowner” must give consent to the proposal and be a signatory on any Development Application that will need to be submitted prior to a grant being secured or work commencing.

Council has requested, that the proponent liaise with the other car club in town to ascertain if a joint facility may be a possibility (as per Arts Precinct model currently being developed). It is mentioned in the attached correspondence that a joint facility is not feasible.

Council is being requested to:

1. Provide a letter of support for the concept to accompany any future funding applications
2. Consent to the Development Application being lodged on Council land
3. Advise if Council is prepared to consent to a long-term lease and under what terms.

Budget Implications

Nil – No Council funding requested

COMMITTEE RESOLUTION 53/2020

Moved: Cr Rick Firman

Seconded: Cr Claire McLaren

That the Committee resolved to recommend to Council to:

1. Provide a letter of support for the concept to accompany any future funding applications
2. Consent to the Development Application being lodged on Council land

AND FURTHER

Staff to prepare a draft lease and report back to Council.

CARRIED

From: Jason Goode
Sent: Thursday, 28 May 2020 9:05 AM
To: 'kdunstan@temora.nsw.gov.au'
CC: 'thecolwillclan@bigpond.com'; 'auskitcar1@iprimus.com.au'
Subject: Temora Antique Car Club Incorporated
Attachments: Development application; 12043 Goode Layout.png; TEMA12043Goode

Your Ref:
Our Ref: JAG:JMc:200120
Contact: Jason Goode
Reply To: TEMORA Office

5 May 2020

The General Manager
Temora Shire Council
DX 5494
TEMORA NSW

Attention: Kris Dunstan

Dear Kris

Temora Antique Car Club Incorporated

I advise that I act for the Temora Antique Car Club Incorporated. They have negotiated to sublease the building owned by the Temora Homing Pigeon Club Incorporated.

I understand that land on which the building stands is owned by Council. The members of the Temora Homing Pigeon Club have a lease over 185 Aurora Street, Temora.

The Temora Antique Car Club Incorporated are seeking Council's approval to use the facilities.

They have taken on board your letter of the 17th April and note that you would welcome a submission from multiple organisations.

There are currently two motor clubs operating in Temora and one club is a breakaway club of the Temora Antique Car Club Incorporated. It would therefore not be viable to join with that organisation in relation to the facilities.

In addition, they are seeking a Community Building Partnership grant to erect a shed at the rear of the land. They intend to use grant funding and our own funding to erect the shed and will not seek any contribution by Council.

They intend to erect the shed at the rear of the land leased by the Temora Homing Pigeon Club Incorporated.

They are currently investigating whether the town sewerage connection is deep enough for us to be able to connect into the sewerage. If this is not available they intend to use the existing septic tank on the property.

Enclosed is a copy of their development application. Could you –

1. Advise what further requirements you need in relation to the development application;
2. Advise the fees payable;
3. Provide Council with a letter stating that support from Council being the land owner;
4. Advise whether you would be willing to provide a lease of a term greater than one year as the application states that they must “ensure the length of your lease will be allow you to complete your project and provide the public benefit required if your application is successful”.

We are including a copy of the plan. The plan does not show a disabled toilet however we intend to have a disabled toilet in the rear southern side of the shed.

I look forward to hearing from you.

Regards

Jason Goode LLM | Solicitor Director

Farrell Goode Pty Ltd | Solicitors Since 1896 | Temora - Narrandera - Cootamundra - West Wyalong - Ardlethan

PO Box 108 | 180 Hoskins Street Temora NSW 2666 | DX 5495 Temora NSW

T: 02 6977 1155 | F: 02 6977 1133 | E: jason@farrellgoode.com.au | W: www.farrellgoode.com.au



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BEWARE OF SCAMMERS:

A sophisticated email scam is targeting law firms and their clients. We have been advised that scammers have intercepted emails with bank account details so they can substitute their own account number.

If you have received an email purporting to be from us with our bank account details for the transfer of funds, please confirm these details with us first by contacting the lawyer in charge of this matter by telephone before making any transfer or deposit of funds into our bank account. Otherwise, we accept no responsibility for any loss or damage arising from any electronic transfers or deposits made by you that are not received into our bank

3.6 DROUGHT COMMUNITIES ROUND 2 PROJECT CHANGE

File Number: REP20/860
Author: Engineering Technical Manager
Authoriser: Engineering Technical Manager
Attachments: Nil

REPORT

Council staff are currently in the process of preparing for delivery of Drought Communities Round 2 Projects.

Resulting from further development of the Golden Gate Detention Basin Project it has become apparent that this project would benefit from additional funds to support achievement of a quality outcome. It is proposed Council transfer \$35,000 of funds from the lower priority Browns Dam Desilting Project to the Golden Gate Detention Basin Project to aid completion of the proposed project.

The Browns Dam Project is considered a lesser priority due to uncertainty around its use as recycled water storage into the future, combined with completion difficulty resulting from recent wet weather and the dam being located in a difficult site (eastern drain) in the centre of town.

The Golden Gate Detention Basin Project has been designed as a 20ML (min) - 38ML (max) detention basin with a residual storage of 18ML available for pumping below the low level discharge. To achieve this storage combination a total of 50,000m³ (bank volume) of cut material is required to be removed and transported offsite. We plan to dispose of as much fill as possible close to the site; however it is inevitable that some unsuitable waste material (Council stockpiled waste) will require removal offsite.

It is anticipated that even with the additional \$35,000 added to the original \$137,852 budget we will not have the funds required to construct the 38ML dam. We plan to scale the detention basin volume to suit the available budget and believe this will not be materially detrimental to the overall project.

I am hopeful we will go close to the 38ML capacity, but I think this will be difficult with around \$60-70k required for ancillary works (design, development, approval, discharge infrastructure, fencing, disposal reinstatement, etc.) associated with construction required outside of earth moving.

I am of the view even at a reduced scale the project will provide exceptional benefit to the community and I would strongly support the transfer of the Browns Dam funds and completion of the project.

Budget Implications

Budgeted Funds Transfer

COMMITTEE RESOLUTION 54/2020

Moved: Cr Rick Firman

Seconded: Cr Dale Wiencke

That the Committee resolved to recommend to Council to transfer \$35,000 from the Browns Dam Desilting Project to the Golden Gate Dam Detention Basin Project.

CARRIED

Report by Rob Fisher

3.7 DROUGHT COMMUNITIES PROGRAM - EVENTS PROJECTS**File Number:** REP20/845**Author:** Town Planner**Authoriser:** Director of Environmental Services**Attachments:** 1. Drought Communities Program Round 2 approved projects**REPORT**

Under the Drought Communities Program Round 2, Council supported a number of projects that involved hosting events. These projects are:

Temora Local Health Advisory Committee (LHAC) – Temora Hospital Expo

Ariah Park Community Projects – Ariah Park Drought Tribute Show

Temora LHAC Reaching Out sub-committee – Mental health awareness events at Trungley Hall, Bectric and Puawan

Narraburra Church social group – pop up pub

The current situation with Covid-19 has meant that the proposed dates for these events have passed and their ability to be rescheduled for later in the year is unknown. Current restrictions are that no more than 20 people are allowed to gather outside in a public place. For indoor venues, the current restrictions are one person per 4 square metres.

The current deadline for hosting of these events is 31 December 2020. With an approved variation these events may be held up until 30 March 2021.

Council officers have received advice from the LHAC Reaching Out sub-committee that they would like to proceed with an event in Temora and provide health information phone numbers on magnets for attendees. Two draft magnets have been prepared x 500 each (total cost \$1103 ex GST, total project budget \$6000). However, with uncertainty remaining with the ability to hold any sort of event in the short-medium term, Council officers are uncertain about proceeding with production of the magnets at this time if there may be no events held to provide context to this information.

Council officers have been contacted by officers from the Drought Communities Program to advise that if Council wished to not proceed with some projects due to Covid-19 restrictions, Council can seek a formal variation to their project and redirect these funds to an existing project to provide top-up funding, or seek to include an additional project/s, with the approval of the Drought Communities Program.

A list of approved projects under Drought Communities Program Round 2, as originally approved by Council is attached.

Cr Rick Firman declared a non-pecuniary interest in relation to item REP20/845, due to a being Member of LHAC Committee.

Mr Kris Dunstan declared a non-pecuniary interest in relation to item REP20/845, due to a being Member of Narraburra Church Social Group Committee.

COMMITTEE RESOLUTION 55/2020

Moved: Cr Rick Firman

Seconded: Cr Nigel Judd

That the Committee recommend to Council to furnish information to Temora Local Health Advisory Committee, Aria Park Community Projects, Temora LHAC Reaching Out Sub Committee and Narraburra Church Social Group and ask for a response within 14 days as to whether they consider that they are still able to hold their proposed event and how they plan to carry that out in accordance with all relevant health regulations.

CARRIED***Report******by******Claire******Golder***

Drought Communities Program Funding Round 2 Temora Shire

Organisation	Project Description	Drought Funding (\$)
Local Health Advisory Committee	Temora Hospital Expo	4000
Temora Rugby Union Football Club Inc.	Install secondhand electronic scoreboard	2250
Ariah Park Community Projects Inc	Drought Tribute Show	7000
Temora LHAC Reaching Out Sub Committee	Mental health awareness projects	6000
Temora Cricket Club	Erect shade sail structure and concrete pad with seating for the Nixons Park cricket nets	10731
Trungley Hall Kids Playtime	Trungley Hall Playground Shade structure over play equipment, softfall and edging	12900
Temora Greyhound Club	Purchase and install 2 evaporative air con units and 1 split system	11429
Ariah Park Golf Club	Repair clubhouse floor, bathroom upgrade, replace tee-off pads and new signage	13600
Ariah Park Community Projects	Ariah Park Memorial Hall Building repairs	25000
Temora Shire Council	Ariah Park Pool Construct new change rooms and toilets	175000
Temora Shire Community Radio	Repeater station and studio set up Ariah Park Hall upstairs	22500
Ariah Park Community Projects Committee	Broken Dam Heritage Trails compressed granite path to connect interpretive panels	10000
Temora Shire Council	Bundawarra Centre Upgrade Construction of new walkway, signage and fitout	97095
Narraburra Church Social Group	Narraburra pop up pub Marquee hire, entertainment, bus hire	2000
Temora Railway Station Working Group	Temora Railway Station - Gidginbung waiting shed relocation and building works	7500
Temora Shire Council	Temora Rec Centre front entrance upgrade	200000
Trungley Hall Lutheran Church	Seal road at church entrance at Trungley Hall	5000
Temora Shire Council	Lake Centenary walking trail bridge and track entrance (west)	90000
Temora Shire Council	Brewers Dam Desalting to improve future water catchment for irrigation	35000
Temora Shire Council	O'Shannesys Dam Desalting to improve future water	40000
Temora Shire Council	Ariah Park Recreation Ground Resheeting and Carpark sealing	70000
Temora Shire Council	Water storage dam for Temora Golf Course	137852
Temora Golf Club	Fencing replacement	15143
	Total Funding	\$ 1,000,000

Projects to be completed 31 December 2020

Events funded under the program
 Projects funded that require no additional funds
 Projects that could receive additional funding
 Projects where funds may be redirected to Top-Up golf club/dam project

3.8 CONSTRUCTION OF STORMWATER DAM GARDNER STREET

File Number: REP20/852

Author: Town Planner

Authoriser: Director of Environmental Services

Attachments: 1. Statement of Environmental Effects Stormwater dam Gardner Street

REPORT

Under the Drought Communities Program Round 2, Council supported a proposal to construct a stormwater dam on Crown Land, managed by Council, located on Gardner Street. The purpose of the dam is to manage stormwater flow on the south-eastern fringe of Temora, as well as providing additional water that may be used by the Temora golf course for irrigation purposes. The creation of a dam close to the Temora golf course will have cost saving benefits, as it will reduce the pumping costs associated with delivering treated effluent water to the Temora golf course. The dam project was supported by the Drought Communities Program funding body as the project will assist the Temora community with the provision of water for irrigation purposes during future dry times.

The subject land is shown below by Figure 1 and is known as Golden Gate Reserve Lots 7011-7012 DP 1056557 and Golden Gate Reserve stormwater Lots 799-801 DP 750587 and Lot 7311 DP 1154891. Figure 2 shows an aerial image of the site.



Figure 1: Site of Gardner Street dam project site zoning map



Figure 2: Gardner St dam project site aerial image

The concept dam is shown by Figure 3, with the project essentially involving the enlargement of an existing stormwater dam at the site. The project includes the provision for a second dam to be constructed in the future, should the need and future funding allow.

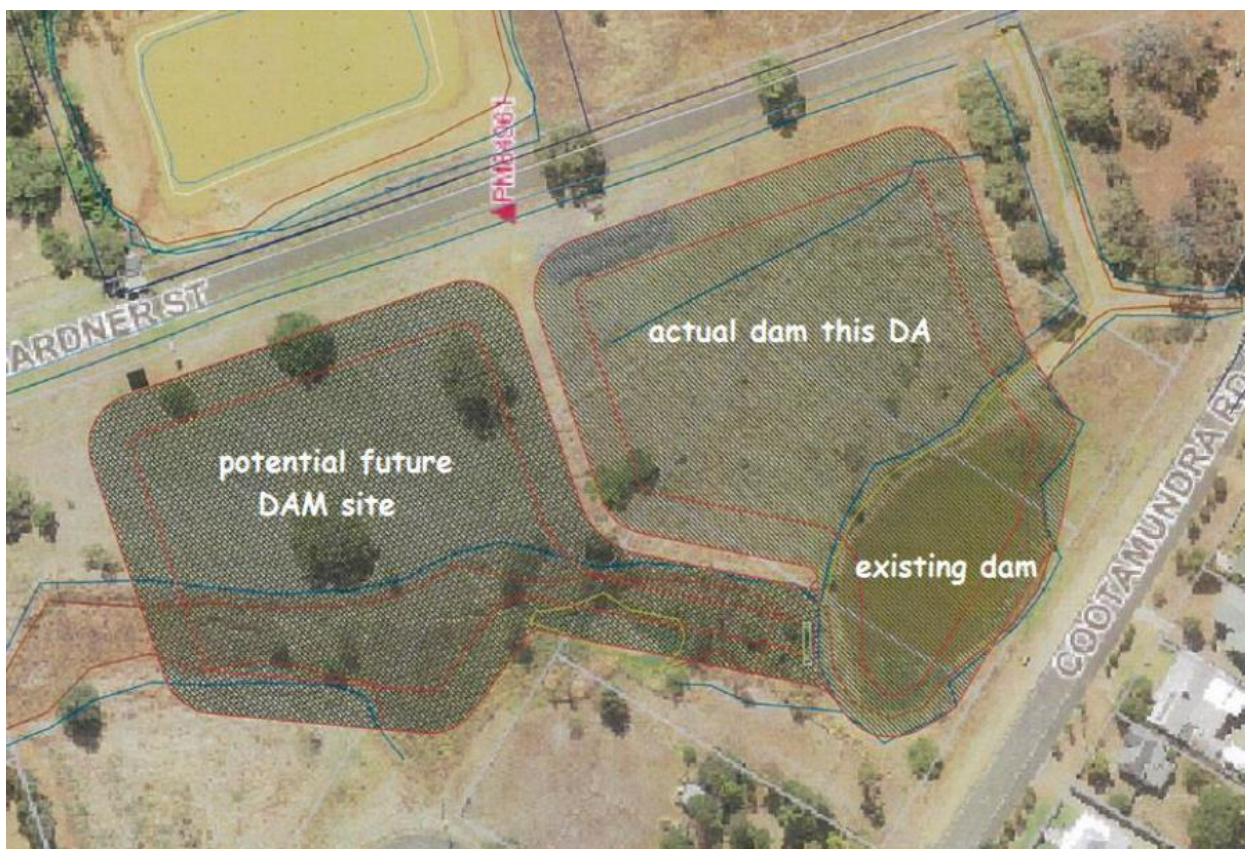


Figure 3: Proposed new dam – expansion of existing dam, and future dam site

The subject land is zoned RE1 Public Recreation and is Crown Land. The site managed by Temora Shire Council as operational land, as confirmed in writing by NSW Planning, Industry and Environment on 11 July 2019. The land is therefore not required for public recreation purposes.

As the project involves extension of an existing dam, Council officers engaged the services of an independent planning professional, Mr Craig Filmer, to prepare a Statement of Environmental Effects in order to support the assessment of the proposed dam extension. The report from Mr Filmer is attached.

The Statement of Environmental Effects states that the proposal does not require Development Consent as State Environmental Planning policy (Infrastructure) 2007 provides that a Stormwater Management System is development without consent, in accordance with the following clause:

111 Development permitted without consent

- (1) Development for the purpose of stormwater management systems may be carried out by or on behalf of a public authority without consent on any land.
- (2) A reference in this clause to development for the purpose of stormwater management systems includes a reference to development for any of the following purposes if the development is in connection with a stormwater management system—
 - (a) construction works,
 - (b) routine maintenance works, including maintenance dredging to remove sediment build-up in a stormwater canal or at exit points into natural waterways that affects the efficiency of the stormwater management system,
 - (c) environmental management works,
 - (d) buildings, including buildings containing amenities for staff, that have a height of not more than 12m above ground level (existing).

Under SEPP (Infrastructure) 2007, **stormwater management system** means—

- (a) works for the collection, detention, harvesting, distribution or discharge of stormwater (such as channels, aqueducts, pipes, drainage works, embankments, detention basins and pumping stations), and
- (b) stormwater quality control systems (such as waste entrapment facilities, artificial wetlands, sediment ponds and riparian management), and
- (c) stormwater reuse schemes.

Discussion

This conclusion means that although the development does not require development consent, the activity is assessed under Part 5 of the Environmental Planning and Assessment Act and Council is the determining authority. A determining authority cannot carry out an activity, or grant an approval for an activity unless it has determined whether the project is likely to have a significant impact on the environment. If it is determined that the project will have a significant impact an EIS is required. A Review of Environmental Factors (REF) is prepared to determine if the project will have a significant impact. The Statement of Environmental Effects has provided a satisfactory REF assessment of the environmental factors that need to be considered by Council in order to determine the application.

The proposal has environmental benefits of addressing stormwater management, retention and harvesting for recreational outcomes. The design of the stormwater dam will avoid flows into other public and private land. It is design to integrate into the landscape and will therefore be

aesthetically pleasing. A small number of existing non-native trees will be removed to facilitate the construction of the stormwater dam. However this is not considered to be a significant impact. The removal of material in order to construct the dam can be suitably placed on adjacent land owned by Council within the Golden Gate Reserve, as well as adjoining private land where landholders have provided their approval. This will also improve stormwater management on these low lying areas.

COMMITTEE RESOLUTION 56/2020

Moved: Cr Max Oliver

Seconded: Cr Dale Wiencke

It was resolved that the Committee recommended to Council to approve the construction of the extension of the Gardner Street stormwater dam for the purposes of stormwater management and provision of irrigation water to Temora golf course.

CARRIED

Report by Claire Golder

At 3:01 pm, Cr Max Oliver left the meeting.

Statement of Environmental Effects	
In Support of a Development Application	
Proposal	To undertake works towards the expansion of a “ stormwater management system ” pursuant to Part 3 Div 20 of the State Environmental Planning Policy (Infrastructure) 2007
Subject Land Address	Lot 799-801 DP 750587, Lot 7012 DP 1056557, Lot 7311 DP 1154891 & common unformed road between parcels being the southeast end of Aurora Street
	Lands between Gardner Street & Cootamundra Road & Aurora Street, Temora 2666
Owner	Crown Land – NSW Government under the Care & Control of Temora Shire Council
Applicant	Temora Shire Council
SEE Prepared By	DA Busters – Development Assistance Services Ph: 0466 722 869 Email: Craig@DAbusters.com
Package Prepared For	Ms Claire Golder (Planning Dept Temora Shire Council)
LGA	Temora Shire Council



SEE completion assisted by:



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A. The Site and Area

The Site

The address and lot details of the subject land are Lot 799-801 DP 750587, Lot 7012 DP 1056557 & common unformed road between parcels between Cootamundra Rd & Gardner Street, off Aurora Street, Temora. The land is located approximately 1.06km from the Temora CBD central Roundabout, in a south easterly direction. The subject land is on the outer fringe of older Town allotments of the township of Temora, now zoned residential to the East, West & North, however outside of Cootamundra Rd to the South is rural zoned lands.

The subject land sizes are as follows;

Lot 7012	1.554 ha
Lot 799	0.4058ha
Lot 800	0.4058ha
Lot 801	0.4058ha
Lot 7311	0.2085ha
Unformed Road (adj only)	0.5212ha
Total	3.5011ha

The land holding comprises frontages to Cootamundra Rd, Aurora Street and Gardner Street, and presently has a stormwater collection dam and sheds on the land with the present stormwater management structure in the southern corner of the holding.

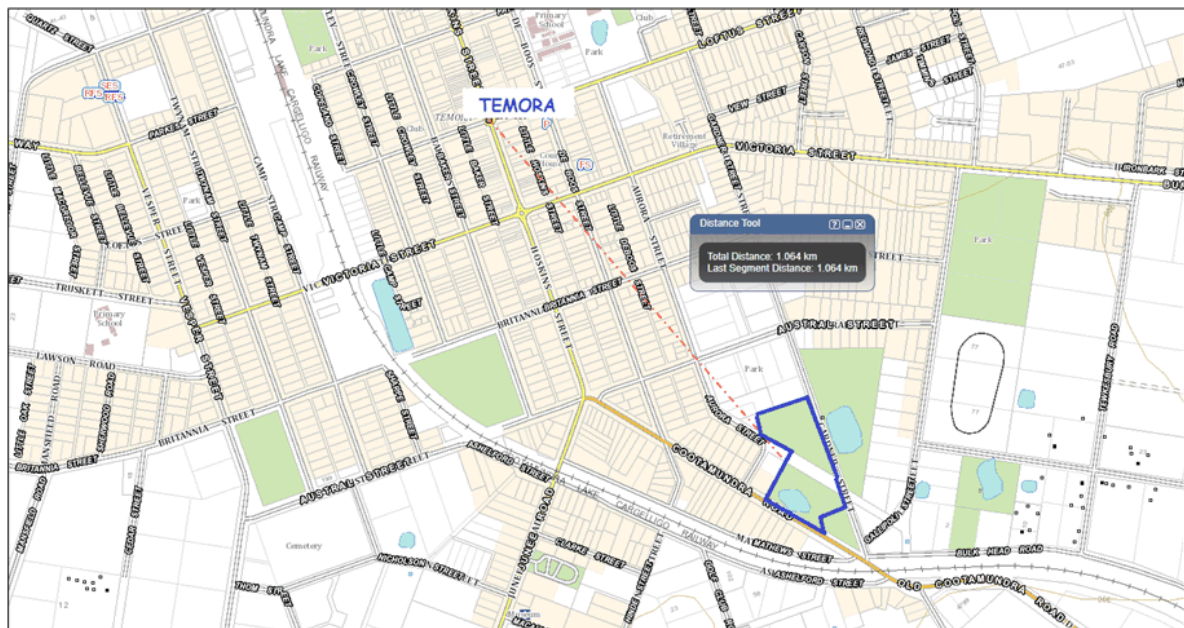


Fig # 1 – Locality Map



Fig # 2 – Subject Land



Photo – View across the land from Gardner Street



Photo – View across Subject Lots to southwest – Cootamundra Rd

The subject land appears to have had various uses and designations over its time and research off the adjacent Crown Plan (with notations barely legible) reveal various uses. These include a Temporary Common around the allotments where the two adjacent dams are located (7012 & 7011 across Gardner St), whilst the dam on the subject property consuming most of Lots 799 – 801 appears to have been registered as a Reserve for water supply (R53432) in 1919 and the original dam is shown on the Crown Plan in the appendices. Lots 799 and 800 had huts on them at the time of the Crown Plan creation circa 1892 and were listed then as improvements on the land.

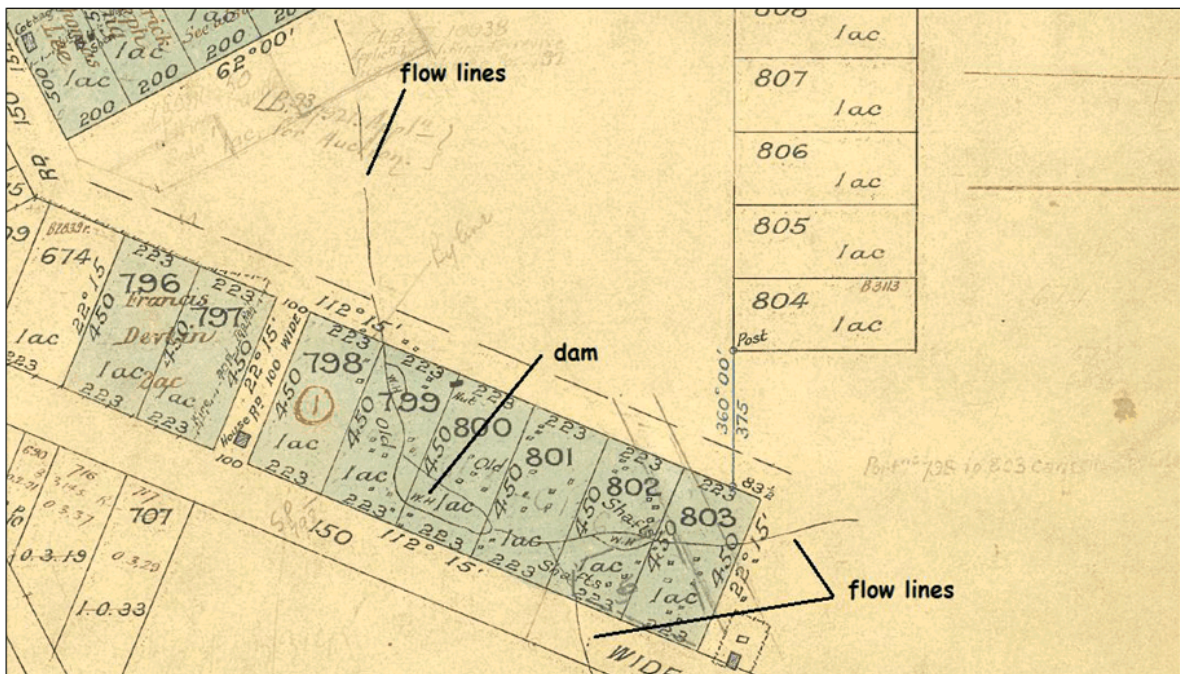


Fig # 3 – Extract of 1892 Crown Plan reprinted circa 1946 with annotations

It is understood that Council has had care and control of the subject lands more or less since declaration of reservations, for the purposes of collection of waters and reservation for Common for use by town and travelling folk for resting stock or recreation purposes, since land was surveyed in this area. Advice has been received that the current proposal would be able to be authorised by the Council on the Crown's behalf due to the exclusive use and control over the lands. This is for the applicant Council to satisfy themselves on.

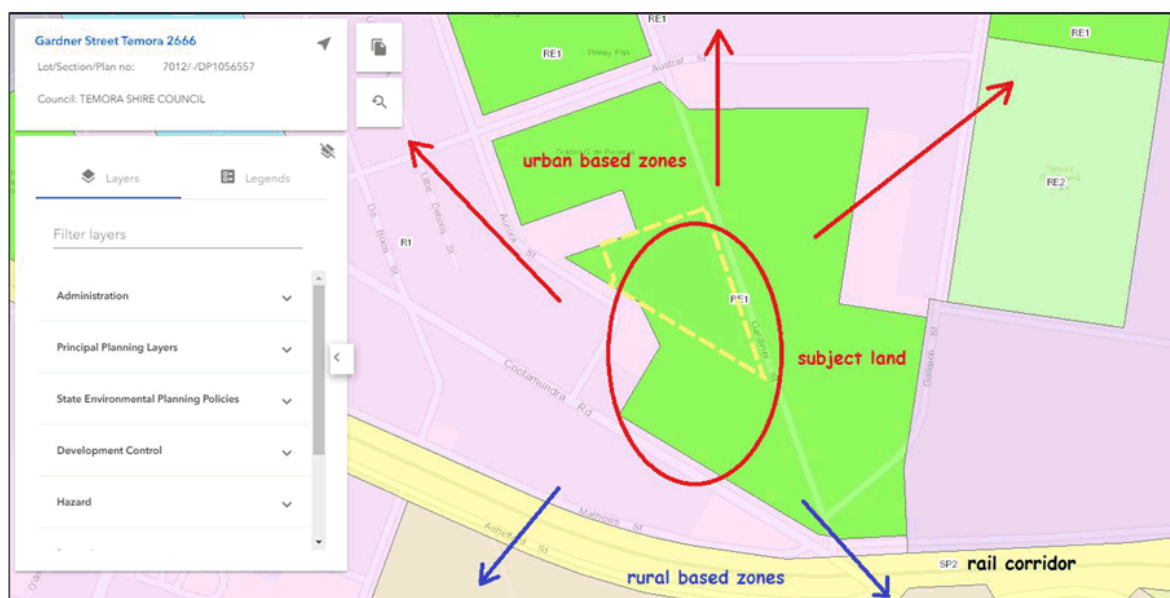
The site is not encumbered by any known easements, covenants or utility based restrictions. Excepting the obvious smaller stormwater collection dam and release weir/pump (being retained), the land is summarily vacant and occasionally used as a gravel/soil stockpile dump.

Present Access

The site is currently served by legal and practical access from all roads surrounding the land. The access has no direct bearing on this stormwater management structure, yet the structure may from time to time need service or maintenance, and this is readily available.

The Site Context

The site is within mostly residential style properties as it is on the fringe of the Residential 2(V) Village zoned Town lands of the former Environmental Planning Instrument and also at the fringe of the Rural Residential 1(C) and 1(A) lands of the same EPI. The railway line south of the subject lands appeared to form a physical zoning boundary for the Town at that time.



Fig# 4 – Zone based context of subject lands

It is known that in 2016-2017 Utility Servicing strategies were being prepared by staff to permit this land a stronger potential for utilisation to serve both stormwater and flood mitigation measures, as well as the capture and harvest of storm waters from the Town to better service lands subject to the Recreational Strategy. The capture of waters and discharge to practical uses has multiple benefits including reduction of bottle necking in the flood and stormwater sphere, and findings waters that are tough to source to service and build redundancy into recreational planning.

B. The Proposed Development

The structure proposed is defined as a stormwater management structure for the purposes of ISEPP. The existing structure on Cootamundra Rd with a surface area of approximately 3,100 square metres (0.31 ha) is an older silted stormwater collection dam with a probable central depth of approximately 3.2m maximum and would hold 3.8 ML if at capacity. The below diagram represents the newer structure which has a total area of 13,300 sq.m approximately at a proposed depth average of 3.7m excepting the deeper discharge area, and would have a capacity from calculation and design modelling of almost 38.3ML consuming the former dams area and volume. This has been calculated from the survey design, area measurements and established dam calculations provided by Council’s Engineering Design/Projects Team;

Existing Dam

Area	=	3,100 sq.m (circular/oval)
Depth	=	approx. 3.2m
Volume	=	By survey and digital modelling = 3.8 ML

Proposed Dam

Area	=	13,300 sq.m
Depth	=	approx. 3.7m
Volume	=	By survey and digital modelling = 38.3 ML (assumes area of existing)

Nett Change

On the assumption that the new will overlap the old (I note that the existing weir and delivery/pump/overflow are to remain) then the nett increase in Dam size will be;

Nett Area Change	13,300 sq.m – 3,100 sq.m	=	10,200 sq.m
Nett Volume change	38.3ML – 3.8ML	=	34.5 ML

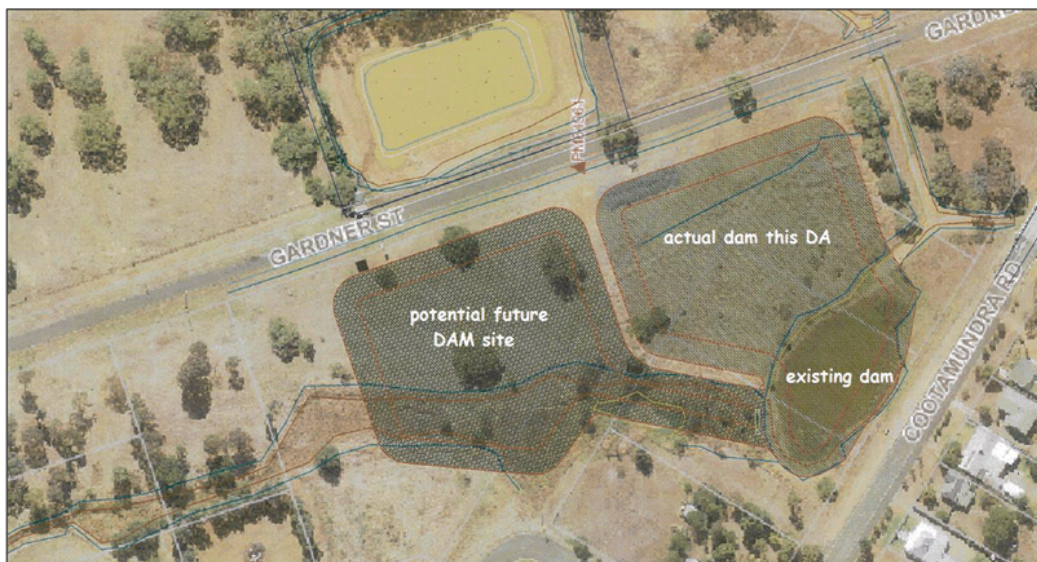


Fig # 5 – Supplied site image of Dam proposal/s.

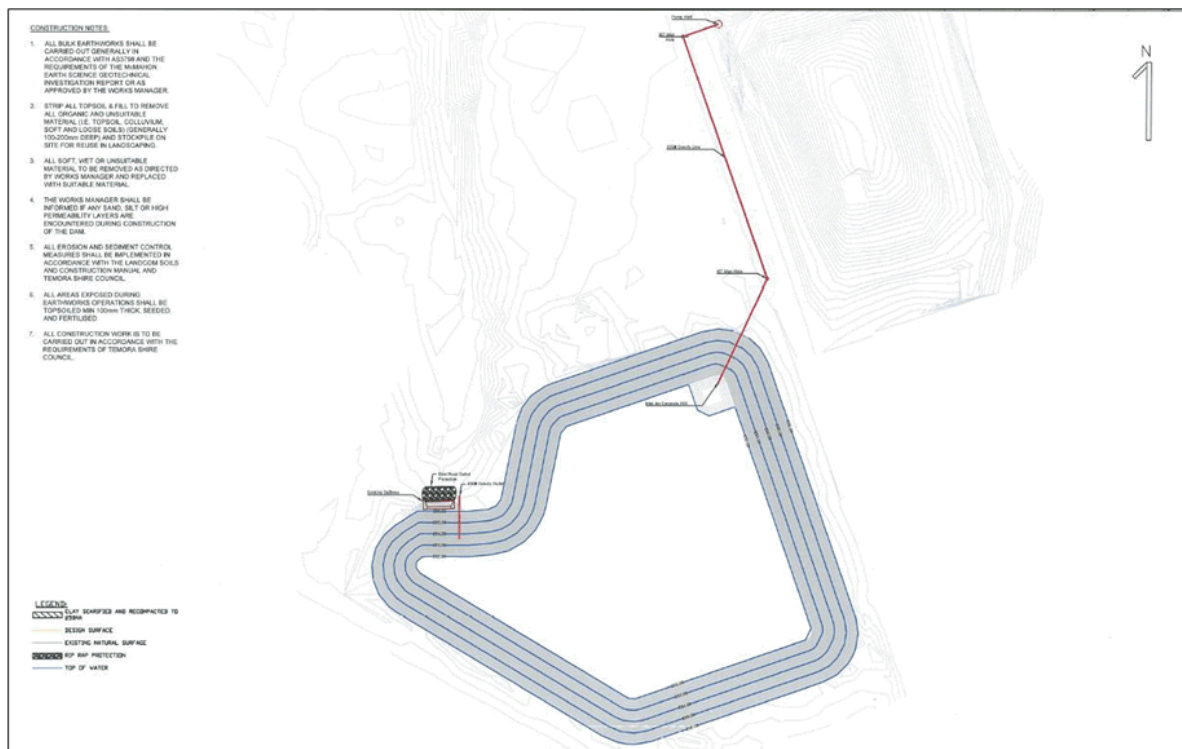


Fig # 6 – Design Plan extract of Dam proposal.

It is the understanding of the author that the dam will integrate between existing flow lines caught by smaller dams adjoining and on the current property, acting purely as intermediary storage. This storage will be constantly evacuated to other dams (such as at the Golf Club which is outside of the micro-catchment the dams feed). On a period of continual wet weather, or dam pump and feed failure, it is merely a detention point for flow to continue down its own sub catchment.

The design does not incorporate large levy style walls that would have the potential to flood locally upon failure, it is merely an inline storage and capture point in the current drainage system, that allows re-routing and distribution of the waters caught. If anything, the structure holds, detains and then lightens the load on the sub-catchment it sits within. From this perspective it is a positive influence on drainage loads in the catchment it draws from and would normally discharge to.

A comprehensive Geotechnical evaluation is included in the appendices to this report which demonstrates that the soils on-site (stockpiles) and also the soils to be removed bear no contaminants and qualify as ENM & VENM appropriately. (Excavated Natural Material & Virgin Excavated Natural Material). As well it finds the subgrade and quality of the locality to be reasonable to establish this proposed structure. The groundwater below the site is described as “fractured or fissured extensive aquifers of low to moderate productivity). Accordingly capture by dam, will not lead to significant positive or negative harm to the groundwater table at this or surrounding locations.

The dam lining will be locally sourced and extracted clay on site that will be ripped and re-compacted to 250mm in thickness in order to retain the waters captured. The existing spillway, release and supply pump infrastructure will be retained at the location it presently is on-site when the new works are augmented to the existing.



**Image looking over existing stormwater structure and toward SW
Note – the natural flow line from bottom right of photo and release to left.**



Image looking south over existing stormwater structure and lands for proposed dam



Existing dam 1 off site on opposite side of Gardner Street



Existing dam 2 on site and adjacent lands plus dam 1 on opposite side of Gardner Street



Existing dam 2 and downstream release to drainage lines releasing through railway lands



Dam 2 release and other catchment flow lines below proposed structure currently

SEE for Expansion – Stormwater Management Structure

pg. 11

Cootamundra Rd & Gardner St, Temora

C. Compliance with Planning Controls

As will be demonstrated below, it is believed that the Structure as proposed, and for the reasons to be cited and used, is development not requiring Consent. Council has been quite clear that it wishes this to be considered and assessed as a DA for probity reasons. Accordingly, the areas of assessment and consideration are put forward as it would be for any other DA, however it is a Part 5 Review of Environmental Factors, not a part 4 Development Assessment. Guidance is offered where appropriate referrals and interactions would normally be required, in order that due process is followed.

As Development permitted without consent, this does not mean it is exempt development. It does mean that at the very least, the Council must prepare a Review of Environmental Factors toward Part 5 of the Act that permits the development with appropriate assessment.

EP & A Act & Regulation

In accordance with Part 5 of the Act, this activity would appear clear that it has only one determining authority, that being Council. As such no Ministerial Order or clarification is required and the determining authority is clear to review and decide on the activity, even if its larger Corporation is the undertaking arm of the activity. Sections 5.5 and 5.6 of the Act discuss the factors for review.

Under the Regulations, Schedule 3 - Designated Development for an **artificial waterbody** needs to be assessed against the following criteria;

Schedule 3 - Part 1		
4 Artificial waterbodies		
(1) Artificial waterbodies—		
(a) that have a maximum aggregate surface area of water of more than 0.5 hectares located—		
(i) in or within 40 metres of a natural waterbody, wetland or an environmentally sensitive area, or		n/a - none nearby
(ii) in an area of high watertable or acid sulphate, sodic or saline soils, or		n/a - not LEP mapped
(b) that have a maximum aggregate surface area of water of more than 20 hectares or a storage capacity of more than 800 megalitres, or		<20ha & <800ML
(c) from which more than 30,000 cubic metres per year of material is to be removed.		if maintained then not to be exceeded for weed/silt etc
(1A) Artificial waterbodies located on relevant irrigation land—		
(a) that have a storage capacity of 100 megalitres or more and are in an environmentally sensitive area, or		n/a not irrigation land
(b) that have a storage capacity of 800 megalitres or more.		n/a not irrigation land
(2) This clause does not apply to artificial waterbodies located on land to which State Environmental Planning Policy (Penrith Lakes Scheme) 1989 applies.		n/a not Penrith
(3) Subclause (1) does not apply to artificial waterbodies located on relevant irrigation land.		n/a

So the development is not Designated

Having regard to Integrated Development and the sourcing of License/Approvals from other bodies, the following needs to be noted;

Integrated Development Tests		
Will the Development affect or:		
	Fisheries Management Act, 1994. Aquaculture permit; dredging or reclamation work;	Not applicable
	damage or destroy marine vegetation; work or activities in a bay, inlet, river or creek;	Not applicable - man made channels
	Heritage Act, 1977. Works on an item on the State Heritage Register	No heritage evident or listed on premises
	Mining Act, 1992. Grant of a mining lease.	Not sought
	National Parks and Wildlife Act, 1974. Aboriginal Heritage Impact Permit.	AHIMS search attached - no items noted
	Protection of the Environment Operations Act, 1997. EPA licensed activities	Checked - not a Licensed Activity
	Roads Act 1993. Works in a public road.	No impact on roads
	Rural Fires Act, 1997. Subdivision of mapped bushfire prone land.	No impact on Fires and not Bushfire affected lands
	Water Management Act, 2000. Water use or water management work.	Meets Council's Stormwater & Flood Management Plans. Not in a mapped stream of any order.

The Council should at the very least do an internal referral to verify the above having regards to the Stormwater Management Plan and the Flood Plan to attest to this being programmed work or work which will improve outcomes and without risk.

State Environmental Planning Policies

Division 20 Sections 110 – 112 of SEPP Infrastructure 2007, does permit this structure, **without consent**. In particular this exemption is as quoted below and highlighted.

Division 20 Stormwater management systems

110 Definition In this Division—

stormwater management system means—

(a) works for the collection, detention, harvesting, distribution or discharge of stormwater (such as channels, aqueducts, pipes, drainage works, embankments, detention basins and pumping stations), and

(b) stormwater quality control systems (such as waste entrapment facilities, artificial wetlands, sediment ponds and riparian management), and

(c) stormwater reuse schemes.

111 Development permitted without consent

(1) Development for the purpose of stormwater management systems may be carried out by or on behalf of a public authority **without consent on any land**

- (2) A reference in this clause to development for the purpose of stormwater management systems includes a reference to development for any of the following purposes if the development is in connection with a stormwater management system—

- (a) construction works,
- (b) routine maintenance works, including maintenance dredging to remove sediment build-up in a stormwater canal or at exit points into natural waterways that affects the efficiency of the stormwater management system,
- (c) environmental management works,
- (d) buildings, including buildings containing amenities for staff, that have a height of not more than 12m above ground level (existing).

Note.

The term **building** is defined in the *Environmental Planning and Assessment Act 1979* as including any structure.

In the above regard, permissibility of the structure is unquestioned, as highlighted.

As the SEPP sits above the LEP in the legislative hierarchy, the LEP's permissibility is not relevant yet is discussed below.

Temora Local Environmental Plan 2010

The primary local environmental planning instrument over this land is Temora Local Environmental Plan 2010. A planning portal report has been extracted from NSW Planning and this is attached in the appendices. The land is **zoned RE1 – 'Recreation Public'**

The objectives of this zone and this proposal's consistency with these is stated.

RE1 Land Use Table Objectives Analysis		
1	<ul style="list-style-type: none"> • To enable land to be used for public open space or recreational purposes. 	NOT INCONSISTENT – protects the land adjacent present housing as open space
2	<ul style="list-style-type: none"> • To provide a range of recreational settings and activities and compatible land uses. 	NOT INCONSISTENT – meets infrastructure needs allowing open space
3	<ul style="list-style-type: none"> • To protect and enhance the natural environment for recreational purposes. 	NOT INCONSISTENT – whilst the zone

Is development permissible within the zone? :

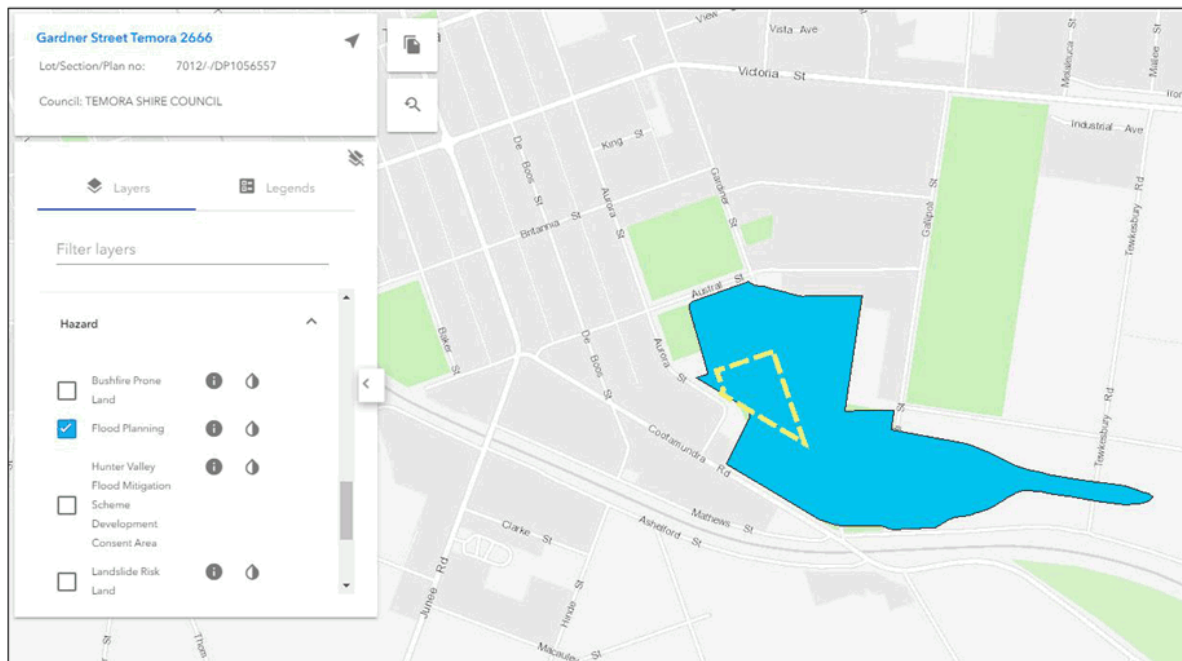
No (Innominate exclusion for Dams, Water Management Structures or the like, so prohibited)

Note: refer to the ISEPP 2007 being the higher Environmental Planning Instrument, which allows this development, discussed more fully above..

The Compliance Table below provides a summary of the other relevant standards and these are addressed relevant to the broadness of possible usability anticipated.

Compliance Table for TLEP 2010			
Clause	Requirement	OK ?	Explain (if necessary)
2.5 Additional permitted uses for particular land	If your proposed use is not permissible within the zone (and the Land Use Table) you should refer to Schedule 1 which includes some additional permitted uses for particular land.	n/a	Not land identified in Sched 1 of LEP
2.8 Temporary use of land	The temporary use of land is permitted within any zone for a maximum period of 52 days within a 12 month period. The proposed temporary use must not: <ul style="list-style-type: none"> - have a negative impact on adjoining land or the neighbourhood; - have a negative impact on environmental features of the land, or increase the risk of natural hazards; and - after the temporary use period the land shall be returned to the condition in which it was before the temporary use. 	n/a	Not anticipated as a temporary use DA
4.1 Subdivision	If you are proposing to subdivide, does the proposed lot size comply with the <i>Lot Size Map</i> ?	n/a	Land is not anticipated to be subdivided or strata/community titled at this development application
4.6 Exceptions to Standard	If your proposal varies from the standards contained within the YLEP (or within this compliance table) you should include a written request explaining the reason for the non-compliance. Refer to Clause 4.6 in the YLEP 2010 for details.	no	No exceptions to LEP standards being sought
5.3 Development Near zone boundaries	Impacts or permissibility adjacent present zone and neighbouring zone	n/a	This land is within the R1 zone and not adjacent a zone boundary.
5.4 Controls Relating to Miscellaneous Permissible Uses	Other various uses with further limits & controls	noted	None apply to this proposal
5.9 Preservation of Trees	If your proposal includes the removal of any trees you must check to ensure the species is not designated within the DCP. (<i>no DCP applies to this LEP</i>)	Noted	No trees to be, or were, removed
5.10 Heritage Conservation	Is any part of your property an item of heritage or within a conservation area? Refer <i>Heritage Map</i> If so what changes are proposed to the heritage item / or the area within the conservation zone?	OK	Item or locality not identified – no adjacent listed items
6.4 Sensitive Land Areas	This clause relates to sensitive land which may be steep, subject to erosion or salinity or other degradation. If the land is located within a "sensitive land area" as shown on the <i>Natural Resources Sensitivity Land Map</i> the proposal should include measures to protect and minimise the impacts of building on the land.	YES	Location of subject development not covered by an affectation on the LEP Mapping in this regard – further to rear of property mapped and only those areas adjacent a creekline mapped wrongly only – see map below table.
6.3 Water	If your land is located within a Riparian Corridor" or an area of "Groundwater Vulnerability" on the <i>Natural Resources Sensitivity Water Map</i> your proposal should include measures to protect and minimise the impacts of building on the groundwater or water body.	OK	Not covered by an affectation on the LEP Mapping in this regard

Compliance Table for TLEP 2010			
Clause	Requirement	OK ?	Explain (if necessary)
6.2 Biodiversity	If your land is located within an Areas of High Biodiversity” on the <i>Natural Resources Sensitivity Biodiversity Map</i> your proposal should include measures to protect and minimise the impacts of building on the native fauna and flora.	OK	Location of subject development not covered by an affectation on the LEP Mapping in this regard – further to rear of subject property mapped only – see map below table.
6.6 Salinity	If your land is located within an Areas of High Salinity” on the <i>Salinity Map</i> your proposal should include measures to protect and minimise the impacts of building on saline soils	OK	Not covered by an affectation on the LEP Mapping in this regard
6.7 Highly Erodible Soils	If your land is located within an Areas of High Erodible Soils” on the <i>Erodible Soils Map</i> your proposal should include measures to protect and minimise the impacts of building on erodible soils	OK	Not covered by an affectation on the LEP Mapping in this regard
6.5 Flood Planning	Check with Council (or on your 149 certificate) to see if your land is at or below the “flood planning level”. If your land is flood prone then your proposal should show that it is compatible with the flood hazard, and should not increase risk to the environment, building, or life.	Within area	Works proposed serve to mitigate or improve stated activity – Referral to Council Engineering Section or comment on offset required
6.1 Earthworks	If your proposal is for earthworks (either excavation or land fill) you should seek consent if it will alter the level of the land by more than 600mm.	OK	Existing and as detailed on the plans, the works are complete, intact and in good compacted form



Flood Planning mapping – source Planning Portal

DEVELOPMENT CONTROL PLANS

Development does not fit categories listed for localised controls.

D. Assessment of Likely Impacts of Development

Construction Impacts

All work exists on site, only vegetation and maintenance is now required however has been hampered by ongoing drought. Trees to be removed identified below yet no TPO or DCP specific clauses exist so matter of assessment at DA.

Works to be construction fenced during building phase and secure fenced after.



Privacy

There is no anticipated loss of visual privacy to any residential neighbouring land use as a consequence of this development. There are several of these structures in the wider area and it would offer moreover a peaceful and serene amenity to neighbouring lands.

Overshadowing

The proposal will not result in any overshadowing to any residential, rural or neighbouring lands.

Economic and Social Impacts

There are expected to be positive social and economic impacts within the locality, as a direct result of collecting and mitigating storm and flood waters from this sub catchment.

Environmental Issues

- Water quality, drainage and water supply

The development has been located specifically to address stormwater catchment, collection and some retention principles. Disposal of stormwater off the Council’s Road Drainage is captured in a wide topped stormwater

management structure allowing harvesting for recreational outcomes, is positive. Flows if approaching full would ebb out and disperse across the established disbursement network already in place, however later and at much lower volumes than at present due to release to other non urbanised areas like the Golf Course..

The structure has been placed, planned and will be built specifically to avoid any flows at other private or public lands, well away from Creeklines, across pasture/paddock to allow filtering should lengthy flows occur, and most of all flatter and open to the sky and not deep, to avoid any other dangers.

Access and Traffic

The development neither generates nor affects traffic. It is a stormwater management structure.

Anecdotal History Item

An attached recollection from the Museum Curator (see Appendix) has noted a potential earlier burial on the site.

Should evidence of this occur, contact with the Council Dept that is keeper of the Cemetery and the Regional Dept Health should be made immediately upon discovery of remains. Works toward exhuming the remains, containing them and displacing these to a location in the monumental Cemetery should be arranged.

E. Summary & Recommendation

The development is commended to Council for consideration of the permission of the expansion, harvest and re-use of the stormwaters collected.

The structure was been designed and contemplated in light of Council’s Stormwater Management Plan and Flood Report, ably assisting outcomes of these studies by collection, retention (and detention) and harvesting toward another positive community use.

The structure is permissible under ISEPP 2007, avoiding local LEP interpretation. It is not placed to affect and Council LEP mapped matters. The activity is not designated, nor is it integrated.

It does not affect any other land holder as its operations are all internal of site or along established flow path lines.

The following activities need further investigation in the Part 5 DA process.

Recommended:

1. Referral to Council’s Engineers administering the Stormwater Management Plan and also the Flood Liable Land report, for assessment and validation of the claims of positive impact in this report.
2. A conversation with the NSW Office of Water to discuss if they wish any involvement or can offer positive conditioning or controls throughout the process.
3. Obtaining all appropriate sec 138 Roads Act approvals (unless otherwise exempt) for pumping and reticulating waters to the Golf Club.

It is noted that no approvals appear obvious for the receiving dam at the Golf Club, however operational procedures and warning cut off levels or flows may wish to be established from an effective operations view point and risk management.

The Development is commended for Council’s consideration.

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## APPENDIX LIST

|                |                                                     |
|----------------|-----------------------------------------------------|
| <b>APP # 1</b> | <b>NSW Planning Portal Report</b>                   |
| <b>APP # 2</b> | <b>Plans of the Stormwater Management Structure</b> |
| <b>APP # 3</b> | <b>Geotechnical Site Investigation</b>              |
| <b>APP 4</b>   | <b>Titles &amp; Deposited Plans</b>                 |
| <b>APP 5</b>   | <b>AHIMS &amp; Anecdotal Site History</b>           |

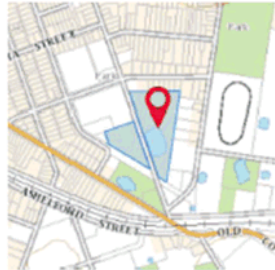
## APPENDIX 1

### NSW Planning Portal Report



## Property Report

GARDNER STREET TEMORA 2666



### Property Details

Address: GARDNER STREET TEMORA 2666  
 Lot/Section 7011/-/DP105655 7012/-/DP105655  
 /Plan No: 7 7  
 Council: TEMORA SHIRE COUNCIL

### Summary of planning controls

Planning controls held within the Planning Database are summarised below. The property may be affected by additional planning controls not outlined in this report. Please contact your council for more information.

|                              |                                                       |
|------------------------------|-------------------------------------------------------|
| Local Environmental Plans    | Temora Local Environmental Plan 2010 (pub. 11-6-2010) |
| Land Zoning                  | RE1 - Public Recreation: (pub. 11-6-2010)             |
| Height Of Building           | NA                                                    |
| Floor Space Ratio            | NA                                                    |
| Minimum Lot Size             | NA                                                    |
| Heritage                     | NA                                                    |
| Land Reservation Acquisition | NA                                                    |
| Foreshore Building Line      | NA                                                    |
| Flood Planning               | Flood Planning Area                                   |

### Detailed planning information

#### State Environmental Planning Policies which apply to this property

State Environmental Planning Policies can specify planning controls for certain areas and/or types of development. They can also identify the development assessment system that applies and the type of environmental assessment that is required.

This report provides general information only and does not replace a Section 10.7 Certificate (formerly Section 149)

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## Property Report

GARDNER STREET TEMORA 2666

- State Environmental Planning Policy (Affordable Rental Housing) 2009: Land Application (pub. 31-7-2009)
- State Environmental Planning Policy (Building Sustainability Index: BASIX) 2004: Land Application (pub. 25-6-2004)
- State Environmental Planning Policy (Concurrences) 2018: Land Application (pub. 21-12-2018)
- State Environmental Planning Policy (Educational Establishments and Child Care Facilities) 2017: Land Application (pub. 1-9-2017)
- State Environmental Planning Policy (Exempt and Complying Development Codes) 2008: Land Application (pub. 12-12-2008)
- State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004: Land Application (pub. 31-3-2004)
- State Environmental Planning Policy (Infrastructure) 2007: Land Application (pub. 21-12-2007)
- State Environmental Planning Policy (Mining, Petroleum Production and Extractive Industries) 2007: Land Application (pub. 16-2-2007)
- State Environmental Planning Policy (Miscellaneous Consent Provisions) 2007: Land Application (pub. 28-9-2007)
- State Environmental Planning Policy (Primary Production and Rural Development) 2019: Land Application (pub. 28-2-2019)
- State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017: Subject Land (pub. 25-8-2017)
- State Environmental Planning Policy No 1—Development Standards: Land Application (pub. 17-10-1980)
- State Environmental Planning Policy No 21—Caravan Parks: Land Application (pub. 24-4-1992)
- State Environmental Planning Policy No 33—Hazardous and Offensive Development: Land Application (pub. 13-3-1992)
- State Environmental Planning Policy No 36—Manufactured Home Estates: Land Application (pub. 16-7-1993)
- State Environmental Planning Policy No 50—Canal Estate Development: Land Application (pub. 10-11-1997)
- State Environmental Planning Policy No 55—Remediation of Land: Land Application (pub. 28-8-1998)
- State Environmental Planning Policy No 64—Advertising and Signage: Land Application (pub. 16-3-2001)
- State Environmental Planning Policy No 65—Design Quality of Residential Apartment Development: Land Application (pub. 26-7-2002)

This report provides general information only and does not replace a Section 10.7 Certificate (formerly Section 149)

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2 / 3



## Property Report

GARDNER STREET TEMORA 2666

### Other matters affecting the property

Information held in the Planning Database about other matters affecting the property appears below. The property may also be affected by additional planning controls not outlined in this report. Please speak to your council for more information

|                                     |                                                                                                                                                                                      |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Crown Land                          | Crown Land                                                                                                                                                                           |
| Land near Electrical Infrastructure | This property may be located near electrical infrastructure and could be subject to requirements listed under ISEPP Clause 45. Please contact Essential Energy for more information. |
| Local Aboriginal Land Council       | YOUNG                                                                                                                                                                                |

This report provides general information only and does not replace a Section 10.7 Certificate (formerly Section 149)

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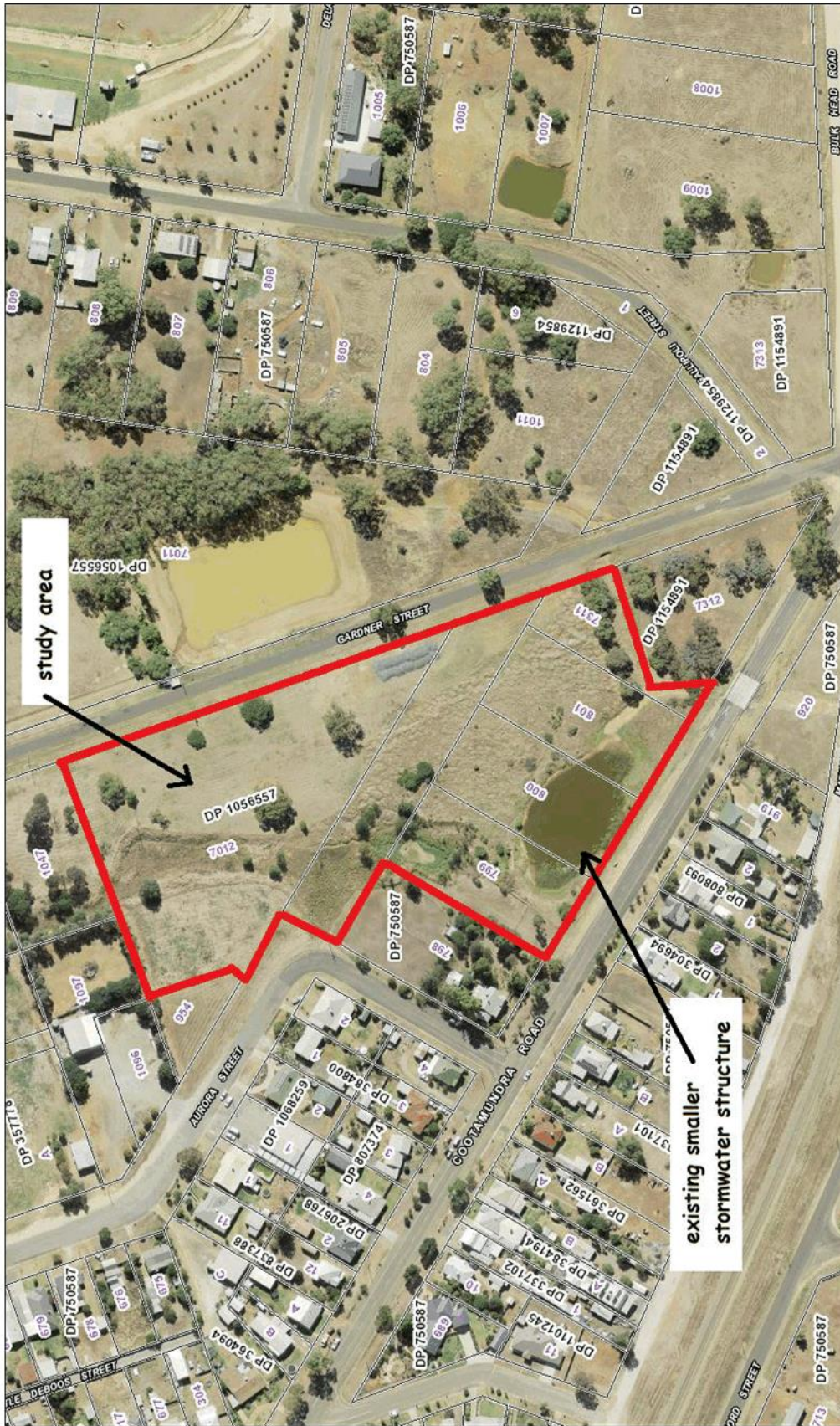
3 / 3



## APPENDIX 2

### PLANS OF STORMWATER MANAGEMENT STRUCTURE

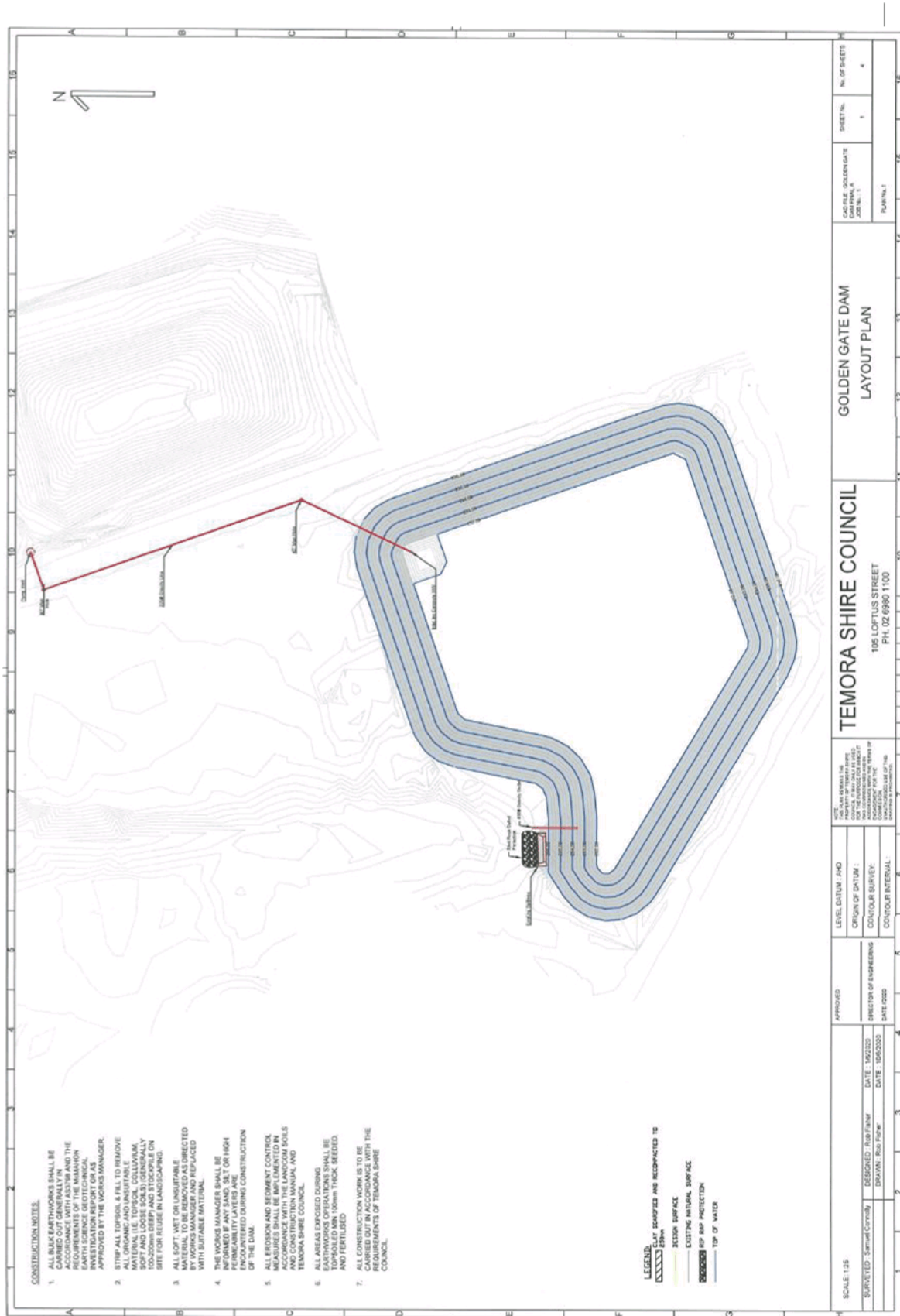








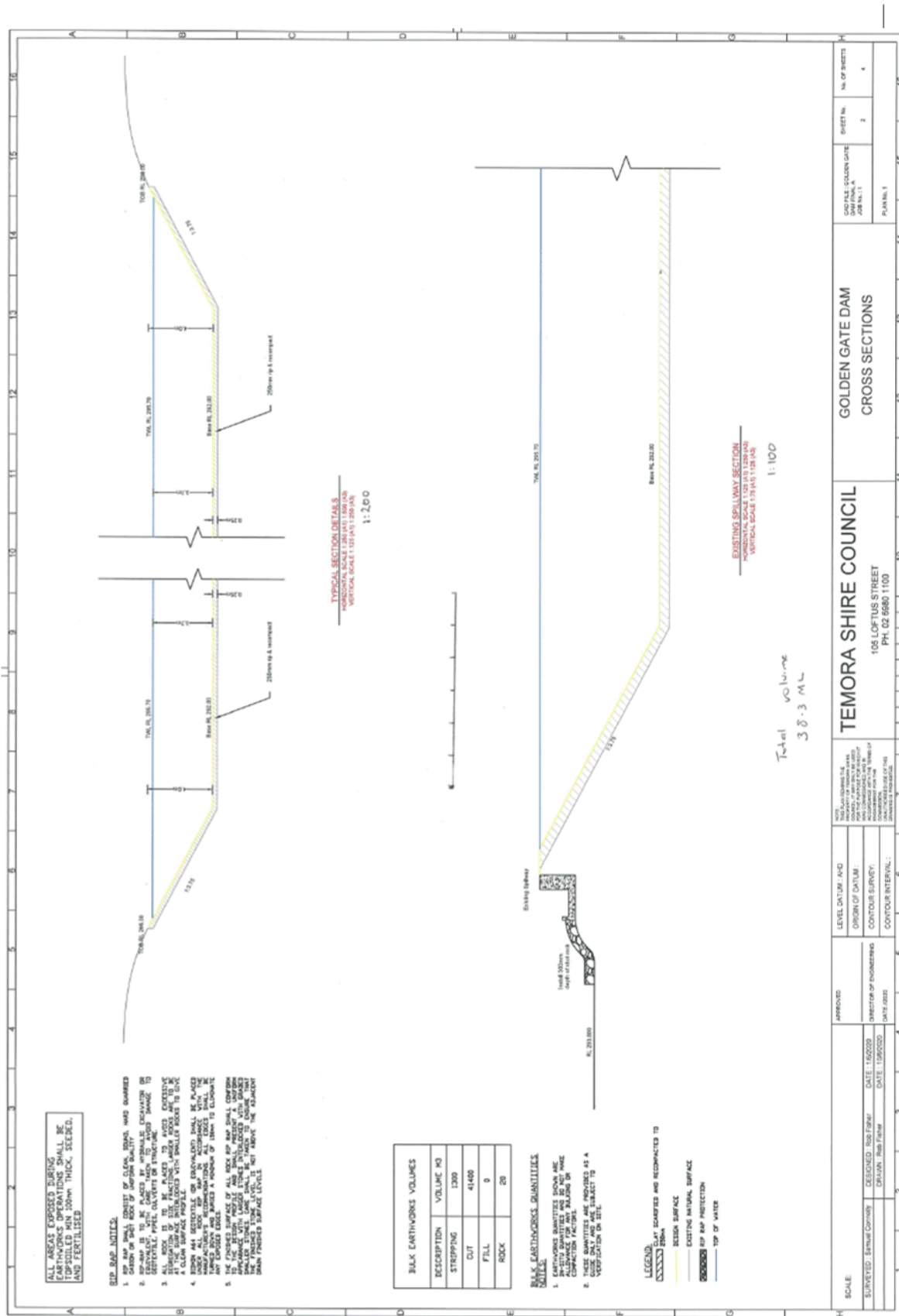




**CONSTRUCTION NOTES.**

1. ALL BULK EARTHWORKS SHALL BE CARRIED OUT GENERALLY IN ACCORDANCE WITH AEST78 AND THE EARTH SCIENCE GEOTECHNICAL INVESTIGATION REPORT OR AS APPROVED BY THE WORKS MANAGER.
2. STRIP ALL TOPSOIL & FILL TO REMOVE SOFT AND LOOSE SOILS (GENERALLY TOPSOIL COLLAPHAUM MATERIAL) TO A MINIMUM OF 100MM TO BE REUSED ON THE CONSTRUCTION SITE FOR REUSE IN LANDSCAPING.
3. ALL SOFT HAY OR INSUITABLE MATERIAL TO BE REMOVED AS DIRECTED BY WORKS MANAGER AND REPLACED WITH SUITABLE MATERIAL.
4. THE WORKS MANAGER SHALL BE RESPONSIBLE FOR ANY SPECIAL PERMITS BY STATES ARE ENCOUNTERED DURING CONSTRUCTION OF THE DAM.
5. ALL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE IMPLEMENTED IN ACCORDANCE WITH THE SOILS AND CONSTRUCTION MANUAL, AND TEMORA SHIRE COUNCIL.
6. ALL AREAS EXPOSED DURING EARTHWORKS OPERATIONS SHALL BE PROTECTED BY A 100MM THICK, SEEDED AND FERTILISED.
7. ALL CONSTRUCTION WORK IS TO BE CARRIED OUT IN ACCORDANCE WITH THE REQUIREMENTS OF TEMORA SHIRE COUNCIL.

**LEGEND**  
 [Symbol] EXISTING AND RECONSTRUCTED TO  
 [Symbol] EXISTING SURFACE  
 [Symbol] EXISTING NATURAL SURFACE  
 [Symbol] EXISTING 60P SAP PROTECTION  
 [Symbol] TOP OF WATER



**TEMORA SHIRE COUNCIL**  
 108 LOSTUS STREET  
 PH: 02 6680 1100

**GOLDEN GATE DAM CROSS SECTIONS**

NO. 108 LOSTUS STREET, TEMORA, NSW 2865  
 DRAWN BY: [Name]  
 CHECKED BY: [Name]  
 DATE: [Date]

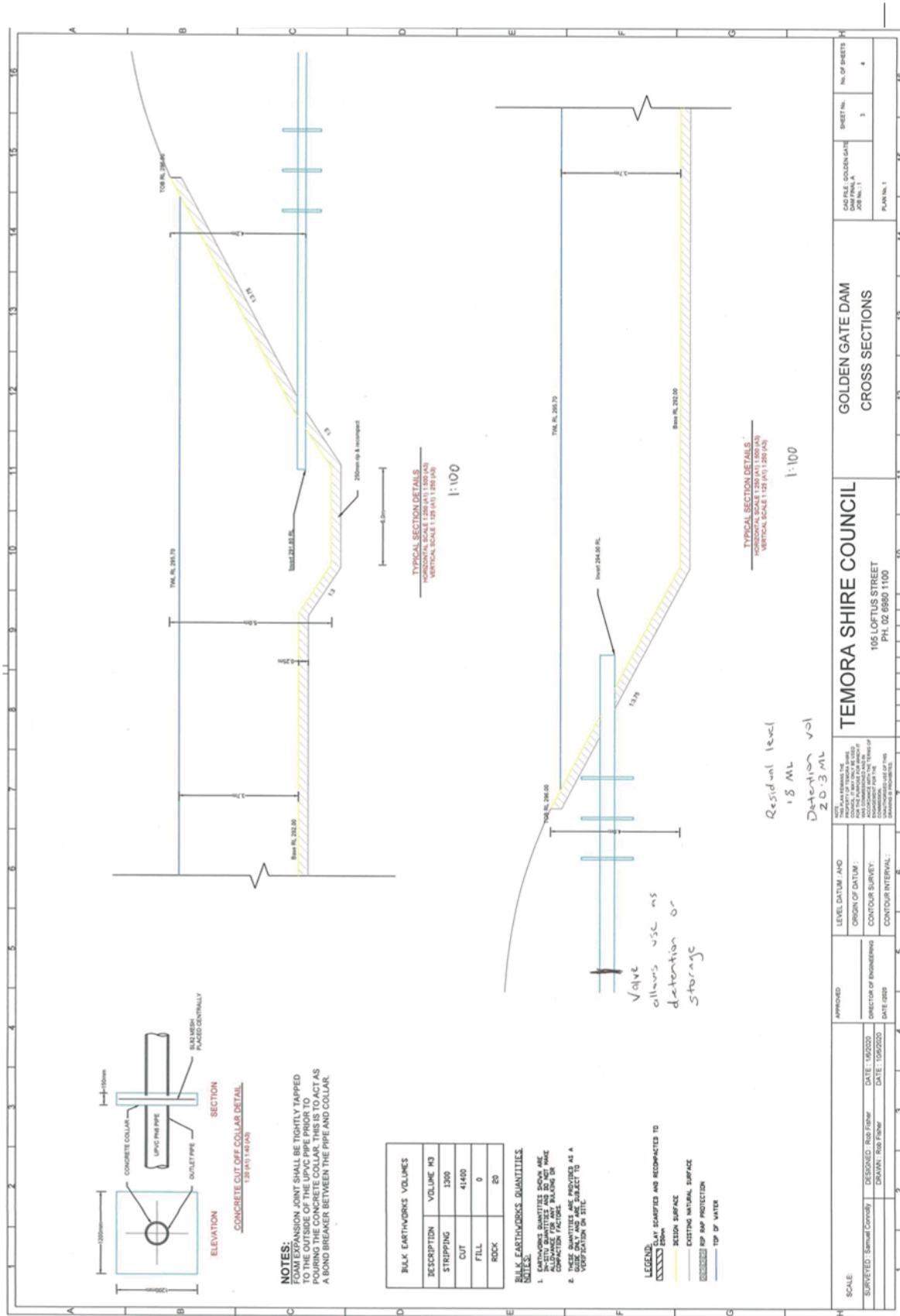
LEVEL DATUM: MVD  
 ORDER OF DATUM:  
 CONTOUR SURVEY:  
 CONTOUR INTERVAL: 0.5M

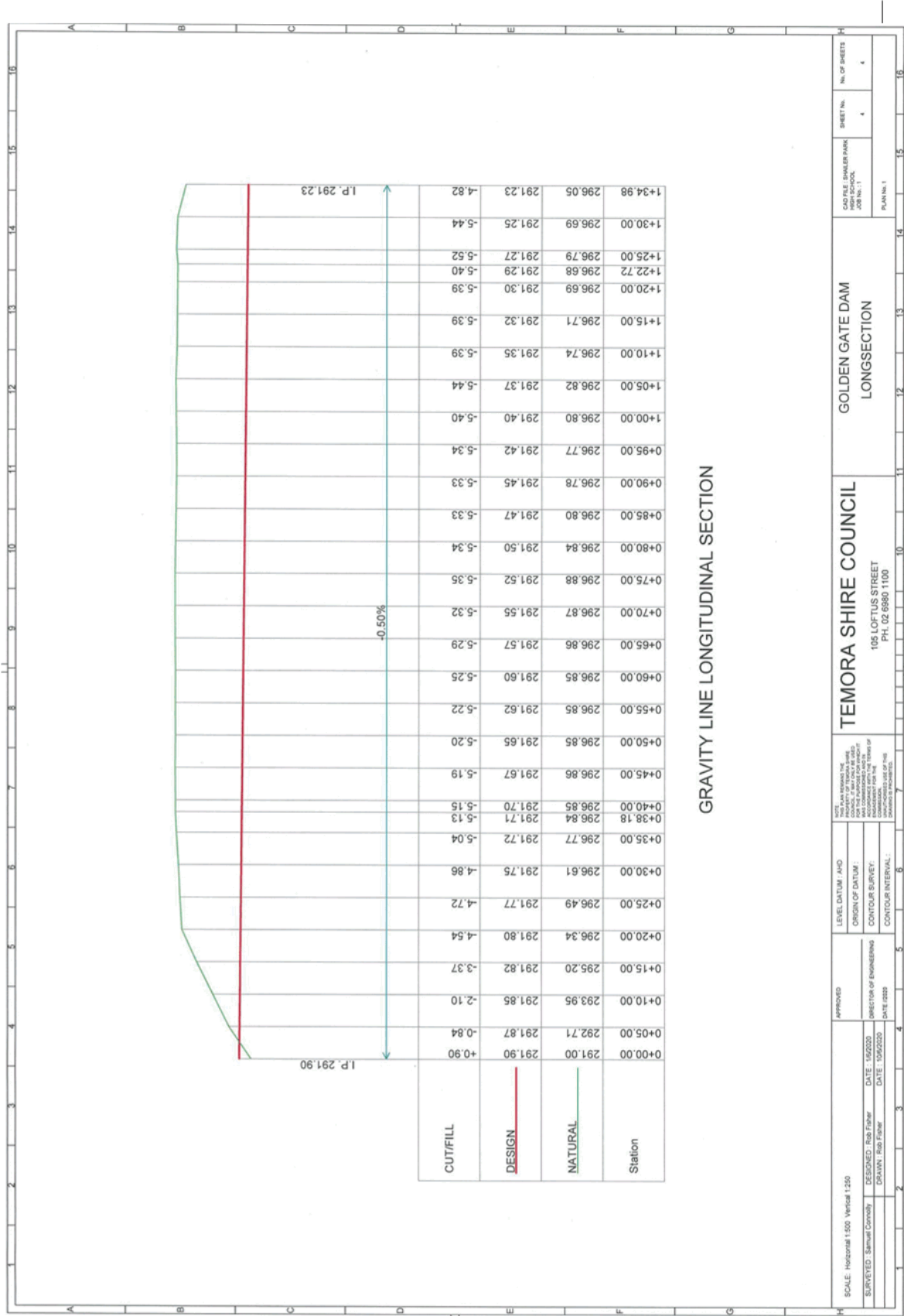
APPROVED: [Signature]  
 DIRECTOR OF ENGINEERING  
 DATE: [Date]

SCALE: [Scale]  
 SURVEYED: [Name]  
 DESIGNED: [Name]  
 DATE: [Date]  
 DRAWN: [Name]  
 DATE: [Date]

CAD FILE: GOLDEN GATE DAM PLAN.A  
 SHEET NO. 3  
 NO. OF SHEETS 4  
 PLAN No. 1







GRAVITY LINE LONGITUDINAL SECTION

SCALE: Horizontal 1:50 Vertical 1:20

DESIGNED: Rob Finzer DATE: 15/02/20  
 DRAWN: Rob Finzer DATE: 15/02/20

APPROVED: DIRECTOR OF ENGINEERING DATE: 08/08/20

LEVEL DATUM AND ORIGIN OF DATUM: CONTIGUOUS SURVEY  
 CONTOUR INTERVAL: 0.50M

THIS PLAN SHOWS THE GRAVITY LINE FOR THE PROPOSED ROADWAY AND IS TO BE USED IN CONJUNCTION WITH THE ROADWAY DESIGN AND CONSTRUCTION. THE GRAVITY LINE IS NOT TO BE USED FOR ANY OTHER PURPOSES.

108, LOTUS STREET  
 P.O. BOX 6895 TIOGA

TEMORA SHIRE COUNCIL

GOLDEN GATE DAM  
 LONGSECTION

CAD FILE SHARED FROM: 15/08/20  
 SHEET NO.: 4  
 IN. OF SHEETS: 4

PLAN No. 1

## APPENDIX 3

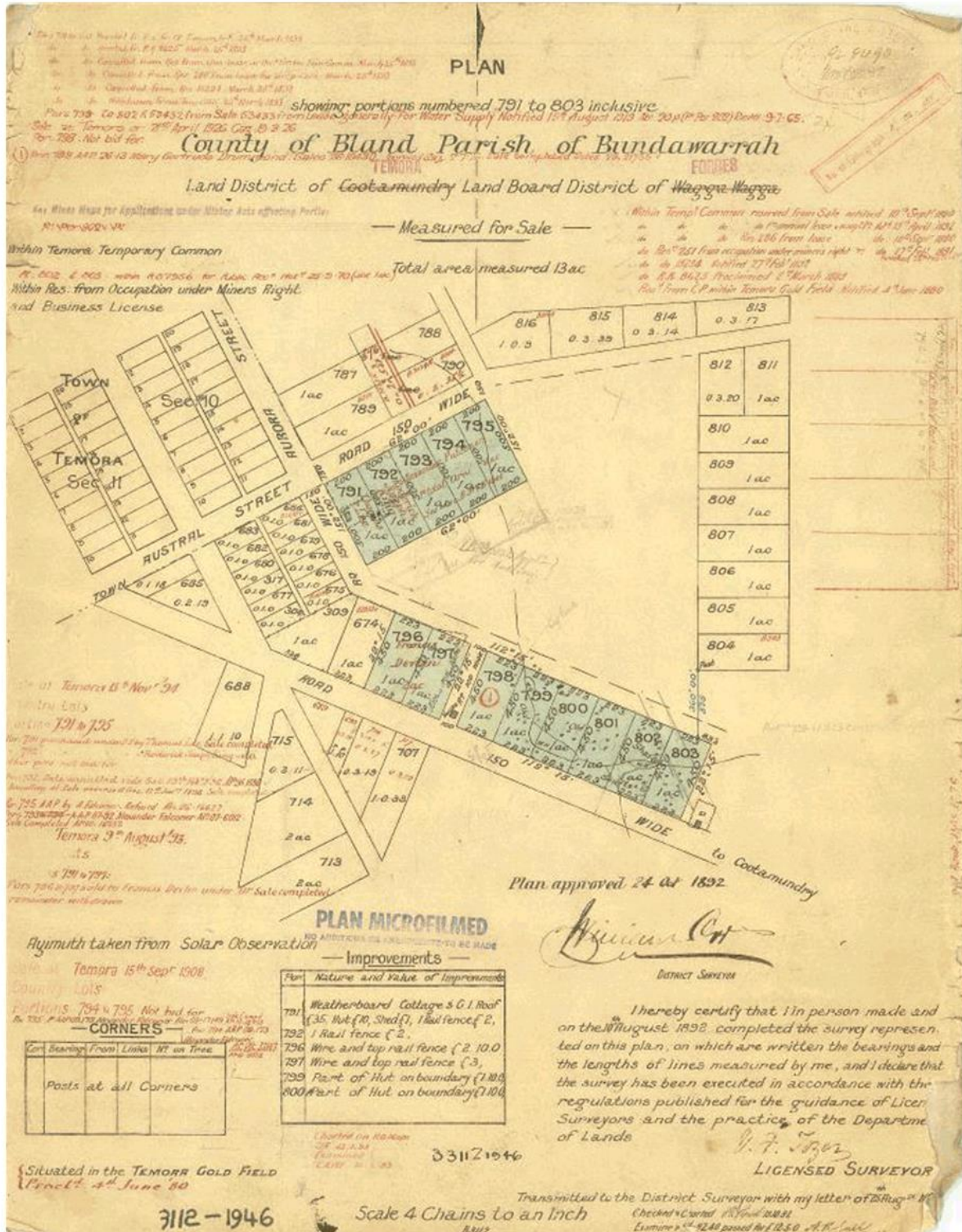
# GEOTECHNICAL INVESTIGATION REPORT

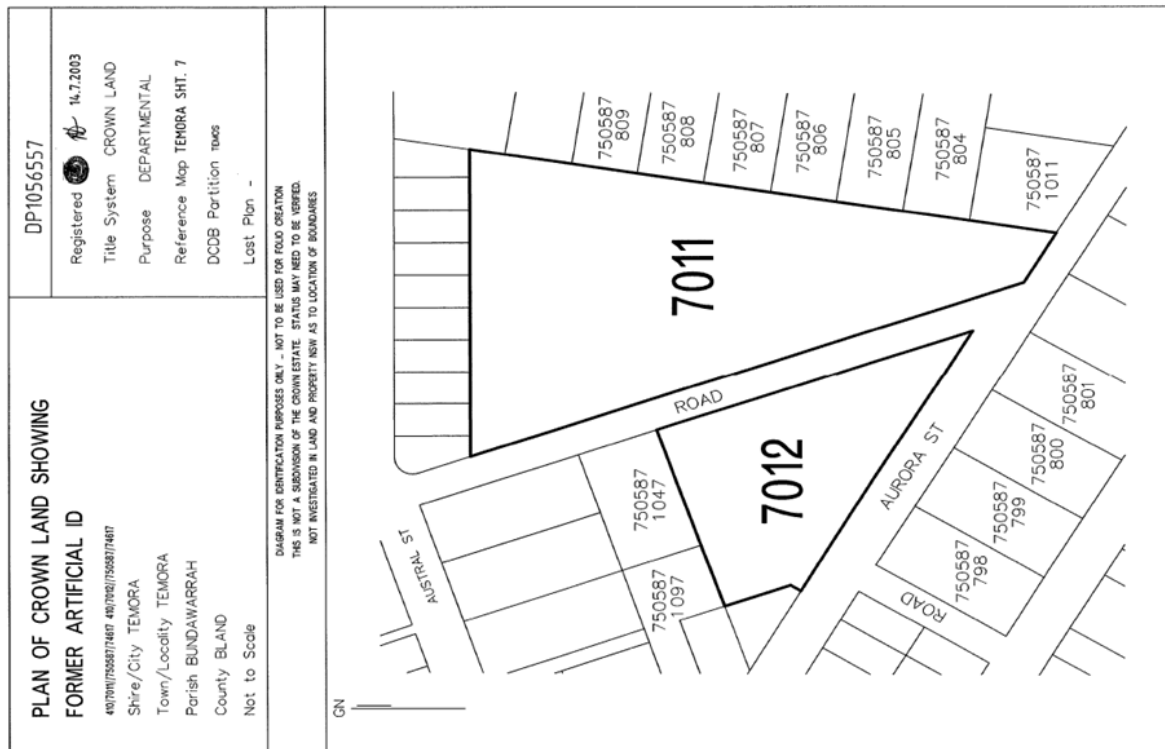
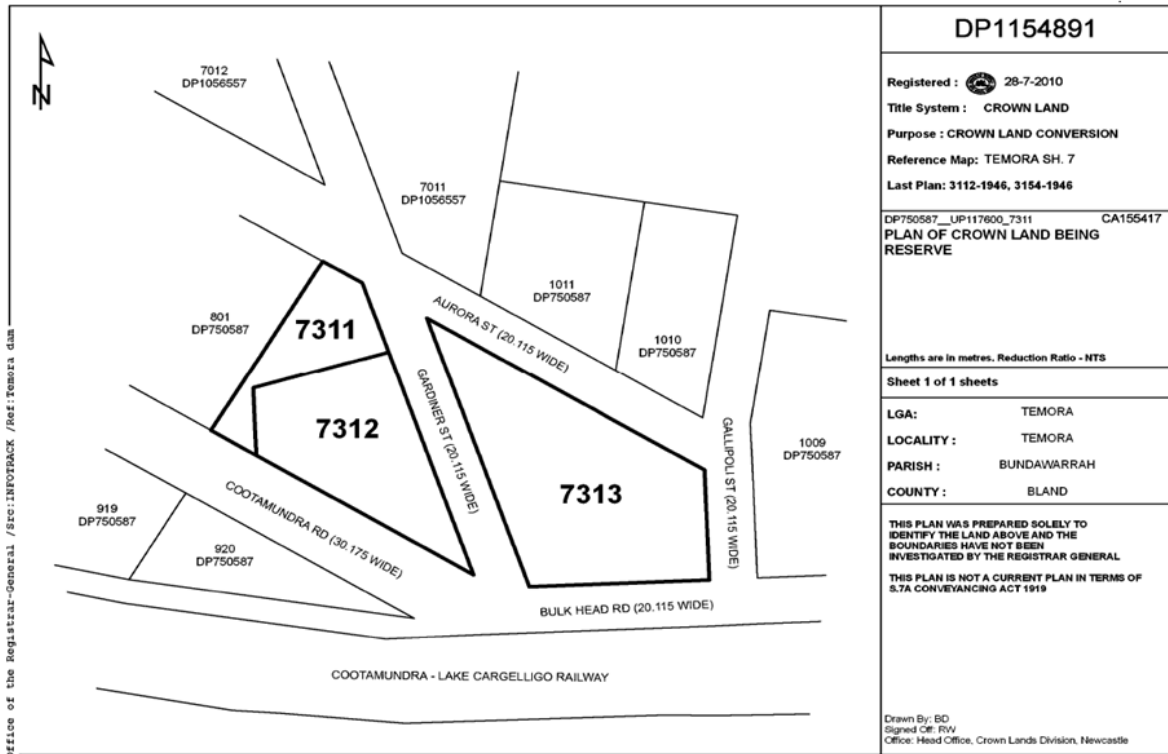
**See attached Report**

## APPENDIX 4

### TITLE SEARCH & DEPOSITED PLANS & 88B









LAND  
REGISTRY  
SERVICES

Title Search



NEW SOUTH WALES LAND REGISTRY SERVICES - TITLE SEARCH

FOLIO: 799/750587

-----

| SEARCH DATE | TIME     | EDITION NO | DATE |
|-------------|----------|------------|------|
| -----       | ----     | -----      | ---- |
| 6/7/2020    | 11:59 AM | -          | -    |

CERTIFICATE OF TITLE HAS NOT ISSUED

LAND

----

LOT 799 IN DEPOSITED PLAN 750587  
AT TEMORA  
LOCAL GOVERNMENT AREA TEMORA  
PARISH OF BUNDAWARRAH COUNTY OF BLAND  
(FORMERLY KNOWN AS PORTION 799)  
TITLE DIAGRAM CROWN PLAN 3112.1946

FIRST SCHEDULE

-----

THE STATE OF NEW SOUTH WALES (CA128745)

SECOND SCHEDULE (2 NOTIFICATIONS)

-----

- \* 1 THE LAND IS A RESERVE WITHIN THE MEANING OF PART 5 OF THE CROWN LANDS ACT 1989 AND THERE ARE RESTRICTIONS ON TRANSFER AND OTHER DEALINGS IN THE LAND UNDER THAT ACT, WHICH MAY REQUIRE CONSENT OF THE MINISTER.
- \* 2 LIMITED TITLE. LIMITATION PURSUANT TO SECTION 28T(4) OF THE REAL PROPERTY ACT, 1900. THE BOUNDARIES OF THE LAND COMPRISED HEREIN HAVE NOT BEEN INVESTIGATED BY THE REGISTRAR GENERAL.

NOTATIONS

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UNREGISTERED DEALINGS: NIL

\*\*\* END OF SEARCH \*\*\*

tsc - dam

PRINTED ON 6/7/2020

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Received: 06/07/2020 11:59:48



LAND  
REGISTRY  
SERVICES

Title Search



NEW SOUTH WALES LAND REGISTRY SERVICES - TITLE SEARCH

FOLIO: 7012/1056557

| SEARCH DATE | TIME     | EDITION NO | DATE |
|-------------|----------|------------|------|
| 6/7/2020    | 12:01 PM | -          | -    |

CERTIFICATE OF TITLE HAS NOT ISSUED

LAND

LOT 7012 IN DEPOSITED PLAN 1056557  
AT TEMORA  
LOCAL GOVERNMENT AREA TEMORA  
PARISH OF BUNDAWARRAH COUNTY OF BLAND  
TITLE DIAGRAM DP1056557

FIRST SCHEDULE

THE STATE OF NEW SOUTH WALES (CA122817)

SECOND SCHEDULE (3 NOTIFICATIONS)

- \* 1 THE LAND IS A RESERVE WITHIN THE MEANING OF PART 5 OF THE CROWN LANDS ACT 1989 AND THERE ARE RESTRICTIONS ON TRANSFER AND OTHER DEALINGS IN THE LAND UNDER THAT ACT, WHICH MAY REQUIRE CONSENT OF THE MINISTER.
- \* 2 LIMITED TITLE. LIMITATION PURSUANT TO SECTION 28T(4) OF THE REAL PROPERTY ACT, 1900. THE BOUNDARIES OF THE LAND COMPRISED HEREIN HAVE NOT BEEN INVESTIGATED BY THE REGISTRAR GENERAL.
- \* 3 THE PLAN DEFINING THE LAND IN THIS FOLIO WHICH WAS PREPARED FOR IDENTIFICATION PURPOSES IS NOW SUITABLE FOR TITLE ISSUE. IT IS NOT A CURRENT PLAN IN TERMS OF SECTION 7A OF THE CONVEYANCING ACT 1919.

NOTATIONS

UNREGISTERED DEALINGS: NIL

\*\*\* END OF SEARCH \*\*\*

tsc - dam

PRINTED ON 6/7/2020

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Received: 06/07/2020 12:02:46





LAND  
REGISTRY  
SERVICES

Title Search



NEW SOUTH WALES LAND REGISTRY SERVICES - TITLE SEARCH

FOLIO: 7311/1154891

| SEARCH DATE | TIME    | EDITION NO | DATE |
|-------------|---------|------------|------|
| 28/7/2020   | 7:52 AM | -          | -    |

CERTIFICATE OF TITLE HAS NOT ISSUED

LAND

LOT 7311 IN DEPOSITED PLAN 1154891  
AT TEMORA  
LOCAL GOVERNMENT AREA TEMORA  
PARISH OF BUNDAWARRAH COUNTY OF BLAND  
TITLE DIAGRAM DP1154891

FIRST SCHEDULE

THE STATE OF NEW SOUTH WALES (CA155417)

SECOND SCHEDULE (2 NOTIFICATIONS)

- \* 1 LIMITED TITLE. LIMITATION PURSUANT TO SECTION 28T(4) OF THE REAL PROPERTY ACT, 1900. THE BOUNDARIES OF THE LAND COMPRISED HEREIN HAVE NOT BEEN INVESTIGATED BY THE REGISTRAR GENERAL.
- \* 2 THE LAND IS A RESERVE WITHIN THE MEANING OF PART 5 OF THE CROWN LANDS ACT 1989 AND THERE ARE RESTRICTIONS ON TRANSFER AND OTHER DEALINGS IN THE LAND UNDER THAT ACT, WHICH MAY REQUIRE CONSENT OF THE MINISTER.

NOTATIONS

UNREGISTERED DEALINGS: NIL

\*\*\* END OF SEARCH \*\*\*

Temora dam

PRINTED ON 28/7/2020

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Received: 28/07/2020 07:52:02

## APPENDIX # 5

### AHIMS & Anecdotal Site History







**AHIMS Web Services (AWS)  
Search Result**

Purchase Order/Reference : Temora  
Client Service ID : 522999

Laura Sargent  
32 McNarry PL  
Young New South Wales 2594  
Attention: Laura Sargent  
Email: greenfield-tp@outlook.com

Date: 27 July 2020

Dear Sir or Madam:

AHIMS Web Service search for the following area at Lot: 800, DP:DP750587 with a Buffer of 1000 meters, conducted by Laura Sargent on 27 July 2020.

The context area of your search is shown in the map below. Please note that the map does not accurately display the exact boundaries of the search as defined in the paragraph above. The map is to be used for general reference purposes only.



A search of the Office of the Environment and Heritage AHIMS Web Services (Aboriginal Heritage Information Management System) has shown that:

|   |                                                                      |
|---|----------------------------------------------------------------------|
| 0 | Aboriginal sites are recorded in or near the above location.         |
| 0 | Aboriginal places have been declared in or near the above location.* |

Hi Kris,

As discussed at our site visit this afternoon.

Over the years I have taken an interest in any evidence of grave locations within Temora Shire, that lie outside the gazetted cemeteries.

It is my understanding from the late Bill Callaghan, that the first Temora burial ground was located on the eastern side of Gardner Street just to the northeast of the present Council effluent recycling dam. I have seen a reference in the Temora Municipal Council Minutes from 1910, suggesting that these interments were still in situ at that time.

It is my present understanding that this site would have been on the eastern edge of the early Upper Temora diggings but still within one of the mining leases.

Patrick Macnamara, who was killed when the mining drive in which he was working collapsed on him on 3<sup>rd</sup> August 1880, was mentioned in contemporary newspaper reports as the first person to die on the Temora Goldfield. Curiously, his death is registered at Young, whereas that of Edward Nestor, who was killed only a week later, was registered at Temora.

I have found no definitive contemporary description of the site of Patrick's particular interment.

A couple of years ago, Les Harmer, who grew up at his parent's dairy, across the Old Cootamundra Road from the Golden Gate Dam, took me to the area just north of the dam and explained that as a child, he remembered the presence of a gravesite there. He understood it was that of the first person killed on the Temora goldfield. While I have no reason to doubt, Les' recollection, I have no means of corroborating it or refining the location within the general locality.

Given the amount of mining activity that I understand subsequently went on in the immediate vicinity of the Golden Gate Dam, the site would seem inconvenient for a burial. Given, also, that


---

Edward Nestor's remains were recorded as being removed from their original burial site to the Temora Cemetery once it was established, it is, at least in my opinion, not beyond the realms of possibility that the remains of Patrick Macnamara were similarly treated.

For my part, every development of a site in Temora provides the community with the opportunity to better understand our heritage as a goldfield and the fact that developing the Golden Gate Dam precinct may reveal some lost history is, I believe, a good thing, provided that any important elements that might emerge are appropriately treated, as I'm sure, will be the case anyway.

Regards,

Bill

|                                                                                             |                                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  Loading | <b>Bill Speirs</b><br>Manager<br>Temora Rural Museum<br>p: 02 6980 1224<br>a: 29 Junee Rd, Temora, NSW 2666<br>w: <a href="http://www.temoraruralmuseum.com">www.temoraruralmuseum.com</a> e: <a href="mailto:bspeirs@temora.nsw.gov.au">bspeirs@temora.nsw.gov.au</a> |
|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**1. CR JUDD**

Enquired whether we can have a rural ratepayers information night later in the year.

Recycling Paper at Ariaiah Park – Advised that Temora Lions Club has withdrawn services from Ariaiah Park. Neville Schmetzer has been coordinating the service from Ariaiah Park with the Temora Lions collecting the paper once per month. If Council could write a letter of thanks to Neville Schmetzer and Temora Lions Club in appreciation of their services.

**COMMITTEE RESOLUTION 57/2020**

Moved: Cr Nigel Judd

Seconded: Cr Kenneth Smith

It was resolved that the Council writes letters of thanks to Neville Schmetzer and Temora Lions Club in appreciation of their services.

**CARRIED**

**2. ENGINEERING TECHNICAL MANAGER**

Advised that the Assets Workshops are deferred to October then December to wait for financial statements to be finalised.

**3. CR FIRMAN**

Enquired if a tour of grant projects at a future assets meeting could be arranged.

***Director of Environmental Services and Engineering Works Manager advised that September/October would be a good time for the tour.***

Minister Michael McCormack – Advised that at the recent meeting with the Minister the reinstatement of TAF Services, the unsuccessful grant application for the Temora Swimming Pool upgrade and the Ariaiah Park Community Radio licence status were mentioned to the Federal Member.

**4. TOWN PLANNER**

Advised that the Gloucester Park Play Equipment is scheduled for opening by Steph Cooke Member for Cootamundra on Wednesday 30 September 2020 at 10:00am.

**4 CONFIDENTIAL REPORTS****COMMITTEE RESOLUTION 58/2020**

Moved: Cr Claire McLaren

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 3:40PM:

**4.1 Bulk Head Road Compulsory Acquisition**

This matter is considered to be confidential under Section 10A(2) - dii 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 competitor of the council.

**4.2 Maintenance Agreement**

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

**4.3 Temora Airpark Consultation Plan**

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

**CARRIED**

**COMMITTEE RESOLUTION 59/2020**

Moved: Cr Rick Firman

Seconded: Cr Dale Wiencke

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

**CARRIED**

**5 CLOSE MEETING**

The Meeting closed at 4:11PM.

This is the minutes of the Assets & Operations Committee meeting held on Tuesday 11 August 2020.

.....

**GENERAL MANAGER**

.....

**CHAIRMAN**



**6.5 MINUTES OF THE ECONOMIC DEVELOPMENT AND VISITATIONS COMMITTEE MEETING HELD ON 11 AUGUST 2020**

**File Number:** REP20/900

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Minutes of the Economic Development and Visitations Committee Meeting held on 11 August 2020

**RECOMMENDATION**

It is recommended that the reports be received.

It is recommended that the reports and recommendations as presented be adopted.



**Date:** Tuesday, 11 August 2020  
**Time:** 4:29PM  
**Location:** 105 Loftus Street  
TEMORA NSW 2666

# **MINUTES**

## **Economic Development and Visitations Committee Meeting**

**11 August 2020**

**Order Of Business**

|          |                                      |           |
|----------|--------------------------------------|-----------|
| <b>1</b> | <b>Open Meeting .....</b>            | <b>3</b>  |
| <b>2</b> | <b>Apologies .....</b>               | <b>3</b>  |
| <b>3</b> | <b>Reports .....</b>                 | <b>4</b>  |
| 3.1      | DNSW Tourism Recovery Campaign ..... | 4         |
| 3.2      | Welcoming Cities.....                | 5         |
| 3.3      | Retail Trading Hours Survey .....    | 6         |
| 3.4      | Support for School Leavers .....     | 8         |
| 3.5      | Regional Activators Alliance .....   | 9         |
| <b>4</b> | <b>Confidential Reports.....</b>     | <b>20</b> |
| <b>5</b> | <b>Close Meeting .....</b>           | <b>21</b> |

**MINUTES OF TEMORA SHIRE COUNCIL  
ECONOMIC DEVELOPMENT AND VISITATIONS COMMITTEE MEETING  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON TUESDAY, 11 AUGUST 2020 AT 4:29PM**

**PRESENT:** Cr Rick Firman (Mayor), Cr Nigel Judd, Cr Claire McLaren, Cr Graham Sinclair (Deputy Mayor), Cr Dennis Sleigh, Cr Kenneth Smith, Cr Dale Wiencke (Observer)

**IN ATTENDANCE:** Craig Sinclair (Economic Development Manager), Elizabeth Smith (Director of Administration & Finance)

**1 OPEN MEETING**

4:29PM

**2 APOLOGIES**

**COMMITTEE RESOLUTION 9/2020**

Moved: Cr Graham Sinclair

Seconded: Cr Kenneth Smith

That apologies from General Manager Gary Lavelle be received and accepted.

**CARRIED**

**3 REPORTS**

**3.1 DNSW TOURISM RECOVERY CAMPAIGN**

**File Number:** REP20/863  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT**

In June 2020, Thrive Riverina called for expressions of interest from LGA members to take part in a joint-regional tourism recovery campaign. Led by Destination NSW, “Now’s the time to Love NSW” program is part of the State Government’s commitment to assist this hospitality industry recover from the impact of bushfires and COVID-19. Thrive Riverina needed to raise a minimum of \$70K to proceed with the campaign, and was asking Council’s and industry to contribute \$7K each.

The program replaces the Co-Operative Marketing Campaign that Council gave in principal support to participate in during 2019/20, at a contribution of \$10,000. This amount was rolled into the 2020/21 budget. As the EOI stage for the Now’s the Time to Love NSW campaign did not require confirmation of financial commitment, Council Officers agreed to proceed for Temora Shire.

DNSW has since reviewed Thrive’s submission and agreed to proceed to the next stage which is for the DNSW team to create a Media Project Plan which they will formulate using their contacts and insights. Thrive have stressed to the DNSW Media and Partnerships team that each contributing LGA wishes to see a good return on investment in terms of being profiled in the campaign and that there should not be any specific reference or focus throughout this campaign placed on regional centres, including Griffith and Wagga Wagga Councils, who chose not to take part.

The DNSW Media and Partnerships Team have indicated that they will provide a detailed Project Implementation Plan back to Thrive Riverina by the end of August, with contributing partners being updated in early September. Once Thrive Riverina (the participating Councils and industry partner) agrees on the proposal, the next step would be to sign an agreement with DNSW. It will be at this stage that Council’s will be request to confirm their financial commitment to the campaign.

**COMMITTEE RESOLUTION 10/2020**

Moved: Cr Dennis Sleigh  
Seconded: Cr Claire McLaren

That the Committee resolved to recommend to Council to note the report and further that a future report be submitted to Council to confirm participation in the program once a detailed plan is available.

**CARRIED**

*Report by Craig Sinclair*

### **3.2 WELCOMING CITIES**

**File Number:** REP20/864  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

#### **REPORT**

As part of the Regional Resettlement Pilot Program (RRPP), Multicultural NSW is working with Welcoming Cities to provide three Councils within the Riverina with \$10,000 funding for either a seconded staff member or contractor. The role of the Facilitator will be to work within the Welcoming Cities framework to undertake research about the new Australians living within each of those communities.

The work is expected to take between two and three months, commencing in September or October 2020. The Facilitator would be expected to interview local residents from migrant backgrounds to understand what attracted them to Temora Shire, what challenges they face, how they access services, etc. This information will form part of a wider program that informs the planning of the RRPP to identify gaps and opportunities when supporting new Australians seeking to relocate to the region.

Under the program, Council are required to employ the Facilitator and support the promotion of their work within the community.

#### **COMMITTEE RESOLUTION 11/2020**

Moved: Cr Claire McLaren  
Seconded: Cr Dennis Sleigh

That the Committee resolved to recommend to Council to consider participating in the Welcoming Cities program with funding from Multicultural NSW

#### **AND FURTHER**

That Council advertise locally for the position of Facilitator.

**CARRIED**

***Report by Craig Sinclair***



**3.3 RETAIL TRADING HOURS SURVEY**

**File Number:** REP20/865  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT**

In response to resident and visitor feedback about the difficulty in accessing shops and restaurants, a resident survey was recently conducted to determine the level of support for retailers to extend trading hours during the week and/or on weekends. Initially intended to be a quick online poll through the TBEG Facebook page, the Temora Independent soon got in touch to offer to support the survey by creating a voting coupon in a number of editions of the newspaper.

Over the course of 3 weeks, 187 responses were received, providing the following results:

| Qn 1. Would you support retailers staying open later on WEEKDAYS (Mon - Fri)?        | Votes | %      |
|--------------------------------------------------------------------------------------|-------|--------|
| No - there is no need to change                                                      | 87    | 46.5 % |
| Yes - more retailers opening until 6pm EVERY WEEKDAY would be helpful                | 22    | 11.8 % |
| Yes - One LATE NIGHT SHOPPING evening per week would be helpful                      | 78    | 41.7 % |
| <b>Qn 2. Would you support retailers staying open later on WEEKENDS (Sat - Sun)?</b> |       |        |
| No - there is no need to change                                                      | 77    | 41.2 % |
| Yes - longer trading hours on Saturday                                               | 58    | 31.0 % |
| Yes - more retailers open on Sunday                                                  | 15    | 8.0%   |
| Yes - long trading hours on Saturday and more retailers open on Sunday               | 37    | 19.8 % |

It proposed to take these results to a selection of retailers and hospitality business in Temora to determine the level of interest in taking part in a trial to extend trading hours for a specified period. For the trial to be effective, a number of complementary businesses will need to take part and open for the agreed trading hours on the agreed dates. The trial will need to be promoted both the local community and neighbouring Shires.

At the end of the trial participants will be reengaged to determine the effectiveness of the pilot and the campaign.

It is not anticipated that this project will have any significant budgetary implications for Council.

Cr Rick Firman declared a non-pecuniary interest in relation to item REP20/865, due to owning a Business in Hoskins Street.

**COMMITTEE RESOLUTION 12/2020**

Moved: Cr Claire McLaren

Seconded: Cr Graham Sinclair

That the Committee resolved to recommend to Council to note the report and further that a future report be submitted to Council to provide an update on the outcome of the extended trading hour's trial should it proceed.

**CARRIED**

*Report by Craig Sinclair*

### **3.4 SUPPORT FOR SCHOOL LEAVERS**

**File Number:** REP20/868  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

#### **REPORT**

Following a discussion with Mr Ian Corby, Careers Advisor at Temora High School, the Economic Development Manager undertook a joint survey with the Shire's three secondary schools to understand the future intentions of students in years 10, 11, 12. It is envisaged that survey results will inform a discussion with the schools and employers about how to best support school leavers to fulfil their career goals at a time when COVID-19 is impacting employment and education opportunities, especially for young people.

Potential activities could include:

1. Encouraging employers to offer more apprenticeships and traineeships
2. Providing information to employers about incentives for employing young people
3. Promoting local employment and training opportunities to school leavers
4. Establishing a study centre for students who need to study remotely

#### **COMMITTEE RESOLUTION 13/2020**

Moved: Cr Kenneth Smith  
Seconded: Cr Dennis Sleigh

That the Committee resolved to recommend to Council to note the report and further that a future report be submitted to Council to advise of the proposed options for supporting school leavers.

**CARRIED**

*Report by Craig Sinclair*

### **3.5 REGIONAL ACTIVATORS ALLIANCE**

**File Number:** REP20/869

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Regional Activators Alliance Proposal

#### **REPORT**

The Regional Australia Institute (RAI) has started a journey to change the narrative of Regional Australia and build a national awareness campaign to drive population growth in regions. This campaign incorporates stakeholders from all sectors and will be done at a national level to deliver results at a local level – for regional towns and cities, as well as businesses and community groups in regions.

The Regional Activators Alliance is another part of the campaign to change the narrative of Regional Australia. It sits alongside the Regional Australia Council 2031 (RAC2031), providing Activators opportunities to contribute and collaborate.

RAI aim to roll out the public phase of the campaign in 2021, and while Activators will help co-create the national message, RAI are encouraging them to consider local attraction and retention strategies of their own – with the RAI's help.

For this campaign to be successful and change the course of Australia's population settlement patterns, RAI are seeking insights, knowledge and stories from regional communities.

RAI are inviting local councils, regional economic development groups, regional business and industry to be part of the program (see attached proposal).

The cost to participate is \$5,000. RDA Riverina have advised that they will be participating as a financial member on behalf of the Country Change program, at no additional cost to Councils. It is currently uncertain as to how this will transpire to benefits to individual LGAs that participate in the Country Change program.

Should Council wish to guarantee Temora Shire is represented in the campaign it would need to take out individual membership. This would also ensure Council can contribute to the shaping of the program and highlight the circa 400 job opportunities forecast for the Shire over the next 4 to 5 years.

#### **COMMITTEE RESOLUTION 14/2020**

Moved: Cr Dennis Sleigh

Seconded: Cr Graham Sinclair

That the Committee resolved to recommend to Council to consider participating in the Regional Activators Alliance program

AND FURTHER

That membership status to be reviewed after 12 months.

**CARRIED**

***Report***

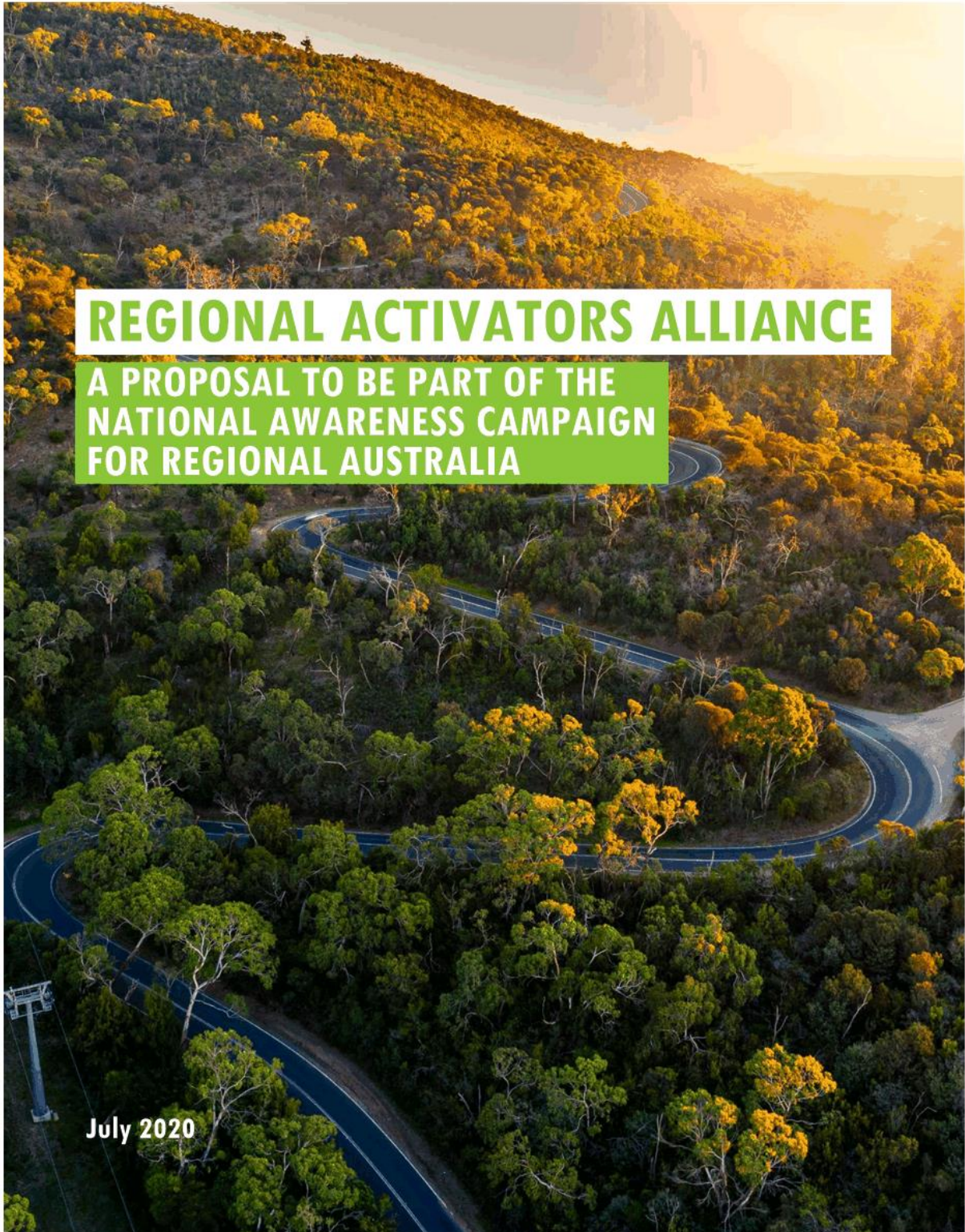
***by***

***Craig***

***Sinclair***



**REGIONAL  
AUSTRALIA  
INSTITUTE**



## **REGIONAL ACTIVATORS ALLIANCE**

**A PROPOSAL TO BE PART OF THE  
NATIONAL AWARENESS CAMPAIGN  
FOR REGIONAL AUSTRALIA**

**July 2020**



COMMERCIAL IN CONFIDENCE



## NATIONAL AWARENESS CAMPAIGN OVERVIEW

*Regional Australia needs a brand overhaul.*

Regional Australia is going through a transformation that brings boundless opportunities to redefine and reshape what it will look like in the future.

Australia is on track to see growth of 19 million extra people by 2056. This represents an increase of 75 per cent. Recent data modelling shows the majority of these people will choose to live in Sydney, Brisbane, Melbourne and Perth. However, we know that our megacity outlook is far from fixed. Australia has alternatives and people need choice about where they build their future. In a post-COVID-19 world, this will be increasingly relevant and important.

Following the Regional Australia Institute's (RAI's) inaugural Regions Rising National Summit in Canberra in 2019, which involved more than 250 of the country's best and brightest in regional development, participants delivered a clear message through the Policy Hack; Regional Australia needs a new narrative to help drive societal shift.

We have started this journey to change the narrative of Regional Australia and build a vision, including the development of a national awareness campaign. The campaign incorporates stakeholders from all sectors and will help drive a societal shift around the public perception of Regional Australia. This will be done at a national level to deliver results at a local level – for our regional towns and cities, as well as businesses and community groups in regions.

Continuously improving and promoting Regional Australia is a shared responsibility, and we are asking you to get on board and be part of a national movement to show the rest of this country what Regional Australia really has to offer.

The national awareness campaign will be developed throughout 2020 with the initial roll out of the public phase to begin in mid-2021. The Prime Minister will be invited to publically launch the campaign, along with support from relevant Premiers, Ministers, and public figures.

The campaign will gauge the sentiment of metropolitan Australians through qualitative research. It will span a three-year period and will focus on the development, implementation, and evaluation of an integrated marketing communications campaign to promote the opportunities of living, working, and investing in Regional Australia.

The RAI is currently seeking co-funding from the Federal Government to underpin the ongoing campaign and 'brand Regional Australia'. However, it's important to build a collective that believe and share our vision to help support the pitch. A campaign of this magnitude, needs expertise which is why the RAI is engaging a top creative agency to work with us.

Together, we will create a strong brand campaign to change the hearts and minds that appeals to everyday Australians. It is an ambitious task, but we know this challenge will ignite a movement that will elevate the regions, and we would love you and your organisation to join us on this quest.

REGIONAL ACTIVATORS ALLIANCE

1 / 8

COMMERCIAL IN CONFIDENCE



## REGIONAL AUSTRALIA COUNCIL 2031 (RAC2031)

*Making Regional Australia a priority.*

The RAC2031 is one element of the national awareness campaign. It was launched by Deputy Prime Minister the Hon Michael McCormack on 4 May 2020.

The purpose of RAC2031 is to convene a group of the most influential organisations and leaders to help elevate Regional Australia. We have asked them to make Regional Australia a priority.

The Council gives corporate Australia a vehicle to support the development, investment and prosperity of our regions in a collaborative way that will enhance the lives of one-third of our population, and provide significant opportunities for diversification of our economy and society.

### RAC2031 MEMBER ORGANISATIONS

- APPEA
- Aurizon
- Australia Post
- Bendigo and Adelaide Bank
- Commonwealth Bank
- Expedia Group
- KPMG
- NAB
- NBN Co
- Prime Super
- Telstra
- TransGrid

## THE OPPORTUNITY – REGIONAL ACTIVATORS ALLIANCE

*Be part of a national movement.*

Agree to become a Regional Activator, and you become a co-creator. You will assist us to shape a national campaign that will change lives for the better. We are aiming high, and need your participation to see the change we need to see, across Australia, for the benefit of all Australians.

If you are passionate about seeing your region grow and prosper, join us in changing the narrative of Regional Australia.

Through this process, the RAI will also utilise the Regional Activators Alliance to gain quantitative and qualitative research to support the campaign, with the confidential results to be made available to members only.

COMMERCIAL IN CONFIDENCE



All aspects of the campaign will focus on RAI evidence-based research relating to four key pillars, and these pillars are at the core of both RAC2031 and the Regional Activators Alliance:



## YOUR ROLE

We are working hard with our partners to produce creative, informative collateral, and media outlets to get the messages out. Vital to this process is you, because you have the key to what makes your region tick.

For this campaign to be successful and change the course of Australia's population settlement patterns, we need your insights, passion, knowledge and case studies. Work with us to show the country what makes your region unique and how you activate, support, and energise your local communities, or how and why your business supports Regional Australia.

**Regional Australia is ready to grow, and your local region can be part of the transformation.**

## THE BENEFITS

As a Regional Activator, your region will:

- be at the forefront of a powerful national movement to change the narrative of Regional Australia and the course of history.
- be a co-creator of a national campaign to promote “brand Regional Australia” for the benefit of your region, your business and the nation as a whole – contributing to regional prosperity.
- participate in a collective workshop with the RAI, the creative agency and RAC2031 members.
- benefit from qualitative and quantitative research specific to your region - to be undertaken by the RAI as part of the campaign research.
- provide feedback on the campaign for the duration of the campaign for as long as you are a Regional Activator.
- enhance your brand and reputation through alignment with RAI's mission of elevating the quality of discussion and debate on Regional Australia.
- develop, build and fortify client relationships with RAC2031 members, politicians and directors from all levels of government, and other significant figures from industry at our annual networking event, held during our annual Regions Rising National Summit.
- attend exclusive meetings with all Regional Activators, held once per quarter, featuring a relevant and prominent CEO, Minister or Regional Leader.
- have branding via corporate logo displayed on all relevant communication mediums related to the Regional Activators Alliance, including:
  - webpages on RAI's website;
  - media releases;
  - articles in RAI's regular newsletter to approximately 15,000+ subscribers;

REGIONAL ACTIVATORS ALLIANCE

3 / 8

COMMERCIAL IN CONFIDENCE



- RAI's social media platforms (LinkedIn, Facebook, and Twitter) of 9,500+ engaged followers;
- a dedicated space on the campaign website to promote your region or organisation as a RAA (due to go live in 2021).
- provide a case study to the RAI on at least one person, family, or business who has made the move to your area, to be used as promotional material.
- receive two complimentary tickets for Regions Rising Summit and 50% discount on a corporate table at all Regions Rising events and webinars for as long as you are a Regional Activator.
- assist RAI to shape its longer-term strategic priorities to be a membership body and continue to provide important research and advocacy for Regional Australia.
- receive acknowledgement through a full PR campaign designed around the impact of the Regional Activators Alliance to ensure maximum exposure across Australia. A quarterly communique will be produced after each meeting summarising the outcomes and work of the Alliance. Media will be engaged before and after these closed sessions to bring about maximum impact.
- receive acknowledgment and public awareness at other relevant RAI events and meetings.

### INDICATIVE TIMELINE

| DATE                  | LOCATION       | EVENT / MEETING                      | DETAILS                                                                                                                                                                                                                                                                                                |
|-----------------------|----------------|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| September 2020 (TBC)  | Virtual (Zoom) | Regional Activators Alliance Meeting | The formation of the Regional Activators Alliance will focus on supporting the development of the national campaign to ensure we have community and industry consultation and collaboration about impact, design and execution.                                                                        |
| TBC/ may move to 2021 | Canberra       | Regions Rising National Summit       | Regional Activators are encouraged to attend the whole summit, including Conference, Gala Dinner, and Masterclass with RAC2031 members. The Prime Minister will be invited to publicly launch the campaign, and endorse the activities within the campaign, including that of the Regional Activators. |
| December 2020         | Canberra       | Regional Activators Alliance Meeting | A focus on regional population strategies and potential policies                                                                                                                                                                                                                                       |
| February 2021         | Virtual (Zoom) | Regional Activators Alliance Meeting | A focus on regional liveability indicators and stories of people who have made the move (case studies)                                                                                                                                                                                                 |
| June 2021             | Virtual (Zoom) | Regional Activators Alliance Meeting | A focus on leadership and human capital uplift, and policies and programs to enhance this in regional Australia                                                                                                                                                                                        |

*Due to the ever-changing nature of COVID-19, we cannot guarantee the above timeline. We will work with the Regional Activators Alliance to make appropriate arrangements whenever necessary.*

### INVESTMENT

We are approaching councils, economic development organisations and industry to be part of the Regional Activator Alliance. As such, the investment tiers are categorised slightly differently for each.

As a Local Government Area (LGA), our ask is based on the LGA's population as at the 2016 Census.

| TYPE       | LGA POPULATION      | INVESTMENT PER YEAR |
|------------|---------------------|---------------------|
| Small town | Up to 10,000 people | \$5,000 +GST        |

REGIONAL ACTIVATORS ALLIANCE

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COMMERCIAL IN CONFIDENCE



|                |                                  |               |
|----------------|----------------------------------|---------------|
| Mid-sized town | Between 10,000 and 50,000 people | \$15,000 +GST |
| Regional city  | Over 50,000 people               | \$20,000 +GST |

For economic development organisations and industry businesses, our ask is based on the number of employees as per the ABS business size classifications.

| COMPANY SIZE            | NUMBER OF EMPLOYEES | INVESTMENT PER YEAR |
|-------------------------|---------------------|---------------------|
| Micro or small business | 1 to 19             | \$5,000 +GST        |
| Medium business         | 20 to 199           | \$15,000 +GST       |
| Large business          | 200 or more         | \$20,000 +GST       |

COMMERCIAL IN CONFIDENCE



## CONTRACT COMMITMENT FOR THE REGIONAL ACTIVATORS ALLIANCE

I/We commit to participate as a Regional Activator in the national awareness campaign led by the Regional Australia Institute for the initial duration of one year.

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company: \_\_\_\_\_

By signing this agreement, I/We will:

- ensure executive/senior-level attendance at all four meetings.  
support the development of the national campaign for brand Regional Australia.
- provide data where useful and appropriate.
- support stakeholder engagement and media via our internal organisation communications functions to ensure a wider reach of the Regional Activators outputs.
- provide bespoke support drawing on our expertise and strengths (both individually and collectively) to progress agendas arising from the Alliance.
- maintain and ensure confidentiality and privacy in all dealings and communication related to proprietary information that we may become privy to as a Regional Activator.

The total value of this contract is \$\_\_\_\_\_ + GST.

The RAI also confirms to meet the contractual obligation to ensure delivery of stated benefits to the above Regional Activator, and acknowledges that the RAI will also maintain and ensure confidentiality and privacy in all dealings and communication related to proprietary information.

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_



COMMERCIAL IN CONFIDENCE



## ABOUT THE REGIONAL AUSTRALIA INSTITUTE

*The voice for the regions.*

The Regional Australia Institute (RAI) is Australia's only independent think tank solely focused on better outcomes for Regional Australia. Our evidence-based research and community engagement enables us to develop better policy outcomes to transform Australia's future. The RAI is the voice for the regions.

### OUR VISION

**To enable regions to achieve their potential for the benefit of all Australians**

### OUR MISSION

**To be the voice for Regional Australia to improve regional prosperity**

### ORGANISATION PROFILE

The RAI is an Australian policy think tank and research organisation, established as an independent not-for-profit company limited by guarantee and is a registered charity.

The objectives of the RAI as described in our constitution are:

- To research priority policy issues impacting on Regional Australia, to identify solutions that enhance the prosperity and sustainability of Regional Australia.
- To promote the results of policy research to governments and the wider community.
- To foster debate on policy issues impacting on Regional Australia.
- To engage in national activities that contribute to Regional Australia.
- To enhance our external relationships with industry and to further strengthen our government and community relationship.
- To build a membership that believes in our purpose and can support the work of the RAI.

REGIONAL ACTIVATORS ALLIANCE

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COMMERCIAL IN CONFIDENCE



## OUR MARKET

Home to 9.05 million people and responsible for a third of national output and jobs, Regional Australia plays an increasingly important role in securing the nation's growth and prosperity.

With a formal network of approximately 15,000 influencers, activators, interested observers and commentators of our work, the RAI is the leader on new knowledge, policy development and practical skills for regional economic development.

Segmenting the RAI's network to influence a nation-building conversation, we will actively work with government at all levels, industry and the community sector to ensure success and affect positive outcomes for regions.

## MEDIA COVERAGE

In the 12 months to 30 June 2020, RAI generated the following media exposure:



This included features from major publications and broadcasters, such as:

- ABC:
  - Online
  - TV
  - Radio National
  - state-based radio programs
- Australian Community Media mastheads, including:
  - The Courier
  - Illawarra Mercury
  - The Land
  - The Canberra Times
- Channel 10:
  - The Project
- NewsCorp Australia mastheads, including:
  - The Australian
  - Weekend Australian Magazine
  - The Daily Telegraph
  - Herald Sun
  - The Courier Mail
  - NT News
- PRIME7:
  - Sunrise
  - Daily Edition

## CONTACT

**Shane Charles**

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[shane.charles@regionalaustralia.org.au](mailto:shane.charles@regionalaustralia.org.au)

**REGIONAL AUSTRALIA INSTITUTE LTD ABN 65 152 955 667**

Regional Australia Institute Ltd is endorsed as a Deductible Gift Recipient (DGR)

Regional Australia Institute Ltd is registered with the Australian Charities and Not-for-profits Commission (ACNC)

REGIONAL ACTIVATORS ALLIANCE

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**1. ECONOMIC DEVELOPMENT MANAGER**

Destination Riverina Murray Chair, Katie Shilling was invited to visit Temora, and Ms Shilling will be in Temora tomorrow. Economic Development Manager will take Ms Shilling on a tour.

**4 CONFIDENTIAL REPORTS**

**COMMITTEE RESOLUTION 15/2020**

Moved: Cr Kenneth Smith

Seconded: Cr Graham Sinclair

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993 at 5:09PM:

**4.1 Value-Add Agriculture Industry**

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 Manufacturing Industry**

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.

**CARRIED**

**COMMITTEE RESOLUTION 16/2020**

Moved: Cr Nigel Judd

Seconded: Cr Dennis Sleigh

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

**CARRIED**

**5 CLOSE MEETING**

The Meeting closed at 5:25PM.

This is the minutes of the Economic Development and Visitations Committee meeting held on Tuesday 11 August 2020.

.....

**GENERAL MANAGER**

.....

**CHAIRMAN**

**7 DELEGATES REPORTS**



## 8 MAYORAL REPORT

### 8.1 MAYORS REPORT - JULY 2020

**File Number:** REP20/818  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

#### REPORT

**3<sup>rd</sup> July** – I attended a teleconference with Murrumbidgee Local Health District (MLHD) Board Chairman, Mrs Gaye Murphy and Chief Executive, Mrs Jill Ludford. I was accompanied by Temora Local Health Advisory Council (LHAC) Secretary, Pastor Patricia Morris and our Hospital Manager, Mrs Wendy Skidmore. We discussed the 2020 MLHD Strategic Plan.

**6<sup>th</sup> July** – I attended the annual general meeting of the Temora Local Health Advisory Committee (LHAC). We re-elected our Executive team and I was honoured to have been re-appointed as Chairman. Our Hospital is crucial to our Shire community, for many reasons. The health and well-being of our citizens is even more important. Our LHAC will continue to work hard towards both.

- I chaired a meeting of the Shire's Debutante Ball Committees (Ariah Park Anglican, St Paul's Anglican, Catholic and Debutante of the Year). The current COVID-19 situation is proving extremely challenging to host these important events. The Debutante of the Year Ball Committee have made the hard decision to cancel this year's Ball. We will be back bigger and better in 2021. The other Ball Committees continue to look at every option to host something.

**7<sup>th</sup> July** – Councillors, Senior Staff and I enjoyed a full-on day of Council Committee meetings including (Local Government Week, Youth Advisory, Assets & Operations, Economic Development & Visitations and Aerodrome Users).

**8<sup>th</sup> July** – I attended a cheque presentation at the Temora Showground with NSW Member for Cootamundra, Ms Steph Cooke MP. Also present were Ms Jone Pavelic and Raymond Walker, representing the Temora Showground Trust. To receive over \$100,000 for upgrades to sections of our Showground is most appreciated.

- The General Manager (Mr Gary Lavelle PSM), Mrs Judy Gilchrist (Temora & District Sports Council Secretary, Mrs Judy Gilchrist and I attended a meeting re: Nixon Park Clubhouse protocols for usage.

**10<sup>th</sup> July** – I had a teleconference with the Chairman of the NSW Local Government Boundaries Commission, Mr Bob Sendt. This was to discuss various aspects of the de-merger proposals of Cootamundra-Gundagai Regional and Snowy Valleys Councils.

- I had a meeting with the Chief Executive of REROC, Mrs Julie Briggs.

**13<sup>th</sup> July** – The Deputy Mayor (Cr Graham Sinclair) and I had a teleconference with Mr Ron Heinrich AM.

- I had a meeting with the Mayor of Coolamon Shire, Mayor John Seymour OAM. Mayor Seymour is also the Deputy Chairman of the Riverina Joint Organisation (RivJO) and Riverina Eastern Regional Organisation of Councils (REROC) Boards.

**14<sup>th</sup> July** – I attended a meeting with the Deputy Mayor (Cr G P Sinclair) the General Manager (Mr Lavelle), Director of Administration & Finance (Mrs Elizabeth Smith) and the Economic Development Manager (Mr Craig Sinclair).

- I met with former Temora Independent Journalist, Mr Sam Holmes and his family. This was held at the Council Chambers.
- The General Manager (Mr Lavelle) & I had a meeting with NSW Member for Cootamundra, Ms Steph Cooke MP.
- The Mayor of Randwick City (Mayor Danny Said) and I held a teleconference.
- I held a teleconference with the Chairman of NSW Local Government Boundaries Commission (Mr Bob Sendt).

**15<sup>th</sup> July** – I chaired the Temora & District Sports Council's Annual General Meeting. Congratulations to the re-elected Executive members, including Cr Max Oliver. I am proud to have been re-elected for my 15<sup>th</sup> term as President. It was great to catch up with Temora born and bred, Luke Breust (Hawthorn Football Club Life Member) via teleconference.

- I held a teleconference with NSW Local Government Minister's Senior Advisor, Mr Troy Wilke.
- I had a meeting with Mayor John Seymour OAM (Coolamon Shire). He is the Deputy Chairman of the Riverina JO and REROC.

**16<sup>th</sup> July** – Councillors, Senior Staff and I attended our monthly Council meeting.

**17<sup>th</sup> July** – The General Manager (Mr Lavelle) and I held a meeting with Temora Shire's first President, Mr Peter James.

- I had an afternoon tea with Master Jake Potter and his mother, Kristen.

**20<sup>th</sup> July** – I attended the Council Chambers.

- I had an interview with the Temora Independent.

**21<sup>st</sup> July** – I had a meeting with the Chief Executive of Riverina JO & REROC, Mrs Julie Briggs.

- I had a meeting with Mr Matthew Gilchrist from MGS Accountants.

**22<sup>nd</sup> July** – I drew the Temora Show Society's Wood raffle, in the presence of its President, Ms Narelle Pellow and Mrs Vicki Oliver.

- I had a teleconference with our Federal member for Riverina, the Hon Michael McCormack MP.
- I had a St Paul's Anglican Church Parish Council meeting.

**23<sup>rd</sup> July** – I attended Council Chambers.

- I attended a videoconference with the Local Government NSW President, Cr Linda Scott with Riverina JO & REROC Chief Executive, Mrs Julie Briggs.
- I attended a meeting in Wagga with the Chief Executive of Riverina JO (Mrs Briggs).

**24<sup>th</sup> July** - The General Manager (Mr Lavelle) and I attended a meeting with the NSW Shadow Minister for Local Government (Mr Greg Warren MP).

- I had an interview with the Temora Independent re: Local Government Week.
- I had a teleconference with the Federal Member for Riverina, the Hon Michael McCormack MP.

**27<sup>th</sup> July** – Councillors, Senior Staff and I met with our Federal Member for Riverina & Deputy Prime Minister, the Hon Michael McCormack MP. Minister McCormack visited Temora Shire, also having a ‘Minute with the Mayor’, meeting with the General Manager of BFB P/L, Mr Stuart Wiencke and The Chairman of the Board of Intersales Group, Mr Peter Heinrich, his Chief Executive Mrs Amanda Blachut and Director, Mr Adam Blachut. Minister McCormack also met with Temora’s Shed-4-Men. Minister McCormack is a great friend of Temora Shire’s and we are blessed to have him as our Federal MP.

- I held a teleconference with the NSW Member for Cootamundra, Ms Steph Cooke MP. Ms Cooke is a very hard-working MP and we are proud she’s a Temora Shire lady from ‘tip to toe’.

**28<sup>th</sup> July** – I acted as Chairman of the Temora Police & Community Committee (TPCC) meeting, the first held since COVID-19 commenced. Cr Oliver, who is the current Treasurer, was also in attendance, with Inspector Andrew Ryabovich updating members on Policing matters in the Temora Sector.

- I had a teleconference with the Federal Member for Riverina, the Hon Michael McCormack MP.

**29<sup>th</sup> July** – I held a Teleconference with Ms Steph Cooke MP re: Local Government and Education Week.

**30<sup>th</sup> July** – The Communications Officer and I conducted various filming/interviews re: NSW Local Government and Education Week. This was great fun with visits to Temora High School’s Awesome Unit, catching up with local businessman and former Temora Shire Councillor, Mr Brendon Fritsch, and Paralympic Gold Medallist, our own Mr Scott Reardon OAM. We also filmed with our Youth Officer, Ms Melissa Carter and our Trainee Secretary, Miss Lucy Holland and Cadet Engineer, Mr Sam Connolly. This was great fun and I thank Mrs Slapp for her outstanding efforts in facilitating it.

- I had a teleconference with REROCC Chief Executive, Mrs Julie Briggs.
- I had a teleconference with our Federal Member for Riverina, the Hon Michael McCormack MP.

**31<sup>st</sup> July** – I had a teleconference with Riverina Police District Commander, Supt Bob Noble. Mr Noble is an officer and a true Gentleman.

## RECOMMENDATION

It is recommended that the Mayoral Report be noted.

***Report by Mayor Rick Firman***

**9 STAFF REPORTS**

**10 GENERAL MANAGER**

**10.1 CALENDAR OF EVENTS - AUGUST 2020**

**File Number:** REP20/832  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**AUGUST**

20 Council meeting  
27 REROC & JO meetings

**SEPTEMBER**

8 Committee meetings  
17 Council meeting

**RECOMMENDATION**

It is recommended that the Calendar of Events be noted.

**10.2 SEALS - AUGUST 2020**

**File Number:** REP20/835  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT**

The Council Seal is required to be affixed to the below documents:

- Contract – 13 Spitfire Drive Temora
- Contract – 5 Spitfire Drive, Temora
- Contract – 20 Spitfire Drive, Temora
- Lease – TAIC Building “A” Office 2




**RECOMMENDATION**

It is recommended that the Council Seal be affixed to the above documents.

*Report by Gary Lavelle*



**10.3 PROCUREMENT POLICY DRAFT****File Number:** REP20/781**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:**

1. Submission 1 [↓](#) 
2. Submission 2 [↓](#) 
3. Procurement Policy Draft [↓](#) 

**REPORT**

The Procurement Policy has been on public display for comment for 28 days. At the closing of the 28 days 2 submissions have been received.

It is now recommended that Council considers the submissions before the Procurement Policy is adopted.

**RECOMMENDATION**

It is recommended that Council considers the submissions received.

***Report******by******Gary******Lavelle***

13<sup>th</sup> August 2020

Gary Lavelle  
General Manager  
Temora Shire Council  
105 Loftus Street  
Temora, NSW, 2666

Dear Gary,

I have taken the time to review the draft Procurement Policy. I feel there are a number of issues that require further consideration.

The document put out for comment appears to be no more than a rough draft and not the final policy. The document is extremely hard to read and comprehend in it's current state.  
May I suggest that the document be redrafted as it will appear in it's final form and resubmitted for public comment.

There has been a large amount of the content of the current policy removed from the proposal. May I suggest that an explanation be offered as to the reasons to remove this content.

What alternative process will be implemented to administer all of the content removed from the current policy?

The draft policy states:

Council utilise the Approved Supplier Register to obtain goods and service proposals through seeking Quotations and Tenders, combined with undertaking specific purchases relating to plant and labour hire (hourly rate) without calling for quotations up to a value of \$50,000.

This Statement indicates that the Approved Supplier arrangement is utilised to obtain goods and services by seeking Quotations and Tenders up to a value of \$50,000. However specific purchases relating to plant and labour hire may be undertaken without calling for quotations up to a value of \$50,000. Have I interpreted this correctly?

If this is the case there appears to be a large gap up to the \$150,000 point where specific legislation deals with the tendering process. Please explain the additional process or advise how I have misinterpreted the statement.

The draft policy states:

### 3.2.2 Preference<sup>3</sup> for Local Suppliers

A local supplier is defined as individuals, organisations or companies whose main business functions are based within the geographical Temora Local Government Area.

The current policy states:

A Local Provider is defined as a supplier of goods or services which conducts a business from premises located within the Temora Shire Council area and which is engaged in the supply of goods or services similar to those which are subject of the tender or quotation.

Please explain the differences between the two statements.

The draft policy states:

The preference of Local Suppliers is to recognise the importance of local business by acknowledging that such businesses should be given consideration in the purchasing function of Council. Council will endeavour to ensure that local providers are afforded the opportunity to participate in the process.

The current policy states:

The Preference of Local Providers is to recognise the importance of local business by ensuring that they are given every consideration in the purchasing function of Council. Further to provide a workable protocol to ensure Council competitiveness.

Please provide an explanation of the differences between to two statements and further explain why it may be necessary to change the current statement.

The draft policy includes a large section of the current Statement of Business Ethics. The passage in question is included below.  
Council expects all providers of goods and services to observe the following principles when doing business with Temora Shire Council.

- Provide accurate and reliable advice and information when required;
- Declare actual or perceived conflicts of interest as soon as the business becomes aware of the conflict;
- Respect the obligation of Council staff to act ethically, fairly and honestly in all business dealings;
- To act ethically, fairly, respectfully and honestly in all dealings with Council;
- To not exert pressure on Council staff to act in ways that contravenes the business ethics or code of conduct of our organisation.
- To refrain from engaging in any form of collusive practice, including offering Council employee's inducements or incentives designed to improperly influence the performance of their duties.
- To commit to not offer Council staff inducements or incentives such as money, gifts, benefits, entertainment or employment opportunities.
- To assist Council to prevent unethical practices in its business relationship.
- To refrain from contact with Councillors in relation to supply of goods or services to Council

These points are covered in the Statement of Business Ethics.  
There are three differences:

The draft Procurement Policy states:

Respect the obligation of Council staff to act ethically, fairly and honestly in all business dealings;

The Statement of Business Ethics states:

Respect for the obligation of Council staff to act in accordance with this statement.

The draft Procurement Policy states:

- Respect the obligation of Council staff to act ethically, fairly and honestly in all business dealings;
- To act ethically, fairly, respectfully and honestly in all dealings with Council;

Please explain why the term Respectfully has been applied to the obligation of Suppliers and Contractors yet Council Staff are free from this obligation. Further please explain what process will be employed to objectively determine if a Contractor or Supplier has acted disrespectfully. What process is in place for a Contractor or Supplier to make a formal complaint if they feel that they may have been treated disrespectfully.

The draft Procurement Policy states:

- **To refrain from contact with Councillors in relation to supply of goods or services to Council.**

This Statement implies that NO Contractor or Supplier can approach any Councillor in relation to any supply of goods or services to Council.

Does this include staff of the Contractor or Supplier?

Does this include relatives of the Contractor or Supplier?

Does this include past procurements, future procurements or any other procurements that the Contractor or Supplier may wish to discuss with their elected representative?

The Contractor or Supplier may or may not have a direct interest in the said procurement.

Does this override the rights of a resident or ratepayer to discuss any Council purchase due to the fact that the resident or ratepayer is a supplier of goods and services to Council?

May I suggest that any passages extracted from the Statement of Business Ethics be removed from the draft Procurement Policy. This will avoid the situation whereby Council will have two policies dealing with similar issues but with different interpretations.

The draft Procurement Policy states:

For further detail regarding ethical standards and Council Code of Conduct, please refer to Governance Policies G15 - Statement of Business Ethics and G17 - Code of Conduct available on Council's website.

The draft Procurement Policy states:

**Council reserves the right to suspend or cease dealings with contractors or suppliers who do not comply with any of the above principles.**

This is also covered in the Statement of Business Ethics. Who, in Council, determines that a Contractor or Supplier has not complied with the above principles?

What evidence is required to prove non compliance?

What rights does a Contractor or Supplier have to defend a claim of non-compliance?

Is there an independent body to whom a Contractor or Supplier may make appeal to if they feel they have been treated unfairly?

What actions will be taken if Council Staff do not comply?

Please provide copies of Council policies IMS 1.0 Health and Safety Policy, IMS 1.1 Quality Policy and IMS 1.2 Environmental Policy.

Please provide copies of Council policies and procedures that deal with the disposal of plant, equipment and goods.

I feel that the issues raised here need clarification to ensure that any changes to the Procurement Policy reflect the opening statement of the draft Procurement Policy which reads "Temora Shire Council is committed to procurement practices that achieve the best possible value for money, and employ highly transparent, accountable and ethically-sound processes".

Thank you

Temora  
NSW 2666

## PUBLIC SUBMISSION RE: PROCUREMENT POLICY

To the General Manager ,

One of our Organisational values is Integrity and Transparency. This reflects the importance of accountability and transparency that all public bodies should place on their decisions to spend public money. The recent amendments to the Procurement Policy remove any way for the community to understand how and why Council makes its decisions for the procurement of goods and services. It reduces our accountability to our community and erodes public trust in our organisation.

**Under 1. Purpose**, we claim that TSC is *“committed to procurement practices that achieve the best possible value for money, and employ highly transparent, accountable and ethically-sound processes.”*

How does removing all the procedural details of how Council makes its procurement decisions make the process **“highly transparent and accountable”**? How can a resident or business hold us to account or question our purchasing decisions if they do not know the criteria by which they are made?

**Under 3. Policy**, we say that a key principle that is generally accepted by publicly funded bodies to guide their purchasing is *“Purchasing Procedures used must be perceived to achieve the highest level of public accountability.”*

What effect does the word ‘perceived’ mean? Do we only want to fool our customers so that they “perceive” that we are being accountable for our decisions? We should be stating that “Procurement Procedures must be accountable to the public” without qualification. If we make a purchasing decision outside of our Procedures it should have an explanation attached as to why this decision was made in the interests of public accountability. If we are doing the right thing we should not be afraid of public accountability.

**On page 5** the policy states that *“Council expects all providers...to act ethically, fairly, respectfully and honestly in all dealings with Council.”*

Should this not be a mutual obligation? Currently it is worded to emphasise these obligations on the customer. It should perhaps be rephrased to reflect the reciprocal nature of the relationship:

“Council expects to engage in mutually respectful business relationships with providers that are ethical, fair, and honest. Providers are expected to

- \* provide accurate and reliable advice and information when required,
- \* declare actual or perceived conflicts of interest as soon as the business becomes aware of the conflict.”

**On page 6** it states that Council expects providers *“to refrain from contact with Councillors in relation to the supply of goods and services to Council”*.

I understood that providers were not allowed to contact Councillors only when there was an official tender process? This reads like any supplier is not allowed to contact Councillors about any matter regarding any procurement. How does this restriction make our processes transparent and accountable if suppliers are unable to contact their elected representatives to raise any concerns they may have?

Council then states that it has the right to suspend or cease dealings with contractors or suppliers who do not comply with any of the above principles. How does a provider have any recourse for any dealings they perceive as unfair? How do they question how a decision is made? By what criteria can they judge their Council against? They will not be aware of how Council make their decisions because all the procedural aspects of the policy have been removed from public view. Further, if they talk to a Councillor with their concerns their business dealings with Council will be suspended.

This policy makes Council untouchable and unaccountable to our community. The transparency of how we make our decisions has been removed. If we have nothing to hide we should put our procedure for making decisions regarding the spending of public money on public display. To fix this situation, our Procurement Procedure that details our decision making processes should form an Annexure to this Procurement Policy and be available for any member of the public to see.

Temora Shire Council is one of the biggest procurers of goods and services in our community and supports many businesses with its purchasing of goods and services. We need to ensure we maintain the public trust in our Council and not become a faceless public institution that is unanswerable to the public like so many other public bodies in Government.

Yours sincerely,

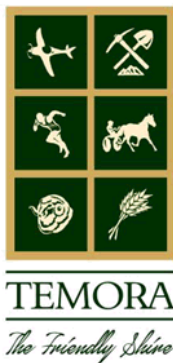
13<sup>th</sup> August, 2020.



Function: Engineering

Temora Shire Council  
Policy Number: G3

## TEMORA SHIRE COUNCIL



## PROCUREMENT POLICY

ACTIVE

Revision 1  
File Name: [G3 - Procurement Policy.doc2](#) [G3 - Procurement Policy](#) [G3 - Procurement Policy](#)

Revision Date: 15 November 2018

Page Number 1 of

Function: Engineering

Temora Shire Council  
Policy Number: G3

**Review Details**

**ABOUT THIS RELEASE**

**DOCUMENT NAME:** Procurement Policy  
**CODE NUMBER:** G3  
**AUTHOR:** Temora Shire Council  
**ENDORSEMENT DATE:** ~~19 April 2012~~ To be advised

**REVIEW**

| Revision Date | Revision Description | Date approved by Council | General Managers Endorsement |
|---------------|----------------------|--------------------------|------------------------------|
| 24/10/2019    | Initial Draft        |                          |                              |
|               |                      |                          |                              |
|               |                      |                          |                              |
|               |                      |                          |                              |

**PLANNED REVIEW**

| Planned Review Date | Revision Description | Review by |
|---------------------|----------------------|-----------|
| 24/10/2020          | General Review       |           |
|                     |                      |           |

Revision 1  
File Name: [G3 - Procurement Policy.doc2](#) [G3 - Procurement Policy](#) [G3 - Procurement Policy](#)

Revision Date: 15 November 2018

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Function: Engineering

Temora Shire Council  
Policy Number: G3

## 1. PURPOSE

Temora Shire Council is committed to procurement practices that achieve the best possible value for money, and employ highly transparent, accountable and ethically-sound processes.

This is realised by conducting thorough evaluations of the whole-of-life cost of purchases, and ensuring that best practice procurement processes are communicated, understood and adhered to by all parties.

This Policy applies to Council's procurement functions including purchasing, tendering, contract management, payments and asset disposal as they relate to the acquisition, use and disposal of goods and services.

Through observing this Policy, Council will be able to use procurement as an opportunity to manage the community's money wisely and to deliver much needed goods and services in a financially, environmentally and socially sustainable way.

## 2. OBJECTIVES

To ensure purchasing arrangements comply with the following organisational objectives;

- Compliance with Local Government Act and Regulations;
- Efficient and effective use of Council resources;
- Open and effective competition;
- Value for money;
- Quality product and service;
- Enhancement of the capabilities [and sustainability](#) of local business and industry;
- Sustainable procurement;
- Environmental protection;
- Ethical behaviour and fair dealing; and
- Safety compliance, including transport chain of responsibility compliance.

## 3. POLICY

### 3.1 GENERAL INFORMATION

It is generally accepted that purchasing by publicly funded authorities is guided by the following key principles:

- Compliance with the NSW Local Government Act 1993 and the NSW Local Government (General) Regulations 2005 in relation to the procurement of goods and services;
- Purchasing procedures be designed to provide the best value for money through the effective and efficient use of resources;
- Purchasing procedures used ~~must, and~~ must be perceived to achieve the highest level of public accountability;

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- Purchasing procedures must achieve the best value for money, ensure open competition and ensuring no individual supplier is given advantage over others;
- Purchasing procedures comply with all of Council's policies;
- Purchasing procedures should mitigate and manage the exposure to all risks associated with procurement.

### 3.2 APPROVED SUPPLIER ARRANGEMENTS

#### 3.2.1 Approved Suppliers

**Approved Supplier** means a supplier who has been approved by Temora Shire Council to supply ~~approved products and any other goods and/or services to the organisations.~~

Council ~~continually undertake biennial renewal of~~ maintains the ~~Approved Supplier Register Register~~, with suppliers successfully meeting the specified criteria ~~set by Council being established/re-established as an Approved Supplier on the Approved Supplier Register. Successful plant and labour hire suppliers are to be grouped in like service fields (electrical, plumbing, etc.)~~

~~Assessment criteria relates to supplier insurance, registration and licensing, along with a commitment to Work Health and Safety and compliance with Council's adopted policies and procedures.~~

#### SKILLS LIST ON APPLICATION

Council utilise the ~~The Approved Approved Supplier Register Register~~ to obtain goods and service proposals through seeking Quotations and Tenders, ~~combined with is designed to allow high volume undertaking specific purchases relating to low valuedirect plant and labour hire (hourly rate) purchases by authorised delegates without calling for quotations up to a value of \$1550,000.~~

~~The intention of the Approved Supplier Arrangement is to facilitate an efficient purchasing process that maintains value and mitigates purchasing risk.~~

~~Selective direct his arrangement is to allow plant and labour hire purchasing aims to efficiently support to Councils existing resource base base that is efficient to administer, through the elimination of of the need to clearly define project scope and obtain multiple or duplicate quotations for high volume routine purchases for high volume routine purchases of low value.~~

The results for Council is maintenance of good value for money, flexibility in procurement methods (labour/plant hire vs project quote for minor routine works) and more efficient use of internal resources.

Under this arrangement Council maintains the right to test the market and call for open quotations for any products or services it deems necessary.

~~Organisations seeking to become a Council Approved Supplier can access an Approved Supplier Application Pack via Councils website or via the following link Approved Supplier Application.~~

#### 3.2.2 Preference for Local Suppliers

A local supplier is defined as individuals, organisations or companies whose main business functions are based within the geographical Temora Local Government Area.

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The preference of Local Suppliers is to recognise the importance of local business by ~~ensuring acknowledging that such businesses should be they are given every~~ consideration in the purchasing function of Council. ~~Council will endeavour to ensure that local providers are afforded the opportunity to participate in the process.~~

In considering purchasing options, a local purchase preference, to a value of 510% or \$51,000, whichever is the lesser value, will be given where a product is available locally.

~~In the case of fuel, agreements for supply by the local provider will be tested annually against the Terminal Gate Price and rates provided by LGP. In annual terms, the local purchase preference policy will apply.~~

~~In the case of fuel supply, preference will be given at the following rate:~~

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Council is committed to ethical business practice based on the principles of public duty. Such principles include value for money, transparency, impartiality and fairness.

Temora Shire Council will ensure that procedures and practice relating to procurement of goods and services are consistent with best practice and the highest standards of ethical conduct. Council staff are in all circumstances bound by Council's Code of Conduct when carrying out their duty as an employee of Council.

- Staff are expected to abide by state and federal law and all relevant Council policies and procedures;
- Staff are accountable for their actions and are expected to act in the public interest;
- Staff are expected to act with due care and diligence;
- Staff are expected to use public resources effectively and efficiently; and
- Staff should avoid any conflicts of interest either perceived, pecuniary or non-pecuniary.

In addition, procurement activities are guided by the following core business principles;

- All potential suppliers will be treated with impartiality and fairness and given equal access to information and opportunities to submit bids.
- All procurement activities and decisions will be fully and clearly documented to provide an effective audit trail and to allow for an effective performance review of contracts.
- Tenders will not be called unless Council has a firm intention to proceed to contract. Council will not disclose confidential or property information.

Council expects all providers of goods and services to observe the following principles when doing business with Temora Shire Council.

- Provide accurate and reliable advice and information when required;
- Declare actual or perceived conflicts of interest as soon as the business becomes aware of the conflict;
- Respect the obligation of Council staff to act ethically, fairly and honestly in all business dealings;
- To act ethically, fairly, respectfully and honestly in all dealings with Council;

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- To not exert pressure on Council staff to act in ways that contravenes the business ethics or code of conduct of our organisation.
- To refrain from engaging in any form of collusive practice, including offering Council employee's inducements or incentives designed to improperly influence the performance of their duties.
- To commit to not offer Council staff inducements or incentives such as money, gifts, benefits, entertainment or employment opportunities.
- To assist Council to prevent unethical practices in its business relationship.
- [To refrain from contact with Councillors in relation to supply of goods or services to Council](#)

[Council reserves the right to suspend or cease dealings with contractors or suppliers who do not comply with any of the above principles.](#)

For [comprehensive further](#) detail regarding ethical standards and Council Code of Conduct, please refer to Governance Policies [G15 - Statement of Business Ethics](#) and [G17 - Code of Conduct](#) available on Council's website.

**3.93.4 SAFETY, QULAIY QUALITY AND ENVIRONMENT**

All suppliers must adhere to current Workplace Health and Safety, Quality and Environmental legislative requirements.

The relevant Council Officer in charge of the procurement activity shall ensure all suppliers comply with the provisions of Council's safety, quality and environmental policy and procedure.

[For further detail regarding safety quality and environmental expectations, please refer to Council policies IMS 1.0 Health and Safety Policy, IMS 1.1 Quality Policy and IMS 1.2 Environmental Policy available on Councils Websitefrom Council on request.](#)  
[Add a bit more detail??](#)

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Sustainable procurement is a process whereby Council will meet its needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and the economy, whilst minimising damage to the environment.

Practicing sustainable procurement will assist Council in:

- Eliminating unnecessary inefficiency, manage demand, waste and expenditure;
- Minimise environmental impacts of the goods and service over the whole of life cycle;
- Contributing to the combined purchasing power of local government to further stimulate demand for sustainable products;
- Increasing awareness about the range and quality of sustainable products available;
- Delivering its commitments in relation to environmental and social objectives;
- Playing a leadership role in advancing long term social and environmental sustainability;
- Supporting local businesses and organisations.

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### **3.123.6 DISPOSAL OF ASSETS**

The disposal of plant, equipment and goods must be carried out in a manner consistent with relevant Council policies and procedures, [providing maximum benefit to Council. Add more info on Councils approved disposal method??](#)

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### **3.133.7 SOLE SOURCE OF SUPPLY**

Where a purchasing requirement is of a specific nature that can only be reasonably obtained from one supplier, procurement may be permitted without undertaking a tender or quotation process where:

- There is a genuine need for a proprietary product to ensure compatibility with existing equipment and there is a sole source of supply for the proprietary product;
- A genuine emergency arises that seriously threatens employees, customers, assets or corporate reputation;
- An urgent and important operational need where the welfare of customers or employees faces an impending and serious threat; or,
- There is a need for unique intellectual property or expertise that is available from only one supplier.

This approach may only be used for non-complex, low risk procurements with a value under the tendering threshold. Using a sole source of supply is only permitted under circumstances where Council is satisfied and can provide evidence that there is only one source of supply for those goods, services or works.

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**10.4 OPERATIONAL PLAN 2019-2020****File Number:** REP20/917**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Operational Plan - End of Year [↓](#) **REPORT**

End of year reporting from 2019/2020 Operational Plan as at 30<sup>th</sup> June, 2020.

**RECOMMENDATION**

It is recommended that the report is noted.

***Report******by******Gary******Lavelle***



**TEMORA SHIRE COUNCIL  
OPERATIONAL PLAN  
END OF FINANCIAL YEAR  
REVIEW  
2019/2020**





### Administration






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


To manage all records in accordance with the State Records Act  
Commitment to e-commerce strategies

Support a larger share of taxation revenue for Local Government

Ensure Councils investment portfolio is properly managed to obtain highest possible secure interest yield within allowable form of investments

| Action Name                                                                               | Responsible Officer Position       | Performance Measure      | Status                              | Traffic Lights                                                                      | Annual Comment                                                                                                                                                                                                                                                                                              |
|-------------------------------------------------------------------------------------------|------------------------------------|--------------------------|-------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Complete implementation and optimisation of Content Manager 9 including training of staff | Administration and Finance Manager | Implementation completed | Referred to the Next Financial Year |    | Content Manager consultants are being sourced to provide a health check of the current system, a strategy/plan for the optimisation and continued development of the system, documentation of processes and policies, and administrator and user training.                                                  |
| Continually review and test all internal procedures                                       | Administration and Finance Manager | Test completed           | Referred to the Next Financial Year |    | Changes have been made to staffing that will enable this to progress.                                                                                                                                                                                                                                       |
| Continually review the use of Cloud technology for business applications                  | IT Officer                         | Investigation concluded  | Completed for Current Year          |    | Progressing with an office 365 upgrade from the old 2010 version to the 2016 version. Held discussions in regards to shifting users onto Microsoft teams from Ryver. The Temora Recreation Centre has moved from a physical database to a cloud based database as the old software was no longer supported. |
| Continuation of a compliant internal audit program                                        | General Manager                    | Program implemented      | Completed                           |  | Ongoing but awaiting guidelines on the new ARIC                                                                                                                                                                                                                                                             |

| Action Name                                                                                                                     | Responsible Officer Position       | Performance Measure      | Status                              | Traffic Lights                                                                      | Annual Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------|------------------------------------|--------------------------|-------------------------------------|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Continue to develop and maintain internal and external user guides for Council IT systems                                       | IT Officer                         | Guides completed         | Completed for Current Year          |    | Through out the financial year, Veritech and the Council IT officer have been developing and updating end user documentation and administration documentation. This includes online safety, security, and appropriate use of Council assets.                                                                                                                                                                                                                                                                                             |
| Continue to maximise the opportunity to use technology to automate processes through Authority, GIS, and 3rd Party applications | IT Officer                         | Adaptation of technology | Completed                           |    | Authority has been updated and all issues involving the upgrade has been resolved.<br>GIS has been upgraded and Engineering are using one of the latest versions.<br>Infocouncil has been updated from 7.2.3 to 7.9.0. Issues involving report generation lag, and opening documents from CM9 have been documented and the IT officer has been in contact with support teams from Infocouncil. A fix has been made for report generation, improving speed greatly. Investigations are still underway regarding CM9 communication issues. |
| Develop ICT strategic plan                                                                                                      | IT Officer                         | Plan developed           | Completed                           |    | Completed by external consultant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Develop IT disaster recovery plan in conjunction with business continuity plan                                                  | IT Officer                         | Plan developed           | Completed                           |   | Veritech and the IT officer, along with the General Manager and the Administration Manager, have developed a plan to upgrade the radio network between the Council office building and the NRCC building (where our disaster recovery is located).                                                                                                                                                                                                                                                                                       |
| Develop procedures for person specific roles and introduce review sheets for each procedure                                     | Administration and Finance Manager | Procedures completed     | Referred to the Next Financial Year |  | Changes have been made to staffing that will enable this to progress.                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

| Action Name                                              | Responsible Officer Position           | Performance Measure              | Status                              | Traffic Lights                                                                    | Annual Comment                                                                                                                                                                                                                                               |
|----------------------------------------------------------|----------------------------------------|----------------------------------|-------------------------------------|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Develop Records Management strategy and development plan | Director of Administration and Finance | Strategy developed               | Progressing                         |  | Content Manager consultants are being sourced to provide a 'health check' of the current system, a strategy/plan for the optimisation and continued development of the system, documentation of processes and policies, and administrator and user training. |
| Upgrade to Civica Authority 7.1 including training       | Administration and Finance Manager     | System installed and operational | Completed                           |  | System installed and operational                                                                                                                                                                                                                             |
| Civica - Implement inspection reporting module           | Director of Environmental Services     | Implement module                 | Referred to the Next Financial Year |  | Civica not ready to proceed. Rollover                                                                                                                                                                                                                        |



## Airport





Key Function - Temora Aerodrome

Policy Direction

Compliance with all CASA requirements to maintain registration

Maintain sufficient land stock for future development of the Temora Aerodrome




Lobby for the development of a Multipurpose Facility at the Aerodrome to meet the needs of user groups






| Action Name                                                                                                                                                | Responsible Officer Position           | Performance Measure                  | Status                     | Traffic Lights                                                                      | Annual Comment                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|--------------------------------------|----------------------------|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| BBRF - Rehabilitate 18/36 Runway, Reconstruct apron, Construct 1km underground drainage, seal runway F&G, Reconstruct runway C&D                           | Engineering Technical Services Manager | Meet grant guidelines and milestones | Completed for Current Year |    | Progressing within grant timelines.                                                            |
| Continually review management and staffing at Temora Airport                                                                                               | Engineering Technical Services Manager | Review conducted                     | Not Progressing            |    | Ongoing.                                                                                       |
| Continue to advocate for the re-installation of TAF services at Temora Aerodrome including relocation of weather station to enable widening of grass strip | Engineering Technical Services Manager | Submission made                      | Completed                  |   | Ongoing advocacy to BOM, Minister and Local Member. Review of TAF services currently underway. |
| Implement the findings of the adopted Airport Master Plan                                                                                                  | Engineering Technical Services Manager | Plan implemented                     | Completed for Current Year |  | Progressing well                                                                               |






| Action Name                                                                                                                                                    | Responsible Officer Position       | Performance Measure                   | Status                        | Traffic Lights                                                                    | Annual Comment                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|---------------------------------------|-------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Make application under Growing Local Economies Program for the servicing cost of new subdivision, potential accommodation and potential Multi Purpose Building | Economic Development Manager       | Application made                      | Completed                     |  | Following a successful EOI, the development of a business case was a key next step for the development of the Saleyards Estate. The project awaits an announcement of funding by the State Government, expected at the end of August 2020. The accommodation and the multipurpose building are currently out of scope of the application. |
| Undertake preliminary plans for the construction of a Multipurpose Building at Temora Aerodrome.                                                               | Director of Environmental Services | Plans completed and agreed by Council | Postponed by Council Decision |  | Not funded by Council. Item still in CSP though. Planning will recommence when funding allocated.                                                                                                                                                                                                                                         |




### Aged & Special Needs Care

Key Functions - Aged Care, Home & Community Services (HACC), Persons with Disabilities, Senior Citizens Policy Direction  
 Support existing providers of aged care services in the development and retention of facilities and services  
 Undertake regular and comprehensive consultation to ensure that the current and future needs of senior residents are met Continue to seek funding for programs that improve the options available for frail aged and disabled






| Action Name                                                                                                                                 | Responsible Officer Position           | Performance Measure        | Status                     | Traffic Lights                                                                    | Annual Comment                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------------------|----------------------------|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| Access & Equity - Consider access issues at local parks, including removal of edging to allow wheelchair access                             | Engineering Technical Services Manager | Review by access committee | Completed for Current Year |  | Ongoing. Of the view we are making progress with inclusive access to Councils open spaces.                         |
| Access & Equity - Consider access issues at sporting grounds                                                                                | Engineering Technical Services Manager | Review by access committee | Completed for Current Year |  | Ongoing. Awaiting the relaunch of Access and Equity Committee.                                                     |
| Access & Equity - Provide disabled car park spaces that meet the needs of the community in conjunction with the Access and Equity Committee | Engineering Technical Services Manager | Review by access committee | Progressing                |  | Will look to report as soon as scoping and costing complete. Awaiting the relaunch of Access and Equity Committee. |




| Action Name                                                                                                                                          | Responsible Officer Position | Performance Measure              | Status                     | Traffic Lights                                                                      | Annual Comment                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------------|----------------------------|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Access & Equity - Review access to public buildings and businesses in conjunction with TBEG and Access and Equity Committee                          | PCS - Manager                | Access report to Council         | Completed for Current Year |    | Ongoing progress being addressed through Access & Equity Committee                                                                                                                                   |
| Access & Equity - Support for the Access and Equity Committee to inform Council processes relating to disabled, aged and mothers with young children | Community Services Officer   | Effective operation of Committee | Completed                  |    | Committee was established however has been referred to Environmental Services for operation.                                                                                                         |
| Aged Care Services - Support the increased capacity for seniors accommodation offerings in Temora                                                    | Economic Development Manager | Advise activities to Council     | Completed                  |    | Ongoing liaison with The Whiddon Group regarding the Narraburra Lodge expansion (put on hold due to COVID-19) and support for the development proposal for low cost seniors housing in Temora Shire. |
| Aged Care Services - Advocacy and Lobbying on behalf of private aged care providers                                                                  | General Manager              | Advise activities to Council     | Completed                  |   | Ongoing advocacy. New aged care facility able to attract government funding with the assistance of Council advocacy                                                                                  |
| Aged Care Services - Create a positive ageing expo/ information session                                                                              | Community Services Officer   | Hold event at least annually     | Completed                  |  | This event has been cancelled due to COVID-19                                                                                                                                                        |




| Action Name                                                                                                                                                                                                                            | Responsible Officer Position | Performance Measure                                       | Status                     | Traffic Lights                                                                      | Annual Comment                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------------------------------------|----------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Aged Care Services - Maintain information about how to access aged care services in Temora Shire using digital media and information flyers covering relevant topics including medical services, transportation and home modifications | Communications Officer       | Preparation of documents                                  | Completed                  |    | Pinnacle's Aged Care Services are regularly advertised, promoted and represented on social media, in Narraburra News and via the website. Each month the Narraburra news contains an advertisement or article dedicated to Pinnacle |
| Attendance and participation in Interagency Meetings by relevant staff including Pinnacle, Youth and Community Services                                                                                                                | Community Services Officer   | Attendance at meetings and referral of minutes to Council | Completed                  |    | Have attended bi-monthly meetings (when possible) and delivered reports to Director of Administration and Finance                                                                                                                   |
| Disability Services - Include images of people with disabilities in Council publications                                                                                                                                               | Communications Officer       | Increased diversity in photos                             | Completed                  |    | Disability services are regularly represented in Narraburra News and on social media.                                                                                                                                               |
| Disability Services - Maintain a Temora Shire Disability Inclusion Action Plan                                                                                                                                                         | PCS - Manager                | Report to Council                                         | Completed for Current Year |  | Current Disability Inclusion Action Plan 2017-2021 - crossover of actions included in Community Strategic Plan - many actions have been completed that were identified as part of this plan.                                        |
| Disability Services - Provide disability awareness training to staff, new and current, as well as Councillors                                                                                                                          | Human Resources Officer      | Provision of training                                     | Progressing                |  | Ongoing, collaboration required with PCS                                                                                                                                                                                            |

| Action Name                                                                                       | Responsible Officer Position | Performance Measure               | Status                              | Traffic Lights                                                                    | Annual Comment                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------|------------------------------|-----------------------------------|-------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Disability Services - Provide information linkages to National Disability Insurance Scheme (NDIS) | PCS - Manager                | Linkage provided                  | Completed                           |  | Ongoing...continued support for Temora and Cootamundra residents to navigate the NDIS system with plan reviews, plan implementation and support to liaise with allied health and GPs.<br><br>Pinnacle continues to promote NDIS support services in both outlets and presence at local interagency meetings.                                                                                                                                                |
| Pinnacle - Continue to maintain Pinnacle Service levels to meet the needs of clients              | PCS - Manager                | Preservation of levels of service | Completed                           |  | Ongoing management of staffing levels has been done to maintain service level provisions to meet the needs of all Pinnacle Community Services clients.<br><br>Encouragement and support provided to Support staff to complete relevant training to increase knowledge and skills to enable optimum client care.<br><br>Ongoing recruitment of casual support staff will continue be monitored to ensure ongoing service provision levels can be maintained. |
| Pinnacle - Investigate options for improved signage at NRCC House                                 | PCS - Manager                | Report to Council                 | Referred to the Next Financial Year |  | Not completed - will get quotes arranged.                                                                                                                                                                                                                                                                                                                                                                                                                   |



| Action Name                                                                                                                               | Responsible Officer Position           | Performance Measure                   | Status                     | Traffic Lights                                                                      | Annual Comment                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|---------------------------------------|----------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pinnacle - Investigate options for the future accommodation of Pinnacle operations including administrative and operational accommodation | PCS - Manager                          | Report to Council                     | Completed for Current Year |    | Painting of upstairs at NRCC House was completed in January.<br>Rooms have been rearranged to accommodate for more efficient operations for Pinnacle.                                                                                                                                                                                |
| Pinnacle - Monitor finances to ensure that Pinnacle Services are provided at no net cost to Council                                       | Director of Administration and Finance | Achievement of break even status      | Completed                  |    | Pinnacle Community Services has continued to grow with income increasing from \$4.3 million to \$5.8 million this year. This has resulted in an increase in staff numbers, so does not necessarily ensure that the services are supplied at no net cost to Council. Financial reports are presented to Council on a quarterly basis. |
| Pinnacle - Monitor the need to adjust hours of operation for Community Transport to include weekends and public holidays                  | PCS - Manager                          | Review conducted                      | Completed for Current Year |    | Put on- hold due to COVID-19                                                                                                                                                                                                                                                                                                         |
| Pinnacle - Promote the availability of transport facilities through Pinnacle Services                                                     | PCS - Manager                          | Advertise availability electronically | Completed                  |   | Ongoing advertising of Community Transport services in local newspaper, on-line and Narraburra News periodically.                                                                                                                                                                                                                    |
| Pinnacle - Promotion of Pinnacle Community Services as a provider of choice for disability services                                       | PCS - Manager                          | Increase in client base               | Completed                  |  | Temora overall client numbers have remained steady across the reporting year.<br>Cootamundra has seen an increase in overall numbers through active promotion and hardwork following change of leadership and renewed enthusiasm for NDIS services.                                                                                  |




| Action Name                                                                                                                                        | Responsible Officer Position | Performance Measure   | Status    | Traffic Lights                                                                    | Annual Comment                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------|-----------|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pinnacle - Undertake My Aged Care Regional Assessment under contract to Community Options Australia                                                | PCS - Manager                | Assessments conducted | Completed |  | Total assessments completed for the year = 113.<br>Total income = \$44,002.20<br>Block funding = \$4,991.98<br>Community Options Australia has extended the contract for an additional two years to June 30, 2022. |
| Pinnacle - Use social media and information flyers to create awareness of who can access Community Transport and how to use this service           | PCS - Manager                | Increased usage       | Completed |  | Promotion of transport services has continued through the reporting year through social media, client newsletters, Narraburra News and guest speakers at local service clubs.                                      |
| Pinnacle - Utilise the My Aged Care portal Central Intake and Referral distribution to Pinnacle for Home Support Services (funded to 30 June 2020) | PCS - Manager                | Referrals received    | Completed |  | Total referrals received for 2019-20 through My Aged Care:<br>Temora:<br>CHSP - 110, HCP - 21<br>Coota:<br>CHSP - 148, HCP - 17<br>Leeton:<br>CHSP - 59                                                            |

| Action Name                                                                                                                                  | Responsible Officer Position           | Performance Measure                        | Status                     | Traffic Lights                                                                    | Annual Comment                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|--------------------------------------------|----------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provide donation equivalent to 25% of General rate to the following: Ariah Park Senior Housing, Temora Senior Citizens Group, Ariah Park CWA | Administration and Finance Manager     | Donation made                              | Completed                  |  | Donations currently being processed.                                                                                                                                                                 |
| Regular promotion of health services                                                                                                         | Communications Officer                 | Services promoted                          | Completed                  |  | The Direct Me booklet was updated this financial year and continues to be updated in its online format regularly. It contains a great deal of information about health services in the Temora Shire. |
| Disability Services - Develop plans and construct an Independent Living facility in Temora Shire                                             | Director of Administration and Finance | Plans completed and construction commenced | Completed for Current Year |  | Council has drawn down a loan from TCorp and construction of the Supported Independent Living House has commenced. Completion is expected by Christmas.                                              |
|                                                                                                                                              |                                        | Report to Council                          |                            |                                                                                   |                                                                                                                                                                                                      |

## Commercial Services






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






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

| Action Name                                                                                                                                       | Responsible Officer Position           | Performance Measure | Status                     | Traffic Lights                                                                      | Annual Comment                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|---------------------|----------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provide budget to enable the continued operation of Temora Agricultural Innovation Centre including review of commercial partnership arrangements | Director of Administration and Finance | Budget provided     | Completed                  |    | Council has engaged a consultant to conduct a review of operations of TAIC to assist in renegotiating the terms of the new agreement with Farmlink. The current budget will show a deficit.                                                                                                                        |
| Provide comprehensive review of the operations of TAIC, considering Council's financial exposure and seeking additional revenue streams for TAIC  | Director of Administration and Finance | Report to Council   | Completed for Current Year |    | Council has engaged a consultant to conduct an independent review of the operations of TAIC including total costs to both parties, benefits to Council and the community, risks and opportunities and how these are allocated between the parties involved. The review is expected to be completed in August 2020. |
| Temora Saleyards - Develop options for the long term use of land                                                                                  | Engineering Technical Services Manager | Report to Council   | Completed for Current Year |  | Determination on the future use of land. Actual usage will be dependent on DA process and grant funding.                                                                                                                                                                                                           |






### Communications





Key Function - Narraburra News, Social Media, Websites





| Action Name                                                                                                 | Responsible Officer Position | Performance Measure                                        | Status                     | Traffic Lights                                                                      | Annual Comment                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------|------------------------------|------------------------------------------------------------|----------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Acknowledgement of volunteers through Narraburra News and digital media                                     | Communications Officer       | Monthly articles in Narraburra News<br>Promotion of events | Completed                  |    | Volunteers are acknowledged on digital media and through Narraburra News throughout the year. There have been feature articles in Narraburra News about volunteering with Pinnacle and the Visitor Information Centre. We continue to advertise for volunteer positions when and where appropriate                      |
| Communicate with residents about the progress in the roll out of NBN and mobile towers in Temora Shire      | Communications Officer       | Information disseminated                                   | Completed                  |    | An article about the NBN network was included in the May 2020 Narraburra News demonstrating the demand on the network during the coronavirus pandemic. There have been no further updates on the NBN rollout.                                                                                                           |
| Continue to publish regular material on the Youth function in the Narraburra News                           | Communications Officer       | Monthly article in Narraburra News                         | Completed                  |    | Regular articles appear in the Narraburra News about the functions of the Youth Department                                                                                                                                                                                                                              |
| Continue with regular job vacancy mailer and social media posts                                             | Communications Officer       | Increased employment capacity                              | Completed                  |   | A job Mail-Out is sent at least once a month to subscribers and appears on social media pages.                                                                                                                                                                                                                          |
| Create program content and resources based on youth vision, which cover print, broadcast and internet media | Assistant Youth Officer      | Content created                                            | Completed for Current Year |  | Planning is underway for the youth workshop to restart their segment with TEM-FM. Three members are ready to start. The three young people and YPC Melissa Carter are collaborating with Rodney Gray- TEM-FM radio presenter. Once the restrictions are lifted due to the COVID 19 this youth workshop will recommence. |

| Action Name                                                                                                                                                | Responsible Officer Position | Performance Measure              | Status                              | Traffic Lights                                                                      | Annual Comment                                                                                                                                                                                                                                                                                                                                                     |
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| Disseminate grant information to relevant stakeholders                                                                                                     | Economic Development Manager | Stakeholders informed            | Completed                           |    | Council launched the Temora Grants Hub portal in partnership with the Grant Guru. Support was provided to commercial and community organisations to assist with understanding grant options. A joint TBEG - Council COVID-19 Response Team was formed to assist businesses to understand the stimulus packages provided by Government in response to the pandemic. |
| Ensure Council websites are mobile optimised                                                                                                               | Communications Officer       | Review conducted                 | Completed                           |    | The new website went live in June 2020. It is mobile and tablet friendly.                                                                                                                                                                                                                                                                                          |
| Ensure information on digital platforms is current and accurate                                                                                            | Communications Officer       | Complaints regarding information | Completed                           |    | Content on websites and social media is regularly reviewed and all care is taken to ensure the information is accurate and current.                                                                                                                                                                                                                                |
| Hold an annual meeting with rural ratepayers in rural localities on a rotational basis to discuss locality issues in conjunction with the local Councillor | General Manager              | Arrange meeting                  | Referred to the Next Financial Year |    | To be arranged 2020/21. Will be deferred due to COVID19.                                                                                                                                                                                                                                                                                                           |
| Include images of people with a disability, information on NDIS and other disability services in new residents packs                                       | VIC Manager                  | Included in new residents pack   | Completed for Current Year          |  | New resident packs are made up throughout the year. The Visitor Information Centre has had little demand for these pack in the last 12 months with only 2 being given out.<br><br>Information on the NDIS is sourced from Pinnacle when new packs are made up.                                                                                                     |



| Action Name                                                                                                                 | Responsible Officer Position | Performance Measure                | Status    | Traffic Lights                                                                     | Annual Comment                                                                                                                                                                                                                                                                                                                                                                                                      |
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| Maintain current and accurate information on Council websites                                                               | Communications Officer       | Regular updates of site            | Completed |   | All care is taken in maintaining accurate and current information on Council websites. With the development of the new website, all content has been reviewed before it was moved over to the new website and is updated when necessary.                                                                                                                                                                            |
| Promote arts and cultural events through council media outlets including websites, facebook and whats on in Narraburra News | Communications Officer       | All events advertised              | Completed |   | The Communications Officer and the Community Services Officer work closely together to advertise, promote and support events using all the publications available to Council.                                                                                                                                                                                                                                       |
| Promote the achievements of Temora Shire residents through the 'Home grown heroes' program                                  | Communications Officer       | Continuation of program            | Completed |   | One episode has been filmed in 2020 (Col Richards) and several people have been approached but are reluctant to participate. Convincing people that their story is worth telling can be difficult. Covid-19 has also made this task difficult to fulfil.                                                                                                                                                            |
| Provide a current and upcoming works program in the Narraburra News                                                         | Communications Officer       | Report included in Narraburra News | Completed |   | When appropriate, TSC works projects are included as content in Narraburra News as well as receiving posts on social media.                                                                                                                                                                                                                                                                                         |
| Provide an easy format flyer advising of volunteer opportunities in the community                                           | Communications Officer       | Provision of flyer                 | Completed |  | Volunteer opportunities are advertised on Council's website, sometimes in Narraburra News and social media. The Direct Me booklet also contains this information which has now been updated and published and will continue to be updated. A flyer has not been created as there has been no direction about where the flyer would be located, specific information to be included, and who the target audience is. |




| Action Name                                                                                                                                                              | Responsible Officer Position | Performance Measure                       | Status                     | Traffic Lights                                                                      | Annual Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| Provide information about child care and early learning options in Temora on Council website, social media, new resident packs.                                          | Communications Officer       | Information disseminated                  | Completed                  |    | The Direct Me booklet, which is largely available online and updated regularly, contains detailed information about childcare options. Council's website also displays this information                                                                                                                                                                                                                                                                                                                                          |
| Provide relevant information about housing, services, facilities and opportunities for community involvement to potential new residents                                  | VIC Manager                  | Currency of information                   | Completed for Current Year |    | Relevant information is sought from different organisations and businesses through out the year when new resident packs are updated. The Direct Me book is one of the main inserts in the pack. This project is ongoing.                                                                                                                                                                                                                                                                                                         |
| Remain active on social media sites to ensure that issues affecting Council are identified                                                                               | Communications Officer       | Early identification of issues            | Completed                  |    | Council has numerous social media sites that range from very active (Temora Shire Council Facebook) to those with minimal activity (Temora Airpark Estate Facebook). Every attempt is made to utilise the social media pages and remain as active as possible. The Communications Officer currently manages 12 Facebook pages, 3 Facebook groups and 1 Instagram page related to Council. We often receive enquires via our Facebook pages and they are managed (and distributed where necessary) by the Communications Officer. |
| Support the concept of conducting a Survey to gain the Residents feedback and review mechanisms for ratepayers to provide ongoing feedback to Council (Next survey 2021) | General Manager              | Review currency of information for survey | Not Due To Start           |  | Deferred to 2020/21 due to election deferral.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |





| Action Name                                                                | Responsible Officer Position | Performance Measure          | Status    | Traffic Lights                                                                    | Annual Comment                                                                                                                                                                                                                                                           |
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| Undertake a Walk and Talk Tour of Temora for Councillors                   | General Manager              | Tour undertaken              | Completed |  | Tour conducted                                                                                                                                                                                                                                                           |
| Update the Direct Me guide                                                 | Communications Officer       | Currency of document         | Completed |  | Direct Me has recently undergone a complete makeover by a graphic designer and is now published online. It is able to be updated by the Communications Officer and is done so regularly. Quotes have been sought from printers for the production of a physical booklet. |
| Upgraded use of digital media platforms to communicate with residents      | Communications Officer       | Increased followers and hits | Completed |  | Council's new website went live in June 2020. Other digital platforms are used regularly for communication purposes including, but not limited to, community consultation, basic information output and two-way communication.                                           |
| Use Council communications outlets to advise of volunteering opportunities | Communications Officer       | Advice to community          | Completed |  | Volunteer positions are advertised on the Temora Shire Website as well as regular advertisements being posted to social media sites about volunteering opportunities                                                                                                     |





## Community Services

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




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







| Action Name                                                                          | Responsible Officer Position | Performance Measure                      | Status                     | Traffic Lights                                                                      | Annual Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| Arts and Culture - Review of opportunities to develop arts based programs under NDIS | Community Services Officer   | Review conducted and reported to Council | Completed for Current Year |    | The new Arts and Cultural space will make the delivery of arts-based projects for people with disability possible under COVID - 19 restriction.<br><br>Further meetings with the Manager of Pinnacle Services will be required once the facility is underway. The Manager has informed the CCSO that NDIS is an ever-changing landscape and setting up arts-based programs under NDIS is not as simple as it first appeared. The simplest option for the new facility would be to create the workshops discussed below and let NDIS client book their hours as desired. |
| Arts and Culture - Act as host of the 2019 Bald Archys                               | Community Services Officer   | Exhibition held                          | Completed                  |  | The 2019 event was very successful. There appears little value in hosting the event in 2021 as the dynamics of the exhibition have changed dramatically. Due to the passing of Peter Batey the exhibition will now be managed by Wagga City Museum, no longer making Temora the only exhibition venue in the Riverina.                                                                                                                                                                                                                                                  |
| Arts and Culture - Arrange visit by the National Gallery guides                      | Community Services Officer   | Trip undertaken                          | Completed for Current Year |  | The CCSO met with representatives of the National Gallery of Australian and due to COVID -19 the Temora visit will be looked at again in early 2021 or when COVID 19 fears have been dramatically reduced.                                                                                                                                                                                                                                                                                                                                                              |





| Action Name                                                                          | Responsible Officer Position | Performance Measure                          | Status                     | Traffic Lights                                                                      | Annual Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| Arts and Culture - Arts Precinct - Seek funding for the development of the precinct. | General Manager              | Grant submissions made                       | Completed                  |    | Representation made to government seeking grants. The project will be funded in 2020/21 under the LRCIP, following on from upgrade work on the existing building carried out this year under the Drought Communities Program                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Arts and Culture - Conduct Temora Shire Council Art Prize                            | Community Services Officer   | Competition held                             | Completed                  |    | 2019 Exhibition astounding success with exhibition entries increased. 167 entries received and the venue ran out of hanging system .<br><br>Please note the event has enjoyed increased interest from community, the 2019 event received new and valuable community sponsorship with the 2020 event set to receive the same.                                                                                                                                                                                                                                                                                                                 |
| Arts and Culture - Develop activating unique spaces for cultural events              | Community Services Officer   | Development of site audit                    | Completed                  |    | Activating Unusual Spaces has proven to be a big success with Temora Shire Council now receiving contact from numerous international artists wishing to be part of the concept. The artists have received very positive feedback from local and international participants and are keen to stop off in Temora as part of their Australian tour.<br><br>The CCSO has kept in contact with our regular artists such as Michael Fix, Christine Collester and Mike McClellan throughout the COVID -19 event landscape. All artists have made a commitment to return to Temora in 2021 and are very complimentary of the delivery of the concept. |
| Arts and Culture - Develop opportunities for the conduct of Artisan Markets          | Community Services Officer   | Markets conducted without impact on business | Completed for Current Year |  | Because of restrictions in the events landscape due to COVID -19 the CCSO has looked to find COVID Safe way to deliver the Artisan Markets and find a new space in the online market. An online gallery platform concept is being explored and will be presented to Imagine Temora for their input and feedback.                                                                                                                                                                                                                                                                                                                             |

| Action Name                                                                                                                                                | Responsible Officer Position | Performance Measure                   | Status                              | Traffic Lights                                                                     | Annual Comment                                                                                                                                                                                                                                                                                                                                                                                      |
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| Arts and Culture - Hold a creative Lifestyle Expo                                                                                                          | Community Services Officer   | Successful Expo held                  | Referred to the Next Financial Year |   | The CCSO met with the Director Administration and Finance and it was decided to postpone the event until 2021. If there are vast changes to COVID Safe restriction before October, the event will be reviewed.                                                                                                                                                                                      |
| Arts and Culture - Maintain membership of Eastern Riverina Arts                                                                                            | Community Services Officer   | Retention of numbers                  | Completed                           |   | This membership delivers excellent value to Temora Shire Council and residents. An example is the Access Assistance Equipment package for events Temora Shire Council received this year free of charge from Eastern Riverina Arts.<br><br>Additionally, Temora residents and creatives will also benefit from the NSW National Arts Event - Art Stat being hosted in Wagga Wagga in November 2020. |
| Arts and Culture - Operation of a Sister City Committee to determine activities and future strategies                                                      | Community Services Officer   | Committee established                 | Completed                           |   | Sister City Committee is operating well and was meeting regularly before COVID -19                                                                                                                                                                                                                                                                                                                  |
| Arts and Culture - Temora Arts Precinct - Development of a management plan for development/usage of the ex Scout Hall involving stakeholders/ user groups. | General Manager              | Management Plan developed and adopted | Referred to the Next Financial Year |  | Under development following the decision to undertake an upgrade in 2020/21.                                                                                                                                                                                                                                                                                                                        |



| Action Name                                                                                                                                                                                                                                                                                                     | Responsible Officer Position | Performance Measure         | Status    | Traffic Lights                                                                      | Annual Comment                                                                                                                                                           |
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| Events - Support events determined by resolution of Council and the following events (at a minimum) ,<br>Active Ageing Expo<br>Local Government Week<br>NAIDOC Day<br>International Womens Day<br>Australia Day<br>Volunteers Week<br>Mary Gilmore Festival<br>Including seeking grant funding for those events | Community Services Officer   | Conduct of successful event | Completed |    | The CCSO has assisted events where required and applied for grants where appropriate.                                                                                    |
| Hold a welcome function for new residents                                                                                                                                                                                                                                                                       | Community Services Officer   | Event held                  | Completed |  | This event delivers an inordinate amount of positive feedback regarding Council and the community. It would be beneficial for Council to capture the 2020 event on video |
| Host an Afternoon Tea for carers                                                                                                                                                                                                                                                                                | PCS - Manager                | Function held               | Completed |  | Event held                                                                                                                                                               |




| Action Name                                                                                                                                            | Responsible Officer Position           | Performance Measure                  | Status                              | Traffic Lights                                                                      | Annual Comment                                                                                                                                                                                                                                                                                              |
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| Imagine Temora - Conduct formal review of the structure and operation of Imagine Temora, including development and adoption of a policy for operation. | Community Services Officer             | Increased programs                   | Referred to the Next Financial Year |    | Review to be conducted when COVID 19 issues resolved                                                                                                                                                                                                                                                        |
| Imagine Temora - Provision of an annual budget for the use within Council guidelines                                                                   | Community Services Officer             | Budget allocation and accountability | Completed                           |    | Budget provided but details on usage protocols to be developed.                                                                                                                                                                                                                                             |
| Lake Centenary - Investigate grant opportunities for funding of community activities at the Lake                                                       | Community Services Officer             | Grants investigated and applied for  | Completed                           |    | The acquisition of a Dragon Boat for Lake Centenary was a great accomplishment for 2019 and now in 2020 ADFA has donated two more Dragon Boats this time carbon fibre boats valued at over \$20,000 each.<br><br>With 2020 events postponed more time may be available to pursue lengthy grant application. |
| Partner with Bland Shire regarding family day care provision.                                                                                          | Director of Administration and Finance | Annual review of scheme by Council   | Completed                           |   | Council is continuing to provide assistance.                                                                                                                                                                                                                                                                |
| Provision of a donation equivalent to rates for the Ariah Park Community Hall                                                                          | Administration and Finance Manager     | Donation Made                        | Completed                           |  | Completed                                                                                                                                                                                                                                                                                                   |
| Springdale Memorial Hall - Provide financial support to Committee                                                                                      | Director of Environmental Services     | Funds allocated                      | Completed                           |  | Hall in good conditions. Drought Communities Funding program also used well.                                                                                                                                                                                                                                |





| Action Name                                                                                                   | Responsible Officer Position           | Performance Measure     | Status              | Traffic Lights                                                                    | Annual Comment                                                                                                                                                        |
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| Temora Memorial Town Hall - Support volunteers associated with Temora Town Hall Theatre                       | Director of Environmental Services     | Support provided        | Completed           |  | Function Held.<br>Volunteer retention levels remain high                                                                                                              |
| NRCC House - Construct outdoor reading room and provide access ramp to rear of NRCC House (subject to grants) | Director of Administration and Finance | Grant submissions made  | Completed           |  | Council was recently advised that it was successful in its grant application. Detailed plans for the outdoor reading room & access ramp are currently being drawn up. |
| NRCC House - Undertake upgrade of toilets at Temora Library utilising grants and own source funds             | Director of Environmental Services     | Completion of project   | Grant Not Available |  | Rollover                                                                                                                                                              |
| Temora Memorial Town Hall - Completion of refurbishment                                                       | Director of Environmental Services     | Refurbishment completed | Completed           |  | Completed                                                                                                                                                             |



### Economic Development, Tourism & Resident Attraction

Key Functions - Economic Development, Tourism




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





| Action Name                                                                                                                                                  | Responsible Officer Position | Performance Measure                               | Status    | Traffic Lights                                                                      | Annual Comment                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| Bundawarra Centre - Undertake consultation with users regarding any proposed changes and complete planning for design options for Visitor Information Centre | Economic Development Manager | Plans completed and agreement from users          | Completed |    | Designs for Bundawarra Centre upgrade were approved by Council. External funding secured to add to Council's allocation, including \$10K from Federal Government and \$197,000 through round 2 of State drought assistance. Project to be completed by December 2020 in order to comply with funding aquittal. These works will deliver the majority of the scope of works, however further funding is required to fully complete the works. |
| Continually build rapport with relevant politicians                                                                                                          | General Manager              | Maintenance of relationships                      | Completed |   | Ongoing. Regular meetings (pre covid) held                                                                                                                                                                                                                                                                                                                                                                                                   |
| Develop priority projects to shovel ready in order to take advantage of funding opportunities as they arise.                                                 | Economic Development Manager | Development of projects and submission to Council | Completed |  | Business Case preparation and/or support delivered for the Temora Airport Master Plan Implementation Project, Bundawarra Centre Upgrade, Temora Arts Precinct, Affordable Senior Housing project and Temora Recreation Centre upgrade.                                                                                                                                                                                                       |





| Action Name                                                                                                               | Responsible Officer Position | Performance Measure    | Status    | Traffic Lights                                                                      | Annual Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| Economic Development - Actively target, and support businesses identified in the Economic Development Strategy            | Economic Development Manager | Attraction of business | Completed |    | New business activity in Temora Shire is growing despite impacts of COVID-19. There is strong interest from a range of industry sectors to establish or expand in Temora, including value-add agriculture, manufacturing, aviation, tourism, personal services, aged care, renewable energy, and retail services. The projection for 400+ new jobs in the next 4 years is looking very strong.                                                                                                                                                                                                         |
| Economic Development - Attend quarterly RDA Riverina Economic Development Forums                                          | Economic Development Manager | Attendance of meetings | Completed |    | The quarterly RDA Forums remain a worthwhile event for connecting with peers in economic development within the Riverina as well as learning about various government initiatives and regional programs coordinated by RDA, such as Country Change and migrant resettlement.                                                                                                                                                                                                                                                                                                                           |
| Economic Development - Conduct study to determine needs and develop strategies to address any housing shortfall in market | Economic Development Manager | Study conducted        | Completed |    | This action with completed in 2018. This year Council has progressed with the LEP review to assist new areas of residential housing to be developed. We also continue to work with developers of a range of housing types and estate agents to ensure there is a sufficient supply of residential land. Demand for housing in the sales and rental markets continues to be strong in Temora. This trend is expected to continue with the growth in demand from temporary workers for infrastructure projects as well as permanent population growth from new business growth in the next 4 to 5 years. |
| Economic Development - Connect businesses with complementary skills, needs and resources.                                 | Economic Development Manager | Assistance provided    | Completed |  | The professional development opportunities for businesses in Temora Shire have never been stronger with the partnership between Council, BREED and TBEG. The BREED business centre has provided a home for professional development delivery and courses are well attended. The relationship with BEC has provided an ongoing stream of training courses and mentorship for new and existing business owners, resulting in a supportive network of businesses.                                                                                                                                         |






| Action Name                                                                                                                                                               | Responsible Officer Position | Performance Measure | Status                     | Traffic Lights                                                                    | Annual Comment                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| Economic Development - Continually review workforce futures plan to determine likely spikes in population and communicate the impacts to relevant stakeholder in advance. | Economic Development Manager | Reports to Council  | Completed                  |  | The impact of COVID-19 on many developments caused some projects to be delayed in their delivery. Many businesses are readjusting plans in what is a constantly changing landscape. However, all developers are committed to proceeding in Temora. Once their plans become more concrete Council will be a in better position to communicate to stakeholders.                                                                            |
| Economic Development - Create a development prospectus including Ariah Park and update the relevant pages on Council website                                              | Economic Development Manager |                     | Completed for Current Year |  | Due to the time spent by officers responding to high interest in Temora Shire from developers, there has been little time to dedicate to developing the prospectus. Instead, the economic development pages of the website have been updated, providing more tools and resources for developers. More targeted proposals are presented to developers based on their industry and requirements. This appears to be an effective approach. |







| Action Name                                                                                                                                                               | Responsible Officer Position | Performance Measure                                         | Status    | Traffic Lights                                                                      | Annual Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| Economic Development - Develop strategies to invigorate the Hoskins St CBD to ensure future prosperity                                                                    | Economic Development Manager | Report to Council and strategies implemented                | Completed |    | The response to the invigoration of the main street is multi-pronged. Businesses are supported through initiatives such as Find it in Temora, Plug it in Temora, the professional development programs, BREED business centre, support for new businesses to open, provision of grant information, heritage grant funding, and retail events such as the Christmas Street Fair. Main street infrastructure is also a key aspect of the attraction with street furniture, soft landscaping and footpath treatments assisting the visual appeal. The second stage of main street upgrade and the outcome of the funding application for additional planters and street furniture will ensure the CBD continues to remain vibrant. |
| Economic Development - Development of strategic partnership with FarmLink to attract new industry and provide opportunities for existing industry through diversification | Economic Development Manager | Increase in partnership arrangements and facilities at TAIC | Completed |    | The TAIC continues to be an important asset for the Temora Shire. The TAIC Reivew will assist to highlight the social and economic value the Centre brings to the Shire and the role that FarmLink plays in the delivery of those benefits as a partner of Council. The Centre continues to attract positive attention from regional, state and federal organisations as well as commercial entities in Australia and overseas. Investments made in the Centre over the past few years are beginning to show dividends by attracting new research and investment opportunities.                                                                                                                                                 |
| Economic Development - Facilitate a smooth DA process for investors                                                                                                       | Economic Development Manager | Minimalise red tape                                         | Completed |  | Officers continue to work together in economic development and planning to ensure the DA process is smooth. This begins from initial meetings with developers well in advance of a DA being submitted. This supportive culture has gained Council a strong reputation for being easy to do business with and is our strongest tool for attracting new investment to the Shire.                                                                                                                                                                                                                                                                                                                                                  |

| Action Name                                                                                                                                     | Responsible Officer Position | Performance Measure                       | Status                              | Traffic Lights                                                                     | Annual Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| Economic Development - Maintain a development prospectus, including Ariah Park and update the relevant pages on the Council website             | Economic Development Manager | Prospectus readily available to community | Referred to the Next Financial Year |   | Council website was updated with current tools and resources for developers. There is currently no prospectus due to time constraints.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Economic Development - Participate in relevant conferences that focus on regional development issues                                            | Economic Development Manager | Currency of knowledge                     | Completed                           |   | Conferences have moved online due to COVID-19 but continue to be an important forum for continued professional development and networking.                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Economic Development - Participate in relevant Government and Non-Government programs for regional growth                                       | Economic Development Manager | Review conducted                          | Completed                           |   | Country Change and migrant resettlement are two programs coordinated by RDA Riverina that Council participate in to attract new residents and fill job vacancies so businesses can continue to grow. Council has also participated in a number of funding programs related to economic growth and stimulation in particular as a response to the drought.                                                                                                                                                                                                                                                   |
| Economic Development - Provide advice and support to the TBEG and BREED Australia including provision of assistance to employ executive officer | Economic Development Manager | Retention of TBEG                         | Completed                           |  | Council's partnerships with TBEG and BREED Australia remains a key tool for engaging with and supporting the local business community. The TBEG executive committee act as an extension of the economic development function and assist Council to achieve far more than would be possible working in isolation. This year TBEG has been supported to develop a new strategic plan for the coming 2 years which includes becoming an incorporated association. TBEG recognise the importance of the relationship with Council so plan to include Council representation in the organisational constitution. |





| Action Name                                                                                                                                         | Responsible Officer Position | Performance Measure | Status    | Traffic Lights                                                                      | Annual Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| Economic Development - Review the relative cost of the provision of electricity and other utilities in Temora Shire.                                | Economic Development Manager |                     | Completed |    | This review was completed in 2018 however the cost of connecting services in Temora Shire, in particular water, remains a barrier for developers looking to establish here.                                                                                                                                                                                                                                                                                                                                                                                       |
| Economic Development - Support TBEG in the delivery of events and initiatives                                                                       | Economic Development Manager | Retention of TBEG   | Completed |    | Prior to COVID-19, TBEG ran a popular suite of events with the support of the Economic Development officer, including the Christmas Street Fair, monthly beers and business events, and professional development opportunities. Since COVID-19, these events have changed to be delivered online or cancelled to comply with social distancing directives.                                                                                                                                                                                                        |
| Economic Development - Work with Environmental Services and local developers to ensure there is a sufficient pipeline of available residential land | Economic Development Manager | Review conducted    | Completed |    | This year Council has progressed with the LEP review to assist new areas of residential housing to be developed. We also continue to work with developers of a range of housing types and estate agents to ensure there is a sufficient supply of residential land. Demand for housing in the sales and rental markets continues to be strong in Temora. This trend is expected to continue with the growth in demand from temporary workers for infrastructure projects as well as permanent population growth from new business growth in the next 4 to 5 years |
| Investigate options for the reuse of Greenstone Lodge if the facility becomes vacant                                                                | Economic Development Manager | Report to Council   | Completed |  | The Whiddon Group are aware of Council's wish for Greenstone Lodge to be reused in some capacity. Once the Narraburra Lodge is back on track for development they will be better placed to discuss the future of Greenstone.                                                                                                                                                                                                                                                                                                                                      |


| Action Name                                                                                                  | Responsible Officer Position | Performance Measure        | Status                              | Traffic Lights                                                                      | Annual Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| Investigate the potential for the establishment of a campus of U3A in Temora                                 | General Manager              |                            | Referred to the Next Financial Year |    | To be considered in next financial year                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Investigate the viability of establishing a Country University Centre in Temora                              | Economic Development Manager | Report provided to Council | Referred to the Next Financial Year |    | Although this project has stalled, there is potentially a greater need for it given the impact of COVID-19 on the delivery of university education. It is likely that more school leavers will choose or be forced to study from home, rather than leaving Temora Shire to attend a traditional campus.                                                                                                                                                                  |
| Maintain a local trades directory                                                                            | Economic Development Manager | Directory created          | Completed                           |    | The trades directory was launched in Q3 and forms part of the updated DirectMe guide which is available in both printed copy and on Council's website.                                                                                                                                                                                                                                                                                                                   |
| Maintain a subscription to Easy Grants & distribute to relevant stakeholders                                 | Economic Development Manager | Subscription maintained    | Completed                           |    | The introduction of the Temora Grants Hub online portal in partnership with Grant Guru demonstrates Council's commitment to providing businesses and community groups with the tools to find funding options. Council officers continue to promote the portal, support organisations to complete applications and provide letters of support. Launched at the end of April, the tool has 20 registered users and received a total of 33 visits during May and June 2020. |
| Maintain strong relationships with local estate agents to monitor markets and communicate to property owners | Economic Development Manager | Relationships developed    | Completed                           |  | Council officers maintain a close working relationship with local estate agents. This assists in helping to understand the current state of the market in terms of supply and demand of housing, as well as supporting new residents and businesses. The agents are supportive of Council initiatives and assist with strategic planning for a range of Council programs and developments.                                                                               |

| Action Name                                                                                               | Responsible Officer Position | Performance Measure          | Status                     | Traffic Lights                                                                      | Annual Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------|------------------------------|------------------------------|----------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Participate in regional programs to attract new residents eg Country Change                               | Economic Development Manager | Conduct of event             | Completed                  |    | Country Change continues to be an important and successful program for Council's new resident attraction strategy. The year round social media strategy ensures that those registered with the program are continually reminded about the opportunities provided in Temora. As a result of COVID-19 there is an emphasis on country living for many metropolitan dwellers who have been forced to isolate in small homes and who may also have an employer who is more open to the concept of remote working. This program will provide a cost-effective platform for reaching more potential new residents than Council could alone. |
| Support developments that broaden the range and raise the quality of visitor experiences in Temora Shire. | VIC Manager                  | Report to PVC                | Completed for Current Year |    | This is an ongoing project. The relevant information is given or sent or referred according to the nature of the inquiry. Inquiries usually come via telephone or email. Request for local tourism information packs have dwindled considerably to around 2 - 3 per month instead of 5- 7 per week but in saying that people are still coming to the VIC to access brochures on local, regional, NSW and interstate areas. Corporate inquiries are usually referred on to the area of need giving options. Over the last 12 months there have been several referrals made to local businesses and community organisations.            |
| Support relevant organisations to prepare grant applications                                              | Economic Development Manager | Grant assistance advertised  | Completed                  |   | The Temora Grants Hub provides the tools and resources to assist organisations to prepare grant applications. This will now provide a valuable aid to Officers in providing advice and guidance to grant applicants.                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Tourism - Develop tools that encourage conference and events organisers to come to Temora Shire           | Economic Development Manager | Tools developed and utilised | Progressing                |  | This project has halted do to other priorities and the impact of COVID-19 on the events industry. The project will be pushed forward in 2020/21 as part of the recovery strategy.                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

| Action Name                                                                                                                             | Responsible Officer Position | Performance Measure         | Status      | Traffic Lights | Annual Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|-------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tourism - Ensure all accommodation options are listed on Get Connected, Council Website, Google and Trip Advisor                        | VIC Manager                  | Listings confirmed          | Progressing |                | This is an ongoing process due to expiry dates. Not all operators wish to have their business included.                                                                                                                                                                                                                                                                                                                                                                                                |
| Tourism - Implement actions from tourist signage study                                                                                  | VIC Manager                  | Review presented to Council | Progressing |                | No actions received back from the Signage Committee regarding the Rural Tourism Signage Report.                                                                                                                                                                                                                                                                                                                                                                                                        |
| Tourism - Maintain membership of, and actively participate in, regional tourism bodies                                                  | Economic Development Manager | Membership maintenance      | Completed   |                | Tourism marketing is another victim of COVID-19. Changing travel restrictions have made it difficult to confidently promote the region or organise events. The Canberra Handmade Markets was a key event for promoting the region, however this was cancelled due to COVID-19. The focus has therefore been to reinvigorate the social media tools and plan for future projects. The EDM handed over the role of Chair of Thrive during this period and supported the organisation's strategic review. |
| Tourism - Promote the use of booking engines to accommodation providers                                                                 | VIC Manager                  | Completeness of listing     | Progressing |                | Almost 50% of the accommodation operators use booking engines. The remaining wish not to participate.                                                                                                                                                                                                                                                                                                                                                                                                  |
| Tourism - Provide a budget and associated policy for the PVC for the purpose of promoting and developing events and tourism initiatives | Economic Development Manager | Provision of budget         | Completed   |                | PVC review complete. Council resolved to disband the committee in November 2019. The responsibilities for events was passed to TBEG. Tourism strategy will be discussed as part of the Economic Development Committee and there will be regular tourism operator forums throughout the year.                                                                                                                                                                                                           |



| Action Name                                                                                                                                         | Responsible Officer Position | Performance Measure    | Status                     | Traffic Lights                                                                      | Annual Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------------------|----------------------------|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tourism - Work with June and Coolamon Shires to actively develop and promote the Canola Trail experience and brand in all relevant tourism channels | Economic Development Manager | Promotion of trail     | Completed                  |    | The Canola Trail partnership remains a valuable and successful destination marketing tool for Council. The brand continues to gain recognition and support from Destination NSW and the media. The planning and executive of marketing activities is much more efficient and cost-effective as the workload and financial burden is split between the three Shires. This year saw the launch of the Canola Trail Visitor Guide, which was fully funded by the CT budget and advertisers.                                           |
| Utilise support available through Randwick City Council                                                                                             | Economic Development Manager | Access utilised        | Completed                  |    | The sister city relationship with RCC has somewhat recovered since Randwick was engaged in the amalgamation process. However, there is still some work to be done to strengthen ties between the two Councils. COVID-19 has prevented face to face networking with the Randwick so Officers are relying on the strength of existing connections. Despite the challenges, Randwick continue to be very supportive of Temora Shire, providing funding to assist with drought relief and ABR data to assist with business engagement. |
| Visitor Information Centre - Improve tourism signage                                                                                                | Economic Development Manager |                        | Progressing                |    | The out of town review was conducted and actions reported to Council. The internal review remains outstanding. The village entrance signage upgrade was commenced but then put on hold pending a Council decision regarding the design.                                                                                                                                                                                                                                                                                            |
| Visitor Information Centre - Maintain accreditation                                                                                                 | VIC Manager                  | Accreditation achieved | Completed for Current Year |  | The Accreditation for the VIC has been extended due to the COVID 19. No advise has been given as to when the next audit will take place.                                                                                                                                                                                                                                                                                                                                                                                           |

| Action Name                                                                                              | Responsible Officer Position | Performance Measure | Status                              | Traffic Lights                                                                    | Annual Comment                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------|------------------------------|---------------------|-------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Visitor Information Centre - Provide report on implementation of design changes for the Temora VIC space | VIC Manager                  |                     | Referred to the Next Financial Year |  | Several meetings have taken place in the last 12 months regarding the VIC refurbishment. Plans have been approved and tenders been called. Work should commence in the next few months. |

**Emergency Services**





Key Functions - Rural Fire Service, State Emergency Service, Fire Brigade, Police and Ambulance




Policy Directions Support and maintain the zoning arrangement with Bland Shire Council Ensure that all personnel have adequate training to perform their function





| Action Name                                             | Responsible Officer Position | Performance Measure | Status    | Traffic Lights                                                                    | Annual Comment                                                                                                                                                                                                                                           |
|---------------------------------------------------------|------------------------------|---------------------|-----------|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hold 3 (three) meetings of the LEMC annually            | Senior Technical Officer     | Meetings held       | Completed |  | Meetings held                                                                                                                                                                                                                                            |
| Support for Local Emergency Management Committee (LEMC) | Senior Technical Officer     | Support provided    | Completed |  | Usual LEMC support continued however was increased comparative to previous years due to a state wide EOC review following the NSW Bushfire events followed by the COVID-19 human pandemic which required significant involvement by LEMO correspondence. |

### Engineering Services


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

| Action Name                                                                                                                                                                                 | Responsible Officer Position           | Performance Measure              | Status                              | Traffic Lights                                                                      | Annual Comment                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------------------------|-------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| Commence review of current construction methods to ensure consistency                                                                                                                       | Engineering Technical Services Manager | Documentation commenced          | Completed for Current Year          |    | Ongoing action.                                                                                          |
| Develop procedures and templates for the provision of a business case for all capital works on Council land not covered by asset development plans (roads, plant, transport infrastructure) | General Manager                        | Adoption of procedure by Council | Referred to the Next Financial Year |    | Templates developed. The availability and urgency of stimulus grants has put this planning tool on hold. |
| Development of a maintenance Memorandum of Understanding (MOU) with utility companies working within the road verge and nature strip                                                        | Engineering Works Manager              | MOU adopted                      | Referred to the Next Financial Year |    | Ongoing and deferred to next FY Year                                                                     |
| Review of engineering policies and procedures                                                                                                                                               | Engineering Technical Services Manager | Review completed                 | Completed for Current Year          |  | Progressing slowly                                                                                       |

| Action Name                                                                                                                                                                                                                                                                 | Responsible Officer Position | Performance Measure | Status                     | Traffic Lights                                                                    | Annual Comment                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|---------------------|----------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Review of plant and equipment policy framework and Asset Management Plan                                                                                                                                                                                                    | Engineering Works Manager    | Report to M/ANEX    | Completed for Current Year |  | Ongoing                                                                                                                                                                                                                |
| Road Safety - Campaigns include: Speed, Drink Driving, Fatigue, Driver Distraction/ Inattention, Seatbelts/Child Restraints, GLS (x2), Mobility Scooter Workshops, Pedestrian Safety, Older Drivers, Safety Around Schools, Young Drivers                                   | Road Safety Officer          | Programs conducted  | Completed                  |  | This program has been disrupted by officer resignation and the appointment of a new Road Safety Officer, who commenced duties on 1 June 2020. Programs have continued through this time, mainly on a digital platform. |
| Road Safety - Conduct local projects including (but not limited to): Bike Week Campaign, Stepping On Programs with local Allied Health, Youth Programs (e.g. Cool Heads), Fatality Free Friday Campaign, Road Rules Awareness Week Campaign, Bus Safety Awareness Week Camp | Road Safety Officer          | Conduct of projects | Completed                  |  | This program has been disrupted by officer resignation and the appointment of a new Road Safety Officer, who commenced duties on 1 June 2020.                                                                          |

| Action Name                                                                                                                                                       | Responsible Officer Position | Performance Measure                   | Status    | Traffic Lights                                                                     | Annual Comment                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|---------------------------------------|-----------|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Road Safety - Conduct stakeholder meetings and community consultation on local road safety issues                                                                 | Road Safety Officer          | Information Dissemination             | Completed |   | Due to staffing constraints, there has been limited interaction during the past year. |
| Road Safety - Maintain RSO Facebook page and update Councils social media platforms and website with up-to-date road safety information                           | Road Safety Officer          | Information Dissemination             | Completed |   | Facebook page maintained and new facebook page established by newly appointed RSO.    |
| Road Safety - Participation in the Local Government Road Safety Program and adherence to terms of LGRSP Agreement                                                 | Road Safety Officer          | Continuation of program               | Completed |   | Ongoing participation with Bland, Coolamon & Junee Councils.                          |
| Road Safety - Retention of the Safe Systems Approach to planning, development and implementation of RSO programs to improve road user safety in local communities | Road Safety Officer          | Approach acceptable to funding bodies | Completed |  | Safe systems approached adopted and applied.                                          |






| Action Name                                                          | Responsible Officer Position | Performance Measure | Status                              | Traffic Lights                                                                    | Annual Comment                 |
|----------------------------------------------------------------------|------------------------------|---------------------|-------------------------------------|-----------------------------------------------------------------------------------|--------------------------------|
| Road Safety - Review of Rural Bus Stops and Pick Up/ Drop Off points | Road Safety Officer          | Report to Council   | Referred to the Next Financial Year |  | Will be undertaken by new RSO. |

### Engineering Works

Key Functions - Parking, Street Lighting, Street Trees

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

| Action Name                                                                                                                                                               | Responsible Officer Position           | Performance Measure         | Status                     | Traffic Lights                                                                     | Annual Comment                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-----------------------------|----------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| Develop a formal Street Tree Policy dealing with replacement species, early care and maintenance, planting location, adjacent asset protection and removal rehabilitation | Urban Overseer                         | Adoption of plan by Council | Completed for Current Year |   | Draft plan completed. Awaiting GIS mapping before referring to Council |
| Implement priority actions for removal and replacement of street trees                                                                                                    | Urban Overseer                         | Meet agreed targets         | Completed for Current Year |   | Currently working toward identified actions                            |
| Review footpath policy to ensure it is based on community service expectations                                                                                            | Engineering Technical Services Manager | Review by access            | Completed for Current Year |  | Complete. Will report to Council in the new financial year.            |

### Environmental Services

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


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



| Action Name                                                                 | Responsible Officer Position           | Performance Measure             | Status          | Traffic Lights                                                                    | Annual Comment                                                                                                |
|-----------------------------------------------------------------------------|----------------------------------------|---------------------------------|-----------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| Ariah Park - Report to Council on options for the Ariah Park Nature Reserve | Engineering Technical Services Manager | Report to Council               | Not Progressing |  | No action                                                                                                     |
| Commitment by Council to the Fight the Fruit Fly Committee                  | Director of Environmental Services     | Ongoing activities by Committee | Completed       |  | Committee has opted to wind up. Letter of appreciation sent by Council acknowledging the groups achievements. |
| Support the activities of the Bland/Temora Landcare groups                  | Environmental Health Officer           | Support for activities          | Completed       |  |                                                                                                               |






**Governance**

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




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

| Action Name                                                                                                                                                                              | Responsible Officer Position | Performance Measure                                 | Status    | Traffic Lights                                                                    | Annual Comment                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------------------------------|-----------|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Advocate for the abolition of mandatory webcasting or government funding of the facility. Implement webcasting to meet legislative requirements if unable to change government position. | General Manager              | Meet the legislative requirements of the Government | Completed |  | Unable to change govt position. Audio webcasting implemented within prescribed times |

| Action Name                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Responsible Officer Position | Performance Measure          | Status    | Traffic Lights                                                                      | Annual Comment                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------------------------|-----------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <p>Advocate on behalf of the Community for the retention of:</p> <ul style="list-style-type: none"> <li>* Schools within Temora Shire</li> <li>* Health Services within Temora Shire</li> <li>* Adequate Police Numbers</li> <li>* Electoral Commission re pre-poll voting in Temora in State and Federal Elections</li> <li>* Lobby for the retention of R2R and FAG funding</li> <li>* Lobby for constitutional recognition of Local Government</li> </ul> | General Manager              | Advocacy undertaken          | Completed |    | Ongoing advocacy. Formal submissions made regarding electoral pre-poll voting |
| <p>Ensure all available funding options are utilised to achieve the Council projects outlined in the Delivery Program</p>                                                                                                                                                                                                                                                                                                                                    | General Manager              | Increased grant availability | Completed |  | Funding has been at unprecedented levels in the recent past due to Covid-19   |

| Action Name                                                                                              | Responsible Officer Position | Performance Measure       | Status                              | Traffic Lights                                                                      | Annual Comment                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------|------------------------------|---------------------------|-------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Establish flexible work practices to encourage an inclusive working environment                          | Human Resources Officer      | Develop practices         | Completed for Current Year          |    | Working from home or remote environments has been well tested in the past months with staff working remotely due to COVID restrictions. Flexible work practices are also the norm given the number of part time & casual positions. The impacts to the rest of the organisation always need to be considered in these instances. |
| Investigate corporate offerings for Councillors and Senior Staff representing Council (ties, blazer etc) | General Manager              |                           | Referred to the Next Financial Year |    | Not dealt with. Will ideally coincide with new Council election                                                                                                                                                                                                                                                                  |
| Lobby state and federal governments for ongoing increased local road funding                             | General Manager              | Lobbying maintained       | Completed                           |    | Ongoing. Current funding at unprecedented levels                                                                                                                                                                                                                                                                                 |
| Maintain communication at an official level between Council and Temora Hospital administration and LHAC  | General Manager              | Communication established | Completed                           |    | Ongoing. Council representation on LHAC                                                                                                                                                                                                                                                                                          |
| Maintain communication at an official level between Council and the Temora Community Centre              | General Manager              | Communication established | Completed                           |  | Ongoing. Attendance at Interagency a priority                                                                                                                                                                                                                                                                                    |













| Action Name                                                                                                                                                                                                                                                                                | Responsible Officer Position | Performance Measure                | Status    | Traffic Lights                                                                      | Annual Comment                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------------------------------|-----------|-------------------------------------------------------------------------------------|---------------------------------------------------------------|
| Maintain membership to following organisations: Eastern Riverina Arts, REROC, Riverina JO, Destination Riverina Murray, Thrive Riverina, Riverina Food Network, Local Government NSW, Economic Development Officers Network, Riverina Regional Library Service, Country Mayors Association | General Manager              | Membership maintained              | Completed |    | Membership maintained                                         |
| Provide the Mayor with the appropriate information to best represent the Shires needs.                                                                                                                                                                                                     | General Manager              | Comprehensive information provided | Completed |    | Ongoing activity                                              |
| Review the Workforce Plan including workshop with key staff                                                                                                                                                                                                                                | Human Resources Officer      | Rewrite of Workforce Plan          | Completed |   | Workforce plan completed in June 2020. Annual review required |
| Villages - Hold a committee meeting (Assets & Operations) at Ariah Park                                                                                                                                                                                                                    | General Manager              | Hold meeting at Ariah Park         | Completed |  | Meeting held March in Ariah Park                              |




## Heritage

Key Function - Bundawarrah Centre, Heritage, Railway Precinct

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

| Action Name                                                                                                                | Responsible Officer Position | Performance Measure                   | Status                           | Traffic Lights                                                                      | Annual Comment                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------|------------------------------|---------------------------------------|----------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bundawarrah Centre<br>- Ambulance Museum<br>Stage 3 Design Plans<br>and Specifications<br>(Subject to external<br>funding) | Rural Museum<br>Manager      | Completion of<br>plans                | Completed<br>for Current<br>Year |    | A quote for the preparation of preliminary site surveys and plans for the proposed building has been obtained. This has been submitted for grant funding once, unsuccessfully. Still awaiting further Grant funding opportunities. In the mean time the museum collection is continuing to increase in anticipation of future exhibition development.               |
| Bundawarrah Centre<br>- Develop Rural<br>Museum social media<br>presence                                                   | Communications<br>Officer    | Social media<br>presence<br>completed | Completed                        |    | The Rural Museum Facebook page was rebranded in 2019 to fall under "The Bundawarrah Centre".<br><br>Historical photos spark a great deal of interest on social media and are scheduled to be posted once a week. These always get a good conversation going on the Bundawarrah Centre Facebook page. The Backstory program also generated interest on social media. |
| Bundawarrah Centre<br>- Develop virtual tour<br>of facility (subject to<br>grant funding)                                  | Rural Museum<br>Manager      | Application for<br>grant funding      | Grant Not<br>Available           |  | Numerical identification of tour highlights will be installed following the planned upgrade of the museum entry and planning for a visual tour is ongoing. Digital presentations have been installed in both the Keeping Place and Bradman's Cottage.                                                                                                               |
| Bundawarrah Centre<br>- Implement actions<br>from Tourist Signage<br>Strategy                                              | VIC Manager                  |                                       | Not<br>Progressing               |  | Rural Tourism Signage Audit has been completed and sent to the Signage Committee with a list of recommendations.<br><br>The Urban Signage Audit is still in progress due to the shut down with the Covid 19 and weather.                                                                                                                                            |




| Action Name                                                                                                  | Responsible Officer Position           | Performance Measure                     | Status                              | Traffic Lights                                                                      | Annual Comment                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------|----------------------------------------|-----------------------------------------|-------------------------------------|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bundawarra Centre<br>- Landscape forecourt and update signage.                                               | Rural Museum Manager                   | Project completed                       | Referred to the Next Financial Year |    | Commencement of this project is imminent and completion is expected by Dec. 31 2020                                                                                                |
| Bundawarra Centre<br>- Support the concept of hosting temporary travelling exhibitions                       | Rural Museum Manager                   | Ongoing increased number of exhibitions | Completed                           |    | A busy program of exhibitions preceded the COVID 19 shutdown. A small exhibit celebrating the 150th Anniversary of the Birth of Marie Narelle has been on display throughout 2020. |
| Commitment to the Temora Shire Sportsman Walk of Honour including provision of budget as required            | Director of Administration and Finance | Support provided                        | Completed                           |    | The commitment to provide budget as required is assured.                                                                                                                           |
| Heritage - Continue the Temora Heritage Advisor program                                                      | Environmental Health Officer           | Budget allocated                        | Completed                           |    |                                                                                                                                                                                    |
| Heritage - Review Items of Environmental Heritage as part of Temora Local Environmental Plan review          | Town Planner                           | Items considered as part of LEP process | Completed                           |    |                                                                                                                                                                                    |
| Heritage - Support the Heritage Assistance Fund. Support community heritage groups in accordance with policy | Director of Environmental Services     | Budget allocated                        | Completed                           |  | Good Progress Completed in 19/20. Ongoing                                                                                                                                          |






| Action Name                                                                                                 | Responsible Officer Position | Performance Measure   | Status                              | Traffic Lights                                                                    | Annual Comment                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------|-------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Heritage - Support the Temora Heritage Committee                                                            | Environmental Health Officer | Regular meetings held | Completed                           |  | Another successful year for the heritage committee.                                                                                                                                                       |
| Temora Railway Precinct - Provide resources towards enhancement as a heritage tourism and event destination | Environmental Health Officer | Budget allocated      | Completed                           |  | Continued support - next stage another grant application through NSW Transport for repair works to roof and drainage.                                                                                     |
| Bundawarra Centre - Construct bridge over dam                                                               | Rural Museum Manager         | Bridge completed      | Referred to the Next Financial Year |  | Funding has been secured and a design is being prepared. Tenders for construction and installation will be invited as soon as the design is finalized. Geotechnical assessment of the site is in progress |


## Property Services

Key Function - Cemeteries, Council Properties, Public Toilets,

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

| Action Name                                                                                                              | Responsible Officer Position       | Performance Measure                           | Status                              | Traffic Lights                                                                      | Annual Comment                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------|------------------------------------|-----------------------------------------------|-------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Crown Land - Develop Management Plans for all Crown Land in the care and control of Council.(Funded by State Government) | Town Planner                       | Plans completed to satisfaction of Government | Completed for Current Year          |    | Lake Centenary, Temora Golf Course and generic open space plans complete. Sports fields, parks and Agricultural Innovation Centre plan commenced. Due to be completed end June 2021. |
| Support Friends of Temora Shire Cemeteries                                                                               | Environmental Health Officer       | Support provided                              | Completed                           |    | Another great year from FOTSC.                                                                                                                                                       |
| Council Chambers - Investigate options for redesign/ expansion of Council admin building                                 | Director of Environmental Services | Project completed                             | Cancelled by Council                |    | No Funding allocated. Still in Delivery Plan. Planning will recommence when funding allocated                                                                                        |
| Incorporate the Cardax system into Bundawarra Centre                                                                     | Director of Environmental Services | System installed and operational              | Referred to the Next Financial Year |  | To be incorporated into upgrade work, which is programmed to commence in September 2020 which is funded by Drought Communities Project funding                                       |
| NRCC House - Internal painting (\$21k Pinnacle, \$14k Library)                                                           | Director of Environmental Services | Project completed                             | Completed                           |  | Completed                                                                                                                                                                            |

| Action Name                                                                                                                                                                         | Responsible Officer Position           | Performance Measure        | Status                              | Traffic Lights                                                                      | Annual Comment                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------------------|-------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Platform Y - Install air conditioning                                                                                                                                               | Director of Environmental Services     | Air conditioning installed | Completed                           |    | Completed. Works Well.                                                                                                                                                                                                                                                                                                    |
| Support the concept of installing solar panels on Council buildings subject to the provision of a positive business case. In 2019/20 install 35kw system at Temora Council offices. | Engineering Technical Services Manager | Solar system installed     | Completed                           |    | Complete                                                                                                                                                                                                                                                                                                                  |
| Temora Cemetery - Heavy patching and reseal of internal roads and construct northern drainage dish drain                                                                            | Engineering Works Manager              | Project completed          | Completed                           |    | Completed                                                                                                                                                                                                                                                                                                                 |
| Temora Cemetery - Install plinth to incorporate existing headstones. 2 rows in alternate years (2020/21)                                                                            | Director of Environmental Services     | Completion of project      | Referred to the Next Financial Year |    | Rollover to 2020/21                                                                                                                                                                                                                                                                                                       |
| Ariah Park Swimming Pool - upgrade facilities                                                                                                                                       | Director of Environmental Services     |                            | Completed                           |  | This item refers to the Stronger Country Communities project which involves the installation of a new chlorinator and some concreting work around the pool deck. This work is different to the Amenities Upgrade (Drought Communities Funding) which is underway and scheduled for completion prior to 31st October, 2020 |

| Action Name                                                     | Responsible Officer Position       | Performance Measure                     | Status                     | Traffic Lights                                                                    | Annual Comment                                                                                                                                                  |
|-----------------------------------------------------------------|------------------------------------|-----------------------------------------|----------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Apollo Place - Develop a plan of management and services design | Director of Environmental Services | Plan of management and design completed | Completed for Current Year |  | Council has tentatively scheduled a meeting for September, 2020 to further discuss the project before investing any more funding to complete the Business plan. |






**Public Health**

Key Function - Community Health Programs, Food Control

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







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


| Action Name                                                                     | Responsible Officer Position | Performance Measure | Status    | Traffic Lights                                                                    | Annual Comment                                                                                                                                                   |
|---------------------------------------------------------------------------------|------------------------------|---------------------|-----------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Advocate for the maintenance and additional services at Temora Hospital         | General Manager              | Report to Council   | Completed |  | Ongoing advocacy                                                                                                                                                 |
| Proactively support and promote community mental health facilities and programs | Community Services Officer   | Report to Council   | Completed |  | Supported and reports on major mental health initiatives sent to Director of Admin and Finance                                                                   |
| Provide inspections of food premises, including Scores on Doors Policy          | Environmental Health Officer | Premises inspected  | Completed |  | COVID affected these premises, lots of information forwarded as soon as information was readily available. All are doing a fantastic job with the circumstances. |

## Recreational Services

Key Function - General Recreational Services, Parks & Gardens, Sporting Grounds, Playgrounds, Temora Recreation Centre, Public Pools  
Policy Direction Sports Council are the body responsible for liaison between Council and users of Sporting Facilities

| Action Name                                                                                                                      | Responsible Officer Position           | Performance Measure         | Status                              | Traffic Lights                                                                      | Annual Comment                             |
|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-----------------------------|-------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------|
| Ariah Park Recreation Ground - Upgrade skate park                                                                                | Engineering Technical Services Manager |                             | Referred to the Next Financial Year |    | Ongoing. To be completed in the next year. |
| Data collection, asset register and mapping of recreational spaces                                                               | Engineering Technical Services Manager | Provision of data           | Not Progressing                     |    | Project on hold. Struggling to resource.   |
| Hillview Park - refurbishment of gardens and pathway                                                                             | Director of Environmental Services     |                             | Completed                           |    | Completed                                  |
| Investigate drainage solutions for Nixon Park No.2 and Bob Aldridge                                                              | Engineering Technical Services Manager | Report presented to Council | Completed for Current Year          |    | Progressing well.                          |
| Investigate the issue of collection of an equitable contribution towards the provision of sports facilities from sporting groups | Engineering Technical Services Manager | Projects completed          | Completed for Current Year          |  | Progressing slowly.                        |




| Action Name                                                                                         | Responsible Officer Position           | Performance Measure           | Status                     | Traffic Lights                                                                      | Annual Comment                                                                                                          |
|-----------------------------------------------------------------------------------------------------|----------------------------------------|-------------------------------|----------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Maintain a comprehensive and regular playground inspection system for all Council facilities        | Urban Overseer                         | System adopted by Council     | Completed for Current Year |    | Electric system available. There is a need to improve compliance with the established inspection regime.                |
| Plan, develop and maintain facilities, parks and gardens that respond to the needs of the community | Engineering Technical Services Manager | Inclusion in planning process | Completed for Current Year |    | Progressing slowly                                                                                                      |
| Temora Recreation Centre - Signage Upgrade                                                          | Director of Environmental Services     | New signage installed         | Completed                  |    | Completed                                                                                                               |
| Lake Centenary - Construct new playground                                                           | Engineering Works Manager              | Project completed             | Completed                  |    | Rubber soft fall contractor will complete the works in August 2020                                                      |
| Ariah Park Recreation Ground - Install drainage pipes and structures                                | Engineering Works Manager              | Project completed             | Not Due To Start           |    | Design completed and work will be delivered in conjunction with the other road works in Recreation Ground (if required) |
| Ariah Park Recreation Ground - Upgrade to change rooms including painting, electrical and guttering | Director of Environmental Services     | Project completed             | Completed                  |  | All Completed.                                                                                                          |






| Action Name                                                                                     | Responsible Officer Position           | Performance Measure | Status      | Traffic Lights                                                                      | Annual Comment                                               |
|-------------------------------------------------------------------------------------------------|----------------------------------------|---------------------|-------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------|
| Nixon Park - Contribute toward the construction of storage facilities for Temora Cricket Assoc. | Engineering Technical Services Manager | Project completed   | Progressing |    | Ongoing.                                                     |
| Nixon Park - Fencing of play equipment                                                          | Engineering Works Manager              | Project completed   | Completed   |    | Completed                                                    |
| Nixon Park - Modification and expansion of Nixon Pk No1 clubhouse                               | Director of Environmental Services     | Project completed   | Completed   |    | Work Completed. Good result.                                 |
| Nixon Park - Modifications to amenities building                                                | Director of Environmental Services     |                     | Progressing |    | Project underway. Scheduled for completion by November, 2020 |
| Nixon Park - New Rugby League canteen and associated storage                                    | Director of Environmental Services     | Project completed   | Completed   |    | Completed. Funding acquittal submitted.                      |
| Temora Town Tennis Courts - Resurface 2 courts                                                  | Director of Environmental Services     |                     | Completed   |   | Completed. Funding acquittal submitted                       |
| The Oval - Upgrade/resurface netball courts                                                     | Engineering Technical Services Manager | Complete project    | Completed   |  | Complete                                                     |


### Regulatory Control

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

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

| Action Name                                                                                                                             | Responsible Officer Position       | Performance Measure      | Status                     | Traffic Lights                                                                     | Annual Comment                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|--------------------------|----------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| Conduct a review of the Temora Local Environmental Plan 2010 involving development of a discussion paper and community consultation     | Director of Environmental Services | Review conducted         | Completed for Current Year |   | Good Progress Completed in 19/20. Ongoing                                                                              |
| Determine a policy outlining the relationship between Council and Temora Veterinary Clinic and pet rescue groups                        | Ranger                             | Relationships maintained | Completed                  |   | Veterinary clinic rehousing kittens . euthanizing unwanted cats unsuitable for rescue.Working in harmony at the moment |
| Provide a calendar of regulatory issues to be addressed throughout the year, such as information flyers about responsible pet ownership | Director of Environmental Services | Completion of brochure   | Completed                  |  | Completed. Ongoing                                                                                                     |

| Action Name                                                                                                                                | Responsible Officer Position       | Performance Measure   | Status    | Traffic Lights                                                                     | Annual Comment                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-----------------------|-----------|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provide annual inspections of beauticians, hairdressers, mortuaries premises                                                               | Environmental Health Officer       | Premises inspected    | Completed |   | COVID put a dampener on these businesses, but once given the approval to reopen. They all have been doing fantastic, most have submitted their covid safety plans. |
| Provide inspections of septic tanks in accordance with risk category                                                                       | Environmental Health Officer       | Premises inspected    | Completed |   | AWTS (High Risk) inspections up to date.                                                                                                                           |
| Provide inspections of swimming pools in accordance with Councils policy, every 3 years or at the time of sale                             | Environmental Health Officer       | Inspections completed | Completed |   | As per sale and tenancy agreements inspections were completed within 1 day of receiving application.                                                               |
| Provide monthly report to Council about ranger activities incl. parking, companion animals                                                 | Ranger                             | Report to Council     | Completed |   | Monthly reporting on all activities on going.                                                                                                                      |
| Report statistics of number of Development Applications, Complying Development Applications and Planning Reports to Council where required | Director of Environmental Services | Report to Council     | Completed |  | Completed                                                                                                                                                          |





| Action Name                                                        | Responsible Officer Position | Performance Measure    | Status                     | Traffic Lights                                                                    | Annual Comment                                                                                                                                                                  |
|--------------------------------------------------------------------|------------------------------|------------------------|----------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Use of social media to advertise availability of companion animals | Ranger                       | Number of pets rehomed | Completed for Current Year |  | Companion animal availability working well with social media Facebook rescue groups buy swap and sell, only issue waiting for transport. Companion animals rehomed close to 95% |








### Resident Services

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

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

| Action Name                                                                                                       | Responsible Officer Position           | Performance Measure | Status                     | Traffic Lights                                                                     | Annual Comment                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------|----------------------------------------|---------------------|----------------------------|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Construct/ reinstall a Nativity Scene in Temora including investigation of community based low cost alternatives. | Engineering Technical Services Manager | Complete project    | Completed                  |   | Complete                                                                                                                                                                                                                                                                                                                                          |
| Install new entrances to Temora township                                                                          | Engineering Works Manager              |                     | Completed                  |   | Tree planting undertaken                                                                                                                                                                                                                                                                                                                          |
| Lake Centenary - Provide GWCC drink station                                                                       | Engineering Works Manager              | Project completed   | Completed                  |   | Drinking station installed near the new play equipment                                                                                                                                                                                                                                                                                            |
| Maintain CCTV system in Temora to a modern standard acceptable to the users of the facility.                      | IT Officer                             | Uptime of system    | Completed for Current Year |  | Plans to shift the business data network onto a separate wireless set up has been put into motion by the General Manager. We are expecting the CCTV cameras will be more stable and dropouts less frequent.<br><br>Investigations are underway by the IT officer and Advanced Communications regarding camera quality as requested by the police. |


| Action Name                                                                                                                                                   | Responsible Officer Position           | Performance Measure                            | Status               | Traffic Lights                                                                      | Annual Comment                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|------------------------------------------------|----------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| Provide the Service NSW Agency at no cost to Council that meets the needs of residents                                                                        | Director of Administration and Finance | Annual review of budget                        | Completed            |    | This service is meeting its expected outcomes and is being provided at no cost to Council.               |
| Support the concept of Smart Communities through the Southern Lights Program.                                                                                 | General Manager                        | Support given to concept                       | Cancelled by Council |    | LED luminaires to be installed late 2020 calendar year. Smart communities component not supported.       |
| Utilise public events to acknowledge volunteers for example Volunteers Week, Local Government Week and nominating volunteers for awards within the community. | Community Services Officer             | Promotion of events                            | Completed            |    | Event cancelled due to COVID -19 currently working with Mayor to deliver an alternative acknowledgement. |
| Villages - Investigate the installation of an RV Dump Point at Ariah Park                                                                                     | Director of Environmental Services     | Investigation complete and reported to Council | Completed            |    | Completed. High Quality job. Funding from CMCA helped finish signage and fencing to a high standard      |
| Villages - Retain staff member at Ariah Park                                                                                                                  | Engineering Works Manager              | Payroll retention                              | Completed            |  | Ongoing                                                                                                  |






| Action Name                                                                                                                                                                   | Responsible Officer Position           | Performance Measure           | Status                              | Traffic Lights                                                                    | Annual Comment                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-------------------------------|-------------------------------------|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Villages - Support community in the establishment of a nature walking track and bicycle track from Broken Dam Heritage Area to Ariah Park Cemetery (Subject to Grant Funding) | Engineering Technical Services Manager | In principle support          | Not Progressing                     |  | Ongoing                                                                                                                                                |
| Update street Christmas decorations                                                                                                                                           | Engineering Technical Services Manager | Project completed             | Completed                           |  | Nativity Scene updated.                                                                                                                                |
| Install town/village signs                                                                                                                                                    | Director of Environmental Services     | Signs installed               | Referred to the Next Financial Year |  | Delays experienced. EDM to work through with interested stakeholders to design with local sign writer to manufacture and install. Rollover to 2020/21. |
| Villages - Install landscaping and street furniture in Coolamon Street, Ariah Park                                                                                            | Engineering Technical Services Manager | Provision of plans to Council | Referred to the Next Financial Year |  | Ongoing                                                                                                                                                |


### Risk Management

Key Function: Occupational Health and Safety, Risk Management

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

| Action Name                                                                                                                                                     | Responsible Officer Position   | Performance Measure               | Status                     | Traffic Lights                                                                      | Annual Comment                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------------------------------|----------------------------|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Commit to the conduct of regular Risk Management meetings                                                                                                       | Safety and Systems Coordinator | Hold at least 6 meetings annually | Completed for Current Year |    | Daily meetings were held during initial COVID-19 wave to discuss operational changes required and ensure service delivery can be maintained. Broader risk committee structure to be developed in accordance with ARIC requirements set by State Govt, once these become available. |
| Develop a Risk Management Action Plan that will assist Council to counteract new challenges arising in to the future (eg technological changes, climate change) | Safety and Systems Coordinator | Action Plan developed             | Completed for Current Year |    | Ongoing                                                                                                                                                                                                                                                                            |
| Develop an integrated safety, quality and environmental management system                                                                                       | Safety and Systems Coordinator | Plans completed and adopted       | Completed for Current Year |  | Progressing well                                                                                                                                                                                                                                                                   |





| Action Name                                                                                                        | Responsible Officer Position   | Performance Measure                | Status                     | Traffic Lights                                                                    | Annual Comment                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------|--------------------------------|------------------------------------|----------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Develop an integrated safety, quality and environmental management system to ISO9001, 4801 and 14001 certification | Safety and Systems Coordinator |                                    | Completed                  |  | Certification requirement has been removed by TfNSW.                                                                                                                                                                   |
| Develop and implement a structured Risk Audit program                                                              | Safety and Systems Coordinator | System implemented and operational | Completed                  |  | Linked with "Implement ERM program". Under construction. Documentation has been developed to identify, assess and record risks present at TSC sites. Pulse ERM module in use, to enable actions allocated and tracked. |
| Implement Enterprise Risk Management program                                                                       | Safety and Systems Coordinator | System implemented and operational | Completed for Current Year |  | Risk appetite workshop will not be able to be held for some time due to COVID-19, timeline is unclear.                                                                                                                 |
| Integration of Quarry Management Plan into the Council Integrated Risk Management Plan                             | Safety and Systems Coordinator | System integrated                  | Completed for Current Year |  | Quarry management is now with the Engineering Works Department. We now have a second person qualified as a Quarry Manager.                                                                                             |
| Replace grass on roundabouts in Hoskins Street with concrete                                                       | Engineering Works Manager      |                                    | Completed                  |  | Job completed within time frame and Budget                                                                                                                                                                             |

| Action Name                                                                                                                                                                                                                                                  | Responsible Officer Position   | Performance Measure           | Status                     | Traffic Lights                                                                    | Annual Comment                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------------------------------|----------------------------|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Undertake Employee programs to support employees in the workforce, including:<br>* Hearing Tests<br>* Mental Health Programs<br>* Skin Checks<br>* Employee Assistance Programs<br>* Health Checks<br>* Team Building Exercises<br>* Instal ergonomic chairs | Safety and Systems Coordinator | Develop program and implement | Completed for Current Year |  | Staff immunisation program in place and underway. Mental Health Programs and Employee Assistance Program promoted periodically and at employee induction. Hearing tests conducted in accordance with WHS requirements. Pre-employment medicals now conducted by providers in Temora. Ergonomic furniture currently provided on an "as required" basis. |




### Sewerage Service

Key Functions - Effluent Reuse System Sewerage System

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

| Action Name                                                                                                                                         | Responsible Officer Position           | Performance Measure     | Status                     | Traffic Lights                                                                      | Annual Comment                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-------------------------|----------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| Address actions for 2017 Gap analysis and develop pathway to compliance                                                                             | Engineering Technical Services Manager |                         | Completed for Current Year |    | On going / making incremental progress.                                                                              |
| Ariah Park - conduct consultation with the Ariaiah Park community to determine support for the installation of sewerage services within the village | Engineering Technical Services Manager | Report to Council       | Completed for Current Year |    | Ongoing / making incremental progress.                                                                               |
| Ensure all staff involved in the sewerage function receive appropriate industry specific training for managers and operators                        | Engineering Works Manager              | Budget required         | Completed                  |   | Training plan has been developed and regular training have been delivered in conjunction with the department manager |
| Investigate Renewable Energy at Sewerage Treatment Plant                                                                                            | Engineering Technical Services Manager | Investigation completed | Completed for Current Year |  | Progressing well.                                                                                                    |






| Action Name                                                                                                                               | Responsible Officer Position           | Performance Measure | Status                     | Traffic Lights                                                                    | Annual Comment                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|---------------------|----------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Undertake CCTV inspection, smoke testing and condition rating of sewerage reticulation network including removal of sewerage infiltration | Engineering Works Manager              | Set targets         | Completed for Current Year |  | Ongoing and CCTV of the targeted times will be completed every year |
| Aerodrome - Replace sewerage telemetry                                                                                                    | Engineering Technical Services Manager | Project completed   | Completed                  |  | Complete                                                            |
| Undertake Upgrade and renewal works on Sewerage and Recycled Water in accordance with identified program                                  | Engineering Works Manager              | Program completed   | Completed                  |  | Completed                                                           |

**Support Services**

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




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

| Action Name                                                      | Responsible Officer Position | Performance Measure        | Status           | Traffic Lights                                                                    | Annual Comment                                                                                                     |
|------------------------------------------------------------------|------------------------------|----------------------------|------------------|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| Review the adequacy of current materials from Council quarries   | Engineering Works Manager    | Evaluation of alternatives | Completed        |  | Ongoing                                                                                                            |
| Review the Quarry Management Plan on a biennial basis            | Engineering Works Manager    | Update of plan             | Not Due To Start |  | Additional staff member was provided training for the production manager. Quarry management plan is in development |
| Undertake Review of the operations at Temora Shire Council Depot | Engineering Works Manager    |                            | Completed        |  | Completed                                                                                                          |





## Transport Infrastructure





Key Functions - Footpaths and Cycleways, Road Infrastructure



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

| Action Name                                                                                                                                                                               | Responsible Officer Position           | Performance Measure                                   | Status                     | Traffic Lights                                                                      | Annual Comment                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-------------------------------------------------------|----------------------------|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| Commitment to the long term facilitation of efficient heavy vehicle access through Temora Shire subject to minimisation of impact on: Resident amenity, Council finances, Resident safety | Engineering Technical Services Manager | Reduction in conflict between users and road managers | Completed for Current Year |    | Ongoing. Have made and continue to make good progress on HV access throughout LGA. |
| Develop a project brief for the construction of an Alternate Heavy Vehicle Route around Temora based on the preferred route                                                               | Engineering Technical Services Manager | Brief completed                                       | Completed for Current Year |    | Slow progress.                                                                     |
| Develop submission and advocate politically for funding for the preferred route                                                                                                           | General Manager                        | Meetings held with politicians                        | Completed for Current Year |  | Awaiting liaison with TfNSW on the project.                                        |

| Action Name                                                                                                                       | Responsible Officer Position           | Performance Measure        | Status                              | Traffic Lights                                                                      | Annual Comment |
|-----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------------------|-------------------------------------|-------------------------------------------------------------------------------------|----------------|
| Make application for a minimum of one (1) Fixing Country Roads grants annually                                                    | Engineering Technical Services Manager | Application made           | Completed                           |    | Complete       |
| Seek funding (Full) for the installation of a roundabout and associated infrastructure at the corner of Hoskins & Polaris Streets | Engineering Technical Services Manager | Submissions made           | Completed for Current Year          |    | Ongoing        |
| Seek funding for appropriate signage for the truck stop/rest area at Ingalba on Burley Griffin Way                                | Engineering Technical Services Manager | Submission made to RMS     | Referred to the Next Financial Year |    | Ongoing        |
| Undertake a progressive assessment of local road network for potential RAV use                                                    | Engineering Technical Services Manager | Route Assessment completed | Not Progressing                     |    | No Action      |
| Undertake service level review of Hoskins Street maintenance                                                                      | Engineering Works Manager              |                            | Completed                           |  | Completed      |

| Action Name                                                                                                                          | Responsible Officer Position | Performance Measure   | Status    | Traffic Lights                                                                     | Annual Comment |
|--------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------|-----------|------------------------------------------------------------------------------------|----------------|
| Undertake Kerb and Gutter construction and maintenance in accordance with the Kerb and Gutter Assets Capital Works Program           | Engineering Works Manager    | Completion of program | Completed |   | Completed      |
| Undertake Footpath construction and maintenance in accordance with the Footpath Assets Capital Works Program                         | Engineering Works Manager    | Completion of program | Completed |   | Completed      |
| Undertake Cycleway construction and maintenance in accordance with the Cycleway Assets Capital Works Program                         | Engineering Works Manager    | Completion of program | Completed |   | Completed      |
| Undertake Rural Unsealed Roads construction and maintenance in accordance with the Rural Unsealed Roads Assets Capital Works Program | Engineering Works Manager    | Completion of program | Completed |  | Completed      |

| Action Name                                                                                                                          | Responsible Officer Position | Performance Measure   | Status    | Traffic Lights                                                                      | Annual Comment |
|--------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------|-----------|-------------------------------------------------------------------------------------|----------------|
| Undertake Urban Sealed Roads construction and maintenance in accordance with the Urban Sealed Roads Assets Capital Works Program     | Engineering Works Manager    | Completion of program | Completed |    | Completed      |
| Undertake Urban Unsealed Roads construction and maintenance in accordance with the Urban Unsealed Roads Assets Capital Works Program | Engineering Works Manager    | Completion of program | Completed |    | Completed      |
| Undertake Pavement Rehabilitation/ Widening in accordance with the Pavement Rehabilitation / Widening Assets Capital Works Program   | Engineering Works Manager    | Completion of program | Completed |    | Completed      |
| Undertake Rural Sealed Roads construction and maintenance in accordance with the Rural Sealed Roads Assets Capital Works Program     | Engineering Works Manager    | Completion of program | Completed |  | Completed      |





| Action Name                                                                                                             | Responsible Officer Position | Performance Measure   | Status    | Traffic Lights                                                                    | Annual Comment |
|-------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------|-----------|-----------------------------------------------------------------------------------|----------------|
| Undertake Fixing Country Roads/ Heavy Vehicle Safety and Productivity Program in accordance with the determined program | Engineering Works Manager    | Completion of program | Completed |  | Completed      |
| Undertake Regional Roads Program in accordance with the determined program                                              | Engineering Works Manager    | Completion of program | Completed |  | Completed      |



**Waste Services**


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




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

| Action Name                                                                                 | Responsible Officer Position | Performance Measure                | Status    | Traffic Lights                                                                      | Annual Comment                                                                                                                  |
|---------------------------------------------------------------------------------------------|------------------------------|------------------------------------|-----------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Continue support for Cleanup Australia Day program and anti litter promotion                | Environmental Health Officer | Participation in program           | Completed |    |                                                                                                                                 |
| Efficiently enforce legislative requirements to abate nuisance caused by overgrown lots     | Ranger                       | Advice to Council on activities    | Completed |    | Overgrown and untidy blocks excellent results with direct owner contact and clean up letters.                                   |
| Efficiently investigate and enforce the legislative requirements related to illegal dumping | Ranger                       | Advice to Council on activities    | Completed |    | Household rubbish is at a minimum at the moment occasional dumping in forest areas, most forest areas will be camera monitored. |
| Support and expand the Adopt a Road Program                                                 | Environmental Health Officer | Retention and expansion of program | Completed |  |                                                                                                                                 |

**Water Services**

Key Function - Drainage Water Cycle Management

| Action Name                                                                      | Responsible Officer Position           | Performance Measure                  | Status                              | Traffic Lights                                                                      | Annual Comment                             |
|----------------------------------------------------------------------------------|----------------------------------------|--------------------------------------|-------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------|
| Complete the development of an Integrated Water Cycle Management Plan (IWCMP)    | Engineering Technical Services Manager | Preliminary investigation undertaken | Completed for Current Year          |    | Ongoing                                    |
| Data collection, asset register and mapping of rural storm water assets          | Engineering Technical Services Manager | Data collected                       | Completed for Current Year          |    | Progressing. On track for 2020 completion. |
| Data collection, asset register and mapping of urban storm water drainage assets | Engineering Technical Services Manager | Data collected                       | Completed for Current Year          |    | Progressing as resources permit.           |
| Deliver Flood Study for Ariah Park and Springdale                                | Engineering Technical Services Manager | Application made                     | Referred to the Next Financial Year |    | Ongoing                                    |
| Make application for a minimum of one (1) Safe and Secure Water grant annually   | Engineering Technical Services Manager | Application made                     | Grant Not Available                 |  | No action                                  |






| Action Name                                                                                                               | Responsible Officer Position           | Performance Measure   | Status    | Traffic Lights                                                                    | Annual Comment                              |
|---------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-----------------------|-----------|-----------------------------------------------------------------------------------|---------------------------------------------|
| Seek funding for the delivery of a Temora Floodplain Risk Management Study and Plan                                       | Engineering Technical Services Manager |                       | Completed |  | Complete                                    |
| Undertake a Flood Study for Temora                                                                                        | Engineering Technical Services Manager | Completion of Study   | Completed |  | Complete                                    |
| Undertake Stormwater Drainage construction and maintenance in accordance with the Stormwater Assets Capital Works Program | Engineering Works Manager              | Completion of program | Completed |  | Works under capital works program completed |






## Youth






Key Functions - Support Youth in their endeavours

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






| Action Name                                                                          | Responsible Officer Position | Performance Measure                      | Status    | Traffic Lights                                                                    | Annual Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------|------------------------------|------------------------------------------|-----------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Acknowledge the definition of Youth incorporates young people up to age 25 inclusive | Assistant Youth Officer      | Programs aimed at all aged groups        | Completed |  | The 10 - 18 year category is heavily populated in our weekly workshops. The Adulting 101 program is about supporting post school transition of 16+ age group. This program will hopefully run once a new Youth Development Officer is appointed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Celebrate talent by inviting young people to perform at Shire events                 | Assistant Youth Officer      | Participation level by Village residents | Completed |  | Performance opportunities have been placed on hold as a result of COVID-19. No Shire event to perform at due to the Covid restrictions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Conduct regular Youth programs and workshops in relevant areas of youth interest     | Assistant Youth Officer      | Activities held                          | Completed |  | Due to the Covid19 restrictions all youth programs were held online using BlueJeans or Houseparty. One Gaming workshop every Tuesday. Hospitality workshops every Thursday and Friday via BlueJeans. Every Wednesday Culture & Performing arts workshops were held via Houseparty. Fortnightly the Leadership Team connected online via BlueJeans. Special guest Rodney Gray - TEM FM radio presenter attended Monday 4th May and Rick Firman - Mayor of Temora Shire Council attended Monday 18th May for the video conferencing. With the easing of restrictions all youth workshops have returned to Platform Y. In total, 74 workshops hours were completed.<br><br>School holiday workshops were not held this quarter due to Covid - 19. |


| Action Name                                                                                    | Responsible Officer Position | Performance Measure                   | Status    | Traffic Lights                                                                      | Annual Comment                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------|------------------------------|---------------------------------------|-----------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Create program content and resources for youth programs                                        | Assistant Youth Officer      | Program created                       | Completed |    | This is an ongoing requirement of all mentors, overseen by the Youth Officer.<br><br>Forward planning in the area of Hospitality has ensured the Youth Program Coordinator is delivering programs in the areas of whole food nutrition and nutritional science. The program now takes on a lifeskills focus, with learning how to prepare nutritious meals that cover breakfast right through to dinner and dessert. |
| Develop and run weekly activities to allow young people to meet, connect and interact socially | Assistant Youth Officer      | Activities held                       | Completed |    | The COVID 19 restrictions have lifted and allows the running of four weekly workshops for young people to meet, connect and interact socially back at Platform Y. Reopened 3 June 2020.                                                                                                                                                                                                                              |
| Development of a program for school holiday activities                                         | Assistant Youth Officer      | Programs undertaken                   | Completed |    | Due to COVID the Term 1 School Holiday Youth Week Celebrations have been postponed until either the Term 2 or 3 holidays. The programs developed for this celebration included a vocal workshop, whole food sweet treat workshop, Skate workshop and BBQ with performances. During the school holiday break we continued our online workshops to allow for social connections to be maintained.                      |
| Formulate strategy to bring village and town young people together                             | Assistant Youth Officer      | Participation by non-Temora residents | Completed |  | Programs are back up and running. The Youth Department has received more new membership applications from young people in our Shire villages and within the township of Temora. One application from two young people from Cootamundra. We have successfully offered support to families to help to overcome their individual barriers to participation.                                                             |
| Hold a Youth Team afternoon tea hosted by the Mayor                                            | Assistant Youth Officer      | Function held                         | Completed |  | YPC Melissa Carter has made contact with Mayor Rick Firman to discuss options for dates.                                                                                                                                                                                                                                                                                                                             |

| Action Name                                                                                                        | Responsible Officer Position | Performance Measure       | Status    | Traffic Lights                                                                    | Annual Comment                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------|------------------------------|---------------------------|-----------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Investigate the provision of vocational scholarships to local students                                             | General Manager              |                           | Completed |  | Reviewed by Scholarships Committee                                                                                                                                                                                                    |
| Investigate viability of "The Youth Room" at Ariah Park becoming a youth hub for villages                          | Assistant Youth Officer      | Report to Council         | Completed |  | Resolved in previous financial year.                                                                                                                                                                                                  |
| Marketing material to show youth mission statement                                                                 | Assistant Youth Officer      | Logo included             | Completed |  | The youth membership forms have been updated for 2020. Youth web and social media pages have mission statement pinned to top of pages. The Youth Team recites the motto at the start of sessions to reinforce the values of the team. |
| Participate in regional Youth activities where available                                                           | Assistant Youth Officer      | Participation in programs | Completed |  | All regional youth activities have been postponed due to COVID. We are continuing and carefully following our partners to stay connected to possible online options for participation.                                                |
| Partner with Pinnacle Services to provide targeted programs that support and engage the young people in their care | Assistant Youth Officer      | Participation numbers     | Completed |  | The YPC Melissa Carter has build rapport with Pinnacle to continue to support young people attend the Temora Youth workshops. We collaborate with Pinnacle to accommodate 2 young people in our weekly workshops.                     |

| Action Name                                                                                                                                                | Responsible Officer Position | Performance Measure      | Status    | Traffic Lights                                                                      | Annual Comment                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------------|-----------|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Partner with TemFM to train members of the team to run a regular youth radio spot on local radio                                                           | Assistant Youth Officer      | Allocation of radio spot | Completed |    | Covid restrictions make the development of new programs difficult, but the Youth Program Coordinator is liaising with radio presenter, Rod Gray to get this program off the ground when Covid restrictions are lifted. |
| Partner/ participate with local businesses/ agencies/ experts and professional development opportunities to support both the youth officer and youth teams | Assistant Youth Officer      | Partnerships established | Completed |    | Until a Youth Development Officer is employed, this program (Adulting 101) is on hold.                                                                                                                                 |
| Platform Y - Maintain and develop Platform Y as the centre for Youth activity in Temora Shire                                                              | Assistant Youth Officer      | Viability of Platform Y  | Completed |    | Platform Y reopened 3rd June. Platform Y holds 4 workshops weekly and 1 Leadership meeting fortnightly.                                                                                                                |
| Scholarships - Provide one (1) scholarship to the Temora and District Education Fund                                                                       | General Manager              | Scholarship provided     | Completed |    | Scholarship provided                                                                                                                                                                                                   |
| Scholarships - Provide scholarships in accordance with policy to be determined by Council through the Scholarships Sunset Committee                        | General Manager              | Scholarships awarded     | Completed |  | Scholarship provided                                                                                                                                                                                                   |



| Action Name                                                                                                                  | Responsible Officer Position       | Performance Measure     | Status    | Traffic Lights                                                                      | Annual Comment                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-------------------------|-----------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Schools are involved in learning about local natural resource management. Work with schools to develop project opportunities | Director of Environmental Services | One visit per year      | Completed |    | Only running ELC Fund. Landcare Support Officer position no longer funded                                                                                                                                                                                                                                                                        |
| Support for Youth Week events                                                                                                | Assistant Youth Officer            |                         | Completed |    | Postponed due to the COVID. YPC Melissa Carter continues to collaborate with partners for when the Youth Week event can commence.                                                                                                                                                                                                                |
| Support the concept of the Young Citizen of the Year Award as a way of recognising Youth                                     | General Manager                    | Continued support       | Completed |    | Awards made on Australia Day                                                                                                                                                                                                                                                                                                                     |
| Undertake careers promotion to local high school students in Local Government Week                                           | Community Services Officer         | Presentation to Council | Completed |    | Deliver 2019 Careers Bus Tour<br>Very well received by teachers, parents, students and TSC staff.<br>2020 cancelled due to COVID -19 video of Council careers being undertaken for Local Government Week 2020                                                                                                                                    |
| Youth Hospitality Team to promote Youth team through catering and service opportunities                                      | Assistant Youth Officer            | Assistance provided     | Completed |  | YPC Melissa Carter has completed the COVID Australia Hand Hygiene certificate and the COVID Food Safety certificate to support the returning of the Youth Hospitality Team and promote the Youth Team through catering and service opportunities in the future. Covid restrictions mean that catering opportunities are not currently available. |

| Action Name                                                                                               | Responsible Officer Position | Performance Measure | Status    | Traffic Lights                                                                    | Annual Comment                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------|------------------------------|---------------------|-----------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Youth Officer to visit villages/schools on a regular basis to build rapport and partnership opportunities | Assistant Youth Officer      | Visitation numbers  | Completed |  | The development of the "Adulting 101" program is on hold until a new Youth Development Officer is assigned. The Youth Program Coordinator will continue to keep in contact with schools, however face to face visits have been postponed due to COVID restrictions. |

## 11 ENGINEERING SERVICES

### 11.1 GOLDENFIELDS WATER DRINKING STATION

**File Number:** REP20/916  
**Author:** Engineering Technical Manager  
**Authoriser:** Engineering Technical Manager  
**Attachments:** Nil

#### REPORT

Council will soon be in receipt of the last of 5 x Goldenfields Water drinking stations provided to Council by Goldenfields Water annually since 2016.

Council has previously resolved locations of the drinking stations of which the last one is currently planned to be installed at Nixon Park. Previous drinking stations have been installed at Springdale Rest Area, Paleface Park, Coolamon Street Aria Park and Lake Centenary.

Council received correspondence via email some time ago requesting Council consider improved drinking water facilities at Councils Parks and Sports Grounds. The request was very brief in nature and at the time I encouraged the resident to provide more detail as to what should be provided and where, so I could form a report. I am yet to receive a reply from the resident. I am of the view this is a fair request of which is also identified in the draft Rec and Open Spaces Strategy currently being worked on by Council. As a result, I intend to provide a report to Council in the coming months regarding this concept including options, scope and cost for Councils consideration.

With this request in mind along with GWCC seeking confirmation for the location of last drinking station, I am questioning whether Nixon Park is the appropriate location to install this infrastructure and I am of the view Council should reconsider installing the last drinking station at either Gloucester Park or Federal Park with a suitable alternative or alternatives drinking facilities to be considered at Nixon Park.

#### Supporting arguments

- Predominantly sports grounds are used by sporting teams for training and playing purposes. Generally water is provided to participants via drink bottles. These drink bottles are normally filled via a tap or large water bottle and require filling of multiple bottles (up to 20-30). The bottle fill on the GWCC drinking station is not adequate for this purpose and is more so designed to provide access to low volumes of bottle refills consistent with casual use (walking, playing, general recreation, etc.) wishing to fill one or a few bottles.
- GWCC drinking stations have a dog bowl located at the base of the station. Pets are not allowed at Council Sports Fields and having this facility at Nixon Park may encourage non-compliance.
- I acknowledge the playground at Nixon Park could be a good location for the drinking station to be used by playground users and by sporting spectators; however I would argue one of our 3 major central parks would serve a much wider cross section of the community and see much higher utilisation over the course of a year.
- With respect to the sports fields I am of the view Council could potentially roll out lower cost drinking stations such as a bubbler arrangement with a quick fill tap on the support and these could be located adjacent to the respective clubhouse, dressing sheds and or spectator areas.

**Budget Implications**

Nil

**RECOMMENDATION**

It is recommended Council install the last GWCC drinking station at either Federal Park or Gloucester Park.

*Report by Rob Fisher*

## 12 ENVIRONMENTAL SERVICES



### 12.1 DEVELOPMENT APPLICATION - PROPOSED SUBDIVISION OF 12 KURRAWONG STREET TEMORA

**File Number:** REP20/793

**Author:** Town Planner

**Authoriser:** Director of Environmental Services

**Attachments:**

1. Plan of subdivision 12 Kurrawong Street [↓](#) 
2. Servicing, access and building envelope plan [↓](#) 

#### REPORT

DA30/2020

Applicant: J Dahlenburg

Owners: G & J Dahlenburg

Council has received a development application DA36/2020, for the proposed two lot subdivision of land at 12 Kurrawong Street. The property area is 2 hectares and includes an existing dwelling as shown by Figure 1. The proposed plan of subdivision is attached.



**Figure 1: Aerial image of 12 Kurrawong Street**

The subdivision proposes two lots, proposed Lot 250, being 9140 square metres and proposed Lot 251, being 1.086 hectares. Proposed Lot 251 would contain the existing dwelling.

#### **Assessment of subdivision under Temora LEP 2010**

The land is zoned R5 Large Lot Residential. The minimum lot size in this location is 1 hectare. However, the Temora Local Environmental Plan (LEP) 2010 includes the following clause to allow lots that are less than the minimum lot size to be considered. The relevant clauses are as follows:

#### 4.6 Exceptions to development standards

(1) The objectives of this clause are as follows—

- (a) to provide an appropriate degree of flexibility in applying certain development standards to particular development,
- (b) to achieve better outcomes for and from development by allowing flexibility in particular circumstances.

(2) Development consent may, subject to this clause, be granted for development even though the development would contravene a development standard imposed by this or any other environmental planning instrument. However, this clause does not apply to a development standard that is expressly excluded from the operation of this clause.

(3) Development consent must not be granted for development that contravenes a development standard unless the consent authority has considered a written request from the applicant that seeks to justify the contravention of the development standard by demonstrating—

- (a) that compliance with the development standard is unreasonable or unnecessary in the circumstances of the case, and
- (b) that there are sufficient environmental planning grounds to justify contravening the development standard.

(6) Development consent must not be granted under this clause for a subdivision of land in Zone RU1 Primary Production, Zone RU2 Rural Landscape, Zone RU3 Forestry, Zone RU4 Primary Production Small Lots, Zone RU6 Transition, **Zone R5 Large Lot Residential**, Zone E2 Environmental Conservation, Zone E3 Environmental Management or Zone E4 Environmental Living if—

- (a) the subdivision will result in 2 or more lots of less than the minimum area specified for such lots by a development standard, or
- (b) the subdivision will result in at least one lot that is less than 90% of the minimum area specified for such a lot by a development standard.

#### **5.16 Subdivision of, or dwellings on, land in certain rural, residential or environment protection zones**

(1) The objective of this clause is to minimise potential land use conflict between existing and proposed development on land in the rural, residential or environment protection zones concerned (particularly between residential land uses and other rural land uses).

(2) This clause applies to land in the following zones—

- (a) Zone RU1 Primary Production,
- (b) Zone RU2 Rural Landscape,
- (c) Zone RU3 Forestry,

- (d) Zone RU4 Primary Production Small Lots,
- (e) Zone RU6 Transition,
- (f) **Zone R5 Large Lot Residential,**
- (g) Zone E2 Environmental Conservation,
- (h) Zone E3 Environmental Management,
- (i) Zone E4 Environmental Living.

(3) A consent authority must take into account the matters specified in subclause (4) in determining whether to grant development consent to development on land to which this clause applies for either of the following purposes—

- (a) subdivision of land proposed to be used for the purposes of a dwelling,
- (b) erection of a dwelling.

(4) The following matters are to be taken into account—

- (a) the existing uses and approved uses of land in the vicinity of the development,
- (b) whether or not the development is likely to have a significant impact on land uses that, in the opinion of the consent authority, are likely to be preferred and the predominant land uses in the vicinity of the development,
- (c) whether or not the development is likely to be incompatible with a use referred to in paragraph (a) or (b),
- (d) any measures proposed by the applicant to avoid or minimise any incompatibility referred to in paragraph (c).

### Discussion

Clause 4.6 within the Temora LEP is intended to provide some flexibility to development standards. Specifically in relation to subdivision, there is an allowance for a lot to be created that is up to 90% of the minimum lot size, which in this location is 9,000 square metres. The proposed lot configuration meets this minimum size. However due to the location of the existing dwelling, the vacant lot created is an unusual shape with a battle-axe layout. The handle area of land is only required to meet the minimum requirements of land area under this clause.

A lot in this zone cannot be created that is less than 9000 square metres. The vacant lot created is not ideal in its shape. However, at the time that the existing house was constructed the minimum lot size in this zone was two hectares. The minimum lot size in this zone was reduced to one hectare in 2017 with the intention to increase the density of development within both the Bundawarra Road and Rosella Street large lot residential areas. This subdivision responds to this objective. Separation between the existing dwelling, adjoining dwellings and the future dwelling on the vacant lot can be managed, as the property is a corner allotment.

Therefore although not ideal in layout the proposed lot configuration is acceptable in the circumstances.

In relation to Clause 5.16, the proposed subdivision is consistent with the preferred and predominant uses in the vicinity of the development, as the subdivision is intended to facilitate low density residential development.



The subdivision can be serviced by essential services, including water, electricity, disposal and management of sewer, stormwater drainage and suitable road access. Council will condition that the developer contributes towards the cost of the soil study used to support the increased demand for on-site sewer disposal in this neighbourhood. There are no biodiversity, land, bushfire, flooding, heritage or natural hazard constraints that apply to this site.

### **Assessment under the Temora Shire Development Control Plan (DCP) 2012**

The subdivision will be conditioned to comply with relevant engineering standards in relation to roads, onsite sewer disposal, water and stormwater. The applicant has included a proposed building envelope.

In relation to the building envelope and future dwelling setbacks, the DCP states that dwellings and garages are setback 30m from front, side and rear boundaries. The building envelope indicates a setback of approximately 15m from Kurrawong Street, whilst other setbacks are indicated to be approximately 30m. The building envelope shown on the attached plan is quite generous in size and it is anticipated that a future dwelling constructed on the vacant lot could reasonably respond to the desired 30m setbacks to maintain low density development in this location.

### **Conclusion**

The proposed subdivision is considered to be acceptable under the circumstances of the site constraints and achieves the intention of the reduced minimum lot size that applies to this land zoning. The subdivision is recommended for approval, subject to conditions.

### **Conditions of Consent:**

#### **Approved Plans and Documentation**

1. The development must be carried out in accordance the stamped approved plans and specifications.

The Development Application has been determined by the granting of consent subject to and as amended by the conditions of development consent specified below.

NOTE: Any modifications to the proposal shall be the subject of an application under Section 96 of the Environmental Planning and Assessment Act, 1979.

#### **General**

2. Any upgrades or alterations to existing Council infrastructure required as a result of the development shall be at the full cost of the applicant.

#### **Prior to release of Survey Certificate**

3. Designated access / egress driveways are required to be installed to service all proposed allotments prior to release of subdivision certificate. All access/egress driveways shall be a minimum of 6 metres wide and constructed as all weather access prior to the release of subdivision certificate. The driveways shall be constructed to satisfaction of Council for the life of the development and must be constructed in accordance with the requirements of Council's Access Policy. Council will require the installation of a 500mm wearing strip at the time of any new access to the public road.

Note1: You must contact Council's Engineering Department on 6980 1100 to arrange an inspection and determine required access type prior to undertaking any works to satisfy this condition.

4. Prior to the issue of Subdivision Certificate one A1 set of plans and an electronic copy of the Works-As-Executed plans for all sewerage infrastructure works must be submitted to Council and must detail the works as approved under this consent. The information on the Works-As-Executed plans shall be as specified in Council's applicable Guidelines.
5. A Subdivision Certificate, pursuant to Section 109C of the Environmental Planning and Assessment Act 1979, as amended must be obtained from Council, prior to its lodgement with the Lands Titles Office.

The Final Survey Plan (two paper copies and an electronic copy) must be submitted to Council along with the application for Subdivision Certificate and associated checklist.

NOTE: Council will only consider issuing a Subdivision Certificate in relation to this subdivision when it is satisfied that all conditions of development consent relating to the subdivision have been complied with and the appropriate fee paid.

6. The development (each lot) shall be serviced with electricity, water, gas and telecommunications and prior to the Issue of subdivision certificate the following documents shall be submitted to Council to demonstrate that the requirements of the public utility services have been met:

- i) Essential Energy: Notification of Arrangement OR Certificate of Acceptance
- ii) Goldenfields Water County Council: Certificate of Compliance
- iii) Relevant Telecommunications Authority: Notification of Arrangement OR Certificate of Acceptance

7. The address for the newly created parcel(s) is:

Lot 250 – 12 Kurrawong Street

Lot 251 – 7 Harrier Street

#### **Services**

8. Service Protection: Any existing services on the land that supply reticulated water, mains electrical power, telecommunications, or natural gas, supplying dedicated or shared services to either allotment shall be protected by a legally created easement on the linen plan.

#### **Design**

9. Subdivision Boundaries: For the subdivision of the land and the creation of a Land Title plan, the following setback are required:-
  - a) From the existing dwelling:-
    - 50m to rear and side property boundaries.
    - 30m from the front property boundary facing a road.
  - b) From existing outbuildings i.e. Sheds and the like:-
    - 10m from all boundaries
  - c) From on site sewage management systems, effluent disposal areas:-
    - 10m from all boundaries

#### **Environmental**

10. Environmental Impact: All practicable measures must be taken to prevent and minimise harm to the environment as a result of the development.
11. Dust Generation: All operations and activities occurring at the premises must be carried out in a manner that will minimise dust at the boundary of the premises.
12. A contribution towards the fee involved with the preparation of the soil capability study, to support the amendment, shall be collected as part of the issue of the relevant subdivision certificate.

**RECOMMENDATION**

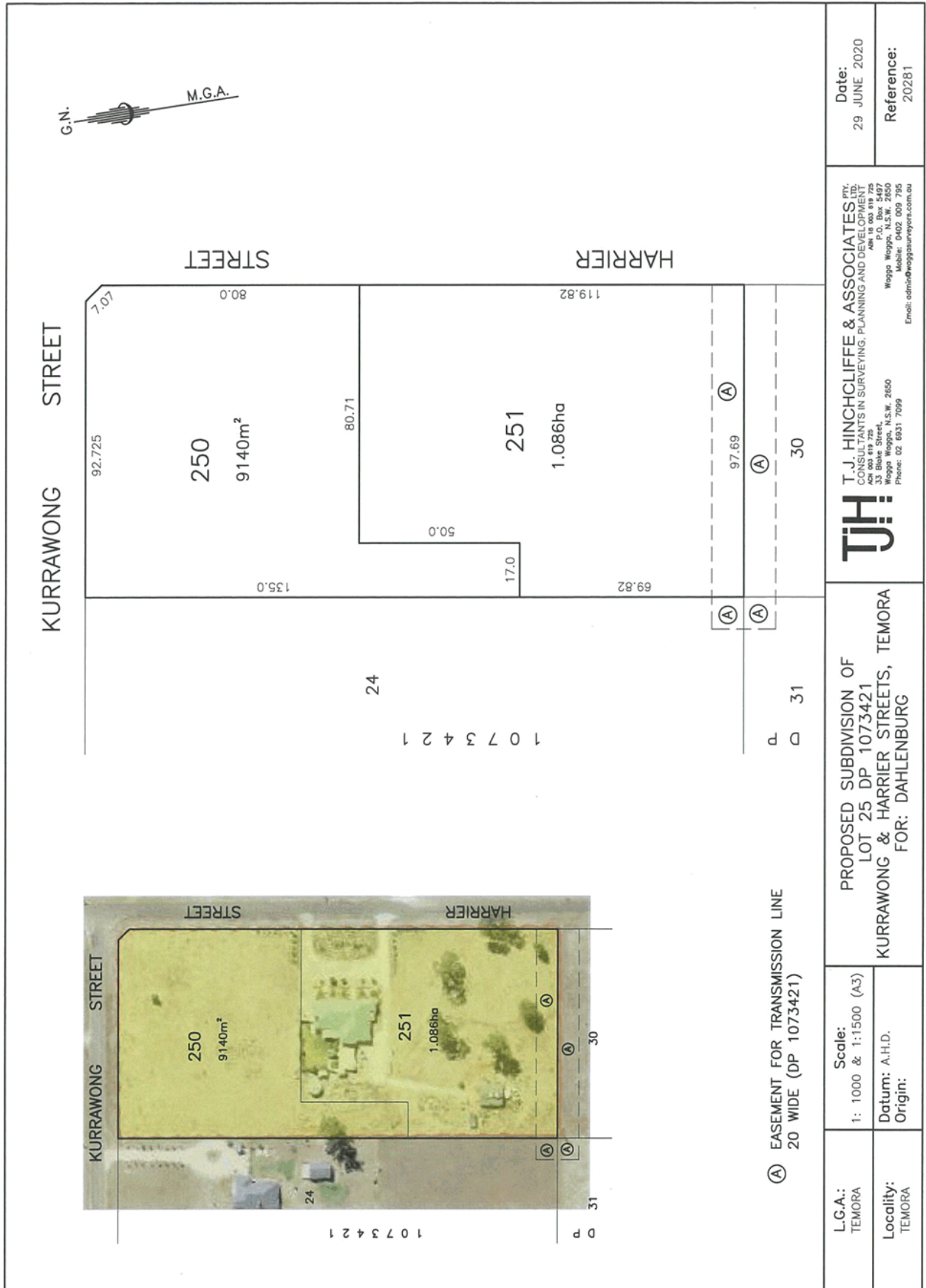
It is recommended that Council approve the two lot subdivision of 12 Kurrawong Street Temora, subject to conditions.

***Report***

***by***

***Claire***

***Golder***



Date: 29 JUNE 2020  
Reference: 20281

**TJH**  
T. J. HINCHCLIFFE & ASSOCIATES PTY. LTD.  
CONSULTANTS IN SURVEYING, PLANNING AND DEVELOPMENT  
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Email: admin@tjhsurveyors.com.au

PROPOSED SUBDIVISION OF  
LOT 25 DP 1073421  
KURRAWONG & HARRIER STREETS, TEMORA  
FOR: DAHLENBURG

Scale: 1: 1000 & 1:1500 (A3)  
Datum: A.H.D.  
Origin:

L.G.A.: TEMORA  
Locality: TEMORA

Ⓐ EASEMENT FOR TRANSMISSION LINE  
20 WIDE (DP 1073421)

1 0 7 3 4 2 1  
2 4  
D P

97.69 Ⓐ  
30 Ⓐ

Site Map Proposed Service Connections and New Access:

Proposed Subdivision – 12 Kurrawong Street



**Key:**

- New Lot Boundary 12 Kurrawong Street
- - - New Gateway Access
- - - New Water Connection – Approximately
- - - New Power Connection – Approximately
- Proposed Building Envelope – Approximately

**12.2 TOWN HALL THEATRE****File Number:** REP20/875**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Town Hall Theatre [↓](#) **REPORT**

Town Hall Theatre Management Committee are concerned with the financial loss since reopening in July 2020.

Covid has had an impact on numbers, with the current maximum of 22 patrons allowed. In the first month of trading since reopening the Theatre had a loss more than \$3,000.00.

The Committee has agreed to fulfil the August screenings and review the situation towards the end of the month.

**RECOMMENDATION**

It is recommended that Council considers the report.

**Report****by****Kris****Dunstan**



TOWN HALL  
— THEATRE —

Dear Councillors,

At a recent Town Hall Theatre Management Committee meeting, our first months financials were considered after re-opening in a limited capacity in July.

For those Councillors who may not be aware, to comply with the latest Public Health Orders, we are operating under a booking system with a maximum capacity of 22 patrons. All the other, now “commonplace precautionary measures” are also being implemented such as contract tracing name recording, additional cleaning, sanitising, and hand sanitising etc.

We are also being hampered by the shortage on new release movies and also the distributor insistence on minimum guarantees, which are difficult to achieve with such a small maximum capacity.

In our first full months trading since reopening, our loss was in excess of \$3000, which was disappointing to many on our committee. Our committee is proud of our record over the past decade, of providing the Temora Shire Community (and lots of visitors from our neighbouring Shires) with a high quality cinematic experience without impacting the pockets of Temora Shire Council ratepayers. The exception to this was last year’s financial figures, which were our only significant deficit year (\$14K loss) since commencing operations in 2009. These figures too were also impacted by COVID which effectively cancelled our last quarter of trading, but did not cancel many of our fixed costs (rates, insurance, electricity, depreciation etc.)

At our last meeting it was agreed that it is our intention to fulfil our August screening commitments and review the situation at an extraordinary meeting towards the end of the month. It may be a distinct possibility that we will again close down until the situation returns to something like the pre-COVID normal.

Our committee resolved for me to write to Council to update them on this unfortunate situation and the committee’s deliberations.

Thank you most sincerely for your ongoing support.

Yours Sincerely,

Beth Firman  
Manager

Cnr. Loftus & De Boos Street, Temora NSW 2666



**13 ADMINISTRATION AND FINANCE****13.1 STOCKTAKE OF STORES & MATERIALS****File Number:** REP20/784**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Stocktake of Stores & Materials [↓](#) **REPORT**

The stocktake of Stores & Materials was completed on the 30 June 2020 and reveals a surplus to the value of \$48.94. The variations are mostly minor and are shown for Councils information on the following attachment.

**RECOMMENDATION**

It is recommended that Council adjusts the variation to the Works Depot/Sundry expenses/Stock Adjustment Account to the value of \$48.94.

***Report******by******Elizabeth******Smith***

**STOCKTAKE OF STORES & MATERIALS (S/10/01)**

The stocktake of Stores & Materials was completed on 30 June 2020 and reveals a surplus to the value of \$48.94. The variations are mostly minor and are shown for Council's information on the following attachment.

I recommend that Council resolve to adjust the variation to the Works Depot/Sundry expenses/Stock Adjustment Account.



E L Smith  
DIRECTOR OF ADMINISTRATION  
& FINANCE

Temora Shire Council  
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STOCKTAKE DISCREPANCY REPORT

Report Date: 30/06/2020 Page: 1

Location 1 Council Main Store

| Bin Number | Stock Item Description | Ord Unit | Quantity |                      | Count Quantity | -----Discrepancy----- |         |
|------------|------------------------|----------|----------|----------------------|----------------|-----------------------|---------|
|            |                        |          | On Hand  | Transaction Quantity |                | Quantity              | Value   |
| Yard       | 1 7mm Aggregate        | EA       |          | .00                  | 3.00           |                       |         |
|            | Count Total :          |          | 3.00     |                      | 3.00           | 0.00                  | 0.00    |
| Yard       | 2 10mm Aggregate       | EA       |          | .00                  | .00            |                       |         |
|            | Count Total :          |          | .00      |                      | 0.00           | 0.00                  | 0.00    |
| Yard       | 3 Gabion Rock          | EA       |          | .00                  | 59.00          |                       |         |
|            | Count Total :          |          | 59.00    |                      | 59.00          | 0.00                  | 0.00    |
|            | 4 5mm Aggregate        | EA       |          | .00                  | 20.00          |                       |         |
|            | Count Total :          |          | 20.00    |                      | 20.00          | 0.00                  | 0.00    |
|            | 6 Culvert Box 48"x 9"  | EA       |          | .00                  | .00            |                       |         |
|            | Count Total :          |          | .00      |                      | 0.00           | 0.00                  | 0.00    |
|            | 7 Ballast Rock         | METR     |          | .00                  | .00            |                       |         |
|            | Count Total :          |          | .00      |                      | 0.00           | 0.00                  | 0.00    |
|            | 8 DGB20                | METR     |          | .00                  | .00            |                       |         |
|            | Count Total :          |          | .00      |                      | 0.00           | 0.00                  | 0.00    |
|            | 21 Steel Sign Posts    | EA       |          | .00                  | 296.00         |                       |         |
|            | Count Total :          |          | 303.00   |                      | 296.00         | -7.00                 | -128.04 |
|            | 25 Diesel Tankers      | L        |          | .00                  | 1698.00        |                       |         |
|            | Count Total :          |          | 983.13   |                      | 1698.00        | 714.87                | 792.72  |
|            | 26 Oil                 | L        |          | .00                  | 1885.00        |                       |         |
|            | Count Total :          |          | 1886.00  |                      | 1885.00        | -1.00                 | -3.77   |
|            | 27 Fender Posts        | EA       |          | .00                  | 287.00         |                       |         |
|            | Count Total :          |          | 314.00   |                      | 287.00         | -27.00                | -330.60 |
|            | 29 Delineators         | EA       |          | .00                  | .00            |                       |         |
|            | Count Total :          |          | .00      |                      | 0.00           | 0.00                  | 0.00    |
|            | 31 Emulsion            | LITR     |          | .00                  | 17500.00       |                       |         |
|            | Count Total :          |          | 17914.00 |                      | 17500.00       | -414.00               | -371.94 |
|            | 33 Premix              | M        |          | .00                  | .00            |                       |         |
|            | Count Total :          |          | .00      |                      | 0.00           | 0.00                  | 0.00    |
|            | 36 Rotary Broom        | EA       |          | .00                  | .00            |                       |         |
|            | Count Total :          |          | .00      |                      | 0.00           | 0.00                  | 0.00    |
|            | 46 Head Wall Units     | EA       |          | .00                  | .00            |                       |         |
|            | Count Total :          |          | .00      |                      | 0.00           | 0.00                  | 0.00    |
|            | 51 Steel Weldshop      | EA       |          | .00                  | 10824.56       |                       |         |
|            | Count Total :          |          | 10824.56 |                      | 10824.56       | 0.00                  | 0.00    |
|            | 52 Sand - Cementing    | M        |          | .00                  | .00            |                       |         |
|            | Count Total :          |          | .00      |                      | 0.00           | 0.00                  | 0.00    |
|            | 53 Sign Post Supports  | EA       |          | .00                  | 314.00         |                       |         |
|            | Count Total :          |          | 311.00   |                      | 314.00         | 3.00                  | 48.94   |
|            | 60 Drill Bits          | EA       |          | .00                  | .00            |                       |         |
|            | Count Total :          |          | .00      |                      | 0.00           | 0.00                  | 0.00    |
|            | 63 Handles             | EA       |          | .00                  | .00            |                       |         |
|            | Count Total :          |          | .00      |                      | 0.00           | 0.00                  | 0.00    |
|            | 67 Picks & Mattocks    | EA       |          | .00                  | .00            |                       |         |
|            | Count Total :          |          | .00      |                      | 0.00           | 0.00                  | 0.00    |
|            | 73 Cement              | EA       |          | .00                  | 27.00          |                       |         |
|            | Count Total :          |          | 21.00    |                      | 27.00          | 6.00                  | 43.97   |
|            | 74 Tyres - 700 x 16    | EA       |          | .00                  | .00            |                       |         |
|            | Count Total :          |          | .00      |                      | 0.00           | 0.00                  | 0.00    |
|            | 75 Tyres - 750 x 16    | EA       |          | .00                  | .00            |                       |         |
|            | Count Total :          |          | .00      |                      | 0.00           | 0.00                  | 0.00    |
|            | 77 Tyres - 11R 22.5    | EA       |          | .00                  | 3.00           |                       |         |
|            | Count Total :          |          | 3.00     |                      | 3.00           | 0.00                  | 0.00    |
|            | 78 Tyres 255/70R 22.5  | EA       |          | .00                  | .00            |                       |         |
|            | Count Total :          |          | .00      |                      | 0.00           | 0.00                  | 0.00    |

Temora Shire Council  
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STOCKTAKE DISCREPANCY REPORT

Report Date: 30/06/2020 Page: 2

Location 1 Council Main Store

| Bin Number | Stock Item Description             | Ord Unit | Quantity |                      | Count Quantity | -----Discrepancy----- |       |
|------------|------------------------------------|----------|----------|----------------------|----------------|-----------------------|-------|
|            |                                    |          | On Hand  | Transaction Quantity |                | Quantity              | Value |
|            | 82 Tyres - 1400 x 24 New           | EA       |          | .00                  | .00            |                       |       |
|            | Count Total :                      |          | .00      |                      | 0.00           | 0.00                  | 0.00  |
|            | 89 Concrete Mix - Sand & Aggregate | M        |          | .00                  | .00            |                       |       |
|            | Count Total :                      |          | .00      |                      | 0.00           | 0.00                  | 0.00  |
|            | 103 Crusher Grit                   | M        |          | .00                  | 175.00         |                       |       |
|            | Count Total :                      |          | 175.08   |                      | 175.00         | -0.08                 | -2.34 |
| Yard       | 104 Big Bins                       | 1        |          | .00                  | .00            |                       |       |
|            | Count Total :                      |          | .00      |                      | 0.00           | 0.00                  | 0.00  |
| Total:     |                                    |          |          |                      |                |                       | 48.94 |

**13.2 RECORDS FOR DESTRUCTION - PINNACLE - DR-3-2020****File Number:** REP20/833**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Pinnacle Records for Destruction [↓](#) **REPORT**

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

**RECOMMENDATION**

It is recommended that the attached records be destroyed under GA39 Retention & Disposal Authority.

***Report******by******Elizabeth******Smith***

## GA39 Temora Council Retention/Disposal Authority: Destruction Record

For: 24.0.0 - Public Health - Service Provision

Reference: DR/3 - 2020

| GA39 No. | Description of Records | Disposal Action |
|----------|------------------------|-----------------|
|----------|------------------------|-----------------|

|         |                                                                                                                                                                                                                                        |                                                                 |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| 24.15.1 | Records relating to the day-to-day management and routine operation of health care services by or on behalf of the organisation. Records include schedules and operating hours, referral, appointment diaries, inspection reports etc. | Retain minimum of 10 years after action completed, then destroy |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|

| Item                           | PINNACLE Archives - Temora | Date Range | Disposal After Date |
|--------------------------------|----------------------------|------------|---------------------|
| Pinnacle - Temora - Box No. 2  | Community Transport        | 2008       | 2018                |
| Pinnacle - Temora - Box No. 4  | Meals on Wheels            | 2008-2009  | 2019                |
| Pinnacle - Temora - Box No. 8  | Meals on Wheels            | 1994-2005  | 2015                |
| Pinnacle - Temora - Box No. 23 | Community Options          | 2008       | 2018                |
| Pinnacle - Temora - Box No. 34 | Community Options          | 2008       | 2018                |
| Pinnacle - Temora - Box No. 38 | Meals on Wheels            | 2006-2007  | 2017                |

**Total Number of Boxes : 6**

**Date Destroyed:**  
**Method of Destruction:**  
**Authorised by\*:**

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.

**14 CORRESPONDENCE****14.1 REROC - REVIEW OF THE REROC & JO OPERATIONS****File Number:** REP20/779**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. REROC  **REPORT**

Seeking Councils commitment to continue the membership of REROC until the end of the 2021/2022 financial year. This will operate parallel and co-operatively with the Riverina Joint Organisation.

**RECOMMENDATION**

It is recommended that Council considers the report.

# REROC

RIVERINA EASTERN REGIONAL  
ORGANISATION OF COUNCILS

PO Box 646  
Wagga Wagga NSW 2650  
ph: (02) 6931 9050  
fax: (02) 6931 9040  
email: mail@reroc.com.au  
website: www.reroc.com.au  
ABN: 91 443 421 423

8 July 2020

Cr Graham Sinclair  
Deputy Mayor  
Temora Shire Council  
PO Box 262  
Temora NSW 2666

Dear Cr Sinclair,

#### Review of the REROC and JO Operations

I am writing on behalf of the Board of the Riverina Eastern Regional Organisation of Councils (REROC) in relation to the recent review that was undertaken into the operations of REROC and the Riverina Joint Organisation, the implications of the Local Government COVID-19 Stimulus Package and the conditions that pertain to its access.

Your council would be aware that one of the conditions for accessing the Local Government COVID-19 Stimulus Package was that councils who were members of a Joint Organisation were required to retain their JO membership for a period of 2 years. The condition was included in the contracts that councils signed in relation to the funding, significantly the ability to access the NSW Government's ESL funding was contingent on it.

The Member Councils resolved, as a result of the REROC/JO review, to move forward with the creation of a single regional organisation that was incorporated as a limited liability company. The creation of the new organisation depends on the Minister for Local Government providing approval, and if so, would result in both REROC and the Riverina JO being wound up. However, this now seems impossible, the financial implications that would result from these actions cannot be ignored. It is clear that if our Member Councils implement this pathway, they will miss out on hundreds of thousands of dollars in ESL funding.

This issue was discussed, at length, during REROC's June Board meeting. Our discussions were informed by the fact that the Members had already committed to funding REROC and the Joint Organisation for a further 12 months while we waited for permission and then established the new, single regional organisation. The REROC Board remains committed to this course of action but clearly, given current circumstances, this is no longer achievable within the 12-month timeframe.

councils working together



Therefore, the Board has resolved to seek endorsement from the Member Councils to maintain REROC's current structure for a period of 2 years, including the provision of on-going funding for the Organisation. The Board is aware that this has financial implications for the Member Councils and that councils will want to be fully informed before making any commitments. As you know the membership fee for 20/21 Financial Year has already been advised, and Members have committed to that payment.

Over the last 18 months, REROC has been working to put more of its activities on a commercial footing, without disadvantaging our Members. We have introduced Member and non-Member fees for participation in our events, we have increased the cost of trade stands and attendance fees at our conferences and we have been actively seeking sponsorship support for all our activities. Our goal is to generate more "own-source" revenue to reduce dependence on membership fees. These activities will continue with the long-term objective of lowering the cost of membership.

However, even with these activities at this point we expect that the membership fee for the 21/22 Financial Year will be the same as it is for the 20/21 Financial Year.

I understand that this is a challenging time for our membership. What we all hoped was a clear pathway forward we have now been forced to place these plans in abeyance, however in doing so we are ensuring the best financial outcome for our communities. In addition, the OLG are now planning to undertake a review of Joint Organisations before the end of the year.

Given all that is happening, we are seeking a commitment from our Member Councils to continue their membership of the REROC until the end of the 21/22 Financial Year. REROC has made a significant contribution to the operation of our Members and local government generally, not just in our region but within NSW. We believe that it is important that the Organisation continue to provide its services for the next 2 years operating parallel and co-operatively with the Riverina Joint Organisation. In doing so we will ensure that Members continue to have options in relation to how they choose to collaborate on a regional level.

I want to thank the Board and our Member Councils for their patience and forbearance as we deal with these issues. We are genuinely committed to strong regional leadership and by continuing to work together we can deliver positive results for our Members and the communities they represent. I look forward to receiving advice regarding your Council's decision on its continuing commitment to the ROC.

Yours sincerely



Cr Rick Firman OAM  
Chairman.

**14.2 POLLIE PEDAL EVENT**

**File Number:** REP20/925

**Author:** Secretary Engineering

**Authoriser:** General Manager

- Attachments:**
1. **Correspondence** [!\[\]\(4e333a6106fc298d0ae6dff272a736ef\_img.jpg\)](#) [!\[\]\(97089f8e07e24e31baa67366e358a709\_img.jpg\)](#)
  2. **Brief Outline - Event Management Plan** [!\[\]\(9496824b8cff3a19f59b81b37b57d8b6\_img.jpg\)](#) [!\[\]\(ec8d0f7e486e2280c113cd85015a8548\_img.jpg\)](#)
  3. **Road List** [!\[\]\(fad66fecb73aae330937d501057cafc9\_img.jpg\)](#) [!\[\]\(a94e0943f5ecd6c1adc5223fd7677110\_img.jpg\)](#)
  4. **Risk Management Plan** [!\[\]\(f14ef06774200ee2342297364295aa0f\_img.jpg\)](#) [!\[\]\(fc5b69083c6c7efc78abd54fb1c8e530\_img.jpg\)](#)
  5. **Vehicle Convoy Plan** [!\[\]\(44329a5be70d7da178c176f4dc400266\_img.jpg\)](#) [!\[\]\(e8acad03efc4e1e51e61f51e08abcfab\_img.jpg\)](#)
  6. **Liability Certificate** [!\[\]\(b080594840f2c960d0486e13bbc20b6f\_img.jpg\)](#) [!\[\]\(23f890d44f916d45bc3635ac2828412b\_img.jpg\)](#)

**REPORT**

In April Council addressed correspondence from Soldier On in relation to their annual Pollie Pedal charity bike ride. It was scheduled to be held in May 2020, however due to the current global crisis and subsequent restrictions it was postponed.

Council has received further correspondence informing the event will now be held on 20<sup>th</sup> – 27<sup>th</sup> September, 2020.

The ride will access the following Council roads and a detailed map is available via the link in the ‘road list’ attachment.

| Road                                                                                               |
|----------------------------------------------------------------------------------------------------|
| Mary Gilmore Way<br>Grogan Rd<br>Milvale Rd<br>Loftus St                                           |
| Loftus St<br>Aurora St<br>Victoria St<br>Burley Griffin Way<br>Tara-Bectric Rd<br>Mary Gilmore Way |

A full risk management plan, including hazard analysis has been developed and any safety mitigation measures are detailed in the following attachments. The event is covered under public and products liability insurance of twenty million dollars (\$20m) taken out by Soldier On.

**Budget Implications**

Nil

**RECOMMENDATION**

It is recommended that Council approve the new event date.



PO Box 453  
Goulburn NSW 2580  
graeme.northey@bigpond.com  
0408 482828

1 June 2020

The General Manager  
Temora Shire Council  
105 Loftus Street  
Temora NSW 2666

Dear Sir

REF RNF:ALO:R/03/08

I refer to the above approval for Pollie Pedal 2020 to utilise roads in the Temora Shire Council area.

Thank you for the approval and as requested, we now have a new date. The 23<sup>rd</sup> Pollie Pedal 2020 Charity Cycle Ride will now be held from 20 to 23 September starting and finishing in Canberra

Documents have been updated to reflect the new date and are attached.

The following documents are included;

- Brief Outline/Event Management Plan
- Daily schedule of dates, start & finish times and locations including list of classified/Rural/Local roads in Temora Shire Council to be used with links to Google Maps
- Hazard Analysis & Risk Management Plan with Covid19 management added
- Insurance – Public Liability with Temora Shire Council listed will be effected and a copy forwarded to Council prior to the ride.

We appreciate Council's patience with this matter.

A handwritten signature in black ink, appearing to read 'Graeme Northey'.

Graeme Northey  
Ride Director

## **SOLDIER ON POLLIE PEDAL 2020**

### **EVENT APPLICATION TO NSW POLICE & LOCAL COUNCILS**

#### **BRIEF OUTLINE**

|                         |                                                                                                                                            |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Benefiting charity:     | 'Soldier On'<br>44 Bellenden Crescent, Crace, ACT.                                                                                         |
| Type of event:          | Eight day charity bicycle ride starting at Canberra ACT<br>and finishing at the Australian War memorial, Canberra<br>Approximately 935 kms |
| Number of participants: | Riders – no more than 50 per day<br>Volunteers – 20                                                                                        |
| Start date:             | Sunday 20 September 2020                                                                                                                   |
| Via:                    | Yass, Blayney, Cowra, Grenfell, Temora, Junee, Binalong                                                                                    |
| Finish date:            | Sunday 27 September 2020                                                                                                                   |

The following documents have been completed and are attached;

- Daily schedule of start & finish times and location including list of Classified/Rural/Local roads to be used
- Hazard Analysis & Risk Management Plan
- Event Management Plan
- Vehicular Convoy Plan
- Insurance – Certificate of currency for public liability insurance (Insurance is being arranged, will be in place prior to the ride)
- Route Map – See links to Google Maps

1/06/2020

## **EVENT MANAGEMENT PLAN**

### **Overview of Soldier On Pollie Pedal 2020**

Each year since 1998, a number of federal politicians and business leaders have participated in a charity bike ride raising funds for a charity.

In 2020 the Pollie Pedal charity bike ride will be conducted over 8 days commencing at Soldier On Headquarters, Canberra ACT and finishing at the Australian War Memorial, Canberra ACT.

This year's beneficiary is Soldier On. Soldier On works directly with returned service personnel assisting them to recover from physical and emotional conditions and adjust to civilian life. Soldier On website <https://www.soldieron.org.au/>

### **KEY FEATURES OF POLLIE PEDAL**

- This event is the 23<sup>rd</sup> annual Pollie Pedal bike ride
- All key organisers of this event have experience in race organisation and cycling long distances
- The convoy will consist of three (3) groups of riders, each supported by a lead escort vehicle and a rear escort vehicle with approved signage and flashing lights which will be located at least 300 metres in advance or rear of the bunch to provide ample warning to approaching vehicles.
  - This distance will be increased according to weather and road conditions such as winding, narrow or hilly sections
- Lead/follow vehicle drivers are authorised to halt the ride or adjust riding formations to conform with road or weather conditions to ensure a safe passage for riders and other road users
- A high standard of marshalling, rider instruction and signage are applied in the organisation and staging of each daily ride
- The hours of the event are set so that riders are riding in daylight hours and not in peak hour traffic in major population centres
- At all times regard will be given to minimal disruption to other road users

### **SUPPORT VEHICLES**

#### **Contained in the Convoy**

- 1 lead escort vehicle for each group (3) with flashing light and signage
- 1 follow vehicle for each group (3) with flashing light and signage
- 1 follow vehicle (sag wagon) medium size van (or similar) with a sign displaying the words: "CAUTION - CYCLISTS AHEAD". This vehicle has the dual roles of first warning to following motorists and sag wagon to transport riders who have fallen behind
- One experienced and competent rider in each bunch will have radio communication with lead/follow vehicles

1/06/2020

**Not part of the Convoy**

- 1 vehicle (12 seater bus) which will provide sustenance to the riders and transport riders who have retired from, or fallen behind the convoy
- 1 medium size Pantech truck or van to transport luggage, supplies and spare cycles between each overnight stop.
- 2 sedans to convey marshals and place / pick up signage
- 1 AWD wagon for ride director who will visit the convoy to ensure compliance or when required
- 1 Breakdown Van will visit the convoy when required

Vehicles will travel on sealed roads only and not off road. Drivers have been chosen due to their experience in performing these rolls in this and/or similar events.

**INSURANCE**

The Pollie Pedal bike ride is covered under public and products liability insurance of twenty million dollars (\$20.M) taken out by Soldier On

The following are covered under this policy

- All ride organisers and volunteers
- NSW Police
- NSW Road and other Authorities
- Local Councils
- ACT Police
- ACT Road Authorities

A copy of the Certificate of Currency will be provided prior to the event.

**EVENT MARSHALS**

Where necessary, marshals will be stationed along the ride route at intersections to show riders the correct direction. These marshals will wear high visibility vests and instructed to remain at a safe distance from passing traffic. In addition, marshals will be stationed just prior to hazardous and dangerous locations to warn the riders of the conditions. All marshals will be over 21, have a current driver's licence, mobile phone, sunscreen, appropriate headwear and have adequate training in their duties. Marshalls will not stop traffic

**SIGNAGE**

At approximately ten kilometre (10km) intervals, the Event Marshals will place an approved sign stating "CAUTION - CYCLISTS AHEAD FOR THE NEXT 10KMS/20/KMS". These signs will be positioned facing following and oncoming traffic at locations with good sight distance to warn vehicles that there will be cyclists ahead. The signs will be removed progressively by the support crews when the ride groups are passed the rear sign

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**ADHERENCE TO ROAD RULES**

Prior to the commencement of each day's ride the Ride Director will brief all riders, volunteers and marshals on issues relevant to the day e.g. weather conditions, road surfaces, traffic volumes and safety measures. Each evening the Ride Director, at a post ride group meeting, will brief the riders on the standard of riding and any faults or poor riding behaviour. Each rider must sign a declaration that he/she will adhere to the road rules and any direction given by the Ride Director, Police or local authorities

**ROAD CLOSURES**

No road closures are required.

**TRAFFIC LIGHTS**

All riders and support crew are to comply with the normal operation of traffic lights.

**RISK ASSESSMENT AND MANAGEMENT PLAN**

A Hazard Assessment and Risk Management Plan has been prepared and is attached.

**CONTINGENCY PLAN**

The Ride Director will terminate / cancel all or part of each day's ride if the following situations occur:

- Medium to heavy prolonged rainfall
- Extreme temperatures
- Icy road conditions
- Strong winds
- Snow falls
- Loose road surface
- Hail storms
- Fires or accidents
- Health threats

**LIST OF MAJOR ROADS TO BE USED**

Where possible, the route will utilise minor roads. Where this is not possible, the major roads will be used;

A list of roads to be used is included in the 'Event Summary & Roads List'  
See Links to Google Maps in 'Event Summary & Roads List'

Graeme Northey  
Ride Director  
PO Box 453  
Goulburn NSW 2580  
0408 482828  
[graeme.northey@bigpond.com](mailto:graeme.northey@bigpond.com)

1/06/2020



## POLLIE PEDAL 2020 SUMMARY &amp; ROADS LIST

| TEMORA SHIRE COUNCIL     |        |                                                   |                                 |                                 |                                                                                                   |     |                            |  |  |
|--------------------------|--------|---------------------------------------------------|---------------------------------|---------------------------------|---------------------------------------------------------------------------------------------------|-----|----------------------------|--|--|
| DATE                     | DAY    | FROM                                              | TO                              | VIA                             |                                                                                                   | KM  | GOOGLE MAP LINK            |  |  |
|                          |        |                                                   |                                 | Town                            | Road                                                                                              |     |                            |  |  |
| 20-27 September          | 8 Days | Canberra                                          | Canberra                        |                                 |                                                                                                   | 935 |                            |  |  |
| Thursday<br>24 September | 5      | Grenfell<br>Depart 8.00am                         | Temora<br>Arrive approx. 3.00pm | Quandialla                      | Mary Gilmore Way<br>Grogan Rd<br>Milvale Rd<br>Loftus St                                          | 119 | <a href="#">PP20 Day 5</a> |  |  |
| Friday<br>8 May          | 6      | Temora<br>Departure<br>venue TBA<br>Depart 8.00am | June<br>Arrive approx. 3.00pm   | Coolamon<br>Marrar<br>Old Junee | Loftus St<br>Aurora St<br>Victoria St<br>Burley Griffin Way<br>Tara-Bectic Rd<br>Mary Gilmore Way | 117 | <a href="#">PP20 Day 6</a> |  |  |

01/06/2020

**RISK MANAGEMENT PLAN**

**Pollie Pedal 2020**

**OVERVIEW**

The Risk Management Plan has 11 columns:-

|   |                  |                                                                                                  |
|---|------------------|--------------------------------------------------------------------------------------------------|
| a | Number           | Number of risk                                                                                   |
| b | Risk Type        | Description of risk                                                                              |
| c | Consequence      | Consequence of an occurrence (Scale at Annex A)                                                  |
| d | Likelihood       | Evaluation of likelihood of occurrence (Scale at Annex B)                                        |
| e | Level of Risk    | Function of consequence and likelihood of risk (Scale at Annex C)                                |
| f | Risk Priority    | Priority of risk (Scale at Annex C)                                                              |
| g | Risk Treatment   | Actions to be undertaken to mitigate risk                                                        |
| h | Responsibility   | Person responsible for risk treatment actions prior to event (List at Annex D)                   |
| i | Timetable        | Timetable for completion of risk treatment actions prior to event                                |
| j | Monitoring Agent | Person responsible for monitoring risk and risk treatment actions during event (List at Annex D) |
| k | Comments         | Comments on entries against risk type                                                            |

Annex D comprises a list of all participants and emergency contact details. To be completed and distributed to all race officials immediately prior to the event.

**RISK TREATMENT PLAN**

| No | Risk Type                                                          | Consequence (1-5) (c) | Likelihood (1-5) (d) | Level of Risk (c x d) (e) | Risk Priority (A-E) (f) | Risk Treatment (g)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Responsibility (h) | Timetable (i)                                   | Monitoring Agent (j) | Comments (k)                                                                     |
|----|--------------------------------------------------------------------|-----------------------|----------------------|---------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------------------------------------|----------------------|----------------------------------------------------------------------------------|
| 1  | Claims made against PP 2020 for incidents which occur during event | 3                     | 2                    | Low                       | D                       | <ul style="list-style-type: none"> <li>Public Liability Insurance policy</li> <li>Event specific insurance policy</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                             | Tony Fraser        | 1 month prior to event                          | RD                   | Public Liability insurance. Event specific insurance coverage is also taken out. |
| 2  | Confirmed threat of terrorist attack                               | 5                     | 1                    | Sig.                      | C                       | <ul style="list-style-type: none"> <li>Event cancelled</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                        | ED                 | Ongoing monitoring                              | ED                   | Event may be cancelled at any time if terrorist attack threats occur             |
| 4  | Extreme heat during event (over 38° degrees)                       | 3                     | 3                    | Low                       | C                       | <ul style="list-style-type: none"> <li>Water available at all times</li> <li>Sodium replacement liquid available at all times</li> <li>Damp towels to be made available if required</li> <li>Air conditioned vehicles available at all times</li> <li>Support staff to note early signs of heat exhaustion</li> <li>Participants showing signs of heat exhaustion will be withdrawn</li> <li>Daily rides planned for mornings outside of main heat of the day</li> <li>First aid kits in each support vehicle</li> </ul> | R.D. Riders        | Temperature checked prior to each day of riding | RD Riders            | Extremely unlikely heat will be a risk                                           |

| No  | Risk Type                                                                                               | Consequence (1-5) | Likelihood (1-5) | Level of Risk (c x d) | Risk Priority (A-E) | Risk Treatment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Responsibility             | Timetable                                                                                         | Monitoring Agent | Comments                                                                                                                      |
|-----|---------------------------------------------------------------------------------------------------------|-------------------|------------------|-----------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|---------------------------------------------------------------------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------|
| (a) | (b)                                                                                                     | 1                 | (d)              | 1                     | (f)                 | (g)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | (h)                        | (i)                                                                                               | (j)              | (k)                                                                                                                           |
| 5   | Extreme cold during event (under 0°)                                                                    | 2                 | 3                | Low                   | C                   | <ul style="list-style-type: none"> <li>Riders will be provided with winter riding kit</li> <li>Warm drinks will be provided at regular intervals</li> <li>Recovery vehicles fitted with air conditioning</li> <li>Support staff monitoring conditions</li> <li>Participants showing signs of hypothermia will be withdrawn</li> <li>If ice is a risk, the start time will be delayed</li> <li>First aid kits including thermal blankets in at least 1 vehicle with each riding group</li> </ul> | RD<br>Riders               | Temperature checked prior to each day of riding                                                   | RD<br>Riders     |                                                                                                                               |
| 6   | Other extreme conditions on day of event (torrential rain fall, heavy winds, ice, fog, bush fires etc.) | 2                 | 2                | Low                   | D                   | <ul style="list-style-type: none"> <li>Advance marshals will report any extreme conditions</li> <li>Adjustments made to kilometres planned for the day</li> <li>Participants to cease riding until extreme conditions have passed</li> </ul>                                                                                                                                                                                                                                                    | R.D.<br>Marshals<br>Riders | Conditions checked prior to and on the morning of ride thru the BOM website and local authorities | RD               | If extreme bad weather or dangerous conditions are evident before or during that day's ride, leg will become a transit stage. |
| 7   | Participants veer off course                                                                            | 1                 | 2                | Neg                   | D                   | <ul style="list-style-type: none"> <li>Course maps and detailed route description provided to all riders prior to event</li> <li>Course maps and detailed route description studied night prior to daily ride</li> <li>2 * Support vehicles available with maps</li> <li>2 * 'floating' support vehicles to place directional signage highlighting turns/crossroads/</li> <li>Debris / other obstacles unable to be cleared to be brought to participants attention</li> </ul>                  | R.D.<br>Support personnel  | Ongoing monitoring of maps<br>Ongoing monitoring for potential obstacles                          | RD<br>Marshals   | Lead vehicles are equipped with route maps and in radio contact with advance vehicles and bunch leaders                       |

| No  | Risk Type                                                                      | Consequence (1-5) | Likelihood (1-5) | Level of Risk (c x d) | Risk Priority (A-E) | Risk Treatment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Responsibility                         | Timetable                                                              | Monitoring Agent                              | Comments                                                                                                                                                                                                                                                            |
|-----|--------------------------------------------------------------------------------|-------------------|------------------|-----------------------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|------------------------------------------------------------------------|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (a) | (b)                                                                            | (c)               | (d)              | (e)                   | (f)                 | (g)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | (h)                                    | (i)                                                                    | (j)                                           | (k)                                                                                                                                                                                                                                                                 |
| 8   | Traffic hazards on Route (bad bridges, badly sealed roads, traffic on highway) | 4                 | 2                | Significant           | D                   | <ul style="list-style-type: none"> <li>Safety booklet supplied to riders prior to ride</li> <li>Ride Director to give overview of route the evening before the daily ride</li> <li>Rider briefing conducted before each stage</li> <li>Traffic hazards clearly listed on detailed route notes used by escort vehicles</li> <li>Escort vehicles communicate hazards found en route to bunch leaders</li> <li>2 'floating' support vehicles to warn cyclists of hazards</li> <li>Support vehicles with clearly marked 'CAUTION CYCLISTS' signs</li> <li>Local police notified of event and details prior to event</li> </ul> | R.D.<br>Support Vehicles               | Ongoing monitoring of maps<br>Ongoing monitoring for potential hazards | RD<br>Marshalls                               | <p><b>NOTE:</b> The Assistant Ride Director will inspect the route and road conditions when he drives ahead of the riders</p> <p><b>NOTE:</b> Police escorts will be requested where road or traffic conditions create any danger to riders or other road users</p> |
| 9   | Minor Dehydration                                                              | 2                 | 2                | Low                   | D                   | <ul style="list-style-type: none"> <li>Water available at all times</li> <li>Sodium replacement liquid available at all times</li> <li>Scheduled breaks planned</li> <li>2* 'floating' vehicles available to obtain additional supplies if required</li> <li>Volunteer support staff to be aware of possible signs of dehydration</li> <li>Air conditioned vehicles available at all times</li> <li>If Participant shows signs of dehydration requested to cease competing</li> <li>First Aid kits in each support vehicle</li> </ul>                                                                                      | R.D.<br><br>Riders<br>Support Vehicles | Ongoing<br>Ongoing monitoring for dehydration                          | RD<br>Marshalls<br>Support vehicles<br>Riders | Hydration is mentioned in the rider briefing each day                                                                                                                                                                                                               |

| No  | Risk Type                                                            | Consequence (1-5) | Likelihood (1-5) | Level of Risk (c x d) | Risk Priority (A-E) | Risk Treatment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Responsibility                       | Timetable                                     | Monitoring Agent                              | Comments                                                    |
|-----|----------------------------------------------------------------------|-------------------|------------------|-----------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-----------------------------------------------|-----------------------------------------------|-------------------------------------------------------------|
| (a) | (b)                                                                  | (c)               | (d)              | (e)                   | (f)                 | (g)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | (h)                                  | (i)                                           | (j)                                           | (k)                                                         |
| 10  | Major Dehydration                                                    | 3                 | 1                | Low                   | D                   | <ul style="list-style-type: none"> <li>Water available at all times</li> <li>Sodium replacement liquid available at all times</li> <li>Scheduled breaks planned</li> <li>2* 'floating' vehicles available to obtain additional supplies if required</li> <li>Volunteer support staff to be aware of possible signs of dehydration</li> <li>Air conditioned vehicles available at all times</li> <li>If Participant shows signs of dehydration directed to cease competing</li> <li>First Aid kits in each support vehicle</li> <li>Transport suspect rider urgently to nearest medical centre for assessment</li> </ul> | R.D...<br>Support vehicles<br>Riders | Ongoing<br>Ongoing monitoring for dehydration | RD<br>Marshalls<br>Support vehicles<br>Riders | Hydration is mentioned in the rider briefing each day       |
| 11  | Medical emergency (participant experiences severe chest pains, etc.) | 4                 | 3                | Sig.                  | C                   | <ul style="list-style-type: none"> <li>First Aid Kits in each support vehicle</li> <li>All participants requested to provide training regime and a medical history in month prior to event</li> <li>Provide details of emergency contact details prior to event and this is available in each support vehicle</li> <li>Riders to cease if experiencing problems</li> <li>All support vehicles have mobile phones to contact doctor/ambulance</li> <li>Local police notified of event and details prior to day of event.</li> <li>Medical practitioners are included in the rider group</li> </ul>                       | R.D.<br>Support vehicles<br>Riders   | Ongoing monitoring for medical emergencies    | RD<br>Marshalls<br>Support vehicles<br>Riders | Medical practitioners have medical bags in support vehicles |

| No  | Risk Type                                                                                                                                                                                                                                                                                                                                                                                              | Consequence (1-5) | Likelihood (1-5) | Level of Risk (c x d) | Risk Priority (A-E) | Risk Treatment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Responsibility                             | Timetable          | Monitoring Agent                                          | Comments |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------|-----------------------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------|-----------------------------------------------------------|----------|
| (a) | (b)                                                                                                                                                                                                                                                                                                                                                                                                    | (c)               | (d)              | (e)                   | (f)                 | (g)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | (h)                                        | (i)                | (j)                                                       | (k)      |
| 12  | Participants knocked down by traffic<br><br>NOTE: The escort vehicles will be positioned to enable queuing traffic to see the riders following or in front of the escort vehicles. The escort vehicle is to have a yellow warning sign with black lettering as per Police reqts and a flashing light.<br><br>The Ride Director is to induct each escort vehicle driver in the SOPs and safe distances. | 4                 | 4                | High                  | A                   | <ul style="list-style-type: none"> <li>Safety briefing delivered to riders prior to ride commencing</li> <li>Ride Director to give overview of safety the evening before the daily ride</li> <li>First Aid kit in each support vehicle</li> <li>All participants provide emergency contact details prior to event and this is available in each support vehicle</li> <li>All support vehicles have mobile phones to contact doctor/ambulance</li> <li>Bike helmet compulsory and in accordance with TA specifications</li> <li>Local police notified of event and details prior to day of event</li> <li>Escort vehicles are well signed with caution riders ahead with headlights, amber flashing lights and hazard lights operating</li> <li>Riders will be directed to remain in groups no wider than 2 abreast</li> <li>Where there are narrow lanes – riders will be directed to ride in single file</li> <li>Where possible riders will ride in the shoulder lane</li> <li>Bunch 'leaders' will have radio contact with escort and follow vehicles to warn of any imminent hazard or danger</li> <li>First Aid kit in each support vehicle</li> <li>All participants provide emergency contact details prior to event and this is available in each support vehicle</li> <li>All support vehicles have mobile phones to contact doctor/ambulance</li> <li>Australian Approved standard helmet compulsory and in accordance with TA specifications</li> <li>Local police notified of event and details prior to day of event</li> </ul> | R.D.<br><br>Support vehicles<br><br>Riders |                    | RD<br><br>Marshalls<br><br>Support vehicles<br><br>Riders |          |
| 13  | Other accident during event                                                                                                                                                                                                                                                                                                                                                                            | 3                 | 2                | Significant           | C                   | <ul style="list-style-type: none"> <li>First Aid kit in each support vehicle</li> <li>All participants provide emergency contact details prior to event and this is available in each support vehicle</li> <li>All support vehicles have mobile phones to contact doctor/ambulance</li> <li>Australian Approved standard helmet compulsory and in accordance with TA specifications</li> <li>Local police notified of event and details prior to day of event</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | R.D.<br><br>Support Vehicles<br><br>Riders | Ongoing monitoring | RD                                                        |          |



| No  | Risk Type                    | Consequence (1-5) | Likelihood (1-5) | Level of Risk (c x d) | Risk Priority (A-E) | Risk Treatment                                                                                                                                                                                                                                                                                                                                                                                                                            | Responsibility          | Timetable                                                                                                                                     | Monitoring Agent                       | Comments                                                                                                       |
|-----|------------------------------|-------------------|------------------|-----------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------------------------------------------------------------------------------------------------------|
| (a) | (b)                          | (c)               | (d)              | (e)                   | (f)                 | (g)                                                                                                                                                                                                                                                                                                                                                                                                                                       | (h)                     | (i)                                                                                                                                           | (j)                                    | (k)                                                                                                            |
| 14  | Bike faulty causing accident | 3                 | 3                | Sig                   | C                   | <ul style="list-style-type: none"> <li>Riders to physically check bike prior to daily riding</li> <li>Helmets must meet safety standards</li> <li>Spare tyres and tubes etc carried in support vehicles (rear)</li> <li>Riders to cease riding if bike cannot be repaired</li> <li>De Grandt Cycles supplies a bike technician in a specifically equipped van</li> </ul>                                                                  | Riders Support vehicles | Check of cycles completed on day of event, prior to commencement<br>Check of spare equipment completed on day of event, prior to commencement | RD Support vehicles Shimano technician |                                                                                                                |
| 15  | Support vehicle in accident  | 4                 | 2                | Sig                   | C                   | <ul style="list-style-type: none"> <li>First Aid kits in each support vehicle</li> <li>All participants provide details emergency contact details prior to event and this is available in each support vehicle</li> <li>All support vehicles have mobile phones to contact doctor/ambulance</li> <li>Local police notified of event and details prior to day of event</li> <li>2 * 'floating' vehicles to be used if necessary</li> </ul> | R.D. Support vehicles   |                                                                                                                                               | RD Support vehicles                    | If inadequate support vehicles are available, the event will be stopped until sufficient vehicles are in place |
| 16  | Support vehicle breakdown    | 2                 | 2                | Low                   | D                   | <ul style="list-style-type: none"> <li>2 'floating' vehicles to be used if necessary</li> <li>Vehicle check completed prior to event</li> </ul>                                                                                                                                                                                                                                                                                           | Support vehicles        | Ongoing monitoring                                                                                                                            | Support vehicle drivers                | Late model vehicles are used                                                                                   |

| No  | Risk Type                     | Consequence (1-5) | Likelihood (1-5) | Level of Risk (c x d) | Risk Priority (A-E) | Risk Treatment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Responsibility                              | Timetable                                                    | Monitoring Agent | Comments                                                                                         |
|-----|-------------------------------|-------------------|------------------|-----------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|--------------------------------------------------------------|------------------|--------------------------------------------------------------------------------------------------|
| (a) | (b)                           | (c)               | (d)              | (e)                   | (f)                 | (g)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | (h)                                         | (i)                                                          | (j)              | (k)                                                                                              |
| 17  | Food preparation and handling | 2                 | 1                | Low                   | D                   | <ul style="list-style-type: none"> <li>Riders instructed to wash and dry hands prior to beginning meals</li> <li>Perishables purchased daily, leftovers not reused</li> <li>Packaged foods resealed and stored in containers with lids to prevent vermin entry</li> <li>Servers instructed to wash hands hygienically prior to distribution of plates, cutlery and foodstuff</li> <li>Clean wipe cloths to be provided at all meals</li> <li>All utensils to be washed thoroughly in hot water after use</li> </ul>                                                                 | R.D.<br>Support crew                        | Daily breakfasts<br>Roadside snacks                          | R.D.             |                                                                                                  |
| 18  | Closing Event                 | 3                 | 2                | Low                   | C                   | <ul style="list-style-type: none"> <li>Escort vehicles will be positioned to ensure safe entry to the finishing point</li> <li>The site will be monitored 2 hours prior to the convoy arriving</li> <li>All equipment is checked for faults prior to installation</li> <li>Equipment will be anchored to prevent movement in windy conditions</li> <li>Any food preparation will be as per item 15</li> <li>Vehicles will be parked in designated parking areas</li> </ul>                                                                                                          | RD<br>Escort drivers<br>Promotion personnel | 2 hours prior and during the event                           | RD               | An area with adequate parking will be selected                                                   |
| 19  | Covid19                       | 5                 | 3                | Low                   | B                   | <ul style="list-style-type: none"> <li>Restrictions conditional at the time will be strictly adhered to</li> <li>Other actions                             <ul style="list-style-type: none"> <li>Daily temperature checks</li> <li>Check all personnel daily for                                     <ul style="list-style-type: none"> <li>Sore throat</li> <li>Runny nose</li> <li>Cough</li> </ul> </li> <li>Medical supplies</li> <li>PPE supplies</li> <li>Infection control training for key personnel</li> <li>Adhere to bunch sizes &amp; formation</li> </ul> </li> </ul> | RD                                          | Conditions to be obtained pre-ride and daily during the ride | RD               | Riders, officials and volunteers will be addresses pre-ride by an appropriately qualified person |

**ANNEX A: RISK CONSEQUENCE**

| Rating | Description   | Remarks                                                                                                                                                                                                        |
|--------|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | Insignificant | a. no injuries or fatalities<br>b. little community disruption<br>c. no environmental or other damage                                                                                                          |
| 2      | Minor         | a. small number of injuries<br>b. no fatalities<br>c. only first-aid required<br>d. some environmental or other damage (but not lasting)                                                                       |
| 3      | Moderate      | a. hospital treatment required<br>b. no fatalities<br>c. some community inconvenience<br>d. some environmental damage (small long-term affect)<br>e. other damage                                              |
| 4      | Major         | a. extensive injuries<br>b. significant hospitalisation<br>c. some services unavailable<br>d. extensive environmental damage (long term affect)<br>e. other extensive damage<br>f. some community displacement |
| 5      | Severe        | a. fatalities<br>b. injuries and extended hospitalisation periods<br>c. widespread community displacement<br>d. extensive and widespread damage<br>e. significant short or long term environmental damage      |

**ANNEX B: RISK LIKELIHOOD**

| Rating | Scale          | Criteria                                                                                                                                                                                           |
|--------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | Remote         | a. Would only occur in highly exceptional circumstances<br>b. An extremely remote chance of an occurrence                                                                                          |
| 2      | Unlikely       | a. Not likely to occur<br>b. A small, but remote chance of occurrence due to the circumstances or situations that could arise                                                                      |
| 3      | Possible       | a. Likely to occur at least once, but not expected to occur much more than this                                                                                                                    |
| 4      | Likely         | a. Likely to occur more than once, but not an 'everyday' occurrence<br>b. Preconditions will arise at times                                                                                        |
| 5      | Almost Certain | a. Will occur<br>b. Circumstances are likely to arise often throughout the period which will provide the opportunity for the crystallization of the risk<br>c. Expect frequent/regular occurrences |

**ANNEX C: RISK LEVEL & RISK PRIORITY**

**RISK LEVEL**

|            |                       | Consequence   |             |             |             |             |
|------------|-----------------------|---------------|-------------|-------------|-------------|-------------|
|            |                       | INSIGNIFICANT | MINOR       | MODERATE    | MAJOR       | SEVERE      |
| Likelihood | <b>REMOTE</b>         | Negligible    | Negligible  | Low         | Low         | Significant |
|            | <b>UNLIKELY</b>       | Negligible    | Low         | Low         | Significant | Significant |
|            | <b>POSSIBLE</b>       | Low           | Low         | Significant | Significant | High        |
|            | <b>LIKELY</b>         | Low           | Significant | Significant | High        | High        |
|            | <b>ALMOST CERTAIN</b> | Significant   | Significant | High        | High        | Extreme     |

**RISK PRIORITY**

















| Description | Priority Ranking |
|-------------|------------------|
| Extreme     | A                |
| High        | B                |
| Significant | C                |
| Low         | D                |
| Negligible  | E                |

**ANNEX D: RESPONSIBILITY & MONITORING AGENTS**

| Role                        | Emergency Contact Details |                                   |                |
|-----------------------------|---------------------------|-----------------------------------|----------------|
|                             | Name                      | Address                           | Contact Number |
| Event Director<br>(ED)      | Lucy Beaton               | Parliament House<br>Canberra 2600 | 0428 308023    |
| Ride Director<br>(RD)       | Graeme Northey            | 13 Prell Street,<br>Goulburn      | 0408 482828    |
| Events Co-ordinator<br>(EC) | Jane Farrell              | 44 Bellenden Crescent,<br>Crace   | 0401 580128    |
|                             |                           |                                   |                |

Graeme Northey  
Ride Director  
1 June 2020

POLLIE PEDAL 2020 - VEHICULAR CONVOY PLAN

| NO                                                                  | DESCRIPTION                                                                                               | SYMBOL                                                                               | NOTES                                                                         |
|---------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <b>THESE VEHICLES WILL BE IN ADVANCE OF THE RIDE CONVOY</b>         |                                                                                                           |                                                                                      |                                                                               |
| 1                                                                   | Marshalls – directional and warning signs                                                                 |    | <b>ADVANCE</b><br>Well ahead of convoy                                        |
| <b>THESE VEHICLES WILL BE PART OF THE RIDE CONVOY</b>               |                                                                                                           |                                                                                      |                                                                               |
| 2                                                                   | LEAD ESCORT VEHICLE<br><b>CAUTION RIDERS FOLLOWING</b><br>UHF radio, Flashing light, Headlights           |    | 300 metres                                                                    |
| 3                                                                   | A PACK – 10-20 Riders                                                                                     |     |                                                                               |
| 4                                                                   | REAR ESCORT VEHICLE<br><b>CAUTION RIDERS AHEAD</b><br>UHF radio, Flashing light, Headlights               |    | Min 500 metres                                                                |
| 5                                                                   | LEAD ESCORT VEHICLE<br><b>CAUTION RIDERS FOLLOWING</b><br>UHF radio, Flashing light, Headlights           |    |                                                                               |
| 6                                                                   | B PACK – 10-20 riders                                                                                     |     | 300 metres                                                                    |
| 7                                                                   | REAR ESCORT VEHICLE<br><b>CAUTION RIDERS AHEAD</b><br>UHF radio, Flashing light, Headlights               |    |                                                                               |
| 8                                                                   | LEAD ESCORT VEHICLE<br><b>CAUTION RIDERS FOLLOWING</b><br>UHF radio, Flashing light, Headlights           |    | 300 metres                                                                    |
| 9                                                                   | C PACK – 10-20 riders                                                                                     |     |                                                                               |
| 10                                                                  | REAR ESCORT VEHICLE<br><b>CAUTION RIDERS AHEAD</b><br>UHF radio, Flashing light, Headlights               |   | 300 metres                                                                    |
| <b>THE FOLLOWING VEHICLES WILL NOT FORM PART OF THE RIDE CONVOY</b> |                                                                                                           |                                                                                      |                                                                               |
| 11                                                                  | SAG WAGON<br><b>CAUTION RIDERS AHEAD</b><br>UHF radio, Flashing light, Headlights                         |  | Pick up dropped riders<br>At least 500M behind ride convoy                    |
| 12                                                                  | RIDE DIRECTOR<br>Floating                                                                                 |  | <b>FLOATING</b><br>Ensuring compliance                                        |
| 13                                                                  | SERVICE VEHICLE (Bike mechanic, SMALL VAN)<br>UHF radio, Flashing light, Headlights,                      |  | <b>FLOATING</b><br>Attending breakdowns where required                        |
| 14                                                                  | 12 SEATER BUS<br><b>CAUTION RIDERS AHEAD</b><br>UHF radio, Flashing light, Headlights                     |  | <b>FLOATING</b><br>Food & drink stops<br>Pick up withdrawn and dropped riders |
| 15                                                                  | Medium size Van/truck to transport rider luggage & equipment<br>Drives straight through to next camp site |  | <u>Not in convoy</u>                                                          |
| 16                                                                  | Soldier On                                                                                                |  | <u>Not in Convoy</u>                                                          |

22/01/2020



**SLE Worldwide Australia Pty Limited**

A.B.N. 15 066 698 575 AFSL 237268

Level 11, 56 Clarence Street  
SYDNEY NSW 2000

Telephone 61 (2) 9249 4850

Facsimile 61 (2) 9249 4840

Website: [www.sleaustralia.com.au](http://www.sleaustralia.com.au)

## Certificate of Currency

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Type of Cover:</b>       | Broadform Liability                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>The Insured:</b>         | Soldier On                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Period Of Insurance:</b> | 30 June 2019 To 4:00pm on 30 June 2020                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>The Business:</b>        | Charitable Institution including K9 program                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Limits of Liability:</b> | <p><b>Public Liability</b><br/>\$20,000,000 any one Occurrence</p> <p><b>Products Liability</b><br/>\$20,000,000 any one Period of Insurance</p> <p>Property in Physical or Legal Control \$100,000 limited in the aggregate<br/>Advertising Injury \$20,000,000 any one Occurrence</p>                                                                                                                                                                                                |
| <b>Excess:</b>              | <p>Personal Injury \$1,000 each and every Occurrence inclusive of Supplementary Payments<br/>Property Damage \$1,000 each and every Occurrence inclusive of Supplementary Payments<br/>Advertising injury \$1,000 each and every Occurrence inclusive of Supplementary Payments</p>                                                                                                                                                                                                    |
| <b>Insurer:</b>             | <p>Underwritten for certain underwriters at Lloyd's of London &amp; Chubb Insurance Australia Limited by their agent SLE Worldwide Australia Pty Ltd. under binding authorities B128416380W18 &amp; 001-2018 respectively.<br/>\$15,000,000 x \$5,000,000 Underwritten for certain underwriters at Lloyd's of London &amp; Chubb Insurance Australia Limited by their agent SLE Worldwide Australia Pty Ltd. under binding authorities B128416380W18 &amp; 001-2018 respectively..</p> |
| <b>Policy Number:</b>       | 205095510053                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Geographical Limits:</b> | Worldwide excluding North America                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Broker:</b>              | MUTUAL BROKERS<br>PO Box 447                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

Curtin ACT 2605

**Stamped & Dated:** 14 June 2019



SLE Worldwide Australia Pty Limited is acting under the authority of the Insurers and will be effecting this contract of insurance as agent of the Insurer and not the Insured. ABN 15 066 698 575 AFSL License No: 237268

Please Note: Whilst an expiry date has been indicated, it should be known this policy can be cancelled at any time in the future. Accordingly reliance should not be placed on the expiry date.

**IMPORTANT NOTES:**

1. The Named Insured may cancel this Policy by giving notice in writing to SLE. The Companies may cancel this Policy in any of the circumstances set out in the Insurance Contracts Act, 1984. After cancellation as aforesaid, the premium for the period prior to cancellation shall be adjusted on a pro rata basis plus 10% of the annual premium. When the premium is subject to adjustment, cancellation will not affect the Insured's obligation to supply such information as the Companies may require for the adjustment of the premium. Cancellation will not affect the Insured's obligations to pay the amount of adjustment applicable up to the date of cancellation.
2. Please ensure that you read this document in its entirety.

**15 NOTICE OF MOTION**

Nil

**16 BUSINESS WITHOUT NOTICE**

**17 COUNCILLORS INFORMATION PAPER****17.1 TEMORA MEMORIAL TOWN HALL - INCOME & EXPENDITURE JULY 2020**

**File Number:** REP20/877  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

| <b>INCOME</b>       | <b>\$</b>       |
|---------------------|-----------------|
| Balls               |                 |
| Bar                 |                 |
| Concerts            |                 |
| Dance Prac          |                 |
| Dances              |                 |
| Foyer               | 87.50           |
| Hall                | 350.00          |
| Kitchen             | 135.00          |
| Musical Recital     |                 |
| Piano Hire          | 20.00           |
| Presentation Nights |                 |
| Rehearsals          |                 |
| Stage Hire          | 49.50           |
| Supper Room         | 153.00          |
| <b>TOTAL INCOME</b> | <b>\$795.00</b> |

| <b>EXPENDITURE</b>                       | <b>\$</b>         |
|------------------------------------------|-------------------|
| <b>Utilities</b>                         |                   |
| Gas                                      | 161.00            |
| Water                                    |                   |
| Electricity                              | 547.71            |
| Rates                                    |                   |
| <b>Cleaning</b>                          |                   |
| Supplies                                 | 139.40            |
| Wages                                    |                   |
| Sanitary Service                         |                   |
| <b>Maintenance</b>                       |                   |
| Includes Plant, Stores, Handyman's Wages | 1,260.87          |
| <b>Administration</b>                    |                   |
| Wages                                    | 531.82            |
| Miscellaneous                            |                   |
| Organisation Support Costs               |                   |
| <b>TOTAL EXPENDITURE</b>                 | <b>\$2,640.80</b> |

| <b>YEAR TO DATE</b> |            |
|---------------------|------------|
| Income              | \$795.00   |
| Expenditure         | \$2,640.80 |

Internal Donations

\$218.60

**17.2 WORKS REPORT - JULY 2020**

**File Number:** REP20/932  
**Author:** Secretary Engineering  
**Authoriser:** General Manager  
**Attachments:** Nil

**Main Roads**

- MR57, MR84, MR241, MR398 - Inspections, Routine maintenance, Pot Hole Patching, Reseal planning and Investigation

**Local Roads Maintenance Grading, Table Drain Clean-up, Pot Hole Patching**

- Davidsons Road
- Cassidys Road
- Weises Road
- Mirrool Road
- Fraters speedway
- Pringles Road
- Traegers Road
- Quades Lane Gravel Resheet
- Bundawarra Road
- Rogers Road
- Haddrills Road
- Leonards Road
- Research Station Road

**Local Roads Gravel Resheet**

- Quades Lane
- Gardners Road

**Urban Temora & Aria Park Works**

- DeBoos Street Footpath Construction
- Footpath Grinding and K&G Maintenance
- Gloucester Park Play Equipment – Footpath Construction and Preparation for the Rubber Softfall, Back Filling and Top Soiling
- Tree planting – Various Streets
- Tree removal – Various Streets
- Sewer mains cleaning and CCTV

**Works planned for next month**

- Maintenance Grading
- Heavy Patching – Local & State Roads

- Morangarell Road Shoulder widening
- MR57 – Bulls Plain Project
- Bob Aldridge Park Irrigation pipes installation

***Report by Mick Mannion***



**17.3 BUILDING APPROVALS - JULY 2020**

**File Number:** REP20/923  
**Author:** Environmental Secretary  
**Authoriser:** General Manager  
**Attachments:** Nil

**BUILDING APPROVALS – JULY 2020**

- ✓ DA/CC 26/2020 – Lot 1; DP 1207345; 160 Kitchener Road, Temora – Dwelling House
- ✓ DA/CC 33/2020 – Lot 9; DP 758030; Section 8; 25 Ashton Street, Aria Park – Residential Steel Framed Shed/Garage
- ✓ DA/CC 34/2020 – Lot 1; DP 1255975; 48 Gallipoli Street, Temora – Dwelling House and Steel Framed Shed/Garage
- ✓ SUB 37/2020 – Lot 2; DP 8650; 149 Victoria Street, Temora – Residential Subdivision (2 Lots)
- ✓ SUB 38/2020 – Lot 13; DP 1123440; 4743 Goldfields Way, Temora – Subdivision
- ✓ DA/CC 39/2020 – Lot 18; DP 1073421; 16 Harrier Street, Temora – Dwelling Alterations & Additions and Carport
- ✓ SUB 40/2020 – Lot 719; DP 750587; 61 Polaris Street, Temora – Subdivision (2 Lots)
- ✓ SUB 41/2020 – Lot 42; DP 871871; 5-7 Joffre Street, Temora – Subdivision (2 Lots)

**COMPLYING DEVELOPMENT ISSUED**

- ✓ CDC 19/2020 – Lot 5; DP 237463; 42 Jellicoe Street, Temora – Residential Steel Framed Shed/Garage
- ✓ CDC 20/2020 – Lot 15; DP 758030; Section 10; 8 Ashton Street, Aria Park – Residential Steel Framed Shed/Garage
- ✓ CDC 21/2020 – Lot 841; DP 750587; 143 Britannia Street, Temora – Residential Steel Framed Shed/Garage
- ✓ CDC 22/2020 – Lot 19; DP 1236963; 7 Leary Place, Temora – Residential Steel Framed Shed/Garage

- ✓ CDC 23/2020 – Lot B; DP 401789; 172 Baker Street, Temora – Residential Steel Framed Shed/Garage
  
- ✓ CDC 24/2020 – Lot 179; DP 750587; 10-12 Britannia Street, Temora – New Dwelling
  
- ✓ CDC 25/2020 – Lot 16; DP 758957; Section 36; 166 Sharpe Street, Temora – Residential Steel Framed Shed/Garage
  
- ✓ CDC 26/2020 – Lot 7; DP 1255975; 7 Wadey Place, Temora – New Dwelling

**17.4 REGULATORY CONTROL - JULY 2020****File Number:** REP20/933**Author:** Environmental Secretary**Authoriser:** General Manager**Attachments:** Nil

| Item                                      | Inspection/<br>Incidents<br>(Number) | Orders<br>Issued Y/N | Penalty<br>Infringement<br>Y/N | Notes                                                                                |
|-------------------------------------------|--------------------------------------|----------------------|--------------------------------|--------------------------------------------------------------------------------------|
| Illegal Parking - Check                   | 8                                    | No                   | Yes                            | Police contacted.<br>Bus moved on in Ariah Park.<br>No other issues.                 |
| Scooters & Bikes                          | 7                                    | No                   | No                             | No issues.                                                                           |
| School Zones                              | 21                                   | No                   | No                             | All schools checked.<br>Moved on work ute.<br>No other issues.                       |
| Noise                                     | 6                                    | No                   | No                             | 2 x Removed.<br>5 x Monitoring.                                                      |
| Air Quality                               |                                      | No                   | No                             |                                                                                      |
| Illegal<br>Dumping/Littering              | 2                                    | No                   | No                             | 2 x Removed                                                                          |
| Overgrown/Untidy<br>Blocks                | 2                                    | No                   | No                             | 1 x Order Issued.<br>1 x Cleaned Up.                                                 |
| Lake Walking Track –<br>leashed animals   | 21                                   | No                   | No                             | No issues.                                                                           |
| Animal Welfare                            | 8                                    | No                   | No                             | 3 x RSPCA ongoing<br>1 x Vet Concerned<br>3 x Monitor<br>1 x Contacted owner         |
| Dangerous Dogs                            | 3                                    | Yes                  | No                             | 1 x Dog being removed<br>1 x Destroyed (Dangerous<br>Dog)<br>1 x Euthanised          |
| Impounded                                 | 4                                    | No                   | No                             | 1 x Dog<br>1 x Police contacted abused<br>dog<br>1 x Rescue<br>1 x Returned to owner |
| Noise Animals                             | 5                                    | No                   | No                             | 1 x Dog removed<br>1 x Owners contacted<br>3 x Monitor                               |
| Nuisance Animals /<br>Trapping            | 7                                    | No                   | No                             | 3 x Cat Trap<br>3 x Euthanised Feral Cat<br>1 x Cat to Vet                           |
| Dead Animal Removal                       | 4                                    | No                   | No                             | 2 x Kangaroo removed<br>1 x Cat removed<br>1 x Large Duck removed                    |
| Keeping of Horses in<br>Residential Areas | 2                                    | No                   | No                             | 2 x Checked, Okay. Monitor.                                                          |
| Main Street Sign                          |                                      | No                   | No                             |                                                                                      |

|                       |    |    |    |                                                                                                                                                                                                     |
|-----------------------|----|----|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Approvals Inspections |    |    |    |                                                                                                                                                                                                     |
| Rural Stock Incidents | 9  | No | No | 2 x Sheep attack. Ongoing<br>1 x Nothing Found<br>1 x Checked but no issues<br>1 x Dog destroyed, sheep attack<br>4 x Police informed of lambs                                                      |
| Fruit Fly             |    | No | No |                                                                                                                                                                                                     |
| Euthanised            | 5  | No | No | 3 x Feral Cats<br>2 x Rescue Dogs                                                                                                                                                                   |
| Other                 | 32 | No | No | 16 x Check Showgrounds, Airport, Cemetery & Parks<br>1 x Rural Stock welfare check<br>1 x Pig ownership information<br>1 x Kids on motorbike in Parkes Street<br>1 x Van in Victoria Street removed |

**Report by Ross Gillard**

**17.5 CASH & INVESTMENTS - PERIOD ENDED 31 JULY 2020**

**File Number:** REP20/919

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Cash & Investments [↓](#) 




Temora Shire Council

**Cash & Investments**

For the period ended 31st July, 2020

|                                                           | Original<br>Budget<br>2020/21 | Revised<br>Budget<br>2020/21 | Actual<br>YTD<br>Figures |
|-----------------------------------------------------------|-------------------------------|------------------------------|--------------------------|
| <b>Externally Restricted</b>                              |                               |                              |                          |
| Sewerage Services                                         | 2,428,831                     | 2,428,831                    | 2,047,991                |
| Domestic Waste Management                                 | 1,139,266                     | 1,139,266                    | 1,291,372                |
| Stormwater Drainage Flood Studies & Construction Programs | 190,661                       | 190,661                      | 157,569                  |
| S94 Contributions                                         | 133,670                       | 133,670                      | 137,521                  |
| HACC Unexpended                                           | 1,090,288                     | 1,090,288                    | 2,010,255                |
| Drought Funding                                           | 446,720                       | 446,720                      | 423,465                  |
| <b>Total Externally Restricted</b>                        | <b>5,429,435</b>              | <b>5,429,435</b>             | <b>6,068,173</b>         |
| <b>Internally Restricted</b>                              |                               |                              |                          |
| Leave Reserves                                            | 1,637,014                     | 1,637,014                    | 1,637,014                |
| Roads Reserve                                             | 1,890,717                     | 1,890,717                    | 1,372,747                |
| Local Roads                                               | 637,579                       | 637,579                      | 346,757                  |
| FAGS Received in Advance                                  | 0                             | 0                            | 0                        |
| Industrial Development                                    | 197,603                       | 197,603                      | 197,603                  |
| Plant & Vehicle                                           | 244,703                       | 244,703                      | 590,041                  |
| Izumizaki Donation                                        | 2,152                         | 2,152                        | 2,152                    |
| Gravel Royalty                                            | 313,754                       | 313,754                      | 306,754                  |
| Medical Complex Development                               | 11,645                        | 11,645                       | 4,478                    |
| Infrastructure                                            | 848,203                       | 848,203                      | 875,403                  |
| Infrastructure - Airpark Estate                           | 152,892                       | 152,892                      | 323                      |
| MapInfo/GIS Upgrades                                      | 17,700                        | 17,700                       | 17,700                   |
| Digital Two Way Radio Upgrade                             | 50,000                        | 50,000                       | 36,250                   |
| Computer Upgrade                                          | 50,577                        | 50,577                       | 215,577                  |
| Sports Council Requirements                               | 10,000                        | 10,000                       | 10,000                   |
| Youth Hospitality                                         | 32,894                        | 32,894                       | 32,894                   |
| Revotes                                                   | 311,636                       | 311,636                      | 661,223                  |
| Airside Maintenance                                       | 67,819                        | 67,819                       | 33,819                   |
| <b>Total Internally Restricted</b>                        | <b>6,476,887</b>              | <b>6,476,887</b>             | <b>6,340,735</b>         |
| <b>Total Reserves</b>                                     | <b>11,906,322</b>             | <b>11,906,322</b>            | <b>12,408,908</b>        |
| <b>Cash &amp; Investments</b>                             |                               |                              |                          |
| Westpac Cheque Account                                    |                               |                              | 208,668                  |
| Macquarie Bank DEFT Account                               |                               |                              | 30,440                   |
| AMP Business Saver Account                                |                               |                              | 551,450                  |
| AMP Notice Account                                        |                               |                              | 3,589                    |
| Westpac Cash Reserve                                      |                               |                              | 551,336                  |
| Term Deposits:                                            |                               |                              |                          |
| Bank of Queensland                                        |                               |                              | 500,000                  |
| National Australia Bank                                   |                               |                              | 500,000                  |
| National Australia Bank                                   |                               |                              | 516,193                  |
| National Australia Bank                                   |                               |                              | 500,000                  |
| Bank of Queensland                                        |                               |                              | 500,000                  |
| National Australia Bank                                   |                               |                              | 500,000                  |
| Bank of Queensland                                        |                               |                              | 500,000                  |
| National Australia Bank                                   |                               |                              | 506,869                  |
| Macquarie Bank                                            |                               |                              | 500,000                  |
| AMP Bank                                                  |                               |                              | 515,087                  |
| AMP Bank                                                  |                               |                              | 504,364                  |
| National Australia Bank                                   |                               |                              | 536,497                  |
| National Australia Bank                                   |                               |                              | 524,213                  |
| Suncorp Bank                                              |                               |                              | 517,024                  |
| Bank of Queensland                                        |                               |                              | 500,000                  |
| Macquarie Bank                                            |                               |                              | 502,096                  |
| Westpac Bank                                              |                               |                              | 500,000                  |
| Macquarie Bank                                            |                               |                              | 500,000                  |
| National Australia Bank                                   |                               |                              | 500,000                  |
| National Australia Bank                                   |                               |                              | 500,000                  |
| National Australia Bank                                   |                               |                              | 500,000                  |
| National Australia Bank                                   |                               |                              | 500,000                  |
| National Australia Bank                                   |                               |                              | 500,000                  |
| Macquarie Bank                                            |                               |                              | 500,000                  |
| <b>Total Cash &amp; Investments</b>                       | <b>11,906,322</b>             | <b>11,906,322</b>            | <b>13,467,827</b>        |
| Less Funds required for operational purposes              |                               |                              | (300,000)                |
| <b>Cash &amp; Investments Available for Reserves</b>      |                               |                              | <b>13,167,827</b>        |
| <b>Funds Available for Operating Cashflow</b>             |                               |                              | <b>758,919</b>           |

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

  
Elizabeth Smith  
Responsible Accounting Officer

**17.6 RATES COLLECTION - JULY 2020**

**File Number:** REP20/885

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Rates Collection July 2020 [↓](#) 




| Rates Collections                |               |                                    |                |                 |                |              |                              |                                |                              |                                |  |                       |  |
|----------------------------------|---------------|------------------------------------|----------------|-----------------|----------------|--------------|------------------------------|--------------------------------|------------------------------|--------------------------------|--|-----------------------|--|
| Category                         | Rates 2020/21 |                                    |                |                 |                |              |                              |                                |                              |                                |  | same period last year |  |
|                                  | Arrears       | Levies including Interest & Legals | Total          | Pension Rebates | Adjusted Total | Payments     | Rates Outstanding 03/08/2020 | Rates Outstanding % 03/08/2020 | Rates Outstanding 02/08/2019 | Rates Outstanding % 02/08/2019 |  |                       |  |
| Farmland                         | 49,725.26     | 1,942,355.45                       | 1,992,080.71   | -3,731.32       | 1,988,349.39   | -33,726.83   | 1,954,622.56                 | 98%                            | 1,910,303.73                 | 99%                            |  |                       |  |
| Residential Temora Occupied      | 58,833.90     | 1,276,639.15                       | 1,335,473.05   | -83,145.69      | 1,252,327.36   | -41,308.87   | 1,211,018.49                 | 97%                            | 1,164,216.06                 | 98%                            |  |                       |  |
| Residential Temora Vacant        | 3,884.55      | 72,921.18                          | 76,805.74      | 0.00            | 76,805.74      | -1,240.08    | 75,565.66                    | 98%                            | 69,009.27                    | 98%                            |  |                       |  |
| Residential Ariah Park           | 15,147.60     | 72,389.42                          | 87,537.02      | -7,002.99       | 80,534.03      | -3,223.42    | 77,310.61                    | 96%                            | 73,176.83                    | 94%                            |  |                       |  |
| Residential Springdale           | 771.48        | 10,159.00                          | 10,930.48      | -1,079.83       | 9,850.65       | -468.76      | 9,381.89                     | 95%                            | 8,351.46                     | 105%                           |  |                       |  |
| Rural Residential                | 7,130.86      | 149,767.69                         | 156,898.55     | -10,383.64      | 146,514.91     | -4,210.62    | 142,304.29                   | 97%                            | 141,217.61                   | 97%                            |  |                       |  |
| Residential - Temora Aviation    | 264.84        | 41,859.45                          | 42,124.29      | -570.63         | 41,553.66      | -813.00      | 40,740.66                    | 98%                            | 38,450.84                    | 101%                           |  |                       |  |
| Business Temora - Hoskins Street | 6,541.41      | 252,605.11                         | 259,146.52     | -259,146.52     | 259,146.52     | -2,418.62    | 256,727.90                   | 99%                            | 254,887.00                   | 97%                            |  |                       |  |
| Business Temora - Town           | 8,017.10      | 268,433.61                         | 276,450.71     | -276,450.71     | 276,450.71     | -2,306.47    | 274,144.24                   | 99%                            | 265,500.69                   | 99%                            |  |                       |  |
| Business Temora - Aviation       | 0.00          | 26,774.53                          | 26,774.53      |                 | 26,774.53      | 0.00         | 26,774.53                    | 100%                           | 26,353.20                    | 100%                           |  |                       |  |
| Business Ariah Park              | 1,640.83      | 17,593.72                          | 19,234.55      |                 | 19,234.55      | -201.26      | 19,033.29                    | 99%                            | 16,990.01                    | 99%                            |  |                       |  |
| Business Other                   | 134.34        | 9,612.36                           | 9,746.70       |                 | 9,746.70       | -115.00      | 9,631.70                     | 99%                            | 9,875.93                     | 100%                           |  |                       |  |
| Residential Sewer                | 40,328.71     | 924,805.45                         | 965,134.16     | -39,958.34      | 925,175.82     | -29,448.99   | 895,726.83                   | 97%                            | 857,049.93                   | 95%                            |  |                       |  |
| Non-Residential Sewer            | 11,543.77     | 23,814.45                          | 35,358.22      |                 | 35,358.22      | -1,402.86    | 33,955.36                    | 96%                            | 55,932.43                    | 95%                            |  |                       |  |
| Storm Water Levy                 | 2,366.33      | 48,664.15                          | 51,030.48      |                 | 51,030.48      | -1,633.51    | 49,396.97                    | 97%                            | 48,609.70                    | 95%                            |  |                       |  |
| Domestic & Rural Waste           | 30,815.27     | 566,428.11                         | 597,243.38     | -38,492.11      | 558,751.27     | -18,980.33   | 539,770.94                   | 97%                            | 508,996.66                   | 95%                            |  |                       |  |
| Trade Waste                      | 4,663.93      | 120,055.24                         | 124,719.17     |                 | 124,719.17     | -1,668.50    | 123,050.67                   | 99%                            | 126,869.37                   | 98%                            |  |                       |  |
| Overpayments                     | -84,401.56    |                                    | -84,401.56     |                 |                | 78,666.22    | -5,735.34                    |                                | -3,068.65                    |                                |  |                       |  |
|                                  | \$157,408.63  | \$5,824,878.07                     | \$5,982,286.70 | -\$184,364.55   | \$5,882,323.71 | -\$64,500.90 | \$5,733,421.25               | 97%                            | \$5,572,722.07               | 98%                            |  |                       |  |

**17.7 TOWN HALL THEATRE - OPERATING RESULTS JULY 2020**

**File Number:** REP20/836

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Town Hall Theatre [↓](#) 

**TOWN HALL THEATRE  
Operating Statement**

|                                | <b>July</b>           |
|--------------------------------|-----------------------|
| <b>Candy Bar</b>               |                       |
| Income                         | 692                   |
| Purchases                      | <u>(558)</u>          |
|                                | <u>134</u>            |
| <br>                           |                       |
| <b>Admissions</b>              |                       |
| Income                         | 1,382                 |
| Audio Visual Purchases         | <u>(205)</u>          |
|                                | <u>1,177</u>          |
| <br>                           |                       |
| <b>Other Income</b>            |                       |
| Sale of Advertising            | 182                   |
|                                | <u>182</u>            |
| <br>                           |                       |
| <b>Other Costs</b>             |                       |
| Advertising                    | (70)                  |
| Bank Fees                      | (85)                  |
| Cleaning                       | (236)                 |
| Computer Costs                 | (80)                  |
| General Maintenance            | (128)                 |
| Rates & Electricity            | (574)                 |
| Employee Costs                 | (3,549)               |
|                                | <u>(4,721)</u>        |
| Total Cinema Surplus/(Deficit) | <u><u>(3,228)</u></u> |

**17.8 FRIENDS OF TEMORA SHIRE CEMETERIES - AGM MINUTES 6 JULY 2020****File Number:** REP20/800**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Friends of Temora Shire Cemeteries - AGM [!\[\]\(c694a3ff3b077d76910920a6a1593ab4\_img.jpg\)](#) 

## FRIENDS OF THE TEMORA SHIRE CEMETERIES (Incorporated with the Temora Shire Council)

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|                                                                                    |                                                                                                         |                                                                           |
|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| Ian Preston (Group Pres)<br>32 Gallipoli St<br>Temora NSW 2666<br>Ph. 02 6977 1083 | Pat Taylor (Hon Sec)<br>22 Lawson Rd Temora 2666<br>Merryl Graham (Hon Treas)<br>PO Box 251 Temora 2666 | Temora Shire Council<br>PO Box 262<br>Temora NSW 2666<br>Ph. 02 6980 1100 |
|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|

Email us at: [temshire@temora.nsw.gov.au](mailto:temshire@temora.nsw.gov.au) - be sure to direct it for our attention.

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### Minutes of the Friends of the Temora Shire Cemeteries AGM Meeting July 6, 2020

#### Held at Temora Town Hall Foyer

**Meeting Opened:** 10.00 am and Ian welcomed everyone present and thanked them for their attendance.

**Attendance:** Ian Preston, Rick and Pat Taylor, Max Oliver, Bruce Firman, Harold Fritsch, Betty Brabin, Barb Harmer, Pam Buerckner, Robyn Lewis, Merryl Graham, Darryl Sutherland, Belinda Bushell, Mavis Cassidy, Wilma McCubbin.

**Apologies:** Keith Cassidy, Kris Dunstan, Fred Oliver. Accepted.

**Minutes:** Minutes of the previous AGM meeting were read by Pat. Moved Merryl Graham, 2<sup>nd</sup> Betty Brabin. carried.

**President's Report:** Ian Preston presented his report. Moved Bruce Firman 2<sup>nd</sup> Harold Fritsch, carried.

**Treasurer's Report:** Financial report given by Merryl indicated a credit balance of \$26,985.50. Moved Darryl Sutherland 2<sup>nd</sup> Rick Taylor, carried.

**Election of Office Bearers:** Ian Preston vacated the seat and Max Oliver took over proceedings calling for nominations.

**Election of Office Bearers:**

*President:* Ian Preston Moved Merryl Graham, 2<sup>nd</sup> Bruce Firman

*Vice President:* Darryl Sutherland Moved Harold Fritsch, 2<sup>nd</sup> Ian Preston

*Secretary:* Pat Taylor Moved Betty Brabin, 2<sup>nd</sup> Wilma McCubbin

*Treasurer:* Merryl Graham Moved Ian Preston, 2<sup>nd</sup> Pam Buerckner

*Research Officers:* Tracey Robinson, Ian Preston, Merryl Graham and Pam Buerckner. Moved Darryl Sutherland, 2<sup>nd</sup> Mavis Cassidy

Max Oliver congratulated all who had accepted positions and as the Council Cemetery Representative is looking forward to working with eh Friends of Temora Shire Cemeteries.

**Meeting Closed:** 10-13am

**17.9 FRIENDS OF TEMORA SHIRE CEMETERIES - MEETING MINUTES HELD 6 JULY 2020**

**File Number:** REP20/802

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Friends of Temora Shire Cemeteries - Minutes [↓](#) 

## FRIENDS OF THE TEMORA SHIRE CEMETERIES (Incorporated with the Temora Shire Council)

|                                                                                                                                   |                                                                                                          |                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| Ian Preston (Group Pres)<br>32 Gallipoli St<br>Temora NSW 2666<br>Ph. 0428 729 410                                                | Pat Taylor (Hon Sec)<br>22 Lawson Rd Temora 2666<br>Merryl Graham (Hon Treas.)<br>PO Box 251 Temora 2666 | Temora Shire Council<br>PO Box 262<br>Temora NSW 2666<br>Ph. 02 6980 1100 |
| Email us at: <a href="mailto:temshire@temora.nsw.gov.au">temshire@temora.nsw.gov.au</a> - be sure to direct it for our attention. |                                                                                                          |                                                                           |

### Minutes of the Friends of the Temora Shire Cemeteries Meeting Monday 6 July 2020 at Temora Town Hall Foyer

**Meeting Opened:** 10.14am.

**Attendance:** Ian Preston, Rick and Pat Taylor, Max Oliver, Bruce Firman, Harold Fritsch, Betty Brabin, Barb Harmer, Pam Buerckner, Robyn Lewis, Merryl Graham, Darryl Sutherland, Belinda Bushell, Mavis Cassidy, Wilma McCubbin.

**Apologies:** Keith Cassidy, Kris Dunstan, Fred Oliver. Accepted.

**Minutes:** Minutes of the previous meeting were read by Pat. The minutes were moved by Darryl Sutherland 2<sup>nd</sup> Rick Taylor. carried.

**Business Arising:** Aria Park Cemetery: Work on the Unmarked grave in Catholic Portion has been completed. Chinese Cemetery, no replies received regarding our enquiries. To be discussed in General Business.

Tree branches along Western Fence have been removed.

Street Stall: Cancelled due to COVID 19.

**Treasurer's Report:** Financial report by Merryl Graham indicated a credit balance of \$26,987.28. Merryl moved her report be accepted as read. 2<sup>nd</sup> Darryl Sutherland and Carried.

IBD account. Moved Merryl Graham that the money be reinvested at the best rate. 2<sup>nd</sup> Ian Preston. carried.

#### Correspondence:

##### Outward:

- Email Temora Shire Council Re COVID19 and Voluntary Workers
- Email Chinese Heritage Association of Australia requesting information regarding Chinese Cemeteries.

##### Inward:

- Email from Temora Shire Council – Volunteer work allowed with social distancing rules.
- Solicitor letter – FOTSC have been bequeathed \$4045.05 from a deceased estate.

Correspondence moved by Wilma McCubbin to be accepted. 2<sup>nd</sup> Mavis Cassidy. Carried

#### General Business:

1. **LAWN CEMETERY:** Robyn Lewis made mention that in October 2019 a few days after a storm, a lot of water was laying in the lawn cemetery in the first few rows near the Entrance Gate. A new drainage system was installed along the north side of the Lawn Cemetery in late 2019 or early 2020. We will look at this area following a big rain event.
2. **CHINESE CEMETERY:** Following a discussion, Merryl Graham suggested a quartz rock with a bronze plaque to be placed in the Chinese Portion at the Temora Cemetery and will confer with the Heritage Committee and the Heritage Adviser for their input.

Belinda Bushell moved to obtain a quartz rock and a stone mason to grind/cut rock to enable the rock to be mounted onto a concrete slab and to affix the plaque. 2<sup>nd</sup> Merryl Graham. Carried



## FRIENDS OF THE TEMORA SHIRE CEMETERIES (Incorporated with the Temora Shire Council)

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|                          |                            |                      |
|--------------------------|----------------------------|----------------------|
| Ian Preston (Group Pres) | Pat Taylor (Hon Sec)       | Temora Shire Council |
| 32 Gallipoli St          | 22 Lawson Rd Temora 2666   | PO Box 262           |
| Temora NSW 2666          | Merryl Graham (Hon Treas.) | Temora NSW 2666      |
| Ph. 0428 729 410         | PO Box 251 Temora 2666     | Ph. 02 6980 1100     |

Email us at: [temshire@temora.nsw.gov.au](mailto:temshire@temora.nsw.gov.au) - be sure to direct it for our attention.

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3. SEBASTOPOL AND QUANDARY CEMETERIES: In recognition of these two cemeteries Wilma McCubbin has requested the FOTSC erect a sign with the deceased names at the respective sites for both cemeteries. Moved Ian Preston, 2<sup>nd</sup> Pat Taylor. Carried.
4. GREEN SHED RENOVATION: Ian Preston presented to the meeting an estimate cost to renovate the green shed which will include a 2 metre extension with concrete floor, new wider door, exterior cladding, solar panels with inverter and lighting. Estimate: Bevan Reid: \$3198.00, Jeff Gilchrist: \$1390.00 Total \$4588.00 (GST Incl).  
  
Erecting a new shed is not feasible due to cost and a suitable / convenient site within the cemetery grounds. The existing green shed is still in reasonable condition.  
  
Betty Brabin moved to proceed with the renovations on the green shed. 2<sup>nd</sup> Harold Fritsch. Carried.  
  
Bruce Firman informed the meeting that Bevan Reid and Jeff Gilchrist are volunteering their time when undertaking the Green Shed Renovations
5. BEQUEATHED MONIES: The stipulation in the will of the lady who bequeathed funds to FOTSC stated that the money to be used in the care, upkeep and maintenance of the cemetery. Therefore, much of the bequeathed funds will fund a proportion of the shed costs. In addition, \$1000.00 of the funds will be set aside to purchase a chair/seat for the Lawn Cemetery. A plaque will be placed in recognition of the deceased lady.
6. COUNCIL PLANNED PROJECTS 2020-2021: Belinda Bushell informed the meeting that work will be undertaken in restoring the next rows GH and IJ in the Lawn Cemetery. Also, Council will be replacing the water line at the Aria Park Cemetery. Presently, the water has been turned off due to holes in the pipeline.

**Next Meeting:** Monday 7 September 2020 commencing at 10am at the Old Temora Cemetery Green Shed.

President Ian Preston thanked everyone for their attendance.

Meeting Closed 10.55am

**17.10 ARIAH PARK MARY GILMORE FESTIVAL - MEETING MINUTES HELD 7 JULY 2020****File Number:** REP20/804**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Ariah Park Mary Gilmore Festival - Minutes [↓](#) 

## Ariah Park Mary Gilmore Festival Committee

A Section 355 Committee Of The Temora Shire CouncilMinutes From Meeting Held 7/07/2020

Meeting Opened by President-Chris Mutton

Present - R Wall, Chris Mutton, Nigel Judd, Margaret Speirs, Lorraine Coupe, Patty Vearing,,Bruce Ryan Janet Popple.

Apologies Julie Colwill Janice Lewis

**Minutes Of Meeting**

Read by Robyn Wall

**Moved Robyn** Seconded - Janet

**Minutes be Accepted Passed**

**Treasures Report**

Given by M Speirs

Opening Balance \$7,735.67

**Inward**

MF Brenan \$300.00

Temora funeral service \$100.00

Investments and Insurance Ltd \$500.00

John & Elizabeth Davey \$100.00

**total income \$1000.0**

**Expenditures****Outwards**

Toner ,cartridges&postage –P Vearing \$236.35

Printer

Registered post letter

IGA

Tomato&bbq sauce -----R Wall \$88.40

Total Expenditure \$324.75

Closing balance \$8,410.92

Term deposit of 16,053.11 Invested at SWSCU until 28/08/2020

Moved –M Speirs Seconded Patty

**Correspondence:****Inward**

E/mail from G Lavelle re 355 committee re possibility that Festival no longer in the future awaiting more information

**Out ward**

Letter to all sponsors asking for support for festival  
Letter to council asking for waiver of fees for festival  
e/mail to St Johns ambulance re booking  
e/mail booking show ground  
all paperwork for festival attended and handed in to council

**Business Arising:**

1. printing of new flyers if needed
- 2 Discussion over artists for 2021/list+ costing
- 3 concerns raised over how much our budget is for all programs
- 4 how we manage restrictions re covid -19
- 5 do We cancel festival for this year
- 6 If we go ahead can we have street stalls on Sunday due to social distancing

**Outcomes**

Moved Nigel seconded Bruce that we cancel festival for 2020 due to restrictions vote taken  
6/4 outcome for cancelling festival  
moved Allen seconded Bruce that we check that artists are all booked  
Moved Robyn seconded Allen we continue talks with John Harris re more power points

**Discussions**

Robyn to send out notice to all involved re festival being cancelled  
Robyn to e/mail Charmaine to cancel Artists  
Robyn to ask Charmaine for final account

Meeting closed 9.50

**17.11 RURAL MUSEUM MANAGERS REPORT - JULY 2020**

**File Number:** REP20/819

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Rural Museum Managers Report [↓](#) 

**Temora Rural Museum – MANAGER’S REPORT**

**Meeting Date:** 9<sup>th</sup> July 2020

|                                                |                     |                      |
|------------------------------------------------|---------------------|----------------------|
| <b>Visitation From:</b> 6.3.2020 to: 22.3.2020 | <b>Adults:</b> 116  | <b>Children:</b> 9   |
| 1.6.2020 to 9.7.2020                           | <b>Adults:</b> 288  | <b>Children:</b> 40  |
| [6.3.2020 to 9.7.2020]                         | <b>[Adults:</b> 404 | <b>Children:</b> 49] |

**Group Visits:** Nil

**Group Bookings:** Nil

**Recent Events:** Crochet Workshop Sat. 24<sup>th</sup> July 10.00am

**Planned Events:** Rotary Dinner. Mon. 3<sup>rd</sup> Aug. 6.00pm  
TSC Textiles Exhibition. Sat. 1<sup>st</sup> Aug. – Sun 30<sup>th</sup> Aug. 2020

**Recent Acquisitions:** Titan tractor on loan from Robert Maslin  
Howard Family dress cape  
Serge Becard Ambulance Games medals  
Marie Narelle 78rpm recording

**Correspondence:**

**General ephemera.** 2

**Magazines & newsletters.** Narraburra News. May, June, July 2020

**Circulars.**

**Letters. I/W:**

**O/W:**

**Email:**

**17.12 TEMORA RURAL MUSEUM MEETING MINUTES HELD 9 JULY 2020****File Number:** REP20/823**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Temora Rural Museum Minutes July 2020 [!\[\]\(8d0f0e0fe25b320c33272c52aec1fbca\_img.jpg\)](#) [!\[\]\(c1e4487e48462435243c9e117557e045\_img.jpg\)](#)



**MINUTES OF THE GENERAL MEETING  
OF THE TEMORA RURAL MUSEUM MANAGEMENT COMMITTEE  
held at the museum on 9<sup>th</sup> July 2020**

Meeting commenced at 7.27pm

The Chairman called the meeting to order and asked all present to observe one minute of silence as a mark of respect for the late Edie Sams.

**Present:** Ken Hewett (Chair), Harold Fritsch, Neil Martin, Graham Lynch, Bill Speirs, Len Stimson, Cr. Ken Smith, John Harris, Col Perry, Graham Crawford, Robert Maslin, Brian Jennings, John O'Connor, Bob Ingram, Mick O'Connor

**Apologies:** Greg Matthews, Kate Hewett, Jean Luck, Steve Holden, Cr. Max Oliver, Brian Durham, Doug Oliver, Gordon Muir, Jack & Jan Oliver, Neil Storm

**MOVED** that the apologies be accepted Cr. Ken Smith / Graham Crawford - carried

**NOTE:** It was noted that there had been no general meeting in May due to COVID 19 restrictions.

**Minutes:**

**MOVED** that the minutes of the general meeting held on 5<sup>th</sup> March 2020 be accepted as a true and accurate record. Brian Jennings / Len Stimson – carried.

**Business Arising from the minutes:**

Brian reported that the new tractor shed has been completion and the tractor collection relocated.

**Correspondence:**

**MOVED** that the correspondence be received and dealt with as read. Robert Maslin / Neil Martin – carried

Summary as attached.

**Treasurer's Report:** The treasurer reported an Income for the two months since 6<sup>th</sup> January 2020, of \$12,187-50, Expenditure of \$11,630-10, Closing Balance, on 14<sup>th</sup> March 2020, of \$11,216.59 in the museum's working A/c.

The treasurer reported an Income for the two months since 15<sup>th</sup> May 2020, of \$2,257-28, Expenditure of \$3,344-42, Closing Balance, on 30<sup>th</sup> June 2020, of \$10,129-45 in the museum's working A/c.

**MOVED** that the Treasurer's reports be accepted. Graham Lynch / Col Perry – carried.

**Manager's Report:** as attached.

**Curator's Reports:**

Ken reported that the conversion of the former museum site office into a permanent textiles gallery had commenced.

Bill advised that the LeLievre lorry would be transferred to the Rural Museum as soon as the redevelopment of the MoR allowed.

Robert noted that he had added his Titan tractor to the new Tractor Shed display and had begun its restoration to working order.

Bill noted that Greg Matthews had notified him of some planned remodeling of the Fire & Rescue Exhibit to add new items. The Bedford Fire Engine is also the next restoration project planned for the Junee Gaol workshop.

Bill advised that one of the storerooms in the Telecom building had been repurposed for Ambulance Uniform storage.

It was noted that white ants had been discovered in the mulberry tree near the Bradman Cottage. Bill undertook to engage a pest exterminator.

Planning for the bridge over the dam is progressing

Neil Storm has undertaken the rewiring of the new Textile gallery and the improved lighting in the tractor repair bay.

All other curators present reported satisfactory progress.

**General Business:**

**MOVED** that the Management Committee ratify the executive decision to redevelop the Tractor / Truck displays. Mick O'Connor / Brian Jennings – carried

**MOVED** that the Management Committee ratify the executive decision to develop the Textile Exhibition Hall. Harold Fritsch / Bob Ingram – carried

**MOVED** that the Management Committee ratify the executive decision to cull the stored collection in order to facilitate development of increased display space. Col Perry / Robert Maslin – carried

**MOVED** that the Management Committee ratify the executive decision to develop the Ambulance Uniform Store. Bill Speirs / John O'Connor – carried

Bill updated the Committee with regard to Council's review of its Section 355 Community Committees. He reported that he is presently working with Council to develop a Memorandum of Understanding between the Council and Temora Historical Society Inc. He flagged the term "Bundawarra Centre Advisory Committee" as a potential new name for the Section 355 Committee. He also suggested a return to "Temora Historical Society" as the museum Trading Name and foreshadowed a need to register the Society for GST.

There being no further business the meeting closed at 8.28pm.

**17.13 BUNDAWARRAH CENTRE MEETING MINUTES HELD 9 JULY 2020****File Number:** REP20/821**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Bundawarra Centre Minutes July 2020 [↓](#) 

**MINUTES OF THE GENERAL MEETING  
OF THE BUNDAWARRAH CENTRE (355c) MANAGEMENT COMMITTEE  
held at the Bundawarra Centre on 9<sup>th</sup> July 2020**

Meeting commenced at 8.29pm

**Present: Present:** Ken Hewett (Chair) (THS), Robert Maslin(THS), John Harris(THS), Neil Martin(TLFHG), Cr. Ken Smith (TSC), Bill Speirs TSC Staff also present.

**Apologies:** Cr. Max Oliver (TSC), Howard Ruth, Ken Davis (TEMF) Ann Pike

**MOVED** that the apologies be accepted John Harris / Neil Martin – carried

**Minutes:**

**MOVED** that the minutes of the general meeting held on 5<sup>th</sup> March 2020 be accepted as a true and accurate record. Ken Hewett / Cr. Ken Smith – carried.

**Correspondence:**

Council has advised the Committee that its request for Kerbing & Guttering and a path had been approved and added to the 2020/21 budget and Delivery Plan.

**General Business:**

**MOVED** that the Reports received by the General Meeting of the Temora Rural Museum Management Committee on 9<sup>th</sup> July 2020 be received and that the resolutions of that meeting be confirmed. Cr. Ken Smith / John Harris – carried.


There being no further business the meeting closed at 8.34pm.

**17.14 IMAGINE TEMORA MINUTES HELD 14 JULY 2020**

**File Number:** REP20/782

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Imagine Temora [↓](#) 

**Minutes of a Meeting of the IMAGINE TEMORA Committee held on 14<sup>th</sup> July 2020 at Temora Council Chambers.**

**Present:**

Colette Blazer – Chair, Taz Rundle – Secretary, Susan Jeri – Temora Performing Arts and Amanda Gay – Temora Community and Cultural Services (TSC).

**Apologies:**

None received.

**Opening and Attendance:**

The Chairperson declares a quorum is present (50% +1) and the meeting opened at 1716hrs and no apologies had been received by the Secretary.

**Declaration of Interests:**

N/a

**Minutes of the previous meeting:**

Had been circulated twice electronically and were read by Secretary, moved as true and accurate record by Colette Blazer and seconded by Susan Jeri.

**CARRIED:**

**Business arising from previous minutes:**

The Mobile Stage – Has been completed and is now available. A tour will be arranged in the near future to familiarise the members and their relevant organisations of its capabilities and set up.

**Correspondence:**

**Out:**

June; Multiple emails trying to organise a meeting and then cancelling it.

**IN:**

14<sup>th</sup> July 2020; Temora Performing Arts – Att Fran Cahill regarding waiver of fees for concert

**Reports:**

**Colette Blazer – Indi Artists:** Advertised Art classes for adult and children have been well received and booking are going well. She will be running a workshop in acrylic's in August 18<sup>th</sup>-22<sup>nd</sup>.

**Susan Jeri – Temora Performing Arts:**

|                           |                                                                                  |
|---------------------------|----------------------------------------------------------------------------------|
| 22 <sup>nd</sup> August   | RedKite Concert, Temora Memorial Town Hall<br>3-6pm Young performers.            |
| 10 <sup>th</sup> October  | CanAssist Variety Concert, Temora Memorial Town Hall<br>7pm – TBA                |
| 15 <sup>th</sup> November | A piano recital, Temora Memorial Town Hall<br>World class pianist, Tony Bosevic. |

**Amanda Gay – Temora Community and Cultural Services:**

Advised that she had physical access assistance devices (ramps and steps) to members organisation.

Postponement of 'Becoming a Bohemian' 17<sup>th</sup> July

Temora Textile and Fibre Exhibition August

Temora Arts Prize 4-30<sup>th</sup> September

All Temora Shire Council Exhibitions will include an online presence that the IT Dept are currently arranging the format and platform.

Interested in organizing an online market platform for local producers similar to Facebook Marketplace.

Plans afoot for further Michael Fix concerts and Moonbucca Station Woolshed events.

**Taz Rundle – Motion Arts Temora:** Are investigating a collaboration to present a series of short 5-10 minute plays later in the year to keep the performers engaged in the current environment restricting the larger production.

**Taz Rundle – Temora Town Band:** While not a 355 Committee member the band do give a report to inform members of our activities. The Band have resumed rehearsals following guidelines and with the cancellation of the Temora Show for 2020 will commence performing at least monthly in Paleface Park and include the Temora Railway Sound Shell as well as working to provide a significant performance at the Temora Performing Arts Variety Concert in October. They have also installed a large split system air conditioner after successful application for a Federal Government grant for the comfort of the members.

The meeting Closed 1747hrs.

Next meeting 11<sup>th</sup> August



**17.15 TEMORA & DISTRICT SPORTS COUNCIL MINUTES HELD 15 JULY 2020****File Number:** REP20/891**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Temora & District Sports Council minutes [↓](#) 

**GENERAL MEETING OF THE TEMORA AND  
DISTRICT SPORTS COUNCIL****REPORT OF THE GENERAL MEETING OF THE TEMORA AND  
DISTRICT SPORTS COUNCIL HELD ON WEDNESDAY 15<sup>th</sup> JULY  
2020, AT 6.30 PM AT THE TEMORA EX-SERVICES CLUB**

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**Attendance:** Rick Firman (President) Judy Gilchrist (Secretary) Denise Breust (Treasurer) Tony Stringer, Jack Morton (Vice President) Hack Hetherington, Ian Groth (Swimming) Claire Reid (TPS) Maree Liston (Pistol Club) Alison McCrone (Little A's) Bruce Lack (Bowling Club) Ray Wells (Tennis Club) Sheree Elwin (Temora Touch) Bill Schwencke (Greyhounds) Michael Reinhold (Aussie Rules Seniors) Andrew Mangelsdorf (Temora Independent)

**Apologies:** Michele Stewart, Kate Bruce, Greg Durham, Max Oliver.  
Moved Bill Schwencke Seconded Maree Liston Carried

**Executive Meeting Report:** Moved by Hack Hetherington seconded Michael Reinhold carried

**Rec Centre Business: Nil**

**Declaration of Interest:** Nil

**Minutes:** The minutes of the previous meeting were read and confirmed on the motion of Judy Gilchrist.

Moved Ray Wells seconded Bruce Lack Carried

**BUSINESS ARISING FROM THE MINUTES:**

**Nil**

**CORRESPONDENCE:**

**Incoming:**

Thank You letter from Ruby Watterson and Temora Town Tennis Club re Building and Equipment Grants.

Letter from TSC re Sports Council to organise a working party to develop a Terms of Usage for the Newly extended Nixon Park Club House.

Little Athletics re Awards Presentation

**Outgoing:**

Business Papers.

Letter to Temora Little Athletics Club.

Letter to TARNFC & Temora Cricket Club re draft Policy.

Moved Ian Groth seconded Jack Morton carried

**Treasurers Report:**

Balance as per bank statement \$15,077.35 moved on the motion of Denise Breust Seconded Alison McCrone carried.

**General Business:**

Discussion on the Terms of Usage for the Nixon Park Club House.

The contents of the draft policy were discussed by the delegates.

After the document is put forward to the Temora Shire Council for adoption of the Policy.

It will then be put on Public Display for 28 days.

Then it will be rubber stamped.

Moved by Michael Reinhold seconded by Alison McCrone carried that we present this document to the Temora Shire Council.

It was mentioned by several sporting clubs that they had received paperwork re a \$1000 sports recovery grant for clubs that have been impacted by these trying times.

Luke Breust was our special guest speaker by a phone call, he spoke about his recovery from his jaw injury and surgery. He spoke about the trying times with their training and only having 9 players in groups at a time. He also spoke about the hubs that they are all in.

Good luck with your recovery and for the season in front of you and your Hawthorn Football Club.

Meeting Closed 7.50pm

Next meeting to be held on Wednesday the 19<sup>th</sup> August

6.30 pm Temora Ex-Services Narraburra Room

Signed Chairman:

Secretary:

Date 19<sup>th</sup> August 2020

**17.16 SPRINGDALE PROGRESS ASSOCIATION AGM MINUTES HELD 19 JULY 2020****File Number:** REP20/786**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Springdale Progress AGM [↓](#) 

76676

**SPRINGDALE PROGRESS ASSOCIATION**  
ANNUAL GENERAL MEETING of 19th July 2020  
At Springdale Memorial Hall

Meeting opened at 5.50 pm

**In attendance:** K. Smith (TSC), M. Oliver (TSC), L. Andersen, V. Reid, J. Woodley, L. Buckley, J. Miller, V. Reid.

**Apologies:** P. Thorne, A. Thorne, T. Reid

**Election of Office Bearers**

All positions were declared vacant

**Returning officer-** Ken Smith - TSC representative  
Committee members elected 19th July 2020

- **President** - Les Buckley  
nominated by; Vinni Reid, Seconded by; Jess Miller accepted
- **Vice President:** Pat Thorne  
nominated by; Vinni Reid Seconded by; Lyne Andersen accepted ( via phone)
- **Secretary** - Lyne Andersen  
nominated by; John Woodley Seconded by; Les Buckley accepted
- **Treasurer** - Vinni Reid  
nominated by; Lyne Andersen Seconded by; John Woodley accepted
- **Committee** - John Woodley, Jess Miller, Ann Thorne  
all committee members nominated by Lyne Andersen, seconded by John Woodley, all accepted

**General Business:** the committee was made aware that TSC sets the hall hire fee, not 355 committees. As there are two bookings for September & October, the committee has given last years booking fee until we are informed of the new hire fee from TSC

**Meeting closed** 6.00 pm

19/53 5yrs

**17.17 SPRINGDALE PROGRESS ASSOCIATION MINUTES HELD 19 JULY 2020**

**File Number:** REP20/788

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Springdale Progress Minutes [↓](#) 

Meeting minutes for the meeting of Springdale Progress Association.  
Held at 5pm Sunday 19th July 2020 at Springdale Hall

PRESENT: L. Andersen, V. Reid, J. Miller, L. Buckley, J. Woodley, M. Oliver (TSC), K. Smith (TSC)

APOLOGIES: P. Thorne, A. Thorne, T. Reid

The meeting was declared open at 5.10 pm

MINUTES OF LAST MEETING: As the May meeting was cancelled due to Covid-19 travel restrictions, the minutes of the March meeting were read and accepted as read on the motion of M. Oliver and seconded by V. Reid

Carried

BUSINESS ARISING FROM THE MINUTES: Nil

TREASURERS REPORT: Treasurer read her report and moved the adoption of this report, seconded by K. Smith

Carried

CORRESPONDENCE: The Outwards be approved and the Inwards be received and dealt with as read. Moved by L. Andersen Seconded by M. Oliver

Carried

INCOMING:

- TSC - information re Council decision regarding Whites Road.
- Nigel Judd - Email regarding suggestions for new Springdale signage

OUTGOING: Nil

GENERAL BUSINESS:

- Re gates at Harvey Brothers Lane - concerns were raised as to when Springdale RFS will receive a key & as the gates remain unlocked to date there are still people using this lane as a "racetrack". Action: Secretary to write to TSC about this matter.
- New Springdale signage - We have not yet been notified by TSC of this item, or when it will occur. However, as this concerns all the Springdale residents the committee decided to use the Springdale Facebook page to ask residents for suggestions. Moved by V. Reid, seconded by K. Smith.
- Progress of Fire Safety work at Springdale Hall - some work is still in progress, restumping and enclosing the gaps to prevent embers are completed
- Painting of interior walls in the hall still not done
- New purchases - fridge, BBQ gazebo, 2 reverse cycle air conditioners.
- The committee has requested that the eastern side of the hall be retard to prevent dust entering the hall.  
Moved by Vinni Reid, seconded by J. Woodley. Action: Secretary to write to shire

Meeting closed 5.45 Next meeting 20th September 2020 at 5pm

\_\_\_\_\_  
President: Les Buckley



**17.18 TEMORA SHIRE HERITAGE COMMITTEE - JULY 2020 MINUTES**

**File Number:** REP20/809

**Author:** Building Surveyor

**Authoriser:** Director of Environmental Services

**Attachments:** 1. July 2020 Minutes [↓](#) 

MINUTES

MINUTES OF THE MEETING OF THE TEMORA HERITAGE COMMITTEE

**Meeting Held:** Temora Town Hall on Thursday, 9<sup>th</sup> July, 2020

**Present:** David Scobie, Michael Collins, Wilma McCubbin, Belinda Bushell, Kris Dunstan, Rod Ballantyne, Jason Goode, Ros Hartwig, Claire Golder, Merryl Graham, Bill Speirs and Cr Nigel Judd

**Apologies:** Dale Wiencke and Graham Lynch

**Commenced:** 12:02 PM

| ITEM |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | ACTION                                                 |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| 1    | <p><b>Confirmation of Minutes –</b><br/>Minutes confirmed Moved Ros Hartwig and Seconded Jason Goode</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                        |
| 2    | <p><b>Business Arising from Previous Minutes –</b></p> <ul style="list-style-type: none"> <li>• Digitisation Project 2019/2020 – Council has been in receipt of the completed project of which the documents are located on a hard drive of Temora Newspapers from 1893 to 1924. Councils Communications Officer is to be informed of the proposal and to advise the committee of the best portal for them to be deposited and accessible on. The committee's view is to locate them on temora.com.au – if the site permits this size of information. It was also agreed that once completed, a launch or notification to residents how the information can be accessed etc. is to be undertaken.</li> <li>• Digitisation Project Future Stage – Jason presented to the committee the following quotation from Michael Pascoe to further digitise Temora papers which include: January 1924 to December 1948 – approx.. 29200 pages - \$6,424 scan &amp; \$6,424 OCR January 1969 to December 1999 – approx..62500 pages - \$13,750 scan &amp; \$13,750 OCR</li> </ul> | <p><b>BB</b> to liaise with Communications Officer</p> |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                  |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>It was <b>Moved</b> Jason Goode and <b>Seconded</b> Max Oliver to have this item tabled in future meetings, to further discuss the position of the heritage assistance fund. In similar format to that of 2019/2020 committee motion regarding funds distribution.</p> <ul style="list-style-type: none"> <li>• State Heritage Inventory – still ongoing.</li> <li>• Sproules Lagoon &amp; Indigenous Heritage – meeting possibly proposed for September or October pending access to the site</li> <li>• Hawkers / Lebanese / Greek shop owners – Indian Hawkers story to be reviewed by committee and work on whether it is multicultural whole influence or identify certain areas within the CBD’s of Temora and Aria Park. John Nader used to have his shop at 176 Hoskins Street?</li> </ul> | <p><b>BB</b> to make contact with LLS Contact</p> <p><b>Committee</b> to review Indian Hawkers article completed by Ken McCubbin</p> <p><b>Graham Lynch</b> will commence his research regarding main street businesses. Will look at what is already collated and this then might be a possible Step Back In Time article to seek further information for other properties.</p> |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"> <li>• Temora Memorial Town Hall – Interpretive Panel – 5 X Panels on the Western wall.</li> <li>• Satellite Airfield Sites – Meeting with TAM research officer via video conference/teleconference in August</li> <li>• Interpretive Panel Booklet – Wilma McCubbin has reviewed the text and will furnish the amended copy to the office to then be forwarded to Cuttlefish.</li> <li>• Chinese Heritage – A proposal was put forwarded from the Friends of the Temora Shire Cemeteries. Continuing the discussions regarding wording and design etc. will occur with Merryll Graham, Wilma McCubbin and David Scobie</li> <li>• Signs on Ex-Roundhouse Site perimeter fencing – were awaiting advice from Ian Dixon regarding further images, however unfortunately not accessible. The committee will continue to progress with what is proposed, with a further review of the drafts to occur. Then the committee will seek quotations for production.</li> </ul> | <p><b>DS &amp; BS</b> to work on a draft design/layout with the text and photos provided</p> <p><b>DS</b> to report on Chinese Heritage proposal in July Report</p> <p><b>MG</b> to liaise with Councils</p> <p>Communication Officer RE:<br/>NNews article seeking information</p> |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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|   | <ul style="list-style-type: none"> <li>• Gidginbung Station – Painting, handrail and time line panels outstanding. Rob Hartwig has the original station sign and milk can tag to donate and contribute to the exhibit.</li> <li>• Urban Myths &amp; Misadventures – endeavour to create a booklet. Bill Speirs has completed the text and Eileen England has proofed the copy. Next step is to possibly review the publication of this booklet and too, investigate options regarding illustrations.</li> </ul>                                                                                                                                                                                                                                                                                                                                          |  |
| 3 | <p><b>Heritage Fund Applications –</b></p> <ul style="list-style-type: none"> <li>• Temora Anglican Church – Internal Painting</li> </ul> <p>It was <b>Moved</b> Jason Goode and <b>Seconded</b> Nigel Judd that the committee offer \$1,000 towards the internal painting through the heritage assistance fund.</p> <p>An <b>Amendment</b> was put forward and <b>Moved</b> Max Oliver and <b>Seconded</b> Michael Collins that the committee offer \$1,500 towards the internal painting through the heritage assistance fund.</p> <p>A <b>Foreshadowed Amendment</b> was put forward and <b>Moved</b> Ros Hartwig and <b>Seconded</b> Merryl Graham that the committee offer \$2,000 towards the internal painting through the heritage assistance fund.</p> <p>The <b>Amendment was put and lost</b> with two votes for and eight votes against.</p> |  |

|   |                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|   | <p>The <b>Foreshadowed Amendment</b> became the <b>Motion Carried</b></p>                                                                                                                                                                                                                                                                                                                                                  |  |
| 4 | <p><b>Heritage Advisors Report –</b><br/>                 The report from March and June were noted.</p> <p>It was <b>Moved</b> Wilma McCubbin and <b>Seconded</b> Jason Goode that reference to the Westminster Hotel report regarding the condition of the front verandah. That the Committee would endorse any perspective owner to utilise the Heritage Assistance Funds with an offering of a maximum of \$5,000.</p> |  |
| 5 | <p><b>Heritage Article –</b><br/>                 Completed During COVID Lockdown:</p> <ul style="list-style-type: none"> <li>- Mother Shipton - KMc</li> <li>- Dominick Sonsee - KMc</li> <li>• July – Urban Myths and Stories – snippet - BB</li> <li>• August – LEP Items included on Schedule 5 - CG</li> <li>• September – Chinese Heritage – MG &amp; WMc</li> <li>• October – Freemans Journal 1880 - MC</li> </ul> |  |

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|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                 |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| 6 | <p><b>Future Projects –</b></p> <ul style="list-style-type: none"> <li>Hawkins Crossing Naming Proposal</li> </ul> <p>It was <b>Moved</b> Jason Goode and <b>Seconded</b> Wilma McCubbin that the existing noted transcript regarding the tragic Hawkins Accident is in close proximity to the crossing is a sufficient detailing of the events.</p> <p>And further that as the Hawkins family were more contributing to the Ariah Park community that the committee recommend to Council that the inclusion of Hawkins in street names or the like be included and for the Ariah Park district.</p> <ul style="list-style-type: none"> <li>Lynches Grave – combined project with FOTSC and Heritage Committee</li> </ul> | <p><b>MO</b> to make contact with property owners <b>BS</b> has a photo of the intact graves from 1982 to give photo to Max</p> |
| 7 | <p><b>General Business –</b></p> <p><b>Wilma McCubbin</b></p> <ol style="list-style-type: none"> <li>Bectric Hall – Completed their Outdoor BBQ Area – looks great and have submitted a DA with Council for a YouCamp site</li> <li>Bectric Hall – enquired about funding for the reinstatement of the cricket pitch – advised to seek possible funding through NSW Sport &amp; Recreation grants</li> </ol>                                                                                                                                                                                                                                                                                                              |                                                                                                                                 |

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|  |                                                                                        |  |
|--|----------------------------------------------------------------------------------------|--|
|  | <p><b>Ros Hartwig</b></p> <p>1. Combaning/Springdale Book meeting today at 2:30 PM</p> |  |
|--|----------------------------------------------------------------------------------------|--|

**Next Meeting: Thursday, 6<sup>th</sup> August, 2020 at the Temora Town Hall at 12:00 PM**

**Meeting Closed at 1:15 PM**

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**17.19 TEMORA SHIRE HERITAGE COMMITTEE MINUTES - AUGUST 2020**

**File Number:** REP20/902

**Author:** Building Surveyor

**Authoriser:** Director of Environmental Services

**Attachments:** 1. August 2020 Minutes [↓](#) 

**MINUTES**

**MINUTES OF THE MEETING OF THE TEMORA HERITAGE COMMITTEE**

**Meeting Held:** Temora Town Hall on Thursday, 6<sup>th</sup> August, 2020

**Present:** David Scobie, Michael Collins, Wilma McCubbin, Belinda Bushell, Kris Dunstan, Jason Goode, Ros Hartwig, Claire Golder, Merryl Graham, Bill Speirs, Cr Nigel Judd, Dale Wiencke and Graham Lynch

**Apologies:** Rod Ballantyne

**Commenced:** 12:09 PM

| ITEM |                                                                                                                                                                                                                                                                                                                                       | ACTION                                    |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| 1    | <p><b>Confirmation of Minutes –</b><br/>Minutes confirmed Moved Jason Goode and Seconded Max Oliver</p>                                                                                                                                                                                                                               |                                           |
| 2    | <p><b>Business Arising from Previous Minutes –</b></p> <ul style="list-style-type: none"> <li>• Digitisation Project – Hard Drive</li> <li>• State Heritage Inventory – still ongoing.</li> <li>• Sproules Lagoon &amp; Indigenous Heritage – sent email suggesting date in September/October – awaiting response from LLS</li> </ul> | <p>BB to liaise with IT &amp; Library</p> |

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Committee to review Indian Hawkers article completed by Ken McCubbin</b></p> <p><b>Graham Lynch</b> looking at creating survey style format of premises. Then possibly having it included in the local newspaper and Councils facebook linked to assist with the main street businesses occupancy history.</p> <p><b>DS</b> to work on a draft design/layout with the text and photos provided</p> | <ul style="list-style-type: none"> <li>Hawkers / Lebanese / Greek shop owners – Indian Hawkers story to be reviewed by committee and work on whether it is multicultural whole influence or identify certain areas within the CBD’s of Temora and Ariaiah Park. John Nader used to have his shop at 176 Hoskins Street?</li> <li>Temora Memorial Town Hall – Interpretive Panel – 5 X Panels on the Western wall.</li> <li>Satellite Airfield Sites – Meeting with Anna Gebels went well. The working party will meet again shortly to review on achieving one of the sites proposed objectives regarding interpretation etc. Site C has been selected.</li> </ul> |
|                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                   |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
|   | <ul style="list-style-type: none"> <li>• Interpretive Panel Booklet – Wilma McCubbin has reviewed the text and will furnish the amended copy to the office to then be forwarded to Cuttlefish. After this is completed a copy to be given to Bill Speirs to develop a Foreward for the document.</li> <li>• Chinese Heritage – Part 1 Cemetery project, Part 2 Chinatown Interpretive Panel along Trungley Hall Road and Part 3 Booklet on Temora’s Chinese Heritage. Cemetery project engaged a Feng Shui specialist Kony Kang. The Feng Shui report was reported to the committee.</li> <li>• Roundhouse Signs – refer to Item # 3 Heritage Fund Applications</li> <li>• Gidginbung Station – Painting nearing completion and getting assistance for the inside by Platform Y, handrail and time line panels outstanding.</li> <li>• Urban Myths &amp; Misadventures – enquire with illustrators to seek their interest in being involved in drawing up the images reflecting a few of the urban myths and misadventures.</li> </ul> |                                                                                                   |
| 3 | <p><b>Heritage Fund Applications –</b></p> <ul style="list-style-type: none"> <li>• Roundhouse Interpretive Panels X 7. Quote received for signs at \$3,518.56. It was <b>Moved</b> Belinda Bushell and <b>Seconded</b> Merryl Graham that the quote received be adopted.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p><b>BB</b> to make contact with individuals in Temora that are capable or within the field.</p> |

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|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4 | <p><b>Heritage Advisors Report –</b><br/>Noted</p>                                                                                                                                                                                                                                                      |                                                                                                                                                                                              |
| 5 | <p><b>Heritage Article –</b></p> <ul style="list-style-type: none"> <li>• August – Urban Myths and Stories – snippet - BB</li> <li>• September – LEP Items included on Schedule 5 - CG</li> <li>• October – Chinese Heritage – MG &amp; WMc</li> <li>• November – Freemans Journal 1880 - MC</li> </ul> |                                                                                                                                                                                              |
| 6 | <p><b>Future Projects –</b></p> <ul style="list-style-type: none"> <li>• Lynches Grave – combined project with FOTSC and Heritage Committee</li> </ul>                                                                                                                                                  | <p><b>MO</b> made contact with the K Davies – no issues but would like further information and too, advised that the objective to not create as a tourist initiative simply restoration.</p> |
| 7 | <p><b>General Business –</b><br/><b>Ros Hartwig</b></p> <ol style="list-style-type: none"> <li>1. Combaning/Springdale book – had a meeting after last month’s Heritage meeting. The meeting was well received.</li> </ol>                                                                              |                                                                                                                                                                                              |

|                                                                                                                                                                                                                                                                                                                                                 |                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| <p><b>Wilma McCubbin</b></p> <ol style="list-style-type: none"> <li>1. Article on Roma Field – received awards for Needle Work in London</li> <li>2. Article in 1893 – Young girl bitten by snake and was revived by two (2) injections of Strychnine. It turns out the young girl is the Great Grandmother of our Mayor Rick Firman</li> </ol> |                                                                    |
| <p><b>Bill Speirs</b></p> <ol style="list-style-type: none"> <li>1. Textile Exhibition has a permanent display area at the Museum.</li> </ol>                                                                                                                                                                                                   |                                                                    |
| <p><b>Nigel Judd</b></p> <ol style="list-style-type: none"> <li>1. Enquired about the progress of the Reefton history book.</li> <li>2. Oral History – possibly utilise the Radio Station.</li> </ol>                                                                                                                                           | <p>BB to make contact with Donna Widdows &amp; Tracey Robinson</p> |
| <p><b>Merryl Graham</b></p> <ol style="list-style-type: none"> <li>1. Green Shed – no longer. Not impressed with Redish/Brown colour.</li> </ol>                                                                                                                                                                                                | <p>DS to review today</p>                                          |
| <p><b>Graham Lynch</b></p> <ol style="list-style-type: none"> <li>1. Avid collector – would the committee be interested in seeing some of the collection.</li> </ol> <p><i>The Committee were enthused to see anything that Graham chose to bring along to an upcoming meeting.</i></p>                                                         |                                                                    |

**Next Meeting: Thursday, 10<sup>th</sup> September, 2020 at the Temora Town Hall at 12:00 PM**  
**Meeting Closed at 1:13 PM**

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**17.20 SNOWY VALLEY COUNCIL - THANK YOU****File Number:** REP20/912**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Snowy Valley Council [↓](#) 

Thanking Council for the offers of support and funds through the Mayors Bushfire Appeal.

MH:jmf  
Our Ref: 3057963



6 August 2020

Cr R B Firman OAM, Mayor  
Gary Lavelle, General Manager  
Temora City Council  
PO Box 262  
Temora NSW 2666

Dear Cr Firman and Gary

The Snowy Valleys had fires impact on 45% of the shire over a 50-day period covering 402,650 hectares. Our community lost 193 houses, 612 outbuildings with 49 houses damaged and 189 outbuildings damaged. 350 km of Council roads were directly impacted by fires and up to 1 July 2020 Council had expended approximately \$6.663M directly related to the fires.

At the Council meeting held on Thursday 16 July 2020 a report was received that acknowledged the offers of assistance from numerous other Councils both during and after the bushfires and this assistance was crucial to our operations and recovery.

An indication of the severity of the impact is evidenced by the ongoing recovery actions that continue to this day and will do for some time to come. The impact on our community has seen over 42,500 hectares of forest plantations lost, worth some \$425M as well as over 100,000 hectares of agricultural land along with associated industry and tourist attractions such as the Sugar Pine Walk, Mt Selwyn Ski Resort, and the Hume and Hovell Walking Track.

Your Council's offers of support, including visiting Snowy Valleys patients in Temora & District Hospital, and the raising of significant funds through the mayoral Bushfire Appeal for fire impacted residents has been gratefully received and very much appreciated.

Yours Sincerely



James Hayes OAM  
**MAYOR**



Matthew Hyde  
**CHIEF EXECUTIVE OFFICER**



Leading, Engaging and  
Supporting Strong and  
Vibrant Communities

P: 1300 ASK SVC (1300 275 782)

Tumut Office  
76 Capper Street  
Tumut NSW 2720

Tumbarumba Office  
Bridge Street  
Tumbarumba NSW 2653

E: [info@svc.nsw.gov.au](mailto:info@svc.nsw.gov.au) [www.svc.nsw.gov.au](http://www.svc.nsw.gov.au)

20/7



**17.21 MEMBER FOR RIVERINA - TEM-FM RADIO APPLICATION REPLY****File Number:** REP20/914**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Member for Riverina [↓](#) 

Response from Minister for Communications, Cyber Safety and the Arts, the Hon Paul Fletcher MP regarding support for the licencing application for the TEM FM extension.

# Michael McCormack MP

Federal Member for Riverina  
Deputy Prime Minister of Australia  
Minister for Infrastructure, Transport and Regional Development  
Leader of The Nationals

76811

THE NATIONALS for Regional Australia

Mr Ken Davis  
Chairman  
Temora and District Community Radio  
PO Box 482  
TEMORA NSW 2666

Dear Mr Davis

You will recall I recently made representations on your behalf to the Minister for Communications, Cyber Safety and the Arts, the Hon Paul Fletcher MP, seeking support for your licencing application currently being assessed by the Australian Communication and Media Authority.

I am pleased I have received the enclosed response from the Minister and trust the information in of interest.

As you will read, Minister Fletcher has provided Temora and District Community Radio with contact details for Mr Peter Wardle, Executive Manager of the Spectrum Allocations Branch, should you have any further queries in relation to your application.

I have, for the interest of the Mayor and the General Manager of Temora Shire Council, provided copies of this letter and the response from the Minister. I understand they have both been working with and supporting you during this licencing application process.

In closing, thank you for your patience and I appreciate you having raised your concerns with me about this matter.

Yours sincerely



Michael McCormack MP  
**Federal Member for Riverina**  
mm.eb.pke

24/7/2020

19/11 10yrs

CC: Councillor Rick Firman OAM, Mayor, Temora Shire Council  
**Mr Gary Lavelle PSM, General Manager, Temora Shire Council**

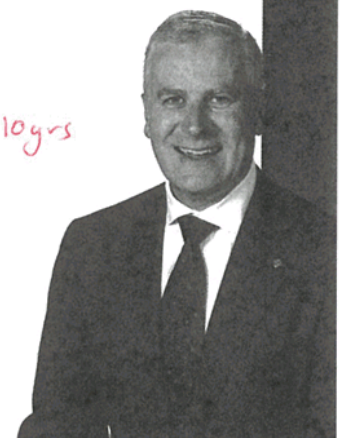
Canberra  
PO Box 6022 Parliament House  
Canberra ACT 2600  
ph 02 6277 7520

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](http://www.michaelmccormack.com.au)



PARLIAMENT OF AUSTRALIA • HOUSE OF REPRESENTATIVES



**PAUL FLETCHER MP**  
 Federal Member for Brädfield  
 Minister for Communications,  
 Cyber Safety and the Arts

MC20-000500

The Hon Michael McCormack MP  
 Deputy Prime Minister  
 Minister for Infrastructure, Transport and Regional Development  
 Member for Riverina  
 Suite 2, 11-15 Fitzmaurice Street  
 Wagga Wagga NSW 2650

*Michael*  
 Dear Deputy Prime Minister

Thank you for your letter dated 12 January 2020, on behalf of your constituent Mr Ken Davis, Chairman of Temora and District Community Radio, concerning assistance in progressing an application for an additional transmission repeater for their community radio service TEM FM. I am sorry it has taken me so long to respond.

While planning and licensing broadcasting services are the responsibility of the Australian Communications and Media Authority (ACMA), I have requested that this matter be considered further before responding to you. The Morrison Government recognises the important role that community broadcasters such as TEM FM play in delivering radio services to the local community.

ACMA has advised that it received an application from TEM FM in June 2019 seeking to expand its licence area by adding a further 50 watts transmitter to transmit to the township of Avriah Park, which I understand is located outside TEM FM's existing community licence area.

The TEM FM application raises two distinct sets of considerations for ACMA.

The first set of considerations relate to whether to permit Temora FM to operate as a community broadcaster outside its existing community licence area. Community radio broadcasters must comply with licence conditions relating to representing their community interest, providing their service for community purposes, and encouraging members of the community they serve to participate. In considering whether an existing community radio broadcaster should extend its coverage to a new town or community, ACMA would look at the relationships between the new community and the existing community, and the licensee's ability to meet its licence conditions.

The second set of considerations relate to spectrum planning and availability. ACMA must undertake engineering and other planning work before it permits changes to transmitter power or other changes by broadcasters to ensure that interference is not caused to existing radio broadcasters or other important services in the area.

Level 2, 260 Pacific Highway, Lindfield NSW 2070 • T 02 9485 3950  
 P O Box 6022 Parliament House, Canberra ACT 2600 • T 02 8277 7480  
 paul.fletcher.mp@aph.gov.au • www.paulfletcher.com.au

This is undertaken through the development of a Licence Area Plan (LAP) and in this case, TEM FM is currently planned in the Temora RA1 licence area which is part of the Young LAP.

In addition to TEM FM's application, ACMA has also been advised by the incumbent commercial radio broadcasters in the Young LAP that they wish to convert their AM services to FM to improve signal quality for local listeners. This is part of the ongoing Government AM/FM conversion program for smaller regional markets.

In developing a new LAP for Young, ACMA will undertake a comprehensive review of the requirements of all broadcasters within the licence area, to ensure that the necessary planning variations required to support the needs of all the community, national and commercial broadcasters are taken into account at the same time.

ACMA has included the Young LAP in its draft annual work program for the 2020-21 period and this program was released for consultation on 29 April 2020. ACMA staff are seeking further confirmation from the commercial radio broadcasting licensees within the Young LAP to firm up the scheduled timing for proceeding with the LAP variation during the course of this year. I understand ACMA staff will contact TEM FM to draw their attention to the inclusion of the proposed variations to the Young LAP in the ACMA annual work program.

I acknowledge Mr Davis' frustration and disappointment that ACMA cannot accommodate TEM FM's request in the broadcaster's referred timeframe. However, ACMA has given a commitment to continue to work with TEM FM on its request and invite them to contact Mr Peter Wardle, Executive Manager, Spectrum Allocations Branch, by phone on 02 6219 5383 or by email at [peter.wardle@acma.gov.au](mailto:peter.wardle@acma.gov.au).

Thank you for bringing Mr Davis' concerns to my attention. I hope the information in this letter is of some help.

Yours sincerely

Paul Fletcher

19/7/2020

**17.22 HILLTOP ACCOMMODATION****File Number:** REP20/930**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Hilltop Accommodation [↓](#) 

Hilltop Accommodation Centre – Cancer Patients would like to thank Council for the donation towards the new accommodation centre.

**Anne Rands**

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**From:** Glachan, Alice <alice.glachan@fightcancer.org.au>  
**Sent:** Monday, 20 July 2020 2:28 PM  
**To:** Anne Rands  
**Subject:** Re: Hilltop Accommodation Request

Anne,

thank you for your email and the attachments.

We are most grateful and very excited with the donation which will assist hundreds of regional families every year. Please thank the Councillors and Team.

Warmest Regards,

Alice

---

**From:** Anne Rands <arands@temora.nsw.gov.au>  
**Sent:** 20 July 2020 11:57  
**To:** Glachan, Alice  
**Cc:** Gary Lavelle  
**Subject:** FW: Hilltop Accommodation Request

Alice

Please find attached relevant correspondence in regards to your request.

Regards

Anne

Anne Rands  
Executive Assistant  
Temora Shire Council  
p:  
02 6980 1102  
a:  
105 Loftus Street (PO Box 262) Temora NSW 2666  
w:  
www.temora.nsw.gov.au e: arands@temora.nsw.gov.au

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DISCLAIMER

## 18 CONFIDENTIAL REPORTS

### RECOMMENDATION

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:

#### **18.1 Confidential Minutes of the Emergency Management Committee Meeting held on 5 August 2020**

This matter is considered to be confidential under Section 10A(2) - diii and e 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, reveal a trade secret and information that would, if disclosed, prejudice the maintenance of law.

#### **18.2 Confidential Minutes of the Assets & Operations Committee Meeting held on 11 August 2020**

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

#### **18.3 Confidential Minutes of the Economic Development and Visitations Committee Meeting held on 11 August 2020**

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.

#### **18.4 General Manager Annual Performance Review for period ending 30 June 2020**

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).

#### **18.5 Request for Water**

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

#### **18.6 Joffre St K&G Correspondence**

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.

**18.7 Heavy Vehicle Route Investigation**

This matter is considered to be confidential under Section 10A(2) - e 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, prejudice the maintenance of law.

**18.8 Sprayed Bituminous Surfacing - RFQ 2020/06**

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.

**19 MEETING CLOSE**