



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

**Date:** Thursday, 18 February 2021  
**Time:** 4:00PM  
**Location:** 105 Loftus Street  
TEMORA NSW 2666

# **AGENDA**

## **Ordinary Council Meeting**

**18 February 2021**

**Gary Lavelle**  
**General Manager**





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**1 OPEN AND WELCOME**

The following Public Forum requests have been received:

- Superintendent Bob Noble (Wagga Police)
- Andrew Bulkeley (CEO, Farmlink)

**2 APOLOGIES**

**3 OPENING PRAYER**

BAPTIST CHURCH

**4 CONFIRMATION OF MINUTES**

Ordinary Council Meeting - 21 January 2021

**5 MAYORAL MINUTES**

Nil

## 6 REPORTS FROM COMMITTEES

## 6.1 MINUTES OF THE ACCESS & EQUITY COMMITTEE MEETING HELD ON 9 FEBRUARY 2021

**File Number:** REP21/186

**Author:** Secretary Engineering

**Authoriser:**                      **General Manager**

**Attachments:** 1. Minutes of the Access & Equity Committee Meeting held on 9 February 2021

## RECOMMENDATION

It was resolved that the reports be received.

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



**Date:** Tuesday, 9 February 2021

**Time:** 11:00AM

**Location:** 105 Loftus Street  
TEMORA NSW 2666

# **MINUTES**

## **Access & Equity Committee Meeting**

**9 February 2021**

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**MINUTES OF TEMORA SHIRE COUNCIL  
ACCESS & EQUITY COMMITTEE MEETING  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON TUESDAY, 9 FEBRUARY 2021 AT 11:00AM**

**PRESENT:** Disability Representative Michael Floyd, Cr Claire McLaren, Cr Dale Wiencke, Temora Community Centre Deb Patterson, Community Rep Robert Jordan

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

**1 OPEN MEETING**

11:08AM

**2 APOLOGIES**

**COMMITTEE RESOLUTION 1/2021**

Moved: Cr Claire McLaren

Seconded: Cr Dale Wiencke

That the apology received from Community Rep Jane Sanders be accepted and leave of absence granted.

**CARRIED**

**1. BUSINESS ARISING FROM PREVIOUS MINUTES**

Guide Dogs Australia representative Ms Zoe Geppert will be in Temora on Thursday, 11<sup>th</sup> February, 2022 at 11:30 AM – meet at Council Office, 105 Loftus Street, Temora.

Amanda Colwill from the Engineering Department to be requested to attend the site visit.

**3 REPORTS****3.1 TEMORA SHIRE COUNCILS PEDESTRIAN ACCESS & MOBILITY PLAN****File Number:** REP20/1420**Author:** Building Surveyor**Authoriser:** Director of Environmental Services**Attachments:** 1. Pedestrian Access and Mobility Plan**REPORT**

At the November Access and Equity Committee meeting the members of the committee requested to be allowed more time to review the Pedestrian Access and Mobility Plan (see attached).

**COMMITTEE RESOLUTION 2/2021**

Moved: Cr Claire McLaren

Seconded: Cr Dale Wiencke

That the report be noted.

**AND FURTHER**

That Councils Engineering Works Manager present to the next meeting the following:

- Footpath Hierarchy Plan
- 12 Months Works RE: PAMPS.

**CARRIED**



TEMORA SHIRE COUNCIL

**PEDESTRIAN ACCESS and MOBILITY PLAN  
(PAMP)**

February 2019



**Photo's:** Pitt Street, Aria Park – Pedestrian Refuge Island and Blisters  
(Project completed in 2018)

# Pedestrian Access and Mobility Plan

## (PAMP)



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# Pedestrian Access and Mobility Plan

## (PAMP)



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# Pedestrian Access and Mobility Plan (PAMP)



## 1. INTRODUCTION

Temora Shire Council (TSC) engaged a study of Pedestrian Access and Mobility for the centres of Temora and Aria Park to form a Plan (PAMPs) however didn't extend studies to Springdale due to the size of the village and no business premises being present in the village centre.

The PAMP approach was developed by the then RTA in 1998 to assist planning for pedestrians while inclusively assuring access for mobility. The first TSC PAMP was undertaken in 1998 by private consulting firm ARUP of Marrickville, SYDNEY then being completed internally by council in 2012 and now 2019. The PAMP program is a partnership between the RMS and council supported through the Activate Transport Program.

Walking is an important travel mode, both for solely pedestrian-based journeys and also as a part of a trip for which the main mode of travel is by bus, bike or car. Walking as a mode of transport has declined as more trips are being made by car, with a growing recognition of adverse health and environmental effects caused by transport choices.

Increasing the proportion of journeys that are undertaken on foot can make a significant contribution to achieving a better quality of life and environment for all. Potentially there are significant benefits to be derived from encouraging more walking, particularly for shorter distance trips. These benefits include improved health, better environmental conditions, decreased traffic congestion and improved safety.

### 1.1 Study Area

The study area focused on the centres of Temora (*Figure 1*) and Aria Park (*Figure 2*) indicating the surrounding urban area where there is a high concentration of pedestrian activities.

### 1.2 Study Team

The project team for the study comprised the following lead members:

- Rob Fisher – Engineering Technical Manager, Temora Shire Council
- Alex Dahlenburg – Senior Engineering Technical Officer, Temora Shire Council
- Amanda Colwill – Engineering Technical Officer, Temora Shire Council
- Michelle Doolan - Road Safety Officer, Temora Shire Council

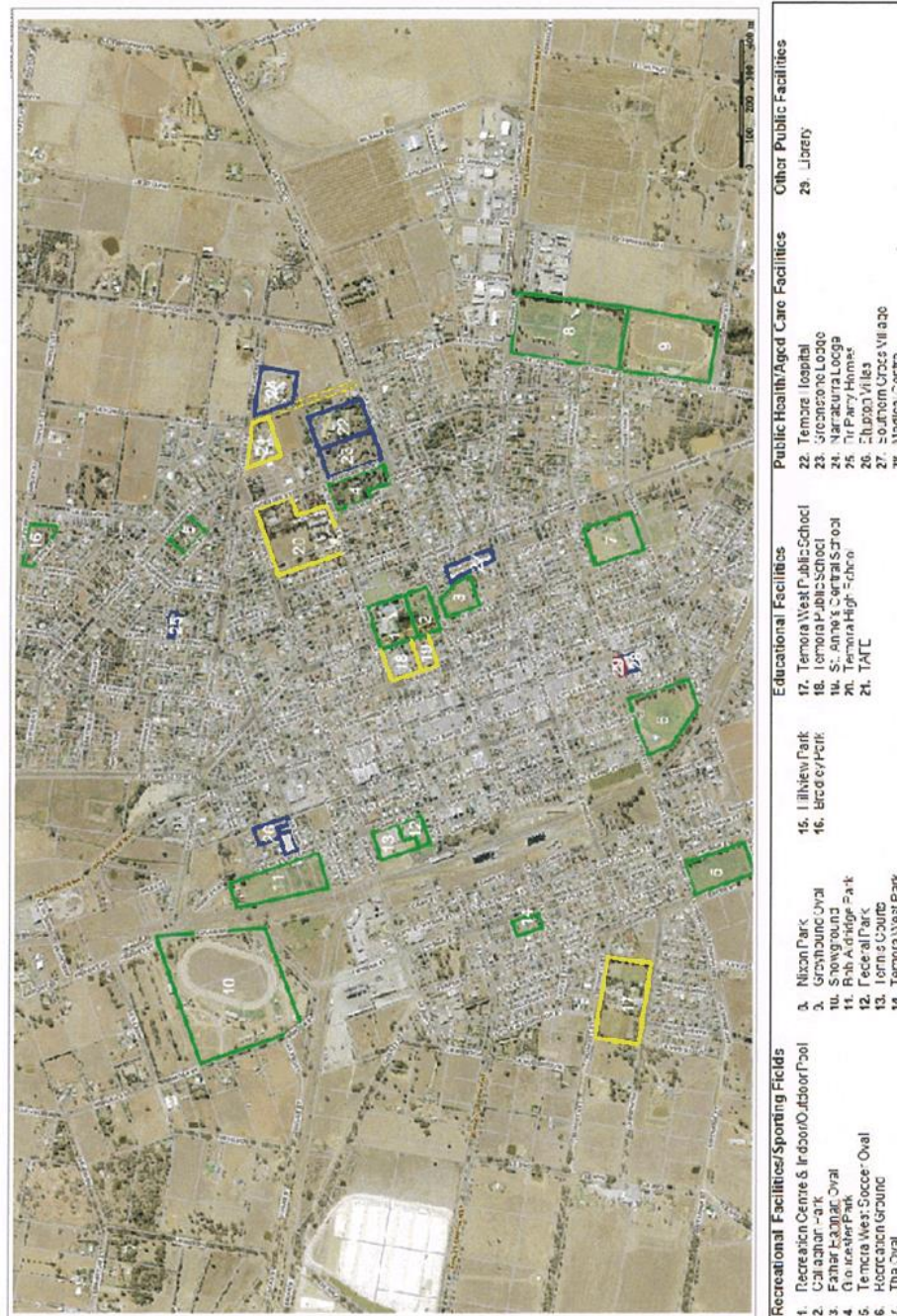
The study team was assisted by the RMS and other officers of TSC.



# Pedestrian Access and Mobility Plan (PAMP)



Figure 1: Temora Town Centre – Public Facilities



# Pedestrian Access and Mobility Plan (PAMP)



Figure 2: Aria Park Town Centre – Public Facilities





# Pedestrian Access and Mobility Plan (PAMP)



## 1.3 Study Aims and Objectives

The aim of this PAMP is to identify the major pedestrian routes within the study area to prioritise a forward works program aiding in improved mobility and access along the identified pedestrian network. This network is also assessed against the current cycleway/shared path routes to ensure connectivity and integration of plans.

The main objectives of the PAMP is therefore:

- to facilitate improvements in the level of pedestrian access and priorities, particularly in areas of high pedestrian concentrations;
- to reduce pedestrian access severance while enhancing safe and convenient crossing opportunities on major roads; and
- to facilitate improvements in the level of personal mobility and safety for children, older persons or those with impairments through the provision of pedestrian infrastructure and facilities which cater to the needs of all pedestrians.

## 1.4 Study Methodology

The study methodology adopted for this study was based on the guidelines given in the RTA's "How to Prepare a Pedestrian Access and Mobility Plan - An Easy Three Stage Guide". The study therefore involved a number of components including the following (refer to **Figure 3**):

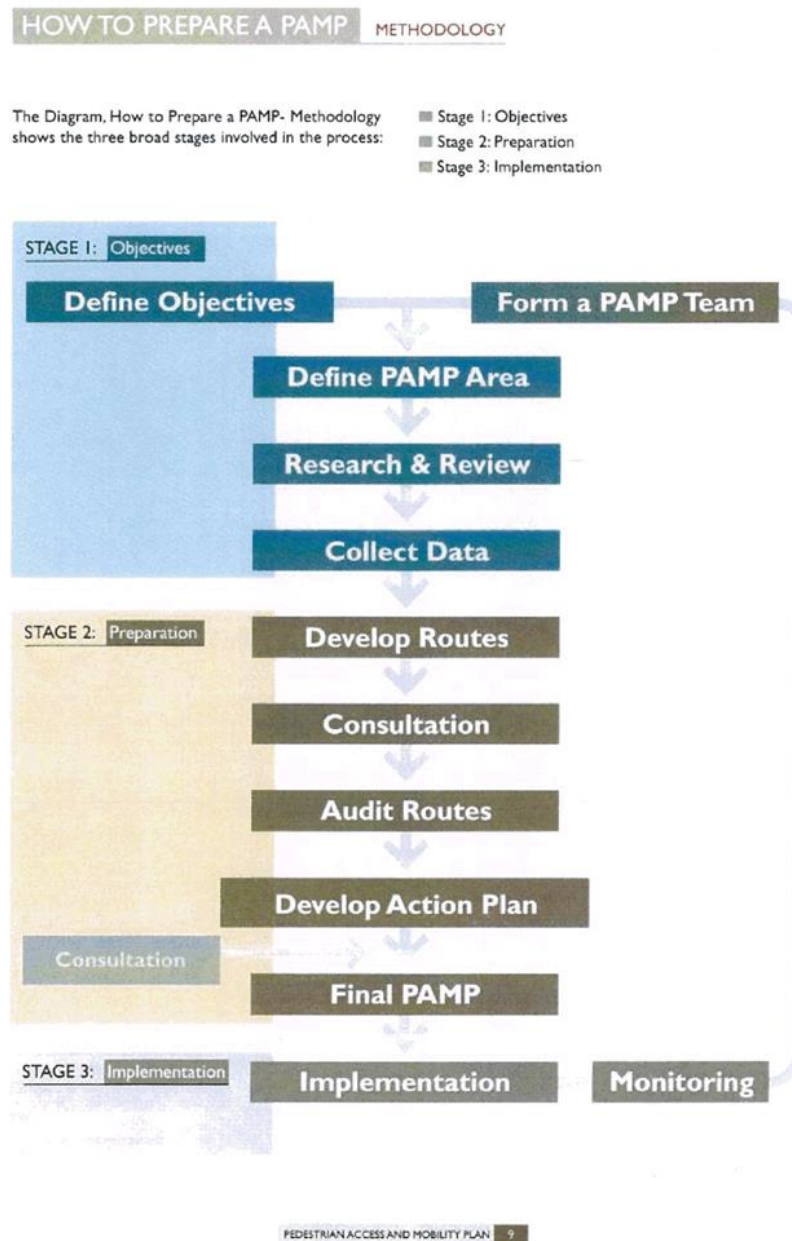
- data review;
- PAMP routes development;
- pedestrian audit of routes;
- physical works schedule development; and
- consideration of Council policies and funding sources.

# Pedestrian Access and Mobility Plan (PAMP)



**Figure 3: PAMP Methodology**

(Source: RTA's 2002 "How to Prepare a Pedestrian Access and Mobility Plan - An Easy Three Stage Guide")



## Pedestrian Access and Mobility Plan (PAMP)



### 1.5 Evaluation of Planning for Pedestrians

#### 1.5.1 Introduction

Planning specifically for pedestrian's allows pedestrian problems and solutions to be addressed through a clearly established framework, assessing problems, evaluating potential actions, developing priorities and implementation programs.

The overarching objectives are aimed at time savings, accident cost reduction, economic sustainability, equitable access and mobility for all community members, transport mode splitting options, decreased fuel consumption, health, safety and amenity.

#### 1.5.2 PAMP Actions

This PAMP study and the resulting Physical Works Schedule have focussed on the engineering actions and recommendations. The Physical Works Schedule has been developed primarily through pedestrian audits undertaken on selected routes throughout the study area.

The main considerations of the audit included:

- paths of travel;
- major intersections;
- pedestrian crossings;
- fixtures/furniture - seating, bus stops, rubbish bins etc;
- barriers to pedestrian movement;
- pedestrian/vehicle data; and
- general comments (land use, road user behaviour, road environment).

*The Physical Works Schedule is presented as Appendix A in this report.*

#### 1.5.3 Implementation

A methodology for problem ranking and solution assessment has been developed as part of the PAMP methodology. The method identifies problems, audits problems in the field, identifies potential solutions, ranks these and recommends a set of actions in the form of a Physical Works Schedule.



# Pedestrian Access and Mobility Plan (PAMP)



## 2. CHARACTERISTICS OF TEMORA

### 2.1 Population

Temora is located approximately 460 km south-west of Sydney. The nearest towns of a comparable size are Cootamundra (53km from Temora), West Wyalong (69km) and Junee (55km).

The 2016 census recorded a population for the urban centre of Temora of 4,054, Aria Park of 252 and Springdale of 150. Temora is the main town serving the Temora Shire district and accounts for almost 70% of the Shire's population.

Agriculture, primarily wheat production and sheep grazing, is the major industry in Temora Shire. The median age of people in Temora Shire has increased over the last decade, which conforms to the national trend of an aging population.

### 2.2 Land Use and Geographic Features of Study Area

Temora town centre is approximately 2 km long in a north-south direction and 0.5 km wide in an east-west direction. The primary services available in the town centre are retail, agricultural support and community facilities.

Aria Park town centre is approximately 1km long and 0.2km wide with the primary services available in the town centre being retail, agricultural support and community facilities.

### 2.3 Road Hierarchy

Temora is located at the intersection point of several major highways.

- The Burley Griffin Way (Main Road No. 84) connects Temora to Griffith travelling west and Harden/Hume Highway travelling east.
- Goldfields Way (Main Road No. 57), connects Temora to West Wyalong travelling north and Wagga Wagga travelling south.
- Milvale Road (Main Road No. 241) connects Temora to Young travelling north-east.
- Old Cootamundra Road connects Temora to Cootamundra travelling south-east

The annual average daily traffic (AADT) on major roads within the town centre are summarised in Table 1. In recent times, Main Road No. 57, which incorporates the main street of Temora, (Hoskins Street), has become an alternative route between the Newell Highway at West Wyalong and the Hume Highway in Victoria. This has contributed to an increase in traffic on Hoskins Street, as shown in Table 1.

# Pedestrian Access and Mobility Plan (PAMP)



Station No.	Location	1994	1997	2000	2003	2006	2010	2011
95578(MR84)	Victoria Street east of Hoskins Street	3200	3956	3957	4399	Unknown	4420	4733
95577(MR57)	Hoskins Street south of Loftus Street	8219	9535	9448	9417	9034	8335	8634

**Table 1 Annual Average Daily Traffic (vehicles)**

Source: Roads and Traffic Authority of NSW, Traffic Volume Data for South Western Region 2000: 1994 – 2003 data

Roads and Maritime Services NSW, Online Traffic Volume Viewer (updated 10/7/2018): 2006 - 2011 data

Apart from two roundabouts on Hoskins Street, most of the streets within the study area are controlled by give way and stop signs.

Pedestrian accident statistics for Temora did not feature in the NSW Black spots list and were therefore not specifically investigated for this study; however the extensive experience of Council staff in road safety and safety audits was inherent in the site inspection and PAMP recommendations.

## 2.4 Public Transport

Temora is no longer served by passenger rail. CountryLink bus services connect to Cootamundra, where train services to Sydney and Melbourne are provided. CountryLink buses also connect to West Wyalong and Mildura.

Temora Shire Council operates community bus services within the town centre and on a once per weekly basis (Thursday) transports passengers to Wagga Wagga for specialist medical appointments or for other requirements. Regional non-commercial bus services and school bus services are also available.

Temora and Aria Park also have an Operational Taxi services that serve both communities and other small villages in the shire.

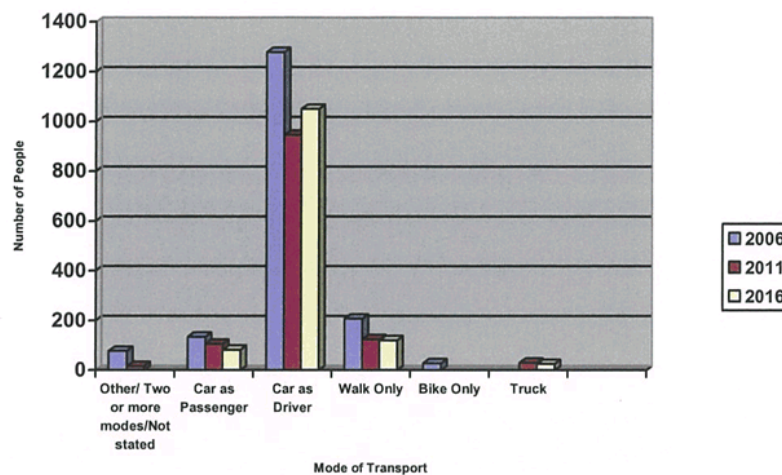
## 1.5 Travel Characteristics

Travel characteristics for Temora have been extracted from the 2006, 2011 and 2016 census data. Chart 1 below shows the journey to work data for residents of Temora, for the single census day in each of the abovementioned years.

## Pedestrian Access and Mobility Plan (PAMP)



Chart 1 - Urban Temora Journey to Work Data



It can be seen from Chart 1, that the car is the primary mode for the journey to work in Temora. Non-motorised modes are also significant with 120 people recorded as walking to work in the 2016 data.

It should be noted that Chart 1 represents only a snapshot of the travel characteristics of Temora. The data is for the journey to work only, for one day only. It does not include other trip purposes such as to shops, schools, recreation facilities etc. In terms of walking and cycling, it is likely that these modes would be important modes for school student's trips.

### 2.6 Future Transport Needs

Analysis of historical census data suggests that the population of Temora is likely to remain relatively constant over the next decade. It can therefore be assumed that the future transport needs within the study area will be similar to the existing characteristics and demand. Of particular note is that the PAMP would need to cater for the transport needs of an aging population.



# Pedestrian Access and Mobility Plan (PAMP)



## 3. PRINCIPLES OF PLANNING FOR PEDESTRIANS

### 3.1 Pedestrian Route Network

The Temora PAMP Route Network is shown on **Figure 4 (Temora)** and **Figure 5 (Ariah Park)**. The pedestrian routes were established by examining the following factors:

- hazardous locations identified by the study team;
- the location of pedestrian generators and attractors; and
- path nature.

### 3.2 Design Standards

The Temora Shire Council Footpath Maintenance and construction Policy provides a summary of the design standard required for different types of pedestrian facilities, including:

- footpath surface;
- footpath dimensions;
- crossing facilities;
- street furniture; and
- street lighting.

As agreed with the RMS, Road Safety Directorate, pedestrian facilities identified within the PAMPs must be constructed with consideration of the requirements of AS 1428 and Austroads Part 13 - Pedestrians, as the best standards that are currently available. The standards provide the design basis of the unit costs identified in the PAMPs.

Appendix C contains Temora Shire Councils footpath construction standard drawings for typical applications; however it is necessary at times to modify a standard design to suit local site specific conditions.

# Pedestrian Access and Mobility Plan (PAMP)



## 4. PEDESTRIAN ROUTE NETWORK

### 4.1 Existing Facilities

There are many existing pedestrian facilities located within the Study Area including:

- footpaths;
- pedestrian crossings;
- pedestrian refuges, and railway crossings

### 4.2 Trip Generators and Attractors

A number of trip or pedestrian generators and attractors are located within the study area as identified in **Figure 1 & 2**. Pedestrian generators and attractors include schools, child care and aged care centres, community centres, shopping centres and retail strips, recreation facilities (e.g. pools, sports facilities and parks), licensed clubs, places of worship and public transport facilities.

The prioritisation of the pedestrian network is closely linked to the proximity to facilities as discussed in Section 3.

Major generators and attractors located within the study area with particular relevance to this study include:

- Temora main street (Hoskins Street)
- Aria Park main street (Coolamon Street)
- Five schools (four in Temora and one in Aria Park), one TAFE in Temora;
- Senior Citizen's Centre.
- Temora hospital
- Five aging residential facilities, four in Temora and one in Aria Park
- Two larger day care Facilities (Dragons Tale and Bright Beginnings)

The location of trip generators and attractors was central to the PAMP network development and the prioritisation of the routes.



## Pedestrian Access and Mobility Plan (PAMP)



### 4.3 Opportunities and Constraints

#### 4.3.1 Recreation Reserves

Reserves and open space facilities throughout the study area provide some opportunities for walking paths, as well as passive and active recreational areas for walking. Larger parks present opportunities for pedestrian paths whilst smaller parks are useful in providing on-road routes with off-road access, improving the safety and aesthetic quality of the routes.

Open space facilities throughout the Study Area are shown on **Figure 1a & 1b**. The major parks within the town centre include Callaghan Park, Gloucester Park, Federal Park/Platform Y Precinct and Father Hannan Oval for Temora, with Davey Park and the Recreation Ground at Arian Park.

#### 4.3.2 Road Crossing Opportunities

Opportunities for pedestrians to cross major roads safely occur at pedestrian crossings and central refuges. Crossing opportunities are particularly important on busy highways through town centres such as Hoskins Street.

In determining appropriate pedestrian crossing facilities, the recommendations of Section 3 - Treatments for Pedestrians Crossing Roads of Austroads Part 13, Pedestrians should be taken into consideration.

Hoskins Street in the town centre is approximately 21m wide with two traffic lanes and front to-kerb angle parking on both sides. The time required for pedestrians to cross this wide road, due to the considerable width, represents a safety concern for pedestrians. There are two formal pedestrian crossings in Hoskins Street, one in the central CBD and the other to the southern side of Parkes Street. Four other informal pedestrian crossings exist in the form of pedestrian refuges in the CBD.

During the study, it was observed the intersection of Hoskins Street and Polaris Street is used for a number of pedestrian movements including school students, disability and mobility access. This is of concern due to the volume of traffic around this intersection with lack of facility treatment to aid in the safety of pedestrians crossing the road at the location.

It was found that a school children crossing facility has previously been installed on Truskett Street, Temora however no Kerb Ramps installed at the facility for ease of footpath access and disability inclusion.

At Arian Park the CBD is approximately 200 metres in length. Coolamon Street has two way traffic with parallel parking. There is also a large central median that accommodates some front to kerb parking with this median accommodating pedestrian access and further facilities such as bench seats under the peppercorn trees.

## Pedestrian Access and Mobility Plan (PAMP)



### 4.3.3 Mobility of the Elderly

The demographic data of Temora Shire shows that the town population is aging. Provision of pedestrian facilities, like paved footpaths and kerb ramps in the town centre and along the major routes connecting to the retirement villages and nursing homes, will be essential for the access of wheelchairs and motorised mobility scooters.

### 4.3.4 Railway Line Constraints

Railway lines pass through the west and south of Temora. The area west of the railway line is predominantly a residential area with one primary school. It is important that high quality pedestrian crossing facilities are provided at the four main railway crossings, namely Kitchener Road, Polaris Street, Victoria Street and Junee Road. The Victoria Street and Junee Road pedestrian railway crossing facilities are of good quality, Polaris Street crossing however doesn't separate pedestrians from the traffic lane forcing mobility scooters to use the traffic lane to cross the railway line. This matter is being addressed with design plans for construction of an approved pedestrian facility at this level crossing being developed late 2018 / early 2019.

Kitchener Road crossing is different to that of the other 3 crossings being that a designated pedestrian facility is not located at the crossing however the already constructed cycleway crosses at this level crossing. This allows for inclusion of pedestrians including mobility scooters to safely cross using the cycleway to remain separated from the traffic lanes.

Ariah Park upon investigation has a railway crossing in Coolamon Street utilised for pedestrian access for properties to the northern side of the crossing however there is a lack of a proper inclusive pedestrian facility at the level crossing.

### 4.4 Audits Process

This PAMP has been developed as shown in the PAMP Methodology Chart (Figure 1). A physical assessment was undertaken by Council's Senior Engineering Technical Officer with assistance from the Roads Safety Officer. The key focus of the assessment was to identify access barriers for pedestrians with a specific focus on access for less mobile pedestrians such as the elderly and being disability inclusive. The identified barriers found in a number of cases included:

1. Lack of kerb ramps, or poor kerb ramp design; i.e. ramps too steep,
2. Lack of footpaths or discontinued path; and
3. Major cracking and raised paving in the path of travel.

Other individual barriers were identified and highlighted within audit spreadsheets Appendix A. Photos taken during the audit highlighting the footpath issues are included in Appendix B.



## Pedestrian Access and Mobility Plan (PAMP)



### 4.4.1 High Priority Routes

The existing high priority pedestrian route network is presented in **Figures 4 & 5** and described below.

**1. Hoskins Street:**

Both sides of Hoskins Street between Polaris Street and Britannia Street have a high concentration of pedestrian and retail activities. The footpaths are of concrete construction and in reasonable condition, with the two main CBD blocks between Victoria and Parkes Street in excellent condition, following reconstruction in 2006.

Pedestrian crossing facilities such as a refuge or a marked crossing are provided at major intersections with Parkes Street, Loftus Street, Victoria Street and Grey Street.

**2. Loftus Street:**

The northern side between Baker Street and Temora Hospital and the southern side between Baker Street and Father Hannan Oval have a formed surface of varying material types of either concrete (*majority*) or pavers.

Pedestrian crossing facilities are provided at Father Hannan Oval, (at intersection with Aurora Street) at the intersection of De Boos Street, and on both sides of the intersection with Hoskins Street.

**3. De Boos Street:**

Both sides of the road between Parkes Street and Victoria Street have a formed surface of varying material types of either concrete or bitumen (*majority*). Marked pedestrian crossings are located at the intersection with Parkes Street and also at Loftus Street intersection with these two marked crossings being within a 40 k/ph School Zone.

**4. Additional High Priority Facilities:**

- Pedestrian Crossing on Asquith Street providing access to Temora High School
- Pedestrian Kerb Blisters on Polaris Street accessing the Temora High School / TAFE
- Pedestrian Blisters / Refuge on Pitt Street Arah Park accessing Arah Park Central School
- Children's Crossing with Kerb Blisters Parkes Street Accessing Temora Public School
- Children's Crossing on Truskett Street accessing Temora West Public School

### 4.4.2 Low Priority Routes

The proposed new low priority pedestrian routes adjoining the existing network are presented in **Figure 4 & 5**.

The low priority routes connect with the high priority routes and extend the pedestrian network. The low priority routes connect the schools, aged care facilities, hospital, and places of worship to the Temora Town Centre.

## Pedestrian Access and Mobility Plan (PAMP)



### 4.4.3 Other Future Considerations

During studies it was found that at six spate intersections locations that there is a total of 17 substandard gutter crossing structures (*Listed on Page A7, Appendix A*), being necessary for future replacement to standard kerb ramps for the following reasons;

1. Inadequate width as an inclusive pedestrian access ramp, not meeting the standard requirements for wheelchair or mobility scooter access
2. No safety railings on the structures preventing persons, wheelchairs or mobility scooters accidentally going off the edge of a structure.
3. Slope grades don't meet Australian Standard and specification requirements, with some structures having a very convex shape

Due to these structures being installed many years previous they should be considered for future replacement however aren't scheduled in any short term plans.



Photo 1; Example of substandard pedestrian gutter crossing bridges

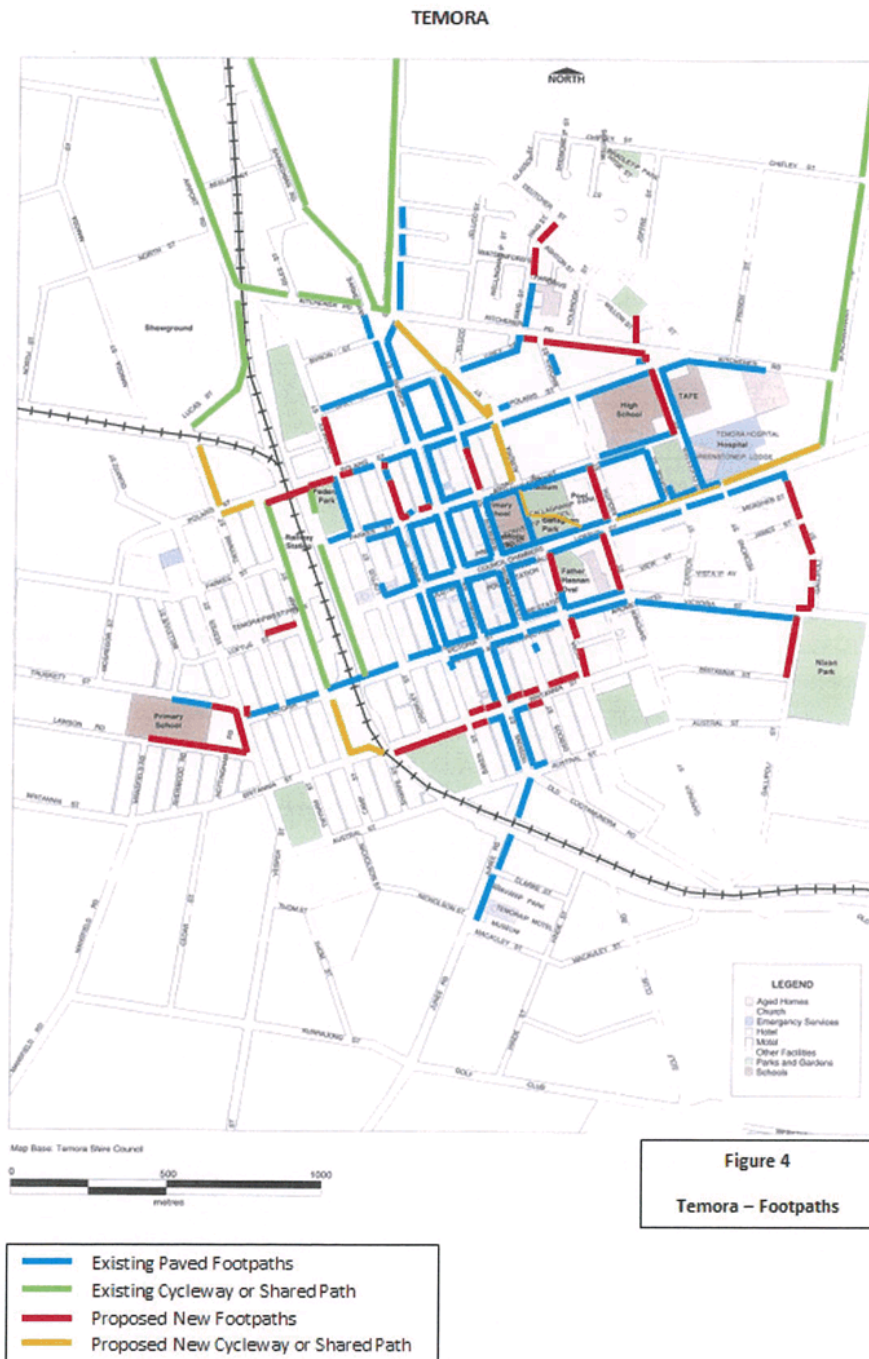


Photo 2; Example of substandard pedestrian gutter crossing bridges

## Pedestrian Access and Mobility Plan (PAMP)

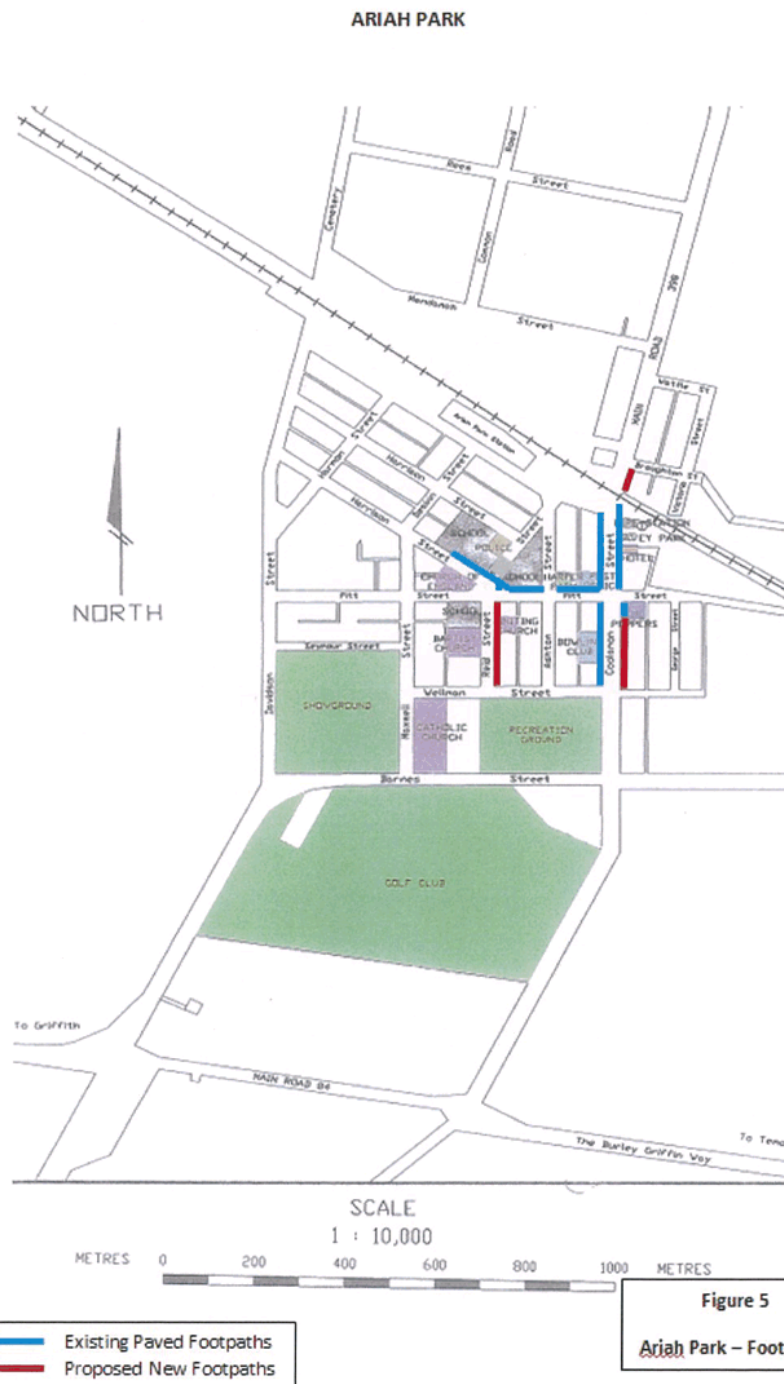


### 4.4.4 Existing and Proposed Footpath Infrastructure





# Pedestrian Access and Mobility Plan (PAMP)



## Pedestrian Access and Mobility Plan (PAMP)



### 5. PHYSICAL WORKS SCHEDULE AND COST ESTIMATE

#### 5.1 Summary of Works Schedule

The Works Schedule is attached in Appendix A and is sorted into the following two categories:

- High - works on high priority routes
- Low - works on low priority routes

Work included in the schedule is the construction of new footpaths, kerb ramps, new pedestrian facilities and footpath repairs/replacements. This further includes the replacement of sub-standard facilities such as kerb ramps and pedestrian bridges.

#### 5.2 Cost Estimate

The cost estimates presented in the Physical Works Schedule (**Appendix A**) are based on unit prices given in **Table 3**. These cost estimates were developed based on work previously completed by Council and reviewed by Councils Engineering Technical Manager and Works Manager to also accommodate cost inflation over the 5 year period that this PAMP will address. Estimates of Indicative cost are used as a guide only for the purpose of preliminary budget preparation as costs for labour/materials vary on a yearly basis and project specific location requirements.

The schedule contained in **Appendix A** gives indicative costs for the various engineering actions recommended. The Physical Works Schedule should be reviewed by Council as part of the annual budget review process.

#### 5.3 Other issues

Apart from the path issues, the following issues were noted during the footpath inspection.

##### 5.3.1 High Use by Elderly Pedestrian

Elderly residents using wheelchairs and motorised mobility scooters are commonly seen travelling on footpaths and roads where no paved footpath exists. The provision of paved paths and kerb ramps are therefore essential for the safe access for mobility impaired residents while remaining disability inclusive.

##### 5.3.2 Pedestrian Crossing Facilities

Pedestrian crossing facilities (kerb ramps, pedestrian refuge or marked crossing) are generally not provided on all four approaches of the roundabouts and priority-controlled intersections along Hoskins Street. In addition, there are no formal pedestrian crossing facilities on Hoskins Street north of Parkes Street.

## Pedestrian Access and Mobility Plan (PAMP)



A roundabout is a high priority within the plan at the intersection of Hoskins Street and Polaris Street as a formal and safe way to have pedestrians cross the road at this high risk location. The roundabout is crucial in the aid of installing pedestrian refugees at this intersection due to the wide nature of the sealed pavement and other risk factors including traffic volumes at the intersection due to the entry into Woolworths fuel outlet, an exit from Woolworths carpark, turning traffic from either side of Polaris Street and through traffic on Hoskins Street. (see Photo 3 below).



**Photo 3; Hoskins and Polaris Street Intersection**

A roundabout will improve the flow of traffic and also allow provisions for pedestrian refugees to be installed for pedestrians to use a two-step approach in crossing the road. Drivers will also then only need to concentrate on vehicles to their right within the roundabout and whether a pedestrian has started to cross the road at a refugee location.

A summary of the issues associated with pedestrian crossing facilities within Temora town centre is listed in Table 2.

**Table 2 - Pedestrian Crossing Issues**

Location	Issue
Hoskins St / Parkes St	No median opening and Kerb Ramps on 1 approach No paved footpath outside Fritsch Bros Pty Ltd connecting the kerb ramp on Parkes Street to the Hoskins Street footpath
Hoskins St / Victoria St	No median openings and kerb ramps on 1 approach (Hoskins St south side of roundabout)
Hoskins St / Polaris St	No formal pedestrian crossing facility (refugee or blisters) and ramps are steep



## Pedestrian Access and Mobility Plan (PAMP)



**Table 3 - Unit Costs of Works**

Reference	Item	Unit Cost
AS 1428	Install Tactile Tiles (per ramp)	\$750 each
AS 1428.1 Austroads Pt 13 Fig 2.6	Kerb Ramp - typical	\$2,500 each
	Pedestrian Bridge / Gutter Crossing	\$2,500 - \$10,000 each
	Relocate Bin / Street Furniture	\$500 each
	Remove Trees / Item	\$2,000 each (large) \$500 each (small)
	Repair Roadway Crossing	Site Specific \$2,000 - \$15,000
	Repair Footpath (per 1.5m width)	\$200/m
	Footpath New (1.5m)	\$150/m
	Footpath New (2.5m)	\$300/m
	Footpath New (3.6m)	\$430/m
	Footpath Reconstruct (1.5m)	\$180/m
	Footpath Reconstruct (2.5m)	\$250/m
	Footpath Reconstruct (3.5m)	\$460/m
	Standard Sign and Stem (installed)	\$500 each
AS 1428	Supply and Install AS Bench Seat	\$2,500 each
AS 1428	Supply and Install New Bin	\$3,500 each
	Trim Trees (3m pedestrian clearance)	\$250 - \$500/site
AS 1742.10 Austroads Pt 13 fig 3.10	Linemark Standard Zebra Crossing ( <i>does not include lighting</i> )	\$3,500 each
	Additional Linemarking (Dragons Teeth, NSW Zig Zag's, Piano Keys, School Crossing)	\$2,700 per site
	Upgrade Street Lighting	Site Specific \$10,000 - \$50,000
	Law Enforcement and Education Programs	\$750 each
	Steel Handrail (32mm diameter, Zinc chromate primed)	\$180/m
	Consultation with Major Services and Service Location	\$1,750 each
	Install Street Trees	\$1,500 each
	Drinking Station – GWCC Type	\$20,000 each

# Pedestrian Access and Mobility Plan (PAMP)



## 6. RECOMMENDATIONS

### 6.1 Funding Sources and Implementation of PAMP

#### 6.1.1 The Roads and Maritime Services

The development of this PAMP is likely to assist in gaining additional funding from the RMS specifically for the completion of actions identified as part of this PAMP. All future RMS funding will be determined on an annual basis.

#### 6.1.2 Section 217 Roads Act Contributions To Footpath Construction Cost

Temora Shire Council as the roads authority implement Section 217 of the Roads Act, 1993 and Section 219 of the Roads Act 1993 in terms of recovery of costs incurred with contributions able to be recovered as if they were unpaid rates under the Local Government Act, 1993 applying to all properties adjoining public roads.

In accordance with Section 217 Roads Act 1993;

- The owner of land adjoining a public road is liable to contribute to the cost incurred by a road authority in constructing or paving any kerb or gutter or footway along the side of the public road.
- The amount of the contribution is to be such amount as determined by the road authority, but must be no more than half the cost.
- The owner becomes liable for the amount determined

Where Council intends to carry out new footpath construction all affected owners will be notified prior to the scheduled date of the commencement of such works. Written notice shall advise the property owner of the contribution to be charged by Council for the works. A contribution for works shall not apply where a contribution to footpath has previously been paid.

The owner of the land adjoining the public road where the footpath is to be constructed shall contribute to Council a percentage value detailed in the table below with contribution amount applied as per Council's Schedule of Fees and Charges.

Type of Property	Contribution
All properties with one frontage to a public road on the street address frontage	50% of cost per l/m as outlined in Council's Schedule of Fees & Charges
All properties with one frontage to a public road on the non-street address frontage	25% of cost per l/m for as outlined in Council's Schedule of Fees & Charges (Generally considered a side frontage)
All properties with more than one frontage to a public road	50% of cost per l/m for property frontage with street address and 25% of cost per l/m for any other frontage as outlined in Council's Schedule of Fees & Charges
<b>Note;</b> Where existing concrete footpath or driveways are installed this value is to be deducted from the frontage contribution value	

## Pedestrian Access and Mobility Plan (PAMP)



### 6.1.3 Roads to Recovery Program

The Federal Government's Roads to Recovery Program has been extended to 2022. The program is not just confined to roads; it also includes footpaths and bicycle paths.

### 6.1.4 Local Area Traffic Management and other Council Works

Many of the gains that can be made in road safety and management of traffic through Local Area Traffic Management schemes can also assist in improving the road environment for pedestrians. The provision of traffic, pedestrian and cyclist facilities in the road space should be considered in an integrated way and the same should apply in the allocation of funding.

### 6.1.5 Community Works

Some works can be assisted by the community such as the pathway to Lake Centenary, which was opened in 1988 being a relevant example; however this path has now been upgraded to a concrete shared path by Temora Shire Council finished in 2017.

### 6.1.6 Sponsored Signage and Bus Shelters

Bus shelters, signage, seating and rubbish bins can be provided by the private sector by cross-subsidy from advertising. Council should reconsider the design and placement of bus shelters in order to address pedestrian accessibility requirements.

### 6.1.7 Partnerships

A partnership approach may be possible in some instances. For example, access to the County Link bus stop may be improved via a partnership between State Rail and Council.

## 6.2 Monitoring Program

As the pedestrian network is developed, it will be important to monitor the condition of the network over time. In particular, it will be important to further develop an understanding of travel patterns and behaviour regarding the role that walking plays.

Monitoring will relate to the following three areas:

- route condition asset inspections and overall route quality;
- changes in demand in light of land use changes and developments; and
- Implementation of council action recommendations.

Monitoring of the quality of pedestrian routes will be undertaken by an annual asset inspection using "REFLECT" software. This will enable the overall quality of routes to be improved, problems to be addressed and resources to be targeted appropriately.



## Pedestrian Access and Mobility Plan (PAMP)



A typical annual asset inspection would involve an assessment of route conditions via review onsite by walking the specified route and would be undertaken by a person familiar with pedestrian design issues. The Temora\_Footpath database in "REFLECT" shall be used to record all defects including design issues such as; sub-standard kerb ramps, issues caused by trees, asset service issues, etc. to allow for planning to address the issues by inclusion in councils future capital budgets when unable to be completed within footpath maintenance budgets.

### 7. CONCLUSION AND RECOMMENDATIONS

#### 7.1 Conclusion

The study concluded that the objectives of the PAMP could be achieved in the study area by a staged implementation of actions across the areas of enforcement, encouragement, education and engineering. Many of these actions in the first three areas will occur as part of Council's other programs. In the latter, the proposed Works Schedule (**Appendix A**) should be implemented.

#### 7.2 Recommendations

It is recommended that the Council consider for adoption the PAMP Network (**Figures 4 and 5**) and associated Physical Works Schedule (**Appendix A**) and other actions in conjunction with the RMS and other Authorities.

In addition to items identified in the Works Schedule, specific recommendations given throughout this report include:

1. Provision of continuous and inclusive paved footpath network to facilitate the mobility of the general community including emphasis on elderly, wheelchair bound persons and increasing use of electronic mobility scooters;
2. Replacement of sub-standard kerb ramps (lip, steep and narrow kerb ramps) with Australian Standard kerb ramps;
3. Investigate provision of additional crossing facilities (e.g. kerb ramps, median opening, refuge or marked crossing) on all intersection approaches along the high priority section of Hoskins Street;
4. Encourage walking as an alternative transport option by introducing measures aimed at educating people of the benefits associated with walking; and
5. Provide training on the safe usage of scooters, and rights and responsibility of scooter users.

# Pedestrian Access and Mobility Plan

## (PAMP)



### 8. REFERENCES

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Roads Act 1993

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Australian Bureau of Statistics (ABS), 2016 Census data.

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AS 1428.1 - 1998: Design for Access and Mobility, Part 1 - General Requirements for Access - New Building Work

AS 1428.2 - 1992: Design for Access and Mobility, Part 2 - Enhanced and Additional P Requirements - Buildings and Facilities

AS 1428.4 - 1992: Design for Access and Mobility, Part 4 - Tactile Ground Surface Indicators for the Orientation of People with Vision Impairment

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Commonwealth Attorney General's Department (1999) Australian Road Rules

Hulse, A.M. & Singleton, D.J. - "Greater Hobart Metropolitan Area: Development of a Methodology for the Evaluation and Ranking of Road Projects", National Transport Conference, Institution of Engineers Australia, Melbourne, 1989

NSW Government, NSW Healthy Ageing Framework, 2016 - 2020

NSW Government Health Disability Inclusion Action Plan 2016 - 2019

NSW Roads and Traffic Authority, Technical Direction 9 8/6, Use of Traffic Calming Devices as Pedestrian Crossings

NSW Roads and Traffic Authority, Traffic Volume Data for South Western Region, 2000

State Transit & PPK Environmental (1999) Bus Stop Style Guide

WSROC (1998) Manual of Best Practice - Access for People with Mobility Disabilities.

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**END DOCUMENT**

**Temora Shire Council**

**PAMPS**



**TEMORA**  
*The Friendly Shire*

**Appendix A**

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**Physical Works Schedule**



## Temora Shire Council

Temora Pedestrian Access and Mobility Plan  
Appendix A

TEMORA			Cross Street	Side	Issue	Action	Quantity	Unit	HIGH PRIORITY FOOTPATH WORKS			
ID	Street								Priority	Cost	Photo No.	Work Schedule
01	Hoskins St	M	Polaris St Middle		Roundabout construction to allow pedestrian access on all four approaches to roundabout	Construct roundabout with pedestrian refugees on all 4 approaches with kerb ramps	1	item	H	\$600,000	1	1-5 years
02	Hoskins St	W	Parkes St S		No kerb ramp crossing access point on 1 approach of roundabout	Provide median opening and wheelchair access ramps	1	item	H	\$10,000	2	1-5 years
03	Parkes St	N	Hoskins St E		No Foot Path	Construct New Footpath (1.5m) (Between Hoskins & Little Baker St)	80	m	H	\$12,000	3	1-5 years
04	Parkes St	N	Baker St W		No Kerb Ramps	Install 2 Access Ramps	2	item	H	\$5,000	4	1-5 years
05	Lofus St	N	Hoskins St E		Footpath needs replacing as part of the Lofus St Taxi Rank Upgrade	New Footpath/Taxi Rank Facility and pedestrian accesses	1	item	H	\$140,000	5	1-5 years
06	Hoskins St	E & W	Victoria St N		No kerb ramp crossing access point on 1 approach of roundabout	Provide median opening and wheelchair access ramps	1	item	H	\$15,000	6	1-5 years
07	Truskett St	N & S	N/A		No Kerb Ramps x2 accessing the existing Children's Crossing	Construct 2 access ramps either side of the Children's Crossing	2	item	H	\$5,000	7	1-5 years
08	Truskett St	S	Vesper St W		No Foot Path	Construct new Foot path (1.5m)	140	m	H	\$21,000	8	1-5 years
09	Vesper St	E	Victoria St N		Needs Footpath connecting to Kerb Ramp	Construct New Foot path (1.5m)	25	m	H	\$3,750	9	1-5 years
10	Polaris St	S	Railway Level Crossing		No Pedestrian Crossing Facility at Level Crossing	Install Railway Pedestrian Facility	1	Item	H	\$80,000	10	1-5 years
11	Polaris St	S	Crowley St E		No Footpath	Construct New Foot path (1.5m)	200	m	H	\$30,000	11	1-5 years
12	Polaris St	S	Crowley St E		No Footpath -Existing service infrastructure issues	Construct New Foot path (1.5m) Install Access Ramp	30 1	m item	H H	\$15,000	12	1-5 years
13	Gloucester St	S	Polaris St N		No Footpath	Construct new Foot path (1.5m)	240	m	H	\$36,000	13	1-5 years
14	Aurora St	E	Lofus St N		No Footpath	Construct new Foot path (1.5m)	110	m	H	\$16,500	14	1-5 years
15	Hoskins St	W	Grey St N		Kerb ramp has a lip at invert level being sub-standard	Replace Kerb Ramp	1	item	H	\$2,500	15	1-5 years

## Temora Shire Council

Temora Pedestrian Access and Mobility Plan  
Appendix A

ID	Street	Side	Cross Street	Issue	Action	Quantity	Unit	Priority	Cost	Photo No.	Work Schedule
16	Loftus St	S	Little Deboos St E	Kerb Ramp needs installing for inclusive access to footpath	Install Kerb Ramp	2	item	H	\$5,000	16	1-5 years
17	Deboos St	E	Polaris St S	Kerb Ramp missing to access existing concrete footpath	Install Kerb Ramp	1	item	H	\$2,500	17	1-5 years
18	Britannia St	S	Hoskins St E	Concrete footpath in poor condition and needs replacing	Replace existing 3.6m footpath from Pinnacle Driveway to stone concrete section at 1.5m	30	m	H	\$5,400	18	1-5 years
19	Loftus St	N	Crowley St W	Concrete footpath in poor condition and needs replacing Additional paver around Grand Hotel Building need removing and establishing back to a 1.5m footpath	Remove pavers and replace footpath between little Crowley St and Crowley St at 1.5m	60	m	H	\$10,800	19	1-5 years
20	Victoria St	S	Hoskins St W	Concrete footpath in very poor condition outside the Metro Service Station and needs replacing	Replace Footpath (2.0m)	30	m	H	\$7,500	20	1-5 years
21	Asquith St	W	Loftus St S	No Footpath	Construct new Foot Path (1.5m)	206	m	H	\$30,900	21	1-5 years
TOTAL									\$1,053,850		
Total is \$453,850 when not included Polaris Street Roundabout Value											

## Temora Shire Council

Temora Pedestrian Access and Mobility Plan  
Appendix A

TEMORA			Cross Street	Side	Issue	Action	Quantity	Unit	LOW PRIORITY FOOTPATH WORKS			
ID	Street								Priority	Cost	Photo No.	Work Schedule
22	Gallipoli St	W	Victoria St N		No Footpath to Nixon Park from Victoria Street	Construct Foot Path (1.5m) (Victoria St to Britannia St)	210	m	L	\$31,500	22	6-10 years
23	Deboos St	W	Victoria St S		Replace existing bitumen footpath with concrete path due to poor condition, consideration to return path to standard 1.5m width	Construct new Footpath (1.5m) Or Construct new Footpath to existing bitumen width (3.5m)	200	m	L	\$50,000	23	6-10 years
24	Deboos St	E	Loftus St N		Replace existing bitumen footpath outside Temora Town Hall Theatre with concrete path due to poor condition with existing 3.5m wide	Construct new Footpath (3.5m)	30	m	L	\$13,800	24	6-10 years
25	Aurora St	E	Victoria St N		No Footpath	Construct new Foot path (1.5m)	190	m	L	\$28,500	25	6-10 years
26	Britannia St	S	Hoskins St E		No Footpath	Construct new Foot path (1.5m)	55	m	L	\$8,250	26	6-10 years
27	Deboos St	E/W	Grey St N		Existing 1.2m footpath both sides needs replacing due to poor condition	Replace Foot path (1.5m)	360	m	L	\$64,800	27	6-10 years
28	Deboos St	E	Polaris St N		No Footpath	Construct New Foot path (1.5m)	180	m	L	\$27,000	28	6-10 years
29	Gardiner St	W	Loftus St N		No Footpath	Construct new Foot path (1.5m)	210	m	L	\$31,500	29	6-10 years
30	Loftus St	N	Camp St E		No Footpath linking Camp St cycleway to Temora West Park (toilets and water access)	Construct new Foot path (1.5m)	120	m	L	\$18,000	30	6-10 years
31	Crowley St	E	Grey St N		No Footpath	Construct new Foot path (1.5m)	180	m	L	\$27,000	31	6-10 years
32	Camp St	W	Victoria St S		Water Ponding in Kerb at Intersection limiting access to kerb ramp and footpath	Kerb and Gutter to be replaced in future budget	1	item	L	N/A	32	6-10 years
TOTAL										\$342,350		



## Temora Shire Council

Temora Pedestrian Access and Mobility Plan  
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TEMORA			Cross Street	Side	Issue	Action	Quantity	Unit	FUTURE LOW PRIORITY FOOTPATH WORKS			
ID	Street								Priority	Cost	Photo No.	Work Schedule
33	Haig St		Deucher St N	E	No Footpath	Construct new Foot path (1.5m)	190	m	L	\$28,500	33	> 10 years
34	Deboos St		Parkes St N	E	Replace existing bitumen footpath with concrete path due to poor condition	Construct new Footpath (3.5m)	200	m	L	\$92,000	34	> 10 years
35	Lofus St		Bowling Club Lane E	N	Existing footpath across the front of Callaghan Park and Lions Park needs replacing due to poor condition	Replace Footpath (1.5m)	140	m	L	\$25,200	35	> 10 years
36	Lofus St		Aurora St W	S	Existing footpath between Aurora St and Gardiner St needs replacing due to poor condition	Replace Footpath (1.5m)	200	m	L	\$36,000	36	> 10 years
37	Lofus St		George St W	N	Existing footpath between George St and Gloucester St needs replacing due to poor condition	Replace Footpath (1.5m)	95	m	L	\$17,100	37	> 10 years
38	Parkes St		Deboos St W	S	Existing footpath between Deboos St and Recreation Centre needs replacing due to poor condition	Replace Footpath (3.5m)	120	m	L	\$55,200	38	> 10 years
39	Baker St		Polaris St N	E	No Footpath (Section already existing at rear of Woolworths building)	Construct New Footpath (1.5m)	130	m	L	\$19,500	39	> 10 years
40	Gallipoli St		Lofus St N	W	No Kerb Ramp	Install Kerb Ramp	1	item	L	\$2,500	40	> 10 years
41	Gallipoli St		Lofus St N	W	No Footpath	Construct New Foot path (1.5m)	436	m	L	\$65,400	41	> 10 years
42	Victoria St		Gallipoli St E	N	No Footpath	Construct New Foot path (1.5m) Install Access Ramp	45 2	m item	L	\$11,750	42	> 10 years
43	Britannia St		Deboos St W	N	No Footpath	Construct new Foot path (1.5m)	110	m	L	\$16,500	43	> 10 years
44	Britannia St		Baker St E	S	No Footpath between Hoskins Street and Railway Access to Temora West Southern End	Construct new Foot path (1.5m)	240	m	L	\$36,000	44	> 10 years
45	Vesper St		Lawson Road S	W	No Footpath	Construct new Foot path (1.5m)	130	m	L	\$19,500	45	> 10 years

## Temora Shire Council

Temora Pedestrian Access and Mobility Plan  
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ID	Street	Side	Cross Street	Issue	Action	Quantity	Unit	Priority	Cost	Photo No.	Work Schedule
46	Britannia St	N	Hoskins St W	No Footpath	Construct new Foot path (1.5m)	110	m	L	\$16,500	46	> 10 years
47	Kitchener Rd	S	Grey St W	No Footpath	Construct new Foot path (1.5m)	400	m	L	\$60,000	47	> 10 years
48	Kitchener Rd to Hillview Park	N	Polaris St E	No Footpath to Hillview Park via Willow Street	Construct new Foot path (1.5m)	90	m	L	\$13,500	48	> 10 years
49	Lawson Rd	N	Vespers St E	No Footpath servicing the side streets adjoining Lawson Rd	Construct new Foot path (1.5m)	260	m	L	\$39,000	49	> 10 years
50	Hoskins St	W	Victoria St N	Existing 3.6 m footpath needs replacing due to poor condition	Replace Footpath (3.6m)	210	m	L	\$96,600	50	> 10 years
51	Hoskins St	E	Victoria St N	Existing 3.6 m footpath needs replacing due to poor condition	Replace Footpath (3.6m)	210	m	L	\$96,600	51	> 10 years
52	Loftus St	N	Deboos St W	Existing 3.6m footpath needs replacing and the 1.5m adjoining footpath to Callaghan Park	Replace Footpath (3.6m) Replace Footpath (1.5m)	55 55	m m	L L	\$25,300 \$8,250	52	> 10 years
53	Loftus St	N	Asquith St W	Existing footpath between Asquith St and George St needs replacing due to poor condition	Replace Footpath (1.5m)	170	m	L	\$30,600	53	> 10 years
TOTAL									\$811,500		

## Temora Shire Council

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ARIAH PARK				Issue	Action	Quantity	Unit	HIGH PRIORITY FOOTPATH WORKS			
ID	Street	Side	Cross Street					Priority	Cost	Photo No.	Work Schedule
54	Reid St	E	Wellman St N	No Foot path to link the pedestrian facility on Pitt St to the Recreation facilities	Construct New Foot Path (1.5m)	240	m	L	\$36,000	54	1-5 years
TOTAL									\$36,000		
ARIAH PARK				Issue	Action	Quantity	Unit	Priority	Cost	Photo No.	Work Schedule
ID	Street	Side	Cross Street								
55	Coolamon St	E	Wellman St S	No Footpath	Construct new Foot path (1.5m)	190	m	L	\$28,500	55	6-10 years
56	Coolamon St	E	Railway Level Crossing	Unpaved crossing point at Railway Level Crossing	Upgrade pedestrian Facility at Railway Level Crossing to ensure accessibility for mobility impaired and motorised scooters	1	item	L	\$80,000	56	6-10 years
TOTAL									\$108,500		
ID	Street	Side	Cross Street	Issue	Action	Quantity	Unit	Priority	Cost	Photo No.	Work Schedule
57	Coolamon St	E	Broughton St N	Continue pedestrian access to the North of the Railway Level Crossing	Construct new Foot path (1.5m)	70	m	L	\$10,500	57	> 10 years
TOTAL									\$10,500		



## Temora Shire Council

Temora Pedestrian Access and Mobility Plan  
Appendix A

TEMORA		OTHER FUTURE CONSIDERATIONS				OTHER FOOTPATH WORKS CONSIDERATIONS			
ID	Streets Intersection	Issue	Action	Quantity	Unit	Priority	Cost	Photo No.	
58	Britannia St / Baker St Intersection	Sub-standard access ramps with no pedestrian safety railings, future upgrade to Kerb Ramp	Install new Kerb Ramps to replace existing infrastructure	5	item	L	\$12,500	Example images on Page 17 of PAMPS Plan	
59	Britannia St / Deboos St Intersection	Sub-standard access ramps with no pedestrian safety railings, future upgrade to Kerb Ramp	Install new Kerb Ramps to replace existing infrastructure	4	item	L	\$10,000		
60	Deboos St / Austral St Intersection	Sub-standard access ramps with no pedestrian safety railings, future upgrade to Kerb Ramp	Install new Kerb Ramps to replace existing infrastructure	2	item	L	\$5,000		
61	Britannia St / Aurora St Intersection	Sub-standard access ramps with no pedestrian safety railings, future upgrade to Kerb Ramp	Install new Kerb Ramps to replace existing infrastructure	1	item	L	\$2,500		
62	Deboos St / Parkes St Intersection	Sub-standard access ramps with no pedestrian safety railings, future upgrade to Kerb Ramp	Install new Kerb Ramps to replace existing infrastructure	3	item	L	\$7,500		
63	Baker St / Parkes St Intersection	Sub-standard access ramps with no pedestrian safety railings, future upgrade to Kerb Ramp	Install new Kerb Ramps to replace existing infrastructure	2	item	L	\$5,000		
						TOTAL	\$42,500		

**Temora Shire Council**

**PAMPS**



**TEMORA**  
*The Friendly Shire*






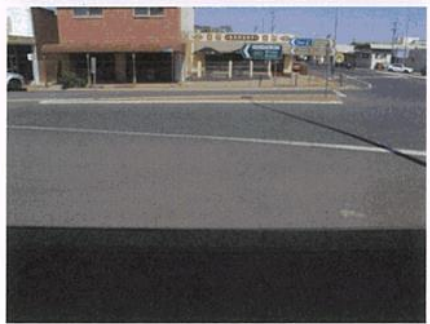
**Appendix B**

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**Photos**

Temora Shire Council

Temora Pedestrian Access and Mobility Plan  
Appendix B**TEMORA – HIGH PRIORITY FOOTPATH WORKS (1-5 years)**

	
<b>Photo 1</b>	<b>Photo 2</b>
	
<b>Photo 3</b>	<b>Photo 4</b>
	
<b>Photo 5</b>	<b>Photo 6</b>

Temora Shire Council

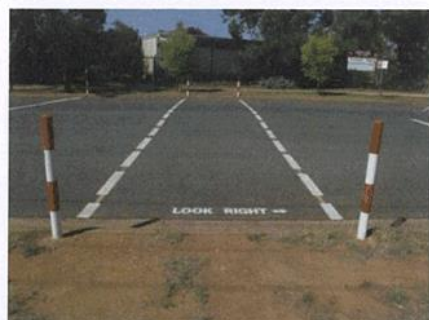
Temora Pedestrian Access and Mobility Plan  
Appendix B

Photo 7



Photo 8



Photo 9

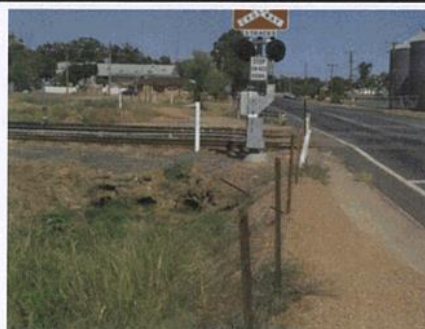


Photo 10



Photo 11



Photo 12



Temora Shire Council

Temora Pedestrian Access and Mobility Plan  
Appendix B

Photo 13



Photo 14



Photo 15



Photo 16



Photo 17



Photo 18

Temora Shire Council

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Appendix B

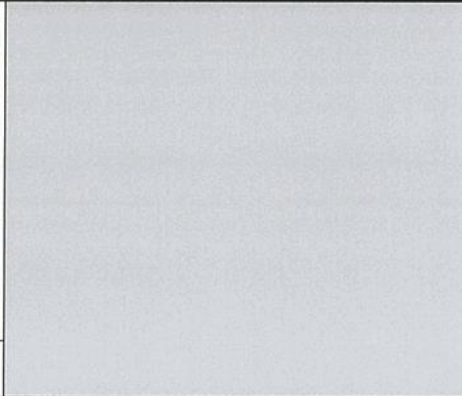
Photo 19



Photo 20



Photo 21





Temora Shire Council

Temora Pedestrian Access and Mobility Plan  
Appendix B**TEMORA – LOW PRIORITY FOOTPATH WORKS (6-10 years)****Photo 22****Photo 23****Photo 24****Photo 25****Photo 26****Photo 27**

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Temora Pedestrian Access and Mobility Plan  
Appendix B

Photo 28



Photo 29



Photo 30



Photo 31



Photo 32

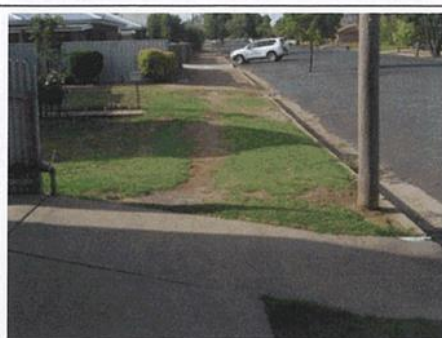
Temora Shire Council

Temora Pedestrian Access and Mobility Plan  
Appendix B**TEMORA – LOW PRIORTY FOOTPATH WORKS (> 10 years)**

	
<b>Photo 33</b>	<b>Photo 34</b>
	
<b>Photo 35</b>	<b>Photo 36</b>
	
<b>Photo 37</b>	<b>Photo 38</b>



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Temora Pedestrian Access and Mobility Plan  
Appendix B**Photo 39****Photo 40****Photo 41****Photo 42****Photo 43****Photo 44**

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Photo 45



Photo 46



Photo 47



Photo 48



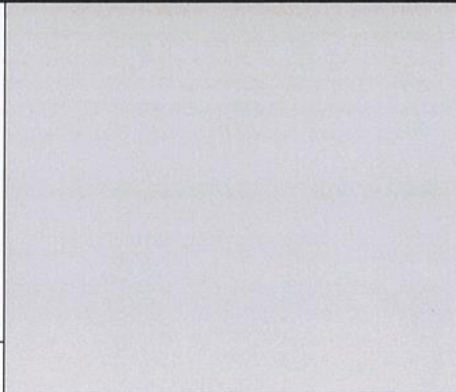
Photo 49



Photo 50



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Temora Pedestrian Access and Mobility Plan  
Appendix B**Photo 51****Photo 52****Photo 53**

Temora Shire Council

Temora Pedestrian Access and Mobility Plan  
Appendix B**ARIAH PARK – HIGH PRIORTY FOOTPATH WORKS (1-5 years)****Photo 54****ARIAH PARK – LOW PRIORTY FOOTPATH WORKS (6-10 years)****Photo 55****Photo 56****ARIAH PARK – LOW PRIORTY FOOTPATH WORKS (>10 years)****Photo 57**

**Temora Shire Council**

**PAMPS**



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Appendix C

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**Footpath Construction  
Standard Drawings**

Temora Shire Council

Temora Pedestrian Access and Mobility Plan  
Appendix C

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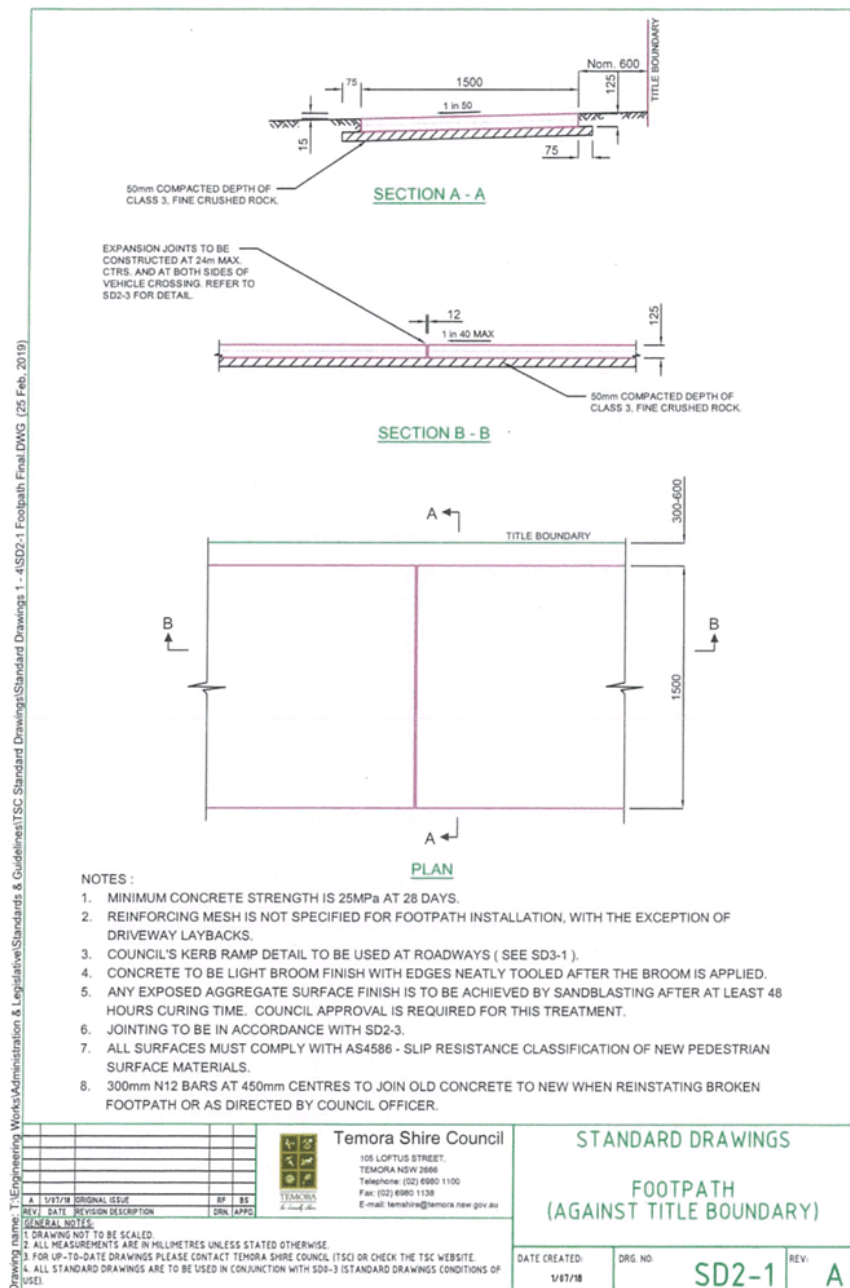
## Introduction

Temora Shire Council footpath construction standard drawings are developed for this study area based on Australian Standards and Technical Guidelines including AUSTROADS. In particular AS1428, AUSTROADS Parts 13 and 14.

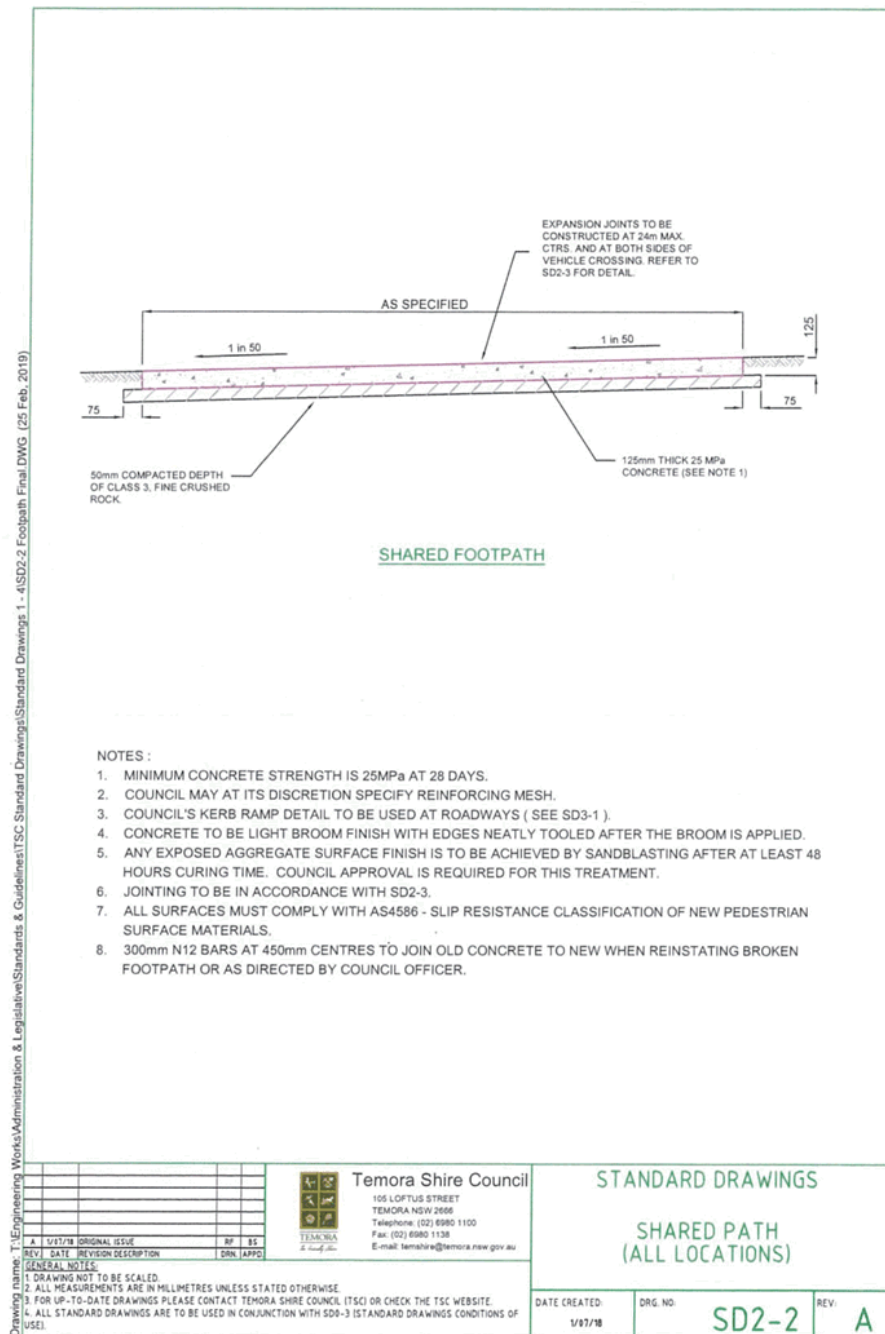
Further the Standards and Guidelines are subject to revision by Australian Standards, AUSTROADS and other authorities such as Roads and Maritime Services (RMS), and should be regularly updated against the latest source documents.



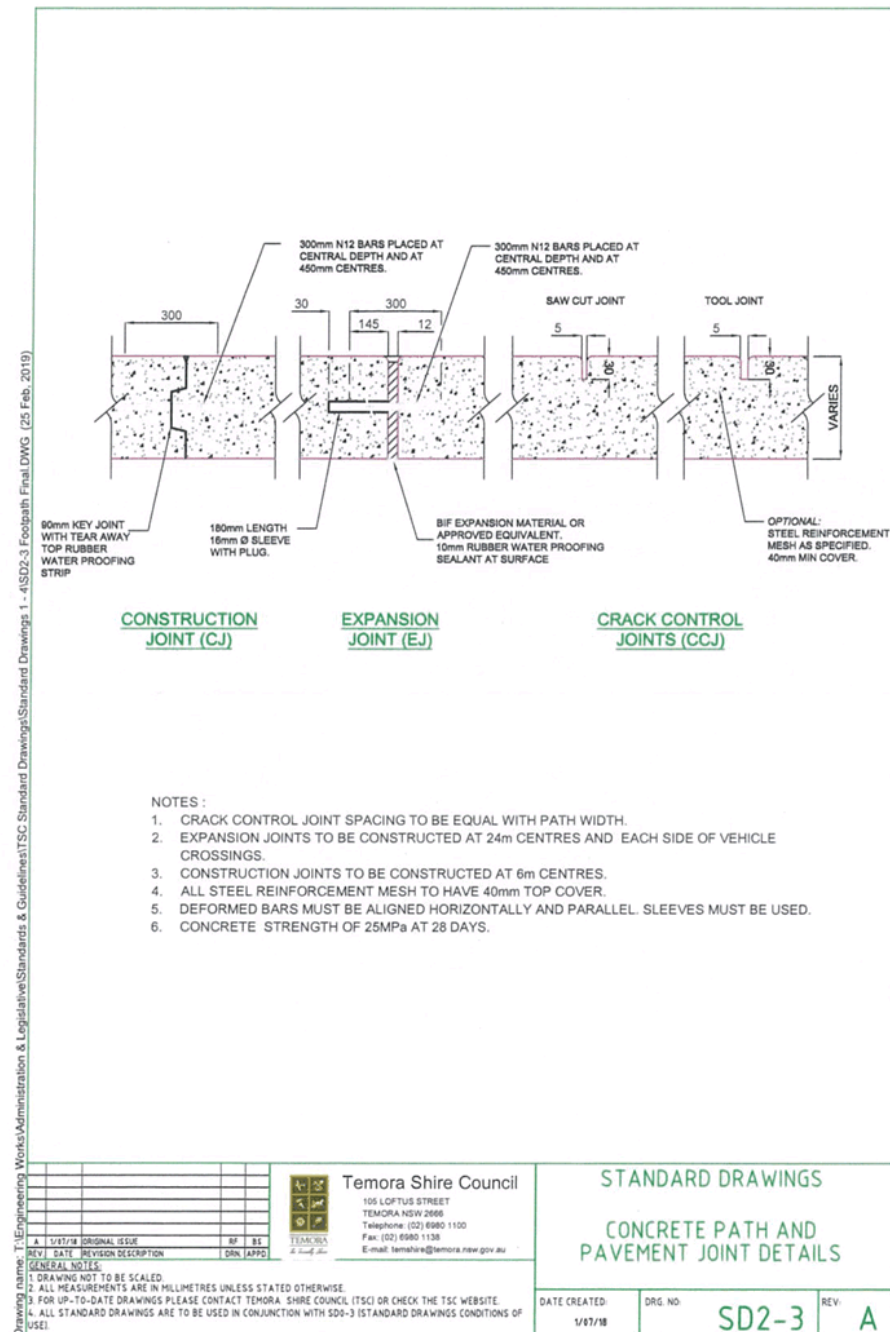
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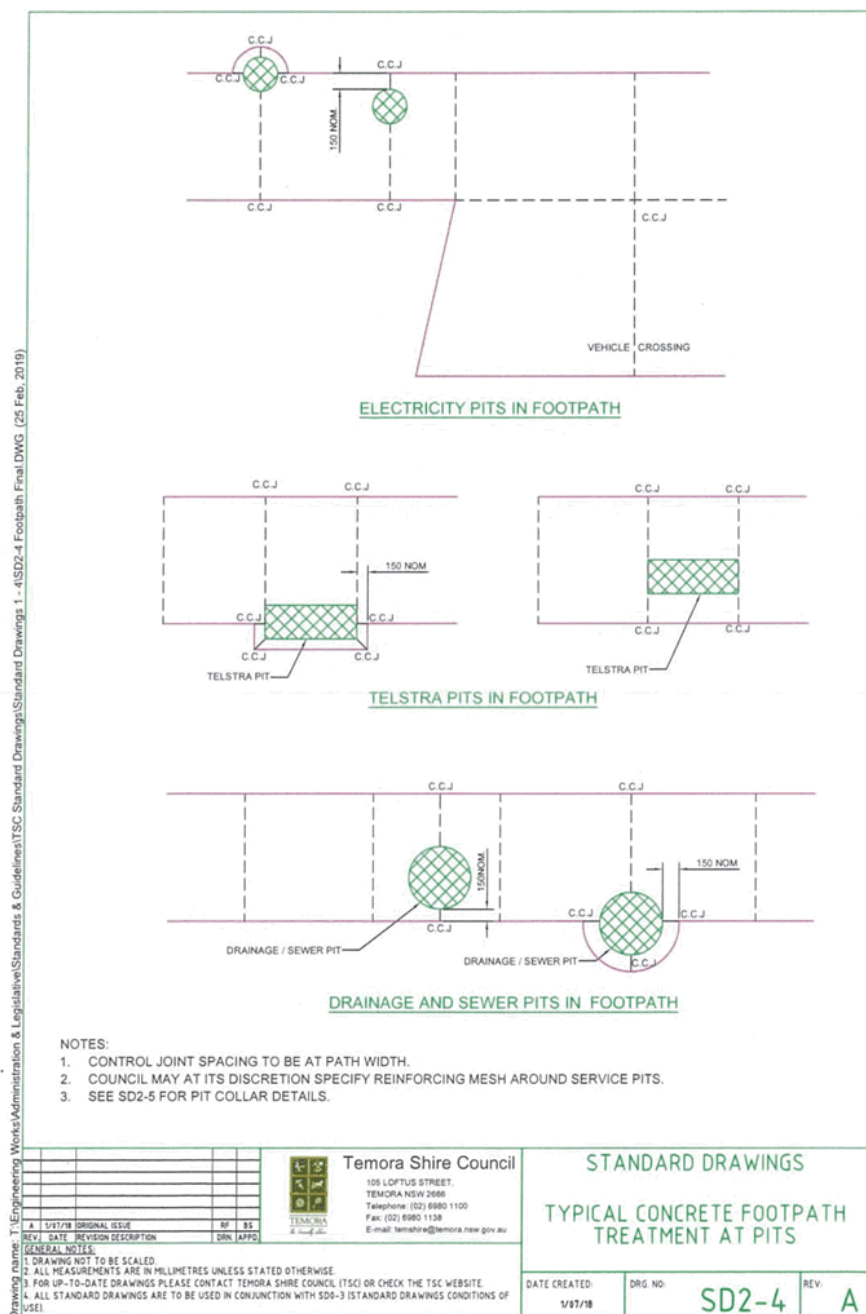
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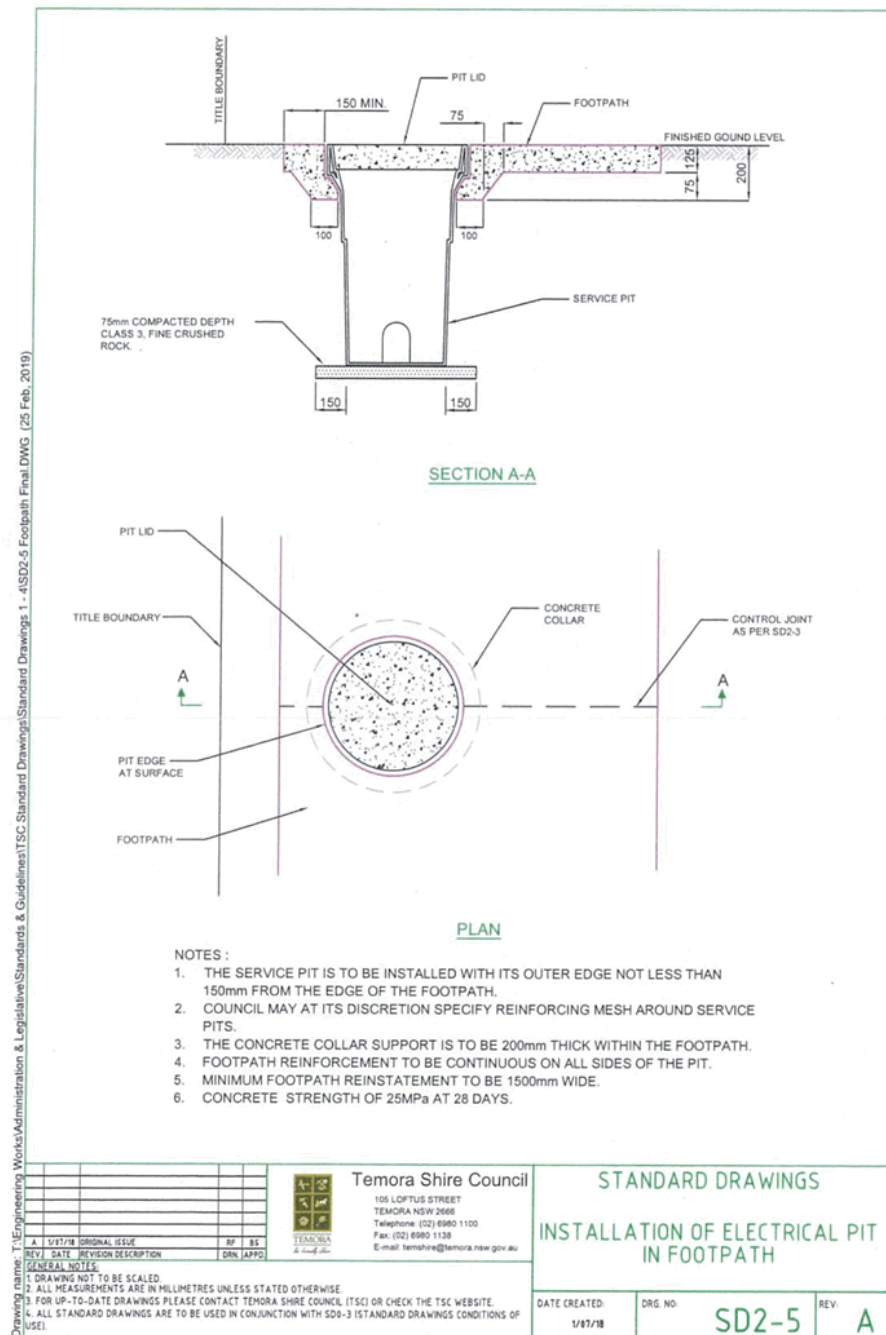
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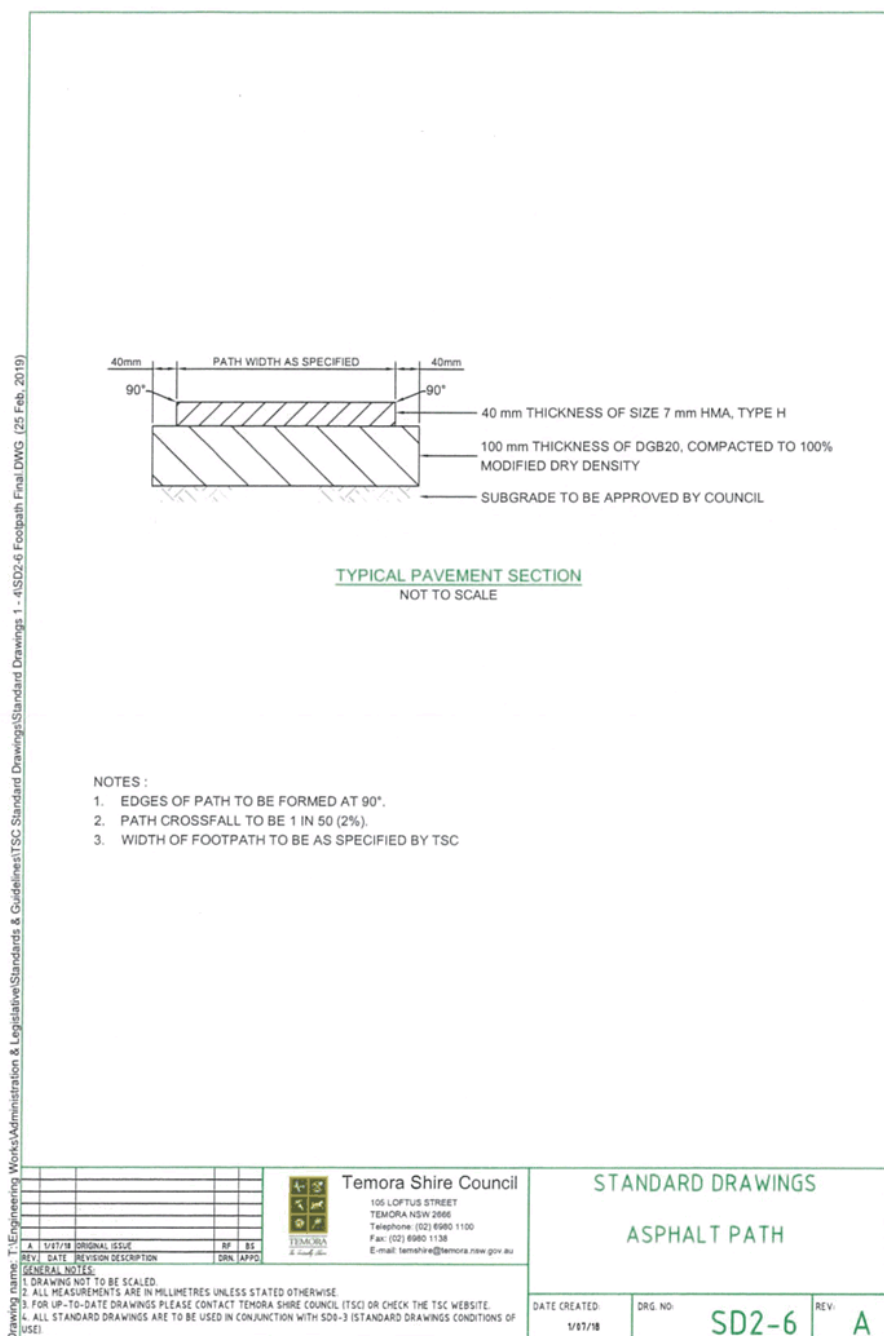
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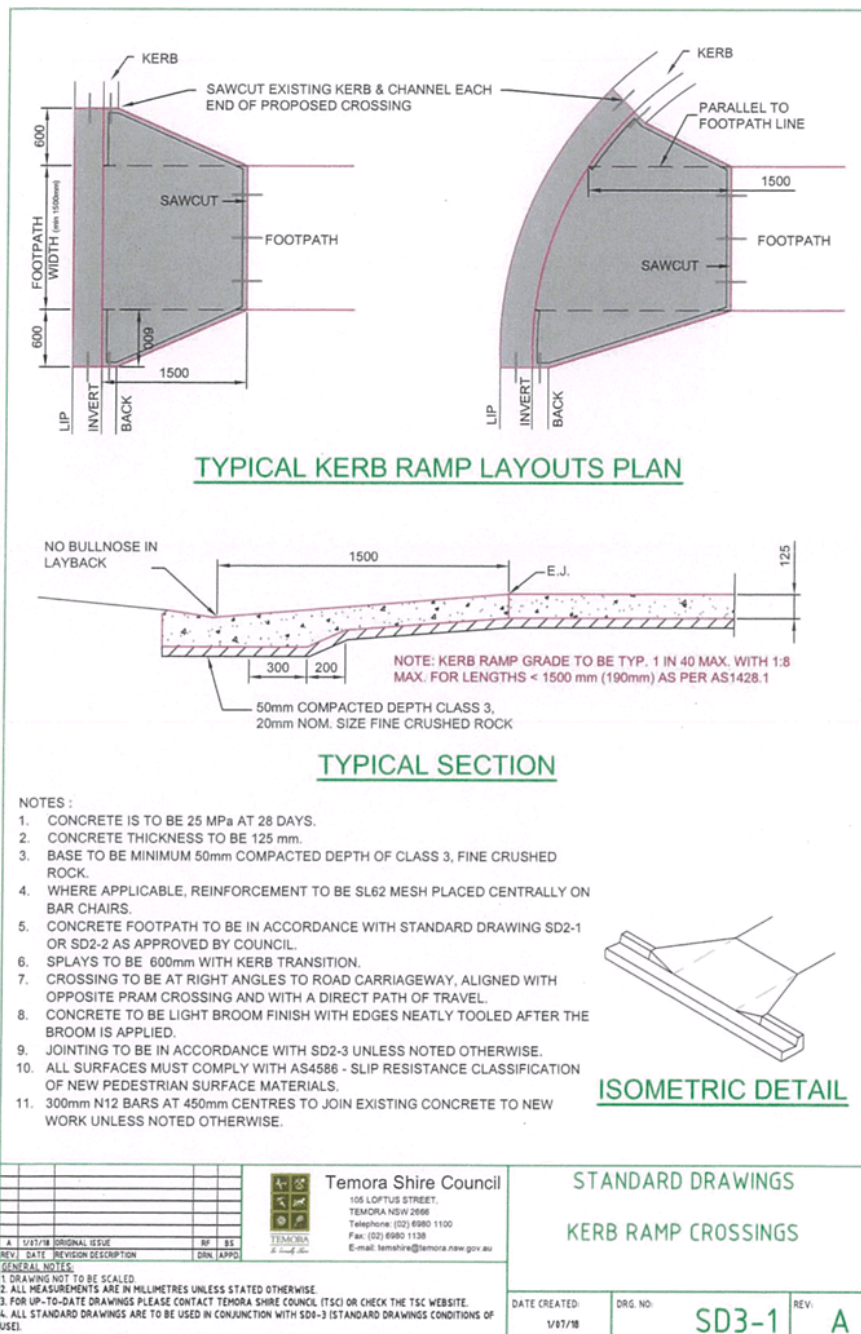
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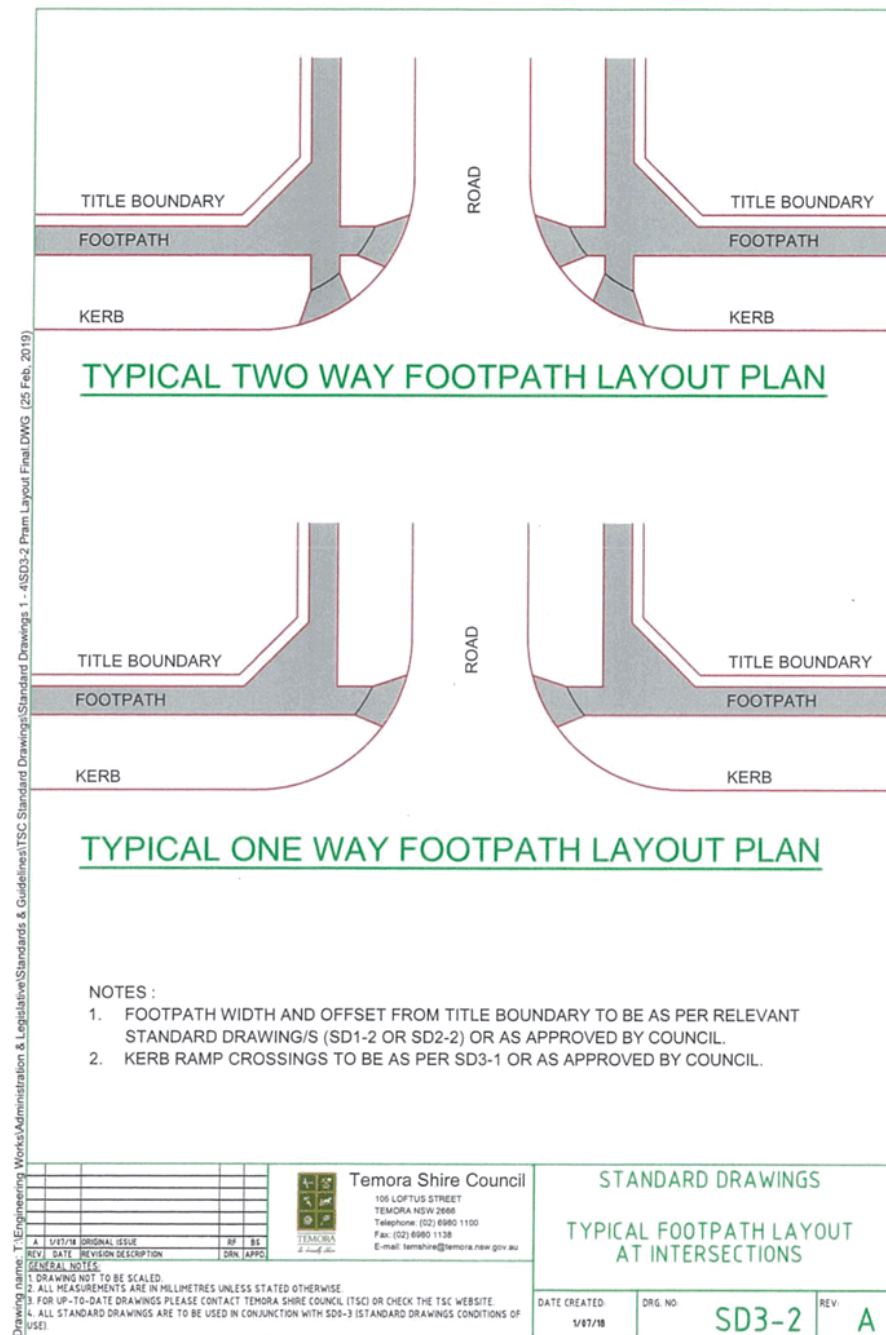
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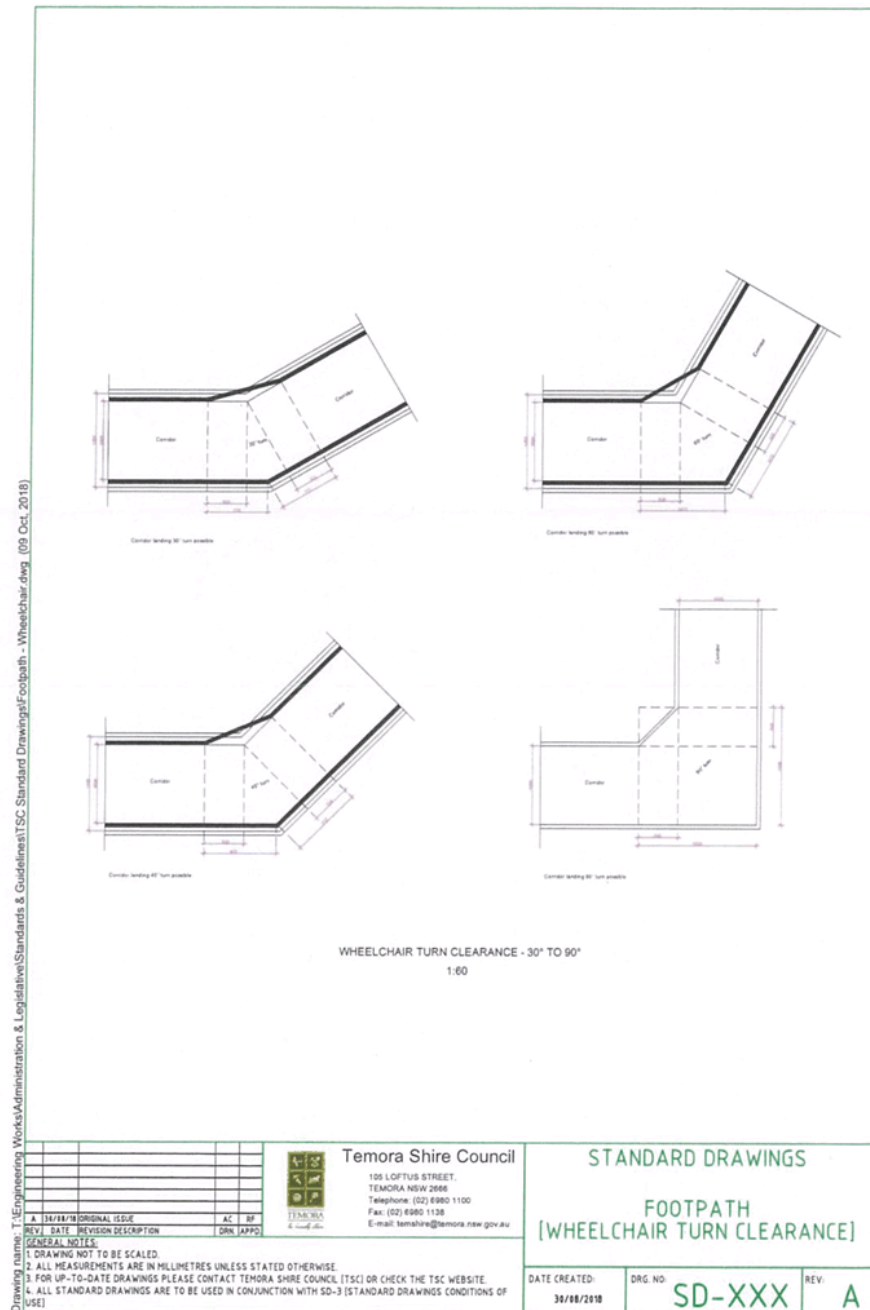
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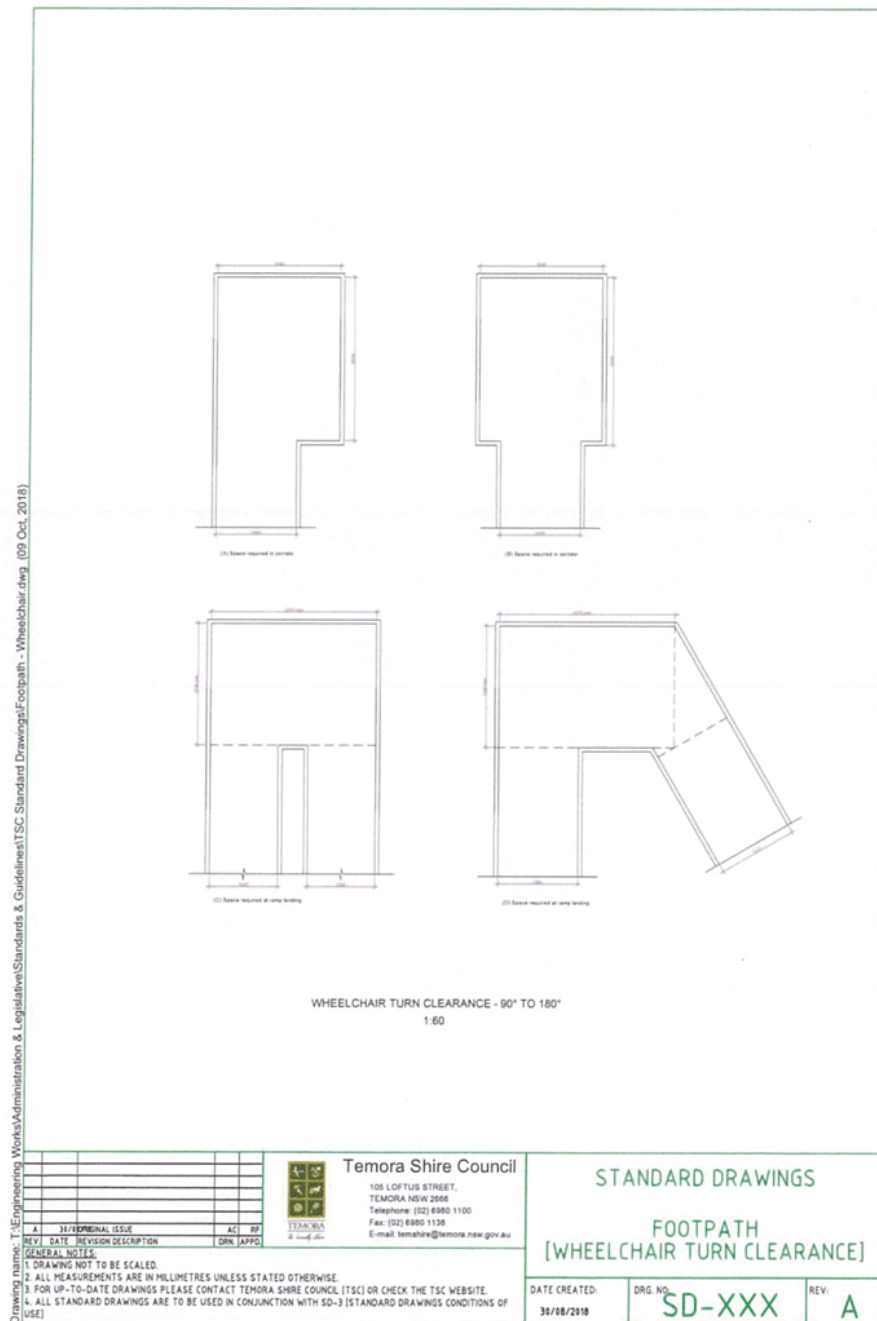
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Appendix C



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Temora Pedestrian Access and Mobility Plan  
Appendix C

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Appendix C

**3.2 TEMORA SHIRE COUNCILS DISABILITY INCLUSION ACTION PLAN POLICY (C-18)****File Number:** REP20/1422**Author:** Building Surveyor**Authoriser:** Director of Environmental Services**Attachments:** 1. Temora Shire Councils Disability Inclusion Action Plan (C-18)**REPORT**

Temora Shire Councils Disability Inclusion Action Plan Policy C-18 is up for review. The plan is presented to the committee for any comments and/or inclusions.

**COMMITTEE RESOLUTION 3/2021**

Moved: Cr Claire McLaren

Seconded: Cr Dale Wiencke

That the report be noted.

**CARRIED*****Report by Belinda Bushell***

Function: Community

Temora Shire Council

Policy Number:C18

# TEMORA SHIRE COUNCIL



## Disability Inclusion Action Plan

**ACTIVE***Revision Number:**File Name: Disability Inclusion Action Plan**Revision Date:**Page Number: 1*



Function: Community

Temora Shire Council

Policy Number: C17

<b>Review Details</b>
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**ABOUT THIS RELEASE**

**DOCUMENT NAME:** Disability Inclusion Action Plan  
**CODE NUMBER:** C18  
**AUTHOR:** Temora Shire Council  
**ENDORSEMENT DATE:** September 2018

**REVIEW**

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement
September 2018	Review	1	N/A	GCL

**PLANNED REVIEW**

Planned Review Date	Revision Description		Review by
September 2018	Review		Director of Administration and Finance
September 2020	Review		Director of Administration & Finance

Revision Number: 1

Revision Date: 15 September 2018

File Name: Disability Inclusion Action Plan

Page Number: 2

Function: Community

Temora Shire Council

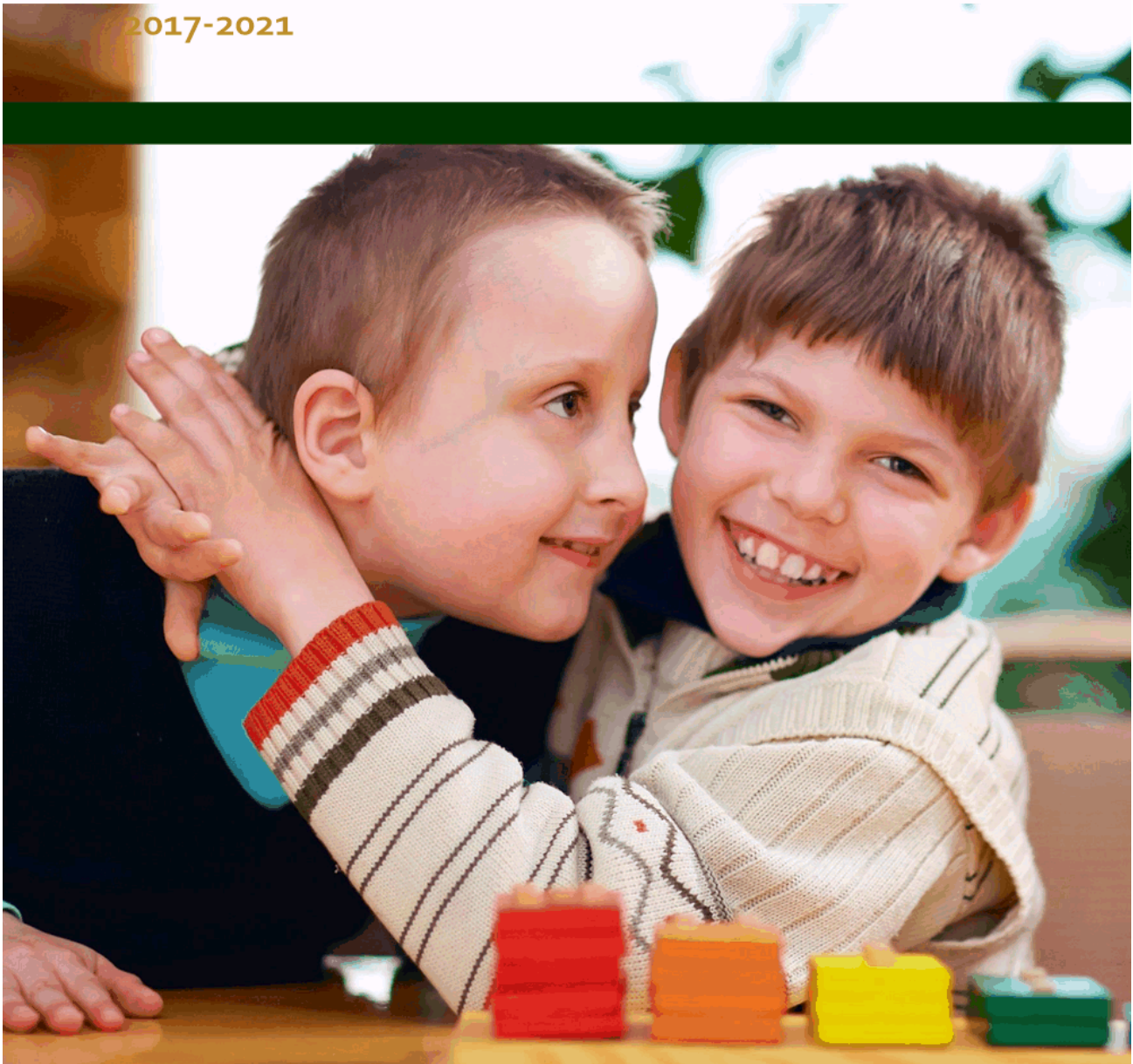
Policy Number: C17

# Disability Inclusion Action Plan



TEMORA  
*The Friendly Shire*

2017-2021



Function: Community

Temora Shire Council

Policy Number: C17

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## Message from the Mayor

I am pleased to present Council's Disability Inclusion Action Plan 2017-2021. This plan outlines our commitment to making Temora Shire an inclusive and accessible place for everyone. We are committed to removing the barriers that limit the ability of people with disability to participate equally in our community.

Across all of Council's business we will consider and address access and inclusion. This includes planning, building and maintaining community buildings, facilities and public spaces to a standard that is accessible for all people. Our systems and processes will be improved to maximise participation and use of services and programs in our community. We will support employment opportunities for people with disability at Council and in the community. We will also promote positive community attitudes and behaviours towards people with disability.

To prepare our Disability Inclusion Action Plan we have undertaken the disability inclusion action planning process. We understand our role in making Temora Shire a great place for everyone. We have looked at our own operations and have listened to people with disability, their families, carers and service providers. Together we have identified opportunities and this has helped shaped the plan and provide a clear direction for an inclusive and accessible Temora Shire community.

We have prepared a standalone Disability Inclusion Action Plan to ensure that equal rights and opportunities for all persons with disability are achieved, protected and promoted. I would like to thank all those who provided valuable input in making our community a better place for all.

Cr Rick Firman OAM

Mayor

Mr Gary Lavelle PSM

General Manager

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## Overview

### ABOUT THIS PLAN

We want our community to be a place where all people can participate equally. In preparing this plan we made sure that people with disability were included in making decision about making Temora Shire more accessible. We asked the community about the barriers that people with disability face and their ideas for improvement. This plan explains the actions we will take to improve the lives of people with disability in our community.

Local Government is required by the NSW Disability Inclusion Act 2014 (DIA) to undertake disability inclusion action planning by 1 July 2017. We have integrated our DIAP into our Integrated Planning and Reporting (IP&R) framework to ensure disability inclusion is considered by all levels of community and our organisation.

### DEVELOPING OUR PLAN

Temora Shire Council commenced integrated Disability Inclusion Action Planning in September 2016.

In December 2016, Temora Shire Council, commenced the planning and development of the Disability Inclusion Action Plan (DIAP) and elected to complete the plan in a stand-alone format to highlight and address the issues, barriers and opportunities for people with a disability in the community.

In January 2017, we conducted a review of Councils policies and strategies, and worked with Council staff to identify and map potential barriers and improvements across Councils portfolio. In February and March 2017, we held three consultation forums for people with a disability, their families and carers, and disability service providers, and sought community input through an online survey.

The findings were collated and analysed by Council staff in March 2017. Strategies and actions were prepared with consideration to our Community Strategic Plan and other legislation and plans. Our Disability Inclusion Action Plan went on public exhibition during April and May 2017 to seek feedback and comment from the community.

### GOVERNANCE

Council executive will have overall accountability for the DIAP decision making, and will have responsibility and ownership of the development and implementation of DIAP, and will play a key role in championing the importance of inclusion and planning for people with disability throughout Council.

Further input and carriage will be sought from staff across Council as required.

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## Vision for inclusion

Our Council planning is meaningfully based on the views, strengths, priorities and aspirations of our community. It is our vision that our engagement is inclusive and accessible to all interested community members. In preparing this Disability Inclusion Plan we have considered and applied the social justice principles outlined in our Community Strategic Plan.

The Integrated Planning and Reporting framework requires that Council apply the following social justice principles when undertaking its consultation and developing its plans:

1. Equity – involving fairness in decision making, prioritising and allocation of resources, particularly for those in need
  2. Access – having fair access to services, resources and opportunities to improve quality of life
  3. Participation – the maximum opportunity to genuinely participate in discussions which affect their lives
  4. Rights – equal rights established and promoted, with opportunities provided for people from diverse linguistic, cultural and religious backgrounds to participate in community life
- Council has committed to these principles in the development of all plans and supporting strategies.

Council applies these principles in its decision-making processes and considers each of the four elements when considering projects and services. Council has also applied a quadruple bottom line matrix to gauge the impacts of all key actions on the social, economic, environmental and civic leadership fabric of the area. The social justice principles have been applied across the ten stages of disability inclusion action planning.

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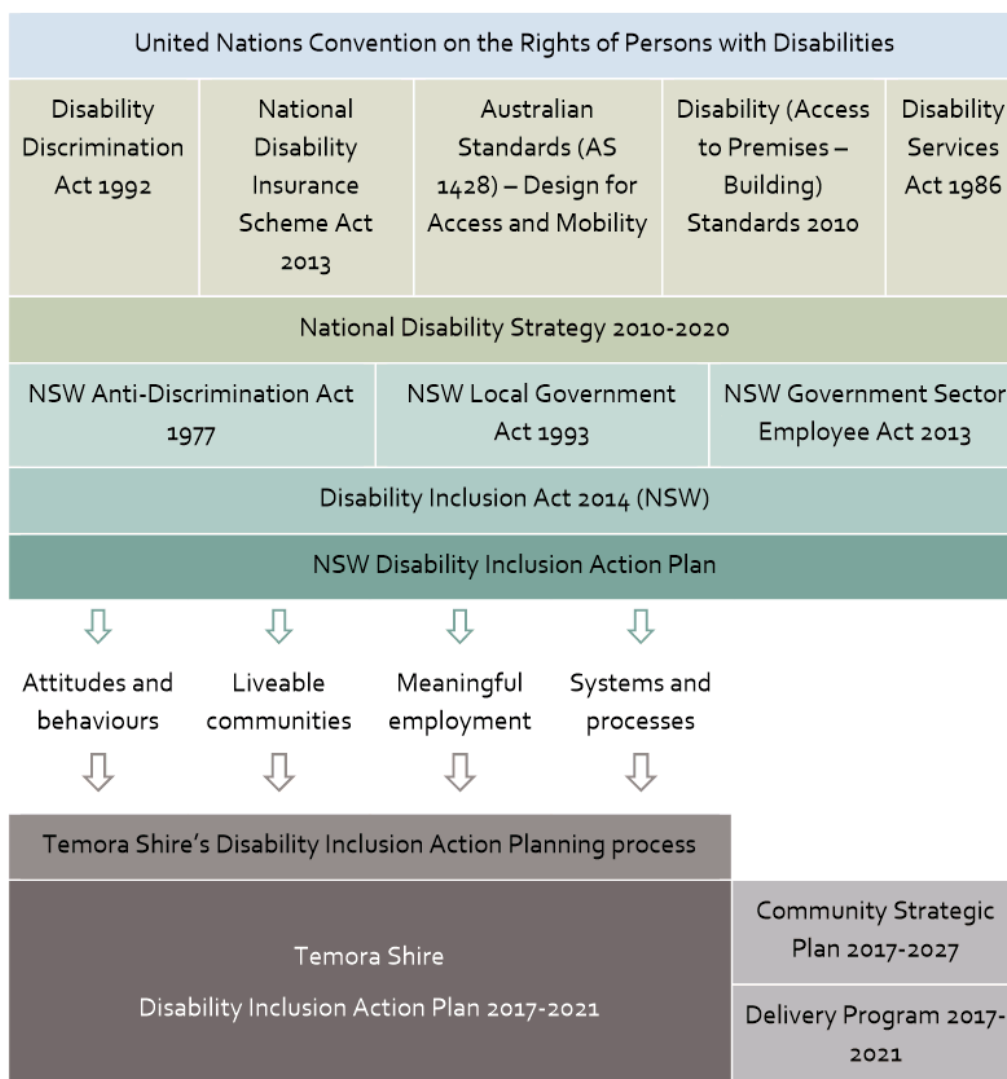
Temora Shire Council

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## Policy & legislative context

People with disability, their families and carers have the same rights as all people to access services and facilities in their community. The rights are part of State and Commonwealth policy and legislation which make it unlawful to discriminate against a person with disability.

The plan sets out to achieve the principles of the UN Convention on the Rights of Persons with Disabilities and to ensure the equal rights and opportunities for all persons with disability are protected and promoted. This plan is aligned with the NSW Disability Inclusion Action Plan and the National Disability Strategy 2010-2020.



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	Annual Operational Plan
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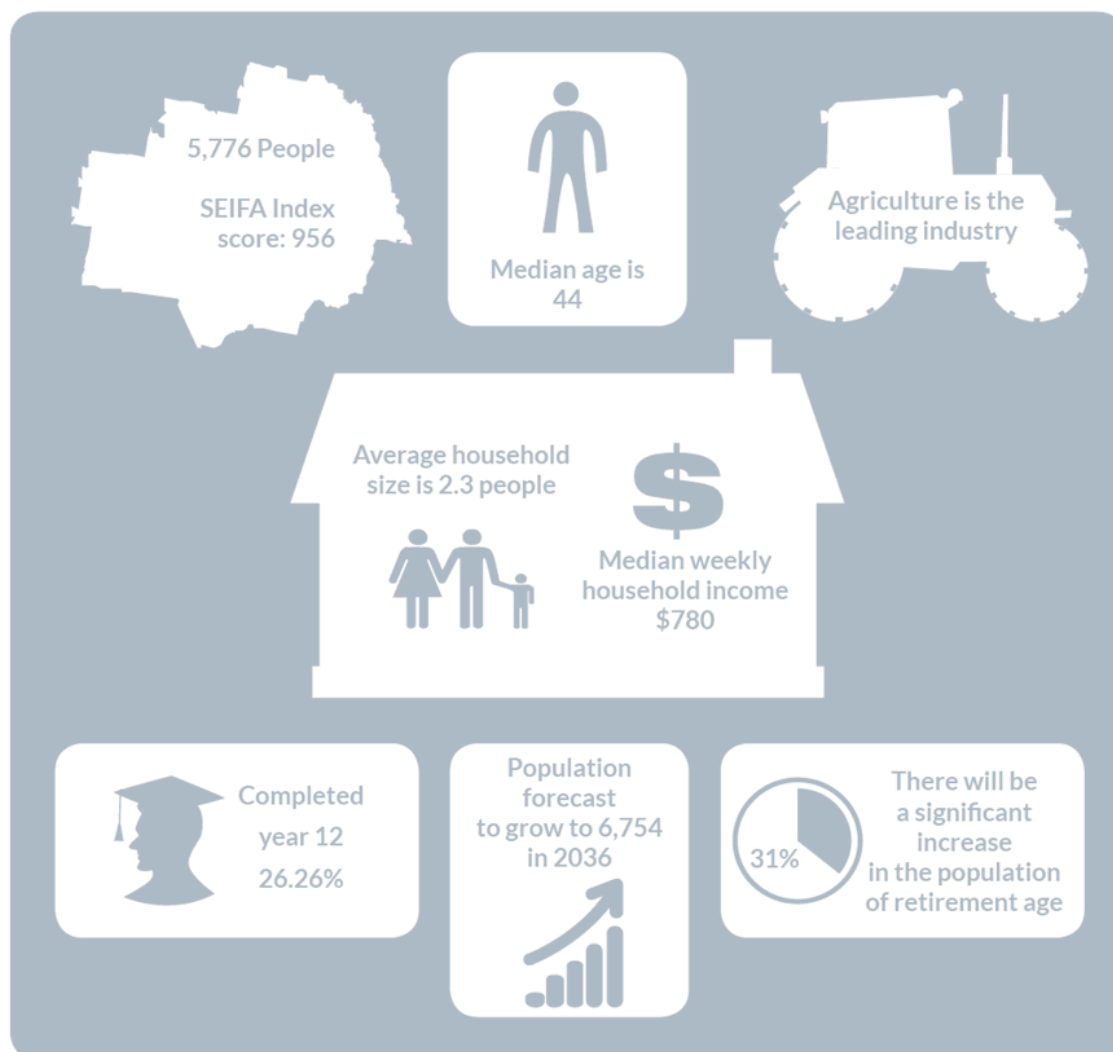


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## Community profile



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## DISABILITY INCLUSION

Total population: 5,776 people.  
Of these: 6.8% have a profound  
or severe disability (394 people)  
6.9% are HACC clients (400 people)

56.8% of the total population are aged 16 to 64 years.  
Of these:  
8.0% are disability support  
pensioners (262 people)

24.0% of the total population are aged 65 years and older.  
Of these:  
5.9% have a profound or severe disability (220 people)  
74.9% are age pensioners (1,040 people)

80.2% of the total population are aged over 15 years.  
Of these:  
6.3% have a current Mobility Parking Scheme (disability parking) permit  
(294 people)  
13.0% provided unpaid support to persons with disability (598 people)  
32.8% volunteered with an organisation or group

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## Community insights

The community engagement activities occurred during February and March 2017, and consisted of:

- Two community meetings for people with a disability, their families and carers (16 attendees);
- One meeting with service providers (8 attendees, representing 4 services);
- Meetings and discussions with Council staff; and
- One community-wide survey, with 38 responses.

The engagement provided Council with valuable information to guide the development of the Disability Inclusion Action Plan. Information was analysed and key findings were identified under each of the four priority areas of the plan.

### ATTITUDES AND BEHAVIOURS

What works well?	What needs improvement?
<ul style="list-style-type: none"> <li>• High levels of social connection within the community.</li> <li>• Community is welcoming of people with disability. Local businesses and service providers are supportive.</li> <li>• Strong volunteering community.</li> </ul>	<ul style="list-style-type: none"> <li>• General awareness and behaviours of some businesses.</li> <li>• Additional support required for low income older people.</li> <li>• General levels of understanding of disability.</li> <li>• Feeling of isolation experienced by people with disability, their families and carers.</li> <li>• People with a disability finding it difficult to accept own disability due to stigma.</li> <li>• People are not seeking or accepting care or support as they are comparing their needs and requirements with others and feeling like they don't require assistance over others.</li> </ul>

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**LIVEABLE COMMUNITIES**

What works well?	What needs improvement?
<ul style="list-style-type: none"> <li>Public buildings are easy to access.</li> <li>Businesses in the community are rated somewhat accessible.</li> <li>Council offices, Temora Library, town hall, visitor information centre, all rated high in accessibility.</li> </ul>	<ul style="list-style-type: none"> <li>Disability access and changing rooms at the swimming pool.</li> <li>Footpath condition and connectivity away from main street.</li> <li>Hours of operation for community transport (consider weekends and public holidays).</li> <li>Local parks and sporting grounds.</li> <li>Car parking and accessible public toilets in the main street.</li> <li>Temora cinema and public toilets need improved accessibility.</li> <li>Availability of local supported accommodation.</li> <li>Access into main street traders.</li> <li>Access to playgrounds for people with disability, the edging makes wheelchair access difficult.</li> </ul>

**EMPLOYMENT**

What works well?	What needs improvement?
<ul style="list-style-type: none"> <li>People with disability travel to Cootamundra to attend supported employment.</li> </ul>	<ul style="list-style-type: none"> <li>Local employment opportunities.</li> <li>Lack of awareness for local businesses.</li> <li>Understanding of support available to businesses.</li> <li>Pathways into employment.</li> </ul>

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**SYSTEM AND PROCESSES**

What works well?	What needs improvement?
<ul style="list-style-type: none"> <li>• Interagency network is a valuable tool for networking and service collaboration.</li> <li>• Narraburra News is a good source of information.</li> <li>• Visits to Council Customer Service.</li> </ul>	<ul style="list-style-type: none"> <li>• Website, community newsletter and Facebook posts are accessible to some but need some improvement.</li> <li>• Navigating the system is difficult for people, there needs to be an approach to combat this.</li> <li>• Information needs to be in various formats, including face to face.</li> <li>• Communication to be open with all groups in the community.</li> <li>• Difficult for everyone to access electronic/ computer based information.</li> <li>• Advertising, where information is advertised and the timeframes.</li> </ul>

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## Strategies and actions

What we will do to improve access and inclusion is outlined in the strategies and actions listed in this section. The strategies and actions have been listed under the four focus areas of this plan, being:

- Promote positive attitudes and behaviours
- Create liveable communities
- Support access to meaningful employment
- Support access to services through improved systems and processes.

The Disability Inclusion Action Plan has been developed with regard to our Temora Community Strategic Plan (CSP). The CSP has twenty-eight long-term strategic objectives listed under six key themes:

Theme 1: Retaining our quality of life.

Theme 2: Engaging and supporting the community.

Theme 3: Building our Shire's economy.

Theme 4: Preserving our beautiful surrounds.

Theme 5: Embracing and developing aviation.

Theme 6: Enhancing our agricultural wealth.

Each theme and strategic objective has been considered and addressed through the DIAP planning process to establish synergies and connections.

The strategies listed in this plan will appear in our Temora Shire Delivery Program 2017-2021, and the actions listed below will appear in annual Operational Plans correlating to the timing listed in this section.

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**PROMOTE POSITIVE ATTITUDES AND BEHAVIOURS**

Strategy	Action	Indicator	Partners	Timing	IP&R Ref
<b>CSP Strategic objective 1.5: Support village life.</b>					
Ensure Council staff and community leaders value inclusion and diversity.	Deliver access and inclusion training to Council staff and community leaders.	Access and inclusion training delivered annually.	Council Businesses Service providers	Ongoing	DP Strategy 1.7
Ensure that events delivered at Council facilities are accessible to all people.	Create accessibility guidelines for events in Temora Shire.	Accessibility event guidelines distributed.	Council	2017/18	DP Strategy 1.9 2.2
	Include access and inclusion criteria in Event Application Form and approval process.	Event Application Form updated.	Council Event organisers	2017/18 Ongoing	DP Strategy 1.9 2.2
<b>CSP Strategic objective 2.3: Create a sustainable program that encourages and welcomes new arrivals.</b>					
Develop and distribute new resident packs.	Include images of people with disability, information on NDIS and other disability services in new resident packs.	Number of new resident packs distributed.	Council	2017/18	DP Strategy 2.3
Improve the accessibility of the central town area.	Review access to public buildings and businesses in conjunction with TBEG.	Ability to access traders.	Council Businesses Chamber of Commerce	Ongoing	DP Strategy 1.7
	Review current provision of accessible toilets and change facilities across public facilities and town centre areas.	Review completed.	Council	2018/19	DP Strategy 2.3

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**CREATE LIVEABLE COMMUNITIES**

Strategy	Action	Indicator	Partners	Timing	IP&R Ref
<b>CSP Strategic objective 1.1:</b> Ensure there is a continuum of housing and care facilities for the aged.					
Provide accommodation for people with disabilities.	Instigate accommodation options for disability and independent living in Temora Shire.	Number of people with disability living in the community.	Council Service providers	Ongoing	DP Strategy 1.7
<b>CSP Strategic objective 2.1:</b> Develop a strategy to ensure that sports facilities are maintained improved and used optimally.					
Address access and inclusion in the sports facility strategy.	Consider access issues at Temora Recreation Centre including ramp entry and accessible change rooms.	Council facilities meet applicable standards.	Council Committees of Management	2017/18	DP Strategy 2.1
	Consider access issues at sporting grounds.		Council Committees of Management	2017/18	DP Strategy 2.1
	Consider access issues at local parks, including removal of edging to allow wheelchair access.		Council Committees of Management	2017/18	DP Strategy 2.1
Provide accessible and inclusive community spaces and facilities.	Plan, develop and maintain facilities, parks and gardens that respond to the needs of the community.	Community satisfaction with public facilities.	Council State Government	Ongoing	DP Strategy 2.1
<b>CSP Strategic objective 3.3:</b> Develop off-street parking in the business district of Temora.					
Provide sufficient accessible car parking spaces.	Review existing accessible car space provision.	Review of disabled car spaces completed	Council RMS	2018/19	DP Strategy 3.3 1.7
	Provide mobility car park spaces that meet the needs of the community.	Ratio of mobility car spaces to MPS	Council RMS	2018/19	DP Strategy 3.3

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		permits.			1.7
Provide continuous accessible paths in town centres and public areas.	Ensure level of service for footpath provision is based on community service expectations.	Community satisfaction with footpaths.	Council	Ongoing	DP Strategy 1.9

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**SUPPORT ACCESS TO MEANINGFUL EMPLOYMENT**

Strategy	Action	Indicator	Partners	Timing	IP&R Ref
<b>CSP Strategic objective 3.5:</b> Diversify the economy and provide employment by attracting non-agriculture based industry					
Progress community-based employment opportunities.	Review Council's procurement policy to address local and social benefit.	Procurement policy reviewed.	Council.	2017/18	DP Strategy 1.7 & Internal
Improve Council employment conditions and opportunities for people with disability.	Establish flexible work practices to encourage an inclusive working environment.	Flexible work practices implemented	Human Resources	2018/19	DP Strategy 1.7 & Internal
	Provide disability awareness training to staff, new and current, as well as Councillors.	Staff and Councillors have completed training.	Human Resources	2018/19 Ongoing	DP Strategy 1.7 & Internal

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**IMPROVE ACCESS TO SERVICES THROUGH SYSTEMS AND PROCESSES**

Strategy	Action	Indicator	Partners	Timing	IP&R Ref
<b>CSP Strategic objective 1.4: Sustain the provision of health services.</b>					
Aim to reduce the stigma associated with disability.	Include images of people with disability in Council publications.	Diversity in photos.	Council	Ongoing	DP Strategy 1.4 1.7
Provide clear health service information linkages.	Provide information linkages for National Disability Insurance Scheme (NDIS).	NDIS Information provided on website.	Council NDIA Service providers	2017/18	DP Strategy 1.4 1.7
	Regularly promote health services.	Health service participation	Council	Ongoing	DP Strategy 1.4
Deliver community transport that meets the needs of the community.	Extend the hours of operation for community transport to include weekends and public holidays.	Client satisfaction with community transport.	Council.	2018/19	DP Strategy 1.1 1.2 1.7
Deliver Health and Community Care (HACC) services.	Continue to maintain health and community care service levels to meet the needs of clients.	Current HACC level of service is preserved.	Council State Government	Ongoing	DP Strategy 1.1 1.7
Support the Interagency Network	Undertake systems mapping to support collective impact for disability inclusion across the Interagency Network.	Systems mapping completed.	Council Interagency Network.	2017/18	DP Strategy 1.4 1.7
	Participate in advancing the agenda of the Interagency Network.	Regular participation in Interagency Network meetings.	Council Interagency Network. Service providers	Ongoing	DP Strategy 1.4 1.7
<b>CSP Strategic objective 2.4: Support volunteers within the community.</b>					

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Acknowledge the contribution of volunteers.	Host an annual carers afternoon tea.	Carers afternoon tea delivered annually	Council Service providers	Annually	DP Strategy 2.4
Encourage more people to participate in volunteering.	Regularly promote volunteering opportunities	Volunteering participation .	Council Service providers	Ongoing	DP Strategy 2.4

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## Monitoring and evaluation

### MONITORING AND EVALUATION

Each year, Council will report on its progress against the Disability Inclusion Action Plan as part of its Annual Report. A summary of the key achievements will also be prepared and provided to the NSW Disability Council.

### IMPLEMENTATION

The strategies and actions for the disability inclusion action plan will be highlighted in Council's Integrated Planning and Reporting framework. Strategies and actions will be integrated into Council's IP&R documents, including the Delivery Program (4 years) and Operational Plan (1 year).

### REVIEW

The Disability Inclusion Action Plan will be reviewed every four years.

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## Appendix 1: Glossary of terms

The following terms and abbreviations are used in this Disability Inclusion Action Plan.

Term	Means:
Act	<ul style="list-style-type: none"> <li>the NSW Local Government Act 1993.</li> </ul>
Annual report	<ul style="list-style-type: none"> <li>a report of the activities of the previous financial year and contains a report of operations, audited financial statements and an audited performance statement.</li> </ul>
Budget	<ul style="list-style-type: none"> <li>a plan setting out the services and initiatives to be funded for the financial year and how they will contribute to achieving the strategic objectives in the council plan.</li> </ul>
Committee of management (Committees of mgt)	<ul style="list-style-type: none"> <li>a group delegated the authority by local government under section 355 of the Local Government Act 1993 (NSW).</li> </ul>
Community Strategic Plan	<ul style="list-style-type: none"> <li>whole of community plan prepared by Council, outlining the long term objectives towards achieving the community vision.</li> </ul>
Council	<ul style="list-style-type: none"> <li>the Temora Shire Council.</li> </ul>
Delivery Program	<ul style="list-style-type: none"> <li>a plan setting out the medium-term strategies and resources reflecting vision and aspirations of the community, as well as objectives set in the Community Strategic Plan, for the next four years.</li> </ul>
Disability Inclusion Action Planning (DIAP)	<ul style="list-style-type: none"> <li>the process undertaken to understand and plan for the disability inclusion issues and outcomes for the community.</li> </ul>
Disability Inclusion Action Plan (DIAP)	<ul style="list-style-type: none"> <li>The plan outlining what Council will do to improve disability inclusion for Temora Shire.</li> </ul>
Disability Inclusion Act	<ul style="list-style-type: none"> <li>The Disability Inclusion Act 2014 (NSW) which prescribes requirements for Disability Inclusion Action Planning.</li> </ul>
Executive	<ul style="list-style-type: none"> <li>the group comprising the GM and directors of the Temora Shire Council.</li> </ul>
Financial year	<ul style="list-style-type: none"> <li>the period of 12 months ending on 30 June each year.</li> </ul>
General Manager (GM)	<ul style="list-style-type: none"> <li>General Manager of Temora Shire Council.</li> </ul>

Term	Means:
Health and Community	<ul style="list-style-type: none"> <li>The service delivered by Temora Council to support people</li> </ul>

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Term	Means:
Care (HACC)	to remain in their homes.
Human resources	<ul style="list-style-type: none"> <li>the staff employed by a council.</li> </ul>
Indicator	<ul style="list-style-type: none"> <li>what will be measured to assess performance.</li> </ul>
Integrated Planning and Reporting	<ul style="list-style-type: none"> <li>a framework for establishing local priorities and to link this information to operational functions.</li> </ul>
Mobility Parking Scheme (MPS)	<ul style="list-style-type: none"> <li>the Scheme delivered by Roads and Maritime Services which issues and manages permits for mobility car parking spaces.</li> </ul>
National Disability Insurance Scheme (NDIS)	<ul style="list-style-type: none"> <li>the new way of providing support for Australians with disability, their families and carers. As an insurance scheme, the NDIS takes a lifetime approach, investing in people with disability early to improve their outcomes later in life.</li> </ul>
National Disability Insurance Agency (NDIA)	<ul style="list-style-type: none"> <li>an independent statutory agency whose is responsible for implementing the National Disability Insurance Scheme (NDIS).</li> </ul>
Objectives	<ul style="list-style-type: none"> <li>Long term outcomes towards achieving the Community Vision. Objectives appear in the Community Strategic Plan.</li> </ul>
Operational Plan	<ul style="list-style-type: none"> <li>An annual action plan for Council.</li> </ul>
Roads and Maritime Service (RMS)	<ul style="list-style-type: none"> <li>NSW state government agency.</li> </ul>
Services	<ul style="list-style-type: none"> <li>assistance, support, advice and other actions undertaken by a council for the benefit of the local community.</li> </ul>
Standards	<ul style="list-style-type: none"> <li>A level or quality of attainment. Often refers to formal Australian Standards.</li> </ul>
Strategic objectives	<ul style="list-style-type: none"> <li>the long-term outcomes the community is seeking to achieve over the next ten years toward achieving the Community Vision.</li> </ul>
Strategies	<ul style="list-style-type: none"> <li>four-year focus directed at achieving the objectives in the Community Strategic Plan. Strategies appear in the Delivery Program.</li> </ul>
Temora Business Enterprise Group (TBEG)	<ul style="list-style-type: none"> <li>a group of business and enterprise owners and managers in Temora Shire.</li> </ul>
Temora Shire Council (TSC)	<ul style="list-style-type: none"> <li>the Local Government Area subject of this Disability Inclusion Action Plan.</li> </ul>

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**3.3 PROPOSED TEMORA SHIRE COUNCIL LOCAL ACCESS ASSISTANCE FUND**

**File Number:** REP21/98  
**Author:** Building Surveyor  
**Authoriser:** Director of Environmental Services  
**Attachments:** 1. TSC Local Access Assistance Fund

**REPORT**

At the November meeting, an item regarding a possible funding opportunity for the community was discussed.

This funding opportunity is in similar format to the Temora Shire Council Local Heritage Assistance Fund. However, funding is proposed to be solely from Councils annual budget allocation.

It is proposed that the fund is to be administered by Councils Environmental Services Staff, with the final recommendation to be reviewed and assessed by the Access and Equity Committee.

See attached the Guidelines and Application Form proposed for this initiative.

**Budget Implications**

\$5,000 per annual financial year

**COMMITTEE RESOLUTION 4/2021**

Moved: Disability Representative Michael Floyd

Seconded: Community Rep Robert Jordan

That the Committee resolved to recommend that Council considers the Temora Shire Council Local Access Assistance Fund in the upcoming budgeting process with the proposed budgeting allocation to be increased to \$10,000 per annual financial year

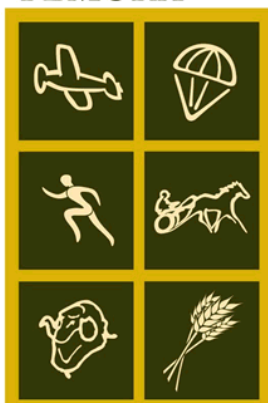
**AND FURTHER**

That the maximum level of funding per project be increased to \$2,000 (this can be at the discretion of the Access & Equity Committee in regards to the level of usability and significance of the project).

**CARRIED**

***Report by Belinda Bushell***

TEMORA



NSW  
*Riverina*

## TEMORA SHIRE COUNCIL

LOCAL

ACCESS

ASSISTANCE FUND

## FUNDING APPLICATION

**Temora Shire Council – Local Places Equitable Access Assistance Fund****LOCAL PLACES EQUITABLE ACCESS ASSISTANCE FUND FOR TEMORA SHIRE****BACKGROUND**

A local places equitable access assistance fund has been established by Temora Shire Council Access and Equity Committee. There is a total of \$10,000.00 in the fund for twelve months. This is made up of \$10,000.00 from Temora Shire Council's annual budget.

**AIM OF THE FUND**

The aim of the project is to encourage improvements and enhancements for equitable access to public facilities.

**INVITATION TO APPLY**

Owners/Tenants of buildings that are for public access. It is essential that you prepare the best application possible because of the limited funds and these guidelines have been prepared to assist you.

---

**Temora Shire Council – Local Places Equitable Access Assistance Fund**

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**ELIGIBLE PROJECTS**

Projects which involve the repair, maintenance or construction of improved access. The project must be in strict accordance with the Accessible Standards Legislation, National Construction Code and relevant Australian Standards.

**PROJECTS NOT FUNDED**

Funding will generally NOT be provided for the following projects: where assistance is reasonably available from another source; where substantial assistance has been previously provided; or where the applicant has yet to complete other assisted projects.

**ASSESSMENT CRITERIA**

The following matters will be taken into account by the Council in assessing the priority of your application. Please note that it is not necessary for your project to meet all of these criteria:-

- Projects which are highly visible and accessible to the public;
- The applicant's ability to demonstrate technical and financial responsibility with regard to the project, and demonstrated ability to complete the project within twelve months;
- Projects which have high public accessibility, eg. a local museum, church or a private home which is open to the public several times a year;
- Projects of a temporary or moveable nature will be generally not supported through this fund.
- Projects **must** meet the requirements of the Access Legislation, National Construction Code and any relevant Australian Standards.

**LEVEL OF FUNDING AVAILABLE**

It is proposed that the maximum level of funding per project will be limited to \$2,000.00. Greater funding may be made if the circumstances warrant it. You will be required to provide at least matching finance for the projects. There will clearly be cases where you may yourself wish to contribute more to the project.

**TIMING OF PROJECTS**

From approval you will have twelve months to complete your project.

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**Temora Shire Council – Local Places Equitable Access Assistance Fund**

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**WHAT YOU NEED TO DO****Background Research**

It will assist your case if you can properly demonstrate why the work you propose is appropriate. Data to support the need for the repair, maintenance and/or construction. This data could be the type of access required and number of visitations/clientele.

**Work to be carried out**

You then need to decide in detail what work you want to carry out. This should be put down in a clear item by item job schedule.

**Quotes**

Next, as with any work, you need to get quotes and it is suggested that you get at least two for the work. Put these costs alongside the schedule of work you have prepared.

**Plans and Sketches**

Depending upon the size of the job you may need these to attach to your application for funding.

**Photographs**

Take a photograph of the setting of the building, each elevation and close-ups of any particular job to be done. Keep a set of photographs for your final report.

**Fill in the application form**

Fill in the attached simple form, keep a copy for your records, staple on the attachments and take it immediately to the Council.

**Building Approval**

Depending on the type of work which you intend to carry out, you may require Council's building approval. This is separate to this application. Council can provide advice in this area.



**Temora Shire Council – Local Places Equitable Access Assistance Fund****TEMORA SHIRE COUNCIL**

LOCAL PLACES EQUITABLE ACCESS

**APPLICATION FOR FINANCIAL ASSISTANCE**

Please refer to guidelines before completing this application.

**APPLICANT**

NAME: .....

POSTAL ADDRESS: .....

.....

..... POST CODE: .....

TELEPHONE NO. (HOME): ..... (BUSINESS): .....

FACSIMILE: ..... E-MAIL: .....

**SUBJECT LAND**

NO: .....

STREET: .....

LOCATION: .....

**THE PROPOSAL**

PROPOSED WORKS: .....

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**Temora Shire Council – Local Places Equitable Access Assistance Fund**

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PRESENT USE OF BUILDING: .....

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**FUNDS**

ESTIMATED COST OF WORKS: .....

THE AMOUNT YOU ARE SEEKING WITH THIS APPLICATION: \$.....

(NOTE: MAXIMUM \$1,500.00 AMOUNT SOUGHT MUST BE MATCHED DOLLAR FOR DOLLAR BY APPLICANT)

**Temora Shire Council – Local Places Equitable Access Assistance Fund**

## ADDITIONAL INFORMATION SUBMITTED WITH THIS APPLICATION:

Please tick (4)	<input type="checkbox"/>
Quotes for the costs to carry out work	<input type="checkbox"/>
Tradesmen qualifications/experience	<input type="checkbox"/>
Plans/sketches of the proposed works	<input type="checkbox"/>
Photographs of existing structure	<input type="checkbox"/>
Samples of finished materials/colours	<input type="checkbox"/>

**SIGNATURE OF APPLICANT**

I/We, the undersigned, being the applicant/s nominated in this application, hereby apply for financial assistance under the Local Access Assistance Fund to carry out works described in this application on the land specified in this application.

.....	.....	.....
Signature/s	Capacity	Date

**CONSENT OF OWNER/S OF LAND**

NAME OF OWNER/S OF LAND: .....

POSTAL ADDRESS: .....

.....

I/We, the undersigned, being the owner's nominated above of the land to which this application relates, hereby consent to the making of this application.

.....	.....	.....
Signature/s	Capacity	Date

**Temora Shire Council – Local Places Equitable Access Assistance Fund**

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**AGREEMENT FOR FINANCIAL ASSISTANCE OFFERED UNDER  
TEMORA SHIRE COUNCIL LOCAL PLACES EQUITABLE ACCESS**

(This cover sheet should be used for all projects)

PROJECT NUMBER:

DETAILS OF ASSISTANCE:

Applicants Name:

Postal Address:

Project Address:

Project Name:

Amount of Assistance: \$

Type:

Your Contribution: \$

Funding Source:

Purposes of the Assistance:

Special Conditions:

Final date for the completion of the project:

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8

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**Temora Shire Council – Local Places Equitable Access Assistance Fund**

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**CONDITIONS APPLYING TO ALL PROJECTS**

You, the applicant, by entering into this agreement, agree to comply with the following conditions:-

**1. Acceptance**

You must accept this offer of assistance within six (6) weeks of the date of this offer otherwise it will be withdrawn.

**2. Permission to Commence Work**

You must provide the following information before permission to commence work will be granted:-

- a) *a draft schedule of work and quotations;*
- b) *who is to carry out the work;*
- c) *a time schedule for the completion of the project;*
- d) *name of a suitably qualified person who will be responsible for supervising the proposed work.*

**3. Funding from Other Sources**

You must immediately advise the council of any changes to financial resources and arrangements connected with the project.

**4. Claims**

Claims for payment should be supplied in letter form and you should set out clearly what work was carried out, by whom and how much you are claiming. Please attach originals of any bills.

**5. Progress Reports**

You must provide brief progress reports as requested.

**6. Revocation**

You agree that this financial assistance may be reviewed or revoked at any time under any one or more of the following circumstances:

- a) Unsatisfactory work;
- b) Failure to meet time schedule constraints;
- c) Failure to provide progress reports;
- d) Non disclosure, misleading or false disclosure of information.

You also agree, in case of revocation, that where monies have been advanced you are obliged to refund those monies plus interest equal to the current rate used for local government rate arrears.

**7. Taxation and Other Regulations**

You agree that it is solely your responsibility to ensure that you comply with any taxation liability and or regulations under any Federal or State legislation.



**Temora Shire Council – Local Places Equitable Access Assistance Fund**

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**8. Loan and Index Refundable Grant Conditions**

You agree to enter into a separate agreement to provide whatever form of security for this assistance which may be required.

**9. Re-useable Equipment**

You agree that assistance is not to be used for expenditure on re-useable equipment without the prior written approval of the Council.

**10. Appropriate Conservation Work and Financial Management**

You agree that all work must be carried out in a manner consistent with appropriate conservation practice and in accordance with generally accepted sound financial practice.

**11. Long Term Protection**

You agree to take all reasonable measures to protect in perpetuity the item for which this assistance is granted.

You agree to insure and keep insured at all times the item for which this assistance is granted.

**12. Acknowledgment of Assistance**

You agree to acknowledge this assistance in any form required and approved by the Council.

**Acceptance**

You the applicant, hereby agree to the above conditions and accept this offer of assistance.

**Signature:** .....

**Date:** .....

---

*To be completed for projects where the applicant is not the owner of the item being conserved.*

I, the owner of the item for which this assistance is granted, also agree to the conditions of this assistance and give permission for work to commence.

**Signature:** .....

**Date:** .....

**3.4 HOSKINS STREET - NEW PEDESTRIAN ACCESSES**

**File Number:** REP21/102  
**Author:** Building Surveyor  
**Authoriser:** Director of Environmental Services  
**Attachments:** 1. Pedestrian Access 1  
2. Pedestrian Access 2  
3. Pedestrian Access 3  
4. Pedestrian Access 4

**REPORT**

Hoskins Street Kerb Ramps and Pedestrian Accesses are being scheduled to be completed in February/March 2021. The new access will be located near the Hoskins and Parkes Street and Hoskins and Victoria Street Intersections.

The following information of the works proposed is offered:

**Set Out**

- Set out location of ramps/cut outs

**Establishment/Traffic Control**

- Develop and implement Traffic Control Plan

**Construction (Parkes Street Intersection)**

- Cut and remove existing kerb/bricks inside new pathway on eastern and central refuge islands.
- Construct concrete edging on either side of cuts/brick removal, the same as in Attachment 2 example.
- Install kerb ramp on eastern side of Hoskins street as per Council's standard drawing.
- Emulsion patch walkway area where bricks/kerb have been removed.
- Order and install handrails on central refuge island.

**Construction (Victoria Street Intersection)**

- Cut and remove existing kerb/bricks inside new pathway on eastern and central refuge islands.
- Construct concrete edging on either side of cuts/brick removal, the same as in Attachment 2.
- Install kerb ramp on refuge island, adjacent to fog line on the western side of Hoskins street as per Council's standard drawing.
- Emulsion patch walkway area where bricks/kerb have been removed.
- Install steel gutter bridge across stormwater inlet dyna-bolt to concrete (Ramp to be similar to that on pedestrian refuge islands near McDonalds)
- Order and install standard compliant handrails on central refuge island the same as other central refuge islands in Hoskins St.

**Linemarking**

- Stencil 'Look Left/Right' in central islands

**COMMITTEE RESOLUTION 5/2021**

Moved: Cr Claire McLaren

Seconded: Cr Dale Wiencke

That the report was noted and advised that this project has been placed on hold until the Assets & Operations Committee Meeting on 11<sup>th</sup> May, 2021 is clarified in regards to the Main Street Upgrade.

**CARRIED**

***Report by Alex Dahlenburg***

Attachment 1: Parkes Street Intersection



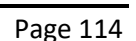
Attachment 3: Victoria Street Intersection





Attachment 2: Concrete edging example





**4 BUSINESS WITHOUT NOTICE**

**5 CLOSE MEETING**

The Meeting closed at 11:47AM.

This is the minutes of the Access & Equity Committee meeting held on Tuesday 9 February 2021.

.....  
GENERAL MANAGER

.....  
CHAIRMAN

**6.2 MINUTES OF THE YOUTH ADVISORY COMMITTEE MEETING HELD ON 9 FEBRUARY 2021**

**File Number:** REP21/189

**Author:** Secretary Engineering

**Authoriser:** General Manager

**Attachments:** 1. Minutes of the Youth Advisory Committee Meeting held on 9 February 2021

**RECOMMENDATION**

It was resolved that the reports be received.

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



**Date:** Tuesday, 9 February 2021

**Time:** 12:00PM

**Location:** 105 Loftus Street  
TEMORA NSW 2666

# **MINUTES**

## **Youth Advisory Committee Meeting**

**9 February 2021**

**Order of Business**

1    **Open Meeting ..... 3**

2    **Apologies ..... 3**

3    **Reports ..... 4**

     3.1    December/January School Holiday Workshops ..... 4

4    **Business Without Notice..... 7**

5    **Close Meeting ..... 7**



**MINUTES OF TEMORA SHIRE COUNCIL  
YOUTH ADVISORY COMMITTEE MEETING  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON TUESDAY, 9 FEBRUARY 2021 AT 12:00PM**

**PRESENT:** Cr Rick Firman (Mayor), Cr Dennis Sleigh (Chair), Cr Kenneth Smith, Cr Claire McLaren, Cr Dale Wiencke

**IN ATTENDANCE:** Sheree Elwin (Youth Development Officer), Elizabeth Smith (Director of Administration & Finance)

**1 OPEN MEETING**

12:00PM

**2 APOLOGIES**

Nil

**3 REPORTS****3.1 DECEMBER/JANUARY SCHOOL HOLIDAY WORKSHOPS**

**File Number:** REP21/146  
**Author:** Secretary Engineering  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT****Food Science Workshop:**

On Tuesday the 29<sup>th</sup> of December 2020, seven young people attended our Food Science Workshop. This was our first school holiday workshop for the break.

The experiments included:

- Magic Dancing Rice
- Homemade Lava Lamp
- Edible Solar System
- Solid, Liquid and Gas
- Orange Fizzy

Leaders from the Temora Youth Hospitality Team coordinated the workshop, under the supervision of Youth Program Coordinator Melissa Carter. All participants were given a document containing information on how to perform the experiment successfully and the science behind the experiment. This workshop was open to young people of the ages 8-25 years. Images from the workshop were posted on the Temora Youth social media platforms.

This workshop was introduced in the October school holidays of 2020 and has successfully run twice. The seven young people unanimously voted for the workshop to be held again in future school holidays.

**T-Town Dance Off Workshop:**

On the 11<sup>th</sup> of January 2021, 9 young people attended the T-Town Dance Off Workshop at Platform Y.

On the day, the group split into two and were coached by Temora Youth Leaders to learn the choreography to Megan Trainors hit song "Better When I'm Dancing". At the end of the session, both Teams came together to perform. This workshop was promoted on Temora Youth social media platforms.

The T-Town Dance Off was open to young people from the ages of 8-25 years and was the first time we have introduced the workshop as one of our school holiday workshops. The 9 total attendees voted for this workshop to be held in future school holidays.

**Wizard Whisk Mystery Box Challenge:**

On Wednesday the 13<sup>th</sup> and Monday the 18<sup>th</sup> of January 2021, a total of 26 young people attended the Wizard Whisk Mystery Box Challenges at Platform Y. This was the last round of the Mystery Box sequel.

The young people were given dessert recipes that align with the Temora Youth Healthy Food Policy such as:

- Banana Muffins
- Anzac Biscuits
- Acai Bowl
- Chocolate Avocado Mousse
- Fruit Pizza
- Berry Tarts

Temora Youth Leaders acted as judges for the workshops and crowned the winners, Anzac Biscuits and Berry Tarts. Images from the workshop as well as a post announcing the winners were posted on Temora Youth social media platforms.

This workshop was introduced in the Easter school holidays of 2020. It has always attracted consistent high numbers of young people, including our younger audience of those at 8 years old. These workshops introduce the young people to healthy recipes they can take away and utilise in their home environment.

It also promotes the Temora Hospitality Team as a weekly workshop. The group unanimously voted for this workshop to be held again.

**Gaming Tournament:**

On Fridays the 15<sup>th</sup> and 22<sup>nd</sup> of January 2021, a total of 16 young people participated in the Gaming Tournament at Platform Y. The group was placed into a round-robin style tournament, battling it out against one another in the games Mario Kart Deluxe and Super Smash Bros. This workshop was supervised by YPC Melissa Carter and Gaming Mentor Matthew Walker. The winners from both Tournaments were announced on the Temora Youth social media platforms.

This school holiday workshop is extremely popular and has always attained high numbers. The Gaming Tournament promotes social interaction between the young people as they are multi-player games. It also opens the opportunity for non-Temora Youth Members to sign up as part of the weekly Gaming Team at Platform Y.

**Barista Course:**

In 2018, former Temora Youth Team Leader, Ben Rayner, expressed the desire to have young people in the Temora community professionally trained with barista skills to serve coffee at community events and/or to gain employment. In January 2021, this idea was put into motion, with 2 free barista courses offered to the young people of Temora.

On the 5<sup>th</sup> and 7<sup>th</sup> of January, 10 Temora Youth Members and 10 non-Temora Youth Members attended the Barista Training at Das Melzar Restaurant in Temora. Kylie Leddin from Wagga Catering educated the young people on how to:

- Use the coffee grinder and hopper
- Froth milk
- Operate the coffee machine
- Produce a variety of coffee types
- Clean and maintain the coffee machine and equipment
- Employ hygienic practices in the work environment

This resulted in 20 young people receiving Barista certification. Since this training was held 1 young person has gained employment, 5 young people are utilizing their skills in their current employment and the Temora Youth Members are now confident in their ability to prepare and serve coffee at community events.

#### **COMMITTEE RESOLUTION 1/2021**

Moved: Cr Kenneth Smith

Seconded: Cr Claire McLaren

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

**CARRIED**

***Report by Kassi Owen & Melissa Carter***

**4 BUSINESS WITHOUT NOTICE****1. CR FIRMAN**

Write to Ben Rayner from this Committee congratulating him on being awarded Young Citizen of the Year.

Enquired whether Youth Hospitality Team would be available to cater for Council Chambers Centenary Celebrations on 18<sup>th</sup> May, 2021 at 6pm.

**2. MRS ELWIN**

Advised Council has successfully obtained grant funding for Youth Made Markets to be held Friday 16<sup>th</sup> & Saturday 17<sup>th</sup> April, 2021.

**5 CLOSE MEETING**

**The Meeting closed at 12:28PM.**

**This is the minutes of the Youth Advisory Committee meeting held on Tuesday 9 February 2021.**

.....

**GENERAL MANAGER**

.....

**CHAIRMAN**

**6.3 MINUTES OF THE ASSETS & OPERATIONS COMMITTEE MEETING HELD ON 9 FEBRUARY 2021****File Number:** REP21/198**Author:** Secretary Engineering**Authoriser:** General Manager**Attachments:** 1. Minutes of the Assets & Operations Committee Meeting held on 9 February 2021**RECOMMENDATION**

It was resolved that the reports be received.

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





**Date:** Tuesday, 9 February 2021  
**Time:** 2:00PM  
**Location:** 105 Loftus Street  
TEMORA NSW 2666

# **MINUTES**

## **Assets & Operations Committee Meeting**

**9 February 2021**

**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, 9 FEBRUARY 2021 AT 2:00PM**

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

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

**1 OPEN MEETING**

2:12PM

**2 APOLOGIES**

**COMMITTEE RESOLUTION 1/2021**

Moved: Cr Kenneth Smith

Seconded: Cr Graham Sinclair

That the apology received from Cr Sleigh be accepted and leave of absence granted.

**CARRIED**

**3 REPORTS****3.1 WHITE RIBBON DAY****File Number:** REP20/1384**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Signage**REPORT**

The issue of domestic violence is one that is prevalent in communities worldwide. Domestic violence, usually against women, is a social issue that utilises significant police, medical and social resources.

On average, one woman a week across Australia is murdered by her current partner or former partner. The incidents of non-fatal abuse are significant and occur in almost every community.

In November annually, an awareness and fundraising day, White Ribbon Day, is held to highlight the issue. Many local communities have joined in the campaign and installed signage within the communities. An example of the Harden initiative is attached.

This campaign is supported by the United Services Union (USU), the primary union servicing local government.

Council may wish to consider involvement in the awareness campaign in 2021, perhaps by the addition of the message in the Council street banner in the leadup to the day.

The cost of involvement would depend on the level of commitment however, at a minimum, it would involve signwriting and erection of the banner at a cost of approximately \$200.

**COMMITTEE RESOLUTION 2/2021**

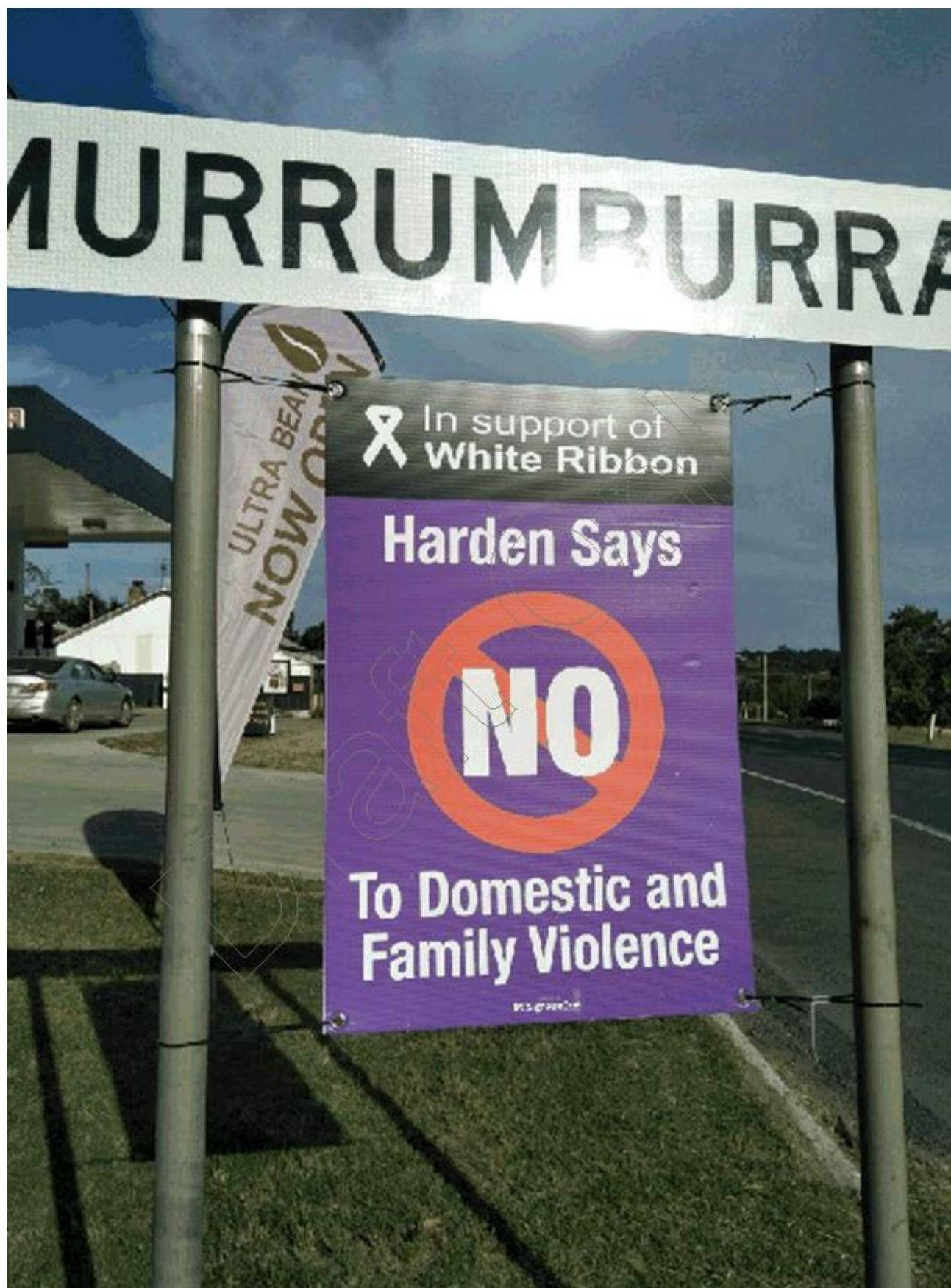
Moved: Cr Graham Sinclair

Seconded: Cr Nigel Judd

That the Committee resolved to recommend that Council have a feature on social media on White Ribbon Day.

**CARRIED**

***Report by Gary Lavelle***



**3.2 ENDOMETRIOSIS AUSTRALIA****File Number:** REP21/86**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Endometriosis Australia**REPORT**

Endometriosis Awareness will be held over the weekend of 27 March 2021, and will coincide with the running of the Endo Enlightened campaign.

As yellow is the recognised colour that supports endometriosis, they are enquiring about the possibility of having any Temora Shire Council assets lit in yellow for the 2021 Endo Enlightened campaign.

**COMMITTEE RESOLUTION 3/2021**

Moved: Cr Rick Firman

Seconded: Cr Max Oliver

That the Committee resolved to recommend that Council have a feature on social media regarding Endometriosis Awareness Weekend.

**CARRIED**



**Anne Rands**

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**Subject:** FW: Lighting of Temora Shire Council assets

---

**From:** Admin <[admin@endoaustralia.org](mailto:admin@endoaustralia.org)>  
**Sent:** Wednesday, 27 January 2021 1:10 PM  
**To:** Temora Shire Council <[temshire@temora.nsw.gov.au](mailto:temshire@temora.nsw.gov.au)>  
**Subject:** Lighting of Temora Shire Council assets

To whom it may concern,

Endometriosis Australia is a nationally accredited charity that endeavours to increase recognition of endometriosis, provide endometriosis education programs and to raise funding for endometriosis research.

Endometriosis is a common disease that 1 in 9 women suffer with at some point in their life, with the disease often starting in teenagers. Endometriosis is reported to cost Australian society \$9.7 billion annually! (Comparatively, diabetes costs about \$1 billion annually).

March is Endometriosis Awareness Month, with the worldwide EndoMarch campaign due to be held over the weekend of the 27th of March 2021.

Throughout March and coinciding with the worldwide EndoMarch campaign, Endometriosis Australia is running the Endo Enlightened campaign.

As yellow is the internationally recognised colour that supports endometriosis campaigns we would very much like to enquire about the possibility of having any Temora Shire Council assets, lit in yellow for the 2021 Endo Enlightened campaign.

We would be happy to provide you with any necessary information at your request. We look forward to hearing from you.

Kind regards,

Teresa Aloisi  
Administrator

Endometriosis Australia  
E: [admin@endoaustralia.org](mailto:admin@endoaustralia.org)  
W: [www.endometriosisaustralia.org](http://www.endometriosisaustralia.org)

END METRIOSIS  
AUSTRALIA

**3.3 DRIVER REVIVER SITE UPGRADE PROGRAM****File Number:** REP21/81**Author:** Engineering Technical Officer**Authoriser:** Engineering Technical Manager**Attachments:** 1. DRSU Grant Upgrade**REPORT**

The Department of Infrastructure, Transport, Regional Development and Communications are currently accepting applications for Round 2 of the Driver Reviver Site Upgrade Program. The program is aimed at contributing to the reduction of road trauma through upgrades and improved awareness to Driver Reviver sites.

Applications for the funding close on Thursday 25<sup>th</sup> February 2021. The provision is for \$10,000 to \$150,000 per site and projects must commence in March 2021 and be completed by 30 June 2021.

The below suggestions are proposed for the Driver Reviver site at Springdale, pending Council's interest:

1. Replacement of the fence on the western side of the play equipment (between the play equipment and new shelter) with pool style security fencing to enable clear visibility for parents.
2. Pathway between new BBQ shelter and playground entrance.
3. Permanent hardstand area for the Driver Reviver caravan in close proximity to the BBQ area (if the site can accommodate this).
4. Landscaping of the area between the BBQ shelter and the toilets with easy native care plants.
5. Replacement of the old BBQ in the front semi-circle area with an electric BBQ in addition to removing the old BBQ that requires wood. This would likely also require a shelter for protection.
6. a) Installation of additional BBQ in the new area (only one power supply was installed prior to slab construction which may make this concept implausible)  
b) Installation of a dual BBQ in the new and relocate existing to the location listed above.
7. Upgrade to the kitchen facilities at the Springdale Hall (note: the eligibility criteria lists "equipment for Driver Reviver operations, such as a fridge or urn". A new fridge was recently purchased under drought funding)

**Budget Implications**

The below cost estimates are provided, with a more detailed cost to be obtained upon finalisation of projects to be submitted.

Item	Description	Qty	Unit	Rate	Cost (GST Ex)
1	Fence Replacement	19	m	\$180/m	\$3,420
2	Pathway (1.5m wide)	30	m <sup>2</sup>	\$160/m <sup>2</sup>	\$4,800
3	Hardstand area (10m x 10m)	100m2	m <sup>2</sup>	\$160/m <sup>2</sup>	\$16,000

<b>4</b>	Landscaping	1	each	\$3,000	<b>\$3,000</b>
<b>5</b>	Replacement of BBQ/removal of existing	1	each	\$4,500	<b>\$4,500</b>
	Shelter	1	each	\$10,000	<b>\$10,000</b>
<b>6a</b>	Additional BBQ	1	each	\$3,900	<b>\$3,900</b>
<b>6b</b>	Dual BBQ	1	each	\$6,864	<b>\$6,864</b>
<b>7</b>	Kitchen facilities (upgraded joinery)	1	each	\$5,000	<b>\$5,000</b>
	(commercial dishwasher)	1	each	\$3,500	<b>\$3,500</b>
<b>8</b>	Shelter Upgrade	1	Each	\$10,000	<b>\$10,000</b>
<b>TOTAL:</b>					<b>\$70,984</b>

### RECOMMENDATION

That the Committee resolved to recommend that Council scope and submit an application for funding for Fence Replacement, Pathway, Landscaping and Shelter Upgrade under the Driver Reviver Site Upgrade Program.

***Report by Amanda Colwill***



## Australian Government

### Department of Infrastructure, Transport, Regional Development and Communications

## Driver Reviver Site Upgrades Program Round Two Guidelines for targeted competitive process

<b>Opening date:</b>	15 January 2021
<b>Closing date and time:</b>	11.30pm AEDT on 25 February 2021
<b>Commonwealth policy entity:</b>	Department of Infrastructure, Transport, Regional Development and Communications
<b>Administering entity</b>	Office of Road Safety, Department of Infrastructure, Transport, Regional Development and Communications
<b>Enquiries:</b>	<p>If you have any questions, please email: <a href="mailto:roadsafetygrants2@infrastructure.gov.au">roadsafetygrants2@infrastructure.gov.au</a></p> <p>Questions should be sent no later than 5.00pm AEDT 23 February 2021.</p>
<b>Date guidelines released:</b>	15 January 2021
<b>Type of grant opportunity:</b>	Targeted competitive

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## 1. Driver Reviver Site Upgrades: Round 2 processes

The Driver Reviver Site Upgrades Program is designed to achieve Australian Government objective to upgrade around 180 existing Driver Reviver sites in Australia to improve amenity and to support the establishment of new sites.

This grant opportunity is part of the above grant program which contributes to the Department of Infrastructure, Transport, Regional Development and Communications' Outcome 2, Program 2.2 – Road Safety.

The Department of Infrastructure, Transport, Regional Development and Communications worked with stakeholders to plan and design the grant program according to the [\*Commonwealth Grants Rules and Guidelines \(CGRGs\)\*](#).

□

### The grant opportunity opens

We publish the grant guidelines on [GrantConnect](#).

□

### You submit a grant application

You have six weeks to submit an application that addresses all of the eligibility and assessment criteria to be considered within these Grant Guidelines.

□

### We assess grant applications

Assessment will be undertaken by a Panel within three weeks of applications closing.

□

### We make grant recommendations

We provide advice to the Minister on the merits of each grant application.

□

### Next steps

The Minister decides which applications are successful.

□

### We notify you of the outcome

We advise you of the outcome of your grant application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.

□

### We enter into a grant agreement

We will enter into a grant agreement with you. The type of grant agreement is based on the nature of the grant and will be proportional to the risks involved.

□

### Delivery of grant

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you and monitoring your progress.

□

### Evaluation

The Commonwealth will evaluate the Driver Reviver Site Upgrades program as a whole. We base this on information you provide to us and that we collect from various sources.

## 1.1 Introduction

These guidelines contain information for the Driver Reviver Site Upgrades – Round Two grant opportunity.

Driver Reviver sites provide drivers and their passengers with a place where they can stop safely, particularly on long trips and during peak holiday periods. Driver Reviver is a community program that has been operating in Australia for 30 years. Managed by volunteers from a wide range of service organisations and community groups who in their own time, promote road safety and help to reduce the road toll, by providing travellers with an opportunity to take a break offering free beverages, snacks and conversation.

The Driver Reviver Site Upgrades program (the Program) contributes to the Department of Infrastructure, Transport, Regional Development and Communications Program 2.2 – Road Safety. The objective of the Program is to revitalise Driver Reviver sites nationwide. The intended outcome of the program is to reduce road trauma, particularly trauma that is attributable to driver fatigue.

The purposes of the Driver Reviver Site Upgrades – Round Two grant opportunity is to provide funding for site upgrades to all Driver Reviver locations and the establishment of new sites within the Driver Reviver network. The key outcome is improved awareness and usage of Driver Reviver sites for drivers.

**You must read this document before you prepare your application for this grant opportunity.**

This document sets out:

- the purpose of this grant opportunity
- the eligibility criteria
- requirements for entities submitting an application
- how applications will be assessed
- responsibilities and expectations relating to this grant opportunity.

## 2. About the Driver Reviver Site Upgrades Program

The long-term aim of this Program is to reduce the number of road fatalities and serious injuries resulting from driver fatigue, making our roads safer.

The Australian Government has committed \$8 million (ex GST) in capped grants to upgrade Driver Reviver sites to improve amenity, provide for new equipment, and to support the establishment of new sites. The Program is part of a suite of measures to improve road safety under Outcome 2.2 – Road Safety.

The Office of Road Safety within the Department of Infrastructure, Transport, Regional Development and Communications was established on 1 July 2019 to provide national leadership and coordination across the road safety sector including in the establishment of programs designed to reduce road trauma. The Office of Road Safety is responsible for delivering this grant program.

Round One (2019-20) provided grants for mobile variable messaging signage to raise awareness around all existing and operational Driver Reviver sites. Round Two will provide grants to site owners for signage and amenities, basic infrastructure upgrades to existing sites, establishment of new sites and potential rebuilds of sites that have been affected by bushfires.

These guidelines relate to **Round Two** of the Program.

### Objective

The objective of Round Two of the Program is to improve road safety outcomes with a long-term aim to decrease harm and trauma related road crashes on Australian roads by revitalising Driver Reviver sites nationwide.

### Outcomes

The Program provides grants to fund upgrades and improved awareness to Driver Reviver sites and improve road safety by reducing road trauma resulting from driver fatigue.

We administer the program according to the [\*Commonwealth Grants Rules and Guidelines \(CGRGs\)\*](#).

## 3. Grant amount and grant period

The Australian Government has allocated a total of **\$8 million** (ex GST) over two financial years (2019-20 and 2020-21) for the Driver Reviver Site Upgrades Program.

**\$7.3 million is available for Round Two commencing in January 2021.**

Below is the phasing of \$8 million over two financial years:

DRSU	2019/20	2020/21
Round One	\$0.7million	\$0.0
Round Two	\$0.0	\$7.3 million
<b>TOTAL</b>	<b>\$0.7million</b>	<b>\$7.3 million</b>

Applicants can apply for grant funding for more than one site.

The amount of each grant will be capped at a maximum of \$150,000 (ex GST) for **each** Driver Reviver site. An application must be limited to a proposal for one site only. If you own more than one site, you will need to put in a separate application for each site.

The grant activity may be part of a larger project including upgrades to an existing site or establishment of new site. If so, you will need to provide details, including total cost of project and the value of the contribution from other parties.

This grant opportunity will open on 15 January 2021 and close on 25 February 2021.

If your application is successful you must complete your project by 30 November 2021, unless you have obtained written permission from the Commonwealth for an extension. Any requests for extension will be considered on a case-by-case basis.

## 4. Eligibility criteria

We cannot consider your application if it does not satisfy **all** the relevant eligibility criteria.

### 4.1 Who is eligible to apply for a grant?

To be eligible to apply, you must:

- be the owner of the land on which an active Driver Reviver site is, or is proposed to be, located **or** have written support from the owner of the land for the project plan in your application;
- have an Australian Business Number (ABN);
- be registered for the purposes of GST (unless exempt);
- be a permanent resident of Australia; and
- have an account with an Australian financial institution

**and** be one of the following entity types:

- a company incorporated in Australia
- a company incorporated by guarantee
- an incorporated trustee on behalf of a trust
- an incorporated association
- a partnership
- a joint (consortia) application with a lead organisation <sup>1</sup>
- a registered charity or not-for-profit organisation
- an Australian local government body
- an Australian state or territory government body; or
- an Aboriginal and/or Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and /or Torres Strait Islander) Act 2006*

### 4.2 Who is not eligible to apply for a grant?

You are **not** eligible to apply if you are:

- an individual
- an unincorporated association
- an overseas resident/organisation
- any organisation not included in section 4.1

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<sup>1</sup> The Australian Government recognises that some organisations may seek to form consortia in order to apply for a grant under the Program. Consortia are eligible to apply and the relevant conditions applicable to consortia are at 7.2 'Joint Applications'

#### 4.3 What qualifications, skills or checks are required?

If you are successful, personnel working on the grant activity must maintain any relevant accreditations and qualifications as required by law and relevant industry standards.

### 5. What the grant money can be used for

#### 5.1 Eligible grant activities

This grant will help upgrade the existing Driver Reviver locations nation-wide to improve amenity and to provide for new equipment, as well as to support the establishment of new sites. Grants may be made for a range of purposes, including the maintenance and extension of seating and refreshment facilities.

Eligible activities can include, but are not limited to, the following:

- Signage – purchase and installation of portable/mobile and fixed/permanent signage to advertise Driver Reviver during operational periods
- Toilets – purchase and installation of new facilities or upgrade to existing facilities
- Kiosk – purchase and installation of permanent or semi-permanent structure (such as a caravan or shipping container)
  - If structures are removable, please include details of use during non-operational periods
- Picnic tables with seating – purchase and installation of permanent and/or fixed amenities
- Shelter/shade – purchase and installation of permanent/temporary amenities (such as a gazebo or shade sail)
- Lighting – purchase and installation of fixed and/or portable lighting options
- Parking – signage/markings/paving - ensure disability accessible spaces are appropriately marked
- BBQs – purchase and installation of permanent BBQs for public use
- Rubbish/recycling bins – purchase and installation - please ensure cooperation from local councils for waste management arrangements.
- Landscaping – removal of hazardous trees, minor replanting/planting to improve shade or wind breaks
- Equipment for Driver Reviver operations (such as fridge or hot water urn)
- WiFi hardware and installation
- Concrete slab/foundation for structure
- Access to power and water, including additional facilities

Please ensure your application includes agreement with the relevant authorities for ongoing maintenance of permanent facilities.

#### 5.2 Eligible locations

Driver Reviver sites are those formally recognised and supplied by Driver Reviver Australia Ltd. There may also be a registration process undertaken by the relevant state government to confirm the status of a Driver Reviver site.

A location is eligible for this grant opportunity if:

- it is an existing site recognised by Driver Reviver Australia Ltd
- it is a location where a Driver Reviver site could be established and this is supported by evidence based on factors such as
  - being on a key transport route
  - displaying increased traffic volumes during peak holiday periods
  - being located at least 180kms away from another Driver Reviver site
  - showing a history of road crashes; or
- it has previously been a Driver Reviver site, but was damaged by bushfire between 1 July 2019 and 30 June 2020.

### 5.3 Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred on eligible grant activities and as defined in the grant details in the grant agreement.

You must incur the expenditure on your grant activity between the start date and end or completion date for your grant activity for it to be eligible, unless an extension is granted by the Commonwealth in writing.

Eligible expenditure items are:

- Purchase and installation costs for the site upgrades/establishment
- Implementation/building costs for the site upgrades/establishment

### 5.4 What the grant money cannot be used for

You cannot use the grant for the following activities:

- Staff salaries and on-costs
- Ongoing maintenance of site
- Temporary hire of amenities
- Purchase of land
- The covering of retrospective costs
- Travel
- Research or studies
- Activities for which other Commonwealth, state, territory or local government bodies have primary responsibility
- Grant activities that receive regular ongoing funding by other Australian, state or territory, or local government programs

## 6. The assessment criteria

You must address all of the following assessment criteria in the Grant Application Form. We will assess your application based on the weighting given to each criteria.

The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested.

You must answer each criteria meaningfully in the text of your response. The compulsory application form includes character limits – up to 800 words per criteria.



**Criteria 1 – Need and outcome – 40% Weighting**

We are looking for a clearly articulated vision of the project and demonstration of the following:

- 1.1 Location of the Driver Reviver site to be upgraded (include GPS coordinates and photos of existing site)
- 1.2 Location of the proposed Driver Reviver site (include GPS coordinates and photos of location)
- 1.3 What are the improvements and why are they needed?
- 1.4 Provide evidence of required need (for example, increased traffic numbers passing site during holiday periods, road crashes within region etc.)
- 1.5 Details of the community organisation supporting the site when operational
- 1.6 Approvals required to undertake the work (for example, do you need local/state government approval for works?)
- 1.7 What are the potential road safety benefits? Are there any other benefits? (for example, expanding the use for other community uses etc.)
- 1.8 What is the expected outcome? (for example, an increase in available seating from five to 20 people, increased visitor numbers etc.)

**Criteria 2 – Method – 40% Weighting**

Describe your method to implement the project. You will need to show a strong understanding of the processes required to develop a project. Projects are expected to be 'tender-ready' at the time the application form is submitted. We will assess the response you provide as well as the three key attachments – the Project Management Plan, Risk Management Plan and Budget.

- 2.1 Provide a summary of the timeline for the project including any key activities or milestones and describe how, where and when you intend to carry out the activity.
  - You must provide a more detailed Project Management Plan as a separate attachment.
- 2.2 List the major risks and how they will be mitigated.
  - You must provide a more detailed Risk Management Plan as a separate attachment.
- 2.3 Is the project cost an estimate or have you obtained quotes for the project?
  - Provide a detailed project budget as a separate attachment.
- 2.4 List the key success metrics you will use to measure project outcomes.

### Criteria 3 – Organisational capacity – 20% Weighting

You must describe your organisation capability and capacity to deliver the project.

- 3.1 Demonstrate that your organisation has the expertise and capacity to successfully deliver and evaluate the project.

## 7. How to apply

Before applying, you must read and understand these guidelines, the application form and the sample grant agreement. These documents can be found at [GrantConnect](#). Any alterations and addenda<sup>2</sup> will be published on GrantConnect and by registering on this website you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

In the application you will be asked to provide clear detail of the site and a project plan for the site upgrades you are asking the Commonwealth Government to fund.

#### To apply you must:

- complete the grant application form;
- provide all the information requested;
- meet all eligibility criteria;
- include all necessary attachments; and
- submit your application to [roadsafetygrants2@infrastructure.gov.au](mailto:roadsafetygrants2@infrastructure.gov.au)

Your application will need to include the following:

- name and location of the Driver Reviver site your organisation is requesting funding for;
- evidence of site ownership or management (e.g. a gazettal notice, Certificate of Title, copy of a title search, letter of support);
- description of current amenities on the site, or used for the site when it is an operational Driver Reviver site, with photos;
- a Project Management Plan for proposed upgrades for the site, including anticipated cost
- the total amount of funding you require from the Commonwealth and (if applicable) any co-contribution costs from your own or another organisation or government; and

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code Act 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you find an error in your application after submitting it, you should email us immediately on [roadsafetygrants2@infrastructure.gov.au](mailto:roadsafetygrants2@infrastructure.gov.au). We do not have to accept any additional information, nor requests from you to correct your application after the closing time.

<sup>2</sup> Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents

You cannot change your application after the closing date and time.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application.

You should keep a copy of your application and any supporting documents.

We will acknowledge that we have received your application within two business days of receiving it.

If you need further guidance around the application process or if you are unable to submit an application online contact us at [roadsafetygrants2@infrastructure.gov.au](mailto:roadsafetygrants2@infrastructure.gov.au).

You must:

- ensure the application contains all the information requested
- submit your application by 11.30pm AEDT on 23 February 2021

#### 7.1 Attachments to the application

The following documents must be included with your application:

- Completed application form
- Documents confirming that you are the owner of the Driver Reviver site for which you are applying for funding. This may include a gazettal notice, Certificate of Title or something similar; and/or
- Documents stating that, although not the owner of the land where the Driver Reviver site is located, you have the full support and agreement from the owner of the site, to apply for a physical upgrade as outlined in your project plan; and
- Photos or other visual tools to support your project plan
- Project Management Plan
- Risk Management Plan
- Budget
- Conflict of Interest Disclosure Form

You must attach all supporting documentation and the application form as separate documents in your application.

#### 7.2 Joint (consortia) applications

We recognise that some organisations may want to work collaboratively as a group to deliver grant activity.

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the grant proposal form and enter into a grant agreement with the Commonwealth. The proposal must identify all other members of the proposed group and include a letter of support from each of the partners.

Each letter of support should include:

- details of the partner organisation
- an overview of how the partner organisation will work with the lead organisation and any other partner organisations in the group to successfully complete the grant activity
- an outline of the relevant experience and/or expertise the partner organisation will bring to the group
- the roles/responsibilities of the partner organisation and the resources they will contribute (if any)
- details of a nominated management level contact officer.

You must have a formal arrangement in place with all parties prior to execution of the agreement.

### 7.3 Timing of grant opportunity

You must submit your application between the published opening and closing dates. We cannot accept late applications.

If you are successful, we expect you will be able to commence your grant activity around May 2021. Timing of the commencement will be negotiated through the Grant Agreement.

Grant Guidelines published on GrantConnect	15 January 2021
Application process formally closes	25 February 2021
Finalise assessment process and provide Assessment Report to Minister	17 March 2021
Ministerial decision finalised and announced	7 April 2021
Grant Agreements executed	21 April 2021
Release funding to grantees	30 April 2021

### 7.4 Questions during the application process

If you have any questions during the application period, please email [roadsafetygrants2@infrastructure.gov.au](mailto:roadsafetygrants2@infrastructure.gov.au).

The Office of Road Safety will respond to emailed questions within two business days. Answers to relevant questions will also be posted on [GrantConnect](#).

## 8. The grant selection process

Your application will be considered through a targeted competitive grant process.

Your application will be assessed for eligibility by an Assessment Panel within the Office of Road Safety. If the selection process identifies unintentional errors in your application, you may be contacted to correct or explain the information.

### 8.1 Assessment of grant applications

The Office of Road Safety will review your proposal against the eligibility criteria (see Section 4) for the targeted competitive grant process. Only proposals that meet required eligibility will proceed to the next state.

All proposals that meet the eligibility criteria will then be assessed against the assessment criteria (see Section 6). Each proposal is considered on its merits, based on:

- How well it meets the criteria
- How it compares to other applications
- The key principle of achieving value with relevant money

### 8.2 Who will assess applications?

The Office of Road Safety Grant Assessment Panel will assess each proposal on its merit and compare it to other eligible proposals. The Panel will provide a full report and make recommendations to the Minister which grant proposals should be awarded a grant, but ultimately the final decision will be made by the Minister.

External experts/advisors may be asked to provide advice and expertise in assessing proposals. Each expert/advisor, who is not a Commonwealth Official, will be required to perform their duties in accordance with the CGRGs.

The Assessment Panel may seek additional information about you or your application.

### 8.3 Who will approve grants?

The Minister for Infrastructure, Transport and Regional Development decides which grants to approve taking into account the availability of grant funds for the purposes of the grant program.

The Minister's decision is final in all matters, including:

- the approval of the grant
- the grant amount to be awarded
- the terms and conditions of the grant.

There is no appeal mechanism for decisions to approve or not approve a grant.

## 9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

### 9.1 Feedback on your application

If you are unsuccessful, you may ask for feedback within two weeks of being advised of the outcome. We will give feedback within one month of your request.



## 10. Successful grant applications

### 10.1 The Grant Agreement

Proponents of successful proposals must enter into a legally binding grant agreement with the Commonwealth. Each agreement has general terms and conditions that cannot be changed. Sample grant agreements are available on [GrantConnect](#).

You must not start any Driver Reviver Site upgrade activities until a grant agreement is executed. We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. If you choose to start your grant activity before you have an executed grant agreement, you do so at your own risk.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the Minister. We will identify these in the agreement.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

#### **Simple Grant Agreement**

We will use a Simple Grant Agreement.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

You may request changes to the grant agreement. However, we will review any required changes to these details to ensure they do not impact the grant as approved by the Minister.

### 10.2 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- proportion of eligible expenditure covered by the grant (grant percentage)
- any financial contributions you must make
- any in-kind contributions you will make
- any financial contribution provided by a third party

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will make progress payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the grant activity.



### 10.3 Grant Payments and GST

If you are registered for the Goods and Services Tax (GST), where applicable, you will be required to add GST to your grant payment and issue the Department with an invoice that meets the requirements for a tax invoice (<https://www.ato.gov.au/Business/GST/Tax-invoices/>).

If liable to pay GST for the purpose of this grant, payments will be 'GST inclusive'. The exception will be for payments to local government and state/territory government entities, which will be paid GST exclusive amounts if all the requirements of section 9-17(3) of the *A New Tax System (Goods and Services Tax) Act 1999* are met.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the Australian Taxation Office.<sup>3</sup> We do not provide advice on your particular taxation circumstances.

## 11. Announcement of grants

If successful, your grant will be listed on the GrantConnect website within 21 days after the date of effect<sup>4</sup> as required by section 5.3 of the CGRGs.

## 12. How we monitor your grant activity

### 12.1 Keeping us informed

You should let us know if anything is likely to affect your grant activity or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement, you must contact us immediately.

You must notify us of events relating to your grant and provide an opportunity for the Minister or their representative to attend.

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<sup>3</sup> <https://www.ato.gov.au/>

<sup>4</sup> See glossary

## 12.2 Reporting

You must submit reports in line with the grant agreement. We will provide sample templates for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed grant activity milestones and outcomes
- contributions of participants directly related to the grant activity
- expenditure of the grant
- evaluation activities

The amount of detail you provide in your reports should be relative to the size, complexity and grant amount.

We will monitor progress by assessing reports you submit and may conduct site visits or request records to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

### Progress reports

Progress reports must:

- include evidence of your progress towards completion of agreed activities and outcomes
- show the total eligible expenditure incurred to date
- include evidence of expenditure
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities).

Grant payments, other than an initial payment if applicable, will be dependent on our acceptance of your progress reports.

You must discuss any reporting delays with us as soon as you become aware of them.

### Final report

When you complete the grant activity, you must submit a final report.

Final reports must:

- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement
- include an evaluation of your grant activities
- identify the total eligible expenditure incurred
- be submitted within 21 days of completion in the format provided in the grant agreement.

### 12.3 Financial declaration

We may ask you to provide either:

- a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money; or
- an independently audited financial acquittal report, if concerns arise during the grant period. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement.

The type of report we ask for will depend on factors such as the amount of the grant, level of risk and costs of compliance.

### 12.4 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by emailing [roadsafetygrants2@infrastructure.gov.au](mailto:roadsafetygrants2@infrastructure.gov.au).

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

### 12.5 Record keeping

We may also request access and inspect the records you are required to keep under the grant agreement. You are expected to comply with record keeping, reporting and acquittal requirements as set out in the grant agreement.

### 12.6 Evaluation

We will evaluate the grant program to measure how well the outcomes and objectives have been achieved. We may use information from your proposal and reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

### 12.7 Acknowledgement

If you make a public statement about a grant activity funded under the program, we require you to acknowledge the grant by using the following:

'This Driver Reviver Site received grant funding from the Australian Government.'

## 13. Probity

The Commonwealth will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

### 13.1 Enquiries and feedback

If you have any complaints or feedback relating to this grant opportunity, please advise the Department of Infrastructure, Transport, Regional Development and Communications' [Complaints and Feedback service](#). All complaints about a grant process must be provided in writing.

If you have questions about any grant decisions made for this grant opportunity, please inform us in writing by emailing [roadsafetygrants2@infrastructure.gov.au](mailto:roadsafetygrants2@infrastructure.gov.au).

If you do not agree with the way the Department of Infrastructure, Transport, Regional Development and Communications has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Department of Infrastructure, Transport, Regional Development and Communications. The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072  
Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)  
Website: [www.ombudsman.gov.au](http://www.ombudsman.gov.au)

### 13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the Department of Infrastructure, Transport, Regional Development and Communications' staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the proposal selection process, such as an Australian Government officer, or member of an external panel;
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently; or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

You will be asked to declare, as part of your proposal, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform the Department of Infrastructure, Transport, Regional Development and Communications in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

### 13.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to.

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and disclose information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the [Australian Privacy Principles](#) and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the Department of Infrastructure, Transport, Regional Development and Communications would breach an Australian Privacy Principle as defined in the Act.

#### 13.4 Confidential Information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all the three conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential
2. the information is commercially sensitive
3. revealing the information would cause unreasonable harm to you or someone else



We will not be in breach of any confidentiality agreement if the information is disclosed to:

- the committee and other Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, State, Territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

### 13.5 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [\*Freedom of Information Act 1982\*](#) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail: **Freedom of Information Coordinator**  
Department of Infrastructure, Transport, Regional Development and  
Communications  
GPO Box 594  
CANBERRA ACT 2601

Tel: (02) 6274 6495 Fax: (02) 6275 1347

By email: [foi@infrastructure.gov.au](mailto:foi@infrastructure.gov.au)



## 14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <i>Public Governance, Performance and Accountability Act 2013</i> (PGPA Act)
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
commencement date	the expected start date for the grant activity
completion date	the expected date that the grant activity must be completed and the grant spent by
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant.
Driver Reviver site	a site that is operated by volunteers as an approved (by Driver Reviver Australia Ltd) site during at least one peak holiday period per year
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
<i><u>Commonwealth Grants Rules and Guidelines</u></i>	establishes the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
execute/executed grant	Both the Grantee and the Commonwealth have signed the agreement

Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> <li>a. under which relevant money<sup>5</sup> or other <u>Consolidated Revenue Fund</u> (CRF) money<sup>6</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives</li> </ul>
grant activity/activities	refers to the project /tasks /services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
<u>GrantConnect</u>	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant
Minister	Federal Minister responsible for Transport and Infrastructure

<sup>5</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>6</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
Project Management Plan	<p>a Project Management Plan includes:</p> <ul style="list-style-type: none"> <li>• Scope</li> <li>• Proposed Implementation methodology</li> <li>• Timeframes</li> <li>• Budget/Cost Estimates</li> <li>• Details of Regulatory Approvals</li> <li>• Details of Asset Management</li> <li>• Procurement Plan; and</li> <li>• Evaluation Plan</li> </ul>
PBS Program	<p>described within the entity's <a href="#">Portfolio Budget Statement</a>, PBS programs each link to a single outcome and provide transparency for funding decisions. These high level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities</p>
selection criteria	comprise eligibility criteria and assessment criteria
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria
tender-ready	a project that has been scoped, costed and planned sufficiently, that the Commonwealth is confident the supplier market can be formally approached and the project will not be unnecessarily delayed by known or expected factors.

Term	Definition
value with money	<p>value with money in this document refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"><li>• the quality of the project proposal and activities;</li><li>• fitness for purpose of the proposal in contributing to government objectives;</li><li>• that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and</li><li>• the potential grantee's relevant experience and performance history.</li></ul>

**3.4 TEMORA RECREATION AND OPEN SPACE STRATEGY - COMMUNITY AND SPORTS CLUBS CONSULTATION**

**File Number:** REP21/93  
**Author:** Town Planner  
**Authoriser:** Director of Environmental Services  
**Attachments:** 1. Draft Community Survey  
2. Draft Sports Club Survey

**REPORT**

Over recent months, Council officers have been working with Mr Jarrod Bryant of CT Management Group, developing the Draft Temora Shire Recreation and Open Space Strategy. As part of the Strategy development, consultation with the community and local sporting groups will occur in the coming months.

Draft surveys for community and sporting clubs have been prepared and are attached. It is requested that the surveys are reviewed by this Committee and it is recommended that the surveys commence, subject to the approval of the Temora and District Sports Council.

The surveys are scheduled to be considered by the Sports Council at their 17 February Meeting.

The outcomes of the surveys will be reported to both the Sports Council and to Council at future meetings, as part of the Draft Strategy.

**COMMITTEE RESOLUTION 4/2021**

Moved: Cr Graham Sinclair

Seconded: Cr Claire McLaren

That the Committee recommend that Council

1. Endorse the draft community and sporting club surveys, subject to the approval of the Temora and District Sports Council
2. Conduct the surveys and report the outcomes to Temora and District Sports Council and to Council as part of the Draft Temora Shire Recreation and Open Space Strategy

**CARRIED**

***Report by Claire Golder***

## Temora Shire Council – Community Survey

### Recreation and Open Space Strategy development

Temora Shire Council are seeking input from the community to help plan for the future of the Shire's parks, facilities, sportsgrounds and open spaces. We'd love to hear about what you and your family enjoy doing most in the region, and how often you do it to help plan for the provision of these assets both now and into the future. If you could please fill in the following anonymous survey and submit it to Council, it will be greatly appreciated.

Distribution Option/s:

- SurveyMonkey
- via Councils' website.
- paper copies via Council's office and/or Library/Swimming Pool and other facilities.  
Return by hand delivery

#### Q1: Are you

☐ Male    ☐ Female    ☐ Prefer not say

#### Q2: What age are you? ☐ Under 14 years

☐ 14-19    ☐ 20-29    ☐ 30-39    ☐ 40-49  
☐ 50-59    ☐ 60-69    ☐ 70-79    ☐ 80+ years

#### Q3: What is your nearest Temora Shire town/village?

☐ Temora    ☐ Arianah Park    ☐ Springdale

#### Q4: In the last 12 months, have you or a family household member/s taken part in any exercise, recreation or sporting activity in Temora Shire?

☐ Yes, myself    ☐ Yes, my partner    ☐ Yes, my child/ren  
☐ Not participated in any activities

#### If yes, which activities?

☐ Walking – ☐ myself, ☐ partner, ☐ child/ren  
☐ Running – ☐ myself, ☐ partner, ☐ child/ren  
☐ Cycling – ☐ myself, ☐ partner, ☐ child/ren  
☐ Swimming – ☐ myself, ☐ partner, ☐ child/ren  
☐ Basketball – ☐ myself, ☐ partner, ☐ child/ren  
☐ Rugby League/League Tag – ☐ myself, ☐ partner, ☐ child/ren  
☐ Rugby Union – ☐ myself, ☐ partner, ☐ child/ren



- ☐ **Aussie Rules** – ☐ myself, ☐ partner, ☐ child/ren
- ☐ **Touch Football** – ☐ myself, ☐ partner, ☐ child/ren
- ☐ **Soccer** – ☐ myself, ☐ partner, ☐ child/ren
- ☐ **Cricket** – ☐ myself, ☐ partner, ☐ child/ren
- ☐ **Netball** – ☐ myself, ☐ partner, ☐ child/ren
- ☐ **Golf** – ☐ myself, ☐ partner, ☐ child/ren
- ☐ **Tennis** – ☐ myself, ☐ partner, ☐ child/ren
- ☐ **Athletics** – ☐ myself, ☐ partner, ☐ child/ren
- ☐ **Dance** – ☐ myself, ☐ partner, ☐ child/ren
- ☐ **Gym** – ☐ myself, ☐ partner, ☐ child/ren
- ☐ **Skate boarding** – ☐ myself, ☐ partner, ☐ child/ren
- ☐ **BMX** – ☐ myself, ☐ partner, ☐ child/ren
- ☐ **Water skiing/Wakeboarding** – ☐ myself, ☐ partner, ☐ child/ren
- ☐ **Equestrian sports** – ☐ myself, ☐ partner, ☐ child/ren
- ☐ **Motor Sports** – ☐ myself, ☐ partner, ☐ child/ren
- ☐ **Martial Arts** – ☐ myself, ☐ partner, ☐ child/ren
- ☐ **Yoga/Pilates** – ☐ myself, ☐ partner, ☐ child/ren
- ☐ **Lawn Bowls** – ☐ myself, ☐ partner, ☐ child/ren
- ☐ **Greyhound Racing** – ☐ myself, ☐ partner, ☐ child/ren
- ☐ **Other** \_\_\_\_\_
- ☐ myself, ☐ partner, ☐ child/ren

**Q5: Was this as part of a club or association?**

- ☐ Yes ☐ No

**Q6: How often would you and/or family members participate in all activities?**

- ☐ Not applicable ☐ 1-2 times per week ☐ 3+ times per week
- ☐ Monthly ☐ 2-3 times per month ☐ 1-2 times per year

**Q7: Do you or a family household member work as a volunteer to support local sport?**

- ☐ Yes ☐ No

**Q8: Which Temora Shire parks, reserves, open space areas and facilities do you and/or your family household regularly use to participate in organised sports? Tick all that apply.**

- |  |   |
|--|---|
| <input type="checkbox"/> Lake Centenary            | <input type="checkbox"/> Nixon Park           |
| <input type="checkbox"/> Temora Recreation Centre  | <input type="checkbox"/> Bob Aldridge Park    |
| <input type="checkbox"/> Temora West Sports Ground | <input type="checkbox"/> The Oval             |
| <input type="checkbox"/> Temora Town Tennis Courts | <input type="checkbox"/> Boom Netball Complex |
| <input type="checkbox"/> Temora Recreation Ground  | <input type="checkbox"/> Temora Skate Park    |
| <input type="checkbox"/> Temora Golf Course*       | <input type="checkbox"/> Temora Showground*   |
| <input type="checkbox"/> Temora Greyhound Track*   |   |

- |  |   |
|--|---|
| <input type="checkbox"/> Aria Park Recreation Ground | <input type="checkbox"/> Aria Park Golf Course* |
| <input type="checkbox"/> Aria Park Showground*       |   |

☐ Springdale Recreation Reserve

☐ Council roads and footpaths

☐ Use non-Council facilities Specify: \_\_\_\_\_

☐ Other/s \_\_\_\_\_

☐ Not applicable

\* Indicates facility not managed by Temora Shire Council

**Q9: *Outside of organised sport*, which Temora Shire Council parks, reserves, open space areas and facilities do you and/or your family household regularly use?**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Lake Centenary | <input type="checkbox"/> Gloucester Park | <input type="checkbox"/> Callaghan Park |
|---|--|---|

- ☐ Temora West Park      ☐ Hillview Park      ☐ Bradley Park
- ☐ Federal Park (and Skate Park)/Railway Precinct
- ☐ Temora Recreation Centre      ☐ Nixon Park
- ☐ Temora West Sports Ground      ☐ Bob Aldridge Park
- ☐ The Oval      ☐ Temora Recreation Centre
- ☐ Temora Town Tennis Courts      ☐ Boom Netball Complex
- ☐ Temora Recreation Ground
- 
- ☐ Ariah Park Recreation Ground
- ☐ Harper Park (Ariah Park)      ☐ Davey Park (Ariah Park)
- ☐ Edis Park (Ariah Park)
- 
- ☐ Springdale Recreation Reserve
- ☐ Other, Specify: \_\_\_\_\_

### What activities do you do while there?

#### Activities

- ☐ walking      ☐ picnic      ☐ playground      ☐ play with family/kids
- ☐ exercise      ☐ walk the dog      ☐ quiet relaxation      ☐ socialise
- ☐ Other, please list: \_\_\_\_\_

#### Others

- ☐ Other Council venues/facilities not listed above: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Q10: How satisfied are you with the number of sport and recreation facilities in the Temora Shire Council area?

- ☐ Very satisfied      ☐ Satisfied      ☒ Dissatisfied      ☐ Very dissatisfied      ☐ Don't know

**Q11: How satisfied are you with the overall quality of sport and recreation facilities in the Temora Shire Council area?**

☐ Very satisfied   ☐ Satisfied   ☐ Dissatisfied   ☐ Very dissatisfied   ☐ Don't know

**Q12: What other activities might you participate in, in the future?**

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**Q13: Are there any other facilities that you would like to see Temora Shire Council provide in the region in the future?**

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**Q14: Please rate your responses to the below statements:**

1. I am satisfied with my access to sport and recreation facilities in the Temora Shire Council area.

☐ Very satisfied   ☐ Satisfied   ☐ Dissatisfied   ☐ Very dissatisfied   ☐ Don't know

2. Sport is important to me and/or my family.

☐ Very important   ☐ Important   ☐ Unimportant   ☐ Very unimportant   ☐ Neutral

3. The sport and recreation facilities in the Temora Shire Council area are generally well maintained.

☐ Strongly agree   ☐ Agree   ☐ Disagree   ☐ Strongly disagree   ☐ Neutral

4. I am satisfied with my access to parks and open spaces in the Temora Shire Council area.

☐ Very satisfied   ☐ Satisfied   ☐ Dissatisfied   ☐ Very dissatisfied   ☐ Don't know

5. I am satisfied with the quality and condition of parks and open spaces in the Temora Shire Council area.

☐ Very satisfied   ☐ Satisfied   ☐ Dissatisfied   ☐ Very dissatisfied   ☐ Don't know

6. Within the Temora Shire Council area, there is a large range of sport and recreation activities for people to choose from.

☐ Strongly agree ☐ Agree ☐ Disagree ☐ Strongly disagree ☐ Neutral

7. It is too expensive to use many of the sports and recreation facilities in Temora Shire

☐ Strongly agree ☐ Agree ☐ Disagree ☐ Strongly disagree ☐ Neutral

8. There are enough sport and recreation facilities available within the Temora Shire Council area

☐ Strongly agree ☐ Agree ☐ Disagree ☐ Strongly disagree ☐ Neutral

**Q15: Maintenance and upgrades of sporting facilities in Temora Shire forms a significant proportion of Council's annual budget. Continually increasing facility amenity and service levels across Councils current asset stock is potentially financially unsustainable in the long term.**

What do you consider to be the best option/s for Council to choose in relation to future management of sporting facilities?

1. Seek increased financial contributions from sporting clubs for the Council facilities use

☐ Strongly agree ☐ Agree ☐ Disagree ☐ Strongly disagree ☐ Neutral

2. Investigate consolidation of facilities to the reduce overall number of Council owned sports fields and increase the utilisation of retained facilities (shared facilities). Resulting in a focus on improving the standard of those high-utilisation facilities.

☐ Strongly agree ☐ Agree ☐ Disagree ☐ Strongly disagree ☐ Neutral

3. Cap the level of Council budget allocation towards facility operation and maintenance. As costs increase service levels drop (i.e. mowing, watering etc.).

☐ Strongly agree ☐ Agree ☐ Disagree ☐ Strongly disagree ☐ Neutral

4. Cap the upgrade of sporting facilities to limit Council's ongoing financial commitment. Resulting in Council maintaining asset depreciation levels, and operational and maintenance costs at current levels.

☐ Strongly agree ☐ Agree ☐ Disagree ☐ Strongly disagree ☐ Neutral

**Q16: Please provide any other comments**

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**Thank you for your participation.**



### **Temora Shire Council – 2020/21 Sports Clubs Questionnaire**

Temora Shire Council are seeking input from the regions sports clubs to help plan for the future of the improvement, maintenance and service levels and budgets for the Shire's sportsgrounds as part of a broader strategic planning initiative which will be titled the Temora Shire Council Recreation and Open Space Strategy. We'd love to hear about what your sports club/s see as the issues and priorities that Temora Shire needs to consider in the future. This information will help plan for the provision of these assets both now and into the future. If you could please fill in the following questionnaire and submit it to the following email address [cgolder@temora.nsw.gov.au](mailto:cgolder@temora.nsw.gov.au) by **Friday 19 March 2021** it will be greatly appreciated:

If you have any questions in relation to the questionnaire please feel free to contact:

**Council's Town Planner, Claire Golder on 69801108 or email [cgolder@temora.nsw.gov.au](mailto:cgolder@temora.nsw.gov.au)**

Please enter or highlight/circle your preferred responses.

QUESTION	RESPONSE
1. Club Name	
2. Is your club an Incorporated entity?	Yes
	No
3. Club contact details (please provide the contact details of two club representatives):	
Club Representative 1:	Name:
	Position held at the Club:
	Mobile:
	Email:
Club Representative 2:	Name:
	Position held at the Club:
	Mobile:
	Email:
Temora Shire Council venue/s used:	

QUESTION	RESPONSE
4. How do rate the level of maintenance of the facility/ies? (circle preferred response/highlight)	1 - Excellent 2 - Good 3 - Average 4 - Poor 5 - Very Poor
5. Overall, how do rate the condition of the facility/ies that your club uses? (circle/highlight preferred response)	1 - Excellent 2 - Good 3 - Average 4 - Poor 5 - Very Poor
6. If you have any general comments/suggestions in relation to the facility/ies your clubs use, please provide them here:	
7. How often does your club use the facility/ies on average throughout a given year/season? (i.e. March through to September, Tuesdays and Thursday nights from 6.30pm to 8pm, every second Saturday from 11am to 5pm)	Months – from _____ to _____
	Day and times:
	Day and times:
	Day and times:
	Day and times:
	Day and times:
	Day and times:
	Day and times:
	Other details:
8. How many Adult, Junior, Social members does your club currently have?	Adult:
	Junior:
	Social:
9. How many teams do you field?	

QUESTION	RESPONSE
10. What Competition do you play in?	
11. Please provide your club participation/total membership figures for the last 5 years?	2020:
	2019:
	2018:
	2017:
	2016:
12. To assist TSC in considering how it may be able to help clubs in the future please provide a ranking of which main issues may be holding your club back? (please circle your preferred response)  Please add comments below, where required, to explain your response further.	Quality of facilities 1 – Major issue. 2 – Minor issue. 3 – Not an issue.
	Financial pressures 1 – Major issue. 2 – Minor issue. 3 – Not an issue.
	Utility costs (electricity, gas, water) 1 – Major issue. 2 – Minor issue. 3 – Not an issue.
	Facility hire rates 1 – Major issue. 2 – Minor issue. 3 – Not an issue.
	Access to facilities 1 – Major issue. 2 – Minor issue. 3 – Not an issue.
	Attracting and retaining members 1 – Major issue. 2 – Minor issue. 3 – Not an issue.
	Generating income 1 – Major issue. 2 – Minor issue. 3 – Not an issue.
	Regulatory burdens (i.e. OHS, Licensing etc.) 1 – Major issue. 2 – Minor issue. 3 – Not an issue.
	Lack of volunteers 1 – Major issue. 2 – Minor issue. 3 – Not an issue.
	Other (please specify below) 1 – Major issue. 2 – Minor issue. 3 – Not an issue.
13. Does your club currently display sponsorship signage at the facility/ies used?	Yes
	No
	Yes

QUESTION	RESPONSE
14. Does your club currently pay a usage fee/s for the facility/ies used?	No
15. If the answer is Yes to the above question, does your club consider the fee to be reasonable? Please justify your response.	
16. What are the top three (3) elements at the facility/ies that your club uses that you would like to see improved and why?	
17. Maintenance and upgrading of sporting facilities in Temora Shire forms a significant proportion of Council's annual budget expenditure.  Continually increasing facility amenity and service levels across Council's current asset stock is potentially financially unsustainable in the long term.  Please number in order of preference (1 being most important) how Council should consider responding to future financial management of sporting facilities?	<p>Seek increased financial contributions from sporting clubs for the Council facilities they use.</p> <ol style="list-style-type: none"> <li>1. Strongly preferred</li> <li>2. Preferred</li> <li>3. Unsure</li> <li>4. Not preferred</li> <li>5. Strongly not preferred</li> </ol>
	<p>Investigate consolidation of facilities to reduce the overall number of council owned sports facilities and increase utilisation of retained facilities (shared facilities). Additionally, focus on improving the standard of high-utilisation facilities.</p> <ol style="list-style-type: none"> <li>1. Strongly preferred</li> <li>2. Preferred</li> <li>3. Unsure</li> <li>4. Not preferred</li> <li>5. Strongly not preferred</li> </ol>

QUESTION	RESPONSE
	<p>Cap the level of Council budget allocation towards facility operation and maintenance. As costs increase service levels would then drop (i.e. mowing, watering, etc.).</p> <ol style="list-style-type: none"> <li>1. Strongly preferred</li> <li>2. Preferred</li> <li>3. Unsure</li> <li>4. Not preferred</li> <li>5. Strongly not preferred</li> </ol>
	<p>Cap the upgrade of sporting facilities to limit ongoing increased financial commitment by Council. As a result, maintain asset depreciation, operation and maintenance costs at current levels.</p> <ol style="list-style-type: none"> <li>1. Strongly preferred</li> <li>2. Preferred</li> <li>3. Unsure</li> <li>4. Not preferred</li> <li>5. Strongly not preferred</li> </ol>
18. If Council were to require increased contributions from sporting clubs, do you consider that your club has capacity to contribute additional funds?	Yes
	No
19. Do you have any further comments or suggestions to provide to Council in relation to the management of sporting facilities?	

Thank you for taking the time to complete this important questionnaire.

Temora Shire Council's next steps in the development of the new Temora Shire Recreation and Open Space Strategy will be communicated shortly.

**3.5 NIXON PARK TREE REMOVAL REQUEST**

**File Number:** REP21/116  
**Author:** Engineering Technical Manager  
**Authoriser:** Engineering Technical Manager  
**Attachments:** 1. Nixon Park 1  
2. Nixon Park 2  
3. Nixon Park 3

**REPORT**

Council recently received email correspondence from the Temora Australian Football and Netball Club asking Council to consider removal of 6 eucalypt trees at Nixon Park.

The trees are located between the Nixon Park boundary fence and netball courts and are causing relatively significant damage to the netball court playing surface.

The club has an estimate of cost from a contractor of \$3,000 to remove the trees (excluding tip fees and tree stumps).

The Football and Netball Club has offered to contribute to the cost and is asking if Council would contribute to the cost of work and consider waiving of tip fees.

Removal of the stumps (if desired) will cost around \$3,000 - \$5,000.

Note: Removal of stumps may damage the court due to the proximity of trees to the courts. Grinding may be a removal option but may result in increased cost.

**Budget Implications**

\$5,000 - \$20,000 (subject to scope)

**COMMITTEE RESOLUTION 5/2021**

Moved: Cr Claire McLaren

Seconded: Cr Nigel Judd

That the Committee recommend that Council fund 50% of tree removal costs up to \$1,500 plus tipping fees and that stumps be removed at a later date

**AND FURTHER**

That Council replace the trees with suitable trees in an appropriate position at an appropriate time in the future.

**CARRIED**

***Report by Rob Fisher***

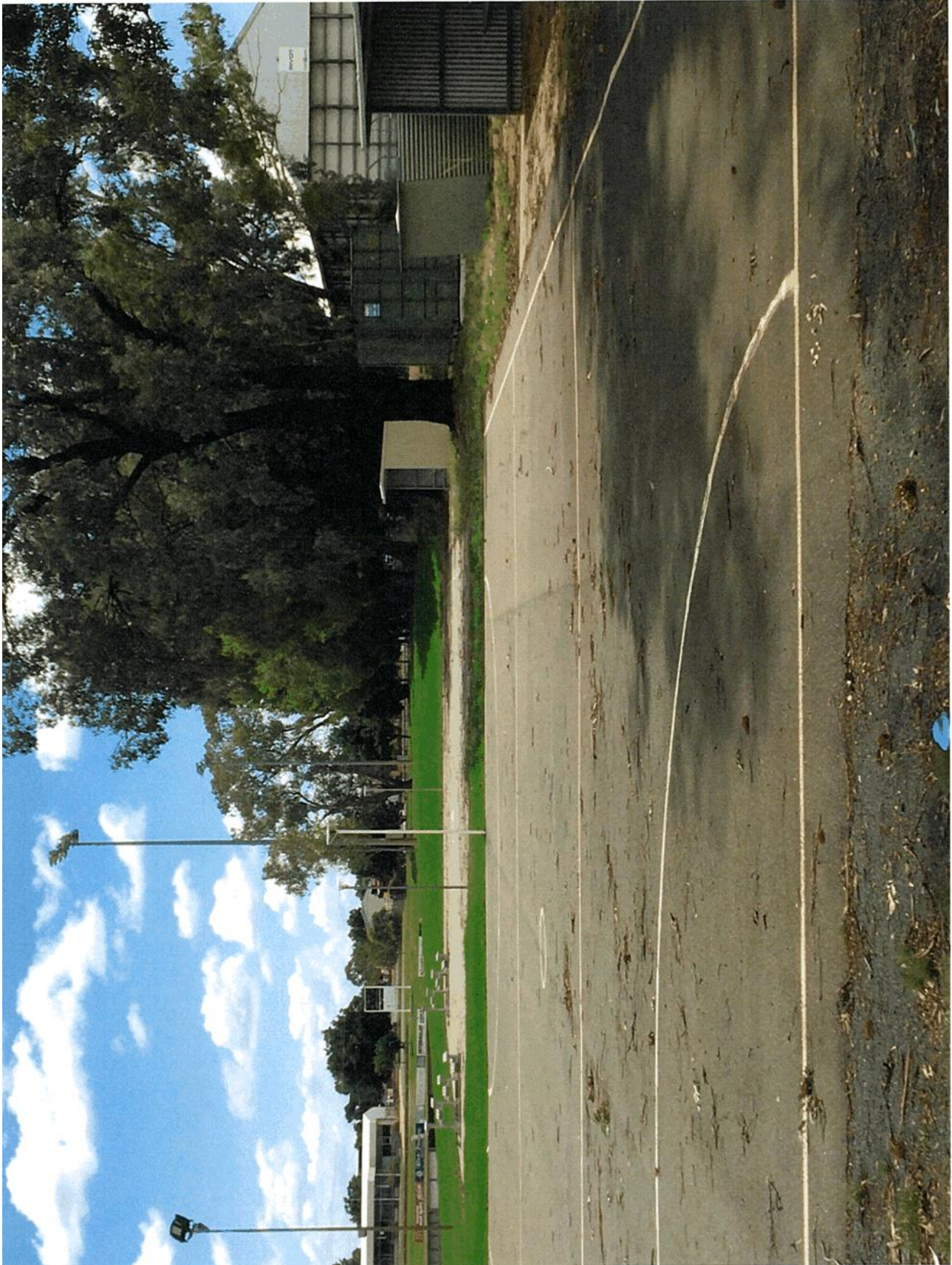












At 3:15PM Mr Rob Fisher joined the meeting.

**3.6 HOSKINS STREET UPGRADE - STAGE 2****File Number:** REP21/126**Author:** Events**Authoriser:** Director of Administration & Finance**Attachments:** 1. Hoskins Street Upgrade Stage 2 Current State Images**REPORT**

Council allocated \$15,000 in the current financial year towards the design works for the upgrade of two blocks of Hoskins Street:

- Southern block – between Victoria and Britannia streets
- Northern block – between Parkes and Polaris streets

A further \$300,000 is allocated in forward estimates for construction works associated with the upgrade (\$150K in 2021/22 and \$150K in 2022/23). Additionally, there is \$25,000 allocated from developer contributions reserve towards the project works (\$12.5K in 2021/22 and \$12.5K in 2022/23). Council may consider allocating additional funding to the project from the Stronger Country Communities grant at a workshop in March.

The purpose of this report to determine the scope of works for this project by outlining a number of factors related to potential design options. Factors for discussion include:

**1. Drainage**

- a. There is currently existing underground drainage in the Southern Block and no underground drainage in the Northern Block.
- b. If underground drainage works are not included in the Upgrade Project scope but necessary in the future, there are likely to be reworks required to kerb and guttering, footpaths, and blisters.
- c. Works that may trigger requirement of underground drainage in Northern Hoskins Street
  - i. Roundabout/s
  - ii. Increases in stormwater (already large amounts causing water to jump northern Hoskins St)
  - iii. Blisters that join to the existing kerb line in Hoskins Street
- d. Underground drainage or a grate system is required should the design include blisters that are joined to the existing footpath / K&G.
- e. The impact of the Golden Gate retention basin on drainage requirements in the northern end of Hoskins Street is currently unknown (upstream detention will improve north Hoskins Street but current scale may not have an impact).

**2. Blisters**

- a. Stage 1 of the Hoskins Street Upgrade involved demolition and relocation of existing kerb blisters. Relocation of blisters required widening of the footpath and reconstruction of kerb and gutter to protect street lighting poles from traffic. New

blisters constructed joined to the footpath to accommodate street furniture and pedestrian access.

- b. Larger blisters are required if street furniture and broad canopy trees are selected.
- c. Large trees inhibit the effectiveness of the street lighting and is not practical to co locate on a single blister.
- d. Intersection treatments including blister layout, landscaping and pedestrian access require consideration.

### 3. Footpaths

- a. There is significant cost associated with replicating the Stage 1 footpath treatment in Stage 2.
- b. If Council plan or are willing to entertain the possibility of upgrading the footpath consistent with the blocks between Victoria St and Parkes St in the foreseeable future, this should be a consideration as part of this project. Consideration in isolation may result in complete redesign and potential demolition of prior works.
- c. Consideration of CBD limits and associated embellishments should be considered to provide clarity. Consideration should be given to Hoskins Street blocks outside the current project to provide long term strategic position. Without a formed position Council will likely receive requests for continued high levels of upgrade outside the current project.

The attachment documents the current state of the main street design, comparing upgraded and original designs as a point of discussion to highlight some of the issues, constraints, and solution options.

Items worthy of consideration in determining the level of design applied to stage 2:

- I. The Hoskins / Victoria Street intersection is the crossroads of the two busiest routes through to Temora and as such is arguably the “most viewed” section of Temora Shire.
- II. The Southern Block is undergoing a revitalisation with the recent opening of Diamonds and Dust and the proposed redevelopment of the Westminster Hotel and neighbouring buildings either side, which will create a precinct that will attract visitors to the Shire.
- III. The potential for future construction of a new roundabout at the Hoskins / Polaris Street intersection will also impact the scope of works.

### COMMITTEE RESOLUTION 6/2021

Moved: Cr Graham Sinclair

Seconded: Cr Rick Firman

That the Committee resolved to recommend to that staff prepare designs and costs for a minimalist solution and report back to Council.

**CARRIED**

***Report by Craig Sinclair***

In Favour: Crs Rick Firman, Claire McLaren, Graham Sinclair, Kenneth Smith and Dale Wiencke

Against: Cr Nigel Judd

**CARRIED 5/1**

# Hoskins Street Upgrade: Stage 2

Current State Image Library



# Blister Design

## Round-a-bout Bakery

Open gutter



## Royal Hotel

Closed gutter



# Blister Design

## Round-a-bout Bakery

Open gutter, light pole position, tree choice



## Royal Hotel

Closed gutter, tree choice





## Kerb & Gutter

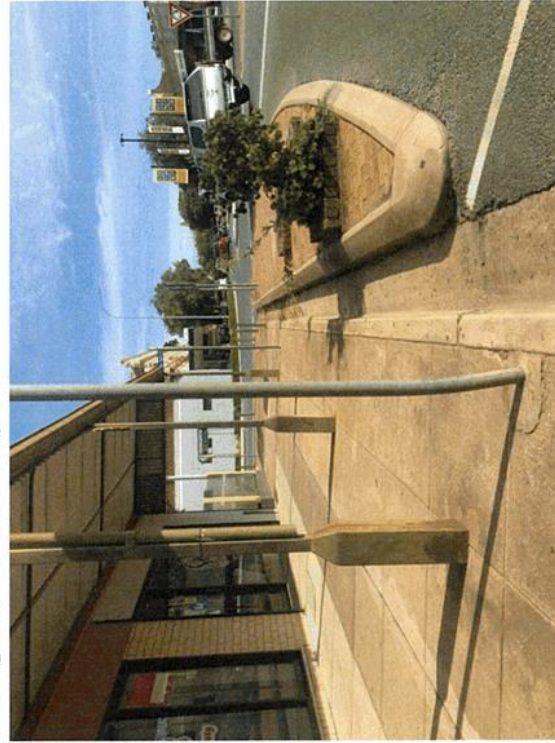
### Light pole

Damage from car bumper



### Parking sign

Damage from car bumper



# Driveway

## Auswild Buildings

Recessed



## Tiger Moth Cafe

Protruding



## Drainage – Southern Block East

**Cnr Britannia & Hoskins (East)**



**Auswild Buildings**





## Drainage – Southern Block East

Harpley's Butcher



Cnr Victoria & Hoskins (East)





## Drainage – Southern Block West

Cnr Britannia & Hoskins (West)



Leary's General Store



## Drainage – Southern Block West

Mee Ling Building



Cnr Victoria & Hoskins (West)





# Footpath

## Mee Ling Building

Evidence of level grinding



## Woolworths / Kings Church

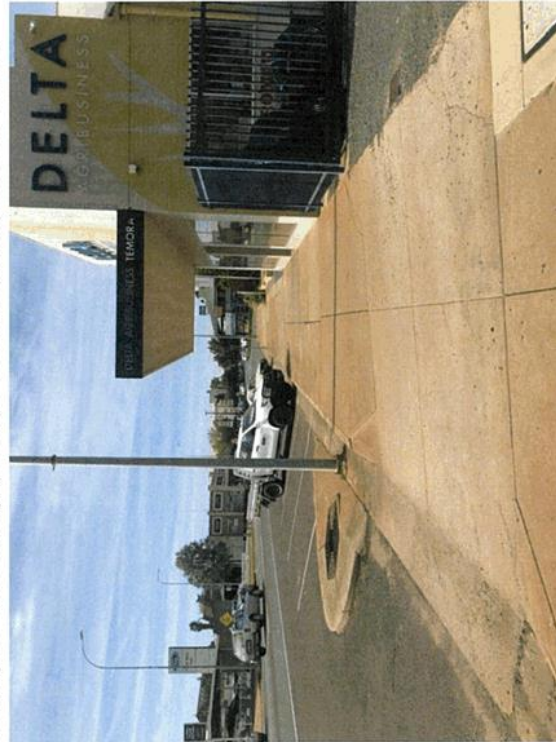
Footpath narrows until Polaris St



# Footpath

## Delta Ag

Multiple driveways, some redundant (Fritsch Bros)



## Ambulance Station

Footpath narrows until Polaris St



# Footpath

## South West Ford

Footpath narrows until Parkes Street





# Intersection Design (Hoskins / Victoria)

## MGS Accounting

Stage 1 design



## Round About Bakery

Original design





# Intersection Design (Hoskins / Britannia)

## Perrot Accounting

Original design



## Craftsman Homes

Original design



# Intersection Design (Hoskins / Britannia)

## NRCC House

Modified design



## Hughes Bearings & Hoses

Original design



# Intersection Design (Hoskins / Parkes)

## Railway Hotel

Stage 1 design



## Fritsch Bros

Original design





# Intersection Design (Hoskins / Parkes)

## QPL Rural

Stage 1 design



## South West Ford

Original design



**3.7 GOLDEN GATE RESERVE WORKS**

**File Number:** REP21/122  
**Author:** Engineering Technical Manager  
**Authoriser:** Engineering Technical Manager  
**Attachments:** 1. Email  
2. Picture 1  
3. Picture 2  
4. Picture 3

**REPORT**

Council has recently completed construction of the stormwater detention basin located in the Golden Gate Reserve. There remains to be some minor tidy up works to be completed including:

- Security fencing of both dams
- Topsoiling of filled areas on Aurora Street
- Fencing of the Gardner Street and Gallipoli Street fill areas
- Disposal of stockpiled timber
- Tidy up of drainage lines on Austral / Gardner Street

Items to be considered:

- Topsoiling the inside bank batters
- Council's pump station on Old Cootamundra Road
- Landscaping and any street furniture

**Budget Implications**

Unknown

**COMMITTEE RESOLUTION 7/2021**

Moved: Cr Graham Sinclair

Seconded: Cr Rick Firman

The committee recommend to Council that staff prepare detailed costings and report back to Council.

**CARRIED**

***Report by Rob Fisher***

FROM:

Sent: Wednesday, 23 December 2020 10:57 AM

To: Temora Shire Council <[temshire@temora.nsw.gov.au](mailto:temshire@temora.nsw.gov.au)>

Subject: Old Coota Road Council Water Catchment

Good morning Mr Mayor.

It was so nice to see you at church on Sunday.

Neal says you haven't changed since primary school..

The upgrade of the park along George street is so good, the flying fox is a real hit with the kids, and some of the adults too..

the upgrades out at the lake playground, and the Temora twister, what a great idea.

We are also excited for see the development application for the Victoria street address.. I do hope it will be a kfc or possibly hungry jacks 😊.

Neal and I went for a drive out along Old Coora road and noticed the new water catchment, we were wondering if council is going to landscape around that, and also put in some walking paths, table and chairs, maybe a gazebo or 2 and some bbqs, the space would be perfect for another George street park, with a water feature fountain or something similar.

Are the plans for the water catchment available on the Temora shire website?

Thanks for hosting us over the last 10 days.

Looking forward to visiting again soon.













**3.8 PRE PLAN DEVELOPMENT PROCESS****File Number:** REP21/131**Author:** Secretary Engineering**Authoriser:** General Manager**Attachments:**

1. Capital Project Proposal Assessment Procedure
2. Capital Project Proposal Template
3. Detailed Capital Project Template

**REPORT**

The Operational Plan for 2020/21 provides the following 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)”

This requirement was added due the number of requests from all sources that are lacking in detail or forethought and sometimes require substantial resources to investigate.

The proposed procedure is a staged process that seeks to ensure the project has been well thought out, benefits clearly articulated, financial issues considered and risks identified. The resultant applicant should result in Council being better prepared to make decisions on capital projects.

The intent of the procedure was to provide better data without making the process onerous and unnecessarily cumbersome.

**COMMITTEE RESOLUTION 8/2021**

Moved: Cr Rick Firman

Seconded: Cr Max Oliver

That the Committee resolved to recommend that Council adopt the Capital Project Assessment Procedure.

AND FURTHER

That an appropriate awareness campaign be implemented.

**CARRIED**

***Report by Gary Lavelle***

At 3:00 pm, Cr Max Oliver left the meeting and did not return.

**Capital Project Proposal (CPP) Assessment Procedure****Purpose**

In a financially constrained, revenue restricted environment, it is essential that Council make sound, well planned capital investment decisions, that maximise the value proposition for current and future generations.

The purpose of this procedure is to provide clear guidance regarding the requirements for the development of Capital Project Proposals (CPP), proposal evaluation, approval process and monitoring.

The adopted procedure will clearly articulate the process for the development of Capital Works from idea/concept to completion.

**Policy Objectives**

The procedure is designed to ensure that:

1. Projects are considered, taking into account all aspects of the proposal, throughout the life cycle of the facility.
2. There is a clear, unambiguous process to bring an idea/concept to Council
3. Projects are in alignment with the Council planning documents

**Scope**

This procedure applies to all CPP which constitute expenditure under the category of capital works (Council owned assets) and capital works (assets owned by others), proposed internally or externally that may impact on the Council. Such projects are limited to new facilities or projects involving extensive upgrades and do not include maintenance or minor upgrade work.

The scope of this procedure excludes:

- Transport Infrastructure

**Requests for Capital Works**

Requests for projects to be considered in the capital works programs may be generated in any of the following ways:

- From the community, community groups or organisations
- By resolution of the council
- From an individual councillor
- From a council officer
- From a council community committee (s355)

Proponents of projects must complete a Capital Project Proposal Template for all projects. Upon receipt of this document, the template will be assessed and referred to the Council Assets and Operation Committee for consideration. The Council may either:

1. Accept the proposal and fund accordingly.
  - o This would generally be only the case in an emergency situation or if time limited funding options became available.
2. Accept the proposal and refer to the upcoming Operational Plan.



- This would occur if the intent was to undertake the project in the next financial year.
  - This may be subject to grant availability
  - If a referral occurs, resources **must** be made available for design and business case
- 3. Accept the proposal and refer to the Delivery Program.
  - This would occur if the intent was to undertake the project outside the upcoming financial year but in the medium term (4 years)
  - This may be subject to grant availability
  - If a referral occurs, resources must be made available for design and business case.
- 4. Request more information from the proponent
- 5. Reject the proposal
- 6. If the preliminary proposal is accepted by Council (Points 1-3), the proponent must complete a **Detailed Capital Project Template**

Requests for capital works will be evaluated against the following principles:

- a. Whole of life costs
- b. Identification in Council IP & R documents and hence alignment with Council strategies
- c. Effective spend and use of funds
- d. Demonstrated community support and consultation
- e. Long term financial sustainability
- f. If projects have external funding sources

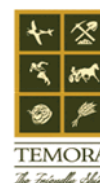
#### Exceptions

It is good practice to ensure that this procedure is adhered to. There are some occasions when this may not be possible, and the procedure may be relaxed by Council. These include:

- Availability of grant funding of a magnitude and timeframe that does not permit detailed evaluation
- Availability of funding to a user group by the peak body
- Program adopted by government or peak body that is not included in IPR documents. An example would be the Defibrillator Program



## Temora Shire Council Capital Project Proposal Template



### Project information

<b>Project working name</b>	
<b>Property Name/Location</b>	
<b>Proposer (Organisation) Details including contact details</b>	
<b>Project Contact (Including phone number)</b>	

### Project Brief

*Where has the project originated from?*

*Enter high level information describing the project?*

### Project Purpose / Justification *(please answer all questions)*

*Why has the project been initiated?*

*Reasoning behind the project?*

*What are we trying to solve?*

*What is Council's proposed involvement? CLEARLY ARTICULATE!*

*How does this align with Temora Shire Community Strategic Plan?*

### Financial Data (Interim)

Scoping costs (advise how this is to be funded)	\$
Capital Upfront Cost	\$

### Funding Source

*Is the project funded? Indicate funding amount and source.*

Funding Source	Funding Amount	Funding Confirmed
Council	\$	Yes / No / NA
State	\$	Yes / No / NA
Federal	\$	Yes / No / NA
Group/Private	\$	Yes / No / NA

Temora Shire Council

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## Appendices

Please include any supporting documentation for the consideration of Council (Include copies of plans, estimates, documents demonstrating community support).

NOTE: You may request a pre submission meeting with staff to ensure that all sections of this form are completed. Staff will help address any issues that you may have.

You will be required to submit a detailed project proposal if approved by Council.

## Date Submitted

.....

## Temora Shire Council Detailed Capital Project Template



### Project information

<b>Project working name</b>		<b>Council Reference No:</b>
<b>Property Name/Location</b>		
<b>Proposer (Organisation) Details including contact details</b>		
<b>Project Contact (Including phone number)</b>		

### Project Brief

*Where has the project originated from?*

*Enter high level information describing the project?*

### Project Purpose / Justification *(please answer all questions)*

*Why has the project been initiated?*

*Reasoning behind the project?*

*What are we trying to solve?*

*What is Council's proposed involvement? CLEARLY ARTICULATE!*

*How does this align with Temora Shire Community Strategic Plan?*

### Measurable Objectives

Objective	Success Criteria
What will the project achieve when it is a success?	<p>How will you know the objective has been met?</p> <p>How do you measure or recognize if you are successful in meeting the objective?</p> <p>Define the success criteria related to each objective.</p>

## Scope of the project

Key features of the project	Examples of response required
Project type (Upgrade / New Asset)	Upgrade or replacement of existing facility? Or new asset additional to Councils existing asset stock?
New structures required	Bridges (m <sup>2</sup> ), Building (m <sup>2</sup> ), Culverts (size x length), Playground (m <sup>2</sup> )
Existing structures that need to be modified	Which structures are being modified?
Demolition	Bridges (m <sup>2</sup> ), Building (m <sup>2</sup> ), Culverts (size x length), Playground (m <sup>2</sup> )?
Contaminated materials	Anticipated? What action has been taken to identify contamination?
Environmental issues	Work hours, sensitive receivers, noise, vegetation disturbance?
Utility adjustment	Utilities adjustment or protection?
Construction issues	Height limit; day/night works; difficult site conditions? Traffic impact?
Property acquisition	Rural (m <sup>2</sup> ), residential (m <sup>2</sup> ), commercial and industrial (m <sup>2</sup> )

## Financial Data (Interim)

Scoping costs (detailed below - advise how this is to be funded)	\$
Capital Upfront Cost	\$
Annual Operation and Maintenance Cost ①	\$
Depreciation Annual	\$
Depreciation Term	XX Years

① Please detail how annual costs will be met.

## Preliminary Scoping Costs

What costs are involved initially. Either total project costs or planning costs dependent on the timeframe

Role	Name	Company
Service		
Service		
Service		

## Funding Source

How is the project funded? Indicate funding amount and source.

Funding Source	Funding Amount	Is funding secured?
Council	\$	
State	\$	
Federal	\$	
Private	\$	

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Temora Shire Council

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**Risks** (If not relevant to project, mark N/A. Note most projects will include the risks detailed below)

Describe the inherent risks that are associated with the proposal. Include, at a minimum:

- Reputational Risk
- Financial Risk
- Environmental Risk
- Legal Compliance
- People and Safety
- Political
- Business Continuity
- Other Identified Risks

**Timeframe**

What is the proposed timeframe for this project?

Milestones	Date
Preliminary Design	
Construction	

**Consultation**

Please detail the consultation that has occurred with affected parties regarding this project.

**Appendices & Supporting Documents**

Please include any supporting documentation for the consideration of Council (Include copies of plans, estimates, & confirmed letters of support).

NOTE: You may request a pre submission meeting with staff to ensure that all sections of this form are completed. Staff will help address any issues that you may have.

**Date Submitted**

.....



**3.9 TEMORA RECREATION CENTRE - PROPOSED SPLASH PARK AND PLAYGROUND UPGRADE****File Number:** REP21/149**Author:** Town Planner**Authoriser:** Director of Environmental Services**Attachments:** Nil**REPORT**

As Council is aware, funding under the Local Roads and Community Infrastructure Fund Round 2 has been allocated towards the upgrade of facilities associated with the toddler pool at the Temora Recreation Centre. The funding allocated is \$136,436. Projects funded under this program must be completed by 31 December 2021.

Council officers have been investigating options for the delivery of items identified within the Temora Recreation Centre Masterplan, associated with the toddler pool. These items are:

- Replace existing playground and rubber softfall
- Replace rubber softfall surrounding the toddler pool
- Install splash park features

Council has investigated some options for splash parks at nearby Councils, as shown by Figure 1-3:



Figure 1: Cootamundra Pool, cost approximately \$360,000 including filtration and pump



Figure 2: Cootamundra splash park bucket water feature



Figure 3: McCaughey Park, Yanco, Leeton Shire Council. Approximate cost \$90,000, no filtration

Council officers have received price estimates for the replacement playground:

Playground \$20,000

Installation: \$15,000

Rubber softfall \$30,000

New shade sail \$20,000

Total cost approximately \$90,000

The adopted Temora Swimming Pool Masterplan indicates splash park features to be installed within the existing toddler pool, as shown by Figure 4.



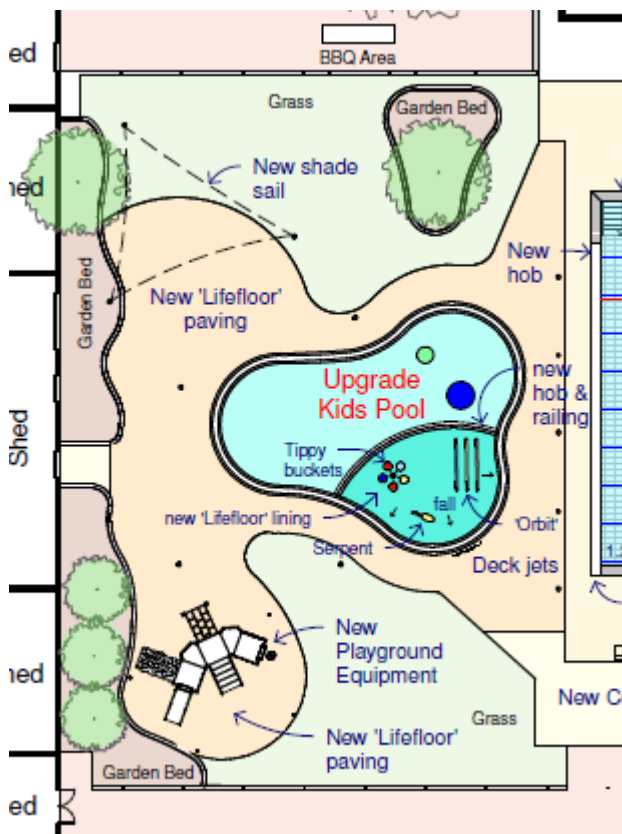


Figure 4: Temora Swimming Pool Masterplan Toddler Pool Upgrade

Figures 5 and 6 show the existing toddler pool and playground at the Temora Recreation Centre



Figure 5: Existing playground



Figure 6: Existing toddler pool

Following the inspection of other sites, the proposed installation of the splash park features has raised some concerns, as there may be insufficient room to accommodate the splash park features within the pool, likely popular with older children, and still maintain space for younger children to begin learning to swim.

Also, there may be issues with additional plumbing required to support water features impacting on the integrity of the toddler pool surface.

Finally, the overall budget for this project appears to be insufficient to achieve all aims and further staging of the project may need to be considered.

It is proposed that another meeting of the Temora Swimming Pool Working Party be held to consider these matters and report back to the Assets Committee in March. It is proposed that this meeting be held on Wednesday 24 February at 5.30pm, onsite at the pool. All Councillors are invited to attend.

### **COMMITTEE RESOLUTION 9/2021**

Moved: Cr Graham Sinclair

Seconded: Cr Claire McLaren

That the Committee recommend that Council:

1. Arrange a meeting of the Temora Swimming Pool Working Party be held to consider options for the playground replacement and splash park and
2. Receive feedback from this working party at the next Assets Committee meeting

**CARRIED**



*Report by Claire Golder*

**3.10 DOG PARK REQUEST****File Number:** REP21/152**Author:** Engineering Technical Manager**Authoriser:** Engineering Technical Manager**Attachments:** 1. Correspondence**REPORT**

Council have recently received correspondence from a local resident requesting consideration of an Off Leash Area / Dog Park within the urban limits of Temora.

**COMMITTEE RESOLUTION 10/2021**

Moved: Cr Rick Firman

Seconded: Cr Kenneth Smith

That the Committee recommend that Council refer the request to the IP & R process.

**CARRIED*****Report by Rob Fisher***

The General Manager,  
Mr G Lavelle,  
Temora Shire Council,  
Post Office Box 262,  
Temora, NSW, 2666.

Dear Gary,

I am writing to ask Council to consider creating a fenced, off leash dog park within the confines of the town of Temora. I am aware that there is a dog park at Lake Centenary, however, as this is some distance from the town itself, it is not readily available or convenient for a number of people.

I believe that a well designed and maintained dog park within the town would be an attraction, not only to existing residents and their pets, but also to prospective residents. It would also give responsible owners an alternative to illegally using the town's parks, school yards and athletic fields to allow their dogs to run free, off leash, whilst also providing a safe area for the elderly and disabled to exercise their dogs or to just come and have some social interaction.

I realise that there are many things for Council to consider in my request and I would be very willing to become part of a steering committee to investigate the requirements and to be a part of the design stage and the ongoing management.

Thank you very much for your consideration.

Yours faithfully,

**3.11 NSW RFS PRACTICAL AVIATION TRAINING**

**File Number:** REP21/156  
**Author:** Secretary Engineering  
**Authoriser:** General Manager  
**Attachments:** 1. NSW RFS Letter

**REPORT**

Council has received a request from the NSW RFS to conduct their Aviation Evaluation and Communication Workshop at Lake Centenary and Airbase Operator Recertification Training at Temora Airport on 5<sup>th</sup> June, 2021.

**COMMITTEE RESOLUTION 11/2021**

Moved: Cr Graham Sinclair  
Seconded: Cr Kenneth Smith

That the Committee resolved to recommend that Council grant permission to use the lake on 5<sup>th</sup> June on the proviso that the LCMC also approves the request.

**CARRIED**

**NSW RURAL FIRE SERVICE**

Temora Shire Council  
PO Box 262  
Temora NSW 2666

Email: [temshire@temora.nsw.gov.au](mailto:temshire@temora.nsw.gov.au)

3 February 2021

Dear Sir/Madam,

### **Aviation Evaluation and Communication Workshop / Airbase Operator Recertification**

The NSW Rural Fire Service is conducting an Aviation Evaluation and Communication Workshop at Lake Centenary and Airbase Operator Recertification training at Temora Airport on 5 June 2021, and I am writing to seek approval for the NSW Rural Fire Service to conduct practical aviation training of volunteers for the aforementioned date at Temora Airport.

The training is provided for approximately 60 volunteer firefighters from the surrounding areas, with approximately 20 volunteer firefighters operating from the Airport. The overall training is being provided to refresh their skills on operating and communicating with firefighting aircraft and loading fixed wing firebombing aircraft.

We expect to be using two (2) 802 Air Tractors and two (2) helicopters between the two training locations.

In line with the NSW and ACT Aviation Standard Operating Procedures, a management team including an Aviation Safety Advisor and Airbase Manager will be appointed during the practical training. Their jobs include liaison with the airport owner, taking any directions given by that person and ensuring a safe workplace for students and other airport users.

The NSW Rural Fire Service is covered by the NSW Treasury Managed Fund (TMF) for Public Liability to the amount of \$10 million.

In line with security arrangements at Regional Airports, we expect that all personnel be provided a security briefing by the Airport Manager, or their representative. There will be at least two (2) instructors present on the day that hold an ASIC along with the contract pilots / crewmen.

I would be pleased if you could consider this request and reply at your earliest convenience. Should you require additional information, please contact me directly on 02 8741 5241, mobile 0429 064 287 or by email to [michelle.jenkins@rfs.nsw.gov.au](mailto:michelle.jenkins@rfs.nsw.gov.au)

Yours sincerely,

Michelle Jenkins

**Coordinator Operations (Aviation)**

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**Postal address**

NSW Rural Fire Service  
Locked Bag 17  
GRANVILLE NSW 2142

**Street address**

NSW Rural Fire Service  
4 Murray Rose Ave  
SYDNEY OLYMPIC PARK NSW 2127

**T** (02) 8741 5555  
**F** (02) 8741 5550  
[www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au)



**4 BUSINESS WITHOUT NOTICE****1. CR MCLAREN**

Ladies toilet at Paleface Park, complaints about it being grubby.

**Kris Dunstan advised that it needs a freshen up.**

**2. CR JUDD**

Read today that Paul New is leaving the Tennis Club. Hopefully someone can come in and revive tennis in Temora.

**5 CONFIDENTIAL REPORTS****COMMITTEE RESOLUTION 12/2021**

Moved: Cr Claire McLaren

Seconded: Cr Kenneth Smith

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 4:07 PM:

**4.1 Industrial Land Sale**

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.

**4.2 Temora Greyhound Club Land**

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

**4.3 Crown Land Reserve Request**

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

**4.4 Advice from Transport for NSW**

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 13/2021**

Moved: Cr Claire McLaren

Seconded: Cr Kenneth Smith

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

**CARRIED**

**6 CLOSE MEETING**

The Meeting closed at 4:50PM.

This is the minutes of the Assets & Operations Committee meeting held on Tuesday 9 February 2021.

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**GENERAL MANAGER**

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**CHAIRMAN**

**6.4 MINUTES OF THE ECONOMIC DEVELOPMENT AND VISITATIONS COMMITTEE MEETING  
HELD ON 9 FEBRUARY 2021****File Number:** REP21/200**Author:** Secretary Engineering**Authoriser:** General Manager**Attachments:** 1. Minutes of the Economic Development and Visitations Committee  
Meeting held on 9 February 2021**RECOMMENDATION**

It was resolved that the reports be received.

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





**Date:** Tuesday, 9 February 2021  
**Time:** 4:30PM  
**Location:** 105 Loftus Street  
TEMORA NSW 2666

# **MINUTES**

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

**9 February 2021**

**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 Regional Activators Alliance .....	4
<b>4</b>	<b>Business Without Notice.....</b>	<b>6</b>
<b>5</b>	<b>Confidential Reports.....</b>	<b>7</b>
<b>6</b>	<b>Close Meeting .....</b>	<b>8</b>

**MINUTES OF TEMORA SHIRE COUNCIL  
ECONOMIC DEVELOPMENT AND VISITATIONS COMMITTEE MEETING  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON TUESDAY, 9 FEBRUARY 2021 AT 4:30PM**

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

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

**1 OPEN MEETING**

4:50PM

**2 APOLOGIES**

**COMMITTEE RESOLUTION 1/2021**

Moved: Cr Kenneth Smith

Seconded: Cr Nigel Judd

That the apology received from Cr Dennis Sleigh be accepted and leave of absence granted.

**CARRIED**

**3 REPORTS****3.1 REGIONAL ACTIVATORS ALLIANCE**

**File Number:** REP21/138  
**Author:** Events  
**Authoriser:** Director of Administration & Finance  
**Attachments:** Nil

**REPORT**

The purpose of this report is to provide an update on Council's membership in the Regional Activators Alliance (RAA), a group coordinated by the Regional Australia Institute (RAI) with the objective of advocating for and promoting regional Australia to those in metropolitan areas as a place to live.

In October 2020, the RAI officially launched via Zoom by The Hon. Michael McCormack, Deputy Prime Minister. It was announced the Federal Government had committed \$1M to support the development a national campaign and to ensure community and industry consultation and collaboration in the design and execution of the campaign.

In November 2020, the EDM participated in a stakeholder workshop with other RAA members, delivered by campaign creative agency Redhanded. This included qualitative and quantitative research elements to help form the basis for creative the campaign messaging and target audiences.

In December 2020, the EDM provided details of a case study focusing on two new residents of Temora Shire who relocated from Sydney in the last 12 months with their young family. This will be used in the campaign along with similar case studies from members in other parts of regional Australia.

In January 2021, Redhanded presented the preliminary results of the research report and workshop, including some initial campaign concepts to RAA members.

In March 2021, Council officers along with other RAA members will attend the RAI Regions Rising Summit in Canberra. The event will include a conference, masterclasses and special workshop. The Deputy Prime Minister will be invited to publicly launch the campaign, and endorse the activities within the campaign, including that of the Regional Activators.

Once the campaign is live, RAA members are encouraged to follow and connect on all RAI social channels to help support and amplify the campaign and its 'push' and 'pull' factors for the target audiences. Members are also encouraged to create a local campaign to link to the national campaign. Council will be utilising the content created for the Country Change program to leverage the RAA campaign.

**COMMITTEE RESOLUTION 2/2021**

Moved: Cr Kenneth Smith  
Seconded: Cr Graham Sinclair

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

**CARRIED**

***Report by Craig Sinclair***



**4 BUSINESS WITHOUT NOTICE**

**1. CR JUDD**

Advised that The Land had a great article promoting the new subdivision at the Aiport.

**5 CONFIDENTIAL REPORTS**

**COMMITTEE RESOLUTION 3/2021**

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 4:55PM:

**4.1 TAIC Equipment**

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.

**4.2 Airport Master Plan Implementation Project**

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.

**4.3 CSIRO Resilient Communities Project**

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 4/2021**

Moved: Cr Graham Sinclair

Seconded: Cr Dale Wiencke

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

**CARRIED**

**6 CLOSE MEETING**

The Meeting closed at 5:52PM.

This is the minutes of the Economic Development and Visitations Committee meeting held on Tuesday 9 February 2021.

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**GENERAL MANAGER**

.....

**CHAIRMAN**

**7 DELEGATES REPORTS**

## **8 MAYORAL REPORT**

### **8.1 MAYORS REPORT - JANUARY 2021**

**File Number:** REP21/111  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

#### **REPORT**

**1<sup>st</sup> January** – Wishing every Temora Shire Citizen a Healthy, Happy and Prosperous New Year! It will be an exciting and special year ahead. Councillors and Staff will work tirelessly for our Shire community. Special congratulations are extended to TBEG on hosting an outstanding Fireworks Display. We thank Intersales for sponsoring this important event. Well done and thank you, to all involved.

**4<sup>th</sup> January** – I attended the Council Chambers to carry out further work for the NSW Local Government Boundaries Commission. We are currently investigating the De-Merger proposal for Cootamundra-Gundagai Regional Council.

- I attended a meeting with the Temora Fire Brigade Deputy Captain, Mr Grant Reid.

**5<sup>th</sup> January** – I had a teleconference with our Federal Member for Riverina, the Hon Michael McCormack MP. He asked me to pass on his very best wishes to every Councillor, Staff Member and Citizen of Temora Shire, for a healthy and happy 2021.

**8<sup>th</sup> January** – I rang our State Member for Cootamundra, Ms Steph Cooke MP, wishing her well for the year. It was also her Birthday.

- I had a meeting with Wagga City Mayor, Cr Greg Conkey.
- I had meetings with Mayor John Seymour OAM (Coolamon), Mr Tony Donoghue PSM, (General Manager - Coolamon Shire), Mayor Rodger Schirmer (Lockhart Shire) and Mayor Abb McAllister (Cootamundra-Gundagai Regional Council).
- I attended Council and read submissions regarding the Cootamundra-Gundagai de-amalgamation proposal. The Boundaries Commission work is very intense at the moment and I thank all who help me, for their patience and kindness.

**11<sup>th</sup> January** – I attended Council Chambers to draft my report into the Cootamundra-Gundagai Regional Council de-merger proposal. This is as part of my work with the NSW Local Government Boundaries Commission.

- I had a teleconference with ALGA & LGNSW President, Cr Linda Scott.
- I attended the Temora Shire Australia Day Council meeting, the last prior to our restricted ceremony on 26<sup>th</sup> January. The Deputy Mayor (Cr Graham Sinclair) is the Chairman, Cr Max Oliver the Treasurer, and my mother, Mrs Beth Firman, the Secretary.
- The Deputy Mayor (Cr Sinclair), Cr Nigel Judd OAM, Cr Ken Smith and I conducted the General Manager's Informal Performance review.

**12<sup>th</sup> January** – I attended Council Chambers to complete my report into the proposed De-Merger of Cootamundra-Gundagai.

**13<sup>th</sup> January** – As a Commissioner, I attended a formal meeting of the NSW Local Government Boundaries Commission. This was to consider our reports and recommendations to the Minister for Local Government, into the de-merger proposal of Cootamundra-Gundagai Regional Council.

- I held a meeting with the General Manager.

**14<sup>th</sup> January** – I had a teleconference with the General Manager of the Greater Hume Shire Council, Mr Steve Pinnuck.

- I had a teleconference with our Chief Executive of Riverina Eastern Regional Organisation of Councils (REROC), Mrs Julie Briggs.

**15<sup>th</sup> January** – I had an interview with Temora Independent.

**18<sup>th</sup> January** – As a Commissioner, I attended Council office to carry out further work on the NSW Local Government Boundaries Commission.

**19<sup>th</sup> January** – I attended Council office to carry out further work on the de-merger proposals for Cootamundra-Gundagai Regional Council and Snowy Valleys Council.

- I had a teleconference with our State Member for Cootamundra, Ms Steph Cooke MP.

**20<sup>th</sup> January** – As a Commissioner of the NSW Local Government Boundaries Commission, I attended a special sitting, via videoconferencing. We continue to consider our reports for the two de-merger proposals before us. It is most intense and my fellow Commissioners and I are working very hard on these crucially important proposals.

**21<sup>st</sup> January** – I had a meeting with the General Manager (Mr Lavelle), Director of Environmental Services (Mr Kris Dunstan) and our Town Planner (Mrs Claire Golder).

- Councillors, Senior Staff and I attended our first Council meeting for 2021. It was a terrific meeting and we're all ready to immerse ourselves in working for our cherished Shire community.
- I had a teleconference with our Chief Executive of REROC, Mrs Julie Briggs.

**22<sup>nd</sup> January** – I attended Council offices.

**25<sup>th</sup> January** – The Deputy Mayor (Cr Sinclair), Cr Oliver and I attended a working bee with other members of the Temora Shire Australia Day Council, at our Temora Memorial Town Hall.

**26<sup>th</sup> January** – Temora Shire paid tribute to our outstanding Citizens and Events at our Covid-19 safe Australia Day Ceremony, held in our Temora Memorial Town Hall. Congratulations to all those acknowledged, and to the eventual winners.

**27<sup>th</sup> January** – I attended a meeting of the St Paul's Anglican Church Parish Council.

**28<sup>th</sup> January** – I chaired the first meeting of the Temora & District Education Fund Board for 2021. The Deputy Mayor (Cr Sinclair) also attended, as the Deputy President.

**29<sup>th</sup> January** – I chaired a meeting of the Riverina Eastern Regional Organisation of Councils (REROC) Executive meeting, held in Wagga.

## **RECOMMENDATION**

It is recommended that Council notes the report.

***Report by Mayor Rick Firman***



**9 STAFF REPORTS**

**10 GENERAL MANAGER****10.1 CALENDAR OF EVENTS - FEBRUARY 2021**

**File Number:** REP21/97  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT****FEBRUARY 2021**

9 Committee meetings  
18 Council meetings  
26 Riverina JO & REROC Board meetings – Wagga

**MARCH 2021**

1 Workshop – IPR – 10am  
9 Committee meetings  
18 Council meetings  
22 Workshop -Stronger Country Communities – 10am  
22 Workshop – Roads Hierarchy – 12:00pm

**RECOMMENDATION**

It is recommended that Council notes the report.

**10.2 OPERATIONAL PLAN REVIEW 2020-2021****File Number:** REP21/119**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Operational Plan Review [↓](#) **REPORT**

Quarter 2 of the Operational Plan Review 2020-2021 is attached for consideration.

**RECOMMENDATION**

It is recommended that the Operational Plan Quarter 2 2020-2021 is adopted.

***Report by Gary Lavelle***



**TEMORA SHIRE COUNCIL  
OPERATIONAL PLAN  
QUARTER 2 – 2020/21  
REVIEW**

## Administration

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

To manage all records in accordance with the State Records Act







Commitment to e-commerce strategies

Support a larger share of taxation revenue for Local Government

Ensure Council's investment portfolio is properly managed to obtain highest possible secure interest yield within allowable form of investments

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

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Continually review and test all internal procedures	Jacqui Hall	Test completed	Progressing	▲	25%	This is continuing - external and internal audit recommendations are being addressed along with the gradual review of processes and policies.
Continually review the use of Cloud technology for business applications	Mathew Walker	Investigation concluded	Progressing	▲	50%	Upgraded to office 365 utilizing a client based license on the microsoft cloud. The licenses are automatically updated when new versions of O365 are released. Symantec was made redundant when a new business purchased the IP. We had been forced to upgrade to a more expensive license, or find a new provider. We moved over the Trend Micro and the program has been rolled out to all staff.
Continue to develop and maintain internal and external user guides for Council Administration systems, including IT	Mathew Walker	Guides completed	Progressing	▲	50%	All of the staff computers and public computers have been upgraded. Documents continue to be updated and new documentation have been developed for specific processes.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Continue to maximise the opportunity to use technology to automate processes through Authority, GIS, and 3rd Party applications	Mathew Walker	Adaptation of technology	Progressing		50%	The IT officer and Veritech have been working at improving and upgrading TSC hardware.
Develop plans for extension of administration building	Kris Dunstan	Plans Developed	Not Progressing		0%	\$20K re-voted in the budget for this task. To be completed in 2021/22 when consultant returns to work.
Develop Records Management strategy and development plan	Elizabeth Smith	Strategy developed	Progressing		20%	A consultant has been engaged to perform a functional health check of CM19.
Optimisation and user training on Content Manager 9	Jacqui Hall	Implementation completed	Progressing		25%	I have contacted Information - CM19 consultants. We have booked a Functional Health Check to be started in January. This will provide us with a plan to progress optimisation and training.
Review Human Resources policies and procedures	Catherine New	Review completed for all policies	Completed		10%	Policies and procedures to be reviewed this year
Review the options for the provision of a communications strategy for Council staff	Catherine New	Review conducted	Not Progressing		0%	Needs further investigation for suitable options



## Airport

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

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

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
BBRF - Rehabilitate 18/36 Runway, Reconstruct apron, Construct 1km underground drainage, seal runway F&G, Reconstruct runway C&D	Rob Fisher	Meet grant guidelines and milestones	Progressing	▲	30%	Drainage and taxiways under construction. Runway and Taxiway tie ins to commence in September 2021 and be complete by 31st December 2021
Continually review management and staffing at Temora Airport	Rob Fisher	Review conducted	Progressing	▲	25%	On going. Improved redundancy to be added through Project /RMCC position. Keen to look at veg maintenance delivery in coming months.
Continue to advocate for the re-installation of TAF services at Temora Aerodrome including relocation of weather station to enable widening of grass strip	Gary Lavelle	Submission made	Progressing	▲	80%	Submissions made in relation to the re-installation of services. Initial indication is that services will be restored.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Implement the findings of the adopted Airport Master Plan and Airport security audit	Rob Fisher	Plan implemented	Progressing	▲	25%	Ongoing.
Seek opportunities for the development of aviation business at Temora Aerodrome	Craig Sindlair	Attraction of business to the Aerodrome precinct	Progressing	▲	50%	Released 4 remaining lots on Spitfire Drive to the market. Discussions with aircraft maintenance provider. Ongoing discussions regarding pilot training. Discussions with Gliding Club.






## Aged & Special Needs Care

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





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

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

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Access & Equity - Consider access issues at local parks, including removal of edging to allow wheelchair access	Rob Fisher	Review by access committee	Progressing		20%	Footpath Hierarchy recently completed, 2 Parks recently upgraded to improve access and equity.
Access & Equity - Consider access issues at sporting grounds	Rob Fisher	Review by access committee	Not Progressing		0%	No Action
Access & Equity - Provide disabled car park spaces that meet the needs of the community in conjunction with the Access and Equity Committee	Rob Fisher	Review by access committee	Not Progressing		50%	Disabled Parking plan considered and agreed previously. Some work complete. Some work where funding is required is still undergoing investigation and further scoping.


Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Access & Equity - Review access to public buildings and businesses in conjunction with TBEG and Access and Equity Committee	Belinda Bushell	Access report to Council	Progressing		25%	Ongoing reporting to Access and Equity Committee
Access & Equity - Support for the Access and Equity Committee to inform Council processes relating to disabled, aged and mothers with young children	Kris Dunstan	Effective operation of Committee	Completed		100%	Committee Re-established and operating well
Aged Care Services - Support the increased capacity for seniors accommodation offerings in Temora	Craig Sinclair	Advise activities to Council	Progressing		25%	Assisted the Town Planner with the facilitation of the Apollo Place workshop and creation of the EOI on TenderLink.
Aged Care Services - Advocacy and Lobbying on behalf of private aged care providers	Gary Lavelle	Advise activities to Council	Progressing		50%	Ongoing program
Aged Care Services - Create a positive ageing expo/ information session	Amanda Gay	Hold event at least annually	Progressing		20%	Grant funds applied for. Scheduled for April 2021.




Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
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	Kate Slapp	Preparation of documents	Progressing	▲	50%	Pinnacle Community Services provide an article/advertisement each month for the Narraburra News. These services are also regularly promoted via the Pinnacle Community Services Facebook page and Council's Facebook page.
Attendance and participation in Interagency Meetings by relevant staff including Pinnacle, Youth and Community Services	Amanda Gay	Attendance at meetings and referral of minutes to Council	Progressing	▲	50%	Council representatives attend every Interagency meeting.
Disability Services - Construct a Supported Independent Living Facility home and implement management structures	Elizabeth Smith		Progressing	▲	90%	Construction of Supported Independent Living House is almost complete. Documentation including procedures are yet to be finalised.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Disability Services - Include images of people that represent the diversity of our community, including those with disabilities, in Council publications	Kate Slapp	Increased diversity in photos	Progressing		50%	Images that represent diversity are used on social media platforms, in Narraburra News and other Council publications.
Disability Services - Maintain a Temora Shire Disability Inclusion Action Plan	Sheree Axtell	Report to Council	Progressing		50%	Report on Disability Inclusion Action Plan progress has been supplied to Dept Communities & Justice as required.
Disability Services - Provide disability awareness training to staff, new and current, as well as Councillors	Catherine New	Provision of training	Completed		50%	Induction training for new staff includes EEO awareness. No training organised at present
Disability Services - Provide information linkages to National Disability Insurance Scheme (NDIS)	Sheree Axtell	Linkage provided	Progressing		50%	Pinnacle Community Services promotes NDIS and continues to support clients to navigate the NDIS system through assistance with plan reviews, plan implementation and support to liaise with allied health and GPs. Pinnacle Community Services promotes available NDIS support services through social media and other opportunities as they arise. Pinnacle Community Services has a presence at local interagency meetings. Council's website also provides linkages to NDIS.



Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Pinnacle - Continue to maintain Pinnacle Service levels to meet the needs of clients	Sheree Axtell	Preservation of levels of service	Progressing	▲	50%	There has been an ongoing management of staffing levels to maintain service level provisions to meet the needs of all Pinnacle Community Services clients. Encouragement and support provided to Support staff to complete relevant training to increase knowledge and skills to enable optimum client care.
Pinnacle - Investigate options for improved signage at NRCC House	Sheree Axtell	Report to Council	Progressing	▲	75%	New signage has been completed at the front doors of Pinnacle offices and in the downstairs foyer. No new signage has been out on the front of the building as yet.
Pinnacle - Investigate options for the future accommodation of Pinnacle operations including administrative and operational accommodation	Sheree Axtell	Report to Council	Progressing	▲	25%	Alternative buildings are being investigated. Some potential spaces may be available in the New Year.
Pinnacle - Monitor finances to ensure that Pinnacle Services are provided at no net cost to Council	Elizabeth Smith	Achievement of break even status	Progressing	▲	25%	Quarterly report provided to Council.
Pinnacle - Monitor the need to adjust hours of operation for Community Transport to include weekends and public holidays	Sheree Axtell	Review conducted	Progressing	▲	25%	Client survey undertaken - poor response to extending the hours of operation. Meeting held with Taxi providers in March 2020. Discussions on how collaboration may be possible between Pinnacle and Taxi service - Put on hold due to COVID-19.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Pinnacle - Promote the availability of transport facilities through Pinnacle Services	Sheree Axtell	Advertise availability electronically	Progressing		50%	Transport services are promoted through Pinnacle's website, facebook page, Narraburra News and Client newsletters.
Pinnacle - Promotion of Pinnacle Community Services as a provider of choice for disability services	Sheree Axtell	Increase in client base	Progressing		50%	Pinnacle Community Services promotes available NDIS support services through social media and other opportunities as they arise. Client base is increasing in Temora and Cootamundra.
Pinnacle - Undertake My Aged Care Regional Assessment under contract to Community Options Australia	Sheree Axtell	Assessments conducted	Progressing		50%	All referrals are being accepted through Community Options Australia to undertake My Aged Care regional assessments. Total assessments conducted during reporting quarter = 34 Total income for reporting quarter = \$14,711.66
Pinnacle - Use social media and information flyers to create awareness of who can access Community Transport and how to use this service	Sheree Axtell	Increased usage	Completed		100%	Information flyers completed, social media is used regularly for raising awareness of transport services.



Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Pinnacle - Utilise the My Aged Care portal Central Intake and Referral distribution to Pinnacle for Home Support Services (funded to 30 June 2022)	Sheree Axtell	Referrals received	Progressing		50%	New referrals continue to be accepted in the My Aged Care Portal across all Pinnacle outlets. Total referrals received in Temora for reporting quarter = 50 Total referrals received in Cootamundra for reporting quarter = 66 Total referrals received in Leeton for reporting quarter = 33 Total for whole of Pinnacle = 149.
Pinnacle Services - Undertake a review of the business structure of Pinnacle Services	Elizabeth Smith		Progressing		25%	Consultant engaged. Review is progressing.
Provide donation equivalent to 25% of General rate to the following: Ariaiah Park Senior Housing, Temora Senior Citizens Group, Ariaiah Park CWA	Jacqui Hall	Donation made	Completed		100%	Donations have been processed for 2021 rating year.

## 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

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

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Develop a new agreement with Farmlink for the continued operation of TAIC	Elizabeth Smith	Report to Council	Progressing		90%	Draft agreement has been prepared by Council's solicitor and referred to Farmlink's solicitor for review.
Provide budget to enable the continued operation of Temora Agricultural Innovation Centre including review of commercial partnership arrangements	Elizabeth Smith	Budget provided	Progressing		90%	Budget provided. Draft agreement prepared.

## Communications

Key Function - Narraburra News, Social Media, Websites

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


Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Develop a Diversity Inclusion Action Plan	Kate Slapp	Plan provided to Council	Progressing	▲	50%	This is a new action that the Communications Officer will begin working on this year.
Digital Media - Continue with regular job vacancy mailer and social media posts	Kate Slapp	Increased employment capacity	Progressing	▲	50%	A job mail out goes out at least once a month, usually twice a month.
Digital Media - Create program content and resources based on youth vision, which cover print, broadcast and internet media	Melissa Carter	Content created	Progressing	▲	50%	Youth Administration Assistant regularly updates the Temora Youth Facebook and Instagram Page with content relating to school holiday workshops, employment opportunities, term workshops, free interactive webinars for young people, and safety concerns. This is overseen by the Communications Officer. School Holiday Workshop and Term Workshop Posters have also been printed and distributed around the town on a regular basis.
Digital Media - Implement and maintain a grant subscription service for Council and residents	Kate Slapp	Service implemented and available to residents	Progressing	▲	50%	Council's affiliation with Grant Guru is regularly promoted via the Narraburra News and digital media platforms.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Digital Media - Maintain current and accurate information on Council websites	Kate Slapp	Regular updates of site	Progressing	▲	50%	The website is updated to ensure currency regularly.
Digital Media - Migrate the Council websites to the Open Cities platform	Kate Slapp	Website transitioned and operational	Progressing	▲	50%	The migration to the Open Cities platform was completed in June 2020. The website is regularly updated.
Digital Media - Promote arts and cultural events through council media outlets including websites, facebook and 'whats on' in Narraburra News	Kate Slapp	All events advertised	Progressing	▲	50%	Arts and cultural events are promoted through the Narraburra News, the tourism website and social media when the details are provided to the Communications Officer.
Digital Media - Remain active on social media sites to ensure that issues affecting Council residents are identified and communicated	Kate Slapp	Early identification of issues	Progressing	▲	50%	Council's Facebook page, in particular, is very active and continues to provide our followers with up to date and relevant information.
Disseminate grant information to relevant stakeholders	Craig Sinclair	Stakeholders informed	Progressing	▲	50%	Regular articles and promotion of Grant Guru portal. Discussions with businesses and individuals regarding grant programs.



Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Hold an annual meeting with rural ratepayers in rural localities on a rotational basis to discuss locality issues in conjunction with the local Councillor	Gary Lavelle	Arrange meeting	Not Progressing		0%	Action created by rollover.
Maintain the currency of the Direct Me guide	Kate Slapp	Currency of document	Progressing		50%	The Direct Me booklet is updated regularly as information is received, and is available online.
Narraburra News - Source relevant information from Council functions to report in Narraburra News, including Youth and Works	Kate Slapp	Monthly article in Narraburra News	Progressing		50%	The Narraburra News continues to be an excellent publication that provides up to date and relevant information to the community.
Narraburra News - Upgraded use of digital media platforms to communicate with residents	Kate Slapp	Increased followers and hits	Progressing		50%	Past editions of the Narraburra News are available on the website. Information that goes into the Narraburra News is also regularly featured as a news story on the website or as posts in our social media arena.
Promote the achievements of Temora Shire residents through the 'Home grown heroes' program	Kate Slapp	Continuation of program	Progressing		50%	Homegrown Heroes continues to be a popular program and is completed by the Communications Officer when the opportunity arises to interview suitable subjects.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Provide relevant information about housing, services, facilities and opportunities for community involvement to potential new residents	Ann Pike	Currency of information	Progressing	▲	40%	Updated information is sought regularly to provide to new residents that come to the VIC. 20 packs were made up for the new residents dinner held in 2020.
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 2021/2022)	Gary Lavelle	Review currency of information for survey	Progressing	▲	20%	Initial planning and development of survey underway
Undertake a Walk and Talk Tour of Temora for Councillors and support the Coffee with a Councillor Program	Gary Lavelle	Tour undertaken	Progressing	▲	10%	Suspended due to COVID

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Volunteers - Acknowledge volunteers and promote promote volunteering opportunities through Narraburra News and digital media	Kate Slapp	Monthly articles in Narraburra News Promotion of events	Progressing		50%	A permanent feature in the Jobs section of the website includes information on ways the community can volunteer. Volunteering opportunities are also advertised in the Narraburra News and on Council's social media platforms.






## Community Services





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

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

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

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Arts and Culture - Review of opportunities to develop arts based programs under NDIS	Amanda Gay	Review conducted and reported to Council	Progressing		20%	Liaison with Pinnacle Services. Will require the completion of the Arts Precinct.
Arts and Culture - Arrange visit by the National Gallery guides	Amanda Gay	Trip undertaken	Progressing		10%	Will happen if COVID restrictions permit
Arts and Culture - Arts Precinct - Seek funding for the development of the precinct.	Gary Lavelle	Grant submissions made	Completed		100%	Funding secured and tenders called. Construction to commence in current financial year.
Arts and Culture - Conduct Temora Shire Council Art Prize	Amanda Gay	Competition held	Completed		100%	Event held with approximately 390 entries.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Arts and Culture - Develop activating unique spaces for cultural events	Amanda Gay	Development of site audit	Progressing		20%	Due to COVID, the opportunities have been limited. There will be a concert held at Moonbucca Station in April.
Arts and Culture - Maintain membership of Eastern Riverina Arts and attend meetings	Amanda Gay	Retention of numbers	Completed		100%	Membership maintained. Board membership ongoing.
Arts and Culture - Operation of a Sister City Committee to determine activities and future strategies	Amanda Gay	Committee established	Progressing		50%	Sister City committee meets monthly except during the COVID restrictions
Arts and Culture - Provision of an annual budget for the use within Council guidelines	Amanda Gay	Budget allocation and accountability	Progressing		50%	Budget maintained
Arts and Culture - Temora Arts Precinct - Development of a management plan for development/usage of the ex Scout Hall involving stakeholders/ user groups.	Gary Lavelle	Management Plan developed and adopted	Progressing		20%	Initial meetings held with stakeholders. Aim is to have the management plan completed prior to new building occupancy

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Arts and Culture - Temora Arts Precinct - Upgrade toilets (Contribution to Grants)	Kris Dunstan	Project Completion	Progressing		20%	Toilet upgrades to be incorporated into the facility upgrade which has been designed and tendered, with work to commence in February 2021
Events - Support events determined by resolution of Council and the following events (at a minimum) , Local Government Week International Women's Day Australia Day Volunteers Week Mary Gilmore Festival including seeking grant funding for those events	Amanda Gay	Conduct of successful event	Progressing		50%	COVID has impacted on the conduct of events this year.
Hold a welcome function for new residents	Amanda Gay	Event held	Completed		100%	Successful event held in October 2020
Host an Afternoon Tea for carers	Sheree Axtell	Function held	Progressing		20%	Carer's afternoon is usually held in National Carer's Week each year. This year it was unable to be held due to COVID restrictions. Function will be planned for a time when it is safe to do so.



Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Lake Centenary - Investigate grant opportunities for funding of community activities at the Lake	Amanda Gay	Grants investigated and applied for	Progressing		20%	Affected by COVID
Provision of a donation equivalent to rates for the Arian Park Community Hall	Jacqui Hall	Donation Made	Completed		100%	Donation has been processed for the 2021 rating year.
Springdale Memorial Hall - Provide financial support to Committee	Kris Dunstan	Funds allocated	Completed		100%	\$5000 annual vote allocated
Temora Memorial Town Hall - Provision of theatrical back drop	Kris Dunstan	Back drop installed	Cancelled by Council		0%	Not Funded
NRCC House - Construct outdoor reading room and provide access ramp to rear of NRCC House (subject to grants)	Elizabeth Smith	Grant submissions made	Progressing		25%	Grant funding received. Design plans almost complete.





## Economic Development, Tourism & Resident Attraction

Key Functions - Economic Development, Tourism




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

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

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Develop priority projects to 'shovel ready' in order to take advantage of funding opportunities as they arise.	Craig Sinclair	Development of projects and submission to Council	Progressing	▲	25%	Progressing TAPTA funding discussions with Ministers and commenced recruitment for Project Manager. Progressing concept designs for the next stage of the Hoskins Street upgrade with the designer. Progressing EOI for Apollo Place.
Economic Development - Actively target, and support businesses identified in the Economic Development Strategy	Craig Sinclair	Attraction of business	Progressing	▲	50%	Continuing to work on leads in aviation, manufacturing, tourism, waste management and value-add agriculture.






Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Economic Development - Attend relevant Economic Development Forums	Craig Sinclair	Attendance of meetings	Progressing		50%	Attended RDA Riverina ED forums both online and at Whitton Malt House. Participated in RAI Regional Activators Alliance webinar to kick-start to program. Continued attendance on the Multicultural NSW RAC pilot webinars.
Economic Development - Connect businesses with complementary skills, needs and resources.	Craig Sinclair	Assistance provided	Progressing		50%	Regular local jobs postings via social media and emails. Coordinated the Sebastopol Solar Farm Supplier Information Session. Promotion of professional development opportunities through TBEG and directly.
Economic Development - Continually review workforce future needs to determine likely spikes in population and communicate the impacts to relevant stakeholder in advance.	Craig Sinclair	Reports to Council	Progressing		50%	Reported on the residential land shortage to Council, resulting in request for a developer incentives policy.
Economic Development - Create a development prospectus including Arianah Park and update the relevant pages on Council website	Craig Sinclair		Completed		100%	Website updated.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Economic Development - Develop strategies to invigorate the Hoskins St CBD to ensure future prosperity	Craig Sinclair	Report to Council and strategies implemented	Progressing	▲	50%	Coordinated the Late Night Shopping Event with TBEG. Progressing concept design for Hoskins Street upgrade.
Economic Development - Facilitate a smooth DA process for investors	Craig Sinclair	Minimalise red tape	Progressing	▲	50%	Supporting developers where required, including Dustin Rose Estate.
Economic Development - Maintain a database of businesses and community groups	Kate Slapp	Database completed and accessible	Progressing	▲	50%	A database was created in 2020 by the Communications Officer which is updated when information is provided to the Communications Officer.
Economic Development - Participate in relevant conferences that focus on regional development issues	Craig Sinclair	Currency of knowledge	Progressing	▲	50%	Attended multiple webinars in numerous regional development issues.
Economic Development - Participate in relevant Government and Non-Government programs for regional growth	Craig Sinclair	Review conducted	Progressing	▲	50%	Commenced membership of Regional Activators Alliance and participated in Multicultural NSW program to attract and support migrant workers to the Riverina

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Economic Development - Provide advice and support to the TBEG and BREED Australia partnership including provision of assistance to employ executive officer	Craig Sinclair	Retention of TBEG	Progressing		50%	Assisted with the induction of the new TBEG Executive Officer. Attended numerous TBEG Exec and committee meetings. Coordinated the Late Night Shopping and NYE events. Ongoing discussions with BREED CEO regarding the strategic direction of the business centre.
Economic Development - Work with Environmental Services, state agencies, landowners and local developers to ensure there is a sufficient pipeline of available land for development	Craig Sinclair	Review conducted	Progressing		50%	Supported the Apollo Place Workshop. Creation of the draft residential land incentive policy. Support to Dustin Rose Estate.
Investigate the potential for the establishment of a campus of U3A in Temora	Gary Lavelle	Initial community consultation undertaken	Progressing		10%	Expression of interest will be called in the near future.
Investigate the viability of establishing a Country University Centre in Temora	Craig Sinclair	Report provided to Council	Not Progressing		0%	No progress.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Maintain a local trades directory	Kate Slapp	Directory created	Progressing	▲	50%	A business directory was created in 2020 which included tradespersons and is regularly updated. A trade directory also appears in the Direct Me booklet which is available online and regularly updated when information is supplied to the Communications Officer.
Maintain strong relationships with local estate agents to monitor markets and communicate to property owners	Craig Sinclair	Relationships developed	Progressing	▲	50%	Regular contact with agents.
Participate in regional programs to attract new residents eg Country Change	Craig Sinclair	Conduct of event	Progressing	▲	50%	Country Change membership renewed. Provided content for Temora's feature month in October. Also joined RAI's Regional Activator Alliance program. Progressing with migrant resettlement pilot.
Support developments that broaden the range and raise the quality of visitor experiences in Temora Shire.	Ann Pike	Report to Economic Development Committee	Progressing	▲	0%	No progress made for this quarter
Support relevant organisations to prepare grant applications	Craig Sinclair	Grant assistance advertised	Progressing	▲	45%	Information and assistance provided to a number of organisations.
Tourism - Develop tools that encourage conference and events organisers to come to Temora Shire	Craig Sinclair	Tools developed and utilised	Progressing	▲	50%	Finalised Meet In Temora branding. Working with Temora Travel to create conference attraction documents. Initiated discussions with three conference organisers regarding hosting an event in Temora.



Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Tourism - Encourage all accommodation options are listed on Get Connected, Council Website, Google and Trip Advisor	Ann Pike	Listings confirmed	Progressing		25%	All accommodation providers that are listed on the STDW have been updated for 2021. An email has been sent out encouraging all providers to update their details on google and Trip adviser.
Tourism - Maintain membership of, and actively participate in, regional tourism bodies	Craig Sinclair	Membership maintenance	Progressing		50%	Renewed membership of Thrive Riverina (now Visit Riverina). Participated in regional cooperative marketing campaign. Attended Visit Riverina AGM.
Tourism - Work with June and Coolamon Shire's to actively develop and promote the Canola Trail experience and brand in all relevant tourism channels	Craig Sinclair	Promotion of trail	Progressing		50%	The 2020 flowering season was the busiest yet for tourism along the canola trail. The brand continues to gather momentum and recognition among travellers and journalists.
Utilise support available through Randwick City Council	Craig Sinclair	Access utilised	Not Progressing		0%	No contact or requirement for assistance from Randwick during this period.
Visitor Information Centre - Maintain accreditation	Ann Pike	Accreditation achieved	Progressing		25%	The VIC is working towards the Accreditation which is due in September 2021.

## 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



*To ensure the provision of effective facilities for emergency services in the Temora Shire area and development of strong alliances between Emergency Service organisations to ensure residents are provided with well-resourced and effective emergency services*

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Hold 3 (three) meetings of the LEMC annually	Alex Dahlenburg	Meetings held	Progressing	▲	70%	An LEMC meeting was held in both August and December of 2020 with the last remaining meeting to be held on the 7th of August 2021.
Support for Local Emergency Management Committee (LEMC)	Alex Dahlenburg	Support provided	Progressing	▲	70%	Support for LEMC continuing, no current issues in terms of resourcing.



## Engineering Services

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

### To provide management services to support engineering works

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Develop procedures and templates for the provision of a business case for all capital works on Council land not covered by asset development plans (roads, plant, transport infrastructure)	Gary Lavelle	Adoption of procedure by Council	Progressing		90%	Policy completed ready for referral to Council
Development of a maintenance Memorandum of Understanding (MOU) with utility companies working within the road verge and nature strip	Alex Dahlenburg	MOU adopted	Not Due To Start		0%	MOU with utility companies yet to be undertaken.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Hold an annual Roads Hierarchy Committee with a view to transitioning to comprehensive Asset Management Committee meetings	Rob Fisher	Conduct of meeting	Progressing	▲	25%	Ongoing. Next meeting in March 2021
Review of engineering policies and procedures	Rob Fisher	Review completed	Progressing	▲	60%	Ongoing
Review of plant and equipment policy framework and Asset Management Plan	Alex Dahlenburg	Report to MANEX	Not Progressing	●	0%	Review of plant and equipment policy framework and asset management plan yet to be undertaken.
Road Safety - Conduct local projects in accordance with adopted LGRSAP	Karen Trethowan	Conduct of projects	Progressing	▲	50%	Drink Driving - Plan B - Win a Swag campaign 2020
Road Safety - Maintain RSO Facebook page and update Council's social media platforms and website with up-to-date road safety information	Karen Trethowan	Information Dissemination	Progressing	▲	50%	4 Shires Road Safety Facebook page continually maintained with updated road safety messaging


Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Road Safety - Participation in the Local Government Road Safety Program	Karen Trethowan	Continuation of program	Progressing		50%	Articles written and published on council website: Harvest, Plan B, Drink Driving. Articles for Schools Safe Bicycle riding, skateboarding and foot scooter riding. Attended Traffic Police and Community Committee meeting Introduction to Dragons Tale Early Learning Centre and other Temora schools
Road Safety - Undertake programs in accordance with the LGRSAP	Karen Trethowan	Programs conducted	Completed for Current Year		100%	Completed Fatigue project 2020.

## Engineering Works

Key Functions - Parking, Street Lighting, Street Trees

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

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

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Street Lighting - Upgrade all street lighting in Temora Shire to LED luminaires	Rob Fisher	Update of lighting completed	Completed		100%	Completed late 2019
Street Trees - Develop a formal Street Tree Policy dealing with replacement species, early care and maintenance, planting location, adjacent asset protection and removal rehabilitation	Alex Dahlenburg	Adoption of plan by Council	Progressing		90%	Street Tree Policy developed and placed on public exhibition, submissions being review for reporting to council before policy is adopted.
Street Trees - Implement priority actions for removal and replacement	Alex Dahlenburg	Meet agreed targets	Progressing		60%	Street trees requiring priority removal and replacement are progressively being completed.




## Environmental Services

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

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

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

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Commitment by Council to the Fight the Fruit Fly Committee	Kris Dunstan	Ongoing activities by Committee	Cancelled by Council		0%	Fight the Fruit Fly Committee has been disbanded.



## Governance

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

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


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

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Advocate on behalf of the Community for the retention of: * Schools within Temora Shire * Health Services within Temora Shire * Adequate Police Numbers * Electoral Commission re pre-poll voting in Temora in State and Federal Elections * Lobby for the retention of R2R and FAG funding * Lobby for constitutional recognition of Local Government * Support removal of pre-amalgamation representation on Goldenfields Water for amalgamated councils * Lobby government for ongoing support for TAIC	Gary Lavelle	Advocacy undertaken	Progressing		50%	Ongoing advocacy
Conduct General Election utilising NSW Electoral Commission	Gary Lavelle	Election completed on budget, without incident	Referred to the Next Financial Year		100%	Deferred to next financial year

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Develop a new Community Strategic Plan	Gary Lavelle		Completed for Current Year		10%	Consultant appointed and will commence in 2021/2022
Ensure all available funding options are utilised to achieve the Council projects outlined in the Delivery Program	Gary Lavelle	Increased grant availability	Progressing		50%	Grants availability is at an all time high. Council is continuing to seek grants to meet identified needs.
Investigate corporate offerings for Councillors and Senior Staff representing Council (ties, blazer etc)	Gary Lavelle	Report on options to Council	Not Progressing		0%	Action created by rollover.
Lobby state and federal governments for ongoing increased local road funding	Gary Lavelle	Lobbying maintained	Progressing		50%	Ongoing program
Maintain communication at an official level between Council and Temora Hospital administration and LHAC	Gary Lavelle	Communication established	Progressing		50%	Ongoing program
Maintain communication at an	Gary Lavelle	Regular contact with Police	Progressing		50%	Ongoing program

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
official level between Council and Temora Police						
Maintain communication at an official level between Council and the Temora Community Centre	Gary Lavelle	Communication established	Progressing	▲	50%	Council participates in regular Interagency meetings
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	Gary Lavelle	Membership maintained	Progressing	▲	50%	Membership maintained
Provide the Mayor with the appropriate information to best represent the Shire's needs.	Gary Lavelle	Comprehensive information provided	Progressing	▲	50%	Ongoing program

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Villages - Hold a committee meeting (Assets & Operations) at Springdale	Gary Lavelle	Hold meeting at Springdale	Progressing		10%	Committee will be held in Springdale prior to end of year









## Heritage



Key Function - Bundawarrah Centre, Heritage, Railway Precinct

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

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

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Broken Dam Heritage Trail	Rob Fisher	Completion of project	Progressing		50%	Part complete with drought funds. Need to meet with Arianh Park Advisory committee to establish remaining works.
Bundawarrah Centre - Develop virtual tour of facility (subject to grant funding)	William Speirs	Application for grant funding	Not Progressing		0%	Funding has not yet been secured
Bundawarrah Centre - Maintain Rural Museum social media presence	Kate Slapp	Social media presence completed	Progressing		45%	Historical photos are scheduled to go live every Wednesday morning on the Bundawarrah Facebook page. These images get good traction making the page interactive.
Bundawarrah Centre - Seek funding for Ambulance Museum Stage 3	William Speirs	Completion of plans	Grant Not Available		0%	While the collection is still being expanded, no funding opportunity has yet been identified

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Bundawarra Centre - Support the concept of hosting temporary travelling exhibitions	William Speirs	Ongoing increased number of exhibitions	Progressing		50%	Since resuming temporary exhibitions following the COVID 19 closure, the Centre has hosted the TSC Art Prize and TADVAC Art Exhibition. Two exhibitions art presently booked for the 3rd & 4th Quarters. The Marie Narelle 150th Anniversary Exhibition has run throughout 2020
Bundawarra Centre - Upgrade.	William Speirs	Project completed	Progressing		40%	Re-development of the Bundawarra Centre forecourt is progressing well.
Commitment to the Temora Shire Sportsman Walk of Honour including provision of budget as required	Elizabeth Smith	Support provided	Postponed by Council Decision		0%	Budget allocation for 2021/21 removed during budget process. Allocation to be made as required in future years.
Heritage - Continue the Temora Heritage Advisor program	Belinda Bushell	Budget allocated	Progressing		25%	Continually supporting the Advisor Program - submitted grant application for 21 to 23 financials.
Heritage - Support the Heritage Assistance Fund. Support community heritage groups in accordance with policy	Kris Dunstan	Budget allocated	Completed		50%	Ongoing - Good achievements again in the first half of this financial year
Heritage - Support the Temora Heritage Committee	Belinda Bushell	Regular meetings held	Progressing		25%	Many projects completed and supported already this year through HAF. The Committee has an article drafted in readiness for the press of all things Heritage.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Temora Railway Precinct - Provide resources towards enhancement as a heritage tourism and event destination	Belinda Bushell	Budget allocated	Progressing		25%	Received welcoming grant funding through NSW Heritage Transport - for the upgrade to roofing and drainage to the Temora Railway Station.
Bundawarra Centre - Construct bridge over dam	William Speirs	Bridge completed	Progressing		30%	A tender for construction of stage one of the bridge has been let and materials for the bridge have been secured. The dam may require draining to enable installation of earthworks to accommodate the abutments - awaiting advice from the contractor.




## Property Services

Key Function - Cemeteries, Council Properties, Public Toilets.

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

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

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Crown Land - Develop Management Plans for all Crown Land in the care and control of Council (Funded by State Government)	Claire Golder	Plans completed to satisfaction of Government	Progressing		50%	Draft plans due to be presented to Council in March, prior to public exhibition.
Investigate the installation of public toilets at roadside stops	Rob Fisher		Not Progressing		0%	Action created.
Support Friends of Temora Shire Cemeteries	Belinda Bushell	Support provided	Progressing		25%	Continual support, upgrade to maintenance shed was a great achievement for the committee. Now they are steadily working on the Chinese Feng Shui memorial in the old cemetery.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Support the concept of installing solar panels on Council buildings subject to the provision of a positive business case.	Rob Fisher	Solar system installed	Progressing		25%	Ongoing.
Temora Cemetery - Install plinth to incorporate existing headstones. 2 rows in alternate years (2020/21)	Kris Dunstan	Completion of project	Postponed by Council Decision		0%	Rescheduled to 2021/22 Financial Year
Apollo Place - Develop a plan of management and services design	Kris Dunstan	Plan of management and design completed	Progressing		20%	Preliminary work commenced. A project brief has been developed and approved by Council, calling for expressions of interest of appropriate organisations to construct and manage an affordable housing complex. EOI via tenderlink close February, 2021

## Public Health

Key Function - Community Health Programs, Food Control

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

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

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

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Advocate for the maintenance and additional services at Temora Hospital	Gary Lavelle	Report to Council	Progressing	▲	50%	Ongoing discussions with Health Minister regarding the construction of a new hospital. Submission made to local member and meetings held with MLHD.
Advocate for the retention of a Visiting Medical Officer and commencement of Pathology services to Arianah Park	Gary Lavelle	Advocacy undertaken	Progressing	▲	30%	Ongoing advocacy
Proactively support and promote community mental health facilities and programs	Amanda Gay	Report to Council	Progressing	▲	50%	Information provided to Communications Officer for Council media release
Provide inspections of food premises, including Scores on Doors Policy	Belinda Bushnell	Premises inspected	Progressing	▲	25%	Completed some inspections for the reporting year. COVID emails continually sent out to businesses. Lots of food vans are coming to the region, which increase work load RE: paperwork follow up.










## Recreational Services

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

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

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

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Ariah Park Swimming Pool - Upgrade Kiosk & Change rooms	Kris Dunstan		Completed		100%	Works Completed
Data collection, asset register and mapping of recreational spaces	Rob Fisher	Provision of data	Not Progressing		0%	Action created by rollover.
Develop a Recreation and Open Space Strategy that meets the needs of residents	Rob Fisher	Inclusion in planning process	Progressing		35%	Struggling to resource, however some progress is being made. Will send information to Council and Sports committee in early 2021.
Hillview Park - Solar Lighting Installation	Kris Dunstan	Installation completed	Cancelled by Council		0%	Not funded
Investigate drainage solutions for Nixon Park No.2 and Bob Aldridge	Rob Fisher	Report presented to Council	Progressing		50%	Ongoing. Bob Aldridge nearing completion. Nixon Park yet to be scoped and costed for consideration.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Investigate the issue of collection of an equitable contribution towards the provision of sports facilities from sporting groups	Rob Fisher	Projects completed	Progressing		35%	Ongoing. Info will go to sports Council and TSC in early 2021.
Maintain a comprehensive and regular playground inspection system for all Council facilities	Alex Dahlenburg	System adopted by Council	Progressing		50%	Playground inspections being undertaken regularly using REFLECT asset inspection software in accordance with councils policy. Further structure around asset renewal for defects is requiring investigation.
Nixon Park - Upgrade amenities block	Kris Dunstan		Progressing		80%	Grant Reid Building Engaged. Work 80% complete
Temora Recreation Centre - Upgrade entrance	Kris Dunstan	Project completed	Completed		100%	Completed
Temora Swimming Pool - Redevelopment	Kris Dunstan	Funds secured	Referred to the Next Financial Year		20%	Master Plan created. Funding application submitted was unsuccessful. Looking for more opportunities in 2021
Ariah Park Recreation Ground - Upgrade skate park and landscape	Rob Fisher	Project completion	Progressing		70%	Currently being manufactured in Melbourne. Completion Feb / March 2021
Nixon Park - Modifications to amenities building	Kris Dunstan		Progressing		80%	Work nearing completion.

## Regulatory Control


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

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

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

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Conduct a review of the Temora Local Environmental Plan 2010 involving development of a discussion paper and community consultation	Kris Dunstan	Review conducted	Progressing	▲	50%	Good progress made in several draft LEP amendments in 2020. Ongoing
Determine a policy outlining the relationship between Council and Temora Veterinary Clinic and pet rescue groups	Ross Gillard	Relationships maintained	Progressing	▲	25%	No policy has been developed as yet. Continually working closely with Temora Vet RE: Euthanase numbers etc.
Provide annual inspections of beauticians, hairdressers, mortuary premises	Belinda Bushell	Premises inspected	Progressing	▲	25%	COVID focused discussions with business operators

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Provide inspections of septic tanks in accordance with risk category	Belinda Bushell	Premises inspected	Progressing	▲	25%	AWTS sent a number of letters at the end of year with incomplete reporting. New supplier was not submitting to Council, it was assumed that the original supplier from Victoria was unable due to lockdown. All paperwork is now up to date.
Provide inspections of swimming pools in accordance with Council's policy, every 3 years or at the time of sale	Belinda Bushell	Inspections completed	Progressing	▲	25%	Inspecting pools during lease change overs, community service requirements (e.g. foster families) and at the process of sale of properties as per legislation requirements.
Provide monthly report to Council about ranger activities incl. parking, companion animals	Ross Gillard	Report to Council	Progressing	▲	60%	Monthly or Bi-monthly - reports forwarded to Council.
Report statistics of number of Development Applications, Complying Development Applications and assessment times. Planning Reports to Council where required	Belinda Bushell	Report to Council	Progressing	▲	25%	Submit reports on time, not only do we have annual reporting. We have monthly and quarterly reporting to various state government departments.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Use of social media and community radio to advertise availability of companion animals	Ross Gillard	Number of pets rehomed	Progressing		50%	Legislation changes have influenced the social media. Companion Animals are no longer allowed to be sold without valid registration details (which limits this process and the need for these animals). Re-homing through not for profit organisations is the key to this success.

## Resident Services

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

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

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

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Drought Communities Program - Various community projects	Kris Dunstan		Progressing	▲	90%	All capital works now completed - A couple of functions have been extended until 31 March, 2021
Maintain CCTV system in Temora to a modern standard acceptable to the users of the facility.	Mathew Walker	Uptime of system	Progressing	▲	50%	The IT officer has been working on documentation regarding the CCTV system.
Provide the Service NSW Agency at no cost to Council that meets the needs of residents	Elizabeth Smith	Annual review of budget	Progressing	▲	25%	This service is meeting its expected outcomes and is being provided at no cost to Council.





Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Utilise public events to acknowledge volunteers for example Volunteers Week, Local Government Week and nominating volunteers for awards within the community.	Amanda Gay	Promotion of events	Progressing		50%	Acknowledgement where possible however COVID has removed the opportunity for other options to recognise.
Villages - Retain staff member at Arianah Park	Alex Dahlenburg	Payroll retention	Progressing		60%	Staff member retained at Arianah Park, new mower has improved delivery timeframes for mowing at Arianah Park.
Villages - Support community in the establishment of a nature walking track and bicycle track from Broken Dam Heritage Area to Arianah Park Cemetery (Subject to Grant Funding)	Rob Fisher	In principle support	Progressing		50%	Part complete with drought funds. Need to meet with Arianah Park Advisory committee to establish remaining works
Update street Christmas decorations	Kris Dunstan	Project completed	Postponed by Council Decision		20%	No funding allocated. Council approved a trial of solar street lights in Chinese Elm trees at Hoskins/Loftus Streets intersection
Install town/village signs	Craig Sinclair	Signs installed	Progressing		65%	Designs of villages signs agreed and installation booked for early 2021.





## 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.

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

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Commit to the conduct of regular Risk Management meetings	Grant Nicholson	Hold at least 6 meetings annually	Not Due To Start		0%	Action created by rollover. Still awaiting ARIC guidelines to determine internal risk management structure - unclear on the format of such meetings or if it will be simply an additional agenda item for Manex.
Develop an integrated safety, quality and environmental management system	Grant Nicholson	Plans completed and adopted	Progressing		50%	Action created by rollover. Ongoing program. WHS system development is underway and constantly developing & changing. Quality system is focussed on engineering works and is handled by the Engineering team. Environmental management system development shared between Environmental & Engineering departments.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Develop an integrated safety, quality and environmental management system to ISO9001, 4801 and 14001 certification	Grant Nicholson	Completion and adoption of the system	Not Due To Start		0%	Action created by rollover. This certification requirement has been removed by Transport for NSW. Recommend this action be cancelled.
Develop and implement the Audit and Risk Improvement Committee	Grant Nicholson	System implemented and operational	Not Due To Start		0%	Action created by rollover. Awaiting publication of ARIC requirements from OLG to determine internal structure.
Implement Enterprise Risk Management program	Grant Nicholson	System implemented and operational	Progressing		65%	Action created by rollover. WHS system development is ongoing
Integration of Quarry Management Plan into the Council Integrated Risk Management Plan	Grant Nicholson	System integrated	Progressing		30%	Action created by rollover. Was handed over to former works manager / engineer. 2 staff members have now completed the Quarry managers practicing certificate training.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Undertake Employee programs to support employees in the workforce, including: * Hearing Tests * Mental Health Programs * Skin Checks * Employee Assistance Programs * Health Checks * Team Building Exercises	Grant Nicholson	Develop program and implement	Progressing		50%	Action created by rollover. Ongoing program, most recent activity was completion of suicide awareness & alertness program by all staff in December 2020. Actions for 2021 yet to be determined.


## 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 Arianah Park Support extension of sewer mains to non sewer locations in Temora

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

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Arianah Park - conduct consultation with the Arianah Park community to determine support for the installation of sewerage services within the village	Rob Fisher	Report to Council	Not Progressing		5%	Options study to be delivered by NSW public Works prior to consultation. Will happen current FY
Ensure all staff involved in the sewerage function receive appropriate industry specific training for managers and operators	Alex Dahlenburg	Budget required	Progressing		50%	Training for sewer staff undertaken to date as required with further training scheduled for the second half of the 2020-2021 FY.
Undertake CCTV inspection, smoke testing and condition rating of sewerage reticulation network including removal of sewerage infiltration	Alex Dahlenburg	Set targets	Progressing		10%	Due to staffing issues CCTV inspection, smoke testing and condition rating has been delayed over the last 6 months. This will be addressed to ensure staffing/resourcing issues are resolved.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Undertake Upgrade and renewal works on Sewerage and Recycled Water in accordance with identified program	Alex Dahlenburg	Program completed	Progressing		20%	Staffing/Resourcing issues have seen a delay in capital renewal works, however this work is still tracking well through contract work where required.



## Support Services

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

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

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

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Investigate and source new quarries to meet the future needs of Council	Alex Dahlenburg	Evaluation of alternatives	Progressing	▲	50%	New Quarry sourced along Slingers Ln with agreement progressing between Council and BFB.
Review the Quarry Management Plan on a biennial basis	Alex Dahlenburg	Update of plan	Progressing	▲	70%	Draft Quarry Management Plan being developed with draft 70% complete.

## Transport Infrastructure

Key Functions - Footpaths and Cycleways, Road Infrastructure





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


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

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Commitment to the long term facilitation of efficient heavy vehicle access through Temora Shire subject to minimisation of impact on: Resident amenity, Council finances, Resident safety	Rob Fisher	Reduction in conflict between users and road managers	Progressing		25%	HVAR progressing currently with RMS. Council has committed to participation in Farm Gate access phase 2 commencing in Feb 21.
Develop a project brief for the construction of an Alternate Heavy Vehicle Route around Temora based on the preferred route	Rob Fisher	Brief completed	Not Progressing		0%	Awaiting RMS work.
Make application for a minimum of one (1) Fixing Country Roads grants annually	Rob Fisher	Application made	Not Progressing		0%	No Action

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Program a tour of inspection on the first and third year of a new council	Rob Fisher		Not Progressing		0%	No Action
Seek funding (Full) for the installation of a roundabout and associated infrastructure at the corner of Hoskins & Polaris Streets	Rob Fisher	Submissions made	Grant Not Available		0%	No Action.
Support the installation of EV Charging Station in Temora	Rob Fisher		Not Progressing		0%	No Action
Undertake a progressive assessment of local road network for potential RAV use	Rob Fisher	Route Assessment completed	Not Progressing		0%	No Action. Not a priority / cant resource
Undertake Kerb and Gutter construction and maintenance in accordance with the Kerb and Gutter Assets Capital Works Program	Alex Dahlenburg	Completion of program	Progressing		60%	Kerb and Gutter completed in Joffre St and Macauley St (Bundawarra Centre), however outstanding work to be completed for Back Arianh Park Rd and Victoria St Culvert kerb modification.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Undertake Footpath construction and maintenance in accordance with the Footpath Assets Capital Works Program	Alex Dahlenburg	Completion of program	Progressing	▲	20%	Footpath construction completed for current financial year due to grant funding not approved and council funding of \$40,000 reallocated to the lake centenary footbridges project. Maintenance will continue as ongoing.
Undertake Cycleway construction and maintenance in accordance with the Cycleway Assets Capital Works Program	Alex Dahlenburg	Completion of program	Progressing	▲	30%	Both Cycleway projects budgeted are design/development only and don't involve construction. These are progressing however are both difficult sites in terms of railway infrastructure.
Undertake Rural Unsealed Roads construction and maintenance in accordance with the Rural Unsealed Roads Assets Capital Works Program	Alex Dahlenburg	Completion of program	Progressing	▲	40%	Unsealed road construction progressing as per capital budget along with routine maintenance.
Undertake Urban Sealed Roads construction and maintenance in accordance with the Urban Sealed Roads Assets Capital Works Program	Alex Dahlenburg	Completion of program	Progressing	▲	60%	Urban sealed road maintenance continuing with capital works progressing well.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Undertake Urban Unsealed Roads construction and maintenance in accordance with the Urban Unsealed Roads Assets Capital Works Program	Alex Dahlenburg	Completion of program	Progressing		10%	Urban unsealed road construction not started however maintenance has continues and is ongoing.
Undertake Pavement Rehabilitation/ Widening in accordance with the Pavement Rehabilitation / Widening Assets Capital Works Program	Alex Dahlenburg	Completion of program	Progressing		50%	Progressing well as per the capital works program.
Undertake Rural Sealed Roads construction and maintenance in accordance with the Rural Sealed Roads Assets Capital Works Program	Alex Dahlenburg	Completion of program	Progressing		50%	Capital works like reseals progressing well with majority completed with maintenance ongoing.
Undertake Fixing Country Roads/ Heavy Vehicle Safety and Productivity Program in accordance with the determined program	Alex Dahlenburg	Completion of program	Progressing		30%	Current project Morangarell Rd Segment 12 progressing well and expected to be well under budget. Further projects on Tara Bectric Rd now included as from December 2020, these projects are yet to commence.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Undertake Regional Roads Program in accordance with the determined program	Alex Dahlenburg	Completion of program	Progressing		30%	Regional road maintenance continuing with the main project for Mary Gilmore Way Segment 330 Bridge Sized Culvert Construction only having recently commenced.





## Waste Services

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

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

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

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Advocate for a Return and Earn facility at Ariah Park	Kris Dunstan	Ongoing advocacy	Progressing	▲	30%	Has been raised politically. Letter to be written to Return and Earn managers
Continue support for Cleanup Australia Day program and anti litter promotion	Belinda Bushell	Participation in program	Progressing	▲	50%	Council have registered for the event and awaiting packs
Efficiently enforce legislative requirements to abate nuisance caused by overgrown lots	Ross Gillard	Advice to Council on activities	Progressing	▲	70%	Excessive wet period created a large amount of overgrown blocks. The active program is still successful working with the property owner and/or tenant.
Efficiently investigate and enforce the legislative requirements related to illegal dumping	Ross Gillard	Advice to Council on activities	Progressing	▲	25%	Not many illegal dump points this year compared to others.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Investigate the installation of recycling @ Arianh Park	Kris Dunstan	Report to Council on option	Completed		100%	Lions Club re-consulted. Not able to provide the service
Support and expand the Adopt a Road Program	Belinda Bushell	Retention and expansion of program	Progressing		25%	Unfortunately Quota have removed themselves from Goldfields Way (towards Barmedman) we now have two (2) vacant major roads. The positive is that all schools are actively involved with clean up campaigns, which improves the local areas. And on Clean Up Day we can send volunteers to these major roads (Milvale & Goldfields).

## Water Services

Key Function - Drainage Water Cycle Management

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

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Complete the development of an Integrated Water Cycle Management Plan (WCMP)	Rob Fisher	Preliminary investigation undertaken	Progressing		25%	Ongoing. Likely FY21/22 completion.
Construct detention basin - Old Cootamundra Rd	Rob Fisher	Completion of project	Progressing		80%	Fencing. Road restoration and landscaping remaining
Data collection, asset register and mapping of rural storm water assets	Rob Fisher	Data collected	Progressing		95%	Approaching completion. Recently mapped. Required final checking and closing out.
Data collection, asset register and mapping of urban storm water drainage assets	Rob Fisher	Data collected	Progressing		40%	Majority of data collection complete. Significant mapping and processing required prior to completion.
Deliver Flood Study for Arianah Park and Springdale	Rob Fisher	Application made	Progressing		50%	Ongoing. Progressing well. Recently held committee meeting December 2020.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Make application for a minimum of one (1) Safe and Secure Water grant annually	Rob Fisher	Application made	Grant Not Available		0%	N/A
Undertake the Temora Floodplain Risk Management Study and Plan	Rob Fisher		Progressing		25%	Recently commenced. Progressing ok.
Undertake Stormwater Drainage construction and maintenance in accordance with the Stormwater Assets Capital Works Program	Alex Dahlenburg	Completion of program	Progressing		10%	Project development and materials procurement commenced. Delivery awaiting to be undertaken.



## 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  
 Council Maintain youth centre facilities at Ariah Park and Temora Participation in Youth Week/Local Government Week




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






Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Acknowledge the definition of Youth incorporates young people up to age 25 inclusive	Melissa Carter	Programs aimed at all aged groups	Progressing		50%	Youth participation is actively involving youth from the ages of 10-25 years in decision-making processes. The Temora Youth Team Leaders attend the Youth Leadership Meeting on a fortnightly basis throughout the school term. This meeting covers topics from an agenda including general business relating to the Temora Youth Team and allows the Leaders to share their Team Reports and Updates from the previous fortnight. The Leader's ages range from 12-16.  Temora Youth Leaders plan activities of their interest, then work on the operational planning and coordination of the school term workshops, community events and school holiday workshops guided by the YPC. The School Holiday Workshops are inclusive of young people from the ages of 8-25 and the Term-based workshops are inclusive of young people from ages 10-25.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Conduct regular Youth programs and workshops in relevant areas of youth interest	Melissa Carter	Activities held	Progressing		50%	<p>The Hospitality Team has been up skilling their culinary knowledge at Platform Y. We have kept the ongoing pattern each week of meals and snacks in the sequence of breakfast, morning tea, lunch. Each recipe is chosen to align with the Healthy Food Policy and aims to provide the Hospitality Team with nutritious foods as well as healthy eating patterns and ideas for the future.</p> <p>The CAPA Team has been working on some acrobatic skills including balance, strength and formation. They have been working as a team to achieve these skills. They also have continued to build their communication skills, teamwork and confidence through drama games and activities.</p> <p>The Gaming Team is growing with attendee's, all games provide multiplayer options to allow for social interactions between current and new members.</p>
Create a program aimed at developing young men emotionally and socially	Melissa Carter	Program operational	Not Due To Start		0%	<p>The Boys to Men program is a mentorship program which aims to take young boys who lack positive role models in their life and are starting to project their emotions, feelings and energy into negative activities and pair them with a positive mentor. During their time together in the program, the selected pairs will renovate community buildings to give the young people a sense of ownership and worth as well as a place in the community. This program is likely to start in 2021 with the commencement of the Youth Development Officer's employment.</p>








Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Create program content and resources for youth programs	Melissa Carter	Program created	Progressing		50%	Hospitality Team have six months of planned recipes with all recipes including the nutritional information and a section to work out the financial literacy for each recipe. Culture and Performing Arts Team are provided with playscripts and equipment to follow out within the workshop agenda. All young people who attend the school holiday workshops such as the Food Science Workshop and the T-Town Dance Off Workshop are provided with printouts of the workshop's program information schedule.
Develop a youth transition program designed to support our young people post school	Melissa Carter	Program operational	Not Due To Start		0%	The Adulting 101 program is likely to start in 2021 with the employment of the new Youth Development Officer.
Develop and run weekly activities to allow young people to meet, connect and interact socially	Melissa Carter	Activities held	Progressing		50%	Following the COVID-19 restrictions, Platform Y has been opened for all young people between the ages of 10-25 to meet, connect and interact. We have held a total of 20 Gaming workshops, 20 Culture and Performing Arts workshops and 20 Hospitality workshops within a 6-month period.
Develop and showcase talent by creating a youth made market and event with the support of local mentors	Melissa Carter	Participation level by Village residents	Progressing		50%	Temora Youth Leaders have met with the Youth program Coordinator, Economic Development Officer and Communications Officer for the operational planning that now has dates, venue, budget, and other important information set. We are aiming for April 2021 for the Youth Made Markets to commence.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Develop financial literacy and employment development opportunities for young people	Melissa Carter	Program implemented	Progressing		50%	The Temora Youth Leaders engage in financial literacy fortnightly to determine materials needed for community events, weekly workshops, and school holiday workshops. Financial literacy is also a weekly component of the Hospitality workshops. The young people use this to determine the cost of ingredients, the predicted cost per person and the actual cost per person. 10 Temora Youth Members and 8 non-Temora Youth members all the age between 12 - 20 completed the Barista Training to gain employment-related skills in the hospitality field. Two of those young people have gained employment since and 3 young people who work at McDonald's are using the techniques they learnt in the Barista Training.
Development of a program for school holiday activities	Melissa Carter	Programs undertaken	Progressing		50%	Each school holidays there are a range of workshops on offer to suit all interests. These workshops are open to all young people between the ages of 8-25 years. The following workshops have been held in 2020: Gaming Tournament - 3rd, 10th Jan 10th, 17th July Wizard Whisk - 6th, 13th July 1st, 8th October Vocal Workshop - 16th July Food Science Workshop 29th September 29th December All workshops are supervised by the YPC and run by the Temora Youth Leaders with over 10 young people attending each of those workshops.
Formulate strategy to bring village and town young people together	Melissa Carter	Participation by non-Temora residents	Progressing		50%	The Temora Youth Team Leaders invited young people from the community and surrounding villages to promote Platform Y and participate in weekly workshops, school holiday workshops and Youth Week.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Hold a Youth Team afternoon tea and youth team meeting hosted and chaired by the Mayor	Melissa Carter	Function held	Completed		100%	On Wednesday the 21st October 2020, Mayor Rick Firman hosted an afternoon tea with the Temora Youth Team held at Platform Y.
Increase employee hours for Youth function	Melissa Carter		Not Progressing		0%	Due to Covid this has not increased.
Participate in activities that nurture leadership and responsibility, eg Take Charge, Clean Up & Australia Day	Melissa Carter	Participation in programs	Progressing		50%	Due to COVID-19 the Take Charge event was postponed. YPC is attending the 2021 Take Charge Riverina Youth Leadership Forum which is being held in Wagga Wagga on Wednesday 24 March 2021. The YPC attended Clean Up Australia Day in 2020 with 12 young people from the Temora Youth Team. The YPC attended the Australia Day Ceremony in 2020 with the 5 young people from the Temora Youth Team. On Monday the 24th, Tuesday the 25th, Saturday the 29th of August 2020 and Tuesday the 1st of September, a Team of 5 young people from the Temora Youth Team partnered with Max Oliver and his small crew from the Temora Railway Museum to start the restoration of the Gidginbung Waiting Room.
Participate in regional Youth activities where available	Melissa Carter	Participation in programs	Not Progressing		0%	Due to Covid this is postponed
Partner with Pinnacle Services to provide targeted programs that support and engage the young people in their care	Melissa Carter	Participation numbers	Progressing		50%	YPC continues to collaborate with the NDIS Coordinator from Pinnacle Community Services for Pinnacle clients to attend the weekly workshops at Platform Y. We have two Pinnacle clients attending Platform Ys weekly workshops. One attends the Gaming Workshop and the other attends the Hospitality Workshop.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Partner/ participate with local businesses/ agencies/ experts and professional development opportunities to support both the youth officer and youth teams	Melissa Carter	Partnerships established	Progressing	▲	50%	YPC collaborated with a Wagga Catering Equipment representative who is qualified in teaching the Barista Training course. They spent 2 days training 18 young people of Temora in Barista Training. YPC collaborated with local business Das Meizer Restaurant who allowed for the Barista Course training to be held in his business space. YPC attended the Dramatic Minds Festival as a judge. Due to COVID - 19 this was completed online. YPC attended the networking meeting with REROC Youth and Community. YPC is collaborating with Youth Engagement and Inclusion Officer for Hilltops Council. YPC handouts and receives the partnering form for people who are interested in collaborating with the young people at Platform Y to upskill the young people. YPC has completed the DV-AIET training and Suicide Alertness Training with Lifeline. YPC has completed the COVID - 19 Infection Control Training with Australian Government Department of Health.
Platform Y - Maintain and develop Platform Y as the centre for Youth activity in Temora Shire	Melissa Carter	Viability of Platform Y	Progressing	▲	50%	All three weekly workshops and 11 school holiday workshops have been carried out at Platform Y. The Payroll/ HR Officer, Receptionist, Administration Trainee, Senior Engineering Technical Officer and IT Officer of Temora Shire partnered with the Gaming Team at Platform Y. Each employee visited Platform Y and shared their job role and responsibilities in their department with the young people.

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Scholarships - Provide one (1) scholarship to the Temora and District Education Fund	Gary Lavelle	Scholarship provided	Completed		100%	Scholarship provided
Scholarships - Provide scholarships in accordance with policy to be determined by Council through the Scholarships Committee	Gary Lavelle	Scholarships awarded	Completed		100%	Scholarships provided
Support annual transport to Canberra Careers Expo	Melissa Carter	Participation in event	Referred to the Next Financial Year		100%	Due to COVID - 19 this event was cancelled. YPC attended the Virtual Careers Expo May 27th, 2020 and encouraged the young people to do the same.
Support for Youth Week events	Melissa Carter	Events supported	Completed		100%	Temora Youth Leaders joined Mayor Rick Firman for a Minute with the Mayor to discuss their volunteer hours for 2020. Totem Skateboarding workshop was also held for the Youth Week Event for 2020.
Support the concept of the Young Citizen of the Year Award as a way of recognising Youth	Gary Lavelle	Continued support	Completed		100%	Held in conjunction with Australia Day

Action Name	Responsible Officer	Metric	Status	Traffic Lights	Progress	Comments
Undertake careers promotion to local high school students in Local Government Week	Amanda Gay	Presentation to Council	Not Progressing		0%	Cancelled due to COVID
Youth Hospitality Team to promote Youth team through catering and service opportunities	Melissa Carter	Assistance provided	Progressing		50%	On Saturday the 7th of November, 6 Members of the Hospitality Team supervised by YPC catered for a private event in Temora. The Hospitality Team made 5 salads and 2 meat platters in the Platform Y Kitchen. We continue to promote through social media to take on more catering opportunities.
Youth Officer to visit villages/schools on a regular basis to build rapport and partnership opportunities	Melissa Carter	Visitation numbers	Progressing		50%	YPC did not attend St Anne's Central School, Temora Public School or Temora High School presentation day due to COVID - 19.



**10.3 SEALS - FEBRUARY 2021**

**File Number:** REP21/161  
**Author:** Secretary Engineering  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT**

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

- Contract for Sale – 8 Spitfire Drive, Temora

**RECOMMENDATION**

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






***Report by Gary Lavelle***

**11      ENGINEERING SERVICES**

Nil

**12 ENVIRONMENTAL SERVICES****12.1 DEVELOPMENT APPLICATION - PROPOSED SERVICE STATION 193-197 VICTORIA STREET TEMORA****File Number:** REP21/83**Author:** Town Planner**Authoriser:** Director of Environmental Services

**Attachments:**

1. Site Plan [↓](#) 
2. Service station impact assessment [↓](#) 
3. Development Application submissions [↓](#) 
4. Responses from applicant [↓](#) 
5. Additional comments from nearby landholder [↓](#) 

**REPORT****DA No.** DA 72/2020**APPLICANT** Temora Service Station Pty Ltd**PROPERTY** 193-197 Victoria Street Temora; Lot 11 DP 1006429**OWNER** Rod Lovering Motors (Temora) Pty Ltd**PROPOSAL** The development proposal is for alterations and additions to the former vehicle showroom and change of use of the site to a service station, including underground fuel storage and ancillary food shop.

The subject land is 5725m<sup>2</sup> in size. An aerial image of the subject site is shown by Figure 1. A zoning plan of the subject site is shown by Figure 2.

The proposed hours of operation of the business are 5am – 9pm weekdays and 6am – 9pm weekends. The proposal will involve the employment of 10-12 staff.

**NOTIFICATION** Notice of this application has been provided as part of the assessment process.

- Notification letter forwarded to thirty two (32) adjoining and nearby neighbours.
- Details of the proposed development shared on Council's website and social media page

**ASSESSMENT**

The following matters need to be considered under section 4.15 of the Environmental Planning and Assessment Act, 1979, as part of the assessment of the proposal.

There are no SEPPs that are relevant to this application.

There are no deemed SEPPs which relate to this Region.

The site is zoned IN1General Residential under the Temora Local Environmental Plan (LEP) 2010. Under this zoning, development for the purposes of a service station is permitted with consent.

The objectives of the zone are:

- To provide a wide range of industrial and warehouse land uses.
- To encourage employment opportunities.
- To minimise any adverse effect of industry on other land uses.
- To support and protect industrial land for industrial uses.
- To encourage a range of uses that provide specialist goods and services to the region's farmers and agricultural enterprises.
- To protect local groundwater aquifers from contaminating activities.
- To allow food and drink premises that provide a direct service to the workers in the industrial area.

The proposal is not inconsistent with the objectives of the zone.

There are no development standards contained within the LEP that affect this development, and there is no need for any development standards to be varied to permit the development.

The Temora Shire Development Control Plan 2012 is relevant to this application. The chapters relevant to this proposal are:

- Car Parking

The objectives of these controls are to:

- identify those standards affecting the provision of adequate and efficient car parking including loading/unloading facilities
- ensure a consistent and equitable approach to assess car parking requirements
- provide guidance as to the functional layout of parking areas, loading bays and access driveways
- identify the relevant parking standards applicable to Temora Shire recognising the strategic function in relation to public access and economies of scale

The proposal includes nine car parking spaces for customers, in two separate areas, including one accessible parking space. There are three large vehicle parking spaces and three spaces for staff car parking. Parking for vehicles refuelling is provided under the new proposed canopy, with a separate space for truck refuelling. A loading/unloading space is provided at the rear of the building. The site has separate entry and exit driveways, which support safe vehicle movements within the site, and to and from Victoria Street. These

parking arrangements are considered to be acceptable based upon the scale of the business proposed.

- Commercial Development

The objectives of these controls are to:

- ensure that commercial development is carried out in such a way as to protect and enhance the environmental quality of the Shire
- encourage development that reinforces the “country town” character of urban Temora
- guide owners, developers and the wider community to the standards required by Council in the planning and design of commercial developments
- assist applicants in the compilation and submission of development applications
- promote and encourage commercial development within the Shire of Temora
- maximise the utilisation of services for commercial development
- ensure the most efficient use of commercial land while safeguarding environmental factors through careful site planning

The proposed development involves alterations and additions to the former vehicle showroom to include vehicle refuelling under new canopy, new sealed driveway, underground fuel tanks, parking areas and paths, new convenience store, kitchen, restaurant, administration, storage area, fuel price board sign (5-7m) and site boundary landscaping. There is remaining building space for a second tenancy, which is not included as part of this application.

- Development Applications

The application includes relevant plans and a statement of environmental effects to support the application.

- Food Premises Fitout and Construction

The Proposal will be required to comply with relevant Australian Standard – Design, Construction and Fit out of Food Premises. The operating food premises will be routinely inspection by Council’s Environmental Health Officer.

- Industrial Development

The objectives of these controls are to:

- ensure that industrial development is carried out in such a way as to protect and enhance the environmental quality of the Shire
- act as a guide to owners, developers and the wider community as to the standards required by Council in the planning and design of industrial developments

- assist applicants in the compilation and submission of development applications
- promote and encourage industrial development within the Shire of Temora
- maximise the utilisation of services for industrial development
- ensure the most efficient use of industrial land while safeguarding environmental factors through careful site planning

The controls are intended to ensure that industrial sites are buffered from any nearby residential areas and controls will ensure adverse environmental impacts such as traffic movements, noise, dust, waste disposal and poor design are minimised or eliminated.

The proposal involves alterations and additions to a currently vacant building to support use as a service station. The proposed alterations are considered to be acceptable, based on a typical service station.

Appropriate services are available at the site, including water, electricity, gas and sewer services. The proposal will include modifications to existing drainage to manage stormwater runoff.

The local road network is considered to be adequate for the proposed use, with access to the site from a major road. The site is located within a 50km/h zone and includes adequate road width to support safe entry and exit from the site. The site includes separate entry and exit driveways. The relevant plan indicates space for large vehicles to enter, refuel, unload, park and exit the site.

The development will be conditioned to meet Australian Standard requirements for outdoor lighting.

The impacts of noise are considered to be acceptable based on the location of the site on a major road. The level of impact is managed through the hours of operation. No overnight parking of vehicles is permitted.

The proposal indicates the location of a fuel price sign, with further details required to be submitted at the construction certificate stage.

Waste generated from the operation of the business will be required to be stored in appropriate bin storage and removed on a regular basis.

- Notification of Development Applications

#### LIKELY IMPACTS

The application has been notified to thirty two adjoining and nearby landowners, as well as general community notification through Council's website and social media page, in accordance with the above chapter of the DCP.

- Environmental
  - Natural



**SUITABILITY OF THE SITE**

Impacts on the natural environment are limited as the site is already developed for a commercial purpose. The proposal will involve the removal of two trees, located on the street frontage, to support improved sight distances and allow for the installation of the fuel price sign. Additional landscaping proposed on the side and rear boundaries.

- Built

The impact on the built environment is considered to be reasonable in accordance with the IN1 General Industrial zone. The proposal involves building works to adapt and reuse an existing building for the purposes of a conventional style service station.

- Social

The social impacts of the development are considered to be reasonable in accordance with the IN1 General Industrial zone. The hours of operation of 5am-9pm weekdays and 6am – 9pm weekends are considered reasonable, given the location of the business on a major road. The closest residential property is approximately 100m away, with future dwellings expected approximately 80m away at Wadey Place. However, the level of impact upon nearby existing and future residences is expected to be similar to the level of impact of vehicles travelling along Victoria Street. No overnight parking of heavy vehicles on the site is proposed.

- Economic

The economic impacts of the development are considered to be positive, as the proposal involves an additional employment opportunities and provision of services and retail to the community, as well as travellers.

**SUBMISSIONS**

The site is zoned IN1 General Industrial, with service stations permitted with consent. The site is a former motor vehicle showroom and the proposal to convert this building to a service station is considered to be an acceptable change to this building, supporting its reuse. The site has frontage to a major road. Existing street lighting is in place to support safety and security at the site. The compatibility of the proposed use with nearby residential land uses will require management in order to minimise adverse impacts.

As a result of the notification, two written submissions were received objecting to the development. A summary of the concerns raised by those objecting to the development were:

- Concern that the amount of traffic generated will be much larger than the previous use, and will change from mostly cars to mostly trucks using the service station
- Concern about fuel and diesel fumes
- Increase in noise due to trucks stopping at starting at all hours of the day and night, overnight refrigerator trucks, fuel deliveries and 24 hour fuel purchases
- Concern about impact of outdoor lighting
- Truck service stations need to be placed further out of town
- Concern about risks to workers involved with welding, cutting and grinding operations at adjoining engineering workshop, with some work completed outdoors. The operations generate flames or sparks, which are not compatible with fuel vapours
- The hours of operation are longer than the previous business and the engineering business
- Concern about increase in traffic with increased daily movements, weekend operations and increased security risks
- Increased security costs required by engineering business should be borne by the proposed new business
- Strong objection to removal of Ironbark tree, due to loss of amenity and shade

In response, the applicant has advised that:

- Consider that the amount of traffic will be similar to the previous use. Estimate only 5% of current light vehicles and around 2-3 heavy vehicles will enter the site each day
- Consider that the service station will generate minimal noise comparable to the already existing noise in the area
- A vapour recovery system will be installed to address the issue of odour and protect the environment. Fumes generated during the delivery of fuel are captured by the vapour recovery system and diverted to the truck tanker
- The majority of the site will be sealed and grassed to minimise dust generation
- The facility will not offer 24 hour fuel
- Trucks will not be permitted to park on the site overnight
- Site lighting will be directed towards the forecourt. After hours will have minimal lighting, required for safety and security.
- The fill points for the delivery tanks will be located towards the eastern side, away from the engineering business

- Fuel pumps dispensing petrol will be located further from the engineering business
- 24 hour surveillance cameras will be installed at the site, with will increase security for neighbouring businesses
- Offer to assist with planting replacement shade trees elsewhere

The response from the applicant was provided to those residents who provided submissions. One further response was received, which provided the following additional comments:

- Concern about risk of fire associated with operations of nearby engineering business
- Concern about drift of fumes to nearby houses
- Request for full environmental assessment
- Consider that the proposal is the wrong location and that noise and traffic will affect property

The application was also referred to Council's Engineering Department, who provided the following comments:

- The removal of the two trees proposed by the application is supported. The Eucalypt species is considered to be unsuitable in the location. Council will be removing the only other eucalypt on this block at intersection of Melaleuca / Burley Griffin in next 12 months.
- Council can replant a suitable species on this block, following completion of planned Council drainage works in the vicinity of the site
- Council must install underground drainage on Victoria St to capture and transport stormwater from Gallipoli St area to the drain through to Nixon Park drainage. Council would need to install infrastructure prior to the driveways being constructed to the new development.
- Request that the applicant provide suitable traffic movement plan, including heavy vehicle swept path to confirm satisfactory vehicle entry, movement and exit from the site.

## DISCUSSION

The proposed development proposes the reuse of a building that has remained vacant for several years, to an alternative use that is permitted with consent within the zone. The modification of this building to support a service station is considered to be acceptable.

The operation of a service station at the site has raised some concerns from adjoining landholders in relation to matters of traffic, odour, noise, lighting, risks from fuel vapour, security and amenity.

The applicant has responded to these issues, confirming hours of operation will be limited to either 5am or 6am in the morning until 9pm at night. Operational procedures associated with fuel delivery

**CONCLUSION**

can be managed through separation of refilling site and use of a vapour recovery system. Appropriate lighting and security systems will be installed at the site. Service stations are required to comply with relevant safety standards in relation to managing risks of fire and hazards associated with fuel vapours. There are already several service stations that are currently operating in Temora that are located within 50m of residential properties. Council is not aware of any concerns of residents in relation to the operations of these service stations. The scale of the proposal does not require a full Environmental Impact Statement.

The overall level of traffic using the site is expected to be modest in relation to number of passing vehicles, as well as considering there are several other options for service stations in Temora.

The proposal will provide additional services to Temora residents, as well as travellers, and will provide additional employment opportunities.

The level of impact upon nearby landholders is considered to be acceptable, based upon the location.

The proposal for alterations and additions to the former vehicle showroom and change of use of the site to a service station, including underground fuel storage and ancillary food shop at 193-197 Victoria Street Temora is supported and is recommended for approval, subject to conditions.



Figure 1: Aerial image of site, edged heavy black



Figure 2: Zoning plan of site, edged heavy black

### **Conditions of Consent:**

#### **Administrative**

- (1) Compliance Standards: Any building and associated works shall comply with the statutory requirements of the Environmental Planning & Assessment Act, Local Government Act, 1993 and the National Construction Code of Australia, formerly known as the Building Code of Australia (BCA)
- (2) Compliance with Consent: The Development being completed in accordance with plans and specifications stamped by Council being drawn by Coota Design dated 2<sup>nd</sup> October, 2020 and the Statement of Environmental Effects, completed by the applicant.
- (3) Building Permit: the builder/developer must at all times maintain on the job, a legible copy of the plans and specifications bearing the stamp and building permit of Council.
- (4) Hours of Construction: construction work on the project shall be limited to the following hours:

Monday to Friday      7:00am to 6:00pm

Saturday                8:00am to 5:00pm

No work to be carried out on Sunday/Public Holidays, without prior consent from Council.

- (5) Annual Certificate: The owner of the building shall submit to Council an "Annual Fire Safety Statement: (Form 1) by 1 July, each subsequent year after obtaining a "Fire Safety Certificate" for the building from Council.

The “Annual Fire Safety Statement” shall comply with the provisions set out in the Environmental Planning & Assessment Regulation 2000. Forms for this purpose can be collected from Council’s office.

- (6) Fire Requirements: Prior to the certifying authority issuing an Occupation Certificate to authorize a person to commence occupation or use of the building, the certifying must be satisfied that a final Safety Certificate has been issued for the building.

#### **Further Information**

- (7) A Construction Certificate must be obtained from Council or an Accredited Certifier prior to work commencing.
- (8) Construction Certificate: The following information shall be submitted for assessment when applying for a Construction Certificate:
  - (a) A schedule and location of all proposed essential services in the building in accordance with Section E of the National Construction Code of Australia (NCC).
  - (b) Details from a suitably qualified and insured Structural Engineer in regards to:
    - Footings, reinforced concrete slabs;
    - Structural steel work;
    - Wall bracing and tie-down requirements.
  - (c) Details of the Underground Petroleum Storage System (UPSS) from a suitably qualified person is to be designed and consistent with industry best practice set out in the Australian Standard AS4897-2008: Design, installation and operation of underground petroleum storage systems.
  - (d) A traffic management plan, completed by a suitably qualified engineering, detailing heavy vehicle entry, movement and exit from the site, in accordance with relevant standards
  - (e) Details of proposed signage proposed to be installed at the site, including fuel price sign
  - (f) Details of food preparation areas to comply with relevant Australian Standard – Design, Construction and Fit out of Food Premises
- (9) Occupation Certificate Required: A Final Occupation Certificate must be issued by the Principal Certifying Authority prior to occupation or use of the development. In issuing an occupation certificate, the Principal Certifying Authority must be satisfied that the requirements of Part 6, Section 6.9 of the Environmental Planning and Assessment Act, 1979 have been satisfied.

**Access Traffic and Parking**

- (10) Site Safety: all activities including, loading and unloading associated with this development are to take place within the subject site **only**.
- (11) Traffic Access: All vehicles must enter and leave the premises in a forward direction.
- (12) Disabled Parking: The disabled parking space shall be:
  - a. as indicated on the stamped plans; and
  - b. in accordance with Australian Standard AS 1428.1 and will be suitably marked.
- (13) Sealed Carpark: Carpark area and access driveway shall be paved and/or sealed, line marked, signposted and maintained.
- (14) Staff Car Parking: Sites shall be delineated and wheel stops.
- (15) Carpark/Long Vehicle Parking Entry: Entry and exit from the carpark/long vehicle parking is to be in a forward direction. Adequate turning space will be required to enable vehicles to leave the carpark in a forward direction.
- (16) Delivery Vehicles: Delivery vehicles shall enter the site in a forward direction with deliveries scheduled during the approved operating hours.

**Street Trees**

- (17) Street Trees: The street trees requiring removal for access and egress to the facility are to be undertaken by the developer at their cost.

**Operations**

- (18) No overnight parking of trucks on the site is permitted

**Services**

- (19) Waste Storage during Construction: Provision shall be made on site for the proper storage and disposal of waste such that no builders waste shall be left in the open. Specific attention should be given to items which are subject to relocation by the action of wind.



- (20) Waste Disposal: all debris and any waste fill is to be removed from the site and disposed of at Temora Garbage Depot, in the building refuse section of the garbage depot. Please note that a separate fee applies for disposal of waste at Councils waste depot.
- (21) Sewerage Connection: All connections to or alteration to any sewerage lines must be carried out by a Licensed Plumber/Drainer.
- (22) Backflow Prevention: A backflow prevention (reduced pressure zone) device shall be installed in accordance with AS 3500.1, clause 4.4.

### **Stormwater Management**

- (23) Forecourt Run-Off: Management of the forecourt run-off from the contamination zone must have appropriate capacity to contain the maximum spillage likely to occur within the catchment area. Site factors such as surface area, canopy coverage, average rainfall, tanker delivery volumes and gradients should be considered. This assessment is to be undertaken by a duly qualified person to ensure all standards and legislation requirements are met.
- (24) Submission to Council for approval prior to the issue of the First Construction Certificate of detailed stormwater management design plans that are in accordance with the stormwater treatment measures. Peak Discharge Rate and Volume Modelling of the overall Stormwater Management Plan that are to accompany the Construction Certificate application.

### **Kerb & Guttering & Footpaths**

- (26) The provision of a 1.5 metre wide concrete footpath from the main entrance along (incorporating the proposed Pedestrian Access) shall be constructed. This work shall be undertaken at full cost to the developer.
- (27) Footpaths and shared ways will be constructed from 100mm thick concrete with F72 reinforcing mesh laid on 25mm chairs. Concrete will be a minimum of 20mpa. At those locations where heavy vehicles will cross concrete thickness will be increased to 125mm and the reinforcement increased to F82.
- (28) The provision of 150mm standard kerb and gutter along the entire length of the property boundary facing. This work is at full cost to the developer and designed and constructed to the satisfaction of Councils Engineering Department.

### **Roads**

- (29) All public road shoulders are to be sealed to within the property boundaries.

(30) Road pavements must be designed to withstand impact from a 6/8.5t axle loading.

(31) Road pavement design will be based on the provision of a flexible pavement in accordance with the following guides:

AUSTROADS pavement Design Guide, or

AUSTROADS structural Design of Road Pavements

(32) Road ways are to be sealed the full width from kerb to kerb. The bitumen is to be class 170 bitumen with a two coat 10/7mm chip seal. Sealing work will be done in accordance with good industry practice and safety standards.

### **Trade Waste**

(33) Trade Waste: A Trade Waste Agreement is to be completed and entered into with Temora Shire Council, in accordance with Section 68 of the Local Government Act and Concurrence Guideline for Liquid Trade Waste Discharges to the Sewerage System prior to the issue of a Construction Certificate.

(34) Grease Trap: A grease trap being installed in accordance with the requirements of the Temora Shire Council. Details of this grease trap are to be included with the application for a Construction Certificate.

### **Kitchen Facilities**

(35) Design and Construction: The food premises shall comply with Australian Standard AS 4676 – Design, Construction and Fit Out of Food Premises.

(36) Food Notify: The business must complete and forward to Council the NSW Food Authority Food Notification of Business Form.

(37) Food Safety Supervisor: The business must forward to Council within 28 days of commencing trade a copy of the Certificate of the person who has obtained the Food Safety Supervisor.

(38) Cooking Exhaust: An exhaust canopy is to be provided extending 150mm beyond the cooking appliance to capture and exhaust cooking fumes to the outside atmosphere. The canopy is to be fitted with removable grease filters which can be easily cleaned. The fumes shall be discharged vertically.

### **Hours of Operation**

(39) The hours of operation of the premises shall be from:

Weekdays: 5:00am until 9:00pm

Weekends: 6:00am until 9:00pm

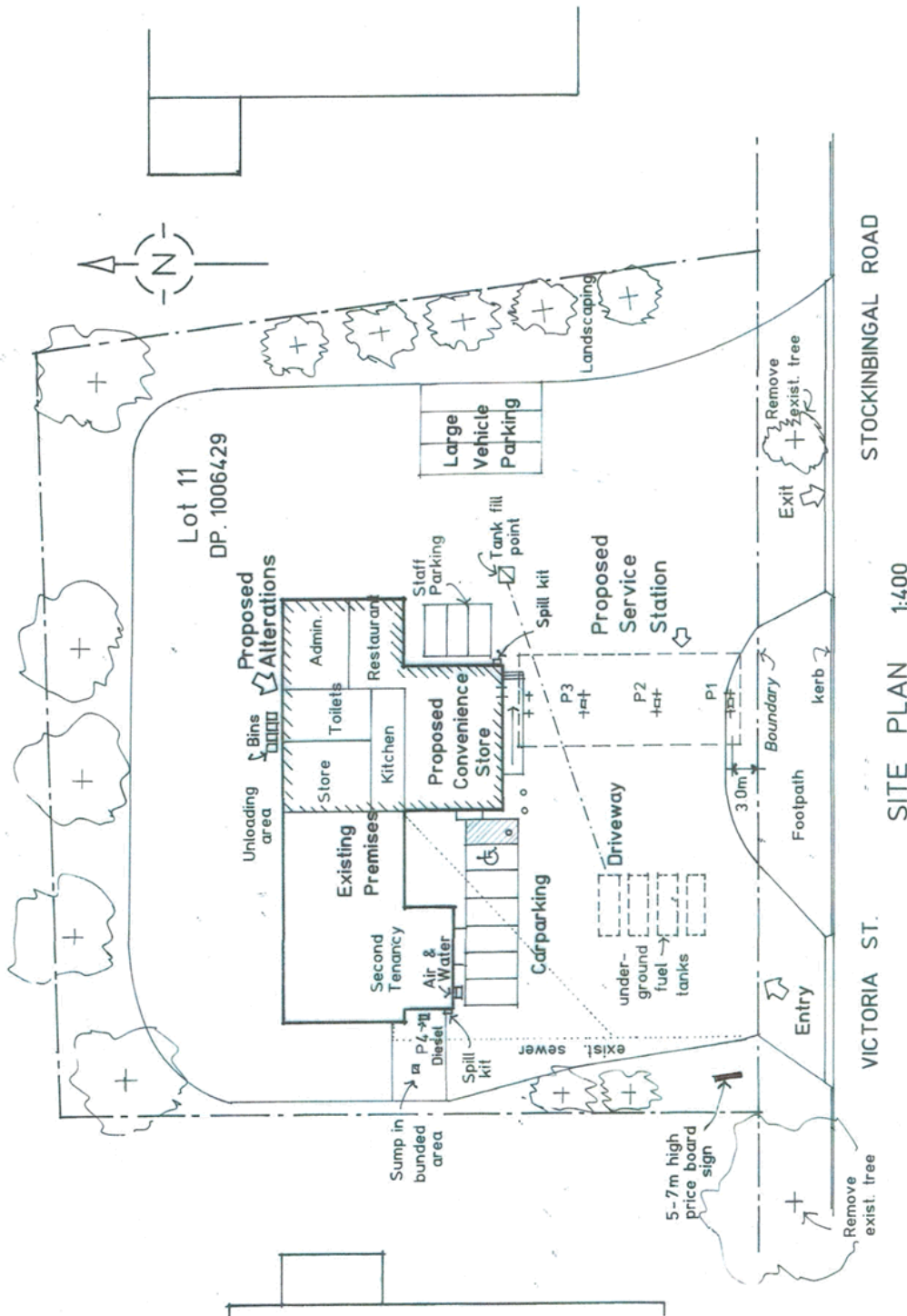
**Landscaping**

(40) Landscaping: A landscaping plan is to be submitted prior to the Construction Certificate being applied for.

**RECOMMENDATION**

It is recommended that Council approve the Development Application DA72/2020 Service Station including underground petroleum storage and ancillary food shop, at 193-197 Victoria Street Temora subject to conditions.

***Report by Claire Golder***



SITE PLAN 1:400

**coota design**

Revised Plan

Drg. No.  
**1.A**

R. G. NIXON ACCREDITED BUILDING DESIGNER No. 6090

P.O. Box 286 Cootamundra 2590  
Phone: 6943 1482  
cootadesign@bigpond.com

Scale: 1:400

Date: 2. 10. 20

BUILDING DESIGNERS  
ASSOCIATION OF AUSTRALIA

PROPOSED ALTERATIONS TO EXISTING PREMISES

at 193-197 Victoria St. Temora for Mr. Ginny Singh of

**TEMORA SERVICE STATION Pty Ltd.**

## TEMORA SHIRE COUNCIL



PO Box 262  
105 Loftus Street  
TEMORA NSW 2666

Phone: (02) 69 771099  
Fax: (02) 69 772996  
E-mail: [temshire@intemora.net.au](mailto:temshire@intemora.net.au)

IMPACT  
ASSESSMENT

To be completed for commercial or  
industrial development.

1. Days and hours of operation: 5am-9pm Weekdays, 6am-9pm Weekends
2. Plant and machinery to be installed/used: Fuel Pumps, Underground Fuel Tank, Oil Separator, Grease Trap, Kitchen Equipment.
3. Type, size and quantities of goods to be -
  - stored: Fuel to be stored in underground tanks
  - manufactured: N/A
  - transported: N/A
4. Staff numbers: 10-12
5. Type, amount and nature of traffic to be generated: Similar to the previous site use.
6. Loading and unloading facilities: Similar to the previous site use.
7. Details of parking provisions: As per DA Plans
8. Odours generated: Similar to the previous site use.
9. Type, level and source of noise generated: Similar to the previous site use.
10. Details of waste/effluent produced and method of disposal -
  - solid: Card boards, General Waste will be disposed through commercial bins.
  - liquid: Cooking waste will be treated through grease trap, Any Fuel spills will be contained and treated through oil separator.
  - gas: : N/A.
  - particulate: : Similar to the previous site use.
11. Landscaping to be provided (plan required): As per DA Plans.
12. Details of stormwater generation and disposal: Similar to the previous site use.
13. Water requirements and details: Similar to the previous site use.
14. Sewage requirements and details: Similar to the previous site use.
15. Trade details (retails/wholesale, on-site/off-site, markets, etc): Retail Onsite.
16. How will the loss of privacy and views be avoided: Similar to the previous site use.
17. How will overshadowing and loss of solar access be avoided: Similar to the previous site use.
18. Will the development produce any impact on the environment not described above, or may contribute to pollution of the environment or the defacement or deterioration of environment: No.
19. Will the development have any beneficial effects on the environment/locality: N/A.

u:\wordfiles\templates\health\app forms\form 104A

We are writing in regards to the impact assessment for the service station at 193 – 197 Victoria St Temora and wish to lodge our objection to this proposal.

We have just purchased a block and are building a new house at the Wadey Place subdivision. We believe if this service station was to go ahead it would have a huge impact both on our property value and our lifestyle due to this being built so close to new and existing houses. If we were aware of this proposal, we would not have purchased a building block here for our family. We believe we will have difficulty selling our house in the future due to families not wanting to live so close to a service station.

We feel the information in the proposal is incorrect as detailed below.

The amount of traffic generated will be a much larger number to the previous site use and the type of traffic will change from mostly cars being serviced to mainly trucks using the service station.

Odour generated will not be similar to previous use due to trucks now using the site with fuel and diesel fumes as well as dust drifting to the houses.

Noise will increase due to trucks stopping and starting at all hours of the day and night.

Noise overnight will increase due to trucks being able to stay overnight while drivers sleep, with refrigerator trucks left running to keep produce cold, this will be able to be heard by surrounding homes.

Loading and unloading will not be similar to previous site use as fuel was not stored onsite before therefore trucks will be delivering this which will also increase odour and noise.

We feel the operating hours will also be different to the times stated as fuel will be able to be purchased 24 hours a day due to fuel bowsers being able to be accessed with credit cards.

Water and sewage requirements will not be similar to previous site use due to the increased number of customers using the service station.

The increased noise, odour and dust would impact our lifestyle at our home as we would not be able to enjoy our veranda and outside living. The extra lighting that would be erected would also be seen from our house and would make it difficult overnight with sleep.

For council to approve this proposal so close to two new subdivisions with one containing a new day care centre would be very disappointing as families have spent a great deal of money building new homes in a great location only to have their lifestyle and house value effected before homes are even completed.

We are not apposed to new development in Temora but feel Council needs to look at the surrounding area when assessing new developments and make sure things like truck service stations are placed further out of town to not impact on residential areas.

We hope Council can understand our concerns for the impact this will have on not just our home but the other homes surrounding this area.

We are happy to discuss this further and are able to be contacted on the phone numbers or email listed below.

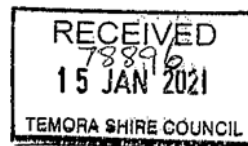
Thank you for your time.

Temora

NSW 2666



14<sup>th</sup> January, 2021  
Temora Shire Council  
Environmental Services Department  
105 Loftus Street  
TEMORA NSW 2666



**Re - Proposed redevelopment of 193-197 Victoria Street**

Having been made aware of and received a copy of the proposed redevelopment of 193-197 Victoria Street premises as a proposed Service station including underground petroleum storage and ancillary convenience store/restaurant we have some concerns as to how this may affect the adjacent existing business of the Engineering workshop 189-191 Victoria Street.

The Engineering workshop, which has continuously operated since the mid 1950's, undertakes welding, fabrication and repair operations to small and large plant and machinery. By necessity, works to large or heavy equipment have to be performed outside the workshop on the eastern side of the property adjacent to the proposed development.

The welding, cutting and grinding operations that are regularly carried out generate flames or sparks, neither of which are compatible with fuel vapours. The proposed redevelopment will see bulk fuel storage and dispensing occur, neither of which has previously occurred at this site. The potential for fuel vapours, particularly during bulk fuel delivery, creates a significant potential hazard for both the Engineering works and the proposed redevelopment. This risk needs to be addressed for the safety of all concerned.

The proposed hours of operation of the new service station are significantly longer than those of the previous business, or those of the Engineering works. Temporal separation of bulk fuel deliveries from the Engineering works operations would be one option to manage risks. Spatial separation of bulk fuel delivery points from the Engineering works would also reduce potential risks. However, vapour control will still need to be managed to not adversely impact of the operations of the existing Engineering works.

The proposed Service station and convenience store/restaurant will generate significantly different traffic flow at the site compared to the previous business. Daily vehicle movements will increase and also occur over a longer period, particularly on weekends when the previous business was closed. Concerns are raised with respect to increased security risks for neighbouring businesses, as the service station will be attracting patronage from a different type of clientele during periods when the adjacent businesses are unattended. Should it become necessary for the Engineering works to increase security (e.g., security patrols, surveillance cameras or security fencing) as a result of the changed nature of business next door, these costs should be borne by the proposed new business.

Strong objections are also raised to the proposed removal of the iconic Ironbark tree on the nature strip in front of 189-191 Victoria Street. This tree provides significant amenity, with employees and clients utilising the shade for carparking, particularly during the warmer months. The removal of this tree from in front of a neighbouring business borders on being environmental vandalism, as the only benefit for the new service station is a better line-of-sight to the proposed signage board. The proposed board could be easily relocated to the eastern side of the property, or to the centre of the lot similar to the previous Holden sign, and therefore avoid the need to remove the tree from in front of the neighbouring property. Green, environmentally friendly streetscapes need to be preserved, not needlessly destroyed.

Yours faithfully

— ~ —

4/72 logs

I am writing to address the concerns mentioned by the resident from Wadey Place division regarding the proposed service station development.

The amount of traffic will remain similar to previous site use as the service station will only be attracting the current amount of traffic passing on Victoria Street. Our service station is more designed to cater for light vehicles. According to the statistics, we estimate to receive only 5% of the current light vehicles and around 2-3 heavy vehicles/trucks out of the 300 heavy vehicles/trucks already passing on Victoria St, as we are only an independent service station operator and not a company owned and operated site. Regarding the concern about the noise, there is already noise being generated from around 1600 vehicles passing daily on average, of which 300 are heavy vehicles/ trucks. The service station will be generating minimal noise comparable to the already existing noise in the area.

Regarding the odour and dust concerns, the service station will be installing the Vapour recovery system to address this odour issue and protect environment. The majority of the odour fumes are generated during truck delivering fuel to the site, so to overcome this all these fumes will be captured by the vapour recovery system and diverted back into the truck tanker instead of being releasing into the environment and will be taken back to the fuel terminal. This Vapour recovery system is not found in the older service stations and may not exist in some facilities in the town. Addressing the dust concern, majority of the site will be sealed and grassed to minimise dust drifting.

The service station will only be operating during business hours previously mentioned and we are not offering 24hour fuel facility. Trucks will not be allowed to stay at the site overnight as there are already spaces provided on Victoria St for trucks to park and stay overnight. We will only be having 1-2 fuel deliveries per week, so the delivery truck will only be coming once or twice a week as compared to the previous site having trucks coming to pick up and drop cars more frequently.

I believe water and sewage requirements will be similar to previous site use as they had a lot more employees working at one time and we will have less, not all our customers will be using those facilities.

Site lighting should not be a concern as the Wadey Place subdivision is quiet distant from the service station and site lighting will only be in use during low levels of sunlight during business hours and will be mainly focusing on the forecourt area. After hours will only have minimal lighting for security and safety purposes.

I believe this development will be beneficial for the local community as it will create new jobs, new and better facility and more convenience for locals and works of industrial estate.

I am writing to address the concerns mentioned by the Engineering Workshop regarding the proposed service station development.

Regarding the risk of fuel vapours, the service station will be installing the Vapour recovery system to address this fuel vapour issue and protect environment. The majority of the fuel fumes are generated during truck delivering fuel to the site, so to overcome this all these fumes will be captured by the vapour recovery system and diverted back into the truck tanker instead of being releasing into the environment and will be taken back to the fuel terminal. This Vapour recovery system is not found in the older service stations and may not exist in some facilities in the town. The fill points for the delivery tanks and the vents will be located at a greater distance from the engineering workshop to reduce potential risks. The fuel pumps dispensing petrol products that pose a greater hazard for potential risks are proposed to be located at a greater distance from the workshop. If necessary, we are willing to install a higher fence or a vegetation to reduce the risks of sparks and flames.

The traffic expected to enter the service station site will consists of surrounding locals and already current passing traffic on Victoria St. The site will be installed with 24 hours surveillance cameras all around the forecourt area that will aid in increasing the neighbouring businesses security.

Regarding the removal of the tree, it is a vital necessity for better exposure of the site as removal of tree gives travellers more time to make there decision to enter the site. We are happy to plant more trees opposite side of the street or into Gallipoli St for your employees car parking. This will also increase the number of employees that can park under the shade as comparable to the two cars that currently park under the Ironbark tree.

I believe this development will be beneficial for the local community, as it will create new jobs, new and better facility and more convenience for locals and workers of industrial estate.

We are writing in regards to the response about the proposed service station development in Victoria St.

We have concerns in regards to the pre-existing business next to the proposed site. This business attends to hot work (welding, grinding etc). Are they able to guarantee that fumes will not build up in that building and therefore become a potential chance of igniting? They stated that they will use a vapour recovery system but can it be guaranteed that this will collect all fumes during a delivery. We don't believe all fumes can be collected and therefore will still drift to nearby houses.

We would also like to know if a full environmental assessment has been attended.

We still believe this is the wrong location for this proposal.

We feel that noise and traffic will increase and this it will affect our lifestyle and value of our property.

**12.2 COUNCIL CROWN RESERVE PLAN OF MANAGEMENT GENERIC RESERVES****File Number:** REP21/159**Author:** Town Planner**Authoriser:** Director of Environmental Services**Attachments:** 1. Draft Generic Crown Land Plan of Management  **REPORT**

In 2018, new legislation came into effect on the management of Crown Lands. One of the most significant changes of the new Act, the *Crown Land Management Act 2016*, is that all Crown Reserves, where Council is the Crown Land Manager, must be managed as if it were public land under the *Local Government Act 1993* and a Council Crown Reserve Plan of Management must be prepared.

**What are Plans of Management?**

Plans of Management are useful tools for managing community land. Plans of Management set out objectives and performance targets for community land and promotes active land management and use, including issuing tenures over the land.

Council staff are in the process of drafting the following Plans of Management for the Crown Reserves for which Council are Crown Land Managers:

Draft Temora Shire Sportsgrounds and Parks Crown Reserve Plan of Management

Draft Temora Golf Club Crown Reserve Plan of Management

Draft Lake Centenary Crown Reserve Plan of Management

Draft Temora Agricultural Innovation Centre Plan of Management

Draft Generic Council Crown Reserves Plan of Management

**Public exhibition of draft Plans of Management**

These Plans of Management must be publicly exhibited for a period of 28 days, with submissions received not less than 42 days and must be adopted Council by 30 June 2021.

Due to there being five (5) plans of management that must be adopted by Council, it is proposed that Council will initially consider, conduct public exhibition and adopt these plans over the next four months, using the following timeline, as shown by Table 1.

Name of Plan	Initial consideration	Consultation	Adoption
Generic Reserves	February Council	February - March	April Council
Temora Golf Club	March Assets	March - April	May Council
Lake Centenary	March Assets	March - April	May Council
TAIC	March Assets	March - April	May Council
Sportsgrounds and Parks	April Assets	April - May	June Council

Table 1: Proposed timeline of Plans of Management public consultation

Where plans of management will apply to a particular Committee or Club, the relevant Committee and Club will also be asked to consider the draft plan at their meeting held within the public exhibition period.

**Draft Generic Council Crown Reserves Plan of Management**

The first plan to be considered by Council is the Draft Generic Council Crown Reserves Plan of Management. This plan includes all Council Crown Reserves that are not sport fields or parks, and do not require a separate Plan of Management, as listed below:

Temora Caravan Park

Ariah Park Depot Dam

Sebastopol Reserve

Marble Quarry Rest Area

Combaning School Site

Gidginbung School Site

Cnrs Gardner Street, Old Cootamundra Road and Gallipoli Street

Springdale Recreation Reserve

Ariah Park Garbage Tip

Reefton RFS Shed

Lot 4 DP 1127978 Reefton Recreation Reserve

Lot 1138 DP 750587 Milvale Road Narraburra

Lot 267 DP 750587 Milvale Road Narraburra

The draft plan of management is attached for Council's review.

**RECOMMENDATION**

It is recommended that Council:

1. Note the forthcoming schedule of Draft Council Crown Reserve Plans of Management and
2. Endorse that the Draft Generic Council Crown Reserves Plan of Management be placed on public exhibition

***Report by Claire Golder***

## TEMORA SHIRE COUNCIL



## CROWN RESERVE LAND GENERIC PLAN OF MANAGEMENT



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## Plan of Management for Sportsfields and Parks, Crown Reserves

Being reserves for Public Recreation

Adopted by Council on.....

Reserve Number	Reserve Name	Purpose	Legal Description
89391	Temora Caravan Park	Public Recreation	Lot 2 DP 557949
71996	Ariah Park Depot Dam	Water	Lot 7019 DP 1024273
29137	Sebastopol Reserve	Public Recreation	Lot 102 DP 751424
89884	Marble Quarry Rest Area	Public Recreation	Lot 7003 DP 1067824, Lot 7006 DP 1067825
220016	Combaning School Site	Public Hall/Public Recreation	Lot 140 DP 750592
84100	Gidginbung School Site	Public Recreation	Lots 16-17 DP 750820
87956	Cnrs Gardner, Old Cootamundra & Gallipoli	Public Recreation	Lot 7312 DP 1154891
91363	Springdale Recreation Reserve	Public Recreation	Lots 11-20 Section 3 DP 758923, Lot 1 DP 903961
50709	Ariah Park Garbage Tip	Water	Lot 149 DP 750852
83832	Reefton RFS Shed	Bush Fire Brigade	Lot 11 Section 6 DP 758875
41317		Public Recreation	Lot 4 DP 1127978
57672		Public Recreation	Lot 1138 DP 750587
58629		Public Recreation	Lot 267 DP 750587

## 1 Introduction

### 1.1 *What is a Plan of Management?*

The *Local Government Act 1993* (the Act) requires a Plan of Management to be prepared for all public land that is classified as 'community' land under that Act.

A Plan of Management (PoM) is an important management tool, which is developed by council in consultation with the community. A PoM outlines the land's features, and clarifies how Council will manage, use or develop the land in the future. A PoM provides a transparent and co-ordinated approach to public land management.

Community land may include a wide variety of properties, ranging from small recreation reserves to iconic parks, and in some instances buildings.

Community land supports important aspects of community life, and is valued and appreciated by residents, workers, and visitors to the Temora Shire Local Government Area.

The Local Government Act 1993 requires that community land be categorised as; natural area, park, sportsground, area of cultural significance, or general community use.

A PoM can be prepared for more than one parcel of land (Generic or Geographic) or for a single property (Significant or Specific).

### 1.2 *Need for this Plan of Management*

Section 3.23 of the Crown Lands Management Act 2016, requires Councils to prepare a PoM for all Crown Land that Council manages on behalf of the Crown. This PoM has been prepared for all Generic Crown Reserve Land, not requiring a separate plan of management, that is managed by the Temora Shire Council on behalf of the Crown.

The *Local Government Act 1993* (the 'Act') requires all Council-owned land to be classified as either 'Community' land or 'Operational' land. Land classified as 'Community' land is to be managed and used in accordance with an adopted PoM.

The purpose of this PoM is to:

- contribute to Temora Shire Councils broader strategic goals and vision as set out in the Community Strategic Plan 2030;
- ensure compliance with the *Local Government Act 1993*;
- ensure compliance with the *Crown Land Management Act 2016*; and
- provide clarity in the future development, use and management of the community land.

### **1.3 Process of preparing Plans of Management**

The process of preparing a Plan of Management will generally include consultations with stakeholders, and documents produced at each stage, are shown below:

#### **Process of preparing a Plan of Management**

1. Review of existing plans, policies and reports:
  - Temora Shire Community Strategic Plan 2030 (completed 2016)
  - Temora Local Environmental Plan 2010
  - Temora Shire Development Control Plan 2012
  - Temora Shire Local Strategic Planning Statement 2020
  - Temora Shire Resident Satisfaction Survey 2016
  - Temora Shire Crown Land Register
2. Prepare draft Plan of Management – Report to Council
3. Council Resolution
4. Public Exhibition – Written submissions to Council
5. Consider submissions – Report to Council
6. Prepare final plan of management
7. Adoption
8. Implementation

Section 3.23 (7) (c) of the Crown Lands Management Act 2016, provides that

*if the draft first plan of management results in the land being categorised by reference to categories assigned as provided by this section, the council manager will not be required to hold public hearings under section 40A of the Local Government Act 1993, but must give public notice of it as required by section 38 of that Act.*

Given this is the first plan of management for the Crown Land identified in this plan and that initial categorisations have not altered, a public hearing is not required to be undertaken.

### **1.4 Community Consultation**

Community consultation and input is important to ensure a Plan of Management meets the needs of the local community. It also encourages an appreciation of the Shires aims for management of public land.

Before Council can adopt a PoM, it must be placed on public exhibition for at least 28 days. The period in which written submissions can be received is not less than 42 days from the first day of public exhibition.

In addition, a public hearing must be held, in accordance with the requirements of Sections



40(A) and 47(G) of the Act if community land is intended to be either categorised or re - categorised.

### **1.5 Contents of this Plan of Management**

This Plan of Management is divided into the following sections, as outlined in Table 1.

Section	What does it Include?
<b>1. Introduction</b>	Background to the Plan of Management – what is a Plan of Management? The need for the Plan of Management, process of preparation, community consultation, contents
<b>2. Land description and planning</b>	Land covered by the PoM
<b>3. Legislative framework</b>	State government planning legislation, local planning context
<b>4. Basis of Management</b>	Categories of community land
<b>5. Land uses</b>	Permissible uses and developments, scale and intensity of use, use agreements, bookings and events
<b>6. Leases, licences and other estates</b>	Authorisation of leases, licences and other estates; short term vs. casual hire
<b>7. Strategy and Action Plan</b>	Objectives, performance targets, assessment of performance
<b>8. Change and review of PoM</b>	Process of reviewing and updating the PoM
<b>9. Appendices</b>	<p><b>A:</b> contains a schedule of the Community land covered by this PoM.</p> <p><b>B:</b> Detailed property sheets for each property listed in Appendix A. These detailed property information sheets include both the core information requirements under the Act, and additional information to facilitate the relationship between the Shire's overall strategies and its operational management.</p> <p><b>C:</b> Maps of Land.</p>

**Table 1 Structure of this Plan of Management**

Requirements of the Local Government Act for Plans of Management are listed in Table 2.

Requirement of the Local Government Act	How this plan satisfies the Act
Categorisation of community land	Sections 3, 4 and Appendix B
Core objectives for management of the land	Section 4
A description of the condition of the land, and of any buildings or other improvements on the land as at the date of adoption of the Plan of Management	Appendix B
The purposes for which the land, and any such buildings or improvements, will be permitted to be used	Sections 5, 6
The purposes for which any further development of the land will be permitted, whether under lease or licence or otherwise	Sections 5, 6
A description of the scale and intensity of any such permitted use or development Section 5 Authorisation of leases, licences or other estates over community land	Section 6
Performance targets	Section 7
A means for assessing achievement of objectives and performance targets	Section 7

Table 2 Contents of a Plan of Management for Community Land

## 2. Land Description and Planning

### 2.1 Land covered by this Plan of Management

This generic PoM includes all Crown Land that is a Reserve Trust Management type, that is managed by Temora Shire Council on behalf of the Crown and that is categorised as either General Community Use or Parks and is not included within the Sportsgrounds and Parks Plan of Management, or managed by a separate stand alone plan of management.

Including these categorisations in a generic PoM ensures consistent management, which supports a cohesive approach to meeting the diverse needs of the community.

The Crown land covered by this Generic Plan of Management is identified in the schedule in Appendix A.

Property information sheets for each area of community land are in Appendix B.

Land Identification Maps are located in Appendix C.

## **2.2 Why is Some Crown Land Missing from this PoM?**

Land that is not covered by this Generic PoM includes:

- Community land covered by specific PoMs;
- Crown land that is not a Reserve Trust;
- Public open spaces and recreation facility assets within the local government area (LGA) which are owned or managed by other entities;
- Road that has been physically closed;
- Privately owned land, which is made available for public use.

## **3. Legislative Framework**

This section describes the legislative and policy framework applying to the land covered under this PoM.

### **3.1 Crown Land Management Act 2016**

Under the recently introduced Crown Lands Management Act 2016, Councils will continue to manage certain land that is dedicated or reserved as Crown land. However, the new Act ensures that in the future, Councils will manage Crown land under the Local Government Act 1993 (NSW) (LG Act) in accordance with the provisions that apply to 'community land' owned by Council, including the requirement for a plan of management, with oversight rights maintained by the Minister.

Crown land that has been identified as local land has been transferred to local councils as community land and will be managed under the Local Government Act 1993. The categorisation of the majority of transferred land as community land has been included in the Act to prevent the land being sold and so it is retained for a public purpose. All income derived from land transferred to Councils will be retained by Council.

### **3.2 Local Government Act 1993**

Community land must be managed according to the provisions of the Local Government Act 1993 and the Local Government (General) Regulation 2005.

The Local Government Act 1993 requires all Council owned land to be classified as either Operational or Community land. Community land is defined as land that must be kept for the use of the general community, and must not be sold. Community land is required to be managed in accordance with a PoM (refer Table 3.1), and any other laws regulating the use of the land.



Requirement of the Local Government Act
• All community land must be categorised.
• The Plan must contain core objectives for management of the land.
• The Plan must include a description of the condition of the land, and of any buildings or other improvements on the land.
• The Plan must specify the purposes for which the land, and any such buildings or improvements, will be permitted to be used.
• The Plan must specify the purposes for which any further development of the land will be permitted, whether under lease or licence or otherwise.
• The Plan must describe the scale and intensity of any such permitted use or development.
• The Plan must include performance targets.
• The Plan must contain means for assessing achievement of objectives and performance targets
• Council must exhibit the draft Plan for 28 days and give at least 42 days for the making of submissions.
• Any amendments to a draft Plan must be publicly exhibited in the same way, until the Council can adopt the draft Plan without further amendment.
• A Council may only grant a lease, licence or other estate over community land if it is expressly authorised in a Plan of Management.

**Table 3 Requirements of the Local Government Act for community land management**

### **3.3 Native Title Act 1993**

The Crown Land Management Act 2016 provides a new regime for the management of Crown land and Council is now responsible for compliance with Native Title legislation for the Crown land that it manages.

Council is required to undertake steps to identify what affect any activity that they undertake on Crown land will have on Native Title, what provisions of the Native Title Act will validate the activity and what procedures should be taken in relation to a particular activity prior to its commencement. Native Title Manager advice for each of the Crown Reserves is included in Appendix B Property information sheets.

### **3.4 Zoning and Planning Controls**

The Environmental Planning and Assessment Act 1979 (EPA Act) establishes the statutory planning framework for environmental and land use planning in NSW.

Temora Shire Council has previously prepared and adopted a comprehensive Local Environmental Plan (LEP) known as the Temora Local Environmental Plan 2010 for the entire

LGA. The LEP Identifies Crown Land managed by the Shire as one of or a combination of the following land use zones (Refer to Appendix A):

- RU1 Primary Production;
- RU3 Forestry;
- RU5 Village;
- R1 General Residential;
- R5 Large Lot Residential;
- B2 Local Centre;
- B4 Mixed Use;
- B6 Enterprise Corridor;
- IN1 General Industrial;
- SP1 Special Activities;
- SP2 Infrastructure;
- RE1 Public Recreation;
- RE2 Private Recreation;
- E1 National Parks and Nature Reserves; and
- W2 Recreational Waterways zone.

Development or uses requiring a Development Application will be assessed under Section 4.15 of the Environmental Planning and Assessment Act 1979.

In summary, the possible impacts of the proposal will be considered in the light of all relevant planning controls and Council policies.

### **3.4 Heritage**

The Shire has carried out a number of heritage studies, and recognises the heritage significance of items by their inclusion in its Local Environmental Plan.

The use and development of heritage items is then managed through a Development Control Plan.

The inclusion of heritage significant items within an LEP provides a strong framework to protect these assets. This PoM is intended to be consistent with the LEP framework, but to focus primarily on the nature and balance of use, management and care of the land as a whole.

In respect of Section 36D of the Local Government Act 1993, 'Community land comprising area of cultural significance' it is confirmed that no land contained within this PoM contains any community land that is the subject of a resolution by the council that declares that, because of the presence on the land of any item that the council considers to be of Aboriginal, historical or cultural significance, the land is an area of cultural significance.

### **3.5 The Changing Environment**

Over the past 140 years, the Shire's local government area has been transformed by agricultural and small-scale development. Despite this development, many natural features remain in the Shire's local government area (for example, Ingalba Nature Reserve)

The land covered by this PoM has not been identified as the habitat of any threatened species

or of any ecological value.

However, there are some remnants of natural features in/on some of the land covered by this PoM, and many such spaces serve an important ecological role.

The Shire intends to sympathetically retain these natural features, and in appropriate instances augment the key and supporting habitat areas.

Comprehensive Ecological Studies in circumstances will inform the ongoing management and development of any of the Crown Land managed by Council where such proposals have an ability to disturb natural features and habitats.

In respect of Section 36C of the Local Government Act 1993, 'Community land containing significant natural features' it is confirmed that no land contained within this PoM contains any community land that is the subject of a resolution by the council that declares that the land, being the site of:

- (a) a known natural, geological, geomorphological, scenic or other feature that is considered by the council to warrant protection or special management considerations,
- or
- (b) a wildlife corridor, is land to which this section applies.

### **3.6 Other Relevant Legislation and Policies**

In addition to the requirements of the Crown Lands Management Act 2016 and Local Government Act 1993, there are a number of other pieces of legislation and Government policies that are relevant to the ongoing development and management of Crown Land that is managed by Council and categorised as General Community Use or Parks, not managed by another Plan of Management.

Legislation and policies with direct relevance to the subject sites are listed below:

#### **3.6.1 Commonwealth legislation**

The Federal Telecommunications Act 1997 provides for telecommunication facilities being permitted on community land without authorisation in a Plan of Management.

#### **3.6.2 State Government Legislation and Policies**

*Environmental Planning and Assessment Act 1979*  
*State Environmental Planning Policies (SEPPs)*  
*Companion Animals Act 1998*  
*Disability Discrimination Act 1992*  
*Heritage Act 1977*  
*Protection of the Environment Operations Act 1997*  
*Waste Minimisation Act 1995*  
*Pesticides Act 1999*

*Retail Leases Act 1994*  
*Biodiversity and Conservation Act 2016*  
*Water Management Act 2000*

### 3.6.3 Council Planning Instruments Development Control Plans and Policies

*Temora Local Environmental Plan 2010*  
*Temora Shire Development Control Plan 2012*  
*Temora Shire Council Community Strategic Plan 2030*  
*Temora Shire Local Strategic Planning Statement 2020*

## 4. Basis of Management

### 4.1 Categorisation of Community Land

Under section 3.23(2) of the Crown Land Management Act 2016 Council Crown land managers must assign to all Crown land under their management one or more initial categories of community land referred to in section 36 of the Local Government Act 1993.

Section 36(4) of the Act requires Community land to be categorised (or broken down) into one of five categories as set out in the Act, which are:

- Natural Area (to be further sub-categorised as Bushland, Wetland, Escarpment, Watercourse or Foreshore);
- Sportsground;
- Park;
- Area of Cultural Significance;
- General Community Use.

Council managers must assign a category that they consider to be most closely related to the purpose(s) that the land is dedicated or reserved. Multiple categories are assigned to Crown land where the Crown land is subject to multiple reservations and or dedications.

The degree to which the reserve purpose relates to the assigned category of the land is important for ongoing management of the land as Council must obtain Native Title Manager advice as to the validity of the activities that they wish to undertake on the land prior to dealing with the land.

The Native Title Act recognises the intent of the original reserve purpose of the land so that complying activity can be validated particularly under Section J of the Native Title Act 1993.

Council had requested that the initial categories of: **General Community Use and Park** be applied to the land identified in appendix A of this plan. These are the closest categories to the reserve purpose(s) of the land identified in appendix A.

These categories have been approved by the Minister administering the Crown Land Management Act 2016 in relation to the reserves.



Council does not propose to alter the initial categories assigned by the Minister by this Plan of Management as the assigned categories most closely align with the reserve purpose of the land and its core usage.

Activities on the reserves will need to reflect the intent of the public purpose and will be assessed for compliance with relevant Local Government and Crown Lands legislation including assessment of the activity under the Native Title Act 1996.

Use of the land for any activity is subject to application and approval. Assessment will consider compliance with the objectives and relationship to and impact upon the public purpose for the land. Other uses that do not comply with the plan of management or zoning of the land under Council's LEP would not be considered.

The guidelines for categorisation of community land are set out in the Local Government (General) Regulation 2005. The core objectives for each category are set out in the Local Government Act 1993. The guidelines and core objectives for the Park, Sportsground, General Community Use and Natural Area categories are set out in Table 4.

	Land which is, or proposed to be, improved by landscaping, gardens or the provision of non-sporting equipment and facilities, and for uses which are mainly passive or active recreational, social, educational and cultural pursuits that not unduly intrude on the peaceful enjoyment of the land by others.	<ul style="list-style-type: none"> <li>- encourage, promote and facilitate recreational, cultural, social and educational pastimes and activities.</li> <li>- provide for passive recreational activities or pastimes and for the casual playing of games.</li> <li>- improve the land in such a way as to promote and facilitate its use to achieve the other core objectives for its management.</li> </ul>
	Land should be categorised as 'Sportsground' if the land is used or proposed to be used primarily for active recreation involving organised sports or the playing of outdoor games.	<ul style="list-style-type: none"> <li>- encourage, promote and facilitate recreational pursuits in the community involving active recreation involving organised sports and informal sporting activities and games.</li> <li>- ensure that such activities are managed having regard to any adverse impact on nearby residences.</li> </ul>
General Community Use	Land that may be made available for use for any purpose for which community land may be used, whether by the public at large or by specific sections of the public.	<ul style="list-style-type: none"> <li>- to promote, encourage and provide for the use of the land, and to provide facilities on the land, to meet the current and future needs of the local community and of the wider public: <ul style="list-style-type: none"> <li>• in relation to public recreation and the physical, cultural, social and intellectual welfare or development of individual members of the public.</li> <li>• in relation to purposes for which a lease, licence or other estate may be</li> </ul> </li> </ul>

		granted in respect of the land (other than the provision of public utilities and works associated with or ancillary to public utilities).
	Land should be categorised as a natural area, if the land, whether or not in an undisturbed state, possesses a significant geological feature, geomorphological feature, landform, representative system or other natural feature or attribute that would be sufficient to further categorise the land as bushland, wetland, escarpment, watercourse or foreshore.	<ul style="list-style-type: none"> <li>• to conserve biodiversity and maintain ecosystem function in respect of the land, or the feature or habitat in respect of which the land is categorised as a natural area.</li> <li>• to maintain the land, or that feature or habitat, in its natural state and setting.</li> <li>• to provide for the restoration and regeneration of the land</li> <li>• to provide for community use of and access to the land in such a manner as will minimise and mitigate any disturbance caused by human intrusion.</li> <li>• to assist in and facilitate the implementation of any provisions restricting the use and management of the land that are set out in a recovery plan or threat abatement plan prepared under the Biodiversity Conservation Act 2016 or the Fisheries Management Act 1994.</li> </ul>

**Table 4 Guidelines for and core objectives of community land categorised as Parks, Sportsgrounds, General Community Use and Natural Areas**

*(1) Local Government (General Regulation) 2005*

*(2) Local Government Act 1993*

Council must manage Community land in according to these core objectives. Any activities or uses of the land should be consistent with the core objectives for that category of land. Additional objectives, which support the above core objectives, are included in Section 7 Strategy and Action Plan.

#### **4.2 Management of Community Land**

The Shire intends to manage its community land to meet the objectives set out in Table 4.1 and Section 7 of this PoM. The types of uses, and development, which may take place, are identified in Sections 5 and 6.

#### **4.3 Guiding Principles for Land Managed under this Plan**

Guiding principles derived from the Temora Shire Council Community Strategic Plan 2030, which apply to park, sportsground and general community use land in the Shire, are:

##### **Equity**

Involving fairness in decision-making, prioritising and allocation of resources, particularly for those in need.

**Access**

Having fair access to services, resources and opportunities to improve quality of life.

**Participation**

The maximum opportunity to genuinely participate in decisions, which affect their lives.

**Rights**

Equal rights established and promoted, with opportunities provided for people from diverse linguistic, cultural and religious backgrounds to participate in community life.

#### **4.4 Key Strategic Directions**

The key strategic directions and objectives for the Shire's Community Strategic Plan that apply to this Plan of Management are:

Provide a safe and supportive living environment for our residents

Provide services required for excellent liveability in a rural community

Ensure an aesthetically pleasing environment

##### **4.4.1 Parks**

*Management principles and objectives*

Crown Reserve Land categorised as Parks within this Plan of Management may consist of areas with an operational function that have not been classified as operational land. Properties included within this category fall into two types

**Type 1:** includes vacant land that is used for a rest area or has only minimal maintenance by Council as a park, due to its location away from urban areas

**Type 2:** includes land that is leased from Council for grazing purposes

##### **4.4.2 General Community Use**



*Management principles and objectives*

Crown Reserve Land categorised as General Community Use may consist of areas with an operational function that have not been classified as operational land. Properties included within

this category fall into two types:

**Type 1:** includes access corridors, rights of way, and infrastructure and drainage reserves.

**Type 2:** includes buildings that fully cover the land or have a substantial presence upon the balance of the land. The buildings may function as multi-purpose community facilities or specialised single purpose facilities providing a range of services.

The Council may grant easements for the provision of services over, or on the land provided that a Native Title assessment has been carried out by Council's Native Title Manager and the provisions of the Local Government Act 1993 and the Crown Land Management Act 2016 have been complied with.

Management principles and objectives which apply to Crown Reserve Managed Land, General Community Use Land and Built Facilities on that land are set out in Table 5.

Principle	Management Objective
Facilities will be sustainable	Sustainable community facilities enhance positive environmental, social, cultural and economic factors in terms of the built form, design, and uses. They limit negative environmental, social and economic impacts. Sustainable community facilities planning and provision considers long term factors and has regard for future generations.
Facilities will be multipurpose and flexible	Multi-purpose community facilities enhance the wellbeing and life opportunities for diverse groups within the community. They provide opportunities to interact and share mutually beneficial activities and experiences for everyone.
Community facilities will be accessible	Community facilities must be fully accessible to the entire community by being centrally located close to other essential services and transport links, physically accessible to people of all abilities, affordable as well as open and welcoming to people of all backgrounds.
Community facilities will be equitably located across the Shire	Community facilities must be within walking and cycling distance of resident's homes or close to accessible and frequent public transport. This ensures that the whole community can enjoy the benefits of community spaces and programs. Community facilities will be safe and of high quality. Community facilities can enhance the safety and amenity of the local neighbourhood by providing increased activity and surveillance in the area. They activate neighbourhoods and provide spaces for safe use at night and on weekends. Quality community facilities are of a standard and finish that is robust, durable and 'built-to-last'.
Community facilities will Promote a positive local identity	The design of community facilities can provide opportunities for local community expression and for the distinctive characteristic of villages to be displayed. They can contribute to the vitality and viability of village centres, relating to and integrating with surrounding retail and other services.

**Table 5 Management principles and objectives for land categorised as General Community Use**

### Role of General Community Use Land

General Community Use areas perform many functions relating to the enhancement of the health and wellbeing of the community. Outside of the provision of power easements, drainage reserves and access ways, the land may house buildings and structures such as neighbourhood centres or Scout / Guide halls that cater for formal and informal leisure and recreational activities, hobbies, artistic endeavours, educational, cultural and social functions. Consequently, these areas play a pivotal role in promoting and developing dynamic communities with a strong sense of belonging.

Open space areas associated with General Community Use land also offer the community a range of recreation opportunities. This provides individuals and communities with health related benefits achieved through physical activity such as physical, mental, social, cultural, economic and environmental benefits that lead to the overall health and wellbeing of the community.

Dual Purpose of General Community Use Land, Council recognises that some General Community Use land throughout the Shire can serve a dual recreation and drainage function and this function must be monitored closely to maintain the recreational and drainage integrity of these assets.

## 5. Land Uses

### 5.1 Permissible uses and developments

The use and development of community land should be generally compatible with both the intended function of the land, and the wider community context.

Purpose/Use	Development
<b>Park category</b>	
<ul style="list-style-type: none"> <li>Active and passive recreation including children's play</li> <li>Group recreational use, such as picnics and private celebrations</li> </ul>	<ul style="list-style-type: none"> <li>Development for the purposes of improving access, amenity and the visual character of the park</li> </ul>
<b>General Community Use Category</b>	
<ul style="list-style-type: none"> <li>Provides a location for, and supports, the gathering of groups for a range of general purposes</li> </ul>	<ul style="list-style-type: none"> <li>Development for the purposes of amenity and the visual character of the general community area</li> </ul>

**Table 6 Permissible Uses of land categorised as Park and General Community Use**

Future development and use of the community land will need to:

#### 1. Meet legislative requirements.

The zoning tables in the Temora LEP specifies the range of uses and activities that may be permitted on the land. A number of uses are also set out in the Regulations to the Local Government Act 1993.

Buildings and amenities may be provided where consistent with the need to facilitate the purpose of the land, provided that a Native Title assessment has been carried out by Council's Native Title Manager and the provisions of the Local Government Act 1993 and the Crown Land Management Act 2016 have been complied with.

**2. Be consistent with the guidelines and core objectives of the community land category.**

Under the Local Government Act uses and development of community land must be consistent with the guidelines for categorisation and the core objectives of each category, and any other additional objectives the Council proposes to place on the community land categories (refer to Section 4).

**3. Be consistent with relevant Council policies.**

Relevant Council policies as at the date of adoption of this plan are set out in Section 3 (Legislative Framework). The goals and strategies outlined in these documents have been used to guide the outcomes of this PoM. The Shires policies will continue to develop after the preparation of this PoM. Management of the Shire's assets, and their development, will take into account the policy framework at the relevant time.

Substantial upgrades and proposed new development will take into account a range of factors, including:

- This PoM and the core objectives for the land;
- The planning controls for the land;
- The Shires adopted policies;
- The characteristics of the land affected, including existing and future use patterns.
- Any landscape masterplan for the land.

## ***5.2 Scale and intensity of land use***

The scale and intensity of development and activities on Community land is to be generally compatible with the scale and anticipated use of the park or reserve.

In particular, the scale and intensity of use will be consistent with the carrying capacity of the land, and any masterplan or development application relating to the land.

## ***5.3 Consent for Development and Leasing or Licencing of Crown land Subject of this POM***

Crown land is generally reserved for a public purpose, and uses on the reserve must be compatible with or ancillary to that public purpose. Whilst generally the Minister's consent is usually required for the making of a development application or the entering into a lease or licence agreement over community land, Crown Land identified in this plan will instead be subject to Councils consent (refer to Sections 2.23 and 3.22 of the Crown Lands Management Act, 2016).



## **5.4 Uses and agreements**

The Shire may from time to time enter into or create a range of leases, licences, other estates, management agreements, and/or booking arrangements, in order to encourage the use the land and/or buildings appropriately and effectively.

These arrangements are intended to support and encourage a range of uses, which enhance the level of activation and enjoyment of the space.

Kiosks, restaurants, refreshment facilities, mobile vending, recreational equipment sale or hire (e.g. bicycle hire or sale of swimming accessories), may support the general community enjoyment of the areas. Each proposal will be reviewed to ensure it is compatible with the relevant land. The types of uses and agreements, which the Shire considers appropriate are described in Section 6.

## **5.5 Bookings and Events**

*'Open space is not only for recreation and conservation of environmental and cultural values, it is the foundation of urban liveability.*

*It underpins many social, ecological and economic benefits that are essential to the healthy functioning of the urban environment'* (Source: Linking People and Spaces, Parks Victoria 2002).

In supporting urban liveability, parks, sportsgrounds, and buildings intended for community use have significant potential as venues for short-term public and private special events of different sizes and scale.

The Shire is responsible for bookings of community land and reserves in its LGA. Generally, the Shire seeks to encourage a broad and appropriate range of uses within its area. A number of policies address specific types of use in greater detail. Applicants should check the Shires website ([www.temora.nsw.gov.au](http://www.temora.nsw.gov.au)) for up-to-date information.

# **6. Leases, Licences and Other Estates**

## **6.1 What are Leases, licences and other estates?**

A lease is a contract between a land owner, and another entity, granting that entity a right to occupy an area for a specified period of time. The Shire will consider leasing areas of the land covered by this PoM especially in the following situations:

- there is a clear reason for granting a lease, and the lease is consistent with the reserve purpose and the intended use of the land e.g. a child care operator may need exclusive occupation and control of the child care centre.
- the occupant has made (or intends to make) a significant financial contribution to the asset

- e.g. a café operator may propose a new fit out of the café as part of a lease agreement.
- There is a very strong link between the nature of the asset and the proposed tenant e.g. a lease of a scout hall to Scouts Australia.

In addition, the Act and its Regulation specify some additional uses (e.g. public infrastructure) which are permitted, and which may be authorised by a lease or licence arrangement.

A licence allows occupation and a clear and transparent way of identifying the permitted activity. The main difference between a lease and licence is that a licence does not permit the sole, or exclusive, use of the area. Licences may be granted to formally recognise and endorse shared uses. For example, an outdoor seating area adjoining a café may be used by the café at some periods, but not all the time.

Short-term licences and bookings may be used to allow the Shire to program different uses at different times, allowing the best overall use. The Shire may use short term licences or bookings to manage the types of uses set out in Table 6.1 in particular.

The terms of the authorisation for a lease, licence or other estate should include Native Title assessment and validation under the Native Title Act 1993 and should ensure the proper management and maintenance of the land and that the interests of Council and the public are protected.

## **6.2 Authorisation of Leases, Licences or Other Estates over Community Land**

The Act requires that any lease or licence of Community Land must be authorised by a PoM. The lease or licence must be for purposes consistent with the categorisation and zoning of the land.

The maximum period for leases or licences on Community land permitted under the Act is 21 years.

If a lease or licence is anticipated, then public notice should be given in accordance with the requirements of the Act. Where a lease arrangement has been entered into with Council for community land, subleasing the land must be in accordance with the requirements of Section 47C of the Act and Clause 119 of the *Local Government (General) Regulation 2005*.

Supporting occupations in the form of leases and licence agreements are indicated in the detailed information sheets in Appendix B. This PoM authorises existing leases and licence agreements until the end of their current term. The leased or licensed areas may be renewed or changed in future.

The leased or licensed areas may be reconfigured in the future to reflect changes in community needs. This PoM authorises the Shire to grant leases, licences or any other estates for community land covered in this PoM for purposes and uses which are identified or consistent with those in Table 6. Some examples of longer term arrangements are outlined in the following Table 7. Shorter arrangements (for example, a short term licence associated with a particular event, or recurring for a few hours each season) are set out in Table 8.



Type of Arrangement Authorised	Land and Facilities covered	Purposes for which long term leasing/licensing will be granted
	Community land and buildings	Any lease or licence proposal will be individually assessed and considered, including the community benefit, compatibility with this PoM and the capacity of the area to support the activity. Sympathetic, compatible uses may include: <ul style="list-style-type: none"> <li>- child care or vacation care</li> <li>- health or medical practitioners associated with the relevant facility (e.g. nutrition, physiotherapy)</li> <li>- educational purposes, including libraries, education classes, workshops</li> <li>- cultural purposes, including concerts, dramatic productions, and galleries</li> <li>- recreational purposes, including fitness classes; dance classes, and games</li> <li>- sporting uses developed/operated by a private operator</li> <li>- kiosk, café and refreshment purposes</li> <li>- commercial retail uses associated with the facility (e.g. sale or hire of sports goods)</li> <li>- Grazing of land</li> </ul>
	Park/ Sportsground	Any lease or licence proposal will be individually assessed and considered, including the community benefit, compatibility with this PoM and the capacity of the area to support the activity.  Sympathetic, compatible uses including: <ul style="list-style-type: none"> <li>- café/kiosk areas, including seating and tables</li> <li>- management of court facilities</li> <li>- hire or sale of recreational equipment</li> </ul>
Licence	Community land and buildings	Sympathetic, compatible uses including: <ul style="list-style-type: none"> <li>- social purposes (including child care, vacation care)</li> <li>- educational purposes, including libraries, education classes, workshops</li> <li>- recreational purposes, including fitness classes; dance classes</li> <li>- café/kiosk areas</li> </ul>
	Park/ Sportsground	Sympathetic, compatible uses including: <ul style="list-style-type: none"> <li>- Outdoor café/kiosk seating and tables</li> </ul>
Other Estates	Community land and buildings	This PoM allows Council to grant 'an estate' over community land for the provision of public utilities and works associated with or ancillary to public utilities in accordance with the Local Government Act 1993.  Estates may also be granted across community land

		for the provision of pipes, conduits, or other connections under the surface of the ground for the connection of premises adjoining the community land to a facility of the Council or other public utility provider that is situated on community land.
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**Table 7 Leases, Licences and other Estates**

The examples given in Tables 6.1 and 6.2 are illustrative only. Council welcomes innovation, and there may be new ways to better utilise a space. Interested parties should contact Council to discuss their particular interest area.

The grant of a lease or licence is an important step in using community land, but there may be other requirements relevant to any proposed use. For example, the refurbishment of a kiosk may also require development consent under the Environmental Planning and Assessment Act 1979. Any interested person should check carefully to make sure they are aware of all relevant requirements.

The issue of any proposed lease, licence or other estate and any subsequent provisions of the lease, licence or other estate must be validated by the relevant provisions of the Native Title Act 1993.

### 6.3 Short Term Uses

Community land category	Purposes for which short term casual licences may be granted
Park	<ul style="list-style-type: none"> <li>• community events and festivals</li> <li>• playing a musical instrument, or singing for fee or reward</li> <li>• picnics and private celebrations such as weddings and family gatherings</li> <li>• filming, including for cinema/television</li> <li>• conducting a commercial photography session</li> <li>• public performances</li> <li>• engaging in an appropriate trade or business</li> <li>• delivering a public address</li> <li>• community events</li> <li>• fairs, markets, auctions and similar activities</li> </ul>
General Community Use	<ul style="list-style-type: none"> <li>• Public speeches, meetings, seminars and presentations, including educational programs</li> </ul>

	<ul style="list-style-type: none"> <li>• Functions (including commemorative functions, book launches, film releases, balls, and similar activities)</li> <li>• Displays, exhibitions, fairs, fashion parades and shows</li> <li>• Events (including weddings, corporate functions, and community gatherings)</li> <li>• Concerts and other performances, including both live performances and film (cinema and TV)</li> <li>• Broadcasts associated with any event, concert, or public speech</li> <li>• Engaging in an appropriate trade or business delivering a public address, community events; auctions, markets and similar activities</li> </ul>
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**Table 8 Short Term Uses**

Agreements for use of community land may be granted for events of short duration, which may be anything from a few hours to a few days. These casual arrangements should be for the types of short term uses identified in Table 8.

The functions and events conducted at each particular location may vary significantly, in light of the facilities available in that location. For example, catering services are available in some (not all) community buildings.

In assessing Community land categorised as Park as a venue for any proposed event, the Shire applies the following minimum criteria:

- the event should not result in physical damage to the park;
- where appropriate, the event should be made available to all sections of the community;
- the event should not result in a significant adverse impact on adjoining residents;
- organisers of the site should be responsible for cleaning up the site and repairing any damage that may occur.

Fees for short-term casual bookings will be charged in accordance with Council's adopted Fees and Charges at the time.

## 7. Strategy and Action Plan

### 7.1 Strategy and Action Plan

Section 36 of the Act requires that a PoM for community land details:

- the means by which the council proposes to achieve the plan's objectives and performance targets;
- the manner in which the council proposes to assess its performance with respect to the plan's objectives and performance targets.

Table 9 sets out these requirements for the land managed by this Plan.

Objectives and performance targets of the plan with respect to the land s.36 (b)	Means by which Council proposes to achieve the plan's objectives and performance targets s.36 (c)	Manner in which Council proposes to assess its performance with respect to the plan's objectives and performance targets s.36 (d)
<i>Urban Context</i>		
To maintain the Shire's Crown Reserve managed parks and general community use properties as integral components in the visual and social fabric of the LGA's community	Maintain and enhance parks and general community use property as secure places in the locality	Increased appreciation of the park or general community use property as measured by positive comments received by Council. Community consultation, including surveys, to determine level of use and any community concerns. Surveys to be undertaken as required. Maintain records of public comments in relation to park, sportsground, natural area or general community use property. Regularly review records to guide future directions
<i>Use</i>		
To provide opportunities for a use of parks and general community land.	Maintain satisfactory condition of generic parks and general community use land	Council receives positive comments regarding use of generic parks and general community use land, and few or nil complaints regarding these properties
<i>Community facilities</i>		
Provide sustainable community facilities for a range of community, social, and other compatible activities.	Where appropriate, provide community facilities which are multipurpose and flexible to a range of appropriate uses. Ensure community facilities are universally accessible. Ensure community facilities are equitably and appropriately located across the Shire. Ensure that community facilities are safe and of high quality. Facilities provided and managed in consultation and partnership with user groups and the community. Ensure community facilities meet sustainable building requirements.	Community facilities user satisfaction surveys. Facility inspections and audits.



<i>Landscape Character</i>		
To maintain or improve landscape character and visual quality of Crown Reserve parks and general community use property.	Monitor sites and manage any issues identified, including visual presentation, weed management, and rubbish dumping	Maintain records of public comments in relation to properties. Regularly review records to guide future directions.
<i>Built Form</i>		
Buildings and structures, where installed, to contribute to park and general community use amenity, facilitate a range of uses and have regard to environmental sustainable design, resource use and maintenance.	Building and structure design specifications to consider park and general community use character, expected use and environmental sustainability features.	Council receives positive comments regarding use of generic parks and general community use land, and few or nil complaints regarding these properties
<i>Cultural and Historical Significance</i>		
Appreciation and interpretation of the heritage significance of the site in terms of both natural and cultural components.	Undertake, when required, heritage and cultural assessment studies to identify cultural and heritage values for retention and interpretation. Incorporate historical information on property signage to instil understanding and appreciation of the site and the history it represents.	Retention and interpretation of heritage and cultural values provides increased appreciation of the property and its history as measured by property user surveys.
<i>Total Asset Management – Land and Building management and maintenance</i>		
To provide professional, efficient management of Crown Reserve, Council managed parks and general community use properties.	Regular visitation and condition assessments.	Measured against contract KPIs. Internal business unit users, public and tenant surveys. Audits
<i>Access and Circulation</i>		
To provide safe access to the parks and general community use properties for pedestrians and cyclists. To ensure access to and within parks and general community use land for people with disabilities	Parks and general community use property upgrades, refurbishments and/or improvement works to consider public access	Council receives positive comments regarding use of generic parks and general community use land, and few or nil complaints regarding these properties
<i>Traffic and Parking</i>		
To ensure traffic and parking requirements provide a safe environment for parks and general community use property users and do not impact on the amenity of the properties.	Ensure that the use of vehicles, when permitted, are regulated and does not affect the normal functioning of these properties. Installation of signage preventing vehicles from entering unauthorised areas. Where vehicles are permitted, provide clearly demarked vehicle movement areas and encourage safe driver behaviour. Provide access for emergency or service.	Reduced pedestrian, cyclist and vehicle conflicts. Improved public safety.
<i>Natural Environment</i>		
To maintain and enhance the health of parks and natural areas ecology, including flora, fauna, wetland and watercourses. Maintain, protect and improve health of identified significant trees and surrounding street trees, and improve soil health. To ensure access is appropriately controlled to any environmentally sensitive areas	Environmentally sensitive areas identified and appropriate access control measures implemented.	Council receives positive comments regarding use of generic parks and general community use land, and few or nil complaints regarding these properties

Safety and Risk Management		
Provide safe park and general community use land	Park and general community use land is monitored and any safety concerns are responded to promptly	Council receives positive comments regarding use of generic parks and general community use land, and few or nil complaints regarding the safety of these properties
Ownership and Tenure		
To ensure that ownership, tenure and permitted use arrangements allow the widest possible community access to parks and general community use land	All future leases and licences to meet the requirements of the Local Government Act 1993, the Crown Land Management Act 2016 and Native Title Act 1993.	Type and extent of licencing and leasing as measured by record keeping, survey and observation.

**Table 9: Performance targets**

## 8. Changes and Review of Plan of Management

This PoM for Council Managed Crown Reserve Land will require regular review in order to align with community values and changing community needs, and to reflect changes in Council priorities.

The performance of this PoM will be reviewed on a regular basis to ensure the park, sportsground and general community use land and buildings are well maintained and provide a safe environment for public enjoyment.

Strategic reviews of this PoM will occur at 5 and 10 year intervals.

The Appendices to this PoM may be updated from time to time, reflecting significant changes to the condition of the community land.



The community will have an opportunity to participate in reviews of this PoM as part of the Council meeting cycle.

## List of Tables

- 1 Structure of this Plan of Management
- 2 Contents of a Plan of Management for community land
- 3 Requirements of the Local Government Act for community land management
- 4 Guidelines and core objectives of community land categorised as Park, Sportsground, and General Community use
- 5 Management principles and objectives for land categorised as General Community Use
- 6 Permissible uses of land categorised as park, sportsground and general community use
- 7 Leases, licences and other estates
- 8 Short term uses
- 9 Performance targets

**Appendices Appendix A – Crown Land managed by Council under  
this Plan of Management**

Map Id.	Reserve Number	Reserve Type	Reserve Name	Management Type	Manager	Purpose	Legal Description	Initial Categorisation	Gazette and Appointment Dates
1	89391	RESERVE	TEMORA CARAVAN PARK	RESERVE TRUST	Temora Shire Council Crown Reserves Reserve Trust	Public Recreation	Lot 2 DP 557949 Parish Bundawarra County Bland	General Community Use	Gazette: 28.02.1975
2	71996	RESERVE	ARIAH PARK DEPOT DAM	RESERVE TRUST	Temora Shire Council Crown Reserves Reserve Trust	Water	Lot 7019 DP 1024273 Parish Mandamah County Bourke	General Community Use	Gazette: 02.08.1946
3	29137	RESERVE	SEBASTOPOL RESERVE	RESERVE TRUST	Temora Shire Council Crown Reserves Reserve Trust	Public Recreation	Lot 102 DP 751424 Parish Sebastopol County Clarendon	Park	Gazette: 29.03.1899
4	89884	RESERVE	MARBLE QUARRY REST AREA	RESERVE TRUST	Temora Shire Council Crown Reserves Reserve Trust	Public Recreation	Lot 7003 DP 1067824, Lot 7006 DP 1067825 Parish Beaconsfield County Bourke	Park	Gazette: 06.04.1976
5	220016	RESERVE	COMBANING SCHOOL SITE	RESERVE TRUST	Temora Shire Council Crown Reserves Reserve Trust	Public Hall/Public Recreation	Lot 140 DP 750592 Parish Combaning County Bland	Park	Gazette: 02.12.1988
6	84100	RESERVE	GIDGINBUNG SCHOOL SITE	RESERVE TRUST	Temora Shire Council Crown Reserves Reserve Trust	Public Recreation	Lots 16-17 DP 750820 Parish Beaconsfield County Bourke	Park	Gazette: 07.12.1962
7	87956	RESERVE	CNRS GARDNER, OLD COOTAMUNDRA & GALLIPOLI	RESERVE TRUST	Temora Shire Council Crown Reserves Reserve Trust	Public Recreation	Lot 7312 DP 1154891 Parish Bundawarra County Bland	Park	Gazette: 25.09.1970
8	91363	RESERVE	SPRINGDALE RECREATION RESERVE	RESERVE TRUST	Temora Shire Council Crown Reserves Reserve Trust	Public Recreation	Lots 11-20 Section 3 DP 758923, Lot 1 DP 903961 Parish Gunibindyal County Bland	Park	Gazette: 12.01.1979
9	50709	RESERVE	ARIAH PARK GARBAGE TIP	RESERVE TRUST	Temora Shire Council Crown Reserves Reserve Trust	Water	Lot 149 DP 750852 Parish Mandamah County Bourke	General Community Use	Gazette: 26.05.1915
10	83832	RESERVE	REEFTON RFS SHED	RESERVE TRUST	Temora Shire Council Crown Reserves Reserve Trust	Bush Fire Brigade	Lot 11 Section 6 DP 758875 Parish Gidgingidginbung County Bland	General Community Use	Gazette: 11.05.1962
11	41317	RESERVE		RESERVE TRUST	Temora Shire Council Crown Reserves Reserve Trust	Public Recreation	Lot 4 DP 1127978 Parish Gidgingidginbung County Bland	Park	Gazette: 06.02.1907
12	57672	RESERVE		RESERVE TRUST	Temora Shire Council Crown Reserves Reserve Trust	Public Recreation	Lot 1138 DP 750587 Parish Bundawarra County Bland	Park	Gazette: 12.12.1924
13	58629	RESERVE		RESERVE TRUST	Temora Shire Council Crown Reserves Reserve Trust	Public Recreation	Lot 267 DP 750587 Parish Bundawarra County Bland	Park	Gazette: 05.03.1926

Temora Shire Council Crown Reserve Land Generic Plan of Management

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## Appendix B - Property information sheets

### Individual Property Detailed Information Sheets

Reserve Number:	89391
Name of Reserve:	Temora Caravan Park
Legal Description (Lot, Section, DP):	Lot 2 DP 557949
Map Ref:	1
Site Area:	6758.72 Square metres
Land Owner:	Crown
LGA 1993 Classification:	Community Land
Temora Shire Council or Other Interests:	1 land excludes minerals and is subject to reservations and Conditions in favour of the crown - see crown grant(s) 2 the land is a reserve within the meaning of part 2 of the Crown Land Management Act 2016 and there are restrictions on transfer and other dealings in the land under that act, which may require consent of the minister.
Property Type:	General Community Use
Condition of the land and quality of buildings:	2. Good – well maintained, minor maintenance only
Heritage:	Nil Heritage Significance
Available facilities:	The available facilities for the community land - Caravan Park, amenities building
Categorisation:	General Community use
Supporting Occupations:	Council operated caravan park
Native Title Manager Advice:	Native title is considered to be extinguished due to community purpose lease and completion of public works (buildings) prior to 23 December 1996.

<b>Reserve Number:</b>	71996
<b>Name of Reserve:</b>	Ariah Park Depot Dam
<b>Legal Description (Lot, Section, DP):</b>	Lot 7019 DP 1024273
<b>Map Ref:</b>	2
<b>Site Area:</b>	1.66 Hectares
<b>Land Owner:</b>	Crown
<b>LGA 1993 Classification:</b>	Community Land
<b>Temora Shire Council or Other Interests:</b>	1 The land is a reserve within the meaning of part 2 of the Crown Land Management Act 2016 and there are restrictions on transfer and other dealings in the land under that act, which may require consent of the minister.
<b>Property Type:</b>	General Community Use
<b>Condition of the land and quality of buildings:</b>	2. Good – well maintained, minor maintenance only
<b>Heritage:</b>	No heritage significance.
<b>Available facilities</b>	The available facilities for the community land – dam for water storage
<b>Categorisation</b>	General Community Use
<b>Native Title Manager Advice:</b>	Native title is considered to be extinguished due to community purpose lease and completion of public works (buildings) prior to 23 December 1996.



<b>Reserve Number:</b>	29137
<b>Name of Reserve:</b>	Sebastopol Reserve
<b>Legal Description (Lot, Section, DP):</b>	Lot 102 DP 751424
<b>Map Ref:</b>	3
<b>Site Area:</b>	5.49 Hectares
<b>Land Owner:</b>	Crown
<b>LGA 1993 Classification:</b>	Community Land
<b>Temora Shire Council or Other Interests:</b>	<p>1 The land is a reserve within the meaning of part 5 of the Crown Land Management Act 2016 and there are restrictions on transfer and other dealings in the land under that act, which may require consent Of the minister.</p> <p>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.</p>
<b>Property Type:</b>	Public Recreation
<b>Condition of the land and quality of buildings:</b>	3. Average. Requires minimal maintenance as site is not actively used
<b>Heritage:</b>	No heritage significance.
<b>Available facilities</b>	The available facilities for the community land – Nil
<b>Categorisation</b>	Park
<b>Native Title Manager Advice:</b>	Native title is considered to be extinguished due to community purpose lease and completion of public works prior to 23 December 1996. However as the site is predominantly vacant, there is no limit to usage and does not affect native title.

Temora Shire Council Crown Reserve Land Generic Plan of Management

<b>Reserve Number:</b>	89884
<b>Name of Reserve:</b>	Marble Quarry Rest Area
<b>Legal Description (Lot, Section, DP):</b>	Lot 7003 DP1067824, Lot 7006 DP 1067825
<b>Map Ref:</b>	4
<b>Site Area:</b>	5.06 Hectares
<b>Land Owner:</b>	Crown
<b>LGA 1993 Classification:</b>	Community Land
<b>Temora Shire Council or Other Interests:</b>	<p>1 The land is a reserve within the meaning of part 2 of the Crown Land Management Act 2016 and there are restrictions on transfer and other dealings in the land under that act, which may require consent of the minister.</p> <p>2 Limited title. Limitation pursuant to section 28(4) of the Real Property Act, 1900. The boundaries of the land comprised herein have not been investigated by the registrar general.</p> <p>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.</p>
<b>Property Type:</b>	General Community Use
<b>Condition of the land and quality of buildings:</b>	3. Average. Requires minimal maintenance as the site is not actively used
<b>Heritage:</b>	No heritage significance.
<b>Available facilities</b>	The available facilities for the community land - nil
<b>Categorisation</b>	General Community Use
<b>Supporting Occupations</b>	Nil
<b>Native Title Manager Advice:</b>	Native title is considered to be extinguished due to community purpose lease and completion of public works prior to 23 December 1996. However as the site is predominantly vacant, there is no limit to usage and does not affect native title.

<b>Reserve Number:</b>	220016
<b>Name of Reserve:</b>	Combaning School Site
<b>Legal Description (Lot, Section, DP):</b>	Lots 140 DP 750592
<b>Map Ref:</b>	5
<b>Site Area:</b>	7,966.89 sqm
<b>Land Owner:</b>	Crown
<b>LGA 1993 Classification:</b>	Community Land
<b>Temora Shire Council or Other Interests:</b>	<p>1 The land is a reserve within the meaning of part 2 of the Crown Land Management Act 2016 and there are restrictions on transfer and other dealings in the land under that act, which may require consent of the minister.</p> <p>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.</p>
<b>Property Type:</b>	General Community Use
<b>Condition of the land and quality of buildings:</b>	3. Average – requires minimal maintenance as the site is not actively used
<b>Heritage:</b>	No heritage significance.
<b>Available facilities</b>	The available facilities for the community land - Nil
<b>Categorisation</b>	Park
<b>Native Title Manager Advice:</b>	Native title is considered to be extinguished due to community purpose lease and completion of public works prior to 23 December 1996. However as the site is predominantly vacant, there is no limit to usage and does not affect native title.

<b>Reserve Number:</b>	84100
<b>Name of Reserve:</b>	Gidginbung School Site
<b>Legal Description (Lot, Section, DP):</b>	Lot 16-17 DP 750820
<b>Map Ref:</b>	6
<b>Site Area:</b>	4.13 hectares
<b>Land Owner:</b>	Crown
<b>LGA 1993 Classification:</b>	Community Land
<b>Temora Shire Council or Other Interests:</b>	<p>1 The land is a reserve within the meaning of part 2 of the Crown Lands Management Act 2016 and there are restrictions on transfer and other dealings in the land under that act, which may require consent of the minister.</p> <p>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.</p>
<b>Property Type:</b>	Public Recreation
<b>Condition of the land and quality of buildings:</b>	3. Average – minimal maintenance required as the site is not actively used
<b>Heritage:</b>	No heritage significance.
<b>Available facilities</b>	The available facilities for the community land - Nil
<b>Categorisation</b>	Park
<b>Supporting Occupations</b>	Nil
<b>Native Title Manager Advice:</b>	Native title is considered to be extinguished due to community purpose lease and completion of public works prior to 23 December 1996. However as the site is predominantly vacant, there is no limit to usage and does not affect native title.

<b>Reserve Number:</b>	87956
<b>Name of Reserve:</b>	Cnrs Gardner, Old Cootamundra & Gallipoli
<b>Legal Description (Lot, Section, DP):</b>	Lot 7312 DP 1154891
<b>Map Ref:</b>	7
<b>Site Area:</b>	4524.41 square metres
<b>Land Owner:</b>	Crown
<b>LGA 1993 Classification:</b>	Community Land
<b>Temora Shire Council or Other Interests:</b>	<p>1 The land is a reserve within the meaning of part 2 of the Crown Land Management Act 2016 and there are restrictions on transfer and other dealings in the land under that act, which may require consent of the minister.</p> <p>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.</p>
<b>Property Type:</b>	Public Recreation
<b>Condition of the land and quality of buildings:</b>	2. Good – well maintained, minor maintenance only
<b>Heritage:</b>	No heritage significance.
<b>Available facilities</b>	The available facilities for the community land - Nil
<b>Categorisation</b>	Park
<b>Supporting Occupations</b>	Nil
<b>Native Title Manager Advice:</b>	Native title is considered to be extinguished due to community purpose lease and completion of public works prior to 23 December 1996. However as the site is predominantly vacant, there is no limit to usage and does not affect native title.

<b>Reserve Number:</b>	91363
<b>Name of Reserve:</b>	Springdale Recreation Reserve
<b>Legal Description (Lot, Section, DP):</b>	Lots 11-20 Section 3 DP 758923, Lot 1 DP 903961
<b>Map Ref:</b>	8
<b>Site Area:</b>	2.91 Hectares
<b>Land Owner:</b>	Crown
<b>LGA 1993 Classification:</b>	Community Land
<b>Temora Shire Council or Other Interests:</b>	<p>1 The land is a reserve within the meaning of part 2 of the Crown Land Management Act 2016 and there are restrictions on transfer and other dealings in the land under that act, which may require consent of the minister.</p> <p>2 Limited title. Limitation pursuant to section 28(4) of the Real Property Act, 1900. The boundaries of the land comprised herein have not been investigated by the registrar general.</p>
<b>Property Type:</b>	Public Recreation
<b>Condition of the land and quality of buildings:</b>	3. Average – the property requires minimal maintenance as it is not actively used
<b>Heritage:</b>	No heritage significance.
<b>Available facilities</b>	The available facilities for the community land - Nil
<b>Categorisation</b>	Park
<b>Supporting Occupations</b>	Nil
<b>Native Title Manager Advice:</b>	Native title is considered to be extinguished due to community purpose lease and completion of public works prior to 23 December 1996. However as the site is predominantly vacant, there is no limit to usage and does not affect native title.



<b>Reserve Number:</b>	50709
<b>Name of Reserve:</b>	Ariah Park Garbage Tip
<b>Legal Description (Lot, Section, DP):</b>	Lot 149 DP 750852
<b>Map Ref:</b>	9
<b>Site Area:</b>	4.41 Hectares
<b>Land Owner:</b>	Crown
<b>LGA 1993 Classification:</b>	Community Land
<b>Temora Shire Council or Other Interests:</b>	<p>1 The land is a reserve within the meaning of part 2 of the Crown Land Management Act 2016 and there are restrictions on transfer and other dealings in the land under that act, which may require consent of the minister.</p> <p>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.</p>
<b>Property Type:</b>	Water
<b>Condition of the land and quality of buildings:</b>	2. Good – well maintained, minor maintenance only
<b>Heritage:</b>	No heritage significance.
<b>Available facilities</b>	The available facilities for the community land – Nil
<b>Categorisation</b>	General Community use
<b>Supporting Occupations</b>	Nil
<b>Native Title Manager Advice:</b>	Native title is considered to be extinguished due to community purpose lease and completion of public works prior to 23 December 1996.

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<b>Reserve Number:</b>	83832
<b>Name of Reserve:</b>	Reefton RFS Shed
<b>Legal Description (Lot, Section, DP):</b>	Lot 11 Section 6 DP 758875
<b>Map Ref:</b>	10
<b>Site Area:</b>	1011.26 Square Metres
<b>Land Owner:</b>	Crown
<b>LGA 1993 Classification:</b>	Community Land
<b>Temora Shire Council or Other Interests:</b>	<p>1 The land is a reserve within the meaning of part 2 of the Crown Land Management Act 2016 and there are restrictions on transfer and other dealings in the land under that act, which may require consent of the minister.</p> <p>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.</p>
<b>Property Type:</b>	General Community Use
<b>Condition of the land and quality of buildings:</b>	2. Good – well maintained, minor maintenance only
<b>Heritage:</b>	No heritage significance.
<b>Available facilities</b>	General Community Use The available facilities for the community land - Nil
<b>Categorisation</b>	General Community use
<b>Native Title Manager Advice:</b>	Native title is considered to be extinguished due to community purpose lease and completion of public works (building) prior to 23 December 1996.

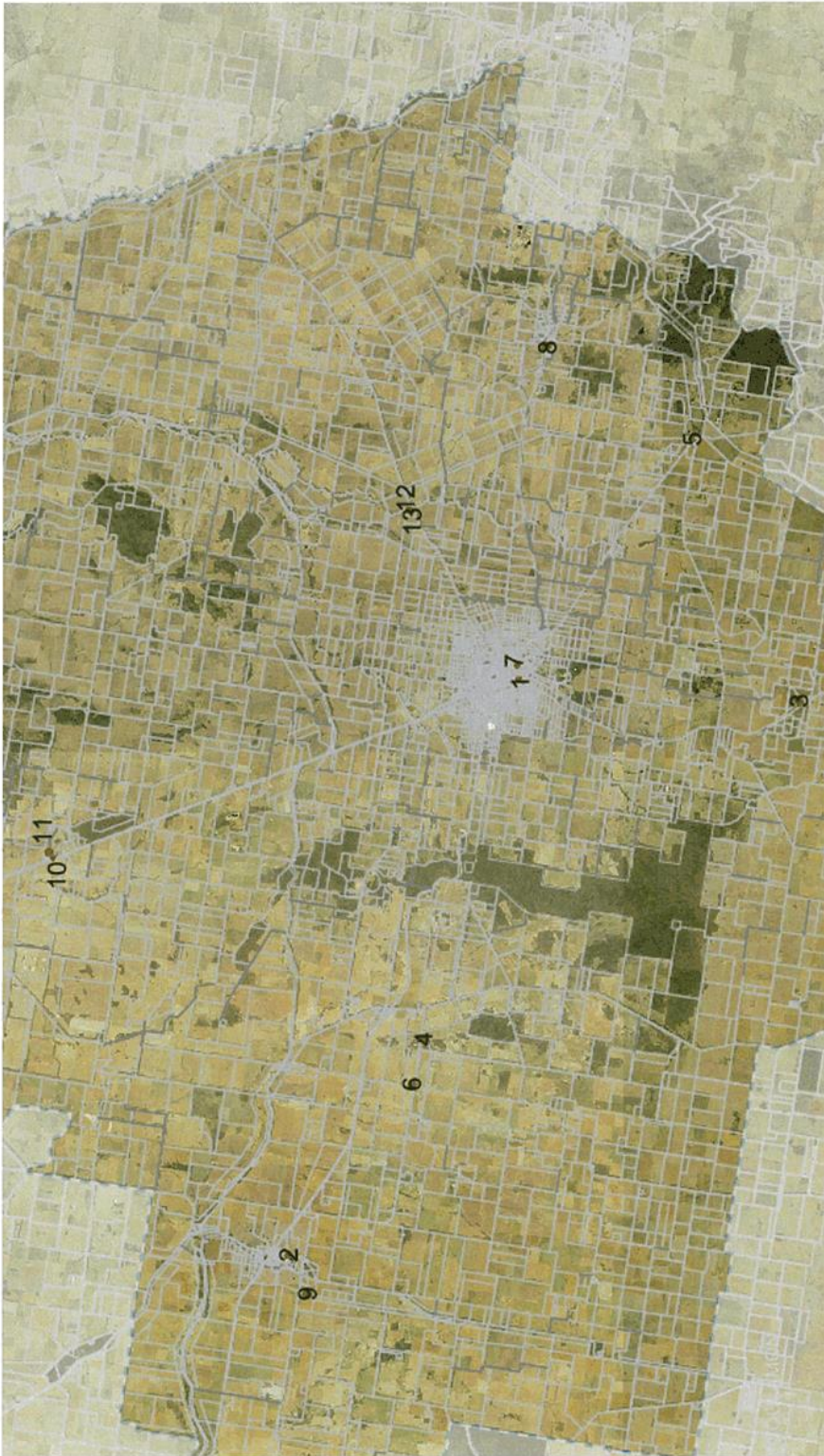
<b>Reserve Number:</b>	41317
<b>Name of Reserve:</b>	Reefton Recreation Reserve
<b>Legal Description (Lot, Section, DP):</b>	Lot 4 DP 1127978
<b>Map Ref:</b>	11
<b>Site Area:</b>	3.0 Ha
<b>Land Owner:</b>	Crown
<b>LGA 1993 Classification:</b>	Community Land
<b>Temora Shire Council or Other Interests:</b>	<p>*The land is a reserve within the meaning of part 2 of the Crown Land Management Act 2016 and there are restrictions on transfer and other dealings in the land under that Act, Which May Require Consent Of The Minister.</p> <p>* Limited Title. Limitation Pursuant to Section 28(4) of the Real Property Act, 1900. The Boundaries Of The Land comprised herein have not been investigated by the registrar general.</p>
<b>Property Type:</b>	Public Recreation
<b>Condition of the land and quality of buildings:</b>	2. Good – well maintained, minor maintenance only
<b>Heritage:</b>	No heritage significance.
<b>Available facilities</b>	Nil
<b>Categorisation</b>	Park
<b>Supporting Occupations</b>	Leased for grazing purposes
<b>Native Title Manager Advice:</b>	Native title is considered to be extinguished due to community purpose lease and completion of public works prior to 23 December 1996. However as the site is predominantly vacant, there is no limit to usage and does not affect native title.

<b>Reserve Number:</b>	57672
<b>Name of Reserve:</b>	
<b>Legal Description (Lot, Section, DP):</b>	Lot 1138 DP 750587
<b>Map Ref:</b>	12
<b>Site Area:</b>	3.0 Ha
<b>Land Owner:</b>	Crown
<b>LGA 1993 Classification:</b>	Community Land
<b>Temora Shire Council or Other Interests:</b>	<p>* The land is a reserve within the meaning of part 2 of the Crown Land Management Act 2016 and there are restrictions on transfer and other dealings in the land under that Act, Which May Require Consent Of The Minister.</p> <p>* 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.</p>
<b>Property Type:</b>	Public Recreation
<b>Condition of the land and quality of buildings:</b>	2. Good – well maintained, minor maintenance only
<b>Heritage:</b>	No heritage significance.
<b>Available facilities</b>	Nil
<b>Categorisation</b>	Park
<b>Supporting Occupations</b>	Leased for grazing purposes
<b>Native Title Manager Advice:</b>	The reserve was dedicated prior to 23 December 1996. The site has been leased for agriculture. Proceed under s24 of the Native Title Act 1993, under subdivision 24l renewal of lease entered into before 23 December 1996.

Reserve Number:	58629
Name of Reserve:	
Legal Description (Lot, Section, DP):	Lot 267 DP 750587
Map Ref:	13
Site Area:	7925.39 square metres
Land Owner:	Crown
LGA 1993 Classification:	Community Land
Temora Shire Council or Other Interests:	<p>*The land is a reserve within the meaning of part 2 of the Crown Land Management Act 2016 and there are restrictions on transfer and other dealings in the land under that Act, Which May Require Consent Of The Minister.</p> <p>* 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.</p>
Property Type:	Public Recreation
Condition of the land and quality of buildings:	2. Good – well maintained, minor maintenance only
Heritage:	No heritage significance.
Available facilities	Nil
Categorisation	Park
Supporting Occupations	Leased for grazing purposes
Native Title Manager Advice:	The reserve was dedicated prior to 23 December 1996. The site has been leased for agriculture. Proceed under s24 of the Native Title Act 1993, under subdivision 24I renewal of lease entered into before 23 December 1996.

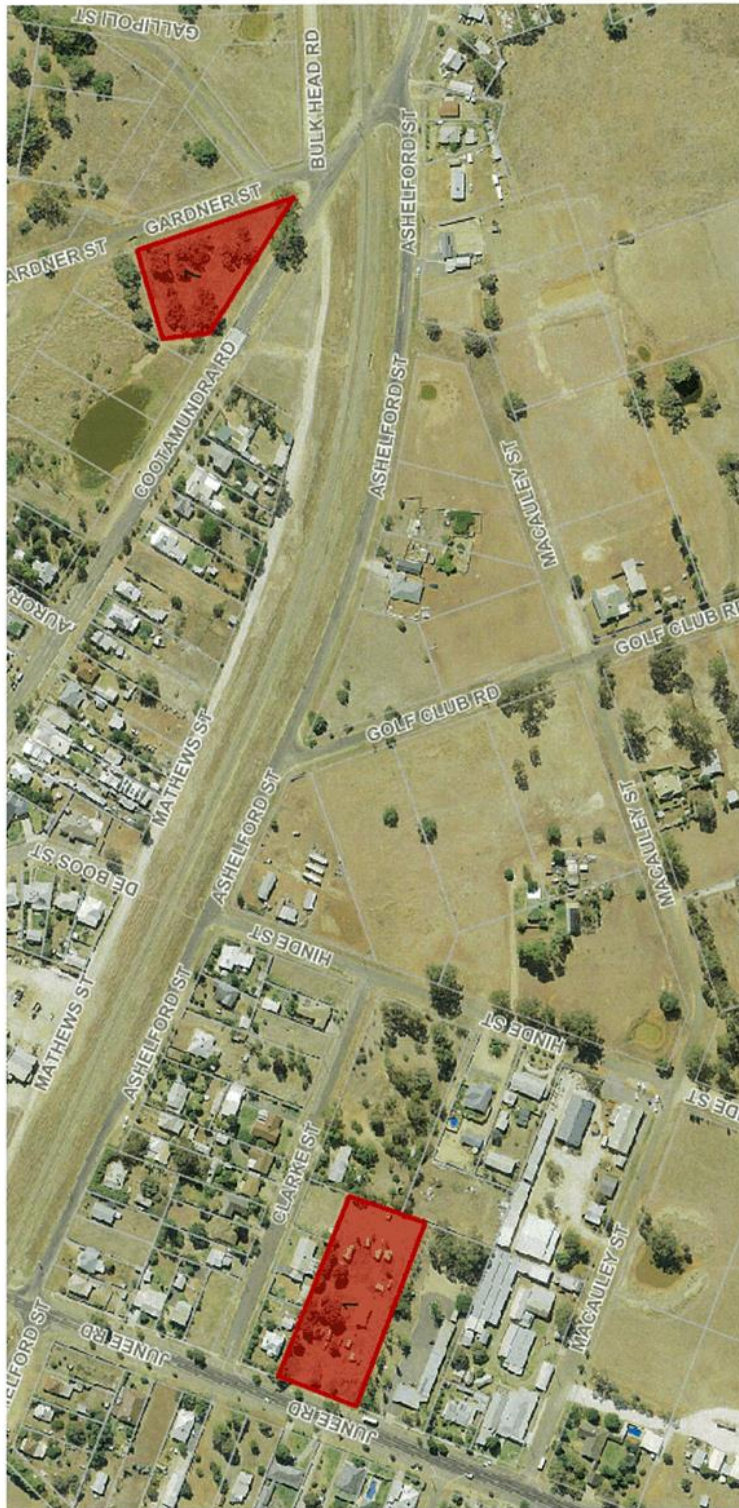
## Appendix C - Land Identification Maps





Map 1: Location of Generic Crown Reserves





Map 2: Crown Reserve 1 Temora Caravan Park and 7 Cnrs Gardner, Old Cootamundra & Gallipoli



Map 3: Crown Reserve 2 Arianah Park Depot Dam





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Map 4: Crown Reserve 4 Marble Quarry Rest Area

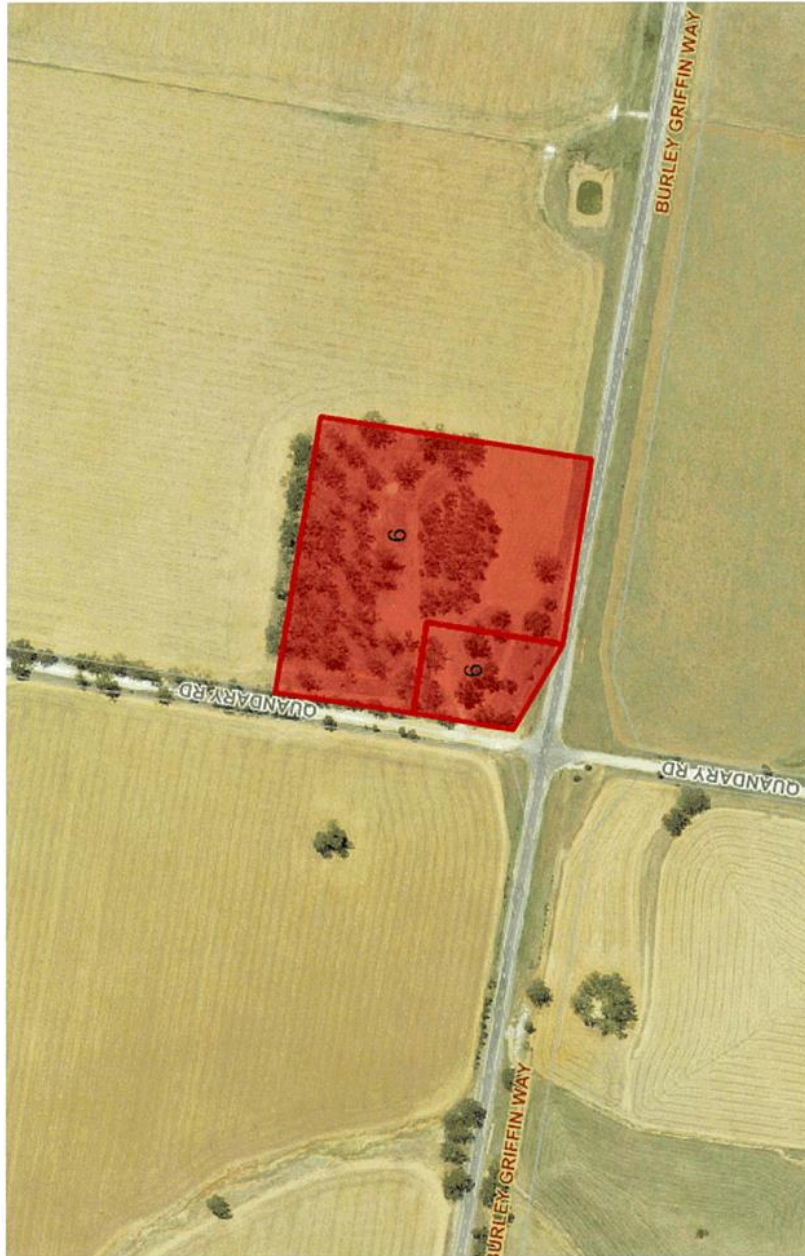




Map 5: Crown Reserve 5 Combining School Site

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Map 6: Crown Reserve 6 Gidginbung School site





Map 7: Crown Reserve 8 Springdale Recreation Area



Map 8: Crown Reserve 9 Arah Park Garbage Tip





Map 9: Crown Reserve 10 Reefton RFS Shed and Crown Reserve 11 Reefton



Map 10: Crown Reserve 12 and Crown Reserve 13 Narraburra

**12.3 DRAFT DEVELOPMENT INFRASTRUCTURE DEFERRED PAYMENT POLICY****File Number:** REP21/178**Author:** Town Planner**Authoriser:** Director of Environmental Services**Attachments:** 1. Draft Development Infrastructure Deferred Payment Policy [↓](#) **REPORT**

At the January 2021 Council Meeting, Councillors considered a report in relation to the first draft of the Development Infrastructure Deferred Payment Policy. At this meeting Council resolved:

- That Council refer this draft policy to a workshop to be held on the next committee day 9 February 2021

A Councillor workshop was subsequently held on 9 February 2021. At this workshop Councillors and senior staff considered a number of matters in relation to the draft policy, including:

- The basis of the policy and the need to support the provision of infrastructure in order to meet expected housing demand in Temora
- The objectives of the policy
- Procedures, checks and balances that are required to support the policy and minimise risk to Council

Based on these discussions, additional content has been proposed to be included within the draft policy.

The updated draft policy is attached for the consideration of Council.

**RECOMMENDATION**

It is recommended that Council:

1. Endorse the draft Development Infrastructure Deferred Payment Policy for public exhibition and
2. Receive a future report on the outcome of the public exhibition.

***Report by Claire Golder***



*Function: Engineering*

*Temora Shire Council*

*Policy Number: EW16*

## TEMORA SHIRE COUNCIL



## DEVELOPMENT INFRASTRUCTURE DEFERRED PAYMENT POLICY

**DRAFT**

*Revision Number:*

*File Name: Development Infrastructure Deferred Payment Policy*

*Page Number: Page 1 of 6*

*Revision Date:*



*Function: Engineering**Temora Shire Council**Policy Number: EW16***Review Details****ABOUT THIS RELEASE**

**DOCUMENT NAME:** Development Infrastructure Deferred Payment Policy  
**CODE NUMBER:** EW16  
**AUTHOR:** Temora Shire Council  
**ENDORSEMENT DATE:**

**REVIEW**

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement

**PLANNED REVIEW**

Planned Review Date	Revision Description		Review by

*Revision Number:*  
*File Name: Development Infrastructure Deferred Payment Policy*  
*Page Number: Page 2 of 6*

*Revision Date:*

*Function: Engineering**Temora Shire Council**Policy Number: EW16*

## **PART A Outline**

### **Objectives**

This policy is aimed at fulfilling the following objectives:

- (a) Support the provision of a sufficient supply of development ready land, to meet demand
- (b) Assist the progression of large-scale subdivision development that may not occur without financial assistance
- (c) Ensure that new subdivision development is appropriately designed to respond to reasonably expected future infrastructure needs and avoid future adverse impacts upon other development
- (d) Ensure that pioneering developers within urban release areas are not unreasonably burdened by the costs associated with major development infrastructure and that costs are shared by those who benefit from infrastructure provision.

### **Background**

The residential population of Temora is currently increasing. Alongside improving economic conditions and emerging employment opportunities, the demand for new subdivision development has returned. Temora Shire is seeking to offer the opportunity for existing and future residents to build a new home, or a new employment premises, and support ongoing population retention and growth, whilst contributing to employment opportunities in the construction industry over the short-medium term.

However, the high cost of servicing new development remains a constraint to opening this site to new residential development. This policy provides a framework for Council to consider requests from developers of proposed subdivisions to assist with managing the costs associated with Council owned infrastructure, specifically new roads, sewer and stormwater infrastructure.

The opportunity exists for Council to play a more active role in assisting landowners to develop land that is deemed strategically important to the future growth of Temora Shire. This could involve funding some or all of the upfront costs of the shared infrastructure components for which Council has responsibility.

A portion of these costs, commensurate to the level of usage of the developed land, can be repaid to Council at the point at which the subdivided lots are sold. This releases capital for the developer to ensure the project can progress more quickly, and compliments similar schemes offered by other service providers, such as Goldenfields Water County Council. It is also aligned to the support that Council provides to developers of employment generating development from time to time,

*Revision Number:**File Name: Development Infrastructure Deferred Payment Policy**Page Number: Page 3 of 6**Revision Date:*

Function: Engineering

Temora Shire Council

Policy Number: EW16

where there is a strong case that is aligned to Council's strategy.

### **Application**

This policy applies to all land within Temora Shire. Council offers this scheme to all developers of land, to be assessed on a case-by-case basis.

The focus of this policy is major Council servicing infrastructure that services multiple development lots, with the proposal to involve the creation of at least three (3) additional lots. The policy does not apply to the costs associated with servicing individual lots.

Council officers will confirm that the proposed subdivision is permitted with consent in the land zone that applies to the subject land.

The application for deferred payment will not be finalised by Council until the proposal has a relevant development application approved by Council.

The applicant must agree in writing to the legal controls that will apply to the deferred payment agreement.

## **PART B Procedures**

### **Application Procedure**

A written application for consideration by Council for Development Infrastructure Deferred Payment is made by the land developer. The letter of request is considered on a preliminary basis by Council officers. Council officers will consider the following factors in assessing the request:

- Strategic importance of the site
- Current zoning of the land
- Scale of development proposed, which justifies Council assistance
- Estimated cost of Council infrastructure to service the development – roads, kerb and gutter, sewer, stormwater infrastructure
- Demonstrated demand for new development and/or demonstrated future lack of supply
- Provision of a business plan by the developer detailing development staging (if applicable), forecast development costs, forecast lot sale price and estimated sales period, involving current lot demand, to be verified by local real estate agents
- Financial capacity and level of financial commitment offered by the applicant
- Capability of the developer to undertake the project
- Proposed infrastructure design and response to reasonably expected future infrastructure needs (sewer and stormwater capacity, integration with existing road network)
- Current levels of financial assistance provided to the applicant
- Timeframe of the proposed development
- Current availability of Council funds to support deferred infrastructure payments
- Current borrowing interest rates available to Council (if applicable)

Revision Number:

File Name: Development Infrastructure Deferred Payment Policy

Page Number: Page 4 of 6

Revision Date:

Function: Engineering

Temora Shire Council

Policy Number: EW16

Each of these factors will be considered as part of a written assessment report to be completed by the relevant Council officers.

Where Council officers consider that a request has reasonable merit, the request will be referred to Council for their consideration and determination.

The applicant will be notified of the outcome of Council's decision in writing.

If the applicant wishes to appeal the decision of the Council officers, they may do so in writing and the matter will be referred to Council for their consideration and determination.

Where an application involves Council staff or Councillors who are directly involved with the assessment process, the application will be referred to an external assessment process.

### **Operational Procedure**

The developer of the subdivision is responsible for payment of the initial \$50,000 of Council infrastructure costs (road, kerb and gutter, sewer and stormwater infrastructure). Council will only consider to deferred payment of infrastructure costs above the initial \$50,000.

The costs associated with the provision of Council infrastructure are provided on a deferred payment basis. Costs of infrastructure provision must be repaid to Council, at the point of sale of each lot serviced under the agreement.

Council will require input to the design and scale of Council infrastructure delivered under the agreement, to ensure services that are provided are of sufficient standard to meet current and future expected demand. Council is responsible for the delivery of infrastructure works covered by the agreement.

The timeframe for repayment of the deferred infrastructure payments is a maximum of ten (10) years from the date of signing the agreement, or the completed sale of all lots proposed to be delivered by the subject application, whichever is sooner.

The applicant is responsible for all legal and interest borrowing costs (where applicable), unless this is agreed to be waived by Council.

The Development Infrastructure Deferred Payment agreement is confidential between Council and the applicant. No details of the agreement may be disclosed by the applicant to another party without the written authorisation of Council.

### **Legal Protections**

The following legal mechanisms could assist Council to mitigate some of the risks associated with the scheme:

Revision Number:

File Name: Development Infrastructure Deferred Payment Policy

Page Number: Page 5 of 6

Revision Date:

*Function: Engineering**Temora Shire Council**Policy Number: EW16***1. Funding Deed**

An agreement between Council and the Developer that outlines the terms of the agreement. This will include a list and cost of the works to be undertaken by Council and outline the value of the works to be repaid and the mechanism for repayment. The agreement will also detail arrangements to protect the interests of Council in instances where there is a transfer of ownership of the subject land, situations where the developer falls into administration, or the subject land value becomes unviable to develop.

**2. Registration of Caveat**

Council will register a caveat on the title of the land to be developed. The caveat will be shown when a title search is conducted by the purchaser's solicitor. The caveat will be released at the time of sale only when the repayment is made to Council's solicitor.

**3. Registration of Interest**

A registration of interest provides some degree of protection to Council in the event that the developer is placed into administration. With this protection in place, Council, along with other registered interested parties, will be prioritised for payment from the disposal of assets owned the developer.

**Limitations to this Policy**

This policy does not include the following:

- Development infrastructure that is not within the control of Council, including water, electricity, telecommunications infrastructure
- Development costs that are the direct responsibility of the developer, including site studies to support rezoning, Environmental Impact Statements, surveying, design costs, legal costs, earthworks, land purchase, private driveways, servicing connections to new development

*Revision Number:**File Name: Development Infrastructure Deferred Payment Policy**Page Number: Page 6 of 6**Revision Date:*

**13 ADMINISTRATION AND FINANCE****13.1 QUARTERLY BUDGET REVIEW STATEMENT FOR PERIOD 1.10.2020 TO 31.12.2020****File Number:** REP21/194**Author:** Secretary Engineering**Authoriser:** General Manager**Attachments:** 1. Quarterly Budget Review [↓](#) **REPORT**

Quarterly Budget Review Statement for the period 1.10.2020 to 31.12.2020.

**RECOMMENDATION**

It is recommended that the Quarterly budget Review for the period 1.10.2020 to 31.12.2020 be adopted.

***Report by Elizabeth Smith***



Temora Shire Council

**Quarterly Budget Review Statement**  
for the period 01/10/20 to 31/12/20

**Report by Responsible Accounting Officer**

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

**31 December 2020**

It is my opinion that the Quarterly Budget Review Statement for Temora Shire Council for the quarter ended 31/12/20 indicates that Council's projected financial position at 30/6/21 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: 

date: 11-2-2021

Elizabeth Smith  
Responsible Accounting Officer

## Temora Shire Council

## Income &amp; Expenses Budget Review Statement

Budget review for the quarter ended 31 December 2020

## Income &amp; Expenses - Council Consolidated

(\$000's)	Original Budget 2020/21	Approved Changes			Revised Budget 2020/21	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Sep QBRs	Dec QBRs	Mar QBRs					
<b>Income</b>									
Rates and Annual Charges	5,844,274				5,844,274			5,844,274	5,740,091
User Charges and Fees	8,346,442	(45,000)			8,301,442			8,301,442	4,114,271
Interest and Investment Revenues	193,400				193,400			193,400	61,827
Other Revenues	889,628				889,628			889,628	1,153,634
Grants & Contributions - Operating	8,752,934	(1,923,166)			6,829,768			6,829,768	4,745,092
Grants & Contributions - Capital	5,683,044	1,542,404			7,225,448			7,225,448	3,023,592
Net gain from disposal of assets	123,996				123,996			123,996	827,015
<b>Total Income from Continuing Operations</b>	<b>29,833,718</b>	<b>(425,762)</b>	-	-	<b>29,407,956</b>	-		<b>29,407,956</b>	<b>19,665,522</b>
<b>Expenses</b>									
Employee Costs	8,774,464	(35,000)			8,739,464			8,739,464	4,147,816
Borrowing Costs	62,663				62,663			62,663	30,622
Materials & Contracts	5,986,760	(48,000)			5,938,760			5,938,760	4,169,621
Depreciation	5,506,385				5,506,385			5,506,385	2,838,531
Other Expenses	3,232,319				3,232,319			3,232,319	1,698,476
Net Loss from disposal of assets					-			-	
<b>Total Expenses from Continuing Operations</b>	<b>23,562,591</b>	<b>(83,000)</b>	-	-	<b>23,479,591</b>	-		<b>23,479,591</b>	<b>12,885,066</b>
<b>Net Operating Result from Continuing Operation</b>	<b>6,271,127</b>	<b>(342,762)</b>	-	-	<b>5,928,365</b>	-		<b>5,928,365</b>	<b>6,780,456</b>
Discontinued Operations - Surplus/(Deficit)					-			-	
<b>Net Operating Result from All Operations</b>	<b>6,271,127</b>	<b>(342,762)</b>	-	-	<b>5,928,365</b>	-		<b>5,928,365</b>	<b>6,780,456</b>
<b>Net Operating Result before Capital Items</b>	<b>588,083</b>	<b>(1,885,166)</b>	-	-	<b>(1,297,083)</b>	-		<b>(1,297,083)</b>	<b>3,756,864</b>

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended 31/12/2020 and should be read in conjunction with the total QBRs report

**Quarterly Budget Review Statement**  
for the period 01/10/20 to 31/12/20

Budget Variations being recommended include the following material items:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page.

Quarterly Budget Review Statement  
for the period 01/10/20 to 31/12/20

Temora Shire Council

Capital Budget Review Statement

Budget review for the quarter ended 31 December 2020

Capital Budget - Council Consolidated

(\$000's)	Original Budget 2020/21	Carry Forward	Other than by QBRs	Approved Changes Sep QBRs	Dec QBRs	Mar QBRs	Revised Budget 2020/21	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
<b>Capital Expenditure</b>											
<b>New Assets</b>											
- Plant & Equipment				1,306			1,306			1,306	1,306
- Office Equipment											
- Furniture & Fittings											
- Infrastructure											
Land & Buildings											
Other Structures/Swimming Pools/Open Space & Recreational	1,255,163						1,255,163			1,255,163	250,607
Roads, Bridges, Footpaths	508,031			81,214			589,245	29,858	1	619,103	609,731
Stormwater Drainage	237,852						766,700			766,700	137,645
Other Infrastructure	200,000			864			237,852	49,002	2	286,854	187,182
Sewerage Network	130,000			17,743			200,864	3,864		204,728	4,755
- Land Improvements	3,000						147,743	3,614		151,357	151,357
- Leasehold Improvements							3,000			3,000	
- Other Assets	178,750						178,750			178,750	
<b>Renewal Assets (Replacement)</b>											
- Plant & Equipment	764,500			98,984			863,484	28,635	3	892,119	787,348
- Office Equipment	27,500			115			27,500	2,463		2,578	11,273
- Furniture & Fittings	70,000						70,000			70,000	
- Land Improvements								123,808	4	193,808	24,908
- Infrastructure											
Land & Buildings	659,595						659,595	30,352	5	689,947	530,695
Other Structures/Swimming Pools/Open Space & Recreational	347,445			16,504			363,949	2,726		366,675	72,521
Roads, Bridges, Footpaths	5,363,950						5,363,950	8,513	6	5,372,463	2,780,176
Stormwater drainage	180,000			135,625			295,625	381,652	7	677,277	522,546
Sewerage Network	105,000						105,000	7,410	8	112,410	47,410
Other Infrastructure	316,000			25,006			341,006	80,898	9	421,904	232,137
- Leasehold Improvements				370			370			370	370
- Other Assets	27,500						27,500	8,912	10	36,412	17,066
Loan Repayments (Principal)	354,215						354,215			354,215	176,382
Development of Real Estate	1,256,725			818			1,257,543			1,257,543	6,911
Carrying Amount of Assets Sold	173,300						173,300			173,300	294,223
Cost of Real Estate Assets Sold	222,431						222,431			222,431	173,110
Advance to Long Term Debtors	350,000						350,000			350,000	321,420
Transfers to Reserves	663,646						663,646			663,646	720,684
<b>Total Capital Expenditure</b>	<b>14,141,303</b>	<b>-</b>	<b>-</b>	<b>378,549</b>	<b>-</b>	<b>-</b>	<b>14,519,852</b>	<b>761,707</b>		<b>15,281,559</b>	<b>8,061,762</b>
<b>Capital Funding</b>											
Rates & Other Unfunded	5,605,262			(1,489,637)			4,115,625	761,707		4,877,332	884,077
Capital Grants & Contributions	5,683,044						5,683,044			5,683,044	3,023,592
Reserves:											
- External Restrictions/Reserves	180,000						180,000			180,000	360,779
- Internal Restrictions/Reserves	796,000			1,868,186			2,664,186			2,664,186	2,788,502
New Loans	1,000,000						1,000,000			1,000,000	
Receipts from Sale of Assets	144,727						144,727			144,727	93,273
- Plant & Equipment											
- Real Property											
- Real Estate Assets Held for Resale	375,000						375,000			375,000	335,922
Repayments by Long Term Debtors	357,270						357,270			357,270	254,197
<b>Total Capital Funding</b>	<b>14,141,303</b>	<b>-</b>	<b>-</b>	<b>378,549</b>	<b>-</b>	<b>-</b>	<b>14,519,852</b>	<b>761,707</b>		<b>15,281,559</b>	<b>8,061,762</b>
<b>Net Capital Funding - Surplus/(Deficit)</b>											<b>(0)</b>

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended 31/12/2020 and should be read in conjunction with the total QBRs report

**Quarterly Budget Review Statement**  
for the period 01/10/20 to 31/12/20

Budget Variations being recommended include the following material items:

Notes	Details
1	Bundawarra Centre - Construct Bridge over Dam \$2,837 - funded by Local Roads & Community Infrastructure (LRCI) Round 1; Recreation Centre Waterslide \$22,129 over budget; Aria Park Broken Dam Heritage Trail \$2,920 - funded by Drought Funding (DF) Round 2.
2	Golden Gate Reserve Detention Basin \$49,002 - funded by DF Round 2.
3	Pinnacle Vehicle Purchase \$28,635 - reserve funded.
4	Recreation Centre Landscaping \$99,626 - funded by LRCI Round 1; Aria Park Swimming Pool Landscaping \$24,182 - funded by LRCI R2
5	Bundawarra Centre - VIC Renovation & Design Changes \$7,443 - grant funded, Aria Park Swimming Pool Change Room Upgrades \$22,909 - funded by DF Round 1
6	Coolamon St Central Island Upgrade \$44,241 - funded by SCCF Round 2 & DR Round 1; Rural Sealed Roads Drainage (\$35,728) - transferred to Roads Drainage.
7	Roads Drainage \$35,728 - included in Roads Budget: Aerodrome Arterial Drainage Upgrade \$345,924 - funded by Building Better Regions Funding (BBRF).
8	O'Shannesys (Trotting Club) Dam Desilting \$7,410 - funded by DF Round 2
9	Aria Park Recreation Ground Seal Carpark & Resheet Access Rd \$10971 - funded by DF Round 2; Runway 18/36, Main Airport Apron Reconstruction & Taxiway D & E \$69,576 - funded by BBRF
10	Library Childrens Area updated shelving & furniture \$8,912

## Temora Shire Council

## Cash &amp; Investments Budget Review Statement

Budget review for the quarter ended 31 December 2020  
Cash & Investments - Council Consolidated

(\$000's)	Original Budget 2020/21	Approved Changes			Revised Budget 2020/21	Variations for this Dec Qtr	Projected Year End Result	Actual YTD figures
		Sep QBRS	Dec QBRS	Mar QBRS				
<b>Externally Restricted <sup>(1)</sup></b>								
Sewerage Services	2,437,752				2,437,752		2,437,752	2,244,279
Domestic Waste Management	672,714				672,714		672,714	767,298
Pinnacle Unexpended Grants (including leave entitlements)	-				-		-	1,542,210
Stormwater Drainage & Flood Studies	215,925				215,925		215,925	170,788
S94 Contributions	96,875				96,875		96,875	132,643
Unspent Restricted Grants	-				-		-	528,438
Unspent Drought Funding	369,300				369,300		369,300	73,972
<b>Total Externally Restricted</b>	<b>3,792,566</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,792,566</b>	<b>-</b>	<b>3,792,566</b>	<b>5,459,628</b>
(1) Funds that must be spent for a specific purpose								
<b>Internally Restricted <sup>(2)</sup></b>								
Pinnacle Internally Restricted	1,786				1,786		1,786	559,150
Other Waste Management	448,159				448,159		448,159	489,988
Airside Maintenance	67,819				67,819		67,819	70,127
Computer Upgrade	137,379				137,379		137,379	212,725
Digital Two Way Radio	50,000				50,000		50,000	38,750
Employee Leave Entitlements	1,379,036				1,379,036		1,379,036	1,379,036
Gravel Royalty	313,754				313,754		313,754	306,754
Industrial Development	197,603				197,603		197,603	197,603
Infrastructure	848,203				848,203		848,203	925,403
Infrastructure - Airpark Estate	152,892				152,892		152,892	52,407
Izumizaki Donation	2,152				2,152		2,152	2,152
Local Roads	597,159				597,159		597,159	285,170
Medical Complex	25,710				25,710		25,710	17,482
Plant & Vehicle	446,214				446,214		446,214	506,599
Revotes	164,953				164,953		164,953	491,282
Roads Reserve	500,000				500,000		500,000	500,000
Sports Council Requirements	52,370				52,370		52,370	62,370
Youth Hospitality	1,351				1,351		1,351	2,351
<b>Total Internally Restricted</b>	<b>5,386,540</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,386,540</b>	<b>-</b>	<b>5,386,540</b>	<b>6,099,349</b>
(2) Funds that Council has earmarked for a specific purpose								
<b>Unrestricted (ie. available after the above Restrictions)</b>	<b>500,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>500,000</b>	<b>-</b>	<b>500,000</b>	<b>4,975,497</b>
<b>Total Cash &amp; Investments</b>	<b>9,679,106</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,679,106</b>	<b>-</b>	<b>9,679,106</b>	<b>16,534,474</b>

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 31/12/2020 and should be read in conjunction with the total QBRS report



Temora Shire Council

**Quarterly Budget Review Statement**

for the period 01/10/20 to 31/12/20

**Cash & Investments Budget Review Statement****Investments**

Investments have been invested in accordance with Council's Investment Policy.

**Cash**

The Cash at Bank figure included in the Cash &amp; Investment Statement totals \$334,176

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.  
The date of completion of this bank reconciliation is 05/01/21

**Reconciliation Status**

The YTD Cash &amp; Investment figure reconciles to the actual balances held as follows:

\$ 000's

Cash at Bank (as per bank statements)		563,947
Investments on Hand		15,970,527
less: Unpresented Cheques & EFTs	(Timing Difference)	(7,663)
less: Unpresented Direct Debits	(Timing Difference)	
less: Creditor Payment Rejected	(Timing Difference)	-
add: Undeposited Funds	(Timing Difference)	10,682
less: Identified Deposits (not yet accounted in Ledger)	(Require Actioning)	(3,019)
add: Identified Outflows (not yet accounted in Ledger)	(Require Actioning)	
less: Unidentified Deposits (not yet actioned)	(Require Investigation)	
add: Unidentified Outflows (not yet actioned)	(Require Investigation)	

**Reconciled Cash at Bank & Investments**

16,534,474

**Balance as per Review Statement:**

16,534,474

Difference:

0

**Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

**Notes Details**

## Temora Shire Council

**Quarterly Budget Review Statement**  
for the period 01/10/20 to 31/12/20**Contracts Budget Review Statement**

Budget review for the quarter ended 31 December 2020  
**Part A - Contracts Listing** - contracts entered into during the quarter

Contractor	Contract detail & purpose	Contract Value	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
Nil						

**Notes:**

1. Minimum reporting level is 1% of estimated income from continuing operations of Council or \$50,000 - whatever is the lesser.
2. Contracts listed are those entered into during the quarter being reported and exclude contractors on Council's Preferred Supplier list.
3. Contracts for employment are not required to be included.

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 31/10/2020 and should be read in conjunction with the total QBRS report

**Quarterly Budget Review Statement**  
for the period 01/10/20 to 31/12/20

## Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	Nil	
Legal Fees	14,907	Y

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

Expenditure included in the above YTD figure but not budgeted includes:

[illegible]

Temora Shire Council  
 Budgeted Capital Expenditure  
 For the Year Ended 30th June 2021  
 As at 31st December, 2020

Description	Original Budget	Approved Sub-Vote	Total Approved Budget	Actual	Est. Remainder of Year	Revised Estimate	Variance this Quarter
<b>Council Buildings</b>							
Library - Local Special Projects	7,500		7,500	16,412	(0)	16,412	8,912
Library - Outdoor Reading Room/Access Steps	235,163		235,163	10,950	224,213	235,163	
Bundawarra Centre - Virtual Tour	8,000		8,000	0	8,000	8,000	
Bundawarra Centre - New Walkway, Signage, Fitout	97,095		97,095	96,577	518	97,095	
Bundawarra Centre - Construct Bridge over Dam	2,000	1,100	3,100	5,937	0	5,937	2,837
Bundawarra Centre - VIC Renovation/design changes			0	7,443	0	7,443	7,443
Bundawarra Centre - Solar PV System Installation	30,000		30,000	21,616	8,384	30,000	
Bundawarra Centre - Ambulance Museum Plans & Studies	20,000		20,000	0	20,000	20,000	
Bundawarra Centre - Internal Path			0	3,864	(0)	3,864	3,864
Council Car Park Upgrade - Little Hoskins St			0	34	0	34	34
NRCC House Library - Internal Painting	14,000		14,000	0	14,000	14,000	
Pinnacle Vehicle Purchases			0	28,635	(0)	28,635	28,635
Platform Y - Desk, Pedestal, Credenza & Chair		1,306	1,306	1,306	(0)	1,306	
Recreation Centre - Upgrade Entrance - DF2	200,000		200,000	110,587	89,413	200,000	
Recreation Centre - Landscaping & Pool Filtration		98,984	98,984	198,610	0	198,610	99,626
Recreation Centre - Install Waterslide	447,800		447,800	469,929	(0)	469,929	22,129
Town Hall Theatrical Backdrop	3,500		3,500		3,500	3,500	
Supported Independent Living Accommodation	1,000,000		1,000,000	239,657	760,343	1,000,000	
Ariah Park Swimming Pool - Landscaping			0	24,182	(0)	24,182	24,182
Ariah Park Swimming Pool - Upgrade Changerooms	175,000		175,000	197,909	(0)	29,451	22,909
Railway Station - Kitchen Upgrade		370	370	370	0	370	
Temora Railway Precinct - Gidindung Waiting Shed Relocation	7,500		7,500	7,488	12	7,500	
Arts Precinct - Contribution to Grant	50,000		50,000		50,000	50,000	
<b>Technology</b>							
Computer Purchases	27,500		27,500	8,695	18,805	27,500	
Implement Inspection Reporting Module	15,000		15,000		15,000	15,000	
Website Upgrade	20,000		20,000	654	19,346	20,000	
Pinnacle Computer Purchases		115	115	2,578	(0)	2,578	2,463
Civica - Asset Management & Apps	150,000		150,000		150,000	150,000	
<b>Parks &amp; Gardens</b>							
Ariah Park - Broken Dam Heritage Trails - Path & Panels	10,000		10,000	12,920	0	12,920	2,920
Lake Centenary - Replace Play Equipment & Flying Fox		16,504	16,504	19,230	0	19,230	2,726
Lake Centenary - Bridge & Walking Track Improvements	90,000		90,000	5,000	85,000	90,000	
Gloucester Park - Install Flying Fox		79,933	79,933	81,905	0	81,905	1,972
Gloucester Park - Playground Upgrade	154,445		154,445	6,876	147,569	154,445	
Coolamon Street Grape Vine Plantings	3,000		3,000		3,000	3,000	
<b>Sporting Grounds</b>							
Bob Aldridge Park - Top Dressing & Drainage	70,000		70,000	726	69,274	70,000	
Bob Aldridge Park - Irrigation Rehabilitation	90,000		90,000	50,233	39,767	90,000	
Ariah Park Recreation Ground - Drainage Pipes & Structures	20,000		20,000		20,000	20,000	
Ariah Park Recreation Ground - Skate Park Upgrade	103,000		103,000	41,415	61,585	103,000	
Ariah Park Recreation Ground - Dump Point - Drought Funding R1		577	577	577	(0)	577	
Ariah Park Recreation Ground - Seal Carpark & Resheet Access Road	70,000		70,000	80,971	0	80,971	10,971
Temora Recreation Ground - Rugby Union Electronic Scoreboard	2,250		2,250		2,250	2,250	
Nixon Park - Cricket Area - Shade, Concrete pad & Seating	10,731		10,731	9,755	976	10,731	
Nixon Park - Amenities Building Upgrade	123,500		123,500	118,179	5,321	123,500	
<b>Sewerage</b>							
Effluent Re-use Scheme	30,000		30,000		30,000	30,000	
Treatment Plant (Recycled Water Pump Stn) - Solar PV System Installation	50,000	17,743	67,743	67,743	(0)	67,743	
Recycled Effluent Trunk Main Duplication	80,000		80,000	83,614	0	83,614	3,614
Browns Dam Desilting	35,000		35,000		35,000	35,000	
O'Shannesys Dam Desilting	40,000		40,000	47,410	0	47,410	7,410
<b>Roads &amp; Transport</b>							
Plant Purchases	764,500		764,500	560,103	204,397	764,500	
Cycleway Construction Program	25,000		25,000	7,478	17,522	25,000	
Kerb & Gutter Program	120,200		120,200	82,912	37,288	120,200	
Footpath Construction Program/Taxirank	621,500		621,500	47,255	574,245	621,500	
Rural Unsealed Roads	1,569,000		1,569,000	334,500	1,234,500	1,569,000	
Urban Sealed Roads	203,500		203,500	183,246	20,254	203,500	
Urban Unsealed Roads	235,000		235,000	127	234,873	235,000	
Rural Sealed Roads	2,676,450		2,676,450	2,125,636	515,086	2,640,722	(35,728)
Regional Roads	680,000		680,000	92,427	587,573	680,000	
Coolamon St Central Island Upgrade - SCCF2 & Drought Funding R1			0	44,241	0	44,241	44,241
<b>Stormwater Drainage</b>							
Roads Drainage		47,937	47,937	83,665	0	83,665	35,728
Chifley Street Culvert(s)	100,000		100,000	328	99,672	100,000	
Nixon Park & Gardener St Dam Levee Reinforcement	25,000		25,000	4,260	20,740	25,000	
Victoria St U/G Drainage (Railway Yard to Camp St)	15,000		15,000	182	14,818	15,000	
Airport Rd U/G Drainage (60m incl road crossing)	50,000		50,000	785	49,215	50,000	
Chiefly St U/G Drainage (Joffre to Culvert)	70,000		70,000	42	69,958	70,000	
Golden Gate Reserve - Detention Basin/Wetland - Stage 1	137,852		137,852	186,854	(0)	186,854	49,002

**Temora Shire Council**  
**Budgeted Capital Expenditure**  
 For the Year Ended 30th June 2021  
 As at 31st December, 2020

Description	Original Budget	Approved Sub-Vote	Total Approved Budget	Actual	Est. Remainder of Year	Revised Estimate	Variance this Quarter
<b>Aerodrome</b>							
Runway 18/36 Reconstruction		3,700	3,700	7,518	(0)	7,518	3,818
Main Airport Apron Reconstruction		3,700	3,700	21,115	0	21,115	17,415
Arterial Drainage Upgrade		87,688	87,688	433,612	(0)	433,612	345,924
Aerodrome Upgrades Project Management		3,033	3,033	6,385	(0)	6,385	3,352
Aerodrome Master Plan		306	306	318	0	318	12
Taxiway D & E Reconstruction		14,267	14,267	59,246	0	59,246	44,979
Resealing of Taxiways (C & E)	130,000		130,000	0	130,000	130,000	
TAF Infrastructure	200,000		200,000	26	199,974	200,000	
Security Fencing		181	181	181	(0)	181	
<b>Temora Agricultural Innovation Centre</b>							
Irrigation Lines - Supply & Installation - Drought Funding R1		287	287	287	0	287	
<b>Cemetery</b>							
Ariah Park Cemetery - Water Line Replacement	6,000		6,000	6,317	(0)	6,317	317
<b>Development</b>							
Aerodrome Estate		818	818	818	(0)	818	
Apollo Place	25,000		25,000	2,800	22,200	25,000	
Saleyards Subdivision	1,231,725		1,231,725	3,293	1,228,432	1,231,725	
<b>Transfer to Reserves</b>							
Sewerage Reserve	244,058		244,058	159,735	84,323	244,058	
Pinnacle Unexpended Externally Restricted Grants	0		0	190,877	(190,877)	0	
Stormwater Management	48,588		48,588		48,588	48,588	
Section 94 Contributions	26,000		26,000	36,768	(10,768)	26,000	
Unspent Externally Restricted Grants			0	48,699	(48,699)	0	
Other Waste Reserve			0	13,160	(13,160)	0	
Infrastructure Replacement Reserve	300,000		300,000	124,700	175,300	300,000	
Airpark Infrastructure Reserve			0	81,169	(81,169)	0	
Two Way Radio - Upgrade to Digital	15,000		15,000	15,000	0	15,000	
Medical Complex Maintenance Reserve	10,000		10,000		10,000	10,000	
Bundawarra Centre - Construct Bridge over Dam	20,000		20,000		20,000	20,000	
Gravel Royalties			0	2,133	(2,133)	0	
Sports Council Requirements			0	10,000	(10,000)	0	
Youth Unused Funds			0	1,771	(1,771)	0	
Aerodrome - Airside Maintenance	34,000		34,000	36,672	(2,672)	34,000	
	13,041,357	378,549	13,419,906	7,096,629	7,084,984	14,181,613	761,707
<b>New Assets</b>							
Furniture & Fittings	0	1,306	1,306	1,306	(0)	1,306	0
Land Improvements	3,000	0	3,000	0	3,000	3,000	0
<b>Infrastructure:</b>							
Buildings - non specialised	235,163	0	235,163	10,950	224,213	235,163	0
Buildings - specialised	1,020,000	0	1,020,000	239,657	780,343	1,020,000	0
Other Structures	39,500	1,281	40,781	35,222	8,396	43,618	2,837
Roads	120,200	0	120,200	82,912	37,288	120,200	0
Footpaths	646,500	0	646,500	54,733	591,767	646,500	0
Stormwater Drainage	237,852	0	237,852	187,182	99,672	286,854	49,002
Sewerage Network	130,000	17,743	147,743	151,357	(0)	151,357	3,614
Other open space/recreational assets	468,531	79,933	548,464	574,509	976	575,485	27,021
Other Infrastructure	200,000	864	200,864	4,755	199,973	204,728	3,864
Other	178,750	0	178,750		178,750	178,750	0
<b>Renewal Assets</b>							
Plant & Equipment	764,500	0	764,500	588,738	204,397	793,135	28,635
Office Equipment	27,500	115	27,615	11,273	18,805	30,078	2,463
Land Improvements	70,000	98,984	168,984	223,518	69,274	292,792	123,808
<b>Infrastructure:</b>							
Buildings - non specialised	264,000	0	264,000	118,030	153,413	271,443	7,443
Buildings - specialised	395,595	0	395,595	412,665	5,839	250,046	22,909
Roads	5,363,950	0	5,363,950	2,735,935	2,592,287	5,328,222	(35,728)
Footpaths	0	0	0	44,241	0	44,241	44,241
Stormwater Drainage	160,000	135,625	295,625	522,546	154,731	677,277	381,652
Sewerage Network	105,000	0	105,000	47,410	65,000	112,410	7,410
Other open space/recreational assets	347,445	16,504	363,949	72,521	294,154	366,675	2,726
Other Infrastructure	316,000	25,006	341,006	232,137	189,767	421,904	80,898
Leasehold Improvements	0	370	370	370	0	370	0
Other	27,500		27,500	17,066	19,346	36,412	8,912
	11,120,986	377,731	11,498,717	6,369,034	5,891,390	12,260,424	761,707
Aerodrome Estate & Industrial Land	1,256,725	818	1,257,543	6,911	1,250,632	1,257,543	0
Transfers to Reserves	663,646	0	663,646	720,684	(57,038)	663,646	0
	13,041,357	378,549	13,419,906	7,096,629	7,084,984	14,181,613	761,707

**14 CORRESPONDENCE****14.1 CENTENARY OF ROTARY IN AUSTRALIA****File Number:** REP21/167**Author:** Secretary Engineering**Authoriser:** General Manager**Attachments:** Nil**REPORT**

An application has been received from Rotary Club of Temora to have their Centenary of Rotary in Australia Information Stand and free Community BBQ in Paleface Park on Saturday, 17<sup>th</sup> April, 2021 from 8am – 2pm.

**RECOMMENDATION**

It is recommended that Council consider the request.



**14.2 ACTIVE FARMERS RUN FOR RESILIENCE SPONSORSHIP PROPOSAL****File Number:** REP21/168**Author:** Secretary Engineering**Authoriser:** General Manager**Attachments:** 1. Active Farmers Sponsorship Proposal [↓](#) **REPORT**

Council has received correspondence from Active farmers seeking sponsorship for their Run for Resilience Event.

The attached proposal shows the levels of sponsorship available.

**RECOMMENDATION**

It is recommended that Council consider the request.



ACTIVE FARMERS

Powered by DELTA AGRIBUSINESS W 200 years

# RUN FOR RESILIENCE 2021

Sunday 14th March 2021

Lake Centenary, Temora & surrounding farmland

## SPONSORSHIP PROPOSAL



**BUILDING STRONGER AND MORE RESILIENT  
FARMING COMMUNITIES IN RURAL AUSTRALIA**

# ACTIVE FARMERS LTD

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# ACTIVE FARMERS LTD

ABN 81 625 351 888

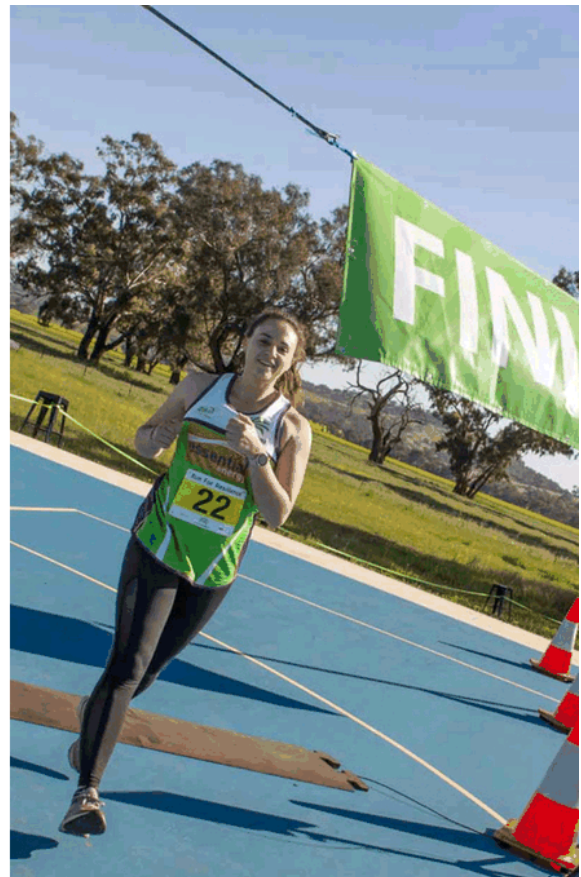
**ORIGIN** Starting in Mangoplah NSW in 2015, Active Farmers was founder Ginny Stevens' response to her concerns about mental health issues in rural areas, growing isolation rising from expanding farm technology, and the scarcity of locally available health and wellbeing activities in small farming communities.

**LOCATIONS** Over 43 small farming communities across Australia, with expressions of interest from more than 100 additional locations.

**MISSION CRITICAL ACTIVITIES** Active Farmers proactively addresses rural and remote farming community access issues through regular group fitness in a fun and interactive environment.

Designed especially for small farming communities with limited access to fitness expertise and equipment, Active Farmers provides motivational, challenging and fun training sessions to help promote great physical and mental health and wellbeing.

# 2020 participation data



## BUILDING STRONGER AND MORE RESILIENT FARMING COMMUNITIES IN RURAL AUSTRALIA

**POINTS OF DIFFERENCE** Grassroots regular social interaction; qualified local trainers; no minimum class sizes; provide for all fitness levels and experience; locally available; no high-cost annual membership fees; average of 1,200 participants per month\*.

**STRUCTURE** Company limited by guarantee; ACNC registered not-for-profit as a health promotion charity; DGR status endorsed by ATO.



## CASE FOR INVESTMENT INTO THE RURAL COMMUNITY

We believe we can, and are already making, a real difference to the health, and in particular mental health of farmers and those living in rural communities. By coming together through group fitness participants improve their physical health, social connection within their communities and naturally improve their mental health and community resilience.

Every year 20 per cent of the entire Australian population suffers from some form of mental illness, however, the rate of suicide is almost double in areas outside of major centres, a statistic we believe needs to change for rural Australia.



**SUPPORT IS VITAL, ESPECIALLY IN SMALLER MORE REMOTE COMMUNITIES FOR ESTABLISHED AND NEW GROUPS WHERE FIXED-COST RECOVERY IS NOT ALWAYS FEASIBLE.**

\* 2020 participation data

In early 2017, Delta Agribusiness provided support for Active Farmers to expand the network to more small farming communities.

Our Vision and Mission commit us to building stronger and more resilient rural communities by providing a proactive program, designed specifically to be routinely on the ground in small farming communities, often with little more than a public hall and struggling pub.

**CURRENTLY** We invest 100 per cent of all excess funds and much more back into these rural communities to support the existing services and expand to new communities.

**TODAY** Active Farmers has an average of 1,200 regular monthly participants\* in over 43 small farming communities stretching more than 4,000km from Hughenden in Queensland to Borden in Western Australia, and then down to Campbell Town in Tasmania, and many additional communities are in the pipeline.

We now also provide online classes which is enabling even more remote participants access to regular group exercise.

**OUR GOAL** To expand Active Farmers to as many communities across the country, and ensure when the service is embedded into a community it is done in a long term and sustainable manner. However, we cannot achieve this without your help and support.

# RUN FOR RESILIENCE

The inaugural 'Run for Resilience' in Mangoplah in October 2020 was designed to provide a challenging, fun and family friendly event to look forward to in Spring.

In a world where it's hard to find the time and motivation to keep active, an event like this can provide the inspiration required, especially over winter and in isolation.

We know there are significant benefits to both physical and mental health when we are physically fit and have a challenge to work towards. The event will also provide the community with an opportunity to get together, have some fun and enjoy the community connection.

It is important to note that this event will be postponed if the current social isolation restrictions have not been lifted.

---

**WHEN:** Sunday 14th March 2020  
7am start - conclude by noon  
**WHERE:** Lake Centenary, Temora  
& surrounding farmland

---

There will be something for everyone, with several routes to run and walk, kids activities and a delicious brunch.

The routes will start near the carpark at Lake Centenary, then head around the lake and across farmland and back to finish in the central area.

## THE COURSE:

To cater for all levels the following routes have been planned:

### 5km\*

- suitable for runners \*\*
- suitable for walkers
- kids & pram friendly

### 10km\*

- suitable for runners \*\*
- suitable for walkers

### Half marathon (21km)\*

- suitable for runners only \*\*

#### Note:

\* distances may vary and will be confirmed prior to the day

\*\* all runners will be timed

## REGISTRATIONS:

Registrations opened on Wednesday 13th January 2021 and maps, a running program and a private Facebook group have been provided.

The running program will be developed for those choosing to train for the 5km, 10km and 21km events and will cover 3 months leading up to the event.

## PARTICIPANTS & SPECTATORS:

Participants numbers are capped at 300 and due to Covid-19 restrictions this event may need to be restricted to less than 500, including spectators and volunteers.

## SPONSORSHIPS:

We are seeking sponsorship ("active partners") for this event with all proceeds to be donated to supporting local Active Farmers communities. Should the event be postponed due to current social isolation restrictions, funds will be transferred to rescheduled event.



## ACTIVE FARMERS SPONSORSHIP OPPORTUNITIES

We welcome you to partner with Active Farmers to ensure a successful event. Outlined below are four different sponsorship tiers available for this event.

BENEFITS	MAJOR SPONSOR \$5,000 + GST	GOLD SPONSOR \$2,000 + GST	SILVER SPONSOR \$1,000 + GST	BRONZE SPONSOR \$250 + GST
Naming rights to one course	✓			
Promotion on Active Farmers website	✓	✓	✓	✓
Promotion on Active Farmers social media	✓	✓	✓	✓
Promotion on digital & print event communications	✓	✓	✓	✓
Logo inclusion on pre-event running program *	✓	✓	✓	
Logo on event running singlet **	Front	Back	Back	
Logo on participation certificates	✓			
Event stand/stall/marquee near start/finish area	✓	✓		
FREE registration entry (max. 4 entrants)	✓			
FREE registration entry (max. 2 entrants)		✓		
Supplied signage placed predominately near start/finish area	✓	✓	✓	✓
Logo on main event banner (displayed at start/finish)	✓	✓	✓	
Invitation to present Half Marathon event prizes	TBA			
Invitation to present 10km event prizes	TBA	TBA		
Invitation to present 5km event prizes	TBA	TBA	TBA	

\* Logo needs to be supplied prior to COB 25th January 2021 to ensure inclusion on running singlet & banners

**MAJOR SPONSOR** - there are 3 sponsor positions available with naming rights to either the 5km, 10km or half marathon allocated at the time of commitment.

**PRIZE PRESENTATION** invitations will be issued prior to the event based on sponsor attendance.

**Sponsorship offers close Friday 26th February 2021**  
**Logo deadlines for inclusions on**  
**running singlets & banners is 25th January 2021**

These are general guidelines. We gratefully accept support at any level and will work with your organisation to give due recognition for your contribution. If one of the above support levels does not suit your requirements we would be happy to discuss further tailoring options for working with you.

## ACTIVE FARMERS 'RUN FOR RESILIENCE' SPONSORSHIP OPPORTUNITIES

I/we would like to partner with Active Farmers via sponsorship, and support the Active Farmers 'Run For Resilience' to be held Sunday 14th March 2021.

<b>Company Name:</b>	
<b>Address:</b>	
<b>Mailing Address:</b>	
<b>Contact Name:</b>	
<b>Phone:</b>	
<b>Mobile:</b>	
<b>Email :</b>	
<b>Website:</b>	

I/we would like to commit to the following sponsorship (please tick)

Major	\$5,000 + GST	<input type="checkbox"/>
Gold	\$2,000 + GST	<input type="checkbox"/>
Silver	\$1,000 + GST	<input type="checkbox"/>
Bronze	\$250 + GST	<input type="checkbox"/>
Other	-----	<input type="checkbox"/>

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

**Sponsorship offers close Friday 26th February 2021**

**Logo deadlines for inclusions on running singlets & banners is 25th January 2021**

Please mail or email this completed form prior to 26th February 2021:

Active Farmers

PO Box 5361

South Wagga Wagga NSW 2652

E: [team@activefarmers.com.au](mailto:team@activefarmers.com.au)

## ACTIVE FARMERS COMMUNITIES

Currently there are 43 'active' Active Farmers communities around Australia\*, with expressions of interest from more than 100 other locations.

### NSW

- Adelong
- Arian Park
- Book Book
- Burrumbuttock
- Caragabal
- Coleambally
- Collector
- Crookwell
- Dunedoo
- Eugowra
- Eurongilly
- Gooloogong (inactive - seeking trainer)
- Grenfell
- Hay
- Illabo
- Ladysmith
- Lockhart
- Mangoplah
- Mullaley
- Pretty Pine (inactive - seeking trainer)
- Quandialla
- Stockinbingal (inactive - seeking trainer)
- Tarcutta
- Temora
- Uranquinty (inactive - seeking trainer)
- Vermont Hill
- Wallendbeen
- Wirrinya

### TASMANIA

- Campbell Town
- Cressy
- Hagley

### QUEENSLAND

- Hughenden

### VICTORIA

- Bridgewater on Loddon
- Wando Vale

### WESTERN AUSTRALIA

- Borden
- Boxwood Hill
- Broomehill
- Cranbrook
- Gnowangerup
- Gairdner
- Hyden
- Kellerberrin
- Nyabing
- Ongerup
- Tambellup
- Williams

### SOUTH AUSTRALIA

- Appila

**In these communities  
we have 31 qualified  
personal trainers,  
working as Licensees or  
Contractors\*.**

\* as at 31/10/2020

## GINNY STEVENS CEO, FOUNDER & ACTIVE FARMERS BOARD MEMBER

Ginny grew up on a farm in Tasmania and has always been passionate about agriculture and staying active. She combined these two loves when founding Active Farmers in 2015.

Concerned about the level of depression and suicide in rural communities, she developed a program for farmers and other community members to improve their physical and mental health and wellbeing. Through exercise and interaction, participants become more aware of their health and develop a greater sense of community.

In January 2018 she made the decision to leave her eight year Agribusiness banking career and, with the support of Delta Agribusiness, expand Active Farmers so that as many country towns in regional areas throughout Australia can have access to the service as possible.

Ginny's philosophy is that the more people who understand the connection between being physically fit and well connected within their community, and being mentally strong, the better! Active Farmers is therefore going to create a large network of farmers and community members working together to improve both physical and mental health, and build social capacity in their communities!



Now settled in Mangoplah, southern NSW on her husband Andrew's family farm, with twins Isabella and Henry, and Will (born Jan 2020), Ginny couldn't be happier with life in the country.

### QUALIFICATIONS:

- Bachelor of Agricultural Science, University of Melbourne
- Cert IV Personal Training

### FORMER POSITIONS:

- Jillaroo, Manbulloo Station, Katherine NT 2006
- ANZ Agribusiness Graduate Program, Deniliquin NSW
- ANZ Agribusiness Assistant Manager, Griffith NSW
- ANZ Small Business Banking Rural Manager, Wagga Wagga NSW
- Rabobank Rural Manager, Wagga Wagga NSW



## ACTIVE FARMERS BOARD MEMBERS 2021



### Lyn Angel - GAICD

#### Active Farmers Chair

Interim Executive Dean, Faculty of Science, Charles Sturt University

Lyn has lived in the Wagga Wagga/Tarcutta area for over 60 years, and is a long standing member of the Charles Sturt University community as a student, research assistant and academic. She held the position of Head of Biomedical Sciences (2002-2014) and Deputy Dean (2014-2018) before her current role as Interim Executive Dean for the Faculty of Science.



### Fred Lester - LLB LLM

After growing up in northern Tasmania, Fred studied law at ANU and was admitted to practice in 2006. Fred practiced as a barrister and solicitor for 12 years in ACT and Tasmania, and 7 years as principal of his own firm. Fred now sits on a number of boards with a particular interest in education, mental health and rural and regional affairs since retiring in 2018.



### Rebecca Milliken - BA MHR

Head of HR, Delta Agribusiness

Bec grew up on a commercial sheep and cattle property on the Hay Plains and after graduation from the Australian National University has worked in a range of roles for leading recruitment firms before joining Delta Ag. Bec sits on the Ag Industry Advisory Board to the Federal Minister for Agriculture and is a graduate of the Australian Institute of Company Directors.



### Emma Rossi - BA, MMgt

Media & strategic communications executive

Emma spent nearly two decades reporting for news and current affairs on national television. Growing up on her family farm in the Pilliga Scrub is where she learnt to ride, muster and preg-test a cow. Emma has been an Australia Day Ambassador for the NSW Premier and Cabinet since 2014, and was instrumental in the establishment of Mary's House, a refuge in Sydney's lower north shore for women and children fleeing domestic violence.



### Casey Ryan- B. Bus (Accounting)

Casey has spent nearly 20 years working in the Accounting industry, during this time she has completed a Bachelor of Business in Accounting and the Chartered Accountants Program. Casey works with a wide range of clients and businesses across NSW and QLD including farmers, business leaders, retirees and Not For Profit Organisations, and enjoys working with her clients to understand their needs and achieve their financial objectives. She is a keen Active Farmers participant in the Illabo community, where she lives with her husband and 2 children on the family farm.



### Joe Briggs - Farmer

Joe is a mixed irrigation farmer from Coleambally, NSW. He is a member of the Southern Valley Cotton Association, President of the Coleambally Community Gym, member of Apex, and committee member for the Coleambally Demonstration Farm. He is a prominent supporter of Active Farmers who has participated in the inaugural Ride For Resilience as well as instigated the Coleambally Active Farmers community. When not farming Joe enjoys flying and travelling.

## ACTIVE FARMERS STAFF 2021



### Ginny Stevens

#### Active Farmers CEO, Board Member & Founder

Ginny grew up on a farm in Tasmania and has always been passionate about agriculture and keeping active. She founded Active Farmers in 2015 and after 7 years in agribusiness banking in southern NSW, decided to expand the Active Farmers network and services. Ginny combines her role as CEO and personal trainer in Mangoplah, with being a mother of 3 kids under three!

M 0439 343 925

E [ginny@activefarmers.com.au](mailto:ginny@activefarmers.com.au)



### Marliese Heffernan

#### Active Farmers Trainer Manager

Marliese joined the Active Farmers network as a trainer at Eurongilly and Illabo in 2018. With a degree in Social Science, Marliese has worked in the Human Services/Welfare field for the past 15 years, concluding in mid-2019. She lives on her husband's family property just outside Junee and has 3 boys. In 2020 Marliese stepped into the role of Acting CEO and in 2021 takes on the role of Trainer Manager.

M 0414 398 568

E [marliese@activefarmers.com.au](mailto:marliese@activefarmers.com.au)



### Jess Stevenson

#### Executive Assistant & Events Co-ordinator

Jess provides part-time remote support (from Tasmania) to the Active Farmers team. She has lived and worked on farms in Victoria and Tasmania, as well as worked in a variety of rural industry roles, including real estate. Jess completed her Diploma of Property Services (Agency Management) in 2018, and holds her CASA approved Remotely Piloted Aircraft licence (she is a drone pilot in her spare time), and is actively involved in sports photography in Tasmania.

M 0409 978 767

E [team@activefarmers.com.au](mailto:team@activefarmers.com.au)





# ACTIVE FARMERS

Powered by  

## Corporate Information

Active Farmers Ltd  
ABN 81 623 351 888

## Contact details

Ginny Stevens CEO & Founder  
M 0439 343 925  
E [ginny@activefarmers.com.au](mailto:ginny@activefarmers.com.au)  
W [activefarmers.com.au](http://activefarmers.com.au)

## Postal address

PO Box 5361  
SOUTH WAGGA WAGGA NSW 2652

## Charity Status

Registered with the Australian Charities and Non-for-profits Commission  
Endorsed as a Deductible Gift Recipient

All donations are tax deductible

**BUILDING STRONGER AND MORE RESILIENT  
FARMING COMMUNITIES IN RURAL AUSTRALIA**

**14.3 EVENT APPLICATION - TEMORA TOWN MARKETS**

**File Number:** REP21/170  
**Author:** Secretary Engineering  
**Authoriser:** General Manager  
**Attachments:** Nil

Marnie Smith has lodged an application to hold the Temora Town Markets on Sunday 21<sup>st</sup> March, 2021. She is requesting the use of Callaghan Park for the Market Stalls from 9.00am until 1.00pm.



There will be a maximum of 30 stalls.

A COVID-19 Safety Plan has been supplied, and a list of stall holders will also be supplied at a later date.

There will be no cost to Council.

**RECOMMENDATION**

It is recommended that Council consider the request.

**14.4 'ACKNOWLEDGE THIS' WORKSHOP****File Number:** REP21/180**Author:** Secretary Engineering**Authoriser:** General Manager**Attachments:**  
1. Correspondence [↓](#)   
2. Brochure [↓](#) **REPORT**

Council have received correspondence from Temora High School seeking interest to co-host a community workshop titled 'Acknowledge This'.

**Budget Implications**

\$1,000.00

**RECOMMENDATION**

It is recommended that Council consider the request.

**Gary Lavelle**

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**From:**  
**Sent:** Monday, 8 February 2021 9:26 PM  
**To:** Gary Lavelle  
**Cc:**  
**Subject:** Opportunity to co-host Acknowledge This! workshop with Temora High School  
**Attachments:** AcknowledgeThis\_InHouse\_2021.pdf

To the General Manager - Mr Gary Lavelle

Dear Gary

I am writing to seek your interest in co-hosting with Temora High School a community workshop titled 'Acknowledge This!'.

These workshops, as you can see on the brochure attached, support participants to develop a deeper understanding of the importance and purpose of acknowledgements of country within organisations. Participants are also supported to develop their own personal acknowledgements. Participants do not need to be in a position within their organisation to deliver an acknowledgement, but may want to deepen their own understanding.

The cost of the workshop is \$2000 for either a one or two-hour workshop that would be delivered remotely, via Zoom by the Acknowledge This! facilitators, Rhys Paddick and Emma Gibbens.

We would be happy to host the event at Temora High School or at a location council deems more suitable, but seek your support in co-funding this event.

We would also seek council support to promote this event to Temora Shire councillors and employees and encourage other community members, organisations and business to attend.

A date has not yet been locked in and we could work together to determine the most appropriate date, time and location.

Temora High School is committed to improving the educational outcomes and wellbeing of Aboriginal and Torres Strait Islander students so that they excel and achieve in every aspect of their education. We believe that hosting and participating in this workshop is one way in which we can demonstrate our shared commitment.

I look forward to your response. Please don't hesitate to contact me if you require any further information.

Kind regards, on behalf of the THS Indigenous Team.

Deputy Principal  
Temora High School  
-----



# Acknowledge This!

With Rhys Paddick and Emma Gibbens



*Feel connected to each other, country and culture*

Today, many organisations, businesses and schools are implementing **Acknowledgements of Country**, and not many people know why.

Most people presenting an AoC read off a script, or ad lib one they've heard - or worst case scenario, treat it as a part of housekeeping.

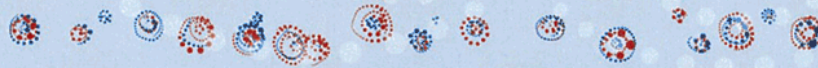
This token nature of presentation defeats the purpose of that AoC's are meant to represent in the first place.

**Together with your team we'll cover the first steps on how to create a genuine and authentic Acknowledgement about the **place, people** and **position** you're in, how to articulate it (the words) and how to mean it (make it personal to you and your organisation).**

*Outcomes of the training are:*

- ✓ Deeper understanding of Acknowledgement of Country
- ✓ The purpose of each part of an Acknowledgement of Country
- ✓ Develop a personalised Acknowledgement of Country format to adapt for any gatherings where you want to acknowledge our shared history and place





*"I finished the 'Acknowledge This!' workshop feeling so excited and inspired by what I learnt. I can't wait for the next opportunity I have to try an Acknowledgement of Country that is authentic and relevant."*

*"As someone who always followed 'the template' it was refreshing and reassuring."*

*"Highly recommend for anyone who isn't Aboriginal or Torres Strait Islander looking to get more comfy with the important business of AoC."*

#### **Full training**

**x2 hrs with time to create and practice your own authentic AoC  
\$40pp, minimum spend \$2000**

#### **Lunch and Learn**

**x1 hr to get a base understanding to go away and create your own AoC  
Flat \$2,000 for up to 100 participants, \$500 for an additional 50 participants**

*\*We offer not-for-profit and Aboriginal organisations discounted prices.*





**14.5 BREASTSCREEN VAN**

**File Number:** REP21/192  
**Author:** Secretary Engineering  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT**

Council have received a request from BreastScreen NSW MLHD to bring their mobile screening van back to Temora from 22<sup>nd</sup> to 26<sup>th</sup> February, 2021.

The van will be situated on the vacant block next to the Metro Station on Victoria Street as per previous visits.

**RECOMMENDATION**

It is recommended that Council consider the request.

**15 NOTICE OF MOTION**

Nil

**16 BUSINESS WITHOUT NOTICE**

**17 COUNCILLORS INFORMATION PAPER****17.1 TOWN HALL INCOME & EXPENDITURE - JANUARY 2021**

**File Number:** REP21/109

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Town Hall Income & Expenditure [↓](#) 



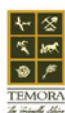
Temora Shire Council

**Temora Memorial Town Hall****Income & Expenditure**

For the period ended 31st January, 2021

	Current YTD	Prior YTD
<b>Income</b>		
Facility Hire	4,226	8,010
Other Sundry Income	-	1,000
<b>Total Income</b>	<b>4,226</b>	<b>9,010</b>
<b>Expenditure</b>		
Utilities		
Electricity & Gas	(2,265)	(3,621)
Rates	(3,742)	(4,468)
Water	(22)	(691)
Cleaning	(4,660)	(5,984)
Maintenance	(6,221)	(16,713)
Administration		
Employee Costs	(3,438)	(4,597)
Depreciation	(26,393)	(28,142)
Insurance	(20,557)	(17,131)
Organisation Support Costs	(22,320)	(12,225)
Other/Miscellaneous	-	(588)
<b>Total Expenditure</b>	<b>(89,619)</b>	<b>(94,160)</b>
<b>Total Town Hall Surplus/(Deficit)</b>	<b>(85,393)</b>	<b>(85,150)</b>
Internal Hire/Donation	2,109	1,655

**17.2 TOWN HALL THEATRE - OPERATING RESULTS JANUARY 2021****File Number:** REP21/117**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Cinema Operating Results [↓](#) 



Temora Shire Council

**Temora Town Hall Theatre  
Operating Statement**

For the period ended 31st January, 2021

	July	August	September	October	November	December	January	Total YTD
<b>Candy Bar</b>								
Income	692	238	278	1,165	85	260	-	2,719
Purchases	(558)	-	(100)	(27)	-	-	(27)	(713)
	134	238	178	1,138	85	260	(27)	2,006
<b>Admissions</b>								
Income	1,382	693	1,529	2,373	899	540	222	7,637
Audio Visual Purchases	(317)	(852)	(386)	(1,370)	(530)	(173)	(300)	(3,927)
	1,065	(159)	1,143	1,003	369	367	(78)	3,710
<b>Other Income</b>								
Facility Hire	-	-	-	-	636	200	-	836
Sale of Advertising	182	182	-	91	-	-	-	455
Event Catering	-	-	-	390	-	-	-	390
	182	182	-	481	636	200	-	1,681
<b>Other Costs</b>								
Advertising	(210)	-	-	(178)	-	(270)	-	(658)
Bank Fees	(85)	(85)	(85)	(85)	(144)	(85)	(85)	(654)
Building Maintenance	-	-	(357)	-	-	-	-	(357)
Cleaning	(164)	(1,047)	(73)	(128)	(36)	-	-	(1,448)
Computer Costs	-	(80)	(249)	(223)	(232)	(301)	(80)	(1,165)
Freight	-	(36)	-	-	-	-	-	(36)
General Maintenance	(128)	-	-	-	-	-	-	(128)
Insurance	(5,352)	-	-	-	-	-	(3,726)	(9,078)
Materials Purchased	-	-	-	(353)	(356)	-	-	(709)
Rates & Electricity	(574)	-	-	(2,223)	(168)	-	(654)	(3,619)
Employee Costs	(2,940)	(799)	(442)	(1,410)	(1,950)	(2,399)	(1,758)	(11,844)
Telephone & Internet	-	(82)	(82)	(82)	(83)	(163)	(125)	(617)
Depreciation	-	-	(733)	-	-	-	-	(733)
	(9,453)	(2,129)	(2,021)	(4,682)	(2,970)	(3,218)	(6,428)	(31,046)
<b>Total Cinema Surplus/(Deficit)</b>	<b>(8,073)</b>	<b>(1,868)</b>	<b>(700)</b>	<b>(2,060)</b>	<b>(1,879)</b>	<b>(2,391)</b>	<b>(6,533)</b>	<b>(23,649)</b>



**17.3 ROAD SAFETY OFFICER - ACTIVITY REPORT JANUARY 2021**

**File Number:** REP21/76  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**ACTIVITIES**

- Plan B – Win A Swag Campaign completed
- Christmas/New Year Fatigue campaign completed.
- Researching Bus safety program.
- Organising Speeding project.
- In consultation with TfNSW regarding HLDBSD project.
- Created school safety zone pamphlet.
- Road safety Officer Portal training with Denise Crouch TfNSW.
- Meeting with supervisor from TfNSW, Crystal to discuss project progression, finance, milestone reports and upcoming steering committee meeting.

**FACEBOOK POSTS**

- Plan B x 40
- NSW Road Safety Video – Be extra vigilant at level crossings this harvest.
- NSW Road safety – Pedestrian video – Stay safe during the festive season.
- Used car safety ratings.
- ARSF Roadset
- NSW Road Safety – Approved child car seat
- Is your car road trip ready?
- Double Demerits x 2
- Fatigue x 9
- Tips to avoid fatigue.
- Slow down summer holidays video
- Australian Road safety Foundation Christmas message
- Australian Road safety Foundation Santa Hat message
- WA Police Force – safe caravanning
- Seatbelts save lives.
- People we know crash video.
- Safe driving tips
- NSW Safe caravanning
- MOTOCAP safe motorcycle clothing video
- Education Department Road Safety Message
- Little Blue Dinosaur – Children and Roadways
- Slow down, stay aware video.
- Updated cover photo – Double Demerits Australia Day Long Weekend.
- Updated Profile picture for Australia Day Weekend.

**ARTICLES:**

- 'Speeding Is Never Safe' emailed to Kate for publication.

***Report by Karen Trethowan - RSO***

**17.4 WORKS REPORT - JANUARY 2021**

**File Number:** REP21/165  
**Author:** Secretary Engineering  
**Authoriser:** General Manager  
**Attachments:** Nil

**Main Roads**

- MR57-Inspection & Routine Maintenance
- MR84-Inspection & Routine Maintenance
- MR57 & MR84 Sucker Spraying
- MR 57 "Bulls Plain"

**Local Roads**

- Morangarell Road Seg 7 Shoulder Widening
- Morangarell Rd Segment 12 Reconstruction
- Cedar Rd Intersection Pipe Culvert
- Boginderra Rd
- Council Rural Road and Urban reseals including:
  - Trungley Hall Rd
  - Morangarell Rd Segment 7
  - Grogan Rd
  - Melaleuca St
  - Industrial Avenue
- Mary Gilmore Way Sucker Spraying
- News Lane Gravel Resheet

**Urban Temora & Arian Park**

- Airport Upgrade
- Melaleuca Street Rehabilitation
- Gardner Street Retention Dam Construction
- Joffre Street K & G
- Urban Heavy Patching

**Works Planned for Next Month**

- Morangarell Rd Segment 12 Reconstruction
- Mary Gilmore Way Seg 330 Bridge Size Culvert
- Bulk Head Rd Upgrade

- Melaleuca Street Rehabilitation
- Airport Upgrade
- Collins Rd Gravel Resheet
- Campbells Ln Gravel Resheet
- News Lane Gravel Resheet
- Urban Heavy Patching
- Council Rural Road and Urban reseals including:
  - Crowley St
  - Boginderra Rd
- Maintenance Grading rural roads

***Report by Alex Dahlenburg***

**17.5 BUILDING APPROVALS - JANUARY 2021**

**File Number:** REP21/164  
**Author:** Environmental Secretary  
**Authoriser:** General Manager  
**Attachments:** Nil

**BUILDING APPROVALS – JANUARY 2021**

- ✓ SUB 71/2020 – Lot 32; DP 598042; 1 Watsonforde Street, Temora – Residential Subdivision

**CONSTRUCTION CERTIFICATES ISSUED**

- ✓ SSD 9098/2019 (Modification 1):
  - CC 1.9098/2019 – Lot 90, 91 & 92; DP 751424; Lot 1; DP 133994; (Security Fence – Sebastopol Solar Farm)
  - CC 2.9098/2019 – Lot 90, 91, 92; DP 751424; Lot 1; DP 133994; (Platform A, B & C – Sebastopol Solar Farm)
  - CC 3.9098/2019 – Lot 90, 91, 92; DP 751424; Lot 1; DP 133994; (Inverter Station – Sebastopol Solar Farm)
  - CC 4.9098/2019 – Lot 90, 91, 92; DP 751424; Lot 1; DP 133994 (Switching Station Control Building, Collector Station, Rain Water Tank, Switching Station Fencing, Transformer Bund and Ancillary Support Structures to facilitate Switching and Collector Station – Sebastopol Solar Farm)

**COMPLYING DEVELOPMENT ISSUED**

- ✓ CDC 1/2021 – Lot 15; DP 758957; Section 24; 190 Camp Street, Temora – New Dwelling and Steel Framed Shed/Garage
- ✓ CDC 2/2021 – Lot 6; DP 7293; Section B; 15-21 Chifley Street, Temora – Patio
- ✓ CDC 3/2021 – Lot B; DP 373761; 108 Tonkin Street, Temora – Carport
- ✓ CDC 4/2021 – Lot 41; DP 5225; 16 Bellevue Street, Temora – Awning on Existing Shed
- ✓ CDC 5/2021 – Lot 16; DP 1236963; 13 Leary Place, Temora – New Dwelling
- ✓ CDC 6/2021 – Lot 3; DP 1255462; 14 Evatt Street, Temora – New Dwelling

- ✓ CDC 7/2021 – Lot 6; DP 1073639; 142 Carson Street – Inground Swimming Pool



**17.6 REGULATORY CONTROL - JANUARY 2021****File Number:** REP21/166**Author:** Environmental Secretary**Authoriser:** General Manager**Attachments:** Nil

Item	Inspection/ Incidents (Number)	Orders Issued Y/N	Penalty Infringement Y/N	Notes
Illegal Parking - Check	8	No	No	5 x No Issues 1 x Car Moved On 1 x Car in Trees 1 x Car Reported
Scooters & Bikes		No	No	
School Zones	2	No	No	All schools checked. No issues.
Noise	4	No	No	1 x Barking Collars 3 x Monitor
Air Quality		No	No	
Illegal Dumping/Littering	3	No	No	Bag Clothes on Thanowring Rd CCTV Footage re dog Old Tv on Junee Rd
Overgrown/Untidy Blocks	5	No	No	1 x Updates with owners 1 x In Progress 1 x Notice sent/Monitor 2 x Monitor
Lake Walking Track – leashed animals	18	No	No	18 x No issues
Animal Welfare	13	No	No	2 x Monitor 2 x Nothing Found 2 x Dogs to Rescue 1 x Police Contacted 1 x On Going 1 x Possible Puppy Farm 3 x No Issue 1 x Pound
Dangerous Dogs	6	Yes	No	1 x Reported to Police 1 x Large Dog Unrestrained 2 x Dogs to Pound 2 x Dogs chasing sheep
Impounded	9	No	No	9 x Dogs
Noise Animals	5	No	No	5 x Monitor
Nuisance Animals / Trapping	3	No	No	1 x Monitor 1 x Problem Cat 3 x Possum Relocated
Dead Animal Removal	3	No	No	2 x Cat 1 x Ducks
Keeping of Horses in Residential Areas	1	No	No	1 x No issues

Main Street Sign Approvals Inspections		No	No	
Rural Stock Incidents	6	No	No	1 x Nothing Found 5 x Checked and All in Paddocks
Fruit Fly		No	No	
Euthanised	3	No	No	3 x Cat
Other	61	No	No	3 x Check Showgrounds, Caravan Parks, Railway 2 x Check Teal St Gate 4 x Abusive Phone Calls 2 x Cat Welfare 1 x Police re Fire Baker St

***Report by Ross Gillard***

**17.7     ARIAH PARK MARY GILMORE FESTIVAL MINUTES OF EXTRA ORDINARY MEETING HELD 12 JANUARY 2021**

**File Number:**         REP21/88

**Author:**             Executive Assistant

**Authoriser:**        General Manager

**Attachments:**       1.     Ariah Park Mary Gilmore Festival [!\[\]\(cbe2492b119e39e02a1dab2af4a4b296\_img.jpg\)](#) 

**Ariah Park Mary Gilmore Festival Committee**A Section 355 Committee Of The Temora Shire CouncilMinutes From an extraordinary meeting held 12 Jan 2020

Meeting Opened by President-Chris Mutton

Present - Chris Mutton, Nigel Judd, Lorraine Coup, Patty Vearing, Bruce Ryan Allen Penfold

Apologies

**Minutes Of Meeting**

Read by Roby Wall

**Moved Robyn** Seconded –Allen

**Minutes be Accepted Passed**

**Treasures Report from discussion held 1/12/20**

Latest report Not attended as treasurer not present so report from previous discussion recorded

Opening Balance	\$8,291.94
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<u>Inward</u>	nil
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<u>Outward</u>	nil
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<b><u>total income</u></b>	<b>nil</b>
----------------------------	------------

**Expenditures****Outwards**

Ad -festival cancellation	\$36 43
---------------------------	---------

Charmaine Pout -talent coordination	\$1,200
-------------------------------------	---------

Total Expenditure	\$1236.43
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Closing balance	\$7,0055.51
-----------------	-------------

Term deposit 16,124.15 Invested at SWSCU

Moved –M Speirs Seconded Lorraine

**Correspondence:****Inward**

e/mail from C Pout cancelling artists  
e/mail account from C Pout  
phone call from Coad confirming notice in Bush Balladeer magazine

**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 needed for Tamworth
  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 if we go ahead this year
  5. Price for day entry increased to \$30 person
  6. Night show Thursday \$5 per person starting at 7pm
  7. night show Friday/Saturday \$10 per person
- This price increase does not include people who have paid and are wearing arm bands
8. Afternoon show walk -ups from 2.30 until 5.30 pm on Thursday
  9. Q -code needed at gate if we go ahead with festival
  10. Stall holders are to pay booking fee prior to date of markets 11 flyers to be sent to D&H Hoffman 14 Kinloch RD Melton Vic 3337 to hand out

**Outcomes**

Moved meeting forward from December to extraordinary meeting held 12 Jan. due to lack of numbers at meeting in December & flyers needing to be ready for Tamworth

**Discussions**

Prices for festival  
Allen to talk to John Harris re power points  
Robyn to talk to Maureen Pursehouse re trusts covid rules

Meeting closed 9.30 pm

**17.8 SPRINGDALE PROGRESS ASSOCIATION MINUTES HELD 17 JANUARY 2021**

**File Number:** REP21/70

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Springdale Progress Association [↓](#) 



Meeting minutes for the meeting of Springdale Progress Association.  
Held at 5pm Sunday 17th January 2021 at Springdale Hall

**PRESENT:** L. Andersen, John Woodley, L. Buckley, V. Reid, K.Smith (TSC), M.Oliver(TSC)

P. Thorne, A. Thorne,

The meeting was declared open at 5.00 pm

**APOLOGIES:** J. Miller

Motion for the apologies be accepted

Moved: L. Andersen Seconded: P. Thorne Carried

**MINUTES OF LAST MEETING:** The minutes of the last meeting were read.

Moved: K. Smith Seconded : V. Reid Carried

**Business arising from the minutes:**

- Driver Reviver open 22nd to 26th January

Moved: L. Buckley Seconded: L. Andersen Carried

- Path from the BBQ area completed

- Doggie doo bags now available in the rest area

**TREASURERS REPORT:** Treasurer read her report and moved the adoption of this report,

Seconded by : P. Thorne Carried

**Business Arising from the Treasurers Report:**

- Term deposit to remain as is, changes can be made on an executive decision, if, and when, needed Moved V. Reid Seconded L. Andersen Carried

**CORRESPONDENCE:**

**Outgoing:** Nil

**Incoming:** Nil

Motion for the Outwards be approved and the Inwards be received and dealt with as read.

Moved: L. Andersen Seconded: J. Woodley Carried

**GENERAL BUSINESS:**

- SPA wish to thank TSC for addressing all our requests.

Moved: P. Thorne Seconded: L Andersen

- Springdale Australia Day celebration, 7pm- 11pm at the hall. BYO nibbles & drinks. All Covid-19 rules to followed, admission by invitation, no more than 100 people to be in attendance.

Moved : V. Reid Seconded: P. Thorne Carried

- Painting of the hall has been delayed until cooler weather

- A Valentines Day movie night to be held 14th February

- The grass needs mowing on a regular basis, including under trees and to Whites Rd.

L. Buckley to address this issue with TSC

- Vietnam Vets will apply for a grant for Anzac Day

◦

**Meeting closed** 5.55 pm      **Next meeting** 21st March 2021 at 5pm

\_\_\_\_\_  
President: Les Buckley

**17.9 RATES COLLECTION - JANUARY 2021****File Number:** REP21/162**Author:** Secretary Engineering**Authoriser:** General Manager**Attachments:** 1. Rates Collection January 2021 [↓](#) 

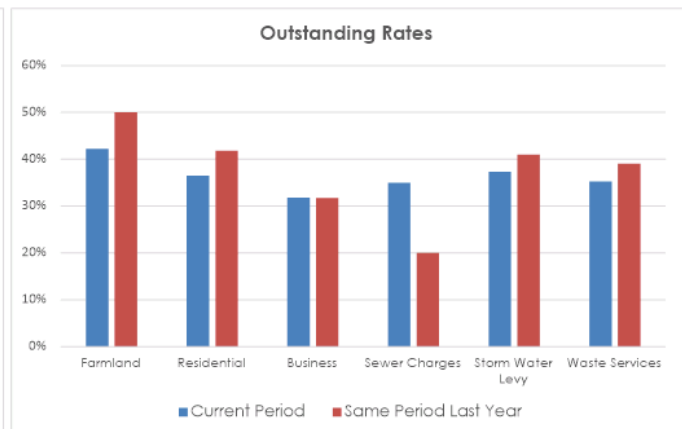
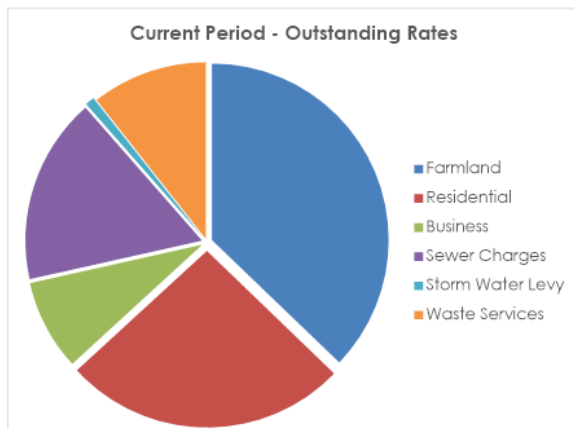


Temora Shire Council

**Rates Collections**

For the period ended 31st January, 2021

General Rates Category	Total Rates Levied (Incl Arrears)	Rates Outstanding \$	Rates Outstanding %	Same Period last year	
				Rates Outstanding \$	Rates Outstanding %
Farmland	1,994,586	841,896	42%	806,249	46%
Residential Temora - Occupied	1,339,297	471,064	37%	439,167	43%
Residential Temora - Vacant	73,059	24,881	34%	21,990	37%
Residential - Arah Park	88,231	32,985	41%	33,560	48%
Residential - Springdale	10,939	3,530	35%	2,367	38%
Rural Residential	159,188	44,028	30%	42,060	34%
Residential - Temora Aviation	42,127	11,618	28%	9,851	30%
Business Temora - Hoskins Street	259,181	94,888	37%	87,100	37%
Business Temora - Town	276,512	78,562	28%	70,043	29%
Business Temora - Aviation	26,775	6,700	25%	1,999	10%
Business - Arah Park	19,255	7,368	38%	4,597	29%
Business - Other	9,588	474	5%	2,109	21%
<b>Services</b>				0	
Residential Sewer Charges	966,323	334,879	36%	305,423	40%
Non-Residential Sewer Access & Usage Charges	176,602	51,010	29%	38,095	4%
Storm Water Levy	51,069	19,066	37%	17,992	41%
Domestic & Rural Waste Services	598,490	203,825	36%	187,517	41%
Trade Waste Services	122,983	36,276	29%	34,138	31%
Overpayments	(84,402)	(4,885)		(15,417)	
<b>Total</b>	<b>\$ 6,129,803</b>	<b>\$ 2,258,165</b>	<b>37%</b>	<b>\$ 2,088,840</b>	<b>41%</b>



**17.10 CASH & INVESTMENTS FOR PERIOD ENDED 31 JANUARY 2021****File Number:** REP21/196**Author:** Secretary Engineering**Authoriser:** General Manager**Attachments:** 1. Cash & Investments January 2021 [!\[\]\(c694a3ff3b077d76910920a6a1593ab4\_img.jpg\)](#) 



Temora Shire Council  
**Cash & Investments**  
 For the period ended 31st January, 2021

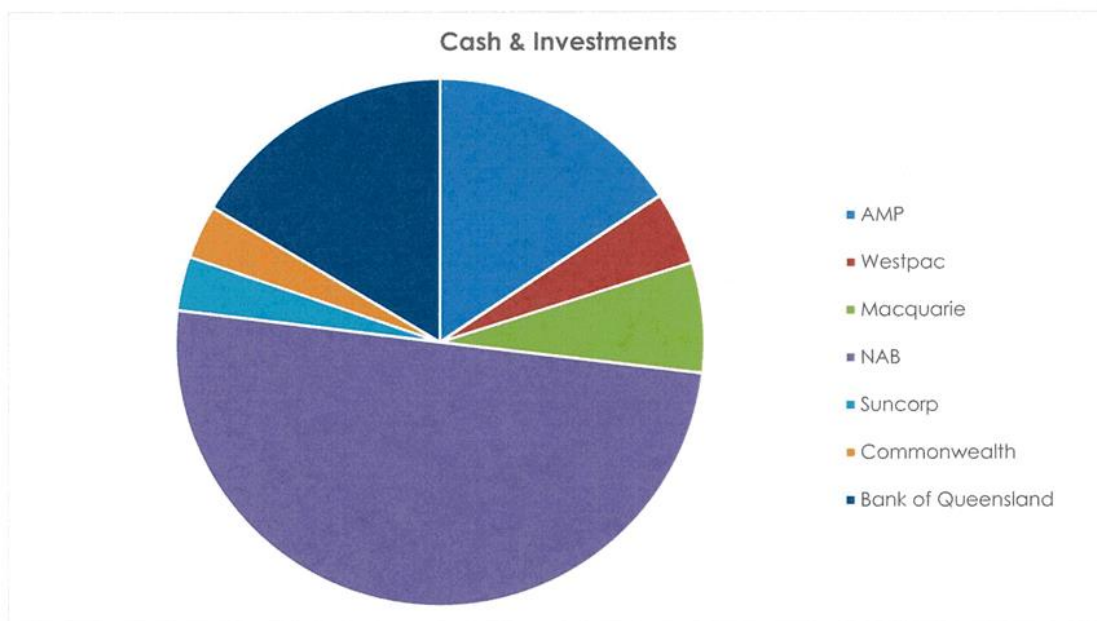
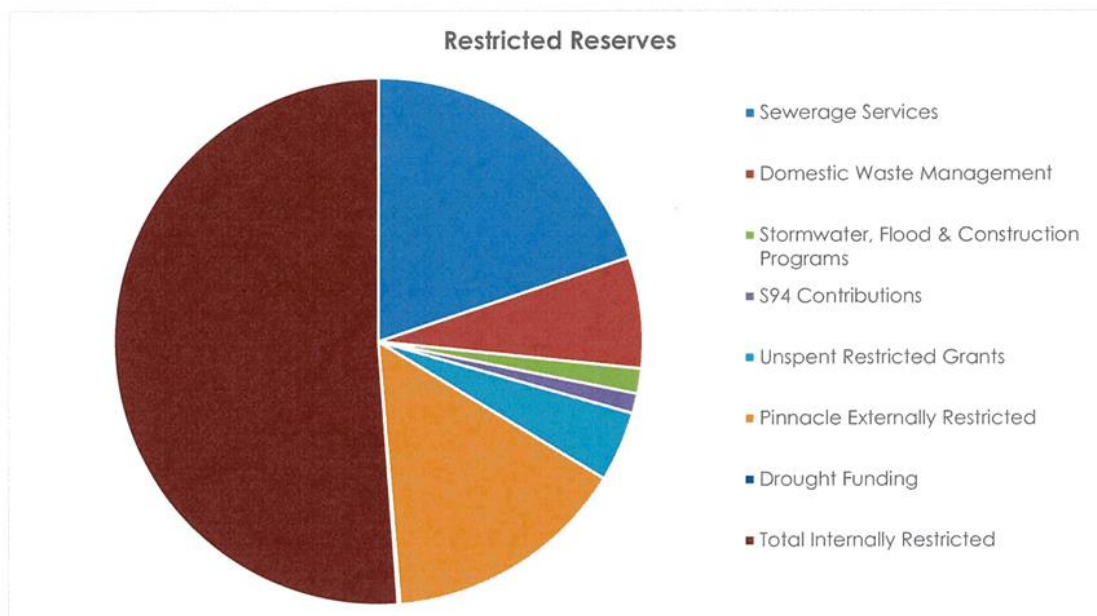
	Original Budget 2020/21	Revised Budget 2020/21	Actual YTD Figures
<b>Externally Restricted</b>			
Sewerage Services	2,437,752	2,437,752	2,223,618
Domestic Waste Management	672,714	672,714	766,039
Stormwater Drainage Flood Studies & Construction Programs	215,925	215,925	172,573
S94 Contributions	96,875	96,875	137,231
Unspent Restricted Grants	0	0	482,759
Pinnacle Externally Restricted	0	0	1,674,940
Drought Funding	369,300	369,300	16,931
<b>Total Externally Restricted</b>	<b>3,792,566</b>	<b>3,792,566</b>	<b>5,474,090</b>
<b>Internally Restricted</b>			
Pinnacle Internally Restricted	1,786	1,786	242,354
Other Waste Management	448,159	448,159	453,069
Leave Reserves	1,379,036	1,379,036	1,379,036
Roads Reserve	500,000	500,000	500,000
Local Roads	597,159	597,159	167,507
FAGS Received in Advance	0	0	0
Industrial Development	197,603	197,603	197,603
Plant & Vehicle	446,214	446,214	543,679
Izumizaki Donation	2,152	2,152	2,152
Gravel Royalty	313,754	313,754	308,887
Medical Complex Development	25,710	25,710	16,327
Infrastructure	848,203	848,203	977,903
Infrastructure - Airpark Estate	152,892	152,892	77,298
Digital Two Way Radio Upgrade	50,000	50,000	50,000
Computer Upgrade	137,379	137,379	203,636
Sports Council Requirements	62,370	52,370	62,370
Youth Donations	1,351	1,351	3,182
Revates & Unspent Grants	164,953	164,953	485,462
Airside Maintenance	67,819	67,819	70,490
<b>Total Internally Restricted</b>	<b>5,396,540</b>	<b>5,386,540</b>	<b>5,740,955</b>
<b>Total Reserves</b>	<b>\$9,189,106</b>	<b>\$9,179,106</b>	<b>\$11,215,045</b>
<b>Cash &amp; Investments</b>			
Westpac Cheque Account			31,621
Macquarie Bank DEFT Account			22,961
AMP Business Saver Account			553,524
AMP Notice Account			803,608
Westpac Cash Reserve			151,725
Term Deposits held with:			
Bank of Queensland			2,500,000
National Australia Bank			7,609,856
Suncorp Limited			500,000
Commonwealth Bank of Australia			500,000
AMP Bank			1,019,451
Macquarie Bank			1,003,593
Westpac Bank			500,000
<b>Total Cash &amp; Investments</b>	<b>\$9,189,106</b>	<b>\$9,179,106</b>	<b>\$15,196,340</b>
Less Funds required for operational purposes			(1,000,000)
<b>Cash &amp; Investments Available for Reserves</b>			<b>\$14,196,340</b>
<b>Funds Available for Operating Cashflow</b>			<b>\$ 2,981,295</b>

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

  
 Elizabeth Smith  
 Director Administration & Finance



Temora Shire Council  
**Cash & Investments**  
For the period ended 31st January, 2021





**17.11 FOOTPATH GRINDER**

**File Number:** REP21/193  
**Author:** Senior Engineering Technical Officer  
**Authoriser:** Engineering Technical Manager  
**Attachments:** Nil

At the December 2020 Council in business without notice it was raised if councils engineering staff could investigate the purchase of a footpath grinder to more readily be able to respond to footpath defects.

Instead of purchasing a grinder we have purchased a scarifier which is more applicable to the application council intends to use it for. A grinders purpose is to only grinder a few mm and leaves a smooth finish, where a scarifier removes large depths more applicable to removing 10, 20, 30mm defects on footpaths and leaves a slightly textured surface more like footpath finishes.

Councils Acting Works Manager advised the Plant Manager to purchase a footpath scarifier in late January, 2021 through councils small plant replacement fund for an overall value of \$4,500. This should arrive during February allowing councils engineering department to respond to trip related footpath defects in a timelier manner opposed to the previous need to hire a machine from Wagga.

***Report by Alex Dahlenburg***

**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 Assets & Operations Committee Meeting held on 9 February 2021**

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

**18.2 Confidential Minutes of the Economic Development and Visitations Committee Meeting held on 9 February 2021**

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

**18.3 Organisational Restructure - Engineering**

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).

**18.4 Polaris Street Footpath**

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 Apollo Place Future Development Expression of Interest**

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.

**19 MEETING CLOSE**