



**Date:** Thursday, 16 March 2023  
**Time:** 4:00pm  
**Location:** 105 Loftus Street  
TEMORA NSW 2666

# **MINUTES**

## **Ordinary Council Meeting**

**16 March 2023**

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**MINUTES OF TEMORA SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON THURSDAY, 16 MARCH 2023 AT 4:00PM**

**PRESENT:** Cr Rick Firman (Mayor) (Chair), Cr Graham Sinclair (Deputy Mayor), Cr Lindy Reinhold, Cr Max Oliver, Cr Nigel Judd, Cr Claire McLaren, Cr Jason Goode, Cr Belinda Bushell, Cr Anthony Irvine

**IN ATTENDANCE:** Gary Lavelle (General Manager), Rob Fisher (Engineering Asset Manager), Kris Dunstan (Director of Environmental Services), Elizabeth Smith (Director of Administration & Finance), Anne Rands (Executive Assistant), Ashleigh Burnett (Engineering & Environmental Secretary), Claire Golder (Town Planner)

Temora Independent – Sean Cunningham

**1 OPEN AND WELCOME**

Public Forum was held at 3:30pm with the following:

Mrs Margaret Howard – DA7/2023

Mr Gary Hartwig – DA7/2023

Cr Anthony Irvine left the meeting at 4:01 pm.

**2 ACKNOWLEDGEMENT OF COUNTRY**

CR ANTHONY IRVINE RETURNED TO THE MEETING AT 4:01 PM.

**3 APOLOGIES**

**RESOLUTION 31/2023**

Moved: Cr Max Oliver

Seconded: Cr Lindy Reinhold

That apologies from Engineering Works Manager Alex Dahlenburg be received and accepted.

**CARRIED**

**4 OPENING PRAYER**

The opening prayer was conducted by Mayor Rick Firman.

**5 CONFIRMATION OF MINUTES****RESOLUTION 32/2023**

Moved: Cr Jason Goode

Seconded: Cr Graham Sinclair

That the minutes of the Ordinary Council Meeting held on 16 February 2023 be confirmed.

**CARRIED**

**6 DISCLOSURES OF INTEREST**

Councillor/Officer	Item	Nature of Interest	How Managed
Cr Goode	REP23/295	Pecuniary	Left the Meeting
Cr Firman	REP23/295	Non-Pecuniary	Stayed in the Meeting
Cr McLaren	REP23/302	Non-Pecuniary	Stayed in the Meeting
Mr Dunstan	REP23/358	Pecuniary	Left the Meeting
Mrs Smith	REP23/359	Non-Pecuniary	Stayed in the Meeting
	REP23/360	Pecuniary	Left the Meeting
Cr Bushell	REP23/359	Non-Pecuniary	Stayed in the Meeting
	REP23/360	Pecuniary	Left the Meeting

**7 MAYORAL MINUTES**

Nil

**8 REPORTS FROM COMMITTEES****8.1 MINUTES OF THE ASSETS & OPERATIONS COMMITTEE MEETING HELD ON 7 MARCH 2023****File Number:** REP23/399**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Minutes of the Assets & Operations Committee Meeting held on 7 March 2023**RESOLUTION 33/2023**

Moved: Cr Graham Sinclair

Seconded: Cr Claire McLaren

It was resolved that the reports be received.

**CARRIED****RESOLUTION 34/2023**

Moved: Cr Jason Goode

Seconded: Cr Anthony Irvine

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

**CARRIED**



**Date:** Tuesday, 7 March 2023  
**Time:** 2:00pm  
**Location:** CWA Rooms  
ARIAH PARK NSW 2665

# MINUTES

## Assets & Operations Committee Meeting

**7 March 2023**

**Order of Business**

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**MINUTES OF TEMORA SHIRE COUNCIL  
ASSETS & OPERATIONS COMMITTEE MEETING  
HELD AT CWA ROOMS, ARIAH PARK NSW 2665  
ON TUESDAY, 7 MARCH 2023 AT 2:00PM**

**PRESENT:** Cr Rick Firman (Mayor), Cr Nigel Judd, Cr Claire McLaren, Cr Graham Sinclair (Deputy Mayor) (Chair), Cr Belinda Bushell, Cr Jason Goode, Cr Anthony Irvine(arrived 2:17pm)

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

**1 OPEN MEETING**

2:00pm

**2 APOLOGIES**

**COMMITTEE RESOLUTION 9/2023**

Moved: Cr Rick Firman

Seconded: Cr Claire McLaren

That apologies from Cr Max Oliver be received and accepted.

**CARRIED**

**3 DISCLOSURES OF INTEREST**

Councillor/Officer	Item	Nature of Interest	How Managed
Cr Rick Firman	REP23/284	Non Pecuniary	Left the meeting

**4 REPORTS****4.1 NSW LOCAL GOVERNMENT RECOVERY GRANTS****File Number:** REP23/276**Author:** Town Planner**Authoriser:** Director of Environmental Services**Attachments:** Nil**REPORT**

Council has received an allocation of up to \$1 million (ex GST) under the NSW Local Government Recovery Grants from the NSW Government. The grant provides financial assistance to Councils impacted by Disaster Recovery Funding Arrangements (DRFA) activated exceptional disaster events. Councils may use the funding to facilitate relief, recovery and resilience activities that support the impacted built, social, economic and natural environment in their communities.

Councils are required to submit an overview of the projects proposed to be funded to the Office of Local Government for their review and approval.

Projects must be completed, and funding expended, by 30 June 2025.

The types of projects that may be delivered as part of the funding is quite broad and includes the following opportunities:

- Social and economic recovery events,
- tourism and small business initiatives,
- local economic development initiatives,
- repair of community assets damaged by flooding and not eligible for funding under other programs,
- waste clean-up,
- upgrades to existing infrastructure critical to the community during disasters,
- building new infrastructure to mitigate/reduce the risk of future disasters and investigation,
- feasibility and design to support preparedness and disaster reliance of the impacted community.

Ineligible projects include those that:

- fund the day-to-day operations and/or business as usual activities of the organisation
- are Council infrastructure assets that meet the definition of an essential public asset and are eligible for reimbursement under the DRFA
- are fully funded through other government grant(s), assistance and/or insurance claims
- duplicate other recovery initiatives already funded or underway
- are located outside of the eligible LGAs
- require ongoing funding from the NSW or Australian Government
- are not aligned to the objective and outcomes of the program

- provide exclusive private benefit or direct commercial benefit to an individual or business
- include improvements or repair to private residences

Eligible expenses must be directly related to delivering the approved project and may include:

- extraordinary local government labour costs for ongoing/budgeted staff directly associated with delivering the eligible project. Including base wage, overtime, plus on costs to a maximum of 32.19
- fixed-term temporary staff or casual staff
- hire of contractors
- travel and accommodation expenses (allowance or actuals)
- communications technology costs including extraordinary mobile plans or internet services
- project costs related to buying or upgrading capital items, equipment or supplies up to 5% of total grant value
- external plant hire/rental costs
- extraordinary local government owned plant operating costs (fuel only)
- extraordinary materials and consumables (e.g. stationery, catering, advertising, promotion, printing)
- project delivery costs, including program and service development, project management, design, supervision and inspection/superintendent costs
- temporary office accommodation costs (where required) that are not council owned

Council officers have proposed the following projects, shown by Table 1, to be considered by Councillors for funding under this grant program. The nominated projects are in excess of the funding available, therefore Councillors are requested to identify their highest priority projects for submission.

Project	Funding amount	Notes
Lake Centenary works (Foreshore leveling, playground sand replacement, retaining wall works, foreshore path, concreting around picnic settings)	\$ 70,000.00	
Lake Centenary Car Park Sealing	\$ 50,000.00	
Morangarell Road Culvert Installation (new culvert south of Shoards)	\$ 70,000.00	
Lake Spillway concreting	\$ 120,000.00	
Chifley Street Box Culvert and Underground Drainage	\$ 270,000.00	Using Council owned culverts
Burley Griffin Way Road Crossing (Council share) + Gallipoli, Industrial, Highfields outfall works through Nixon Park	\$ 300,000.00	
Delavan Street Box Culvert	\$ 160,000.00	Using Council owned culverts
Enlarge / Desilt / Fence Railway Dam at Aria Park	\$ 200,000.00	

Nixon's Road Culvert (concrete Cut-off Wall)	\$ 40,000.00	
Morton's Road Culvert Upgrade	\$ 150,000.00	
Golden Gate Reserve Design Contribution	\$ 50,000.00	
Britannia St underground drainage	\$ 180,000.00	
<b>Total</b>	<b>\$ 1,660,000.00</b>	

Table 1: Potential projects for nomination for funding under the NSW Local Government Recovery Grants

It is requested that Council nominate projects to be funded under the NSW Local Government Recovery Grants.

### COMMITTEE RESOLUTION 10/2023

Moved: Cr Jason Goode

Seconded: Cr Nigel Judd

That the Committee resolved to recommend to Council to nominate the following projects to be funded under the NSW Local Government Recovery Grants.

1. Lake Centenary works (Foreshore leveling, playground sand replacement, retaining wall works, foreshore path, concreting around picnic settings) - \$70,000.00
2. Lake Centenary Car Park Sealing - \$50,000.00
3. Morangarell Road Culvert Installation (new culvert south of Shoards) - \$70,000.00
4. Burley Griffin Way Road Crossing (Council share) + Gallipoli, Industrial, Highfields outfall works through Nixon Park - \$300,000.00
5. Enlarge/Desilt/Fence Railway dam at Aria Park - \$200,000.00
6. Nixon's Road Culvert (concrete Cut-off Wall) - \$40,000.00
7. Golden Gate Reserve Design Contribution - \$50,000.00
8. Aria Park Cemetery internal Road - \$50,000.00
9. Chifley Street Box Culvert and Underground Drainage - \$170,000.00

**CARRIED**

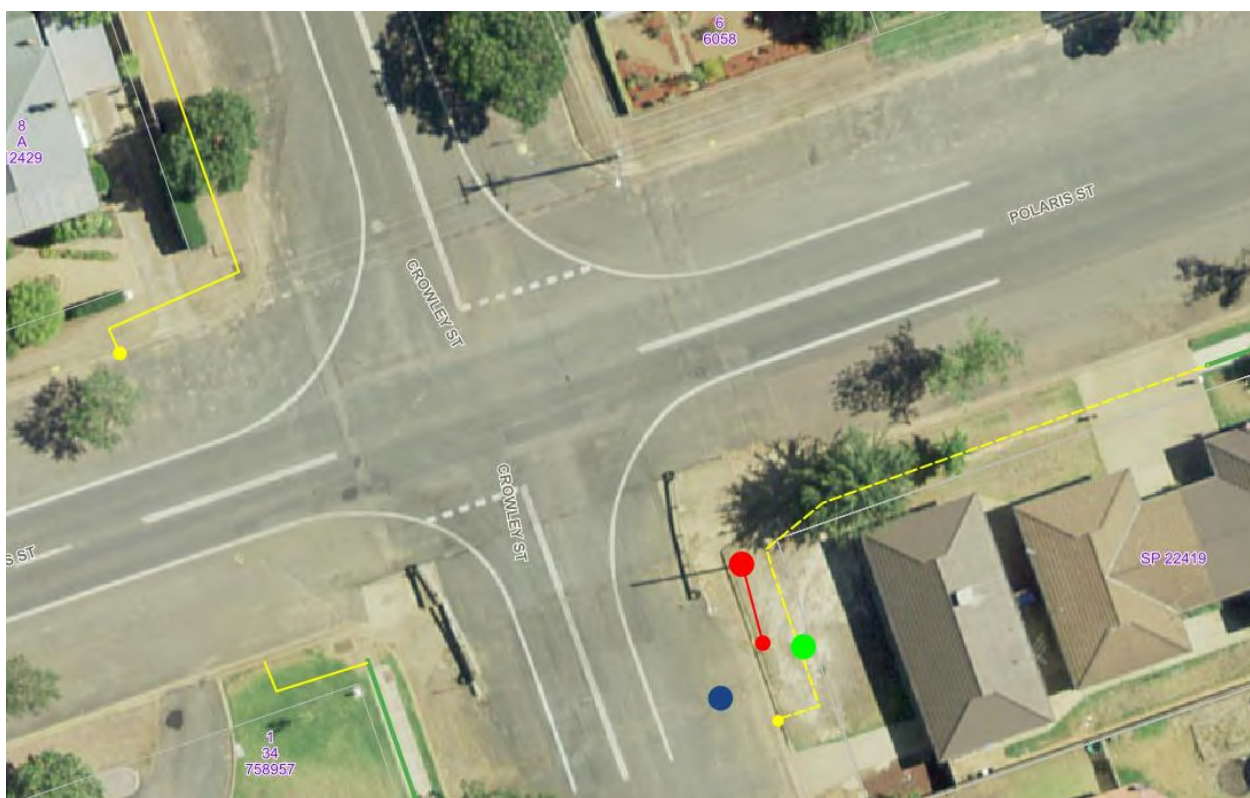
***Report by Claire Golder***

## 4.2 TREE REMOVALS - CROWLEY STREET FOOTPATH

**File Number:** REP23/284  
**Author:** Trainee Engineer  
**Authoriser:** Engineering Asset Manager  
**Attachments:** 1. Street Tree Photos

### REPORT

Construction of a footpath on the western side of Crowley Street (Between Polaris and Grey Street) is scheduled in the 22/23 Capital Works Program. Completion of this footpath will leave a small gap in the network (approximately 35m) on the southern side of Polaris Street/Crowley Street intersection. See below image, where the yellow dotted line indicates the missing path. This section of footpath will be included in the Crowley Street project to ensure connectivity.



In order to maintain the current alignment of the existing footpath it would require the removal of two street trees. Images of these trees are attached to this report. As further seen in the imagery the standard Council planting for street trees is on the road shoulder in front of the kerb. It should be noted that the footpath must bend around onto Crowley Street in order to install a pedestrian foot bridge. The reason for this is due to a power pole with a cable that runs to the ground obstructing the quickest path (marked in red). There is also a hydrant on the road which must not be obstructed (marked in blue). In order to achieve this alignment it would also require removal of one tree stump (marked in green) which is located within the nature strip.

Following an onsite inspection the resident of the adjoining property expressed that they do not agree with removal of the trees. Whilst not common practice, to compensate for the removal of

the trees, Council could potentially plant two trees in lieu of removals in the front yard of their property (facing Crowley Street).

To achieve installation of the footpath in relation to the property boundary the footpath will be adjoining the back of kerb at the corner to ensure it doesn't verge onto private property.

In relation to linking this section of footpath network there is no other feasible alternative other than the removal of these two (2) trees. Noting Council's future plans for extending the footpath on the southern side of Polaris Street to the level crossing inclusive of a level crossing pedestrian facility being constructed.

### Budget Implications

Indicative costs are provided below:

Item	Qty	Total Cost
Tree Removal	2	\$2,000-\$3,000
Stump Removal (Grinding)	1	\$500
Tree Planting (Includes tree & installation)	2	\$500

These costs will be charged to Street Tree Maintenance Funding which has a remaining budget of \$104,676 for the 22/23 financial year.

Cr Rick Firman declared a non-pecuniary interest in relation to item REP23/284, due to owning nearby property.

Cr Rick Firman left the meeting at 2:34pm and took no further part in the discussion.

### COMMITTEE RESOLUTION 11/2023

Moved: Cr Anthony Irvine

Seconded: Cr Jason Goode

That the Committee resolved to recommend to Council to remove the trees and conduct footpath works

AND FURTHER

Consult with landowner on appropriate solution.

**CARRIED**

### *Report by Tyler Madden*

Cr Rick Firman returned to the meeting at 2:40pm.





**4.3 TREE REMOVAL REQUEST - 113 PARKES STREET**

**File Number:** REP23/286  
**Author:** Engineering Technical Officer  
**Authoriser:** Engineering Asset Manager  
**Attachments:** 1. Correspondence  
2. Photos

**REPORT**

Council is in receipt of correspondence requesting the removal of a large London Plane tree located on the road shoulder, outside of 113 Parkes Street. As stated in the attached CRM, the resident is concerned that the tree roots are causing damage to their property. It should be noted that this is an ongoing complaint, with multiple CRMs lodged by the resident over several years.

Council's Open Spaces Coordinator has inspected the tree and considers the tree roots possibly are beginning to lift the lawn and garden edging. Photos of the tree are attached to this report.

**Budget Implications**

Removal of this London Plane tree will cost approximately \$2000 - \$3000 in maintenance funds. Pricing includes reinstatement work ie. box out pavement after setup removal, install pavement with ridge gravel or road base in compacted layers, prep and emulsion seal. Replacement of kerb if required.

The remaining Street Tree Maintenance budget for the 22/23 financial year is \$104,676.

**COMMITTEE RESOLUTION 12/2023**

Moved: Cr Jason Goode  
Seconded: Cr Anthony Irvine

That the Committee resolved to recommend to Council to refer the matter to the Arborist.

**CARRIED**

***Report by Amanda Colwill***

**From:** [crm@temora.nsw.gov.au](mailto:crm@temora.nsw.gov.au) <[crm@temora.nsw.gov.au](mailto:crm@temora.nsw.gov.au)>  
**Sent:** Monday, 6 February 2023 8:37 AM  
**To:** Richard Moses <[rmoses@temora.nsw.gov.au](mailto:rmoses@temora.nsw.gov.au)>  
**Cc:** Rob Fisher <[rfisher@temora.nsw.gov.au](mailto:rfisher@temora.nsw.gov.au)>  
**Subject:** New CRM Street Trees - 4280/2023 - 21423

The following task has been assigned to you, please review the details below:

**Request Details:**

**Request Number:** 4280 / 2023

**Request Details:** has called about the tree in front of her property again saying it is causing damage. Can we please inspect to see whether it is the tree causing damage.  
113 Parkes Street

**Request Category:** Street Trees

**Customer Details:**

**Name:**

**Address:** 113 Parkes Street TEMORA NSW 2666

**Home Phone:**

**Work Phone:**

**Mobile:**

**Location Details:**

**Property Address:**

**Street Name:**

**Task Details:**

**Task to Complete:** Investigate & Action

**Task Due Date:** 15/02/2023

[Click here to view Request details.](#)









**4.4 PALEFACE PARK - TREE/FOOTPATH ISSUE**

**File Number:** REP23/315  
**Author:** Engineering Technical Officer  
**Authoriser:** Engineering Asset Manager  
**Attachments:** Nil

**REPORT**

A report was presented at the March 2022 Council meeting discussing damage caused by Claret Ash trees, particularly in Paleface Park. Another instance has occurred where an Ash tree has caused the footpath to lift. The area is currently barricading off and a Council determination is being sought prior to any sort of footpath repair work.

The previous report was in relation to damage caused by a large, mature Claret Ash and at the time Council decided to retain the tree and carry out footpath works. However, the tree causing the current damage is considerably younger and the option of removing and replacing with a more suitable species should be considered.

**Budget Implications**

Removal/replacement of this Claret Ash tree will cost approximately \$750 if completed when removing the footpath for replacement.

The remaining Street Tree Maintenance budget for the 22/23 financial year is \$104,676.

The footpath replacement component is estimated to cost \$3,250. Therefore, as a whole the total job will cost approximately \$4,000.

**COMMITTEE RESOLUTION 13/2023**

Moved: Cr Belinda Bushell

Seconded: Cr Rick Firman

That the Committee resolved to recommend to Council that the tree be removed and replace with concrete.

**AMENDMENT**

Moved: Cr Jason Goode

Seconded: Cr Claire McLaren

That the tree be removed and replaced with a suitable species in a planter box.

Motion was withdrawn

The Amendment became the motion

The Motion was put and carried.

**CARRIED**

***Report by Amanda Colwill***

Cr Belinda Bushell left the meeting at 2:54 pm.

#### 4.5 PORTERS LANE ROAD TRAIN ACCESS

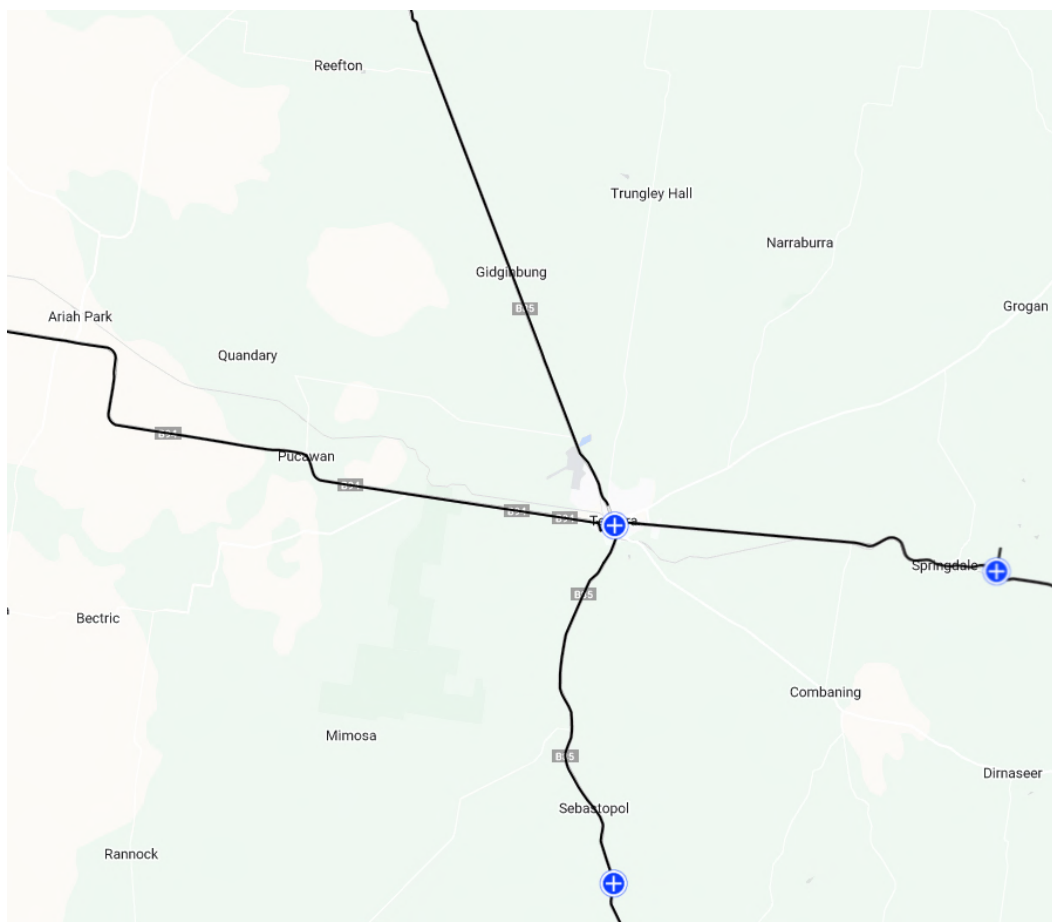
**File Number:** REP23/291  
**Author:** Engineering Asset Manager  
**Authoriser:** Engineering Asset Manager  
**Attachments:** Nil

##### REPORT

Council has received a verbal request from the Jindalee Feedlot requesting Council consider gazetting road train access at HML mass to Porters Lane of which is the 1.2km no through access road to the feedlot that is owned and operated by Council.

Currently Porters Lane is the only Council owned local road that has gazetted A-Double Road Train access within our Council area, however this access fails to include the range of road train combinations, excluding Modular B Triples, B Triples and AB Triples.

The HML Request relates to the fact that most livestock trucks operate at HML masses, the adjacent state road network has HML access and not having HML access on the last 1.2km requires each transport operator to acquire a specific permit for each truck combination accessing that road of which requires renewal every 3 years.



A Double Road Train Access Map

##### Budget Implications

N/A

**COMMITTEE RESOLUTION 14/2023**

Moved: Cr Jason Goode

Seconded: Cr Rick Firman

That the Committee resolved to recommend to Council to gazette Road Train access at HML mass to Porters Road.

**CARRIED**

***Report by Rob Fisher***

**4.6 TOWN HALL REQUEST**

**File Number:** REP23/292  
**Author:** Engineering Asset Manager  
**Authoriser:** Engineering Asset Manager  
**Attachments:** 1. Correspondence

**REPORT**

Council is in receipt of correspondence regarding a steep kerb ramp adjacent to the Temora Memorial Town Hall on the intersection of Loftus Street and DeBoos Street. Council has received a number of additional complaints relating to disability access in this area over the past 5 years.

Council currently has \$15,000 of funds allocated to developing a footpath design that caters for disability parking, however this remains incomplete. The site is a difficult one, with steep road shoulders, brick kerb in Council's heritage conservation area and location at a prominent intersection.

A design of this nature is not well suited to being delivered in house and as such I am requesting Council consider involving Council's heritage advisor and if necessary, procure the appropriate skills to deliver the required design works.

**COMMITTEE RECOMMENDATION**

Moved: Cr Claire McLaren

That the Committee resolved to recommend to Council to refer the matter to the heritage advisor.

The motion was withdrawn.

**COMMITTEE RESOLUTION 15/2023**

Moved: Cr Jason Goode

Seconded: Cr Rick Firman

That Council put out to tender to get quotes for concept plans for DeBoos Street from Victoria Street to Parkes Street

AND FURTHER

That Council obtain comments from the heritage advisor at the appropriate time.

**CARRIED**

93941

159 Carson Street  
TEMORA NSW 2666  
13 February 2023

Garry Lavelle  
Temora Shire Council  
Loftus Street  
TEMORA. NSW 2666

Hi Garry

**STEEP GUTTER ON CORNER OF LOFTUS AND DeBOOS STREET**

A few months ago Robert attempted to wheel me through the corner gutter in the vicinity of the Town Theatre. The wheelchair become stuck when the front sat on the street and the rear sat on the footpath. He had difficulty manoeuvring the wheelchair from this position. We now park further up DeBoos Street and use somebody's driveway.

Recently we heard the exact same thing happening to somebody else. This time it was a lady pushing a wheelchair and needed people's assistance.

Last week after a show at the theatre Robert found it necessary to assist a lass who was trying to help her elderly 'tottery' mother. Even with Robert and daughter's assistance she experienced difficulty walking through this gutter.

Another lass was also having trouble assisting her elderly mother. Robert quickly dispatched me into the car and returned to help, placing the lady in our wheelchair, and again had to go through this gutter with concerns of becoming stuck.

When attending the theatre on my own I use the electric wheelchair, and as I'm too scared to use this corner, I drive further up DeBoos Street to use a driveway.

Robert would like to see a proper ramp with hand-rails be placed here, and wonders if pedestrian lines would be ideal across to the Anglican Church corner as the theatre is a central town facility that elderly and disabled people are able to attend.

Ideally – disabled car park close to DeBoos Street corner, and another on the west side of the tree, in front of theatre, on Loftus Street.

Looking forward to seeing this vital improvement carried out in the near future.

Regards  
GLORIA MASLIN



23/9 7yrs

**4.7 HOSKINS STREET REQUEST - BIKE RACK**

**File Number:** REP23/294  
**Author:** Engineering Technical Officer  
**Authoriser:** Engineering Asset Manager  
**Attachments:** 1. Previous Council Report (2019)

**REPORT**

Council has recently received correspondence requesting consideration of the installation of bike racks in Hoskins Street.

*Council investigate locations for installation of bike racks in Hoskins Street. Visitors staying at Caravan Parks will ride their bikes into Hoskins Street but have limited availability to secure their bike with a lock in a bike rack while they shop or eat. Further it's not uncommon to see local Temora Cyclists attend shops like Kayshee, Coffee Bar, etc for a coffee at the end of their ride particularly on Saturday mornings where they just have to lean their bikes against shop fronts, signs or light poles nearby rather than being able to neatly place them in a bike rack. Can this matter be investigated and considered to allow safe and convenient storage of bikes in Hoskins Street.*

There are currently 2 bike racks in Hoskins Street, photos and locations are provided below:

**Outside Waratah Café:****Outside The Deli Café:**

A report was also presented at the November 2019 Council meeting requesting bike racks outside Coffee Bar (report attached). At the time the request was declined due to a lack of space for installation.

**COMMITTEE RESOLUTION 16/2023**

Moved: Cr Rick Firman

Seconded: Cr Jason Goode

That the Committee resolved to recommend to Council to investigate suitable locations for additional bike racks and report back to Council

AND FURTHER

That Council consult with cyclists on the location and type of any additional bike racks.

**CARRIED**

***Report by Amanda Colwill***

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ORDINARY COUNCIL MEETING MINUTES21 NOVEMBER 2019

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**14.14 BIKE RACK REQUEST****File Number:** REP19/1399**Author:** Environmental Secretary**Authoriser:** General Manager**Attachments:** 1. Bike Rack Request**REPORT**

Council has received a request from a business owner for installation of bike racks in Hoskins Street.

**RESOLUTION 466/2019**

Moved: Cr Dale Wiencke

Seconded: Cr Max Oliver

It was resolved that Council notes the report.

**CARRIED**

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**Belinda Bushell**

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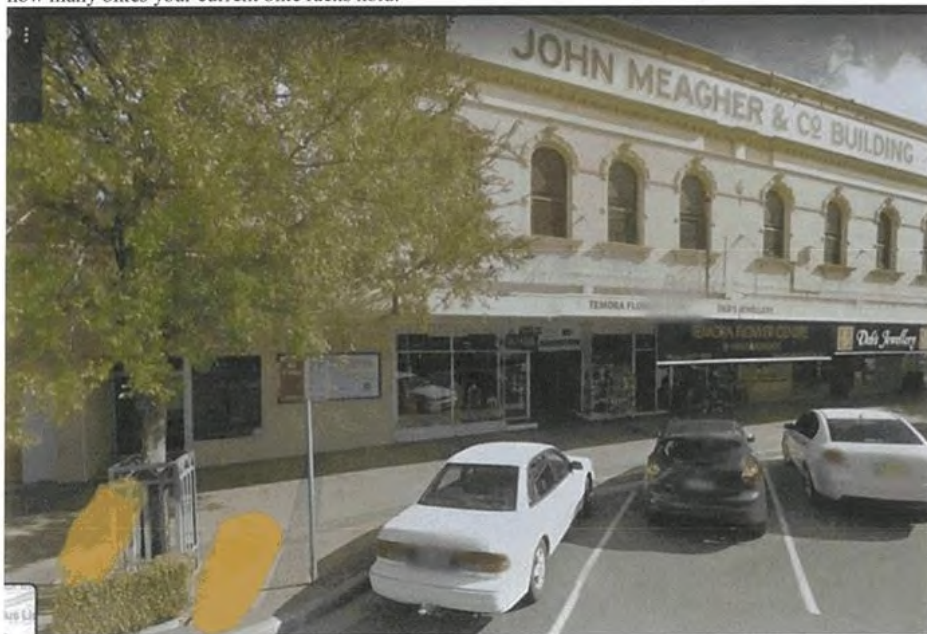
**From:**  
**Sent:** Monday, 11 November 2019 11:49 AM  
**To:** Belinda Bushell  
**Subject:** Request for bike rack

To Whom It May Concern,

As you would be aware I am relocating Coffee Bar On Hoskins to 244A Hoskins Street and I am aiming to have some seating out the front of my new shop for my customers.

Lately I have noticed we have more and more people riding bikes in our community and as I am aware it is a tradition to go for a ride and return to town for a coffee thus, I would like to take this opportunity to provide the coffee and also offer bike racks for my customers to secure their bikes on.

I write this letter to request a bike rack to be installed in the location where I have indicated on the picture. Either side of the tree would be okay I thought this would be out of the way of foot traffic. I am not sure how many bikes your current bike racks hold.



I look forward to hearing your response.

SRF:ATR: 73006

25 November 2019

[REDACTED]  
Coffee Bar on Hoskins  
244A Hoskins Street  
TEMORA NSW 2666

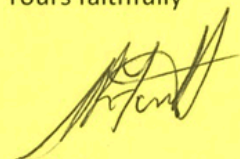
Dear Sarah

**RE: BIKE RACK IN HOSKINS STREET**

Council, at its meeting of Council held 21 November 2019 resolved that it was unable to accede to your request for the installation of a bike rack in front of your new premises in Hoskins Street.

The lack of room for the installation was seen as the main reason for this decision.

Yours faithfully



SR Firth  
DIRECTOR OF ADMINISTRATION & FINANCE

17/11/19 T...



**4.8 ARIAH PARK VILLAGE IMPROVED SEWERAGE SERVICE OPTIONS SURVEY****File Number:** REP23/303**Author:** Town Planner**Authoriser:** Director of Environmental Services**Attachments:** 1. Ariah Park Village survey responses summary**REPORT**

At the September 2022 Assets and Operations Committee, Committee members considered a report about the Ariah Park Village improved sewerage service options. At this meeting, the Committee recommended that Council commence community consultation regarding this issue.

On 10 November 2022, Council staff and Councillors attended a community meeting with residents of Ariah Park Village to provide further information about sewerage service options.

Following this meeting, it was agreed to survey residents of Ariah Park village early in 2023.

The survey commenced on Friday 6 January 2023 and was concluded on Tuesday 28 February 2023. A total of 91 responses were received, which were a mixture of electronic responses and paper surveys.

An overview of the outcomes of the survey are as follows:

Existing situation:

- 94% of respondents live in a house. Only 12% responded as a business owner.
- 72% have a conventional septic tank. 23% have an aerated system.
- 67% of respondents have experienced no problems with the operation of their sewerage treatment system. 16% had problems with infrequent odour and/or drainage problems. Between 3% - 6% had frequent problems with either drainage or odour.
- For those respondents who did experience problems, the most common reason expected to cause these problems was wet weather (26%), followed by problems with the system/maintenance needs (15%).
- 83% of respondents have experienced no impacts from neighbouring sewerage treatment systems. 7% have experienced occasional odour problems and a further 7% have experienced frequent odour problems.
- For those respondents who did experience problems, the most common reason expected to cause these problems was problems with the system/maintenance needs (10%).

Proposed improvements:

- In relation to the matter of whether respondents considered that Ariah Park needed a reticulated sewer system, respondents could choose multiple answers if they wished.
- For those answering yes, the most popular reason was: It will be better in the long term (36%), followed by: It is needed to support growth of the village (30%). 19% of respondents supported that: It is needed for environmental reasons.
- For those answering no, the most popular reason was: The upfront costs will be too expensive (49%), followed by: The ongoing costs will be too expensive (42%). 34% of

respondents supported that: Improvements needed only to existing onsite systems where required.

Possible concerns:

- In relation to whether Council should investigate further about providing reticulated sewer services to Ariaiah Park village, residents were asked if they had any concerns
- 23% stated that reticulated services are needed and Council should pursue this
- 73% indicated concern about upfront costs
- 68% indicated concern about ongoing cost
- 53% indicated concern about removal and replacement of existing sewer infrastructure
- 33% indicated concern about disposal areas/evaporation ponds

Managing costs:

- In relation to concerns relating to costs, residents were asked how these costs should be managed
- 69% stated that Council must secure a grant for installation. Residents cover the cost of any gap in costs and payment options must be available.
- 53% stated that residents would need subsidised sewer rates
- 13% supported deferred connection to sewer services for those with aerated systems, but with sewer rate still applying.

Comments:

- Respondents had the option to add comments throughout the survey. The responses received are shown below.
- There are quite a few elderly people and people on disability support who would find any change in future cost extremely difficult.
- What took Temora Council so long? If it was Temora the sewage system upgrade would have been done yesterday
- The current onsite sewage systems have worked without problem for many years and if maintained properly continue to function well. Therefore the cost of changing to another system should not be the responsible of residence who do not want or need to change to another system
- I feel Ariaiah Park needs to become larger for it to be manageable for the majority.
- People pumping raw sewage straight onto their lawn
- Garbage collection from Ariaiah Park needs to be taken to Temora and the tip closed

- At the meeting it was stated that Arian Park residents had to pay for the upfront costs and also for the replacement cost of the system in approximately 50 years. I think this replacement cost be shared by all Temora rate payers as the sewage system in Temora has to be replaced in the very short future and that cost will be added to all Temora rate payers not just Temora sewage connections
- Grant secured, and COUNCIL cover the cost of the gap. Who can afford to pay for a system that they didn't ask for and won't actually make any difference?
- Arian Park is in the dark ages regarding sewerage
- Anything proposed is too expensive for most Arian Park residents.
- If Council wants it, it should be no cost to residents. Infrastructure would be owned by Council who want to pass cost to residents
- Council should cover 100% of all involved costs if they choose to impose this largely unwanted system on the community.
- I think there is nothing wrong with the current system
- No problem with the old system why change it
- Without a reticulated sewer system Arian Park will struggle to develop
- Do not want to change, I do not have that sort of money. It is a worry for me.
- Absence of TSC stormwater management - gutters without drains
- Odour after flooding as there is no effective stormwater drainage
- Council issue due to an absence of foresight should not be imposed on residents
- The population base of Arian Park could not afford to maintain the system
- Install and ongoing costs are too high and not able to be met by few residents in a small town
- A few neighbours regularly pump their old system out onto the ground. There are always mosquito's and odours. I can't enjoy my outdoor space anytime of the year.

- I think Council should look at getting a grant. Other costs could be added to rates to be paid off over time. If the cost is added to the shire sewerage costs it would spread the load.
- Without a sewerage system Arian Park will not be able to grow. The restrictions on the size of blocks that we are able to build on, no longer exist. There are many blocks that could have new builds on, but will be unable to on the future due to this restriction. The Council should look into this while grants are still available and before it is mandatory & there are no grants to help cover the cost. It is also a health concern for me
- Leave it alone
- Obtain grant funding to assist homeowners upgrade to Aerated waste water treatment systems
- Aerated wastewater treatment system would meet my requirements. Financial assistance to upgrade to this type of system would be appreciated.
- FYI. Friends and visitors tell us they can smell the whiff of sewage in the air while walking around Arian Park at night, how embarrassing is that? Worse still we don't notice it because sadly we're used to it. Yuck. Arian Park is part of Temora Shire and the type of sewer service shouldn't even be up for discussion. We deserve nothing less than what Temora residents have. We're not your poor relations from the wrong side of the railway track so please avoid dumping us with the cheapest option to save a bob or two and do the job right the first time.
- Sewer would not be an improvement to our property
- Residents should not be forced to partake
- Not a major priority
- Should not go ahead with reticulated sewage. Improvements or replacements on existing on-site systems
- Government should cover the cost for the lot.
- We own a block in Arian Park with the intention to build a house and retire there. We feel that without installing a reticulated sewerage system would enhance the attraction of living in the village. At the moment some residents are pumping their effluent onto neighbouring vacant land. This is not a satisfactory situation. With the current setup there is no attraction for larger households, ie families, to settle in Arian Park. A proper reticulated sewage system is vital for the development of Arian Park.

- Not sure how I will cover any of the costs even with subsidised rates so difficult to choose the answer.
- As mentioned earlier I am extremely worried about the costs. Only have a few hundred dollars in the bank and trying to find the money will be difficult. Any large purchases I have I have to put on my credit card. I have already upgraded my septic system from the concrete to a more modern one but not sure its the aerated system but it was Council approved at the time. It cost thousands and I hate to put that on my card at the time so I'm very stresses out about doing that again.
- I have extreme worries about costs as I'm unsure of how I can pay for it
- Full Council grant for installation
- Information supplied at the meeting in November was generally negative, did not argue a case for sewerage system. Need to have a proposal to examine in detail
- Over time I think everyone will be forced into aerated systems
- It costs too much money to get it pumped out when it needs to be.
- The cost may seem to be high but will only get dearer. I believe EPA will mandate sewerage in the future anyway. Grant money must be made available acknowledging the cost to pensioners. Other neighbouring Councils have successfully implemented sewerage systems in small towns. We need to follow suit.
- Have a large area - Septic tanks work the majority of years - only a problem in wet years and smaller blocks.
- What is the gap in costs?
- Bear in mind - there are many pensioners in Ariaiah Park.
- Currently have a conventional septic tank when we build a new house will be aerated. If you have a compliant aerated system why should you have to pay for sewerage rates.

A summary of the survey responses is attached.

### Discussion

The results of the Ariaiah Park improved sewerage service options survey have been mixed. It is positive feedback that a significant majority of residents have not experienced problems with either their own or their neighbour's existing sewerage disposal systems. This is despite an extremely wet season during 2022.

There is a reasonable level of interest in the provision of reticulated sewer services, with 36% of respondents identifying that it would be better in the long term if Ariaiah Park village has this service. However, there are many residents who consider that the costs involved to be significant, with 73% indicating concerns with the upfront costs.

There was a high level of support for Council to seek a grant for the installation of reticulated sewer services, if this was chosen to be pursued by Council. There was also a high level of support for the need for sewer rates to be subsidised.

The comments provided as part of the survey included some very strong views, both in support of provision of reticulated sewer services and also those against this, particularly relating to the anticipated cost to residents.

#### Comments from other Councils

As part of the residents meeting, Council staff were asked to contact other nearby Councils who have provided reticulated sewer services to their villages in recent years. A summary of the feedback received is:

- Provision of reticulated sewer was considered due to there being many septic problems over a long period of time.
- The more pump stations required, due to flat terrain, the more expensive systems are to operate. Also if residential development is relatively low density, it is also expensive to install and operate.
- Residents could pay off their contribution towards the infrastructure and connection over 10 years, in addition to their sewer rates. Either \$2100 upfront or \$350/year over 10 years.
- Council secured an 80% contribution for the works from NSW Government.
- Only a very small number of residents had aerated systems. These residents have remained disconnected from the system, until they request to connect. However, they must still pay annual sewer rates, but not the connection fee. Reasons for connection are if required for health reasons.
- If residents have one dwelling but a double lot, they only pay for one service. If they sell the vacant lot, they must pay for connection. However, some Council continue to charge 50% sewer rates on the vacant lot.
- Effluent collected and treated is not suitable for reuse on sporting facilities and parks, as the cost of treatment to this level and pumping treated effluent back to the village is too expensive. Effluent is disposed by irrigation to nearby paddocks.

#### **COMMITTEE RESOLUTION 17/2023**

Moved: Cr Nigel Judd

Seconded: Cr Jason Goode

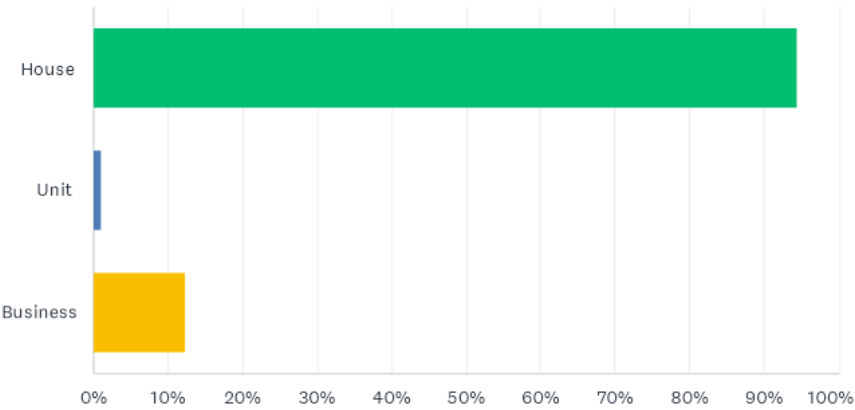
That the Committee resolved to recommend to Council to take results of the survey to the next meeting with Ariaiah Park residents.

**CARRIED**

***Report by Claire Golder***

Q1 What is your land ownership in Arianh Park Village?

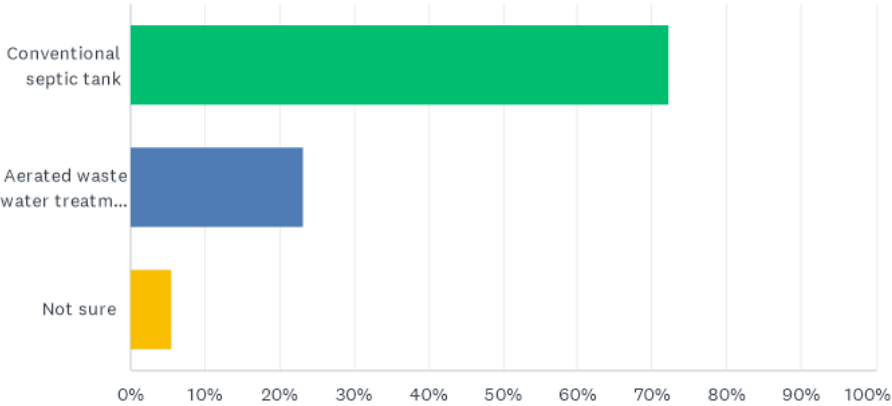
Answered: 89    Skipped: 2



ANSWER CHOICES		RESPONSES	
House		94.38%	84
Unit		1.12%	1
Business		12.36%	11
Total Respondents: 89			

Q2 What kind of sewerage treatment do you have for your property?

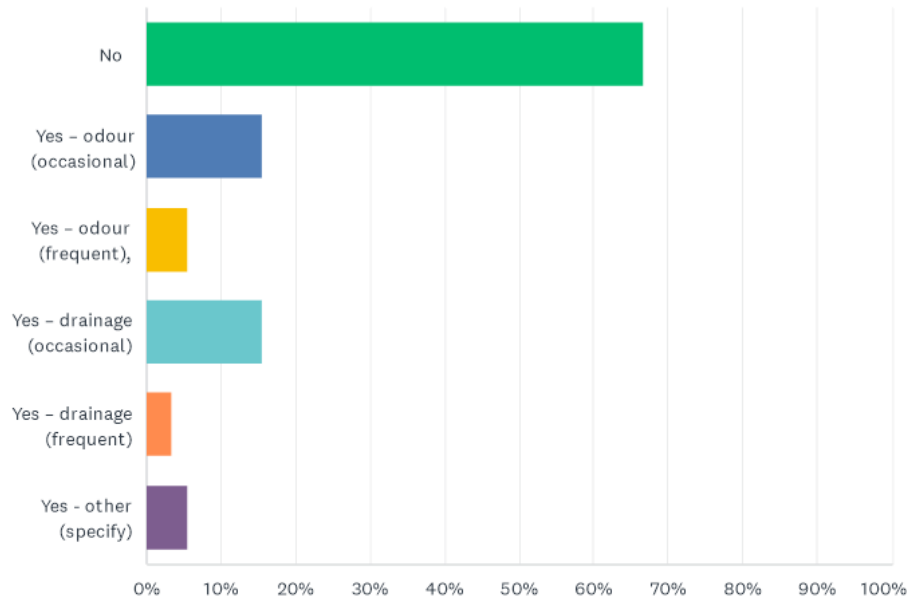
Answered: 90 Skipped: 1



ANSWER CHOICES	RESPONSES	
Conventional septic tank	72.22%	65
Aerated waste water treatment system	23.33%	21
Not sure	5.56%	5
Total Respondents: 90		

### Q3 Have you experienced problems with the operation of your sewerage treatment system? If yes please indicate which problem/s

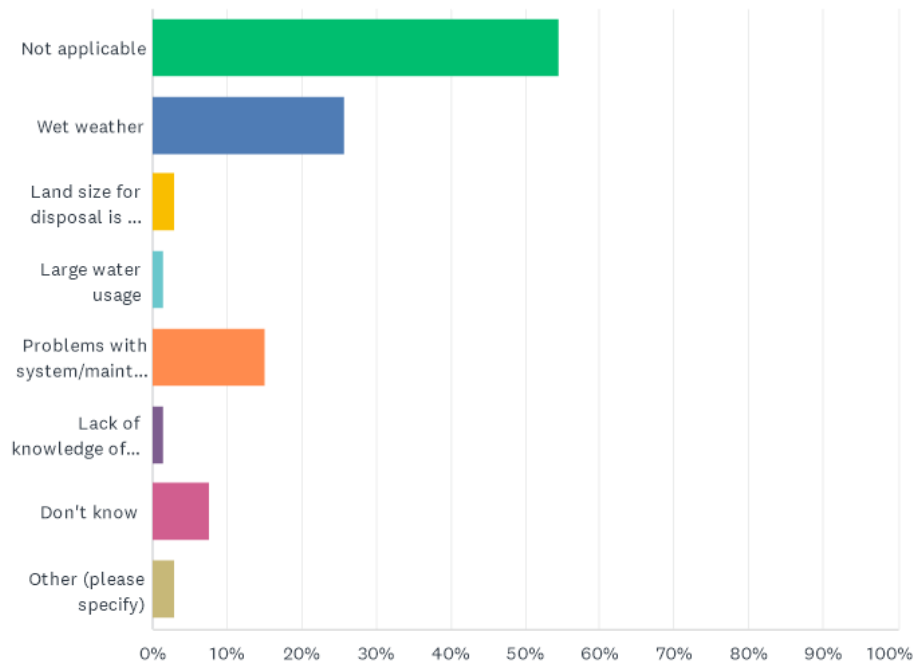
Answered: 90 Skipped: 1



ANSWER CHOICES	RESPONSES	
No	66.67%	60
Yes – odour (occasional)	15.56%	14
Yes – odour (frequent),	5.56%	5
Yes – drainage (occasional)	15.56%	14
Yes – drainage (frequent)	3.33%	3
Yes - other (specify)	5.56%	5
Total Respondents: 90		

## Q4 If yes, what do you think caused these issues?

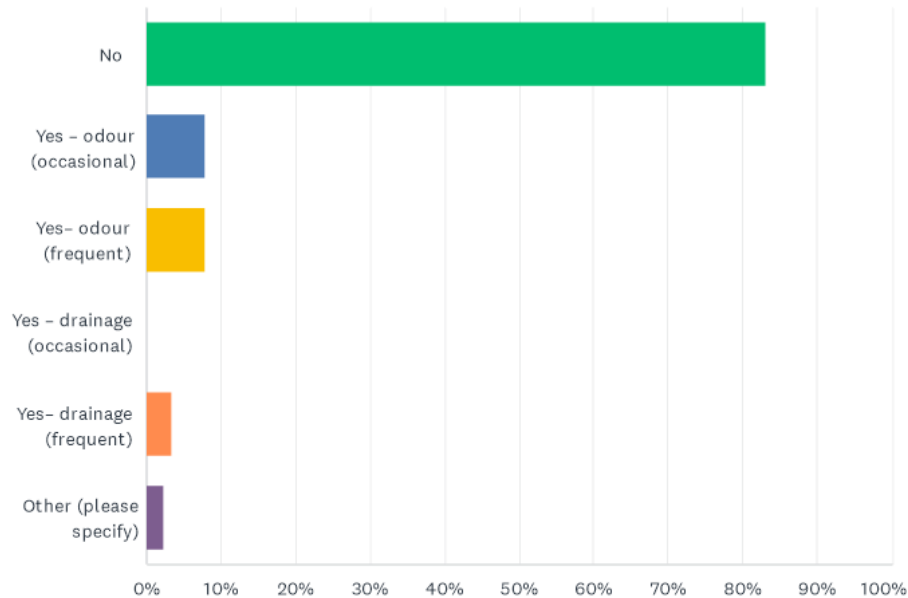
Answered: 66 Skipped: 25



ANSWER CHOICES	RESPONSES	
Not applicable	54.55%	36
Wet weather	25.76%	17
Land size for disposal is too small	3.03%	2
Large water usage	1.52%	1
Problems with system/maintenance needs	15.15%	10
Lack of knowledge of operational requirements	1.52%	1
Don't know	7.58%	5
Other (please specify)	3.03%	2
Total Respondents: 66		

### Q5 Have you experienced impacts from neighbouring sewerage treatment systems. If yes please indicate which problem/s

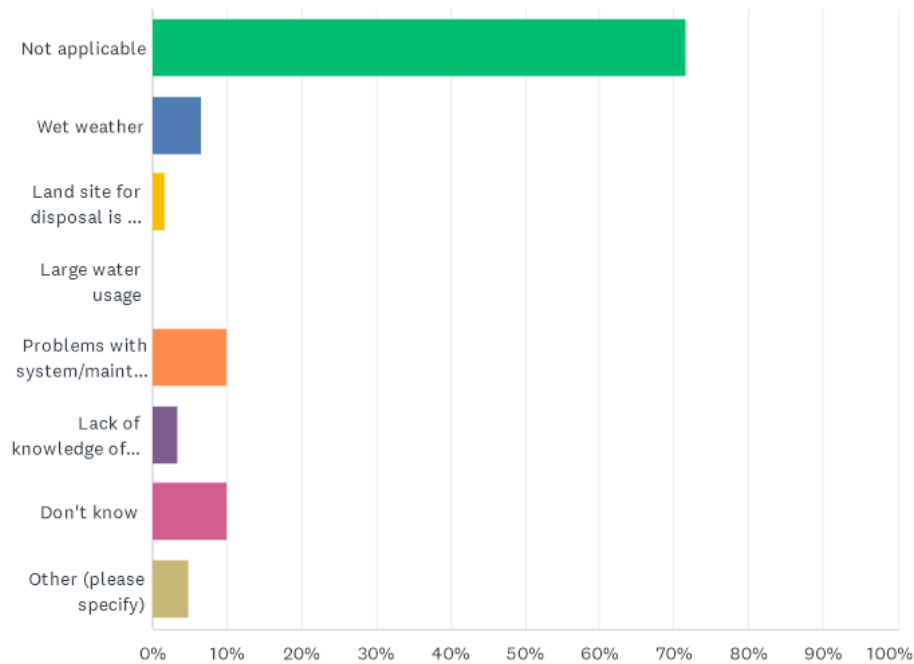
Answered: 89 Skipped: 2



ANSWER CHOICES	RESPONSES	
No	83.15%	74
Yes – odour (occasional)	7.87%	7
Yes– odour (frequent)	7.87%	7
Yes – drainage (occasional)	0.00%	0
Yes– drainage (frequent)	3.37%	3
Other (please specify)	2.25%	2
Total Respondents: 89		

## Q6 If yes, what do you think caused these issues?

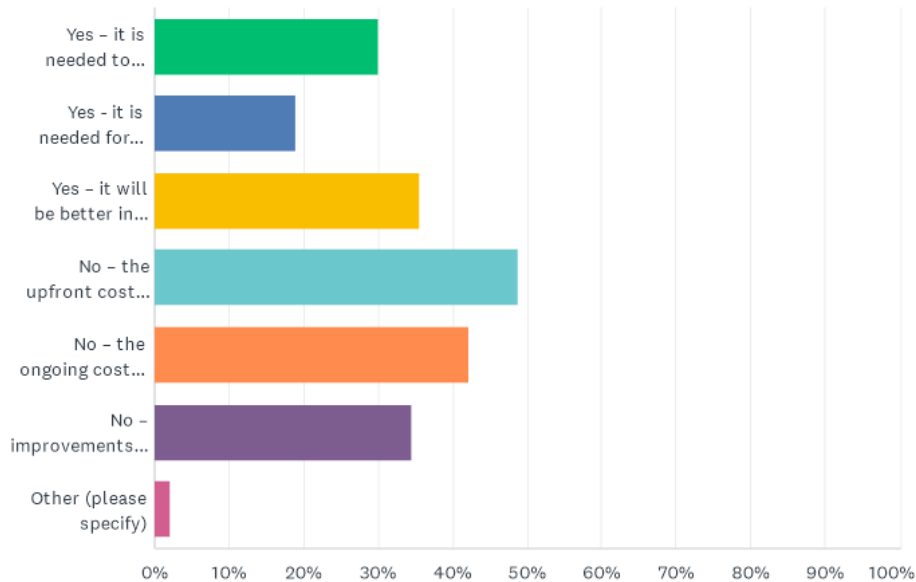
Answered: 60 Skipped: 31



ANSWER CHOICES	RESPONSES	
Not applicable	71.67%	43
Wet weather	6.67%	4
Land site for disposal is too small	1.67%	1
Large water usage	0.00%	0
Problems with system/maintenance needs	10.00%	6
Lack of knowledge of operational requirements	3.33%	2
Don't know	10.00%	6
Other (please specify)	5.00%	3
Total Respondents: 60		

Q7 Do you consider that Ariah Park needs a reticulated sewer system?  
Please indicate all that apply

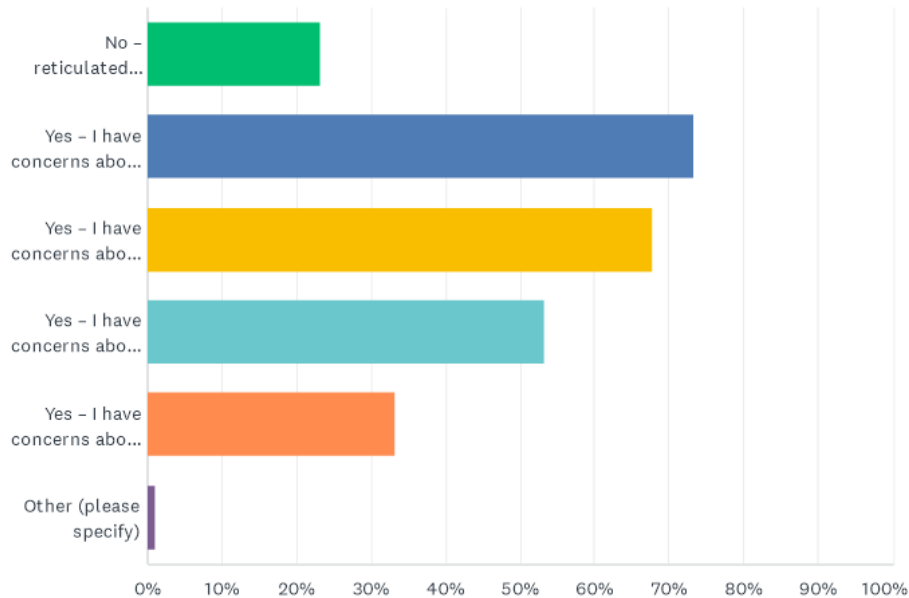
Answered: 90 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes – it is needed to support growth of the village	30.00%	27
Yes - it is needed for environmental reasons	18.89%	17
Yes – it will be better in the long term	35.56%	32
No – the upfront cost will be too expensive	48.89%	44
No – the ongoing costs will be too expensive	42.22%	38
No – improvements needed only to existing onsite systems where required	34.44%	31
Other (please specify)	2.22%	2
Total Respondents: 90		

## Q8 If Council were to investigate further about providing reticulated sewer services to Aria Park village, do you have any concerns?

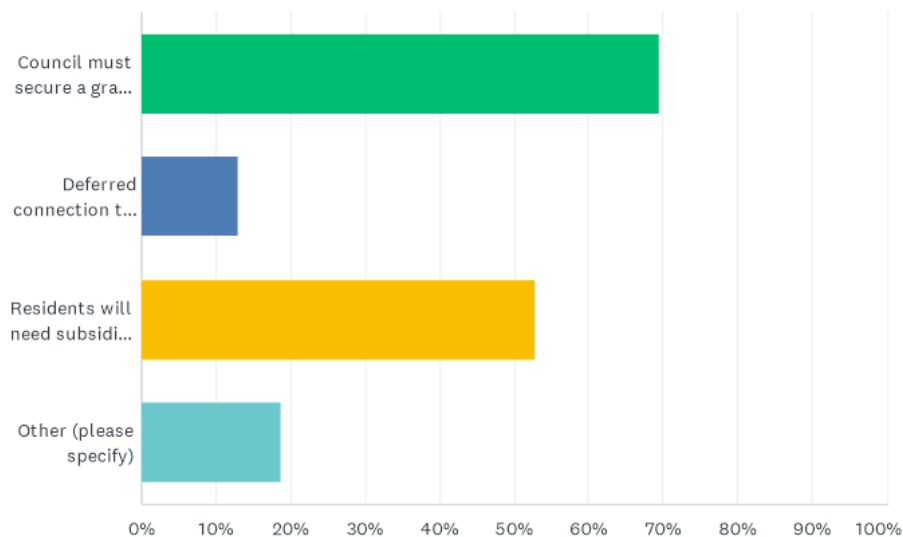
Answered: 90 Skipped: 1



ANSWER CHOICES	RESPONSES	
No – reticulated sewer services are needed and Council should pursue this	23.33%	21
Yes – I have concerns about the upfront costs	73.33%	66
Yes – I have concerns about the ongoing costs	67.78%	61
Yes – I have concerns about removal and replacement of my existing sewer infrastructure	53.33%	48
Yes – I have concerns about disposal areas/evaporation ponds	33.33%	30
Other (please specify)	1.11%	1
Total Respondents: 90		

Q9 Council recognises that costs associated with installation and ongoing maintenance of sewer services are a concern to many residents. If Council were to pursue reticulated sewer services for Aria Park village, how should the cost of this be managed? Please indicate all that apply

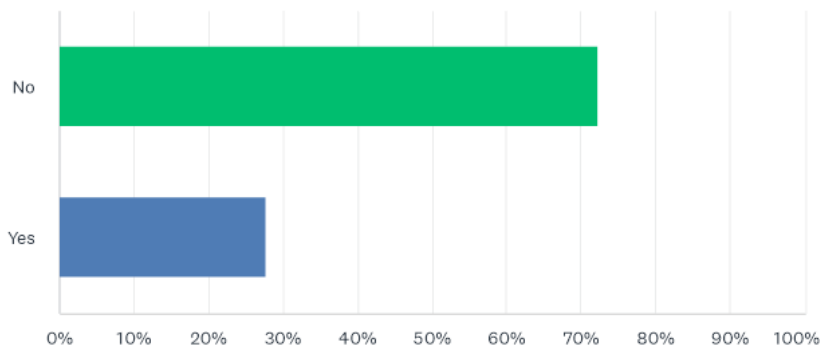
Answered: 85 Skipped: 6



ANSWER CHOICES	RESPONSES	
Council must secure a grant for installation. Residents cover the cost of any gap in costs. Payment options must be made available.	69.41%	59
Deferred connection to sewer services for those with aerated wastewater treatment systems. Sewer rates will still apply.	12.94%	11
Residents will need subsidised sewer rates	52.94%	45
Other (please specify)	18.82%	16
Total Respondents: 85		

Q10 Do you have any other comments?

Answered: 83    Skipped: 8



ANSWER CHOICES	RESPONSES	
No	72.29%	60
Yes	27.71%	23
Total Respondents: 83		

**4.9 EW5 - RESTRICTED ACCESS VEHICLE (RAV) POLICY****File Number:** REP23/312**Author:** Engineering Technical Officer**Authoriser:** Engineering Asset Manager**Attachments:**  
1. RAV Policy (markup)  
2. RAV Policy (final)**REPORT**

A revised version of the Restricted Access Vehicle (RAV) Policy was presented at the previous Council meeting, where it was resolved that the suggested amendments be made and the policy be brought back to Council.

The third draft is attached to this report for review by Council.

**COMMITTEE RESOLUTION 18/2023**

Moved: Cr Jason Goode

Seconded: Cr Anthony Irvine

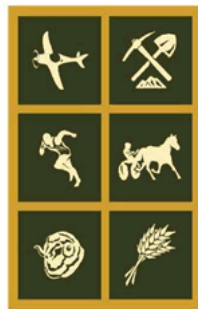
That the Committee resolved to recommend to the following changes to the Restricted Access Vehicle Policy and then place on public exhibition:

- Remove the word “road” from Item 3, bullet point one, paragraph iii;
- In Item 7.3.3 and 7.3.9, remove the bullet point “Road geometry including intersections shall be assessed for access suitability (travel conditions may be considered in substandard areas with low associated risk)”;
- In Item 7.3.5, remove the bullet points “Pavements, bridges and load bearing drainage structures shall be assessed as capable of carrying the additional mass” and “Road geometry including intersections shall be assessed as suitable for combination length and width”;
- In Items 7.3.6 and 7.3.7, remove the bullet points “Pavements, bridges and load bearing drainage structures shall be assessed as capable of carrying the additional mass” and “Road geometry including intersections shall be assessed for suitability (travel conditions may be considered in substandard areas with low associated risk)”.

**CARRIED**

***Report by Amanda Colwill***

# TEMORA SHIRE COUNCIL



TEMORA  
*The Friendly Shire*

## Restricted Access Vehicle Policy

ACTIVE

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Style Definition: TOC 3: Tab stops: 2.33 cm, Left +  
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Function: Engineering

Temora Shire Council

Policy Number: EW5

### Review Details

#### ABOUT THIS RELEASE

DOCUMENT NAME: Restricted Access Vehicle Policy  
 CODE NUMBER: EW5  
 AUTHOR: Temora Shire Council  
 ENDORSEMENT DATE: 10 April 2018

#### REVIEW

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement
February 2018	New Policy	1	19 April 2018	GCL
January 2023	General Review			

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#### PLANNED REVIEW

Planned Review Date	Revision Description		Review by
September 2020	Programed Review		Rob Fisher

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Revision Number: 1.1  
 File Name: Restricted Access Vehicle Policy

Revision Date: 31 January 2023  
 Page Number: Page 2 of 19

Deleted: 19

Deleted: April 2018

Function: Engineering

Temora Shire Council

Policy Number: EW5

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Revision Number: 1.1  
File Name: Restricted Access Vehicle Policy

Revision Date: 31 January 2023  
Page Number: Page 3 of 19

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**1. Purpose**

Temora Shire Council endeavors to support the needs of local and regional industry, with this Council recognises the necessity for access and operation of Restricted Access Vehicles (RAV) within the Temora Local Government Area (LGA).

This Policy provides guidance to Council staff and transport operators relating to RAV access within the Temora LGA.

**2. Scope**

This Policy applies to all RAV operation on Temora Shire Council managed road network.

This Restricted Access Vehicle Policy supplements the Temora Shire Councils Asset Management Policy, Asset Management Strategy and ~~Transport~~ Asset Management Plan.

**3. Objectives**

The objectives of this Policy are;

- Support local and regional industry by allowing controlled access of RAV's, enabling;
  - i. Efficient, practical movement of freight.
  - ii. Improved access to local industrial areas and local business.
  - iii. Improved linkage of state, regional and local road networks.
  - iv. A nationally competitive local industry.
- Provide guidance to transport operators wishing to operate RAV's within the Temora LGA.
- Define RAV access routes within the Temora LGA.
- Make clear the limits of access for RAV combinations within the Temora LGA.
- Provide equity and transparency in the way Council manages RAV access requests.

**4. Roles and Responsibilities****4.1 Policy Roles and Responsibilities****4.1.1 Elected Council**

- To act as stewards for community infrastructure assets.
- To set corporate Asset Management Policy and vision, with linkage to the Community Strategic Plan.
- To ensure appropriate resources and funding for Asset Management activities are made available.

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#### 4.1.2 Executive Management

- To oversee the Community expectation for the movement of freight across the LGA and the alignment of those expectations with the Community Strategic Plan.

#### 4.1.3 Engineering Section

- Review and update the Restricted Access Vehicle Policy to ensure it maintains its currency and integrates with other related policy and procedure.
- Assess applications for RAV access against this policy, procedure and guidelines.
- Maintain records of restricted access routes and approvals.
- Provide linkage between the community, key stakeholders and Council on the management of RAV routes.
- Encourage continuous improvement, innovation and cost effective methods to improve RAV route assessment practices.

### 4.2 Road Access Roles and Responsibilities

Roles and responsibilities for the management of road network access is well articulated in the NHVR Approved Guidelines for Granting Access. These roles and responsibilities are summarised below.

#### 4.2.1 Regulator

The National Heavy Vehicle Regulator (NHVR) administers one set of laws for heavy vehicles under the Heavy Vehicle National Law (HVNL). The NHVR is responsible for:

- heavy vehicle access permit applications, including final decision on granting access,
- assigning vehicle conditions to access permits,
- National Heavy Vehicle Accreditation Scheme management and accreditations,
- Performance-Based Standards Scheme vehicle design and access approvals,
- heavy vehicle standards modifications and exemption permits,
- a national driver work diary and risk classification system for advanced fatigue management,
- one set of national notices,
- one set of national fees for NHVR services, and
- one set of national penalties.

#### 4.2.2 Road Authority

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The NSW road authority is Transport for NSW (TfNSW). Under the HVNL, the road authority has the power to overrule the decisions of road managers in some situations through a request from the NHVR. The Road Authority is also the Road Manager for the State road network and therefore manages network access on this network.

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#### 4.2.3 Road Manager

The Road Manager for the Temora LGA is the Temora Shire Council. The Road Manager is responsible for determining whether to consent to the use of RAV's on its roads and may, when consenting, require that travel conditions and road conditions be included in a mass or dimension authority.

### 5. Review

The policy should be reviewed every 4 years.

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### 6. Heavy Vehicle Terminology

- NHVL – National Heavy Vehicle Law. NHVL and regulations commenced in the ACT, NSW, QLD, SA, TAS and VIC on 10 February 2014. The NT and WA have not commenced the HVNL at this time. The aim of the NHVL is to have consistent regulation of the heavy vehicle industry.
- RAV - Restricted Access Vehicle. Any single motor vehicle or combination with a combined load that exceeds the general access overall dimensions as defined in the Heavy Vehicle National Regulation is considered to be a Restricted Access Vehicle (RAV).
- GAV - General Access Vehicle. General Access Vehicles comply with mass and dimension requirements and do not require a notice or permit to operate on the road network. These vehicles have general access to the road network unless the road is sign-posted otherwise.
- GVM – Gross Vehicle Mass. GVM is nominated in the vehicle registration details and this is the maximum weight at which the vehicle may be operated on roads in NSW.
- GCM – Gross Combination Mass. GCM is the total weight a truck can carry and tow. This is the maximum weight of a loaded articulated vehicle or combination vehicle such as a prime mover with semi-trailer and / or trailers.
- GML – General Mass Limits. GML states the allowable mass for all types of heavy vehicle axle groups under normal conditions. All vehicles operate under GML unless the vehicle is operating under an accreditation or an exemption under the NHVL.
- CML – Concessional Mass Limits. CML allows an operator to operate at mass limits above the GML provided the operator is accredited under the NHVAS.
- HML – Higher Mass Limits. Higher Mass Limits allow particular heavy vehicles to access additional mass entitlements providing.

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operators of vehicles or combinations running HML on tri-axle groups are accredited under the Mass Management Module of the National Heavy Vehicle Accreditation Scheme (NHVAS), with an accreditation label fitted to the hauling unit.

vehicles are fitted with certified road friendly suspension.

vehicles are on an authorised HML route.

HML provides a significant increase in the productivity of road freight transport vehicles.

- OSOM - Any vehicle that exceeds the dimension or mass limits that are stipulated in the Heavy Vehicle (Mass, Dimension and Loading) National Regulation (NSW) are considered to Oversize Overmass Vehicles.
- PBS - Performance-Based Standards. PBS vehicles are designed to perform their tasks as productively, safely and sustainably as possible, and to operate on networks that are appropriate for their level of performance. The basic principle of PBS is matching the right vehicles to the right tasks.
- IAP - Intelligent Access Program. IAP is a technical, functional and regulatory national framework to manage heavy vehicle access through the use of telematics. IAP allows participating operators access, or improved access, to the road network, in return for IAP monitoring and compliance with road manager access conditions.
- RFS - Road Friendly Suspension. RFS is a certified suspension systems designed to reduce the impact of laden axles on road pavements and most bridge structures.
- NHVAS - National Heavy Vehicle Accreditation Scheme. NHVAS is a formal process for recognising and qualifying operators who have robust safety and other management systems in place.
- GHMS - Grain Harvest Management Scheme. The GHMS promotes the safe and productive movement of grain. Under the scheme, eligible heavy vehicles may exceed regulated total mass limits by up to 5% when delivering certain grains to participating grain receivers in participating Council areas.
- NSWLLS - NSW Livestock Loading Scheme. The scheme provides increased mass limits for livestock loads on NSWLLS approved network. Operators are required to meet stringent criteria to qualify for the scheme. The scheme includes measures to minimise road pavement wear, protect vulnerable bridges and reduce the incidence of livestock vehicle rollovers.
- CoR - Chain of Responsibility. CoR is legislation that recognises accountability and responsibility of all parties in the transport supply chain. Under CoR, parties who have control or influence over the transport task are deemed responsible for complying with and for breaches of these laws. All parties must take all reasonable steps to prevent breaches of mass, dimension, loading, speed and fatigue laws.

Further information regarding Heavy Vehicle terminology can be found at the National Heavy Vehicle Regulator Website, available at the following link; [NHVR](#).

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## 7. Policy

### 7.1 Restricted Access Vehicle Classes

All Restricted Access Vehicles are categorised within three classes:

#### 7.1.1 Class 1 Oversize and Overmass Vehicles

Class 1 OSOM Vehicles Include;

- Special Purpose Vehicles (SPV). A special purpose vehicle is a motor vehicle or trailer, other than an agricultural vehicle or a tow truck, built for a purpose other than carrying goods (concrete pumps, mobile crane, drill rig, etc.). Special purpose vehicles are considered a Class 1 vehicle, when they do not comply with a prescribed "general access" mass or dimension requirements applying to it.
- Agricultural Vehicles, Implements and Trailers. An agricultural vehicle is considered a Class 1 vehicle if it, together with its load, does not comply with a prescribed mass or dimension requirement. Examples of an agricultural vehicle include harvesters, tractors, augers, comb trailers, etc.
- Load Carrying Vehicles. An OSOM Load Carrying Vehicle is a heavy vehicle or combination which alone, or together with its load, exceeds prescribed mass or dimension requirements, and designed for the purpose of carrying, a large indivisible item. Examples include a prime mover and extendable trailer or a prime mover and low loader combination.

#### 7.1.2 Class 2 Heavy Vehicles

Freight-carrying Vehicles. General freight carrying vehicles that are longer than 19m requiring specific networks that are capable of handling these larger vehicles. This is usually managed by declaring route networks in gazette notices, but where a network does not exist, an operator may apply for a permit.

Class 2 Heavy Vehicles include;

- B-doubles and road trains,
- Double decker buses and buses longer than 12.5m but less than 14.5m,
- Livestock vehicles higher than 4.3m,
- Vehicle carrying combination that is longer than 19m or higher than 4.3m.
- Performance-Based Standards Vehicles

#### 7.1.3 Class 3 Heavy Vehicles

A heavy vehicle which, together with its load, does not comply with prescribed mass or dimension requirements and is not a Class 1 heavy vehicle.

Class 3 Heavy Vehicles include;

- A truck and dog trailer combination consisting of a rigid truck with 3 or 4 axles towing a dog trailer with 3 or 4 axles weighing more than 42.5t GVM.

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- A B-double or road train transporting a load wider than 2.5m

Class 3 heavy vehicles do not include Performance-Based Standards (PBS) vehicles or heavy vehicles complying with prescribed dimension requirements but operating under Concessional Mass Limits (CML) or Higher Mass Limits (HML).

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## 7.2 Restricted Access Vehicle Planning

Council will adopt a planned and controlled approach to granting road network access to RAV's. The granting of access will be based on sound assessment of commercial need, compatibility with Council planning principles, public safety and infrastructure impact considerations.

### 7.2.1 Permit Application

Where an RAV permit application is required for access, operators will be directed to apply for access through the NHVR.

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### 7.2.2 Route Assessment / Access

Council will undertake where possible and practical, route assessment consistent with the following guidance material;

- Guidelines for Granting Access

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- NSW ROUTE ASSESSMENT GUIDE for Restricted Access Vehicles

Council may utilise where possible and practical, the ARRB Restricted Access Vehicle Route Assessment Tool (RAV RAT) for the purposes of conducting and recording route assessment.

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Route assessment generally involves consultation with various interconnection asset managers, below is a table of asset classes and associated asset managers.

Asset Class	Asset Manager	Contact	Road Manager
State Roads	J <del>IN</del> SW	02 6938 1146	J <del>IN</del> SW
Regional Roads	Council	02 6980 1100	Council
Local Roads	Council	02 6980 1100	Council
Bridge/Drainage Structures (Local & Regional)	Council	02 6980 1100	Council
Bridge/Drainage Structures (State)	J <del>IN</del> SW	02 6938 1146	J <del>IN</del> SW
Railway Crossings	J <del>UGL</del> Linx	1300 661 390	J <del>IN</del> SW & Council
Water	Goldenfields Water County Council	02 6977 3200	J <del>IN</del> SW & Council
Electrical	Essential Energy	13 23 91 0428 620 993	J <del>IN</del> SW & Council
Gas	APA Group	02 5933 0855	J <del>IN</del> SW & Council
Telecommunications	Telstra	1800 810 443	J <del>IN</del> SW & Council

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**7.2.3 Financial Consideration**

The cost of RAV route assessment is catered for within Councils engineering operations budget.

Route assessment that requires specific assessment of pavement or bridge infrastructure will incur an assessment cost. In the case where assessment of structures or pavement is required the applicant will be given the option of either funding the assessment, or waiting until the assessment is carried out as part of Councils works program.

Where infrastructure is of an insufficient standard to meet applicant's requirements, the applicant will be given the option to fund upgrade works if the works are not already on Council's works program in the timeframe required by the applicant.

The cost of infrastructure assessment and/or upgrade to meet specific route assessment or access requirements of applicant's may therefore be met in one of three ways:

- As part of Council's pre-planned infrastructure maintenance or upgrade budget.
- Through contributions by an applicant to upgrade infrastructure to the appropriate level.
- Through a combination of the above.

**7.2.4 Restricted Access Route Record Keeping**

Council will maintain records of all approved restricted access routes.

The records will specify;

- The road name.
- The start and end points of the approved part of the road.
- Any special condition/s that applies to the route in respect of RAV's.
- The expiry date of the approval (where applicable).
- All information that was included in the request to the NHVR for gazettal of the route.

**7.3 Restricted Access**

RAV's are designed for specific purposes and should be limited to roads where their use is appropriate.

The following clauses outline current RAV access within the Temora LGA.

**7.3.1 B-Double Access**

B-Double access on Temora Shire Council managed roads is permitted, subject to the following conditions;

1. Rural Areas – Approved area with travel conditions.

Travel conditions;

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- Unlimited access with exception of listed roads or road sections.

## 2. Urban – Approved roads only.

B-double access maps are published on the [TfNSW](#) website and available at the following link; [RAV MAPs](#).

B-double combinations must comply with the requirements contained in the National Class 2 Heavy Vehicle B-double Authorisation (Notice) and the adjoining NSW Schedule. Available at the following link; [National Class 2 B-Double Notice](#)

### 7.3.2 4.6m High Vehicle Access

4.6m High Vehicle access on Temora Shire Council managed roads is permitted, subject to the following conditions;

#### 1. Rural – Approved area with travel conditions.

Travel conditions –

- [Operators must assess the route of travel to ensure no physical obstructions prevent the operation of 4.6m high vehicles. Council will not be held liable for damage caused by vehicles or obstructions.](#)

#### 2. Urban – Approved roads only.

4.6m high access maps are published on the [TfNSW](#) website, available at the following link; [RAV MAPs](#).

4.6m high vehicle combinations must comply with the requirements contained in the applicable National and State notices. Available at the following link; [4.6m National Notices](#).

### 7.3.3 Road Train Access

Road Train access on Temora Shire Council managed roads is permitted, subject to the following conditions;

#### 1. Rural and urban areas – Restricted access via permit.

Conditions –

- Restricted to the following Road Train combinations;
  - A-Double [Type 1](#)
  - Modular B-Triple
  - B-Triple
  - [AB-Triple](#)
- Access is subject to [Transport for NSW Road Train conditions operating east of the Newell Highway](#). Information is available at the following link; [Road Train Conditions](#).

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- Road geometry including intersections shall be assessed for access suitability (travel conditions may be considered in substandard areas with low associated risk).
- Access roads shall be specified (no area access will be considered).
- Period permits available for a maximum of 36 months.

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Road Trains must comply with the National Class 2 heavy vehicle road train authorisation notice 2020, available at the following link; National Class 2 Road Train Authorisation 2022.

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A map of approved urban roads within the Temora LGA considered for Road Train permit access is available in Appendix A – Urban Road Train Permit Access Maps.

Additional Road Train access maps are available at the following link; RAV MAPs

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*Note: Operators must assess the route of travel to ensure no physical obstructions prevent the operation of Road Train combinations. Council will not be held liable for damage caused by vehicles or obstructions.*

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#### 7.3.4 Higher Mass Limit (HML) Access

Higher Mass Limit access on Temora Shire Council managed roads is permitted, subject to the following conditions;

1. Rural and urban areas – Restricted access via permit.

Permit conditions –

- Access roads shall be specified (no blanket access).
- Pavements, bridges and load bearing drainage structures shall be assessed as capable of carrying the additional mass.

Heavy vehicles operating at HML must comply with the NSW Higher Mass Limits Declaration 2020, available at the following link; NSW HML Declaration 2020.

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Note: Urban HML permit access is restricted to the approved Urban B-Double routes. These routes are available at the following link; RAV MAPs.

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#### 7.3.5 Class 1 Load Carrying Vehicle Access

Class 1 Load Carrying Vehicle access on Temora Shire Council managed roads is permitted, subject to the following conditions;

1. Rural and urban areas – Access via permit.

Permit conditions –

- Urban access shall be specified (no blanket access).

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- Pavements, bridges and load bearing drainage structures shall be assessed as capable of carrying the additional mass.
- Road geometry including intersections shall be assessed as suitable for combination length and width.

Class 1 Load Carrying Vehicles must comply with National Class 1 Load Carrying Vehicle Notices, available at the following link; [National Class 1 Load Carrying Vehicle Notices](#)

Class 1 Load Carrying Vehicle Maps are published on the [TfNSW](#) website, available at the following link; [Class 1 Load Carrying Vehicle](#).

*Note: Operators must assess the route of travel to ensure no physical obstructions prevent the operation of Class 1 Load Carrying vehicles. Council will not be held liable for damage caused by vehicles or obstructions.*

### 7.3.6 Class 1 Special Purpose Vehicle Access

Class 1 Special Purpose Vehicle access on Temora Shire Council managed roads is permitted, subject to the following conditions;

1. Rural and urban areas – Level 1 and Level 3 approved roads. Level 2 and Level 4 access via permit.

Permit conditions –

- Access routes shall be specified (no blanket access).
- Pavements, bridges and load bearing drainage structures shall be assessed as capable of carrying the additional mass.
- Road geometry including intersections shall be assessed for access suitability (travel conditions may be considered in substandard areas with low associated risk).

Class 1 Special Purpose Vehicles must comply with National Class 1 Special Purpose Vehicle Notice 2021, available at the following link; Class 1 Special Purpose Vehicle Notice.

Class 1 Special Purpose Vehicle Maps are published on the [TfNSW](#) website, available at the following link; [Class 1 SPV](#)

*Note: Operators must assess the route of travel to ensure no physical obstructions prevent the operation of Class 1 Special Purpose vehicles. Council will not be held liable for damage caused by vehicles or obstructions.*

### 7.3.7 Class 1 Agricultural Vehicle Access

Class 1 Agricultural Vehicle access on Temora Shire Council managed roads is permitted, subject to the following conditions;

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1. Rural and urban areas – Access ~~via the National Class 1 Agricultural Vehicle and Combination Mass and Dimension Exemption Notice 2020~~, available at the following link; [Class 1 Agricultural Vehicle Notice 2020](#).

TSC managed road access outside the limits of state notice, shall be access via permit.

Permit conditions –

- Access routes shall be specified (no blanket access).
- Pavements, bridges and load bearing drainage structures shall be assessed as capable of carrying the additional mass.
- Road geometry including intersections shall be assessed for access suitability (travel conditions may be considered in substandard areas with low associated risk).

*Note: Operators must assess the route of travel to ensure no physical obstructions prevent the operation of Class 1 Agricultural vehicles. Council will not be held liable for damage caused by vehicles or obstructions.*

#### 7.3.8 Restricted Access Buses

Restricted Access Bus access is expected to be rare and will be considered on an individual case by case permit basis.

#### 7.3.9 Performance Based Standards Vehicle Access

Performance Based Standards vehicle access on Temora Shire Council managed roads is permitted, subject to the following conditions;

1. PBS Level 1 –  
Rural and Urban areas – Area Access
2. PBS Level 2a –  
Rural Areas – Approved area with travel conditions.  
Travel conditions;
  - Unlimited access with exception of listed roads or road sections.
 Urban – Approved roads only
3. PBS Level 2B & 3A –  
Rural and Urban areas – Access Via Permit  
Permit conditions –
  - Maximum allowable combination length of  $\leq 36.5$  metres.
  - Pavements, bridges and load bearing drainage structures shall be assessed as capable of carrying the additional mass.

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- Road geometry including intersections shall be assessed for access suitability (travel conditions may be considered in substandard areas with low associated risk).

Urban and rural PBS heavy vehicle access maps, including exception routes are published on the [TfNSW](#) website, available at the following link; [PBS HV MAPs](#).

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*Note: Operators must assess the route of travel to ensure no physical obstructions prevent the operation of Performance Based Standards vehicles. Council will not be held liable for damage caused by vehicles or obstructions.*

#### 7.3.10 NSW Livestock Loading Scheme Access

NSWLLS access on Temora Shire Council managed roads is permitted, subject to the following conditions;

1. Rural – Approved roads only
2. Urban – Approved roads only.

Urban and rural NSWLLS access maps, including exception routes are published on the [TfNSW](#) website, available at the following link; [Livestock Loading Scheme Maps](#).

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Livestock Loading Scheme combinations must comply with the [New South Wales Class 3 Livestock Transportation Exemption Notice 2019](#). Available at the following link; [Livestock Loading Scheme Notice 2019](#).

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*Note: Operators must assess the route of travel to ensure no physical obstructions prevent the operation of Livestock Loading Scheme vehicles. Council will not be held liable for damage caused by vehicles or obstructions.*

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#### 7.3.11 Grain Harvest Management Scheme

GHMS access on Temora Shire Council managed roads is permitted, subject to the following conditions;

1. Scheme operation restricted to between the dates of 1<sup>st</sup> October – 1<sup>st</sup> March annually, approved until 1<sup>st</sup> March [2027](#).

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Heavy vehicle combinations participating in the GHMS must comply with the New South Wales Class 3 Grain Harvest Management Scheme Mass Exemption Notice [2021](#) (No. 1). Available at the following link; [GHMS Notice 2021](#).

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GHMS access maps, including exception routes are published on the [TfNSW](#) website, available at the following link; [GHMS MAPs](#).

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**7.3.12 Farm Gate Access Program**

Farm Gate access on Temora Shire Council managed roads is permitted, subject to the following conditions:

1. Vehicles must be operating under Grain Harvest Management Scheme or the Livestock Loading Scheme
2. Vehicles are required to install GPS telematics.

Farm Gate access maps, are published on the TfNSW website as a map layer, available at the following links: GHMS MAPs, Livestock Loading Scheme Maps & RAV MAPs.

*Note: Operators must assess the route of travel to ensure no physical obstructions prevent the operation of Farm Gate Access Program vehicles. Council will not be held liable for damage caused by vehicles or obstructions.*

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Appendix A – Road Train Urban Permit Access Map



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Road Name	Start	Finish	Road Manager
Trungley Hall Road	Kitchener Road	Teal Street	TSC
Kitchener Road	Airport Street	Trungley Hall Road	TSC
Crowley Street	Kitchener Road	Lucas Street	TSC
Lucas Street	Airport Road	Twynam Street	TSC
Twynam Street	Lucas Street	Polaris Street	TSC
Polaris Street	Burley Griffin Way	Twynam Street	TSC
Vesper Street	Polaris Street	Back Mimosa Road	TSC/JNSW
Back Mimosa Road	Vesper Street	Goldfields Way	TSC
Victoria Street	Vesper Street	Milvale Road	JNSW
Ashelford Street	Vesper Street	Old Cootamundra Road	TSC
Old Cootamundra Road	Ashelford Street	GrainCorp	TSC
Tewksbury Road	Burley Griffin Way	Industrial Avenue	TSC
Industrial Avenue	Tewksbury Road	End	TSC
Milvale Road	Burley Griffin Way	Narraburra Street	TSC
Airport Street	Kitchener Road	Saleyards	TSC
Melaleuca Street	Burley Griffin Way	End	TSC
Ironbark Street	Melaleuca Street	End	TSC
Coolabah Street	Ironbark Street	Hakea Street	TSC
Hakea Street	Coolabah Street	Milvale Road	TSC
Teal Street	Trungley Hall Road	Bundawarrah Road	TSC

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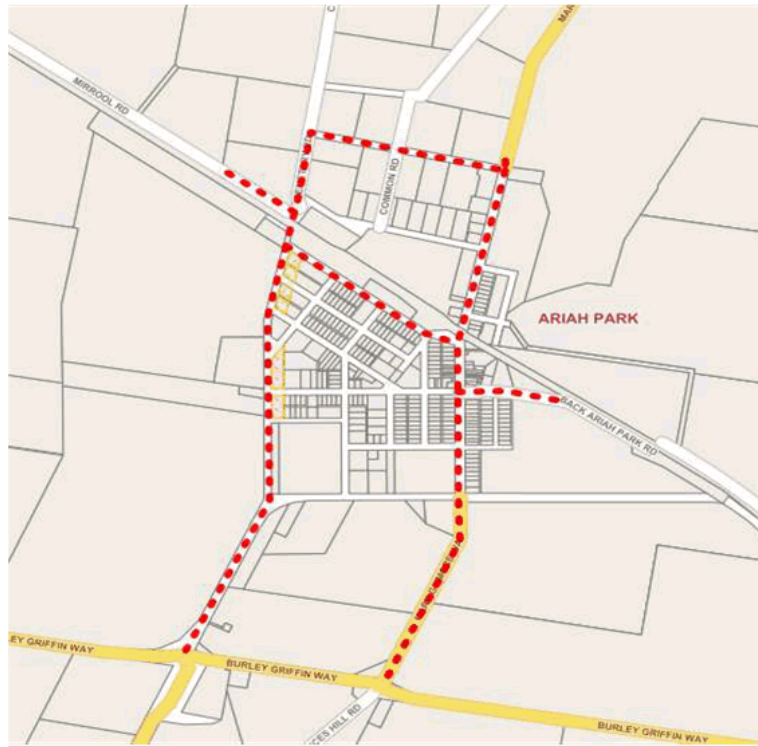
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Road Name	Start	Finish	Road Manager
Mary Gilmore Way	Burley Griffin Way	Rees Street	TSC
Davidson Street	Burley Griffin Way	Cemetery Road	TSC
Cemetery Road	Davidson Street	Rees Street	TSC
Rees Street	Cemetery Road	Mary Gilmore Way	TSC
Ariah Street	Davidson Street	Coolamon Street	TSC
Back Ariah Park Road	Coolamon Street	Urban / Rural Boundary	TSC
Mirrool Road	Cemetery Road	Urban / Rural Boundary	TSC

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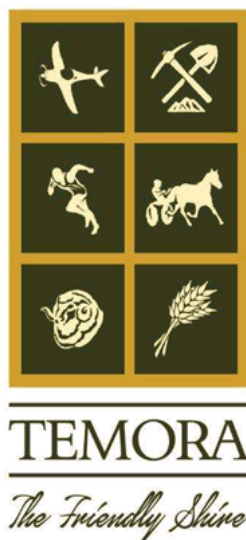
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## TEMORA SHIRE COUNCIL



### Restricted Access Vehicle Policy

ACTIVE

Function: Engineering

Temora Shire Council

Policy Number: EW5

## Review Details

**ABOUT THIS RELEASE**

**DOCUMENT NAME:** Restricted Access Vehicle Policy  
**CODE NUMBER:** EW5  
**AUTHOR:** Temora Shire Council  
**ENDORSEMENT DATE:** 10 April 2018

**REVIEW**

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement
February 2018	New Policy	1	19 April 2018	GCL
<u>January 2023</u>	<u>General Review</u>			

**PLANNED REVIEW**

Planned Review Date	Revision Description		Review by
September 2020	Programed Review		Rob Fisher

Revision Number: 1.1  
 File Name: Restricted Access Vehicle Policy

Revision Date: 31 January 2023  
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## 1. Purpose

Temora Shire Council endeavors to support the needs of local and regional industry, with this Council recognises the necessity for access and operation of Restricted Access Vehicles (RAV) within the Temora Local Government Area (LGA).

This Policy provides guidance to Council staff and transport operators relating to RAV access within the Temora LGA.

## 2. Scope

This Policy applies to all RAV operation on Temora Shire Council managed road network.

This Restricted Access Vehicle Policy supplements the Temora Shire Councils Asset Management Policy, Asset Management Strategy and Transport Asset Management Plan.

## 3. Objectives

The objectives of this Policy are;

- Support local and regional industry by allowing controlled access of RAV's, enabling;
  - i. Efficient, practical movement of freight.
  - ii. Improved access to local industrial areas and local business.
  - iii. Improved linkage of state, regional and local road networks.
  - iv. A nationally competitive local industry.
- Provide guidance to transport operators wishing to operate RAV's within the Temora LGA.
- Define RAV access routes within the Temora LGA.
- Make clear the limits of access for RAV combinations within the Temora LGA.
- Provide equity and transparency in the way Council manages RAV access requests.

## 4. Roles and Responsibilities

### 4.1 Policy Roles and Responsibilities

#### 4.1.1 Elected Council

- To act as stewards for community infrastructure assets.
- To set corporate Asset Management Policy and vision, with linkage to the Community Strategic Plan.
- To ensure appropriate resources and funding for Asset Management activities are made available.

#### 4.1.2 Executive Management

- To oversee the Community expectation for the movement of freight across the LGA and the alignment of those expectations with the Community Strategic Plan.

#### 4.1.3 Engineering Section

- Review and update the Restricted Access Vehicle Policy to ensure it maintains its currency and integrates with other related policy and procedure.
- Assess applications for RAV access against this policy, procedure and guidelines.
- Maintain records of restricted access routes and approvals.
- Provide linkage between the community, key stakeholders and Council on the management of RAV routes.
- Encourage continuous improvement, innovation and cost effective methods to improve RAV route assessment practices.

### 4.2 Road Access Roles and Responsibilities

Roles and responsibilities for the management of road network access is well articulated in the NHVR Approved Guidelines for Granting Access. These roles and responsibilities are summarised below.

#### 4.2.1 Regulator

The National Heavy Vehicle Regulator (NHVR) administers one set of laws for heavy vehicles under the Heavy Vehicle National Law (HVNL). The NHVR is responsible for:

- heavy vehicle access permit applications, including final decision on granting access,
- assigning vehicle conditions to access permits,
- National Heavy Vehicle Accreditation Scheme management and accreditations,
- Performance-Based Standards Scheme vehicle design and access approvals,
- heavy vehicle standards modifications and exemption permits,
- a national driver work diary and risk classification system for advanced fatigue management,
- one set of national notices,
- one set of national fees for NHVR services, and
- one set of national penalties.

#### 4.2.2 Road Authority

The NSW road authority is Transport for NSW (TfNSW). Under the HVNL, the road authority has the power to overrule the decisions of road managers in some situations through a request from the NHVR. The Road Authority is also the Road Manager for the State road network and therefore manages network access on this network.

#### 4.2.3 Road Manager

The Road Manager for the Temora LGA is the Temora Shire Council. The Road Manager is responsible for determining whether to consent to the use of RAV's on its roads and may, when consenting, require that travel conditions and road conditions be included in a mass or dimension authority.

### 5. Review

The policy should be reviewed every 4 years.

### 6. Heavy Vehicle Terminology

- NHVL – National Heavy Vehicle Law. NHVL and regulations commenced in the ACT, NSW, QLD, SA, TAS and VIC on 10 February 2014. The NT and WA have not commenced the HVNL at this time. The aim of the NHVL is to have consistent regulation of the heavy vehicle industry.
- RAV - Restricted Access Vehicle. Any single motor vehicle or combination with a combined load that exceeds the general access overall dimensions as defined in the Heavy Vehicle National Regulation is considered to be a Restricted Access Vehicle (RAV).
- GAV - General Access Vehicle. General Access Vehicles comply with mass and dimension requirements and do not require a notice or permit to operate on the road network. These vehicles have general access to the road network unless the road is sign-posted otherwise.
- GVM – Gross Vehicle Mass. GVM is nominated in the vehicle registration details and this is the maximum weight at which the vehicle may be operated on roads in NSW.
- GCM – Gross Combination Mass. GCM is the total weight a truck can carry and tow. This is the maximum weight of a loaded articulated vehicle or combination vehicle such as a prime mover with semi-trailer and / or trailers.
- GML – General Mass Limits. GML states the allowable mass for all types of heavy vehicle axle groups under normal conditions. All vehicles operate under GML unless the vehicle is operating under an accreditation or an exemption under the NHVL.
- CML – Concessional Mass Limits. CML allows an operator to operate at mass limits above the GML provided the operator is accredited under the NHVAS.
- HML – Higher Mass Limits. Higher Mass Limits allow particular heavy vehicles to access additional mass entitlements providing:

- operators of vehicles or combinations running HML on tri-axle groups are accredited under the [Mass Management Module](#) of the National Heavy Vehicle Accreditation Scheme (NHVAS), with an accreditation label fitted to the hauling unit
- vehicles are fitted with certified road friendly suspension
- vehicles are on an authorised HML route.

HML provides a significant increase in the productivity of road freight transport vehicles.

- OSOM - Any vehicle that exceeds the dimension or mass limits that are stipulated in the Heavy Vehicle (Mass, Dimension and Loading) National Regulation (NSW) are considered to Oversize Overmass Vehicles.
- PBS - Performance-Based Standards. PBS vehicles are designed to perform their tasks as productively, safely and sustainably as possible, and to operate on networks that are appropriate for their level of performance. The basic principle of PBS is matching the right vehicles to the right tasks.
- IAP - Intelligent Access Program. IAP is a technical, functional and regulatory national framework to manage heavy vehicle access through the use of telematics. IAP allows participating operators access, or improved access, to the road network, in return for IAP monitoring and compliance with road manager access conditions.
- RFS - Road Friendly Suspension. RFS is a certified suspension systems designed to reduce the impact of laden axles on road pavements and most bridge structures.
- NHVAS - National Heavy Vehicle Accreditation Scheme. NHVAS is a formal process for recognising and qualifying operators who have robust safety and other management systems in place.
- GHMS - Grain Harvest Management Scheme. The GHMS promotes the safe and productive movement of grain. Under the scheme, eligible heavy vehicles may exceed regulated total mass limits by up to 5% when delivering certain grains to participating grain receivers in participating Council areas.
- NSWLLS – NSW Livestock Loading Scheme. The scheme provides increased mass limits for livestock loads on NSWLLS approved network. Operators are required to meet stringent criteria to qualify for the scheme. The scheme includes measures to minimise road pavement wear, protect vulnerable bridges and reduce the incidence of livestock vehicle rollovers.
- CoR - Chain of Responsibility. CoR is legislation that recognises accountability and responsibility of all parties in the transport supply chain. Under CoR, parties who have control or influence over the transport task are deemed responsible for complying with and for breaches of these laws. All parties must take all reasonable steps to prevent breaches of mass, dimension, loading, speed and fatigue laws.

Further information regarding Heavy Vehicle terminology can be found at the National Heavy Vehicle Regulator Website, available at the following link; [NHVR](#).

## 7. Policy

### 7.1 Restricted Access Vehicle Classes

All Restricted Access Vehicles are categorised within three classes:

#### 7.1.1 Class 1 Oversize and Overmass Vehicles

Class 1 OSOM Vehicles Include;

- Special Purpose Vehicles (SPV). A special purpose vehicle is a motor vehicle or trailer, other than an agricultural vehicle or a tow truck, built for a purpose other than carrying goods (concrete pumps, mobile crane, drill rig, etc.). Special purpose vehicles are considered a Class 1 vehicle, when they do not comply with a prescribed "general access" mass or dimension requirements applying to it.
- Agricultural Vehicles, Implements and Trailers. An agricultural vehicle is considered a Class 1 vehicle if it, together with its load, does not comply with a prescribed mass or dimension requirement. Examples of an agricultural vehicle include harvesters, tractors, augers, comb trailers, etc.
- Load Carrying Vehicles. An OSOM Load Carrying Vehicle is a heavy vehicle or combination which alone, or together with its load, exceeds prescribed mass or dimension requirements, and designed for the purpose of carrying, a large indivisible item. Examples include a prime mover and extendable trailer or a prime mover and low loader combination.

#### 7.1.2 Class 2 Heavy Vehicles

Freight-carrying Vehicles. General freight carrying vehicles that are longer than 19m requiring specific networks that are capable of handling these larger vehicles. This is usually managed by declaring route networks in gazette notices, but where a network does not exist, an operator may apply for a permit.

Class 2 Heavy Vehicles include;

- B-doubles and road trains,
- Double decker buses and buses longer than 12.5m but less than 14.5m,
- Livestock vehicles higher than 4.3m,
- Vehicle carrying combination that is longer than 19m or higher than 4.3m.
- Performance-Based Standards Vehicles

#### 7.1.3 Class 3 Heavy Vehicles

A heavy vehicle which, together with its load, does not comply with prescribed mass or dimension requirements and is not a Class 1 heavy vehicle.

Class 3 Heavy Vehicles include;

- A truck and dog trailer combination consisting of a rigid truck with 3 or 4 axles towing a dog trailer with 3 or 4 axles weighing more than 42.5t GVM.

- A B-double or road train transporting a load wider than 2.5m

Class 3 heavy vehicles do not include Performance-Based Standards (PBS) vehicles or heavy vehicles complying with prescribed dimension requirements but operating under Concessional Mass Limits (CML) or Higher Mass Limits (HML).

## 7.2 Restricted Access Vehicle Planning

Council will adopt a planned and controlled approach to granting road network access to RAV's. The granting of access will be based on sound assessment of commercial need, compatibility with Council planning principles, public safety and infrastructure impact considerations.

### 7.2.1 Permit Application

Where an RAV permit application is required for access, operators will be directed to apply for access through the NHVR.

### 7.2.2 Route Assessment / Access

Council will undertake where possible and practical, route assessment consistent with the following guidance material;

- [Guidelines for Granting Access](#)
- [NSW ROUTE ASSESSMENT GUIDE for Restricted Access Vehicles](#)

Council may utilise where possible and practical, the ARRB Restricted Access Vehicle Route Assessment Tool ([RAV RAT](#)) for the purposes of conducting and recording route assessment.

Route assessment generally involves consultation with various interconnection asset managers, below is a table of asset classes and associated asset managers.

Asset Class	Asset Manager	Contact	Road Manager
State Roads	TfNSW	02 6938 1146	TfNSW
Regional Roads	Council	02 6980 1100	Council
Local Roads	Council	02 6980 1100	Council
Bridge/Drainage Structures (Local & Regional)	Council	02 6980 1100	Council
Bridge/Drainage Structures (State)	TfNSW	02 6938 1146	TfNSW
Railway Crossings	UGL Linx	1300 661 390	TfNSW & Council
Water	Goldenfields Water County Council	02 6977 3200	TfNSW & Council
Electrical	Essential Energy	13 23 91 0428 620 993	TfNSW & Council
Gas	APA Group	02 5933 0855	TfNSW & Council
Telecommunications	Telstra	1800 810 443	TfNSW & Council

### 7.2.3 Financial Consideration

The cost of RAV route assessment is catered for within Councils engineering operations budget.

Route assessment that requires specific assessment of pavement or bridge infrastructure will incur an assessment cost. In the case where assessment of structures or pavement is required the applicant will be given the option of either funding the assessment, or waiting until the assessment is carried out as part of Councils works program.

Where infrastructure is of an insufficient standard to meet applicant's requirements, the applicant will be given the option to fund upgrade works if the works are not already on Council's works program in the timeframe required by the applicant.

The cost of infrastructure assessment and/or upgrade to meet specific route assessment or access requirements of applicant's may therefore be met in one of three ways:

- As part of Council's pre-planned infrastructure maintenance or upgrade budget.
- Through contributions by an applicant to upgrade infrastructure to the appropriate level.
- Through a combination of the above.

### 7.2.4 Restricted Access Route Record Keeping

Council will maintain records of all approved restricted access routes.

The records will specify;

- The road name.
- The start and end points of the approved part of the road.
- Any special condition/s that applies to the route in respect of RAV's.
- The expiry date of the approval (where applicable).
- All information that was included in the request to the NHVR for gazettal of the route.

## 7.3 Restricted Access

RAV's are designed for specific purposes and should be limited to roads where their use is appropriate.

The following clauses outline current RAV access within the Temora LGA.

### 7.3.1 B-Double Access

B-Double access on Temora Shire Council managed roads is permitted, subject to the following conditions;

1. Rural Areas – Approved area with travel conditions.

Travel conditions;

- Unlimited access with exception of listed roads or road sections.

2. Urban – Approved roads only.

B-double access maps are published on the TfNSW website and available at the following link; [RAV MAPs](#).

B-double combinations must comply with the requirements contained in the National Class 2 Heavy Vehicle B-double Authorisation (Notice) and the adjoining NSW Schedule. Available at the following link; [National Class 2 B-Double Notice](#)

### 7.3.2 4.6m High Vehicle Access

4.6m High Vehicle access on Temora Shire Council managed roads is permitted, subject to the following conditions;

1. Rural – Approved area with travel conditions.

Travel conditions –

- Operators must assess the route of travel to ensure no physical obstructions prevent the operation of 4.6m high vehicles. Council will not be held liable for damage caused by vehicles or obstructions.

2. Urban – Approved roads only.

4.6m high access maps are published on the TfNSW website, available at the following link; [RAV MAPs](#).

4.6m high vehicle combinations must comply with the requirements contained in the applicable National and State notices. Available at the following link; [4.6m National Notices](#).

### 7.3.3 Road Train Access

Road Train access on Temora Shire Council managed roads is permitted, subject to the following conditions;

1. Rural and urban areas – Restricted access via permit.

Conditions –

- Restricted to the following Road Train combinations;
  - A-Double -Type 1
  - Modular B-Triple
  - B-Triple
  - AB-Triple
- Access is subject to Transport for NSW Road Train conditions operating east of the Newell Highway. Information is available at the following link; [Road Train Conditions](#).

- Road geometry including intersections shall be assessed for access suitability (travel conditions may be considered in substandard areas with low associated risk).
- Access roads shall be specified (no area access will be considered).
- Period permits available for a maximum of 36 months.

Road Trains must comply with the National Class 2 heavy vehicle road train authorisation notice 2020, available at the following link; [National Class 2 Road Train Authorisation 2022](#).

A map of approved urban roads within the Temora LGA considered for Road Train permit access is available in Appendix A – Urban Road Train Permit Access Maps.

Additional Road Train access maps are available at the following link; [RAV MAPs](#)

*Note: Operators must assess the route of travel to ensure no physical obstructions prevent the operation of Road Train combinations. Council will not be held liable for damage caused by vehicles or obstructions.*

#### 7.3.4 Higher Mass Limit (HML) Access

Higher Mass Limit access on Temora Shire Council managed roads is permitted, subject to the following conditions;

1. Rural and urban areas – Restricted access via permit.

Permit conditions –

- Access roads shall be specified (no blanket access).
- Pavements, bridges and load bearing drainage structures shall be assessed as capable of carrying the additional mass.

Heavy vehicles operating at HML must comply with the NSW Higher Mass Limits Declaration 2020, available at the following link; [NSW HML Declaration 2020](#).

Note: Urban HML permit access is restricted to the approved Urban B-Double routes. These routes are available at the following link; [RAV MAPs](#).

#### 7.3.5 Class 1 Load Carrying Vehicle Access

Class 1 Load Carrying Vehicle access on Temora Shire Council managed roads is permitted, subject to the following conditions;

1. Rural and urban areas – Access via permit.

Permit conditions –

- Urban access shall be specified (no blanket access).

- Pavements, bridges and load bearing drainage structures shall be assessed as capable of carrying the additional mass.
- Road geometry including intersections shall be assessed as suitable for combination length and width.

Class 1 Load Carrying Vehicles must comply with National Class 1 Load Carrying Vehicle Notices, available at the following link; [National Class 1 Load Carrying Vehicle Notices](#)

Class 1 Load Carrying Vehicle Maps are published on the TfNSW website, available at the following link; [Class 1 Load Carrying Vehicle](#).

*Note: Operators must assess the route of travel to ensure no physical obstructions prevent the operation of Class 1 Load Carrying vehicles. Council will not be held liable for damage caused by vehicles or obstructions.*

#### 7.3.6 Class 1 Special Purpose Vehicle Access

Class 1 Special Purpose Vehicle access on Temora Shire Council managed roads is permitted, subject to the following conditions;

1. Rural and urban areas – Level 1 and Level 3 approved roads. Level 2 and Level 4 access via permit.

Permit conditions –

- Access routes shall be specified (no blanket access).
- Pavements, bridges and load bearing drainage structures shall be assessed as capable of carrying the additional mass.
- Road geometry including intersections shall be assessed for access suitability (travel conditions may be considered in substandard areas with low associated risk).

Class 1 Special Purpose Vehicles must comply with National Class 1 Special Purpose Vehicle Notice 2021, available at the following link; [Class 1 Special Purpose Vehicle Notice](#).

Class 1 Special Purpose Vehicle Maps are published on the TfNSW website, available at the following link; [Class 1 SPV](#)

*Note: Operators must assess the route of travel to ensure no physical obstructions prevent the operation of Class 1 Special Purpose vehicles. Council will not be held liable for damage caused by vehicles or obstructions.*

#### 7.3.7 Class 1 Agricultural Vehicle Access

Class 1 Agricultural Vehicle access on Temora Shire Council managed roads is permitted, subject to the following conditions;

1. Rural and urban areas – Access via the National Class 1 Agricultural Vehicle and Combination Mass and Dimension Exemption Notice 2020, available at the following link; Class 1 Agricultural Vehicle Notice 2020.

TSC managed road access outside the limits of state notice, shall be access via permit.

Permit conditions –

- Access routes shall be specified (no blanket access).
- Pavements, bridges and load bearing drainage structures shall be assessed as capable of carrying the additional mass.
- Road geometry including intersections shall be assessed for access suitability (travel conditions may be considered in substandard areas with low associated risk).

*Note: Operators must assess the route of travel to ensure no physical obstructions prevent the operation of Class 1 Agricultural vehicles. Council will not be held liable for damage caused by vehicles or obstructions.*

#### 7.3.8 Restricted Access Buses

Restricted Access Bus access is expected to be rare and will be considered on an individual case by case permit basis.

#### 7.3.9 Performance Based Standards Vehicle Access

Performance Based Standards vehicle access on Temora Shire Council managed roads is permitted, subject to the following conditions;

1. PBS Level 1 –

Rural and Urban areas – Area Access

2. PBS Level 2a –

Rural Areas – Approved area with travel conditions.

Travel conditions;

- Unlimited access with exception of listed roads or road sections.

Urban – Approved roads only

3. PBS Level 2B & 3A –

Rural and Urban areas – Access Via Permit

Permit conditions –

- Maximum allowable combination length of  $\leq 36.5$  metres.
- Pavements, bridges and load bearing drainage structures shall be assessed as capable of carrying the additional mass.

- Road geometry including intersections shall be assessed for access suitability (travel conditions may be considered in substandard areas with low associated risk).

Urban and rural PBS heavy vehicle access maps, including exception routes are published on the TfNSW website, available at the following link; [PBS HV MAPs](#).

*Note: Operators must assess the route of travel to ensure no physical obstructions prevent the operation of Performance Based Standards vehicles. Council will not be held liable for damage caused by vehicles or obstructions.*

#### 7.3.10 NSW Livestock Loading Scheme Access

NSWLLS access on Temora Shire Council managed roads is permitted, subject to the following conditions;

1. Rural – Approved roads only
2. Urban – Approved roads only.

Urban and rural NSWLLS access maps, including exception routes are published on the TfNSW website, available at the following link; [Livestock Loading Scheme Maps](#).

Livestock Loading Scheme combinations must comply with the New South Wales Class 3 Livestock Transportation Exemption Notice 2019. Available at the following link; [Livestock Loading Scheme Notice 2019](#)

*Note: Operators must assess the route of travel to ensure no physical obstructions prevent the operation of Livestock Loading Scheme vehicles. Council will not be held liable for damage caused by vehicles or obstructions.*

#### 7.3.11 Grain Harvest Management Scheme

GHMS access on Temora Shire Council managed roads is permitted, subject to the following conditions;

1. Scheme operation restricted to between the dates of 1<sup>st</sup> October – 1<sup>st</sup> March annually, approved until 1<sup>st</sup> March 2027.

Heavy vehicle combinations participating in the GHMS must comply with the New South Wales Class 3 Grain Harvest Management Scheme Mass Exemption Notice 2021 (No. 1). Available at the following link; [GHMS Notice 2021](#).

GHMS access maps, including exception routes are published on the TfNSW website, available at the following link; [GHMS MAPs](#).

### 7.3.12 Farm Gate Access Program

Farm Gate access on Temora Shire Council managed roads is permitted, subject to the following conditions;

1. Vehicles must be operating under Grain Harvest Management Scheme or the Livestock Loading Scheme
2. Vehicles are required to install GPS telematics.

Farm Gate access maps, are published on the TfNSW website as a map layer, available at the following links; [GHMS MAPs](#), [Livestock Loading Scheme Maps & RAV MAPs](#).

*Note: Operators must assess the route of travel to ensure no physical obstructions prevent the operation of Farm Gate Access Program vehicles. Council will not be held liable for damage caused by vehicles or obstructions.*

## Appendix A – Road Train Urban Permit Access Map



Revision Number: 1.1  
File Name: Restricted Access Vehicle Policy

Revision Date: 31 January 2023  
Page Number: Page 17 of 19

Function: Engineering

Temora Shire Council

Policy Number: EW5

Road Name	Start	Finish	Road Manager
Trungley Hall Road	Kitchener Road	Teal Street	TSC
Kitchener Road	Airport Street	Trungley Hall Road	TSC
Crowley Street	Kitchener Road	Lucas Street	TSC
Lucas Street	Airport Road	Twynam Street	TSC
Twynam Street	Lucas Street	Polaris Street	TSC
Polaris Street	Burley Griffin Way	Twynam Street	TSC
Vesper Street	Polaris Street	Back Mimosa Road	TSC/TfNSW
Back Mimosa Road	Vesper Street	Goldfields Way	TSC
Victoria Street	Vesper Street	Milvale Road	TfNSW
Ashelford Street	Vesper Street	Old Cootamundra Road	TSC
Old Cootamundra Road	Ashelford Street	GrainCorp	TSC
Tewksbury Road	Burley Griffin Way	Industrial Avenue	TSC
Industrial Avenue	Tewksbury Road	End	TSC
Milvale Road	Burley Griffin Way	Narraburra Street	TSC
Airport Street	Kitchener Road	Saleyards	TSC
Melaleuca Street	Burley Griffin Way	End	TSC
Ironbark Street	Melaleuca Street	End	TSC
Coolabah Street	Ironbark Street	Hakea Street	TSC
Hakea Street	Coolabah Street	Milvale Road	TSC
Teal Street	Trungley Hall Road	Bundawarra Road	TSC

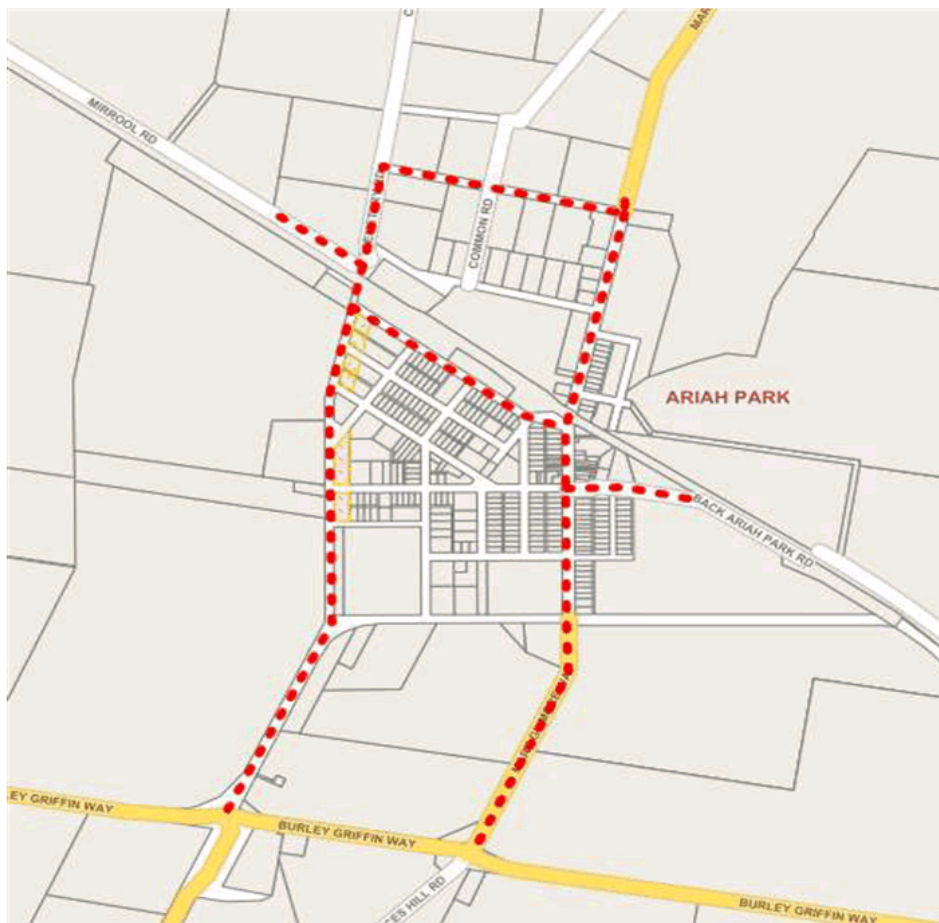
Revision Number: 1.1  
 File Name: Restricted Access Vehicle Policy

Revision Date: 31 January 2023  
 Page Number: Page 18 of 19

Function: Engineering

Temora Shire Council

Policy Number: EW5



Road Name	Start	Finish	Road Manager
Mary Gilmore Way	Burley Griffin Way	Rees Street	TSC
Davidson Street	Burley Griffin Way	Cemetery Road	TSC
Cemetery Road	Davidson Street	Rees Street	TSC
Rees Street	Cemetery Road	Mary Gilmore Way	TSC
Ariah Street	Davidson Street	Coolamon Street	TSC
Back Ariah Park Road	Coolamon Street	Urban / Rural Boundary	TSC
Mirrool Road	Cemetery Road	Urban / Rural Boundary	TSC

Revision Number: 1.1  
 File Name: Restricted Access Vehicle Policy

Revision Date: 31 January 2023  
 Page Number: Page 19 of 19

**4.10 URBAN DOG OFF LEASH AREAS**

**File Number:** REP23/332  
**Author:** Engineering Technical Officer  
**Authoriser:** Engineering Asset Manager  
**Attachments:** 1. Correspondence

**REPORT**

Council has received correspondence from a resident in relation to urban off leash areas for dogs in Temora. The resident has expressed concern about the condition of the two current off leash areas (located at Golden Gate Reserve and on the northern side of Lake Centenary). The resident is also requesting further investigation into more suitable locations which are more centralised to the urban area.

This item was also raised in the Recreation and Open Space Strategy and was a strong theme in the 2021 Resident Satisfaction Survey.

Staff are seeking some direction from Council regarding Councils appetite to consider funding an urban off leash area and to what level Council may consider appropriate. To construct a high quality off leash facility could easily cost in excess of \$150,000. If Council wish to proceed and can provide some detail regarding potential funding, a small working party can be formed and a short list of concept options scoped and costed and a further report provided to Council.

**COMMITTEE RESOLUTION 19/2023**

Moved: Cr Rick Firman  
Seconded: Cr Jason Goode

That the Committee resolved to recommend to Council that a small working party be formed to work on options and costings for urban dog off leash areas with a further report to come back to Council.

**CARRIED**

***Report by Amanda Colwill***

Alex Dahlenburg left the meeting at 3:46 pm.

Rob Fisher left the meeting at 3:46 pm.

**From:****Sent:** Tuesday, 14 February 2023 10:41 AM**To:** Temora Shire Council <[temshire@temora.nsw.gov.au](mailto:temshire@temora.nsw.gov.au)>**Subject:** Regarding Weeds & Off-Leash Dog Park

Attention: Weeds Dept &amp; Off-Leash Dog Park

Dear Temora Shire Council

I'd like to raise two matters, one regarding a weed and one regarding the off-leash dog park.

**Off-Leash Dog Areas**

While talking about Golden Gate Reserve, this is listed on the council website as the 'designated off-leash area' for dogs. However, with so many weeds, often overgrown, this means it is not an attractive area for dog owners to enjoy. It seems to me like a 'token' park designated as an off-leash area simply because the shire needs one by law.

Likewise the new off-leash area at the lake is disappointing – so close to the lake, but not being able to see the lake to enjoy it while exercising a dog is not attractive. I've noticed it overgrown. More importantly, not everyone wants, or has means, to transport their dog to the lake every time they want to use an off-leash area.

If council is serious about providing for dog owners, I would love to see two off-leash areas (one each side of railway line) that are attractive to both dogs and humans, well-maintained, and central (within walking distance) to the majority of homes/residents.

Thanks for taking the time to read this email and I look forward to seeing these matters addressed.

Yours sincerely,

**4.11 AIRCRAFT SHOWCASE AT THE LAKE**

**File Number:** REP23/383  
**Author:** Secretary Engineering  
**Authoriser:** General Manager  
**Attachments:** 1. Map

**REPORT**

Council has received an application from Temora Aviation Museum for their April Aircraft Showcase to be held at Lake Centenary on 1<sup>st</sup> April, 2023 from 10am – 4pm.

The Temora Aviation Museum's April Aircraft Showcase will feature all serviceable aircraft from RAAF 100 SQN Historic Flight Collection.

This is a free event to say thank you to the loyalty of our aviation fans after all the disruptions and cancellations over the past few years.

Additional bins have been requested with additional collection required also.

TAM is seeking support from Council to run the event.

Task	Time	Rate	Cost
Closure of road at rear of Lake & Opening of special event signs on Goldfields Way 1 Staff (Friday afternoon)	1 hour	\$70	\$70
10 red event bins (Supply, Delivery & Collection)		\$8	\$80
Small event application fee			\$50
TOTAL:			\$200

**COMMITTEE RESOLUTION 20/2023**

Moved: Cr Jason Goode  
 Seconded: Cr Anthony Irvine

The Committee resolved to recommend to Council to approve the event subject to approval of the Lake Centenary Management Committee.

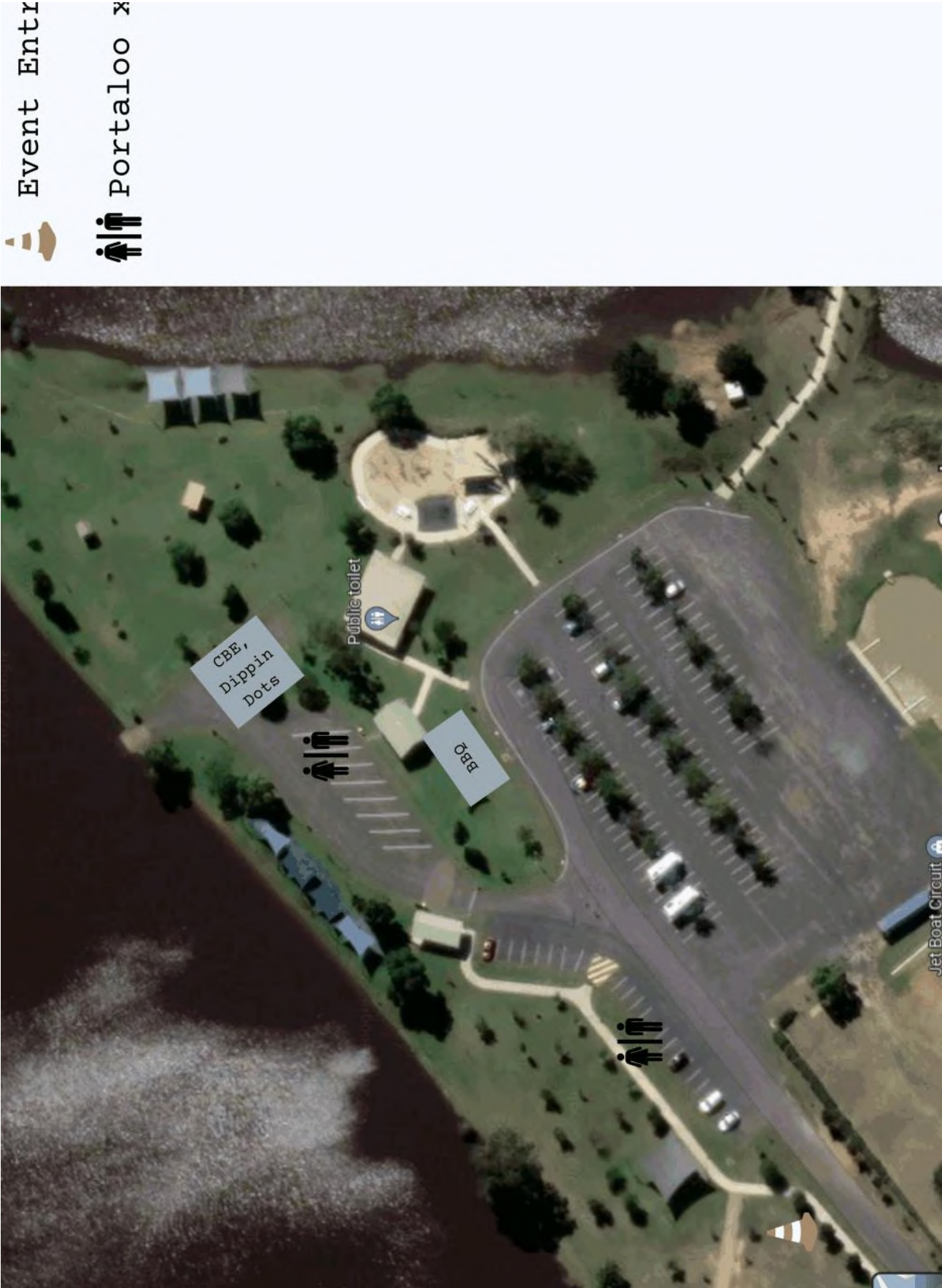
**CARRIED**

**COMMITTEE RESOLUTION 21/2023**

Moved: Cr Claire McLaren  
 Seconded: Cr Nigel Judd

That Council write to Federal Member for Riverina The Hon Michael McCormack requesting that he make strong urgent representations in relation to the issue at the airport.

**CARRIED**



**1. CR JUDD**

Cr Nigel Judd advised that Community Engagement meetings in Ariaiah Park have been held regularly with Engineering Works Manager Alex Dahlenburg and Engineering Asset Manager Rob Fisher and this helps to address issues as they arise.

**5 CONFIDENTIAL REPORTS****COMMITTEE RESOLUTION 22/2023**

Moved: Cr Jason Goode

Seconded: Cr Anthony Irvine

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993 at 3:52pm:

**5.1 Army Huts Licence Agreement - Temora Arts & Craft Group**

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 23/2023**

Moved: Cr Jason Goode

Seconded: Cr Anthony Irvine

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

**CARRIED**

**6        CLOSE MEETING**

The Meeting closed at 4:00pm.

This is the minutes of the Assets & Operations Committee meeting held on Tuesday 7 March 2023.

.....

**GENERAL MANAGER**

.....

**CHAIRMAN**

**8.2 MINUTES OF THE TRAFFIC COMMITTEE MEETING HELD ON 9 MARCH 2023**

**File Number:** REP23/428

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Minutes of the Traffic Committee Meeting held on 9 March 2023

**RESOLUTION 35/2023**

Moved: Cr Max Oliver

Seconded: Cr Graham Sinclair

It was resolved that the reports be received.

**CARRIED**

**RESOLUTION 36/2023**

Moved: Cr Graham Sinclair

Seconded: Cr Lindy Reinhold

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

**CARRIED**



**DATE:** THURSDAY, 9 MARCH 2023  
**TIME:** 11:00AM  
**LOCATION:** 105 LOFTUS STREET  
TEMORA NSW 2666

# MINUTES

## Traffic Committee Meeting

**9 March 2023**

**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>Disclosures of Interest .....</b>	<b>3</b>
<b>4</b>	<b>Reports .....</b>	<b>4</b>
4.1	Accessible Parking Request - Temora High School.....	4
4.2	Road Safety Strategic Plan.....	13
4.3	Fatigue Signage.....	15
4.4	Request for Compression Braking Signs at Aria Park.....	18
4.5	Update on Delegation Streamlining Local Traffic Management.....	23
<b>5</b>	<b>Close Meeting .....</b>	<b>30</b>

**MINUTES OF TEMORA SHIRE COUNCIL  
TRAFFIC COMMITTEE MEETING  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON THURSDAY, 9 MARCH 2023 AT 11:13AM**

**PRESENT:** Cr Rick Firman (Mayor) (Chair), Cr Max Oliver, Road Safety Officer Karen Trethowan, TfNSW Kim Schultz

**IN ATTENDANCE:** Alex Dahlenburg (Engineering Works Manager)

**1 OPEN MEETING**

11:13 AM

**2 APOLOGIES**

**COMMITTEE RESOLUTION 1/2023**

Moved: Cr Max Oliver

Seconded: TfNSW Kim Schultz

That apologies from Mr Greg Minehan, NSW Police Andrew Ryabovitch & Cr Lindy Reinhold be received and accepted.

**CARRIED**

**3 DISCLOSURES OF INTEREST**

COUNCILLOR/OFFICER	ITEM	NATURE OF INTEREST	HOW MANAGED
NIL			

## 4 REPORTS

### 4.1 ACCESSIBLE PARKING REQUEST - TEMORA HIGH SCHOOL

**File Number:** REP23/75

**Author:** Engineering Technical Officer

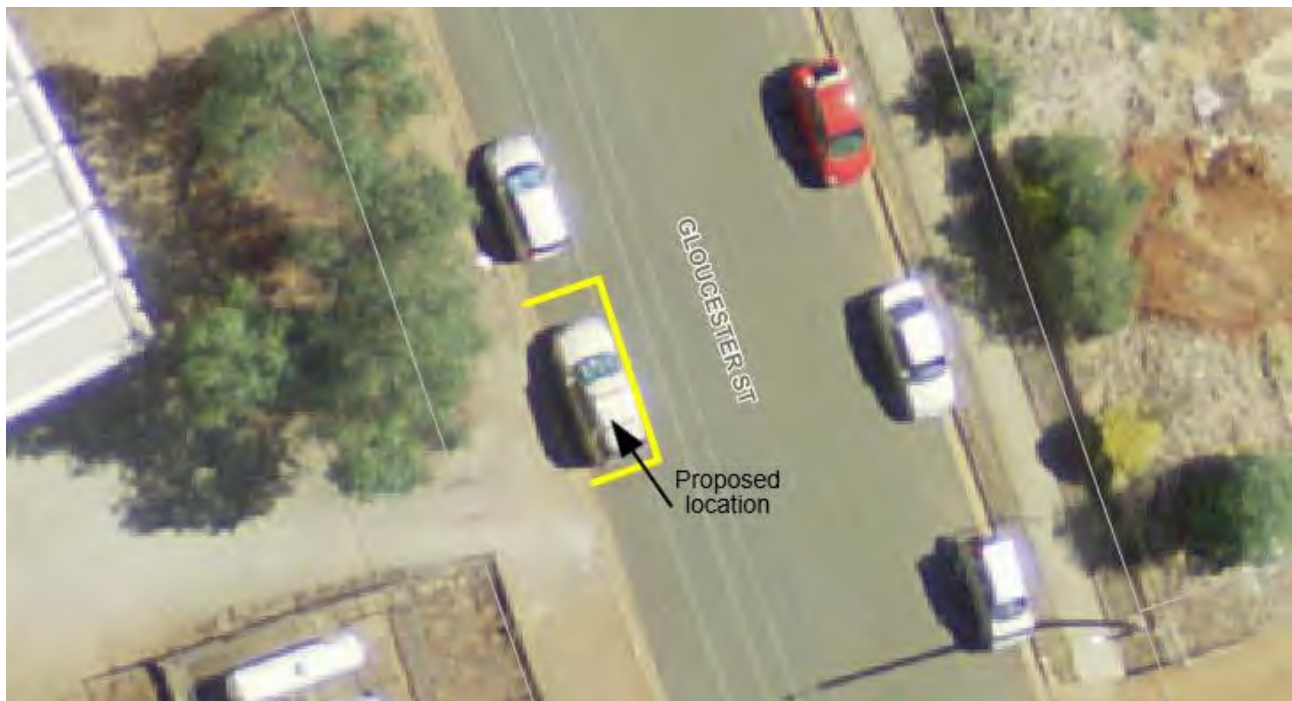
**Authoriser:** Engineering Asset Manager

**Attachments:** 1. Correspondence

#### REPORT

Council has received correspondence from Temora High School requesting the installation of an accessible parking space on Gloucester Street. There is currently no disabled parking/access on the eastern side of the school, with the only accessible park located on Anzac Street. Access is required in order to service the MPU, library and surrounding classrooms.

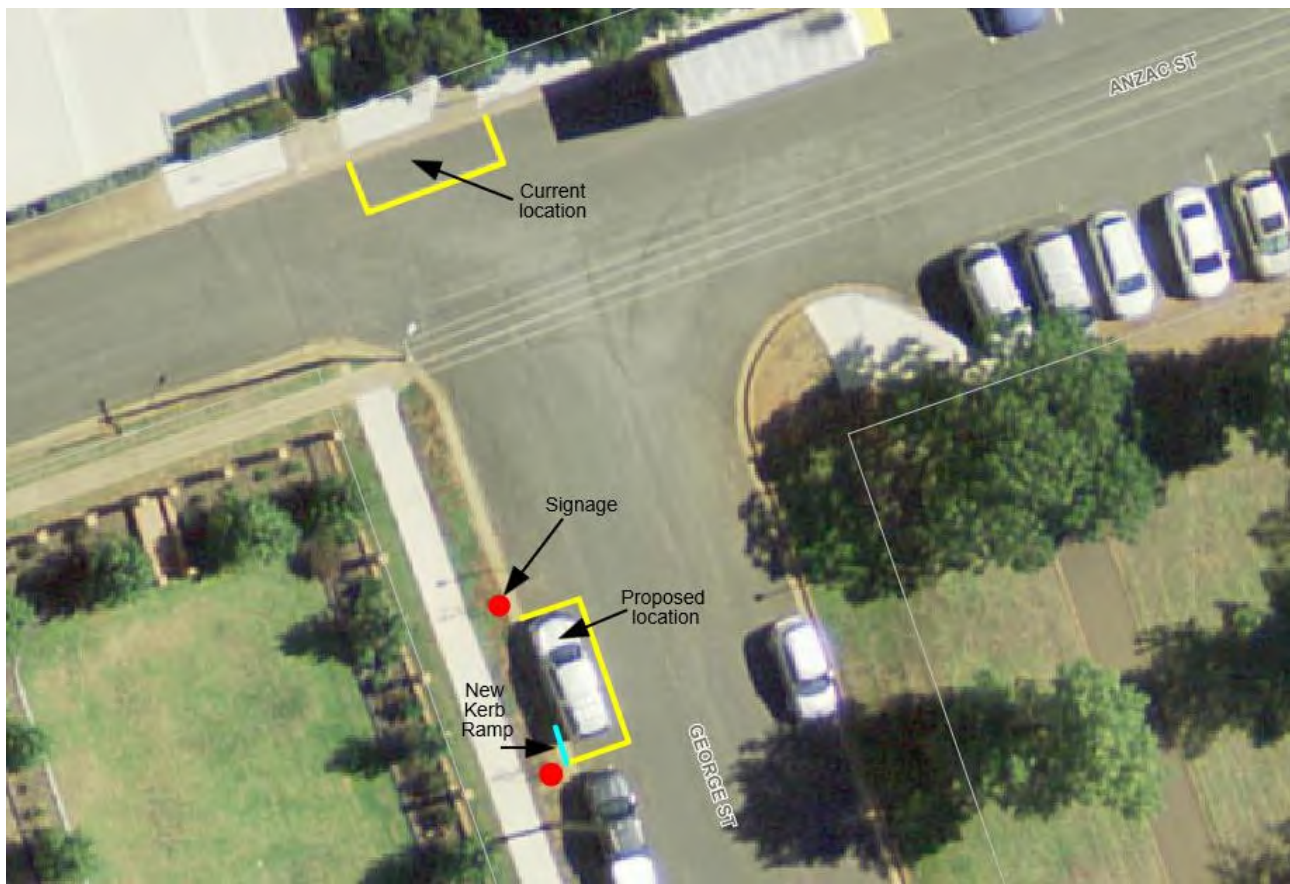
Following discussion with the Engineering Works Manager the High School's proposed location is behind the demountable classroom, as shown in the below image. Footpath construction works are also nearing completion in Gloucester Street in this location. This project included the installation of a kerb ramp which would coincide with the proposed location of the parking space. (A kerb ramp would be required regardless with installation of any new accessible park)



The original request and consequent discussions have led to concern also being raised about the location of the existing accessible park on Anzac Street (which primarily services the Support Unit). The current location is uneven and causes issues with the loading/unloading of students.

Upon inspection by the Engineering Works Manager the only feasible alternative from a cost perspective is to convert the first parallel park on the western side George Street to an accessible park. This area is flatter; however it would require installation of a kerb ramp to the rear of the park, along with signage and linemarking. The positioning is slightly further away, with a need to cross Anzac Street, however it is still considered an acceptable distance and would solve issues in

relation to road gradient and drainage in the current location. A diagram is provided below of this option.



### Budget Implications

Indicative costs are provided below for the 2 proposed locations:

#### Gloucester Street Accessible Park (new parking space):

Item	Rate	Unit	Qty	Cost
Yellow barrier line (7.8 x 3.2m)	\$3.58	Lm	14.2	\$50.84
Disabled Pavement Marking	\$194.15	Each	1	\$194.15
Signage (install and sign blade/post)	\$250	each	2	\$500
<b>TOTAL COST</b>				<b>\$744.99</b>

#### Anzac Street Accessible Park (remove existing and reinstate in new location):

Item	Rate	Unit	Qty	Cost
Yellow barrier line (7.8 x 3.2m)	\$3.58	lm	14.2	\$50.84
Disabled	\$194.15	each	1	\$194.15

Pavement Marking				
Signage (install and sign blade/post)	\$250.00	each	2	\$500.00
Kerb ramp Installation	\$2,500.00	each	1	\$2,500.00
Black out existing barrier line	\$4.50	lm	10.4	\$46.80
Black out existing pavement marking	\$47.03	each	1	\$47.03
	<b>TOTAL COST</b>			<b>\$3,338.82</b>

**COMMITTEE RESOLUTION 2/2023**

Moved: Cr Max Oliver

Seconded: Cr Rick Firman

The Committee resolved to recommend to Council to further consult with the Education Department (Temora High School) to clarify:

1. If 1 is adequate, but suggest 2 being more suitable in Gloucester Street;
2. Council Support the proposal in Gloucester Street based on 50% of the cost paid by the High School.

**CARRIED**

**COMMITTEE RESOLUTION 3/2023**

Moved: Cr Max Oliver

Seconded: TfNSW Kim Schultz

To undertake further consultation in regards to the Anzac Street Disability parking with Temora High School and report back to a future meeting.

**CARRIED**

***Report by Amanda Colwill***

**From:**  
**Sent:** Thursday, December 15, 2022 4:43 PM  
**To:** Alex Dahlenburg <[adahlenburg@temora.nsw.gov.au](mailto:adahlenburg@temora.nsw.gov.au)>

**Subject:** Disabled parking spot

Hi Alex,

Today we had our presentation day and we found a problem with access for a wheelchair bound parent. It was [redacted] who you would know well. We have a good pathway to the hall from Gloucester Street but there is not an available parking spot. We were able to forward plan and had [redacted] park her car on the curb to hold the spot closest to the pathway... and [redacted] called us when she was almost there... so that [redacted] could pull out and [redacted] could drive in for [redacted] to be unloaded with his chair.

Is it possible to look at a disabled spot as near as possible to the pathway to our MPU?

Let me know your thoughts..

Regards,

Temora High School (8168)

---

**From:** Alex Dahlenburg <[adahlenburg@temora.nsw.gov.au](mailto:adahlenburg@temora.nsw.gov.au)>  
**Sent:** Thursday, 15 December 2022 5:16 PM  
**To:**

**Subject:** RE: Disabled parking spot

Hi [redacted],

Thanks for your correspondence in which we can present your request to councils Access and Equity Committee meeting for consideration at the March 2023 meeting. This committee meets every 3 months so has unfortunately missed the December meeting.

The committee recommendation for this matter then would be presented to the March Council meeting for consideration.

Also, further at this stage the footpath across the top of the High School in Gloucester Street is planned to start construction mid-January hoping to be finished prior to commencement of the school year for 2023 weather dependent.

During this work I plan on changing the access to the MPU where the fillet was last removed to install a proper driveway layback as previously indicated but to blend this in without sending water down the driveway which was the initial issue, we may need to modify the driveway for a distance from the kerb to slightly inside the school boundary.

Will this gate be unlocked during school holidays?

And if not is there someone we can call or if I can be provided a key that I can return when school goes back?

Kind Regards

Alex Dahlenburg  
Engineering Works Manager  
Temora Shire Council

p: 02 6980 1113 m: 0419 844 759  
a: 105 Loftus Street (PO Box 262) Temora NSW 2666  
w: [www.temora.nsw.gov.au](http://www.temora.nsw.gov.au) e: [adahlenburg@temora.nsw.gov.au](mailto:adahlenburg@temora.nsw.gov.au)

---

**From:**

**Sent:** Tuesday, December 20, 2022 1:48 PM

**To:** Alex Dahlenburg <[adahlenburg@temora.nsw.gov.au](mailto:adahlenburg@temora.nsw.gov.au)>

**Cc:**

**Subject:** RE: Disabled parking spot

Alex,

Before you go ahead with the footpath on Gloucester is it possible to look at a disabled/wheel chair access ..maybe not so much at the MPU driveway...but behind the demountable so our students and their parents are able to safely unload and use the footpath from Gloucester down past the library ramp.

We have been advised that the disabled parking spot you have allocated us at the front of the Support Unit on Anzac..... is uneven and causes issues with our current students loading and unloading. We have looked at possible changes there but it is a steep slope and there is also a lot of drainage coming out from the gutters there.

I had a walk around with [redacted] from Department of Education and we determined that Gloucester Street would be much easier for you and us to work with...especially given the works are being done in the very near future. Does Council have the correct specs for wheelchair unloading and loading... [redacted] was talking about the levels from street to footpath....?... I am happy to give you his details if that helps.

Hoping you are able to assist and/or recommend??

Temora High School (8168)

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**From:** Alex Dahlenburg <[adahlenburg@temora.nsw.gov.au](mailto:adahlenburg@temora.nsw.gov.au)>

**Sent:** Wednesday, 21 December 2022 8:20 PM

**To:**

**Cc:**

**Subject:** RE: Disabled parking spot

Hi [redacted],

Thanks for your further correspondence.

We can certainly look at a concrete kerb ramp that meets the applicable access standards to gain access to the path that goes down past the demountable to the library access ramp. That will not be an issue to include in our project for the footpath along Gloucester Street.

In terms of parking are you hoping that a Disabled Parking space be installed near this point also and a separate one near the MPU access?

As to have it in that location its best to have a disabled parking space that includes the access ramp in the parking space or to signpost a No Parking zone across where the concrete kerb ramp is installed so vehicles don't park in front of it preventing access in terms of pedestrian movements particularly those require assistance such as wheelchairs or other aides.

Kind Regards

Alex Dahlenburg  
Engineering Works Manager  
Temora Shire Council

p: 02 6980 1113 m: 0419 844 759  
a: 105 Loftus Street (PO Box 262) Temora NSW 2666  
w: [www.temora.nsw.gov.au](http://www.temora.nsw.gov.au) e: [adahlenburg@temora.nsw.gov.au](mailto:adahlenburg@temora.nsw.gov.au)

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**From:**  
**Sent:** Thursday, December 22, 2022 9:45 AM  
**To:** Alex Dahlenburg <[adahlenburg@temora.nsw.gov.au](mailto:adahlenburg@temora.nsw.gov.au)>

**Subject:** Re: Disabled parking spot

Just one space to cover both scenarios would be great ....  
Ian still would like the existing disabled space at the front of the Support Unit....at present we are finding it difficult re slope and curb but would love some ideas and feedback how to make it work as well ....

Temora High School

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**From:** Alex Dahlenburg <[adahlenburg@temora.nsw.gov.au](mailto:adahlenburg@temora.nsw.gov.au)>  
**Sent:** Thursday, 22 December 2022 9:42 PM  
**To:**  
**Subject:** RE: Disabled parking spot

Hi ,

Based on this would you prefer to look at the disability space being near the new kerb ramp accessing the path that leads to the library ramp as it would likely be used more throughout the year?? Rather than the previous comment of near the driveway to the MPU..

The kerb ramp will happen as part of the project as will modifying the MPU access as previously discussed.

To put a report to council on a disability parking space we just need firmer details on location preference.

For the current disability space in Anzac Street there is no easy solution based on the road gradient and drainage.

The only feasible alternative I see cost wise is where the current parallel parking ends on George St before Anzac Street on the western side of the street. Move the current disability space to the first space along George Street where its flatter.

To do this a Kerb Ramp to the rear of the space accessing the path on George St would need installing along with linemarking and signage. From this location it is a slightly further with a need to

cross Anzac St into the school, but in terms of distance is acceptable and it would solve issues regarding road gradient and drainage issues at the current location.

Kind Regards



Alex Dahlenburg  
Engineering Works Manager  
Temora Shire Council

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a: 105 Loftus Street (PO Box 262) Temora NSW 2666  
w: [www.temora.nsw.gov.au](http://www.temora.nsw.gov.au) e: [adahlenburg@temora.nsw.gov.au](mailto:adahlenburg@temora.nsw.gov.au)

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**From:**

**Sent:** Tuesday, 27 December 2022 9:47 AM

**To:** Alex Dahlenburg <[adahlenburg@temora.nsw.gov.au](mailto:adahlenburg@temora.nsw.gov.au)>

**Subject:** Fw: Disabled parking spot

Alex I have shared this with Ian and Mark in the hope I can get their guidance as well...but if the disabled parking spot for Gloucester Street was somewhere behind the demountable building it could easily access our ramp and serve the MPU as well...what are your thoughts?....

When it comes to a safe unloading zone for wheelchairs in Anzac we have a little more time and ai would really like some input from the Dept and council. Hopefully between us we can find a safe solution.

Regards,

Temora High School (8168)

---

**From:** Alex Dahlenburg <[adahlenburg@temora.nsw.gov.au](mailto:adahlenburg@temora.nsw.gov.au)>

**Sent:** Tuesday, 3 January 2023 10:48 AM

**To:**

**Subject:** RE: Disabled parking spot

Hi ,

If your happy with it we can propose to mark a disabled parking space as per below image to coincide with the new kerb ramp.

This can then also service the MPU as it's within the required distance by standards.

The reason I say propose above is that this will still need to go in a report to council for decision.

For the matter in Anzac St, if needed once school goes back happy to come meet onsite and discuss.



Kind Regards



Alex Dahlenburg  
Engineering Works Manager  
Temora Shire Council

p: 02 6980 1113 m: 0419 844 759

a: 105 Loftus Street (PO Box 262) Temora NSW 2666

w: [www.temora.nsw.gov.au](http://www.temora.nsw.gov.au) e: [adahlenburg@temora.nsw.gov.au](mailto:adahlenburg@temora.nsw.gov.au)




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**From:**

**Sent:** Tuesday, 3 January 2023 8:15 PM

**To:** Alex Dahlenburg <[adahlenburg@temora.nsw.gov.au](mailto:adahlenburg@temora.nsw.gov.au)>

**Subject:** Re: Disabled parking spot

It looks like a good solution for Gloucester Street time I will try and get feedback from and as well.

Thank you so much....

Temora High School

---

**From:**

**Sent:** Monday, 9 January 2023 9:18 AM

**To:** Alex Dahlenburg <[adahlenburg@temora.nsw.gov.au](mailto:adahlenburg@temora.nsw.gov.au)>

**Subject:** RE: Disabled parking spot

Hi ,

Alex has a good understanding of what we discussed and his arial marking of the new disable parking space is what we have agreed would be the preferred location.

Hopefully council will be able to provide a safer and more accessible disable parking and drop-off zone for the school and incorporate it into their kerb, gutter and footpath upgrade on Gloucester Street.

**Regards**

**Snr Asset Services Officer - Delivery | Southern NSW AMU**

[education.nsw.gov.au](http://education.nsw.gov.au)



**Education**

*I acknowledge the homelands of all Aboriginal people and pay my respect to Country.*

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## 4.2 ROAD SAFETY STRATEGIC PLAN

**File Number:** REP23/257  
**Author:** Engineering Works Manager  
**Authoriser:** Engineering Asset Manager  
**Attachments:** Nil

### REPORT

A previous report on the proposal to undertake a Temora Shire Council “Road Safety Strategic Plan” was presented to the October 2022 Traffic Committee meeting, followed by the October 2022 Council Meeting.

This report previously followed Council receiving the below correspondence from Transport for NSW.

*As a result of receiving a number of queries about providing financial support for councils to prepare network safety plans, South Region are pleased to be able to offer a contribution to South Region councils for the preparation of plans to a maximum value of \$10,000. This funding is a regional response to Recommendation 16 of the Joint Standing Committee on Road Safety (Staysafe) Inquiry into Reducing Trauma on Local Roads in NSW.*

*This funding is available over financial years 2022 and 2023. All work is to be completed and a copy of the network safety plan to be submitted by 30 June 2023 to obtain payment of the contribution.*

*Attached for your information is a link to Austroads – Road Cross-section Design for Road Stereotypes (including Network Safety Plans) and a Safe System, which may be a good reference, to guide the development of your network safety plans.*

*<https://austroads.com.au/publications/road-design/ap-r618-20>*

*If your council is interested in accessing this funding, please submit your request, including a covering letter outlining the proposal for preparation of the network safety plan and detailed cost estimate breakdown to [lgsouth@transport.nsw.gov.au](mailto:lgsouth@transport.nsw.gov.au) for assessment.*

Based on this correspondence received Councils RSO sought quotations on behalf of all four (4) Council's for pricing of developing a Road Safety Strategic Plan for each Council. As per the quotation attached to the previous report to Council pricing for Temora Shire Council is \$19,950 (ex GST). TfNSW covers \$10,000 so Council would need to contribute an equal value to proceed with developing a Road Safety Strategic Plan.

After Council resolving to accept the \$10,000 from TfNSW subject to Council's availability of funding which was to be covered through road maintenance funds, Council's officers contacted TfNSW to seek how to claim the funding.

Council was then advised that despite the initial email indicating the funding availability in 2022/23 financial year on the back of 2021/22 with plans to be submitted by 30<sup>th</sup> June 2023, that the funding through TfNSW was not carried forward to 2022/23. Based on this the project for a Temora Shire Council Road Safety Strategic Plan has lapsed until further funding is committed by TfNSW or Council fully funds the project.

**Budget Implications**Initial project funding

\$10,000 TfNSW Funded (no longer available)

\$9,950 required within Council funds

To proceed Council either needs to await further funding from TfNSW or fully fund the \$19,950 in Council funds.

Due to the funding lapsing it is recommended a project be placed in Council's future budget estimates for a Road Safety Strategic Plan at an estimate of \$25,000 to include a project contingency. Project delivery being subject to future funding commitment from TfNSW as contribution to the project.

**COMMITTEE RESOLUTION 4/2023**

Moved: Cr Max Oliver

Seconded: Cr Rick Firman

The Committee resolved to recommend to Council that project remain on hold awaiting further TfNSW funding becoming available.

**CARRIED**

***Report by Alex Dahlenburg***

### 4.3 FATIGUE SIGNAGE

**File Number:** REP23/258  
**Author:** Engineering Works Manager  
**Authoriser:** Engineering Asset Manager  
**Attachments:** 1. Fatigue Signage Proposed

#### REPORT

Council's Engineering Works Manager recently asked Council's Road Safety Officer (RSO) to pursue following up some possible fatigue signage with TfNSW as per attached images. This is due to noticing in Temora Shire a lack of any form of permanent road safety messaging related signage other than the driver reviver site at Springdale, general rest area signage and be seen, drive with your lights on during the daytime signage on the state roads.

The example attached is a sign installed in Bland Shire by Transport (or it would have been RMS at the time) along the Newell Highway before West Wyalong.

The others in the below image are draft examples of ones Council could install at a few locations in Temora Shire. This type of signage can be seen as dual purpose, being for;

1. Road safety in relation to Fatigue and taking adequate breaks
2. Also somewhat contributing to Temora and Arah Park's tourism or economy by promoting stopping in Temora or Arah Park for a rest break which may see road users visiting local businesses for coffee or visit local attractions like the Aviation Museum, Bundawarra centre (Rural Museum), etc.

Installation of these signs doesn't need to be excessive but initial thoughts on proposed signage installation locations are.

#### Temora Version of Signage

##### State Road sites needing TfNSW approval

1. Temora side of Coolamon Road on Goldfields Way so it services people travelling Coolamon Road and Goldfields Way before reaching Temora.
2. Temora side of Tara Bectric Road on Burley Griffin Way so it services Tara Bectric Road and Burley Griffin Way heading into Temora
3. Goldfields Way northern side before getting to Temora
4. Burley Griffin Way between Temora and Springdale as this has been a common fatigue related crash area.

##### Regional and Council road sites needing Council approval

5. Milvale Road Temora side of Morangarell Road so it services both Milvale Road and Morangarell Road traffic heading into Temora Shire Council
6. Trungley Hall Road prior to Temora
7. Old Cootamundra Road prior to Temora Shire Council

#### Arah Park Version of Signage

##### Regional road sites needing Council approval

8. Mary Gilmore Way back South of Burley Griffin Way heading towards Arah Park
9. Mary Gilmore Way North between Arah Park and Mandamah Forest Road so it services both Mary Gilmore Way and Mandamah Forest Road traffic.

The first step in progressing this is to see if TfNSW supports this signage particularly for installation on the state roads being Goldfields Way and Burley Griffin Way. Further if TfNSW have any funding through Road Safety to install these or flag as a project for funding in the 2023/24 financial year.

No further investigations or mapping of locations for the proposed signage locations has been undertaken as this is a concept put forward for consideration. Should the idea be supported for approval in funding commitment then investigation will be undertaken prior to any signage installation.

Council's RSO has had preliminary discussion with TfNSW through our representative during January 2023 regarding this signage for the 4x state road locations listed. Initial indications are TfNSW may potentially support this type of signage but it would need passing to the team that manages this type of signage (service signage). In terms of funding this would need clarification by the team that manages this scope of works, with flagging as a project for funding in the 2023/24 financial year seeing an issue as signage funding is supported through the LGRSP. Only indicating reviewing the guidelines to see whether there is something that may complement "Take A Break" or something that that effect that may be suitable.

### **Budget Implications**

4x Fatigue Signs on State Roads requiring TfNSW funding & approval total approximately \$6,000

3x Fatigue Signs on Regional Roads (1x Milvale Road and 2x Mary Gilmore Way) can be funded through regional roads maintenance funding in Traffic Facilities if approved by Council, totalling approximately \$4,500

2x Fatigue Signs on Local Roads (1x Trungley Hall Road and 1x Old Cootamundra Road) would need funding through Council's general sealed roads maintenance funding if approved by Council, totalling approximately \$3,000.

### **COMMITTEE RESOLUTION 5/2023**

Moved: Cr Max Oliver

Seconded: TfNSW Kim Schultz

The Committee resolved to recommend to Council to proceed with Fatigue signage as per report for Regional Roads and Local Roads.

AND FURTHER

Consult with TfNSW for State Road Signage proposed.

**CARRIED**

***Report by Alex Dahlenburg***

**Fatigue Signage Proposed**

*Image 1 is an example from near West Wyalong, then Image 2 is a Temora version of the signage and Image 3 an Arianah Park version of the signage.*



**4.4 REQUEST FOR COMPRESSION BRAKING SIGNS AT ARIAH PARK****File Number:** REP23/272**Author:** Engineering Works Manager**Authoriser:** Engineering Asset Manager**Attachments:**

1. Correspondence Received
2. Image 1 - Compression Braking Signage
3. Maps of Proposed Compression Braking Signage locations

**REPORT**

Council is in receipt of correspondence as attached, requesting that compression braking signs be installed at the entry points to the urban village of Ariah Park.

Proposed signage would be similar to those installed on Goldfields Way and Burley Griffin Way on the edge of Temora with an example of this signage attached as Image 1.

To achieve the request for Ariah Park compression braking signage they would be best installed on Mary Gilmore Way North & South entering the village, Maps 1 & 2 attached. A further possible location is Davidson Street prior to Barnes Street as per Map 3, this is due to Davidson Street and Rees Street signposted as a Heavy Vehicle Alternate Route.

In terms of the comment in the correspondence received regarding Rees Street intersection with Mary Gilmore Way, this intersection sustained damaged during flooding in 2022 exacerbated by harvest trucks during late 2022. It has since been reconstructed with road pavement stabilisation and bitumen sealing as Immediate Restoration Works (IRW) within natural disaster funding.

**Budget Implications**

Two signs on Mary Gilmore Way could be covered under Regional Roads Maintenance Funding

Cost would be up to \$5,000 total.

If a sign was approved and installed on Davidson Street, it would need to be paid for through Council general road maintenance funds.

Cost would be up to \$2,500 total.

**COMMITTEE RESOLUTION 6/2023**

Moved: Cr Max Oliver

Seconded: TfNSW Kim Schultz

The Committee resolved to recommend to Council to note the report with no further action.

**CARRIED**

***Report by Alex Dahlenburg***

**Request Details:****Request Number:**4298 / 2023**Request Details:** [REDACTED] have a property on [REDACTED] Mary Gilmore Way Arianh Park just opposite Chalmers Grain yard. Have a problem with trucks passing their property sometimes into Rees Street and were wanting TSC to erect a sign that air or compression brakes are not to be used around the 50 sign. Said the amount of trucks even at night was high (counted 50 one day) and the Rees Street corner is being damaged**Request Category:**Urban Roads Enquiry**Customer Details:****Name:** [REDACTED]**Address:** [REDACTED] Mary Gilmore Way ARIAH PARK NSW 2665**Home Phone:** [REDACTED]**Work Phone:****Mobile:** [REDACTED]**Location Details:****Property Address:****Street Name:****Task Details:****Task to Complete:**Investigate & Action**Task Due Date:**15/03/2023

Image 1 - Compression Braking Sign Burley Griffin Way – Temora



Map 1 – Proposed Sign Location Mary Gilmore Way North of Rees Street Intersection



Map 2 – Proposed Sign Location Mary Gilmore Way South of Barnes Street Intersection



Map 3 – Proposed Sign Location Davidson Street South of Barnes Street Intersection





**4.5 UPDATE ON DELEGATION STREAMLINING LOCAL TRAFFIC MANAGEMENT****File Number:** REP23/350**Author:** Engineering Works Manager**Authoriser:** Engineering Asset Manager**Attachments:**

1. Letter of Correspondence
2. Instrument of Delegation
3. Guide to councils Traffic Management and Temporary Works Delegations

**REPORT**

See attached to this report correspondence received from TfNSW via email on the 2<sup>nd</sup> March, 2023 and the guide to councils Traffic Management and Temporary Works Delegations.

**COMMITTEE RESOLUTION 7/2023**

Moved: Cr Max Oliver

Seconded: TfNSW Kim Schultz

The Committee resolved to recommend to Council to note the report and associated attachments.

**CARRIED**

## Transport for NSW



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

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Re: Traffic Management and Pedestrian Works Temporary Delegation - our ref: CST23/00546

Dear Mr Lavelle,

Transport for NSW (TfNSW) is committed to working with local government to improve the prosperity, safety and liveability of our neighbourhoods.

In response to the COVID pandemic, the NSW Government simplified approvals processes for outdoor dining with a range of regulatory changes. Among these changes were regulations allowing rapid creation of on-road space for outdoor dining, and a temporary delegation issued by TfNSW to facilitate temporary pedestrian and cycling areas and lanes.

I have now resolved to delegate further powers to local government to exercise Transport's functions with respect to outdoor dining and a number of low-impact improvements to pedestrian conditions on local roads. The revised instrument of delegation, valid until 2026, is enclosed alongside a guide to explain its use.

The delegation means all local councils will have the option of carrying out works on local roads without requiring referral to the Local Traffic Committee or TfNSW. This option is contingent on the proposed improvements meeting a number of important safeguards relating to location, design compliance and notification according to well established TfNSW standards, specifications and technical directions, Australian Standards and the Austroads guidelines.

TfNSW continues to provide training, advice and coordination for local government in a range of capacities, including the operation of the Local Traffic Committee. Councils remain welcome to submit any item to the Committee and where the delegation requires to consult with NSW Police and their local TfNSW representatives.

TfNSW will monitor this delegation closely as a trial of changed responsibilities and evaluate the reform with input from local government.

If you have any further questions regarding this delegation, please contact [delegated\\_works@transport.nsw.gov.au](mailto:delegated_works@transport.nsw.gov.au).

Sincerely,

Rob Sharp  
Secretary  
24 February 2023

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231 Elizabeth Street, Sydney NSW 2000  
PO Box K659, Haymarket NSW 1240

(02) 8202 2200  
[transport.nsw.gov.au](http://transport.nsw.gov.au)

1



Transport  
for NSW

## INSTRUMENT OF DELEGATION AND AUTHORISATION

### TRAFFIC MANAGEMENT AND PEDESTRIAN WORKS TEMPORARY DELEGATION TO COUNCILS

*Roads Act 1993  
Road Transport Act 2013*

On behalf of Transport for NSW, I, Rob Sharp, Secretary of the Department of Transport:

- a) **DELEGATE** under section 31(1) of the *Transport Administration Act 1988* (the 'Act') and all other enabling powers, the functions set out in **Schedule 1** to the councils set out in **Schedule 2**, and
- b) **AUTHORISE** those delegates, under section 31(2) of the Act, to sub-delegate the functions set out in **Schedule 1** to the persons set out in **Schedule 3**,

subject to the conditions set out in **Schedule 4**.

A failure to comply with the conditions set out in **Schedule 4** renders the delegation inoperative with respect to the works being undertaken.

In addition, I **AUTHORISE** under section 122(b) of the *Road Transport Act 2013*, the councils set out in **Schedule 2**, to install or display (or interfere with, alter or remove) any prescribed traffic control device as set out in the TfNSW "*Traffic Signs Database*" and indicated as "*Delegated to Council for Authorisation – Yes*", required to give effect to this delegation, including any portable traffic control lights, but NOT any internally illuminated traffic control device.

This delegation and authorisation commences on the date it is made and will continue in force until 30 June 2026 unless revoked earlier.

Rob Sharp  
Secretary  
Department of Transport

Date: 24 February 2023

### **SCHEDULE 1 - FUNCTIONS**

The functions and powers of Transport for NSW under section 115(2) of the *Roads Act 1993* to regulate traffic on a public road for purposes other than those set out in section 115(3), being the following types of pedestrian works:

- Works to enable alfresco dining on a road (where there is no change to the number of continuous travel lanes)
- Continuous footpaths
- Converting existing pedestrian (zebra) crossings to raised pedestrian ('wombat') crossings
- Mid-block treatments to manage vehicle speed including road humps, road cushions, chicanes and slow points
- Pedestrian crossings
- Pedestrian refuges
- No Stopping controls at intersections
- Kerb buildouts to reduce intersection crossing distance or manage vehicle speed (where there is no change to the number of continuous travel lanes)
- Kerb modifications for footpath improvements or tree planting (where there is no change to the number of continuous travel lanes)
- Associated changes to kerbside parking necessary to implement the proposal and to offset any parking impacts.

### **SCHEDULE 2 - DELEGATES**

A council constituted under the *Local Government Act 1993*.

### **SCHEDULE 3 – SUB-DELEGATES**

The general manager of a council, or an employee of the council.

### **SCHEDULE 4 - CONDITIONS**

1. A delegate or its sub-delegates may only exercise the functions in schedule 1:
  - (a) On public roads within the local government area under the *Local Government Act 1993* for which the delegate is the roads authority;
  - (b) On unclassified roads with a speed limit of 50km/h or less;
  - (c) Not on or within 50 metres of a directly adjacent road on which a regular light rail service operates;
  - (d) Not on a road or intersection, or within 10 metres of a road or intersection, on or through which a regular bus service operates;
  - (e) Not within 100 metres of traffic lights; and
  - (f) Not on a road to which a clearway applies.
2. Delegates must use any relevant Transport for NSW established standards, specifications and Technical Directions, and the relevant Austroads guidelines and Australian Standards when designing and implementing the selected pedestrian works. Any novel designs or works where there are no established standards, technical directions or guidelines are to be dealt with under existing processes and are not subject to this delegation.

3. Delegates must submit a record of the works undertaken to TfNSW and NSW Police for information and reporting purposes. In the case of a new pedestrian crossing the record of works must include a copy of a road safety audit.



## Guide to Councils

### Traffic Management and Pedestrian Works Temporary Delegation

The intent of the pedestrian works temporary delegation is to facilitate more efficient and localised decision making.

The pedestrian works selected for this delegation have been identified as opportunities for councils to exercise their understanding of local needs and implement appropriate designs according to well established [Transport for NSW \(TfNSW\) standards, specifications and technical directions](#), Australian Standards and the [Austroads guidelines](#).

The delegation is a trial to help Transport for NSW (TfNSW) evaluate expanded localised decision-making. The information gathered from councils exercising the delegation will inform TfNSW as to whether the delegation requires refinement and will assist shaping longer term traffic management strategies.

The delegation may be revised or revoked at any time.

#### How to use the delegation

The delegation allows councils to approve and implement selected pedestrian works without needing to seek concurrence, approval or input from TfNSW. Councils do not need to seek the advice of their Local Traffic Committee (LTC).

That said, the delegation does not stop councils seeking additional advice from TfNSW or LTC to implement the selected pedestrian works. It is designed to offer a more streamlined process for decision making.

TfNSW and LTC actively welcome Councils to seek advice or assistance if it is considered useful.

#### What is being delegated?

Subject to the conditions set out in the delegation, councils will be able to design and implement the following:

- Works to enable alfresco dining on a road (where there is no change to the number of continuous travel lanes)
- Continuous footpaths
- Converting existing pedestrian (zebra) crossings to raised pedestrian ('wombat') crossings
- Mid-block treatments to manage vehicle speed including road humps, road cushions, chicanes and slow points
- Pedestrian crossings (i.e. not at signals)
- Pedestrian refuges

- No Stopping controls at intersections
- Kerb buildouts to reduce intersection crossing distance or manage vehicle speed (where there is no change to the number of continuous travel lanes)
- Kerb modifications for footpath improvements or tree planting (where there is no change to the number of continuous travel lanes)
- Associated changes to kerbside parking necessary to implement the proposal and to offset any parking impacts.

Novel designs and works are excluded under the delegation. Any novel works, where there are no TfNSW standards, technical directions or Austroads guidance available, will be subject to existing processes.

## Reporting Requirements

The delegation will assist in evaluating whether localised decision making for certain works is a more sustainable and effective model for councils.

The reporting requirement will assist TfNSW to respond to any issues, provide support to councils and evaluate the efficacy of the temporary delegation for long term local traffic management strategy.

When exercising the delegation, council must provide TfNSW and NSW Police:

1. A description of the pedestrian work;
2. A copy of the as-built design plans; and
3. A copy of the road safety audit if establishing a new pedestrian crossing

The information is to be sent to [delegated\\_works@transport.nsw.gov.au](mailto:delegated_works@transport.nsw.gov.au).

## Further Enquiries

For further questions or information on the delegation please email [delegated\\_works@transport.nsw.gov.au](mailto:delegated_works@transport.nsw.gov.au).



**1 CR FIRMAN**

Noted the pedestrian crossing in Hoskins Street outside the Newsagency being an ongoing safety concern.

**COMMITTEE RESOLUTION 8/2023**

Moved: Cr Rick Firman

Seconded: Cr Max Oliver

The Committee resolved to recommend to Council for TfNSW be delegated to investigate the feasibility of pedestrian crossing lights as a treatment for the Hoskins Street pedestrian crossing.

AND FURTHER

A report including costs (if a feasible option) presented back to a future meeting and potential grant opportunities sought.

**CARRIED**

**5 CLOSE MEETING**

The Meeting closed at 12:02PM.

This is the minutes of the Traffic Committee meeting held on Thursday 9 March 2023.

.....  
**GENERAL MANAGER**

.....  
**CHAIRMAN**

**8.3 MINUTES OF THE AERODROME USERS COMMITTEE MEETING HELD ON 14 MARCH 2023**

**File Number:** REP23/439

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Minutes of the Aerodrome Users Committee Meeting held on 14 March 2023

**RESOLUTION 37/2023**

Moved: Cr Nigel Judd

Seconded: Cr Anthony Irvine

It was resolved that the reports be received.

**CARRIED**

**RESOLUTION 38/2023**

Moved: Cr Anthony Irvine

Seconded: Cr Nigel Judd

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

**CARRIED**



**Date:** Tuesday, 14 March 2023  
**Time:** 5:30pm  
**Location:** 105 Loftus Street  
TEMORA NSW 2666

# MINUTES

## Aerodrome Users Committee Meeting

**14 March 2023**

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5    **Close Meeting ..... 132**

**MINUTES OF TEMORA SHIRE COUNCIL  
AERODROME USERS COMMITTEE MEETING  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON TUESDAY, 14 MARCH 2023 AT 5:30PM**

**PRESENT:** Cr Nigel Judd (Chair), Mr Geoff King (Gliding Club), Mr Frank Lovell (Resident), Mr Robert Maslin (Aero Club), Mr Peter Harper (Aviation Museum), Mr Robert Matthews, Mr Murray Kear (Aviation Museum), Cr Anthony Irvine (Observer), Mr Graham Engel

**IN ATTENDANCE:** Rob Fisher (Engineering Asset Manager), James Durham (Building Inspector/Quality Assurance Officer)

**1 OPEN MEETING**

5:30pm

**2 APOLOGIES**

**COMMITTEE RESOLUTION 1/2023**

Moved: Mr Frank Lovell

Seconded: Mr Robert Maslin

That apologies from Cr Rick Firman, Mr Grant Johnson, Captain Tim Reid (Department of Defence) and Cr Max Oliver be received and accepted.

**CARRIED**

**3 DISCLOSURES OF INTEREST**

Councillor/Officer	Item	Nature of Interest	How Managed
NIL			

**4 REPORTS****4.1 EVENT APPLICATION - AUSTRALIAN AEROBATIC CHAMPIONSHIPS (2023)****File Number:** REP23/371**Author:** Engineering Technical Officer**Authoriser:** Engineering Asset Manager**Attachments:** 1. Proposed Layout Map**REPORT**

The Australian Aerobatic Club has lodged an event application to hold their annual Aerobatic Championships at Temora Aerodrome on the 30<sup>th</sup> September, 2023. They will require use of Temora Aerodrome facilities between the 1<sup>st</sup> and 5<sup>th</sup> October, 2023. Competition aerobatics are scheduled to be conducted between 8:30am – 6:00pm.

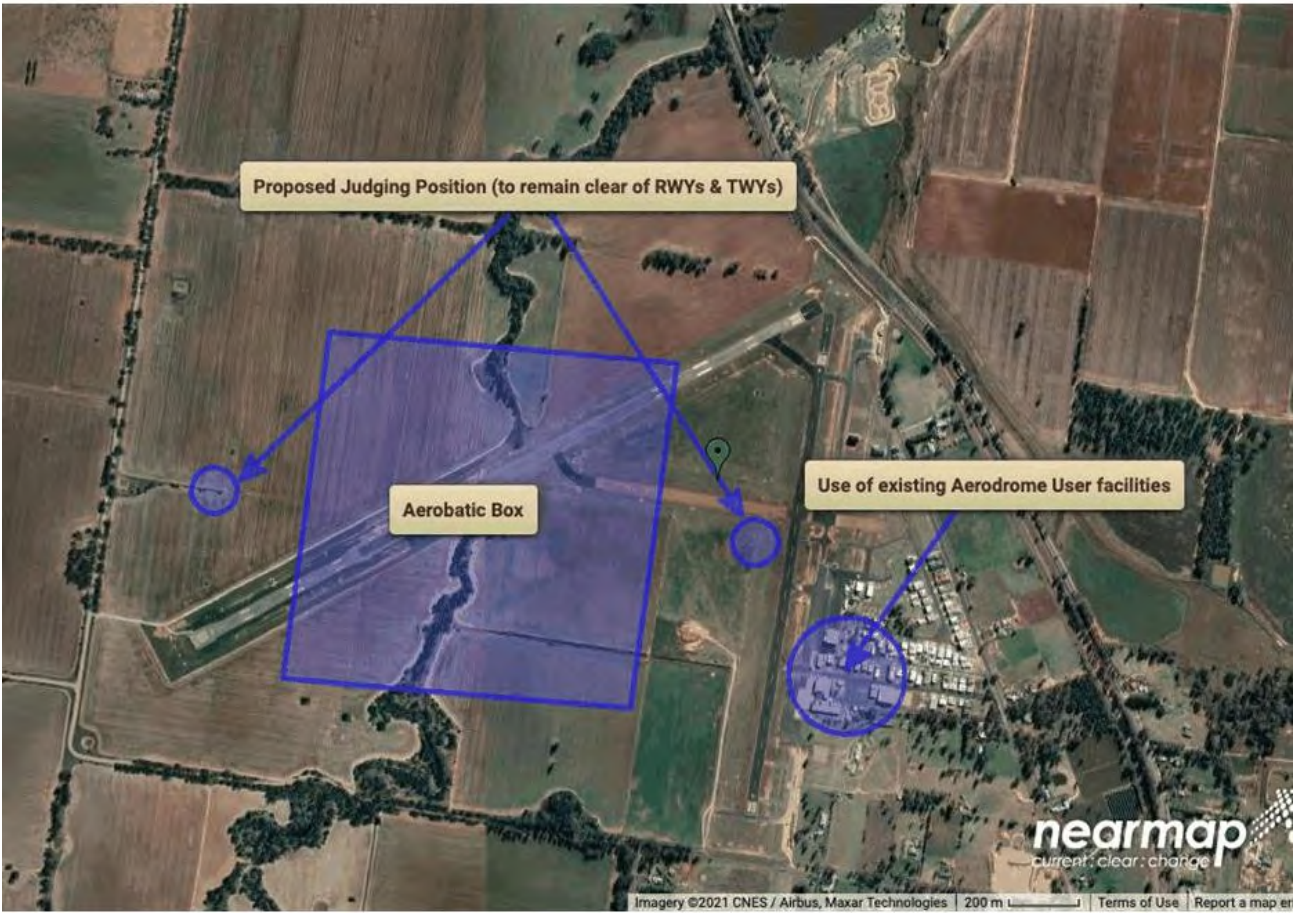
**COMMITTEE RESOLUTION 2/2023**

Moved: Mr Murray Kear

Seconded: Mr Geoff King

That the Committee resolved to recommend to Council to approve in principle with no conflicts.

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



**4.2 DRAFT TEMORA AERODROME MANUAL****File Number:** REP23/429**Author:** Engineering Asset Manager**Authoriser:** Engineering Asset Manager**Attachments:**

1. Draft Aerodrome Manual
2. Taxiway / Taxilane Layout

**REPORT**

Attached is a draft copy of the Temora Aerodrome Manual that has been submitted to CASA. The manual remains editable, and we are seeking the committee review and provide comment on any errors or omissions. Following any comment from the committee Council intends to undertake any minor adjustments and lock the manual for review by CASA.

**Budget Implications**

N/A

**COMMITTEE RESOLUTION 3/2023**

Moved: Mr Peter Harper

Seconded: Mr Robert Maslin

That the Committee resolved to recommend to Council that users provide comment to Council by the end of March 2023 with the update manual to be presented for adoption at the next meeting.

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

# CASR PART 139 AERODROME MANUAL

**Temora Shire Council**

Date: 6-Feb-2023 11:45 AM

Document version: 1

*Draft Version*

DRAFT

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## CASR PART 139 AERODROME MANUAL

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## 0 PREFACE

### 0.1 AMENDMENT RECORD

Revisions to this manual are dated and a new version number assigned accordingly. In addition to recording the date of change for each section or page of the manual, a summary of the changes made is also recorded.

Version No.	Date	Section & Page	Summary of change(s)
1	As per Cover Page	All	Initial Issue

### 0.2 DISTRIBUTION LIST

A copy of this manual is retained in the Temora Shire Council office and is made available to CASA for inspection if requested.

Electronic or printed copies and updates of this manual are distributed as follows:

Copy No.	Manual holder	Electronic format	Hard copy
1	Temora Shire Council	X	X
2	AVCRM Aerodrome Manager - Document Library	X	

Temora Airport makes this manual available to all relevant persons on request via email or hard copy.

Persons printing the manual should be aware that any hard copies are uncontrolled and may not be the most up-to-date version.

## 0.3 ABBREVIATIONS AND ACRONYMS

ABBREVIATIONS or ACRONYMS	MEANING
ACN	aircraft classification number
AD Manager	Aerodrome Manager (AVCRM Product)
ADP	aeronautical data package
AEP	aerodrome emergency plan
ARC	aircraft reference code
ARFFS	aviation rescue and firefighting services
AGL	aeronautical ground lighting
AHD	Australian height datum
AIP	aeronautical information publication
AIS	aeronautical information service
ALARP	as low as reasonably practicable
AMSL	above mean sea level
ARO	aerodrome reporting officer
ARP	aerodrome reference point
ASDA	accelerate-stop distance available
ATC	air traffic control
AT-VASIS	an abbreviated T pattern visual approach slope indicator system
AVDGS	advanced visual docking guidance system
CASA	Civil Aviation Safety Authority
ERSA	En-route Supplement Australia
ft	feet
FOD	foreign object debris
H24	continuous
IFR	instrument flight rules
ILS	instrument landing system
IWDI	illuminated wind direction indicator
LDA	landing distance available
LVP	low-visibility procedures
m	metres
MAG	movement area guidance sign
MOS	Manual of Standards
MOWP	method of working plan
NAIPS	national aeronautical information processing system
NOF	NOTAM Office
NOTAM	notice to airman
OFZ	obstacle free zone
OLS	obstacle limitation surface
OMGWS	outer main gear wheel span
PAL	pilot activated lighting system
PANS-OPS	Procedures for Air Navigation Services - Aircraft Operations
PAPI	precision approach path indicator
PCN	pavement classification number
RESA	runway end safety area
RTIL	runway threshold identification lights
RV	runway visibility
RVR	runway visibility range
RWY	runway
SMS	safety management system

ABBREVIATIONS or ACRONYMS	MEANING
STODA	supplementary take-off distance
RMP	risk management plan
TDZ	touchdown zone
TODA	take-off distance available
TORA	take-off run available
T-VASIS	T pattern visual approach slope indicator system
TWY	taxiway
VASIS	visual approach slope indicator system
VDGS	visual docking guidance system
VFR	visual flight rules
WDI	wind direction indicator

#### 0.4 DEFINITIONS

TERM	DEFINITION
accelerate-stop distance available	the length of the take-off run available plus the length of the stopway if provided
accident	<p>an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, in which:</p> <ul style="list-style-type: none"> <li>a person is fatally or seriously injured as a result of: <ul style="list-style-type: none"> <li>being in the aircraft, or</li> <li>direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or</li> <li>direct exposure to jet blast, except when the injuries are from natural causes, self-inflicted or by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew, or</li> </ul> </li> <li>the aircraft sustains damage or structural failure which: <ul style="list-style-type: none"> <li>adversely affects the structural strength, performance or flight characteristics of the aircraft, and</li> <li>would normally require major repair or replacement of the affected component, except for engine failure or damage when the damage is limited to the engine, its cowlings or accessories, or for damage limited to propellers, wing tips, antennas, tyres, brakes, fairings, small dents or puncture holes in the aircraft skin, or</li> <li>the aircraft is missing or is completely inaccessible</li> </ul> </li> </ul>
aerodrome	an area of land or water (including any buildings, installations, and equipment) intended to be used either wholly or in part for the arrival, departure or movement of aircraft.
aerodrome elevation	the elevation of the highest point of the landing area
aerodrome reference code	<p>refers to the three (3) elements that are nominated by the aerodrome operator, specifically:</p> <ul style="list-style-type: none"> <li>a code number which is determined by the aeroplane reference field length, and which is applicable to runways</li> <li>a code letter which is determined by the aeroplane wingspan, and which is applicable to runways, taxiways, aircraft holding bays and parking positions</li> <li>the OMGWS which is applicable to runways and taxiways</li> </ul>
aerodrome reference point	the designated geographical location of an aerodrome
AIP responsible person	for an aeronautical data originator, a person appointed by the originator under regulation 175.445 as responsible for the provision of aeronautical data or aeronautical information published in the AIP
air transport operation	<p>a passenger transport operation, or a cargo transport operation, that</p> <p>(a) is conducted for hire or reward, or</p> <p>(b) is prescribed by an instrument issued under regulation 201.025</p> <p>However, an operation conducted for a purpose mentioned in paragraph 206(1)(a) of CAR is not an air transport operation.</p>

TERM	DEFINITION
	<p>206(1)(a) aerial work purposes, being purposes of the following kinds (except when carried out by means of an RPA):</p> <ol style="list-style-type: none"> <li>1. aerial surveying</li> <li>2. aerial spotting</li> <li>3. agricultural operations</li> <li>4. aerial photography</li> <li>5. advertising</li> <li>6. balloon flying training</li> <li>7. ambulance functions</li> <li>8. carriage, for the purposes of trade, of goods being the property of the pilot, the owner or the hirer of the aircraft (not being a carriage of goods in accordance with fixed schedules to and from fixed terminals)</li> <li>9. any other purpose that is substantially similar to any of those specified in subparagraphs 1 to 7 (inclusive).</li> </ol>
AIS provider	a person who holds a certificate under regulation 175.055 of CASR
apron	a defined area on a land aerodrome to accommodate aircraft for the purposes of loading or unloading passengers, mail or cargo, fuelling, parking or maintenance
apron taxiway	a portion of a taxiway system located on an apron to provide a through taxi route for aircraft across the apron to another part of the taxiway system
Australian height datum	the datum that sets mean sea level as zero elevation
clearway	a defined area at the end of the TORA, on the ground or water under the control of the aerodrome operator, which is selected or prepared as a suitable area over which an aeroplane may make a portion of its initial climb to a specified height
displaced threshold	a threshold not located at the extremity of a runway
holding bay	a defined area where aircraft can be held or bypassed to facilitate efficient surface movement of aircraft
incident	an occurrence, other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operation
international aerodrome	<p>an aerodrome:</p> <ol style="list-style-type: none"> <li>(a) designated by the Department as an international airport in Australia; and</li> <li>(b) identified as a designated international airport in Australia on the Department's website.</li> </ol>
instrument runway	<p>one of the following types of runway nominated for the operation of aircraft using instrument approach procedures:</p> <ol style="list-style-type: none"> <li>(a) non precision approach runway</li> <li>(b) precision approach runway (CAT I)</li> <li>(c) precision approach runway (SA CAT I)</li> <li>(d) precision approach runway (SA CAT II)</li> <li>(e) precision approach runway (CAT II)</li> <li>(f) precision approach runway (CAT III A / B / C)</li> </ol>
landing distance available	the length of the runway which is declared available and suitable for the ground run of an aeroplane landing
manoeuvring area	part of the aerodrome used for the take-off, landing and taxiing of aircraft, excluding aprons
method of working plan	a plan to ensure that aerodrome works do not present a hazard to aircraft operations
movement area	that part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and the aprons
non-homogenous runway surface	a runway surface that has different surface finishes across its full width
non-instrument runway	a runway for the operation of aircraft using visual approach procedures
NOTAM	Notice to Airmen - and is a notice issued by the NOTAM Office containing information or instructions concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to persons

TERM	DEFINITION
	concerned with flight operations
NOTAM authorised persons	for an aeronautical data originator, a person/s appointed under regulation 175.445 by the originator authorised to request the issue, review or cancellation of a NOTAM.
obstacle	fixed (whether temporarily or permanently) and mobile objects, structures and parts of such objects and structures, that: (a) are located on an area provided for the surface movement of aircraft, or (b) extend above a defined surface designated to protect aircraft in flight, or (c) stand outside the defined surfaces mentioned in items (a) and (b) above and that have been assessed as being a hazard to air navigation.
obstacle free zone	the airspace above the inner approach surface, inner transitional surface, baulked landing surface, and that portion of the runway strip bounded by these surfaces, which is not infringed by any fixed obstacle other than a low mass and frangibly mounted one required for air navigation purposes
obstacle limitation surfaces	a series of planes, associated with each runway at an aerodrome, that defines the desirable limits to which objects or structures may project into the airspace around the aerodrome so that aircraft operations at the aerodrome may be conducted safely
PANS-OPS	Doc.8168-OPS/611 Volume II (Procedures for Air Navigation Services – Construction of Visual and Instrument Flight Procedures) approved and published by decision of the Council of the International Civil Aviation Organization, as in force from time to time
pavement classification number	a number expressing the bearing strength of a pavement for unrestricted operations by aircraft with aircraft classification number (ACN) less than or equal to the PCN
runway	a defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft
runway end safety area	an area symmetrical about the extended runway centreline and adjacent to the end of the runway strip, primarily to reduce the risk of damage to an aeroplane which undershoots or overruns the runway
runway strip	a defined area, including the runway and stopway, provided to: (a) reduce the risk of damage to aircraft running off a runway, and (b) protect aircraft flying over the runway during take-off or landing operations
scheduled air transport operation	an air transport operation conducted in accordance with a published schedule
secondary power supply	an electrical power supply that: (a) is automatically connected to the relevant load when the primary power source fails, and (b) is derived from: (i) the normal public electrical power supply, but in a way that: (A) supplies power for the aerodrome's functionality from a special substation that is not the normal substation, and (B) supplies the power through a special transmission line that follows a route different from the normal power supply route, and (C) makes extremely remote the possibility of a simultaneous failure of the normal public electrical power supply and the power supply for the aerodrome, or (ii) one or more generators, batteries, or similar devices which deliver a constant, reliable and sufficient supply of electrical power for the relevant aerodrome service
shoulder	an area adjacent to the edge of a pavement so prepared as to provide a transition between the pavement and the adjacent surface
stopway	a defined rectangular area on the ground at the end of the take-off run available and prepared as a suitable area in which an aircraft can be stopped in the case of an abandoned take-off
take-off distance available	the length of the take-off run available plus the length of the clearway if provided
take-off runway available	the length of the runway declared available and suitable for the ground run of an aeroplane taking off
taxilane	a portion of an apron designated as a taxiway and for use only to provide access to, and egress from aircraft parking positions
taxiway	a defined path on an aerodrome on land, established for the taxiing of aircraft from one part of an aerodrome to another. A taxiway includes a taxilane, an apron taxiway, and a rapid exit taxiway
threshold	the beginning of that portion of the runway usable for landing

TERM	DEFINITION
Type A chart	a chart which contains information on all significant obstacles within the take-off area of an aerodrome up to 10 km from the end of the runway
Type B chart	an obstacle chart which provides obstacle data from around the aerodrome
Y location code	the international code prefix used to identify Australian aerodromes

**Reference material**

Document type	Title
Regulation	Part 139 of the <i>Civil Aviation Safety Regulations 1998</i>
Regulation	Part 175 of the <i>Civil Aviation Safety Regulations 1998</i>
Manual of Standards	Part 139 (Aerodromes) Manual of Standards 2019

# 1 AERODROME ADMINISTRATION

## 1.1 OPERATOR'S STATEMENT

The Temora Airport Aerodrome Manual has been prepared in accordance with the requirements set out in the *Civil Aviation Safety Regulations 1998 (CASRs)*, and associated *Part 139 (Aerodromes) Manual of Standards 2019 (Part 139 MOS)*.

The contents of this manual describe the systematic approach to the operation and maintenance of Temora Airport and demonstrates Temora Shire Council's commitment to managing the aerodrome safely and promoting a positive safety culture.

The aerodrome will be operated and maintained in accordance with the procedures set out in this manual, and in any subsidiary materials that are referenced in this manual, unless a temporary non-compliance or deviation from the procedures is necessary to ensure the safety of aircraft, aircraft operations, or individuals using the aerodrome. If the temporary non-compliance or deviation in the procedures is to take effect on a permanent basis, the manual will be updated. CASA will be advised of a temporary deviation or a change to this manual within 30 days.

At all times when the aerodrome is operating, the aerodrome manual and any subsidiary materials will be accessible by those personnel who have a role of responsibility.

This manual identifies persons from all levels of the organisation that are responsible and accountable for the safe operation of the aerodrome. As the authorisation holder, Temora Shire Council is committed to ensuring that all individuals understand their responsibilities and accountabilities as defined within this aerodrome manual.

Signed:

Name:

Position:

### *1.2 ORGANISATIONAL STRUCTURE*

The Temora Shire Council is responsible for the conduct of the aerodrome, routine safety, maintenance and response to any aerodrome emergencies. The Council shall engage suitable qualified and trained personal to carry out the work required to comply with CASA regulations.

The organisational structure for the airport is shown below and relates to the airport only:

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### 1.3 KEY PERSONNEL

#### 1.3.1 ACCOUNTABLE MANAGER

**Position:** Accountable Manager

**Name:** Rob Fisher

**Management position:** Engineering Asset Manager

**Responsibilities:**

**To ensure Temora Shire Council:**

- complies with civil aviation legislation,
- operates and maintains the aerodrome safely and with a reasonable degree of care and diligence, and
- operates and maintains the aerodrome in accordance with the aerodrome manual for the aerodrome.

The accountable manager has a general knowledge of the relevant civil aviation safety legislation and standards that are applicable to the inspection, reporting, operation and maintenance of the aerodrome.

#### 1.3.2 MANAGEMENT POSITIONS (AERODROME OPERATION AND MAINTENANCE)

The management position(s) responsible for the **operation** of the aerodrome:

**Management position:**

General Manager

**Responsibilities:**

The General Manager is the Chief Executive Officer of the Council and has overall responsibility for ensuring there is adequate resourcing for the safe and effective operation of Temora Airport in accordance with Part 139 MOS and this manual. The General Manager is directly responsible to the Council for the efficient running of Council's operations. The General Manager designates responsibility for certain functions to senior management personnel who report to him/her.

**Management Position :** Engineering Asset Manager (Accountable Manager)

**Responsibilities:**

The Engineering Asset Manager will arrange for the maintenance and/or repair of the Temora Airport where it exceeds the resources of the Aerodrome Reporting Officer. The work will be carried out in consultation with the Engineering Works Manager and in accordance with the prepared Method of Works Plan.

If the Engineering Works Manager is not a holder of an Aerodrome Reporting Officers Certificate, the works will be carried out in the presence of the Aerodrome Reporting Officer if works are inside the movement area.

#### 1.3.3 AERODROME OPERATIONS AND SAFETY FUNCTIONS

The following individuals or positions are responsible for the aerodrome's operations and safety

functions:

**Individual / Position:** Aerodrome Reporting Officers

**Responsibilities:**

- Carry out aerodrome serviceability inspections in accordance with Part 139 MOS and this manual,
- Carry out aerodrome reporting functions in accordance with this manual,
- Carry out wildlife monitoring and management functions, and
- Carry out obstacle monitoring duties in accordance with this manual.

**Individual / Position:** Works Safety Officers

**Responsibilities:**

Ensuring aerodrome safety while aerodrome works are being carried out at the aerodrome, in accordance with Part 139 MOS and this manual.

**Individual / Position:** Works Operational Personnel

**Responsibilities:**

Works Operational Personnel are either Council employees or contractors depending on the nature of the work. Works Operational Personnel are scheduled to repair and/or carry out remedial activities on the aerodrome to rectify any defect found in the daily inspection.

The works will be carried out in the presence of the Aerodrome Reporting Officer if works are inside the movement area.

#### 1.4 AERODROME MANUAL ADMINISTRATION

This aerodrome manual identifies all elements required by the Part 139 MOS. Information that is not relevant to the aerodrome's operational context or regulatory compliance is marked NOT APPLICABLE or N/A.

All subsidiary materials that are adopted are clearly referenced in the relevant sections of this manual.

This manual and the adopted subsidiary materials will at all times be accessible by those persons who have a role in the operation and maintenance of the aerodrome.

##### 1.4.1 MANUAL CONTROL

The following individuals / positions are responsible for reviewing, maintaining, amending and controlling this aerodrome manual:

Individual / Position	Role / Function
Rob Fisher - Engineering Asset Manager	Maintaining / amending / controlling
James Durham - ARO / WSO	Reviewing

##### 1.4.2 MANUAL AMENDMENT

To maintain the accuracy of this manual, the aerodrome manual controller(s) will be advised of any changes to the aerodrome's facilities, operating procedures, or of any errors or omissions,

so that an amendment can be made.

When an amendment is made, the aerodrome manual controller will update the amendment record in the respective section of this manual.

So that readers can identify information in the manual that has changed, the following procedure has been adopted:

- this manual complies with the Part 139 MOS, Chapter 10.03(2)(c).
- the list of effective pages (LEP) is updated with the section, page and date the change was finalised.
- section 0.1 Amendment Record is updated with each new version and details of the change/s.

Within 30 days of any amendment to this manual, written notice of the change and a new version of the aerodrome manual is provided to CASA.

#### *1.4.3 MANUAL REVIEW*

This manual will be reviewed at least annually as part of the aerodrome manual validation process.

## 1.5 AUTHORISATIONS

### 1.5.1 AERODROME CERTIFICATE - CONDITIONS

The aerodrome was formerly a registered aerodrome. The aerodrome manual has been submitted to CASA. An aerodrome certificate is yet to be issued.

### 1.5.2 AERODROME INSTRUMENTS

CASA has issued the following approvals, determinations, directions, exemptions or other instruments:

Type of Authorisation	No:	Effective date	Expiry date	Document location	Authorisation details
Exemption	109/18	27/11/2018	31/10/2021	submitted to CASA waiting on approval	Width of Glider strip
Approval	0108.01	26//8/2016	N/A	N/A	Use of Flush Gable markers to mark RWY18/36 Glider strip

## 2 AERODROME INFORMATION

### 2.1 AERONAUTICAL INFORMATION

#### 2.1.1 AERODROME DIAGRAM

A single aerodrome diagram that clearly illustrates all applicable aerodrome facilities prescribed in subparagraph 5.03(1) of the Part 139 MOS is below.

#### 2.1.2 AERODROME ADMINISTRATION STATEMENT

The aerodrome's administration information prescribed in subparagraph 5.03(2) of the Part 139 MOS is recorded below:

DESCRIPTION	DETAILS
Name of aerodrome operator	Temora Shire Council
Postal address	PO Box 262, Temora, NSW, 2666
Phone number	(02) 6980 1100
E-mail address	temorashire@temora.nsw.gov.au
Website	<a href="https://www.temora.nsw.gov.au/">https://www.temora.nsw.gov.au/</a>
Facsimile number (if applicable)	Not Applicable
<b>OUT OF HOURS CONTACT DETAILS</b>	
Name of out-of-hours contact	Aerodrome Reporting Officer- James Durham
Phone number	0427-455-629
E-mail address	jdurham@temora.nsw.gov.au
Facsimile number (if applicable)	Not Applicable
Aerodrome usage	Public

#### 2.1.3 AERODROME LOCATION STATEMENT

The aerodrome's location information prescribed in subparagraph 5.03(4) of the Part 139 MOS is below:

Description	Details
Aerodrome name	Temora Airport
State / Territory	New South Wales
ARP latitude	342517S in WGS84
ARP longitude	1473042E in WGS84
Y location code	YTEM
Elevation	921 ft
Type A charts (if published)	None published
Type B charts (if published)	None published

*2.1.4 MOVEMENT AREA INFORMATION - RUNWAYS**2.1.4.1 RUNWAY CODE NUMBER*

The code number for each of the runway(s) is recorded below:

Runway	Code Number
09/27	1
18/36	3
05/23	3

*2.1.4.2 RUNWAY BEARING, LENGTH, WIDTH, AND SURFACE TYPE*

The bearings, length, width, and surface type(s) of the runway(s) is recorded below:

RUNWAY	RUNWAY BEARING (MAGNETIC)	RUNWAY LENGTH	RUNWAY WIDTH	RUNWAY SURFACE TYPE, OR TYPES (NON-HOMOGENOUS RUNWAYS)
09/27	87.89	815 m	30 m	Other - gravel / Bitumen
18/36	177.90	1469 m	30 m	Bitumen
05/23	50.89	2040 m	30 m	Bitumen

*2.1.4.3 THRESHOLD GEOGRAPHICAL LOCATION & ELEVATION - INSTRUMENT RUNWAYS*

The geographical location coordinates and the elevation of the midpoint of the runway threshold for each instrument runway are recorded below:

RUNWAY THRESHOLD	LATITUDE (WGS84)	LONGITUDE (WGS84)	MIDPOINT ELEVATION
RWY 05	342533.13S	1472942.84E	913 ft
RWY 23	342502.84S	1473051.26E	902 ft

*2.1.4.4 RUNWAY PAVEMENT STRENGTH RATING*

The strength rating of the runway(s) pavement is below:

ACN - PCN STRENGTH RATING	RUNWAY 18/36	RUNWAY 05/23	RUNWAY 09/27
PCN value	10	20	10
Pavement type	F	F	F
Pavement subgrade	B	B	B
MAX take-off weight	Not specified	Not specified	Not specified
MAX tyre pressure value	600 KPA	1280 KPA	600 KPA
Tyre pressure category	Y	X	Y
PCN evaluation method	T	T	U

*2.1.4.5 RUNWAY STRIP LENGTH AND WIDTH*

The length and width of the runway strip(s) is below:

RUNWAY	RUNWAY STRIP LENGTH	RUNWAY STRIP WIDTH (GRADED)	RUNWAY STRIP WIDTH (INCLUDING FLYOVER)
05 / 23	2170 m	90 m	90 m
18 / 36	1600 m	90 m	90 m
09 / 27	900 m	60 m	60 m

#### 2.1.4.6 RUNWAY SLOPE

The runway slope details are below:

RUNWAY	RUNWAY SLOPE
05 / 23	0.5 % slope from each end to the centre
18 / 36	-0.3% slope to the N
09 / 27	Slope level

#### 2.1.4.7 RUNWAY DECLARED DISTANCES

The declared distances for each runway are below:

TYPES	RUNWAY 05	RUNWAY 23	RUNWAY 18	RUNWAY 36	RUNWAY 09	RUNWAY 27
Take-off run available (TORA)	2040 m / 6693 ( ft )	2040m / 6693 ( ft )	1469m / 4819 (ft)	1469m / 4819 (ft)	815M / 2674 (ft)	815m / 2674 (ft)
Take-off distance available (TODA)	2100m / 6890( ft )	2100m / 6890 ( ft )	1547m / 5075 (ft)	1529m / 5016 (ft)	845m / 2772 (ft)	845m / 2772 (ft)
TODA gradient	4.42%	3.01%	4.37%	3.66%	4.26%	1.73%
Accelerate-stop distance available (ASDA)	2040m / 6693 (ft)	2040m / 6693 ( ft )	1469m / 4819 (ft)	1469M / 4819 (ft)	815m / 2674 (ft)	815m / 2674 (ft)
Landing distance available (LDA)	2040 m / 6693( ft )	1980m / 6496 ( ft )	1355m / 4445 (ft)	1455M / 4774 (ft)	815m / 2674 (ft)	815m / 2674 (ft)

#### 2.1.4.8 INTERSECTION DEPARTURE TAKE-OFF DISTANCES AVAILABLE

Intersection departures are not available.

#### 2.1.4.9 SUPPLEMENTARY TAKE-OFF DISTANCES AVAILABLE (STODA)

The supplementary take-off distances for each runway are below:

OBSTACLE CLEAR TAKE-OFF GRADIENT	RUNWAY 05	RUNWAY 23	RUNWAY 18	RUNWAY 36
1.6%	1828 m (5997 ft)	1284 m (4213 ft)	N/A	1066 m (3497 ft)
1.9%	1889 m (6197 ft)	1597 m (5239 ft)	1022 m (3353 ft)	1221 m (4006 ft)
2.2%	1935 m (6348 ft)	1792 m (5879 ft)	1163 m (3816 ft)	1343 m (4406 ft)
2.5%	1971 m (6466 ft)	1935 m (6348 ft)	1264 m (4147 ft)	1440 m (4724 ft)
3.3%	2042 m (6699 ft)	N/A	1440 m (4724 ft)	1517 m (4977 ft)
5%	N/A	N/A	N/A	N/A

#### 2.1.4.10 ESTABLISHED OLS FOR THE RUNWAY

The code number of the runway(s) OLS is recorded below:

RUNWAY END	ESTABLISHED CODE
05	3
23	3
18	3
36	3
09	1
27	1

#### 2.1.4.11 TYPE A CHARTS

A Type A chart is not required and has not been prepared.

#### 2.1.4.12 TYPE B CHARTS

A Type B chart has not been prepared.

#### 2.1.4.13 OBSTACLE-FREE ZONE (OFZ)

An obstacle free zone is not identified.

#### 2.1.4.14 ARRESTOR SYSTEM

An arrestor system is not provided.

#### 2.1.5 MOVEMENT AREA INFORMATION - RUNWAY STRIP AVAILABILITY

The runway strip is not available for take-offs and landings. Glider operations occur outside an established runway strip.

#### 2.1.6 MOVEMENT AREA INFORMATION - TAXIWAYS

Each taxiway designation, code letter, width, and surface type are below:

TAXIWAY NAME	TAXIWAY DESIGNATION	ARC LETTER	TAXIWAY WIDTH	TAXIWAY SURFACE TYPE
Taxiway Alpha	A	B	11 m	Bitumen Seal
Taxiway Bravo	B	A	8 m	Bitumen Seal
Taxiway Charlie	C	C / B	27 m between runway 05/23 and 18/36 11 m between 18/36 and Taxiway A	Bitumen Seal
Taxiway Delta	D	C	30 m	Bitumen Seal
Taxiway Echo	E	B	11 m	Bitumen Seal
Taxiway Foxtrot	F	C	25 m	Bitumen Seal
Taxiway Golf	G	C / B	25 m off RWY 18/36 14 m in residential section	Bitumen Seal
Taxiway Hotel	H	B	14 m	Bitumen Seal
Taxiway Juliett	J	B	11 m	Bitumen Seal

*2.1.7 MOVEMENT AREA INFORMATION - APRONS*

The aerodrome has no international operations, nor have the parking position designations been provided to Airservices for publication in the AIP. See below for the apron surface type(s):

<b>APRON</b>	<b>APRON SURFACE TYPE</b>
Museum Apron	Bitumen seal
GA Apron	Bitumen seal

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*2.1.8 VISUAL AIDS - APPROACH AND RUNWAY LIGHTING SYSTEMS**2.1.8.1 APPROACH LIGHTING SYSTEM(S) (ALS)*

The aerodrome does not have a runway approach lighting system.

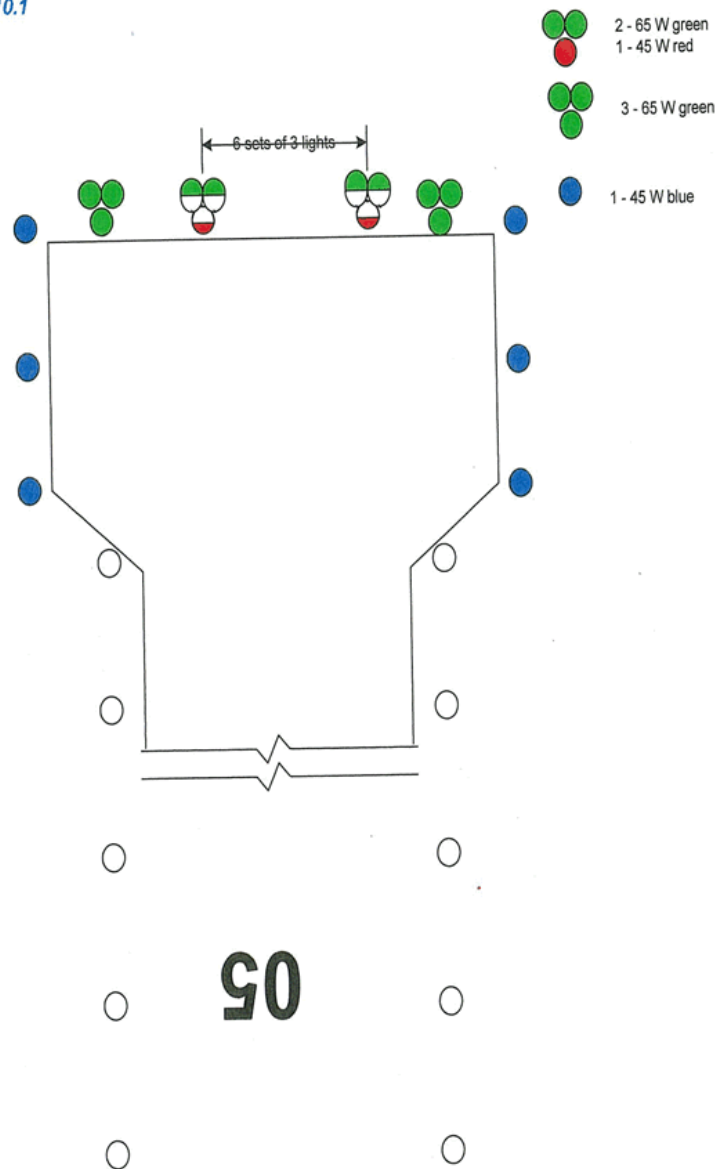
*2.1.8.2 RUNWAY THRESHOLD LIGHTS AND WING BARS*

The particulars for each runway threshold lights, and wing bars (if provided) are below:

<b>RUNWAY DESIGNATION</b>	<b>THRESHOLD LIGHTS - COLOUR</b>	<b>WING BARS - COLOUR</b>	<b>GEOGRAPHICAL COORDINATES</b>
05	Green	N/A	N/A
23	Green	N/A	N/A

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Figure 2.3.1: Runway Edge Lights, Threshold Lights and Runway End lights  
Low and Medium Intensity for Non-Instrument and Non-Precision Approach  
Runways. 9.10.1

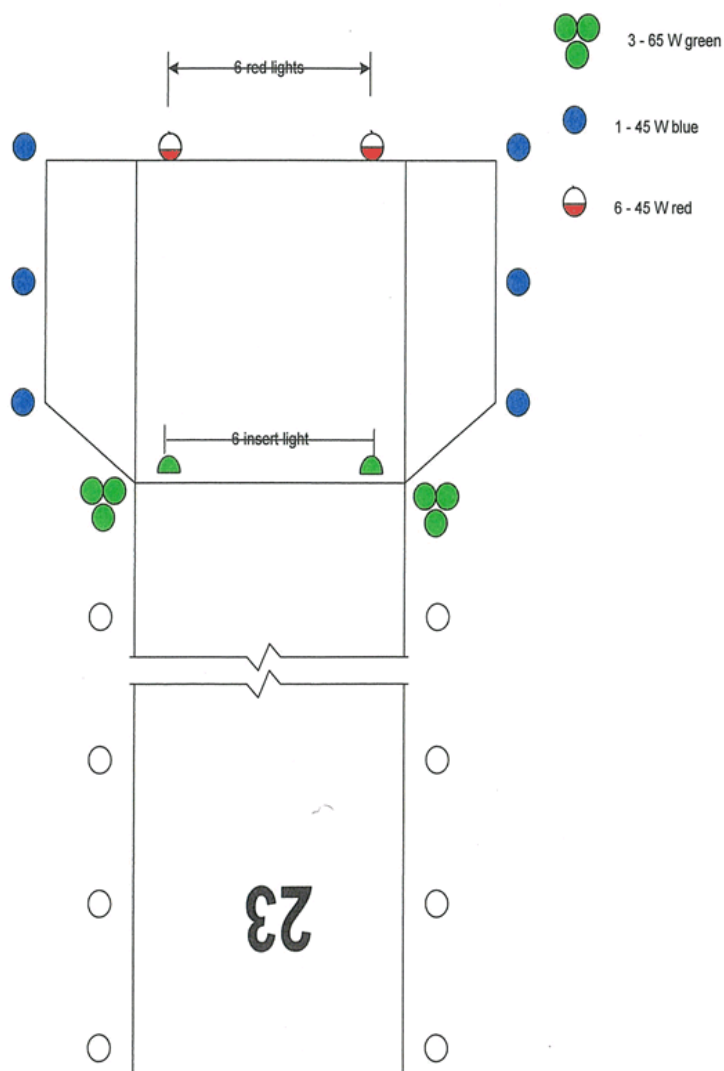


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Figure 2.3.2: Runway Edge Lights, Threshold Lights and Runway End lights ←  
 Low and Medium Intensity for Non-Instrument and Non-Precision Approach  
 Runways. 9.10.1



*2.1.8.3 VISUAL APPROACH SLOPE INDICATOR SYSTEM (VASIS)*

The particulars of each visual approach slope indicator system are below:

<b>RUNWAY DESIGNATION</b>	<b>VASIS TYPE</b>	<b>APPROACH SLOPE (°)</b>	<b>PAPI MINIMUM EYE HEIGHT</b>
05	PAPI (single-sided)	3.0°	41.3ft
23	PAPI (single sided)	3.0 °	41.3ft

*2.1.8.4 TOUCHDOWN ZONE (TDZ) LIGHTING*

Touchdown zone lighting is not provided.

*2.1.8.5 RUNWAY CENTRELINE LIGHTS*

Runway centreline lights are not provided.

*2.1.8.6 RUNWAY EDGE LIGHTS*

The length, longitudinal spacing, colour and intensity of the runway edge lights are below:

<b>RUNWAY DESIGNATION</b>	<b>LENGTH</b>	<b>LONGITUDINAL SPACING</b>	<b>COLOUR</b>	<b>INTENSITY</b>
05/23	2040 m	60 m	White	LOW-INTENSITY

*2.1.8.7 RUNWAY END LIGHTS*

The colour(s) of the runway end lights are below:

<b>RUNWAY END</b>	<b>RUNWAY END LIGHTS - COLOUR</b>
05	RED
23	RED

*2.1.8.8 STOPWAY LIGHTS*

The aerodrome does not have stopway lights.

*2.1.8.9 STARTER EXTENSION LIGHTING*

The aerodrome does not have starter extension lighting.

*2.1.8.10 RUNWAY THRESHOLD IDENTIFICATION LIGHTS (RTIL)*

The aerodrome does not have RTIL.

*2.1.8.11 PILOT ACTIVATED LIGHTING (PAL) SYSTEM*

The availability of a PAL system is as follows:

Frequency 119.6. PAL requires three one-second pulses to activate.

*2.1.9 VISUAL AIDS - OTHER LIGHTING AND SECONDARY POWER SUPPLY**2.1.9.1 AERODROME BEACON*

The aerodrome does not have an aerodrome beacon.

*2.1.9.2 TAXIWAY LIGHTING SYSTEMS (INCLUDING HOLDING POSITIONS AND STOP BARS)*

The lighting systems for taxiways, including taxiway holding positions and stop bars (where provided), are below:

<b>TAXIWAY DESIGNATION</b>	<b>TAXIWAY LIGHTING SYSTEM - EDGE LIGHTS</b>	<b>TAXIWAY LIGHTING SYSTEM - CENTRELINE LIGHTS</b>	<b>TAXIWAY LIGHTING SYSTEM - STOP BARS</b>	<b>TAXIWAY LIGHTING SYSTEM - HOLDING POSITION LIGHTS</b>
A	BLUE			YELLOW
RWY 18/36	BLUE	N/A	N/A	
TWY D	BLUE	N/A	N/A	YELLOW

*2.1.9.3 APRON LIGHTING SYSTEMS (INCLUDING VDGS)*

The lighting system for aprons, including the location and type of VDGS, are below:

<b>APRON</b>	<b>APRON LIGHTING SYSTEMS - PARKING POSITION</b>	<b>APRON LIGHTING SYSTEMS - IDENTIFICATION SIGN</b>	<b>APRON LIGHTING SYSTEMS - TYPE OF VDGS (if provided)</b>
Main	High Mast Floodlighting	N/A	N/A

*2.1.9.4 OTHER MOVEMENT AREA - LIGHTING SYSTEMS*

No other movement area lighting systems are provided at the aerodrome.

*2.1.9.5 OBSTACLE LIGHTING FOR OLS INFRINGEMENTS*

All lit obstacles within the aerodrome OLS are below:

<b>OBSTACLE TYPE</b>	<b>OBSTACLE POSITION</b>	<b>ELEVATION</b>	<b>LIGHTING (type / colour)</b>
LIT SILO	177deg/2710 m FM SOT RWY 18	1,020ft AMSL	RED FLASHING

*2.1.9.6 SECONDARY POWER SUPPLY (INCLUDING SWITCH-OVER TIME)*

A secondary power supply is not provided.

*2.1.10 NAVIGATION AIDS*

No navigation aids are provided by the Aerodrome Operator.

The NDB was permanently decommissioned on 26th March 2007, with the issue of NOTAM C05/

07.

*2.1.11 AVIATION RESCUE AND FIRE-FIGHTING SERVICES (ARFFS)*

An ARFFS is not provided by the Aerodrome Operator.

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### 2.1.12 GROUND SERVICES

#### 2.1.12.1 FUEL SUPPLIERS

Fuel suppliers and their contact details are below:

FUEL SUPPLIER	FUEL TYPE	CONTACT DETAILS	AFTER HOURS CONTACT DETAILS
AERO REFUELLERS	AVGAS	69772733 BH	WWW.AEROREFUELLERS.COM.AU
SKYFUEL	AVGAS & JET A1 + FS11	0418 862 100	WWW.SKYFUEL.COM.AU

#### 2.1.12.2 WEATHER INFORMATION BROADCASTS

The weather information broadcasts provided by the aerodrome operator are as follows:

- Automated Weather Information Service Radio Frequency 134.45.

#### 2.1.12.3 GROUND-TO-AIR COMMUNICATION SYSTEMS

Ground-to-air communication systems are not provided by the Aerodrome Operator. A UNICOM may operate during airshow events, though not provided by the Aerodrome Operator.

#### 2.1.12.4 OTHER AVIATION-RELATED SERVICES MADE AVAILABLE TO PILOTS

No other aviation-related services are made available to pilots by the Aerodrome Operator.

*2.1.13 AERODROME OPERATIONAL PROCEDURES - STANDARD TAXI ROUTES**2.1.13.1 STANDARD TAXI ROUTES DETERMINED BY AERODROME OPERATOR*

Standard taxi routes have not been determined by the Aerodrome Operator.

*2.1.13.2 STANDARD TAXI ROUTES DETERMINED BY THE ATS PROVIDER*

Standard taxi routes have not been determined by the ATS provider.

*2.1.14 AERODROME OPERATIONAL PROCEDURES - SPECIAL PROCEDURES*

Special procedures unique to the aerodrome which pilots would reasonably be expected to know in the interests of aviation safety are below:

Temora Aviation Museum air displays:

- D427 and R406 activate on display weekends.
- No flight permitted except with the permission of the controlling authority. (Temora Historic Flight Club - UNICOM 126.15 or 0407 391 431). Non-participating aircraft should plan to arrive or depart outside of the display times.

*2.1.15 AERODROME OPERATIONAL PROCEDURES - NOTICES*

Cautionary or administrative notices relating to the safe use of the aerodrome are below:

- Gliding operations occur during the day from the parallel RWS marked with orange marker immediately west of RWY 18/36 and immediately north of RWY 09/27.
- Aerobatics 300 - 5,000 ft AGL immediately west of RWY 18/36 during the day.

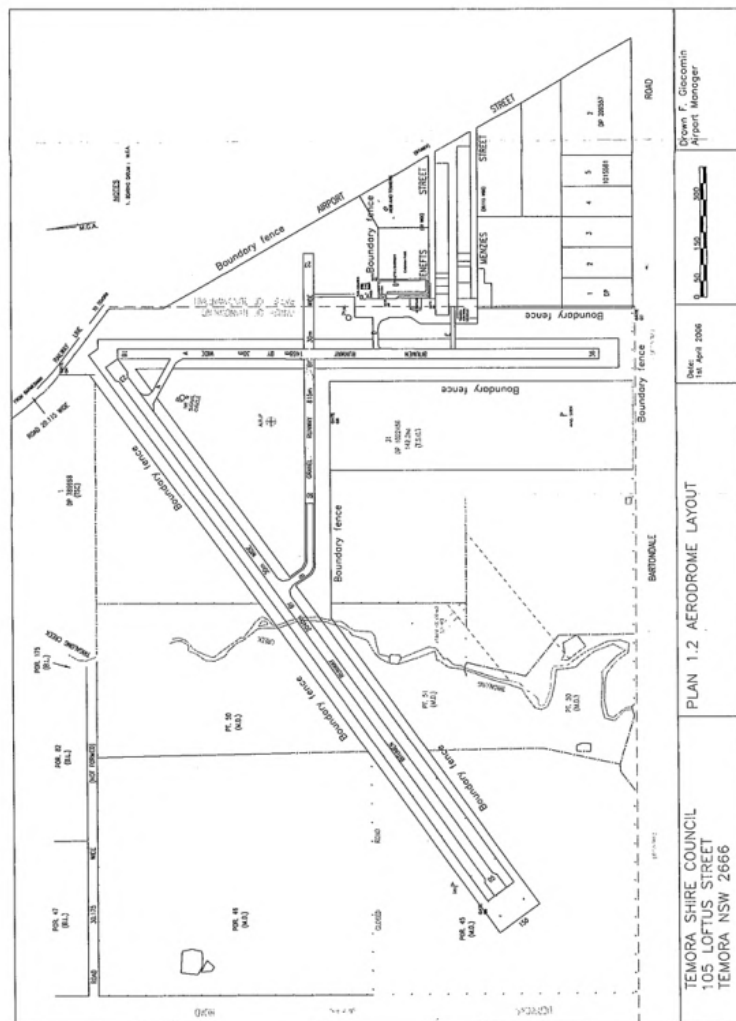
*2.1.16 AERODROME OPERATIONAL PROCEDURES - LOW-VISIBILITY PROCEDURES*

Low-visibility procedures are not established at the aerodrome.

*2.2 AERODROME SITE PLAN*

A scaled plan of the aerodrome site that clearly shows all applicable aerodrome facilities prescribed in subparagraph 11.01(2)(a) of the Part 139 MOS is available in Appendix 1 of this manual.

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### *2.3 SITE PLAN - FACILITIES OUTSIDE THE AERODROME BOUNDARY*

Temora Airport does not own any aerodrome facilities or equipment that is located outside the boundaries of the aerodrome; therefore this subsection is NOT APPLICABLE.

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## 2.4 AERODROME REFERENCE CODE (ARC) NOMINATIONS

### 2.4.1 RUNWAYS

The aerodrome reference code (ARC) number, letter and OMGWS for each runway is below:

RUNWAY	ARC NUMBER	ARC LETTER	OMGWS
05/23	3	C	4.5 MTR - 6 MTR
18/36	3	C	4.5 MTR - 6 MTR
09/27	1	C	4.5 MTR - 6 MTR

### 2.4.2 TAXIWAYS AND TAXILANES

The aerodrome reference code (ARC) letter and OMGWS for each taxiway and taxilane is below:

TAXIWAY / TAXILANE	ARC LETTER	OMGWS
TWY Alpha	B	4.5 m up to not including 6 m
TWY Bravo	A	Up to but not including 4.5 m
TWY Charlie	C / B	6 m up to but not including 9 m 4.5 m up to not including 6 m
TWY Delta	C	6 m up to but not including 9 m
Taxilane Echo	B	4.5 m up to not including 6 m
TWY Foxtrot	C	6 m up to but not including 9 m
TWY / Taxilane Golf	C / B	6 m up to but not including 9 m 4.5 m up to not including 6 m
Taxilane Hotel	B	4.5 m up to not including 6 m
TWY Juliett	B	4.5 m up to not including 6 m

### 2.4.3 AIRCRAFT PARKING POSITIONS

Marked aircraft parking positions (primary and secondary) are not provided; therefore, this subsection is NOT APPLICABLE.

### 2.4.4 HOLDING BAYS (AIRCRAFT)

Aircraft holding bays are not provided; therefore, this is NOT APPLICABLE.

## 2.5 INSTRUMENT CLASSIFICATION OF EACH RUNWAY

The instrument classification for each runway end is below:

RUNWAY DESIGNATION	INSTRUMENT CLASSIFICATION
RWY 05	Non-Precision Instrument runway
RWY 23	Non-Precision Instrument runway
RWY 18	Non-instrument runway
RWY 36	Non instrument runway
RWY 09	Non-instrument runway
RWY 27	Non- instrument runway

## 2.6 DEVIATIONS FROM PREFERRED STANDARDS

### 2.6.1 LOCATION OF RUNWAY THRESHOLD

The following runway thresholds are permanently displaced from the extremity of the runway:

RUNWAY END	DISTANCE OF PERMANENT THRESHOLD DISPLACEMENT	REASONS FOR PERMANENT THRESHOLD DISPLACEMENT
23	60 MTR	PROXIMITY TO THRESHOLD OF RWY 18

### 2.6.2 RUNWAY TURN PAD / BYPASS PAD

Runway turn pads / bypass pads are not provided.

### 2.6.3 RUNWAY LONGITUDINAL SLOPE VALUES

The maximum runway longitudinal slope values expressed in subparagraphs 6.06(1) to (6) of the Part 139 MOS have not been exceeded.

### 2.6.4 RUNWAY TRANSVERSE SLOPE VALUES

The runway transverse slope values expressed in Table 6.08(2) of the Part 139 MOS have not been exceeded.

*2.6.5 RUNWAY SURFACES**2.6.5.1 AVERAGE SURFACE TEXTURE DEPTH*

The preferred average surface texture depth of 1mm has been met on all runways.

*2.6.5.2 FRICTION VALUES*

The aerodrome is not used for scheduled international air transport operations.

*2.6.6 LONGITUDINAL SLOPE DESIGN VALUES ON GRADED RUNWAY STRIP*

The design longitudinal slope values expressed in subparagraph 6.18(1) of the Part 139 MOS have not been exceeded.

*2.6.7 RUNWAY END SAFETY AREA (RESA)*

The preferred RESA length as stated in Table 6.26(4) of the Part 139 MOS has not been met on the following runways:

<b>RUNWAY DESIGNATION</b>	<b>ACTUAL RESA LENGTH</b>	<b>REASONS WHY THE PREFERRED RESA LENGTH NOT MET</b>
05	60	Configuration in accordance with previous standard for runways not used by air transport jet aircraft. Preferred length not available within aerodrome boundary without affecting declared distances.
23	60	Configuration in accordance with previous standard for runways not used by air transport jet aircraft. Preferred length not available within aerodrome boundary without affecting declared distances.
18	60	Configuration in accordance with previous standard for runways not used by air transport jet aircraft. Preferred length not available within aerodrome boundary without affecting declared distances.
36	60	Configuration in accordance with previous standard for runways not used by air transport jet aircraft. Preferred length not available within aerodrome boundary without affecting declared distances.

*2.6.8 TAXIWAY LONGITUDINAL SLOPE VALUES*

The maximum taxiway longitudinal slope values expressed in subparagraphs 6.40(1) and (2) of the Part 139 MOS have not been exceeded.

*2.6.9 TAXIWAY TRANSVERSE SLOPE VALUES*

The taxiway transverse slope values expressed in Table 6.41(2) of the Part 139 MOS have not been exceeded.

*2.6.10 COLOUR OF AERODROME MARKINGS, MARKERS, SIGNALS AND SIGNS*

AS Code R13 (signal red) has been used for all aerodrome markings, markers, signals and signs (as applicable).

*2.6.11 RUNWAY EDGE LIGHTS ON A REDUCED RUNWAY WIDTH*

Runway edge lights are not located more than 3m from the runway edge of lit runway.

*2.6.12 SPACING OF TAXIWAY EDGE LIGHTS*

The spacing of all taxiway edge lights complies with section 9.92 of the Part 139 MOS.

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## 2.7 FACILITIES WITH RETAINED COMPLIANCE

### 2.7.1 NON-COMPLIANT GRANDFATHERED FACILITIES

At the time of commencement of the Part 139 MOS, the following aerodrome facilities do not comply with the new standards.

These aerodrome facilities / OLS did meet a previous standard that was in place at the time the facility was introduced, last upgraded or replaced.

These facilities will be maintained in accordance with the requirements set out in the Part 139 MOS for the same facility.

FACILITY (GRANDFATHERED)	DESCRIPTION OF NON-COMPLIANCE
Runway 05/23 runway strip width (non-precision approach runway)	Current runway strip width 90 m including fly-over area which does not comply with Part 139 MOS 2019 standard of 280 m for Code 3 non-precision approach runways. Current configuration supported by earlier MOS Part 139 standard where a 90m graded only runway strip was permitted where the full width was not practicable when used by Code 3C aeroplanes and below.
Runway 05/23 Approach OLS Inner Edge	Current width 90 m does not comply with current standard 280m for Code 3 non-precision approach runways.
Runway 05/23 RESA (both ends)	Current length 60 m does not comply with the current minimum standard of 90 m for Code 3 or 4 runways. Suitable under previous standard for Code 3 runway for aircraft other than air transport jet aeroplanes.
Runway holding position - distance to centreline of Code 3 runways	Distance from runway holding positions to centrelines of Runway 05/23 and 18/36 does not meet standard of 75 m for Code 3C runway. (Instrument and non-instrument) Previous standard permitted reduction to 45 m for Code 3C runways.
Runway 18/36 RESA	Current length 60 m does not comply with the current minimum standard of 90 m for Code 3 or 4 runways. Suitable under previous standard for Code 3 runway for aircraft other than air transport jet aeroplanes.

### 2.7.2 GRANDFATHERED FACILITIES OPTED-IN

All grandfathered facilities remain grandfathered to a previous standard.

### 3 AERODROME OPERATING PROCEDURES AND SYSTEMS

#### 3.1 REPORTING AERONAUTICAL DATA AND INFORMATION

This section documents the procedures for:

- providing information to the AIS provider (Airservices) for publication in the Aeronautical Information Package (AIP)
- notifying Airservices of any changes that are required to be made to the information that is published in the AIP
- reporting to the NOTAM Office (NOF) any changes to the condition of the aerodrome facility, or any hazards, that may adversely affect aviation safety
- reporting hazards that may adversely affect aviation safety to ATC
- making the aerodrome reports readily accessible to relevant personnel
- retaining reports for at least 3 years
- maintaining the integrity of information that is published.

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### 3.1.1 PERSONNEL WITH RESPONSIBILITIES - DATA ORIGINATOR

#### 3.1.1.1 AIP RESPONSIBLE PERSON

The nominated AIP responsible person for Temora Airport is Rob Fisher.

Their nomination has been provided to Airservices on the Aeronautical Data Originator (ADO) form that is available on the Airservices Australia website.

To meet the requirements of CASR 175.445, Temora Shire Council ensures that the AIP responsible person has been suitably trained so that they have the knowledge and competence to carry out their responsibilities.

Where a change to the AIP responsible person is required, a new ADO form will be submitted to Airservices informing them of the new appointment. This subsection of the manual will also be updated to reflect the change in nomination.

#### 3.1.1.2 NOTAM AUTHORISED PERSON(S)

Persons who are authorised to request the issue, review, and cancellation of NOTAMs at Temora Airport are below:

NOTAM AUTHORISED PERSON(S)
James Durham
Rob Fisher

To meet the requirements of CASR 175.445, Temora Shire Council ensures that these persons have been suitably trained so that they have the knowledge and competence to request the issue, review and cancellation of NOTAMs.

The list of NOTAM authorised persons is recorded in the NAIPS system that Airservices administers.

A NOTAM group manager who is responsible for maintaining and updating the NOTAM group has been nominated and recorded in the NAIPS system.

The NOTAM group manager for Temora Airport is James Durham.

Where a change to the NOTAM group is required, the NOTAM group manager will update the NAIPS system. This subsection of the manual will also be updated to reflect the change in NOTAM authorised person(s).

### 3.1.2 CHANGES TO PUBLISHED AERONAUTICAL INFORMATION

The AIP responsible person is authorised to request a change to information that is published in the AIP.

Temora Shire Council ensures that all requests for a change adhere to Airservices data quality requirements and are in a format that allows Airservices to readily identify the required change(s) to the existing published data or information, including any consequential changes.

As soon as practicable after becoming aware of a change, a request for a change will be made in writing to Airservices at: [docs.amend@airservicesaustralia.com](mailto:docs.amend@airservicesaustralia.com)

Temora Shire Council ensures that a statement of any consultation undertaken is provided with

the request for change if the data is expected to cause an aviation organisation to make plans for changes to the organisations' operating procedures.

Once the request for a change has been submitted, the Aeronautical Data Package / Section 2 of this manual will be amended to reflect the change in aeronautical information.

Temora Shire Council endeavours to ensure that long-term changes are planned and incorporated into the AIP. Aeronautical information is updated quarterly. The Airservices document amendment calendar is published on the Airservices website. To best ensure the timely communication of a change to published information, the deadlines for submissions are recorded and monitored by the AIP responsible person.

### *3.1.3 ADVISING NOTAM OFFICE (NOF) OF CHANGES - AERODROME CONDITIONS / HAZARDS*

In the event there is a change to the condition of the aerodrome facility, or there is a hazard to aircraft operations, a NOTAM authorised person will, as soon as possible after the condition or hazard is detected, request the issue of a NOTAM.

To request the issue of a NOTAM, the NOTAM authorised person will complete a NOTAM request form through AVCRM's Aerodrome Manager. In any situation that AVCRM is unavailable, the NOTAM can be completed via the online form, which is available on the Airservices website.

The completed NOTAM request form will be submitted electronically to the NOTAM Office (NOF) at: [nof@airservicesaustralia.com](mailto:nof@airservicesaustralia.com). This is done through the NOTAM Register on AVCRM.

In an emergency or if the matter is urgent, the NOTAM authorised person may phone the NOF to request the immediate issue of a NOTAM. In these circumstances, the NOF can be contacted on: 02 6268 5063.

Urgent reports made by phone will be confirmed as soon as possible by the submission of a NOTAM request form forwarded either by e-mail or facsimile.

On submission of the request to issue a NOTAM, the NOTAM authorised person will obtain a copy of the published NOTAM through NAIPS to check the accuracy of that information which has been published. If an error is discovered, the discrepancy will be reported immediately to the NOF.

This is to be completed through AVCRM, via the 'Check NOTAM' feature, recording a verification of publication at any time or date.

NOTAM will normally only be used in the case of operationally significant changes (reportable occurrences) that are required at short notice. The list of reportable occurrences is contained in subsection 3.2.6.1 of this manual.

### *3.1.4 REPORTING HAZARDS THAT MAY ADVERSELY AFFECT AVIATION SAFETY TO ATC*

As the Temora Airport is not a controlled aerodrome, hazards that are of an urgent nature and may adversely affect aviation safety for aircraft en-route to the aerodrome may be communicated to aircraft via the CTAF 126.15. Only personnel authorised to use an aeronautical radio will make broadcasts.

### *3.1.5 RECORD KEEPING - REPORTS*

A copy of all NOTAMs requested by Temora Shire Council are:

**Retained by:** Aerodrome Reporting Officer

**Stored securely:** AVCRM's Aerodrome Manager

A copy of all requests for change(s) to published information that are sent to the Airservices docs amend are:

**Retained by:** AIP Responsible Person

**Stored securely:** AVCRM's Aerodrome Manager

Copies of all requests are held on file for a minimum period of three (3) years from the date each request was made.

The AIP responsible person and NOTAM authorised person(s) have access to all reports held on file.

The accuracy and currency of all active NOTAMs requested by Temora Airport is checked by the Aerodrome Reporting Officer during the serviceability inspection process. Refer to subsection 3.2.4.1 of this manual.

### 3.1.6 REVIEW OF PUBLISHED INFORMATION

The AIP Responsible Person will review, at least once annually, the published aeronautical data and aeronautical information for which the aerodrome is responsible. Documented evidence of each review is:

**Retained by:** AIP Responsible Person

**Stored securely:** AVCRM's Aerodrome Manager

Temora Shire Council ensures the records of each review are kept for a minimum period of three (3) years from the date the review was completed.

In the event inaccurate information is identified during the review, the AIP responsible person will notify Airservices immediately.

## 3.2 AERODROME SERVICEABILITY INSPECTIONS

This section documents the procedures for:

- scheduling, conducting and reporting on the results of routine aerodrome serviceability inspections and additional aerodrome serviceability inspections should the circumstances require them to be conducted,
- taking prompt follow-up action(s) to ensure the correction of any unsafe conditions,
- arranging a technical inspection if an unsafe condition is identified, and
- maintaining records of inspections.

### 3.2.1 POSITIONS WITH RESPONSIBILITIES

The Engineering Asset Manager is responsible for managing the aerodrome's serviceability inspections, ensuring that they occur in accordance with the requirements of the Part 139 MOS, and this manual.

The following is a list of personnel authorised to perform the functions of a Aerodrome Reporting Officer. The authorisation allows them to carry out serviceability inspections at Temora Airport.

NAME	POSITION	FUNCTION
James Durham	ARO	Reporting Officer

NAME	POSITION	FUNCTION
Gareth Otley	ARO	Reporting Officer
Rob Fisher	Engineering Asset Manager	Reporting Officer

All personnel appointed as reporting officers have been trained so that they can competently carry out their duties at this aerodrome, without the need for supervision.

Temora Shire Council ensures that all training activities for reporting officers are recorded to verify achieved competencies.

All reporting officers undergo recurrent training every two to five years as is recommended in guidance material published by CASA.

A training schedule has been established and is maintained by the Engineering Asset Manager. The training schedule is reviewed regularly to ensure training is completed in a timely manner.

The training records of all reporting officers are:

**Maintained by:** Engineering Asset Manager

**Stored securely:** AVCRM's Aerodrome Manager

The Aerodrome Reporting Officer is responsible for reporting the results of the inspections.

The Aerodrome Reporting Officer is responsible for taking follow-up action if an unsafe condition is identified during the inspection.

### 3.2.2 ROUTINE SERVICEABILITY INSPECTIONS

The aerodrome has no scheduled air transport operations. A minimum of two (2) aerodrome serviceability inspections are conducted each week (at least 48 hours apart).

The serviceability inspections occur in accordance with the pre-determined schedule below:

DAY OF INSPECTION	INSPECTION TIMES
MONDAY	BETWEEN 8 AM & 4 PM
WEDNESDAY	BETWEEN 8 AM & 4 PM
FRIDAY	BETWEEN 8 AM & 4 PM

### 3.2.3 ADDITIONAL SERVICEABILITY INSPECTIONS

Temora Airport ensures that the reporting officer conducts additional serviceability inspections immediately any of the following occur:

- following an incident or accident,
- a severe weather event,
- if a hazard to aircraft may be present on the manoeuvring area,
- when requested in writing by CASA, and
- when a pilot or ARFFS provider reports a hazard.

### 3.2.4 INSPECTION PROCEDURES

When conducting a serviceability inspection, the Aerodrome Reporting Officer will ensure that the vehicle they use to complete the inspection is:

- in a sound mechanical state to prevent a breakdown, unsafe operation, and any spillage of fuel lubricant or hydraulic fluid,
- lit in accordance with the requirements set out in subsection 3.5.3 of this manual, and
- equipped with a VHF radio capable of monitoring the CTAF.

Reporting officers are instructed to maintain a continuous listening watch of the VHF radio at all times when operating on the manoeuvring area.

Procedures for conducting runway inspections, including the direction of travel, communication procedures, actions in the event of a communication failure or vehicle breakdown, etc. are documented in the YTEM Serviceability Inspection Guidelines.

This is a subsidiary document to this manual and is available at Temora Shire Council.

#### 3.2.4.1 INSPECTION ITEMS

When performing each serviceability inspection, aerodrome reporting officers will check:

1. The surface condition of the movement area (which also includes runway and taxiway strips) looking for the following:

- surface irregularities, including cracking or spalling,
- pavement deflections, including rutting or slipping,
- water pooling or ponding,
- build-up of rubber or other contaminants which may reduce runway surface friction,
- surface damage caused by the spillage of corrosive fluids or oil,
- subsurface leaks or pressure, including broken water mains or inadequate or defective drainage,
- scour or erosion ditches within unsealed areas, including step-downs from sealed runway surfaces,
- termite mounds, sink holes or other ground obstacles obscured, or not obscured, by grass,
- soft ground, particularly in combination with surface roughness and slipperiness, and
- any other signs of pavement distress which have the potential to develop into a hazard for aircraft.

2. Aerodrome markings, lighting, wind direction indicators and ground signals for the following:

- loss of visibility markers and markings,
- incorrect markers or markings,
- any disturbance to the correct intensity level and alignment of lights,
- discoloured or dirty lenses,
- unserviceable lights, incorrectly fitted lights, or lights that are misaligned,
- stand-by power equipment, to ensure that it is serviceable including the availability of fuel (if applicable),
- the condition of light bases, MAGS and navigation equipment within the movement area, including strips,
- exposed edges around concrete footings and other aerodrome installations within the runway and taxiway strips,
- damage to the wind indicator assembly or mounting,
- for wind indicators – damage to sleeve fabric or loss of conspicuous colour,
- the correct operation of the pilot activated lighting (if installed), and
- the correct operation of the broadcast aerodrome weather station (if installed).

3. The cleanliness of the movement area looking for the following:

- foreign objects, for example, aircraft fastening devices and other aircraft parts,
- work tools, small items of equipment and personal items,
- debris, for example, sand, loose rocks, concrete, wood, plastic, pieces of tyre, mud and any other foreign bodies, and
- hazards created during and after construction activity, including hazards arising from vehicles and plant travelling over unpaved, wet or contaminated areas.

4. For any obstacles infringing the take-off, approach, transitional and PANS-OPS surfaces that are visible from the aerodrome, specifically:

- the take-off, approach and transitional elements of the OLS, and
- PANS-OPS airspace, including any critical obstacles that would otherwise affect the safety or integrity of PANS-OPS airspace.

5. For wildlife on, or in the vicinity of, the movement area:

- the condition of aerodrome fencing and the security of access points to the movement area,
- monitoring the presence and behaviour of any wildlife on, or likely to be on, the aerodrome, and identifying seasonal and environmental conditions which may act as an attractant,
- monitoring evidence of wildlife shelter provided by aerodrome infrastructure, for example, buildings, equipment and gable markers,
- checking for off-aerodrome wildlife attraction sources, observable from the aerodrome site, for example, mowing activities, seeding, standing water bodies, uncovered waste disposal, deceased wildlife or offal, and
- the presence and operating condition of any wildlife hazard mitigating equipment incorporated into the wildlife hazard management procedures for the aerodrome.

6. Where the runway and runway strip surfaces are unrated, an empirical assessment of the runway, and the runway strip if it is available for aircraft operations, will be conducted to confirm their suitability.

7. Aerodrome fencing and signage to:

- identify any damage,
- confirm gates are secured, and
- ensure there has been no attempted entry onto the manoeuvring area by either land-based wildlife or unauthorised persons.

8. Active NOTAMs requested by the aerodrome to ensure they are accurate and current.

9. The aerodrome frequency response unit to verify that it is functioning correctly.

All items and the areas that are to be checked as part of each aerodrome serviceability inspection are identified in Form AIR01 Temora Shire Council Details of Daily Inspection.

The checklist is a subsidiary document to this manual and is available at Temora Shire Council offices.

### 3.2.5 COMMUNICATING WITH ATC DURING INSPECTION (IF APPLICABLE)

The aerodrome is not a controlled aerodrome; therefore, this subsection is NOT APPLICABLE.

### 3.2.6 REPORTING INSPECTIONS RESULTS

At the completion of each aerodrome serviceability inspection, the Aerodrome Reporting Officer records the following information on the Daily Inspection Form: Form No RM – AIR01:

- the date and time the serviceability inspection was completed,
- the results of the inspection, and
- a description of any remedial action taken or scheduled to be taken.

All identified faults that require further corrective action are entered in the Temora Aerodrome Logbook.

Any works activities that are required to correct these faults are conducted in accordance with the works protocols set out in section 3.10 of this manual.

When the fault has been rectified, an entry to confirm the corrective action is complete is made in the Temora Aerodrome Logbook.

Faults that remain open are subject to regular monitoring.

In the event the aerodrome serviceability inspection identifies a reportable occurrence as prescribed in subsection 3.2.6.1 below, a NOTAM authorised person is to contact the NOF to request the issue of a NOTAM. This request is to be made as soon as possible after it is observed and in accordance with subsection 3.1.3 of this manual.

The NOTAM authorised person has been instructed to provide as much detail as available. Should additional information become known, a revised NOTAM is to be submitted as soon as possible.

#### *3.2.6.1 REPORTABLE OCCURRENCES TO THE NOTAM OFFICE (NOF)*

A report to the NOF will be made on identification of the following:

- published runway information – any change (whether temporary or permanent), including changes to current information contained in permanent NOTAMs or in the AIP,
- aerodrome works affecting the manoeuvring area or the obstacle limitation surfaces – includes time-limited works that require more than 10 minutes to restore normal safety standards,
- aerodrome lighting / obstacle lighting – outage or unserviceability, unless the outage or unserviceability is fixed immediately, or does not meet the required outage limits,
- temporary obstacles to aircraft operations, unless the temporary obstacle is removed immediately,
- any significant increase in, or concentration of, wildlife hazards on or near the aerodrome which constitute a danger to aircraft, unless the wildlife causing the hazard is dispersed immediately,
- any change to gradients within the take-off climb area that is due to a new or changed obstacle which results in a change to the gradient of more than 0.05% from the published gradient data for the runway, unless that new or changed obstacle can be removed without delay,
- the emergence of new obstacles, unless the new obstacle is removed immediately,
- a radio navigation aid or landing aid owned by Temora Shire Council is unserviceable or has returned to service, and
- any other event which affects the safety of aircraft using the aerodrome, unless the event is ceased immediately.

#### *3.2.7 PROMPT FOLLOW-UP ACTION TO CORRECT UNSAFE CONDITIONS*

In the event the aerodrome serviceability inspection identifies an unsafe condition, the Aerodrome Reporting Officer will:

- immediately report the unserviceability to ATC (if applicable),

- if urgent, advise the NOF via the phone to request the immediate issue of a NOTAM,
- mark the unserviceable portion of the movement area so that it is not available by deploying the appropriate markers, markings, and lighting in accordance with the Part 139 MOS,
- submit a request to issue a NOTAM (if applicable),
- if issued, verify the accuracy of the NOTAM information published by Airservices,
- arrange for a technical inspection as soon as practicable,
- arrange for repairs to the affected area ensuring that works requirements are adhered,
- confirm the suitability of the repairs and the serviceability of the affected areas before returning to normal operations, and
- cancel the NOTAM (if applicable).

### 3.2.8 TECHNICAL INSPECTION OF IDENTIFIED UNSAFE CONDITION

If any unsafe condition is identified during the serviceability inspection, a technical inspection of the area impacted by the defect or deficiency will be immediately carried out in accordance with section 12.09 of the Part 139 MOS.

When arranging the technical inspection, the Engineering Asset Manager, or delegate aerodrome operator representative, will ensure that the person engaged to conduct the inspection has the required technical qualifications and experience, or demonstrable relevant experience, as required by section 12.10 of the Part 139 MOS.

A copy of the person's qualifications and relevant experience will be included in the resulting technical inspection report or maintained as part of the aerodrome manual.

On receipt of the technical inspection report, the recommendations will be reviewed by the Engineering Asset Manager and agreed corrective actions will be entered into a corrective actions plan. Where a recommendation is not supported, the reasons the recommendation was not supported, will also be documented in the corrective actions plan. A timeframe for implementation will be recorded.

The corrective actions plan will be retained on file at Temora Shire Council offices. The corrective actions plan will be reviewed regularly and updated by the Engineering Asset Manager.

The technical inspection report will be retained for a minimum period of three (3) years at Temora Shire Council offices.

Within 30 days of receiving the technical inspection report, the Engineering Asset Manager will send a copy of the report to CASA via e-mail at: [aerodromes@casa.gov.au](mailto:aerodromes@casa.gov.au).

### 3.2.9 MAINTAINING INSPECTION RECORDS

Completed inspection records are:

**Filed:** Electronically

**Stored securely at:** Temora Shire Council offices

The results of each aerodrome serviceability inspection are retained for a minimum period of two (2) years from the date the inspection was completed.

## 3.3 AERODROME LIGHTING

This section documents the procedures for:

- inspecting and maintaining aerodrome lighting, and obstacle lighting that is maintained by

- Temora Shire Council,
- carrying out routine maintenance and emergency maintenance,
- monitoring the supply of secondary and stand-by power (if provided),
- responding to a partial or total power system failure,
- taking follow-up action(s) to correct deficiencies,
- maintaining records of inspections, and
- monitoring hazardous lights, lasers, and reflection or glare within the aerodrome boundary.

### 3.3.1 PERSONNEL WITH RESPONSIBILITIES

The following individuals or positions have responsibilities for each lighting-related activity:

#### (a) Carrying out lighting inspections

Individual / position: Duty Aerodrome Reporting Officer

#### (b) Maintaining the records of inspections

Individual / position: Duty Aerodrome Reporting Officer

#### (c) Taking follow-up action if unsafe condition identified during inspection

Individual / position: Duty Aerodrome Reporting Officer

#### (d) Operating aerodrome lighting, including switching systems, back-up supply systems, and portable lighting equipment

Individual / position: Duty Aerodrome Reporting Officer

#### (e) Performing maintenance on aerodrome lighting

Individual / position: Duty Aerodrome Reporting Officer

#### (f) Monitoring hazardous lights, lasers, reflection or glare within the aerodrome boundary

Individual / position: Duty Aerodrome Reporting Officer

### 3.3.2 AERODROME LIGHTING - INSPECTION AND MAINTENANCE

The reporting officer carries out a visual inspection of aerodrome lighting as part of the routine serviceability inspection process. The lights will be switched on so that their serviceability can be assessed.

The inspection, reporting the results of the inspection, and any follow-up actions that are required, will occur in accordance with the serviceability inspection process outlined in section 3.2 of this manual.

In addition to the serviceability inspection, inspection and maintenance activities for each lighting system will occur in accordance with the table below.

AERODROME LIGHTING SYSTEMS	INSPECTION SCHEDULE	ITEMS TO BE INSPECTED OR CHECKED	MAINTENANCE ACTIVITIES
Runway and taxiway edge lighting	weekly	Lights serviceable Fixtures are aligned correctly and not	Grass areas around lights maintained to prevent obscuring of lights

AERODROME LIGHTING SYSTEMS	INSPECTION SCHEDULE	ITEMS TO BE INSPECTED OR CHECKED	MAINTENANCE ACTIVITIES
		damaged	Clean any lights that are dirty and degrading light performance Lights replaced as required
PAPI	Weekly	All lights serviceable	Per PAPI operating manual

Further details for the aerodrome lighting systems, including technical specifications and maintenance, are provided in the Airport Lighting Information document maintained by Temora Shire Council. This document is available at the Temora Shire Council offices.

### 3.3.3 OBSTACLE LIGHTING MAINTAINED BY AERODROME OPERATOR - INSPECTION AND MAINTENANCE

There is no obstacle lighting maintained by Temora Shire Council; therefore, this subsection is NOT APPLICABLE.

### 3.3.4 PORTABLE RUNWAY LIGHTS - INSPECTION AND MAINTENANCE

No portable runway lights are available for use at the aerodrome; therefore, this subsection is NOT APPLICABLE.

### 3.3.5 MONITORING SECONDARY POWER SUPPLY

A secondary power supply is not available at Temora Airport; therefore, this subsection is NOT APPLICABLE.

### 3.3.6 MONITORING STANDBY POWER SUPPLY

Standby power is available at Temora Airport.

The standby power supply is automatically activated.

The availability of standby power is notified in AIP ERSA.

At the first inspection of each month the back up generator will be checked to confirm it will turn on in the event of a power blackout at the aerodrome.

To carry out the inspection:

- The master power switch is to be turned to the OFF position in the main electrical power cubical. The switch is located in the power box marked Cummins on the southern wall.
- Open the outer electrical cubical box and turn the main switch to PAALC.
- Activate the aerodrome lights in the normal manner.

The generator should start up and activate all runway, taxiway and apron lights. If the generator does not activate, contact Temora Shire Council on 02 6980 1100.

The generator also requires to have the diesel fuel level checked on a monthly basis or when it has been operating because of a power failure.

### 3.3.7 LIGHTING INSPECTIONS AND CHECKS

Inspection and maintenance activities for each lighting system will occur in accordance with section 3.3.2 of this manual.

Procedures for recording inspection and maintenance activities are included in subsection 3.3.8 of this manual.

Aerodrome lighting inspections carried out as part of the Aerodrome Technical Inspection will be conducted in accordance with section 3.9 of this manual.

### *3.3.8 MAINTAINING LIGHTING INSPECTIONS RECORDS AND FOLLOW-UP ACTIONS*

At the completion of each lighting inspection, the duty Aerodrome Reporting Officer records the following information on the AVCRM inspection checklist:

- the date and time the inspection was completed,
- the person responsible for completing the inspection,
- the results of the inspection, and
- a description of any action taken.

All identified faults that require further corrective action are to be entered into the AVCRM SYSTEM. Any works activities that are required to correct these faults are to be conducted in accordance with the works protocols set out in section 3.10 of this manual.

When the fault has been rectified, an entry will be made in the Temora Airport Logbook confirming the corrective action is complete.

Faults that remain open are to be subject to regular monitoring.

Further details for the aerodrome lighting systems, including technical specifications and maintenance, are provided in the Airport Lighting Instruction document maintained by Temora Shire Council. This document is available at the Temora Shire Council offices.

### *3.3.9 SWITCHING LIGHTS ON AND OFF & INTENSITY SELECTION*

The lighting system is operated by Pilot Activated Lighting (PAL) on frequency 119.6 MHz. PAL operates the lights on RUNWAY 05/23, taxiway C, taxiway lights on runway 18/36, taxiway F, apron flood lighting, PAPI, the primary illuminated wind indicator (IWI), plus two secondary wind indicators.

The runway and taxiway lighting operates as single stage low intensity.

The PAPI has three intensity settings: Day, twilight and night. The PAPI will activate via PAL and operate to the required intensity depending on the ambient light condition, as detected by a PE cell linked to the PAL system.

The procedures for switching lights on are as follows:

- 3 pulse activation on 119.6 MHz

Further details for the aerodrome lighting systems are provided in the Airport Lighting Instruction document maintained by Temora Shire Council. This document is available at Temora Shire Council offices.

### *3.3.10 BACK-UP ARRANGEMENTS FOR PAL SYSTEM*

The PAL system has been designed so that, if it fails, it can be manually activated.

A bypass switch has been provided that allows manual activation of the lights. The bypass switch is located in the lighting control equipment cubicle situation 50 metres north of the old passenger terminal building.

Temora Airport has issued written authorisation for manual activation of the lights, if required, by representatives of the Aero Club, and the Aerodrome Reporting Officers. A copy of the authorisation has been retained on file.

#### *3.3.11 ROUTINE AND EMERGENCY LIGHTING MAINTENANCE*

Routine maintenance is carried out in accordance with the following procedures:

- Routine maintenance is carried out by the Aerodrome Reporting Officer as permitted. This includes changing light globes, replacing fixtures and cleaning equipment as required. Routine maintenance will be carried out when defective equipment is identified during the serviceability inspections.

Emergency maintenance is carried out in accordance with the following procedures:

- Emergency maintenance is considered to be maintenance on electrical equipment that cannot be performed by the Aerodrome Reporting Officer, and results in an outage to the aeronautical ground lighting system. In this instance, the preferred Council electrical contractor will be contacted by the Aerodrome Reporting Officer on detecting the fault or issue, and a high-priority work request submitted. The Aerodrome Reporting Officer will carry out reporting (NOTAM) as required, in accordance with section 3.1.3 of this manual.

#### *3.3.12 PARTIAL OR TOTAL POWER SYSTEM FAILURE*

In the event of a partial or total system failure, the following procedures are to be followed:

- A NOTAM will be raised in accordance with this manual notifying of the nature of the system failure, including what lighting systems are unavailable, and
- The duty Aerodrome Reporting Officer will advise the Engineering Asset Manager.

#### *3.3.13 MONITORING HAZARDOUS LIGHTS, LASERS, REFLECTION OR GLARE*

The Temora Shire Council is to notify CASA in writing immediately when they become aware of any installation, or a proposal to install, or use any installation, equipment or laser, outside the Temora Airport boundary that may have lighting or lighting intensity greater than that specified in Figure 9.144(2) of the Part 139 MOS.

Before proceeding to install or use any installation, equipment, or lasers within the boundary of the Temora Airport, the Engineering Asset Manager will report the following proposals to CASA so that a hazard assessment can be undertaken:

- installation of any equipment or lighting which would reflect sunlight (including solar panels, lasers, mirrors, or reflective building cladding),
- lighting that will emit multiple colours from a single source,
- lighting that will result in rapid change in light colour,
- flashing lights, and
- lighting that may have a lighting intensity that is greater than that specified in Figure 9.144(2) of the Part 139 MOS.

Temora Airport will not proceed with any proposal until CASA has assessed, and approved in writing, confirming the installations will not cause a hazard to aircraft operations.

## 3.3.14 COMMISSIONED LIGHTING SYSTEMS

Temora Airport has commissioned the following lighting systems:

LIGHTING SYSTEM	DATE COMMISSIONED	COMMISSIONING DOCUMENTATION - INDEPENDENT COMPLIANCE STATEMENT / LABORATORY TEST REPORT	COMMISSIONING DOCUMENTATION - GROUND CHECK REPORT	COMMISSIONING DOCUMENTATION - FLIGHT CHECK REPORT
PALC	25/05/2005			
PAPI	03/06/2005			
RWY 05/23 LIRL				

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### APPENDIX 3.2.1

### RUNWAY LIGHT CERTIFICATION

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## Appendix III

## FLIGHT CHECK REPORT - AERODROME LIGHTING SYSTEMS

Aerodrome	TEMORA	Weather	FINE
Runway	05	Visibility	> 10 KM
Aircraft	VH- HIR	Cloud	CAVOK
Date	21.05.05	Time	1900 / 0900 UTC
Crew	SELF		

*Not all systems listed on this form will necessarily require checking at a particular aerodrome.*

Not all systems listed on this form will necessarily require checking at a particular aerodrome.		
LIGHTING SYSTEM (where provided)	FINDINGS satisfactory / unsatisfactory	REMARKS
Runway Lights		
- Edge		
Pattern	SATISFACTORY	
Colour	SATISFACTORY	
Intensity	SATISFACTORY	
- Threshold Including RTIL and Wing Bars, where provided		
Pattern	SATISFACTORY	
Colour	SATISFACTORY	
Intensity	SATISFACTORY	
- Runway End		
Pattern	SATISFACTORY	
Colour	SATISFACTORY	
Intensity	SATISFACTORY	
Visual circling		
Intensity:-		
No of Stages	N/A	
Intensity changes	N/A	
Line of Sight		
Taxiway Lights - Edge		
Adequate guidance	SATISFACTORY	
Colour	SATISFACTORY	
Taxiway Lights - C/L		
Adequate guidance	N/A	
Colour	N/A	
Taxiway - Turn Node		
Adequate guidance	SATISFACTORY	
Colour	SATISFACTORY	

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LIGHTING SYSTEM (where provided)	FINDINGS satisfactory / unsatisfactory	REMARKS
Runway Guard Lights, Intermediate Holding Position Lights, Stop Bars		
Clearly visible	SATISFACTORY	
Location & Pattern	SATISFACTORY	
Colour	SATISFACTORY	
Intensity	SATISFACTORY	
Movement Area Guidance Signs		
Visible	N/A	
Legible	N/A	
Colour	N/A	
Illuminated Wind Direction Indicator		
Conspicuous - Approach	SATISFACTORY	
Conspicuous - Cct area	SATISFACTORY	
Conspicuous - Apron	SATISFACTORY	
Conspicuous - Thresholds	SATISFACTORY	
Truly representative	SATISFACTORY	
No glare	SATISFACTORY	
Apron Floodlights		
Adequate Illumination	SATISFACTORY	EXISTING INSTALLATION
No glare	SATISFACTORY	
Aerodrome Environment		
Obstacle lights	SATISFACTORY	EXISTING LIGHT
Extraneous light	SATISFACTORY	
Aerodrome Beacon:-	Present / (Not present)	
Visual characteristic	N/A	
Approx. visual range	N/A	
Approach Lights CAT I or CAT II/III (circle the appropriate one)		
Pattern	N/A	
Colour	N/A	
Intensity:-	N/A	
No of Stages	N/A	
Intensity changes	N/A	
Compatibility with Runway lights	N/A	
Runway Centreline Lights		
Pattern	N/A	
Colour	N/A	

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LIGHTING SYSTEM (where provided)	FINDINGS satisfactory / unsatisfactory	REMARKS
Intensity:-		
No of Stages	N/A	
Intensity changes	N/A	
Compatibility with other light systems	N/A	
Runway Touchdown Zone Lights		
Pattern	N/A	
Intensity:-	N/A	
No of Stages	N/A	
Intensity changes	N/A	
Compatibility with other light systems	N/A	

**Remarks:-**

(Add additional pages if necessary)

I certify that I have flight checked the aerodrome lighting system/s, and the system/s meets the relevant operational requirements.

Signature Michael Warden Date 21.05.05  
 Name (print) MICHAEL WARDEN  
 Letter of Competency No. 24

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## Appendix VI

## FLIGHT CHECK REPORT - PILOT ACTIVATED LIGHTS

Aerodrome	TEMORA	Weather	FINE
Runway/s	05/23	Visibility	> 10 KM
Aircraft	VH- HIR	Cloud	CAVOK
Date	21.05.05	Time	1900 LST / 0900 UTC
Crew	SELF		

The following aerodrome lighting systems are controlled by the PAL:-

ITEM CHECKED	FINDINGS	REMARKS
	satisfactory / unsatisfactory	
<b>Checks on the Ground</b>		
Manual switch	SATISFACTORY	
Activate from Apron	SATISFACTORY	
Activate from Thresholds	SATISFACTORY	
Vis. of turn-off lights	SATISFACTORY	
Period lights are ON	30 minutes	
Re-activation during last ten-minute warning	SATISFACTORY	
Automatic intensity change	SATISFACTORY	
Control Tower interface	N/A	
<b>Checks in the Air</b>		
Activate from Cct Area	SATISFACTORY	
Activate from 15 NM	SATISFACTORY	
Vis. of turn-off lights	SATISFACTORY	
<b>Intensity:-</b>		
Correct control of Various lighting	SATISFACTORY	
Intensity changes	SATISFACTORY	
Compatibility with Runway Lights	SATISFACTORY	

I certify that I have flight checked this PAL system, and the system meets the relevant operational requirements.

Signature MICHAEL WARREN Date 21.05.05  
 Name (print) MICHAEL WARREN  
 Letter of Competency No. 24

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**APPENDIX 3.2.2**

**PAPI CERTIFICATION**

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## Appendix F

## GROUND CHECK REPORT - PAPI

Aerodrome	TEMORA
Runway	05
Design Aircraft	B7E 146
Eye-to-wheel-height group	12 feet (3.66 metres)
Design wheel clearance over threshold	9 metres
Design approach angle	3°
Design minimum eye height over threshold	12.66 metres
Critical Obstacle, if any; (location and height)	
PAPI Manufacturer Type	RESEARCH ENGINEER
Single or Double Sided	SINGLE
ILS co-sited (Yes/No)	NO
Any non-standard design aspects, such as reduced azimuth. (Give details)	NIL.

	Left Side Light Units A-B-C-D	Right Side (if installed) Light Units E-F-G-H
Distance from Threshold - Design	273.78	
- Measured	273.91	
Distance - R/W edge to D	15.05	
Distance - D to C	8.95	
Distance - C to B	9.04	
Distance - B to A	8.90	
Distance - R/W edge to E		
Distance - E to F		
Distance - F to G		
Distance - G to H		
Aligned along front of Units (yes/no)	YES	
Aligned in horizontal plane (yes/no)	YES	
Leveling (clinometer setting) of - A	2° 32'	
Leveling (clinometer setting) of - B	2° 52'	
Leveling (clinometer setting) of - C	3° 10'	
Leveling (clinometer setting) of - D	3° 32'	
Leveling (clinometer setting) of - E		
Leveling (clinometer setting) of - F		
Leveling (clinometer setting) of - G		
Leveling (clinometer setting) of - H		
Foundations, assessed as stable (yes/no)	YES	
Vertical colour transition angle of - A	2° 29' 35"	

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	Left Side Light Units A-B-C-D	Right Side (if installed) Light Units E-F-G-H
Vertical colour transition angle of - B	2° 49' 35"	
Vertical colour transition angle of - C	3° 10' 00"	
Vertical colour transition angle of - D	3° 29' 40"	
Vertical colour transition angle of - E		—
Vertical colour transition angle of - F		—
Vertical colour transition angle of - G		—
Vertical colour transition angle of - H		—
Light beam horizontal spread - A	13° 20'	
Light beam horizontal spread - B	14° 50'	
Light beam horizontal spread - C	14° 50'	
Light beam horizontal spread - D	16° 10'	
Light beam horizontal spread - E		—
Light beam horizontal spread - F		—
Light beam horizontal spread - G		—
Light beam horizontal spread - H		—
Obstacle Assessment Surface, vertical angle, and any penetrations	1° 45' 57"	
Critical Obstacle, if any. Angle to top.		

**Overall System Check, and General Remarks:-**

Add additional pages if necessary)

Calculated MEHT = 12.60 metres (41.3 feet)

Min Wheel Clearance of T/H = 8.94 metres

Angle determining MEHT = 2° 47' 35"

I certify that I have checked this PAPI installation, and the system meets the relevant Specifications and Standards.

Signature

Date 3. 6. 05

Name (print)

BRYAN FITZGERALD (AIRPORT SURVEY CONSULTANT P/L)

Qualification

Technical Officer Surveying

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## Appendix IV

## FLIGHT CHECK REPORT - PAPI

Aerodrome	TEMORA
Runway	05
Design approach angle	3°
Single or Double Sided	SINGLE SIDED
ILS co-sited (Yes/No)	NO
Any design variations from standard layout. (Give details)	NIL

Weather	FINE	Visibility	> 10 KM
Cloud	SKY CLEAR	Aircraft	VH- HIR
Date	05/06/2005	Time	1830 AEST / 0830 UTC
Crew	SGLF		

ITEM CHECKED		FINDINGS
<b>DAY CHECK</b>		
Qualitative check of System	Satisfactory	SATISFACTORY
- Uniformity of intensity	Satisfactory	SATISFACTORY
- Straight, Horizontal appearance	Satisfactory	SATISFACTORY
- Colour change sharpness	Satisfactory	SATISFACTORY
- Steady progression of signal	Satisfactory	SATISFACTORY
- Double sided - Symmetry (L-R)	Satisfactory	N/A
<b>Day Intensities</b>		
- Response to Change of Intensity	Satisfactory	SATISFACTORY
Range of System	4 NM min	SATISFACTORY
Sensitivity of "on-slope" signal.	Satisfactory	SATISFACTORY
Compatibility with ILS (where present)	Satisfactory	N/A
Obstacle clearance on Approach, with full system just Red, throughout the azimuth of light beams either side of centreline	Satisfactory	SATISFACTORY
Azimuth restrictions (if applicable)	Confirm effectiveness	N/A
<b>NIGHT CHECK</b>		
<b>Night Intensities</b>		
- Matching of PAPI to Runway (for each Night Intensity)	Satisfactory	SATISFACTORY
- Response to Change of Intensity	Satisfactory	SATISFACTORY

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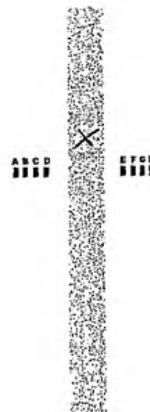
Subjective assessment of aiming point (and relation to touchdown zone marking)

WELL WITHIN TOUCHDOWN ZONE MARKINGS.

## Remarks:-

(Add additional pages if necessary)

A WELL HARMONIZED SYSTEM  
WITH THE NEWLY INSTALLED  
RUNWAY LIGHTS.



I certify that I have flight checked this PAPI installation, and the system meets the relevant operational requirements.

Signature M. E. A. Warren Date 05/06/2005  
Name (print) M. E. A. WARREN  
Letter of Competency No. 24

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## Appendix IV

## FLIGHT CHECK REPORT - PAPI

Aerodrome	TEMORA
Runway	23
Design approach angle	3°
Single or Double Sided	SINGLE
ILS co-sited (Yes/No)	NO
Any design variations from standard layout. (Give details)	NIL.

Weather	FINE	Visibility	> 10 KM
Cloud	SKY CLEAR	Aircraft	VH-HLR
Date	05/06/2005	Time	1830 LST / 0830 UTC
Crew	SELF		

ITEM CHECKED		FINDINGS
<b>DAY CHECK</b>		
Qualitative check of System	Satisfactory	SATISFACTORY
- Uniformity of intensity	Satisfactory	SATISFACTORY
- Straight, Horizontal appearance	Satisfactory	SATISFACTORY
- Colour change sharpness	Satisfactory	SATISFACTORY
- Steady progression of signal	Satisfactory	SATISFACTORY
- Double sided - Symmetry (L-R)	Satisfactory	N/A
<b>Day Intensities</b>		
- Response to Change of Intensity	Satisfactory	SATISFACTORY
Range of System	4 NM min	SATISFACTORY
Sensitivity of "on-slope" signal.	Satisfactory	SATISFACTORY
Compatibility with ILS (where present)	Satisfactory	N/A
Obstacle clearance on Approach, with full system just Red, throughout the azimuth of light beams either side of centreline	Satisfactory	SATISFACTORY
Azimuth restrictions (if applicable)	Confirm effectiveness	N/A
<b>NIGHT CHECK</b>		
<b>Night Intensities</b>		
- Matching of PAPI to Runway (for each Night Intensity)	Satisfactory	SATISFACTORY
- Response to Change of Intensity	Satisfactory	SATISFACTORY

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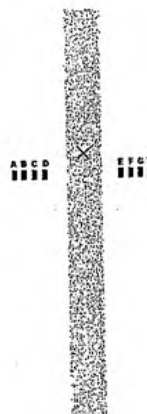
Subjective assessment of aiming point (and relation to touchdown zone marking)

WELL WITHIN TOUCHDOWN ZONE MARKINGS

## Remarks:-

(Add additional pages if necessary)

A WELL HARMONIZED SYSTEM  
WITH THE NEWLY INSTALLED  
RUNWAY LIGHTS.



I certify that I have flight checked this PAPI installation, and the system meets the relevant operational requirements.

Signature M.E.A. WARDEN Date 05/06/05  
Name (print) M. E. A. WARDEN  
Letter of Competency No. 24

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### 3.3.15 COMMISSIONING A NEW OR UPGRADING / REPLACING AN EXISTING LIGHTING SYSTEM

Temora Airport will not commission a new aerodrome lighting system, or permit the use of a lighting system that has been replaced or upgraded, until:

- compliance statements from the manufacturer and the supplier, or, a test report from an accredited laboratory (as per subparagraph 9.17(1) of the Part 139 MOS), confirm that light fitting types, models and versions comply with the standard for photometric and other relevant characteristic specified in the Part 139 MOS,
- a ground check has been completed by an appropriately qualified person and written evidence has been provided that confirms the lighting system meets the requirements of the Part 139 MOS, and
- if applicable, a flight check has been completed by a CASA approved person and written evidence has been provided that confirms the lighting system meets the requirements of the Part 139 MOS.

Once full compliance with the Part 139 MOS has been confirmed, a NOTAM authorised person is to request the issue of a NOTAM advising that the lighting system is available. The AIP responsible person is to advise Airservices of the particulars of the lighting system for publication in the AIP.

The Engineering Asset Manager will provide a copy of the ground check determination, and the flight check report (if applicable), to CASA via e-mail to: [aerodromes@casa.gov.au](mailto:aerodromes@casa.gov.au)

All compliance statements / laboratory test reports, ground check, and flight check reports will be retained by the Engineering Asset Manager and stored securely at Temora Shire Council offices.

Subsection 3.3.14 of this manual is to be amended to include the particulars of the newly commissioned lighting system(s).

All reports and commissioning records are retained for as long as the lighting system remains in service.

## 3.4 UNAUTHORISED ENTRY TO AERODROME

This section details how unauthorised persons, vehicles, equipment, mobile plant, animals or other things that may endanger the safety of aircraft, are prevented from entering onto the movement area, including procedures for:

- controlling airside access, and
- monitoring airside access control points and barriers.

### 3.4.1 CONTROLLING AIRSIDE ACCESS

To prevent unauthorised access by persons, vehicles, equipment, mobile plant, animals and other things that may endanger aircraft safety, a fence has been installed around the perimeter of the airside boundary:

- Type of fence: Rural and Steel
- Height of fence: 1 m

Temora Shire Council ensures that only authorised persons are allowed unescorted access to the movement area and other operational areas of the aerodrome.

For those persons not authorised, escorted access is provided as required.

Airside access gates are:

- Located at: Main entrance Tenefts Street.
- Always locked by: Electronically activated
- Keys and / or electronic access cards are issued by: Temora Shire Council
- A register of issued keys and / or access cards is maintained by: Temora Shire Council

Restricted access signs are located at regular intervals along the boundary fence, at each airside access gate, and at each building that provides direct access airside. The signs are located such that at least one sign is visible to a person approaching the secure perimeter.

Airport tenants are responsible for controlling airside access through their leased / owned areas. Any unauthorised entry observed by the tenant is to be reported immediately to Engineering Asset Manager or the duty Aerodrome Reporting Officer.

Only authorised vehicles driven by an airside driver are permitted airside. Refer to section 3.5 of this manual.

Animals are not permitted airside.

#### *3.4.2 MONITORING AIRSIDE ACCESS POINTS AND BARRIERS*

The Aerodrome Reporting officer carries out a visual inspection of the perimeter fence and airside access gates as a part of the aerodrome serviceability inspection process. The inspection, reporting the results of the inspection, and any follow-up action(s) that is required, is to occur in accordance with the process outlined in section 3.2 of this manual.

Additional fence and access gate inspections are conducted:

- By: Aerodrome Reporting Officer
- When: 3 times a week

These additional inspections are recorded: AVCRM System.

In the event there is evidence of unauthorised entry by persons or wildlife, or the fence or access gates are compromised, the fence or access gates are to be re-secured where possible, and an airside inspection undertaken immediately to ensure there are no unauthorised persons, or wildlife, on the aerodrome.

Damaged fences or gates will be entered in the AVCRM System in accordance with the process outlined in subsection 3.2.6 of this manual, and are to be repaired as soon as possible.

### 3.5 AIRSIDE VEHICLE CONTROL

#### 3.5.1 PERMIT SYSTEM FOR AIRSIDE VEHICLES

A permit system for airside vehicles is not required as the aerodrome does not, in a financial year, have more than 350,000 air transport passenger movements, or more than 100,000 aircraft movements; therefore, this subsection is NOT APPLICABLE.

#### 3.5.2 VEHICLES AND GROUND EQUIPMENT OPERATED AIRSIDE

Temora Airport ensures that all vehicles and ground equipment operated airside are maintained in a sound mechanical state to prevent a breakdown or unsafe operation, and any spillage of fuel, lubricant or hydraulic fluid.

Temora Airport requires:

- vehicles operating airside to hold state registration confirming they are maintained in a roadworthy condition,
- in the event an airside vehicle does not, or cannot obtain state registration, the owner of the vehicle to provide a statement of vehicle condition from a qualified mechanic prior to accessing the airside for the first time. A vehicle condition statement is valid for a maximum period of 12 months. If the owner still intends for the vehicle to be operated airside, a new vehicle condition statement is required to be presented prior to the end of that 12-month period,
- evidence that vehicles comply with lighting and radio requirements (as applicable), and
- a certificate of insurance with valid cover for the use of the vehicle within the airside area of the aerodrome.

To ensure the requirements of this manual are achieved, Temora Airport can inspect or can require an inspection to be carried out on any vehicle or ground equipment that is operating airside.

In the event that an inspection is not carried out, or the inspection identifies an unsafe condition that may create a hazard to aviation safety, the vehicle is to be denied access. If the vehicle is already airside, the operator of the vehicle is to be instructed to remove the vehicle from the airside.

A vehicle that is denied access or has been removed from the airside at the direction of Temora Airport is not to be authorised to re-enter the airside until an inspection has been completed and a satisfactory vehicle condition statement has been received.

#### 3.5.3 AIRSIDE VEHICLE LIGHTING REQUIREMENTS

As the aerodrome does not have scheduled air transport operations and the aerodrome is not an international aerodrome, vehicles operating during the day may, as a minimum, use the standard manufacturer-fitted vehicle hazard warning lights.

Vehicles operating at night will display lights that are visible in all directions.

Except for a vehicle that is under escort, all vehicles will be lit when moving or operating on:

- a runway / runway strip
- a taxiway / taxiway strip
- the movement area at night

- during periods of low visibility.

#### 3.5.4 VEHICLES ON MANOEUVRING AREA

Except for a vehicle that is under escort, all vehicles operating on the runway, runway strip, taxiways and taxiway strips have a VHF receiver capable of monitoring the CTAF. All drivers are to maintain a listening watch through the VHF receiver. Only those persons that hold an Aeronautical Radio Operator Certificate (AROC) are permitted to transmit.

#### 3.5.5 AIRSIDE DRIVERS - TRAINING

As Temora Airport does not have scheduled air transport operations, drivers not under escort, and who are operating a vehicle airside, are to understand the following:

- the terminology used to describe the movement area,
- the purpose and location of all airside areas,
- hazardous or prohibited areas on the airside, and
- the significance of aerodrome visual signs and aids.

Temora Shire Council has prepared an Airside Driving Induction which will be provided to all drivers who are seeking to drive airside for the first time at Temora Airport.

The Airside Driving Induction is filed at the Temora Shire Council offices.

#### 3.5.6 VEHICLES IN PROXIMITY TO AIRCRAFT

Airside drivers must give way to aircraft.

Airside vehicles are to remain clear of the runway, runway strip, taxiway(s), or taxiway strip(s) when they are in use or available to be used by aircraft unless there is a safety-related or operational requirement for vehicles to operate in these areas.

Airside vehicles are not to be driven:

- in a manner likely to endanger the safety of any person or create a hazard to aircraft operations,
- under an aircraft, or within 3 m of lateral clearance, or within 1 m of overhead clearance, of any part of the aircraft, except when required for servicing the aircraft,
- within 15 m of refuelling aircraft, and
- when drivers are affected by alcohol or drugs as per CASR Part 99.

All vehicles operated within 15m of an aircraft's fuel tank filling points and vent outlets during fuelling operations comply with Appendix 1 of Civil Aviation Order 20.9.

#### 3.5.7 MOVEMENT AREA SPEED LIMITS

Speed limits are explained and provided to all drivers during their driver training and / or induction.

Drivers must adhere to the following speed limits:

LOCATION	SPEED LIMIT (km / h)
Perimeter roads	20km/h
Apron	20km/h

LOCATION	SPEED LIMIT (km / h)
Taxiways	20km/h
Runways	20km/h (except as required by the ARO to conduct serviceability inspections)
During low-visibility operations	20km/h

#### 3.5.8 ESCORT SERVICE PROCEDURES

Third parties are not permitted to provide vehicle escorts airside; therefore, this subsection is NOT APPLICABLE.

#### 3.5.9 MONITORING AND ENFORCING TRAFFIC RULES

The Aerodrome Reporting Officer is responsible for periodically monitoring the operation of vehicles airside in accordance with the following:

- Monitor driving practices while undertaking Serviceability Inspections and whenever airside.

Appropriate action is to be taken against drivers who are clearly in breach of displayed signage, markings, or speed limits. This may include withdrawing their authority to operate a vehicle airside.

### *3.6 AIRCRAFT PARKING CONTROL*

#### *3.6.1 AIRCRAFT PARKING CONTROL PERSONNEL*

Temora Airport does not have scheduled international air transport operations, and there is no hazard resulting from apron congestion. Aircraft parking control procedures have not been established at the aerodrome; therefore, this subsection is NOT APPLICABLE.

Further instructions relating to apron parking, including considerations for parking during Temora Aviation Museum events, are provided in the YTEM Apron parking guidance document, filed at the Temora Shire Council offices and the Temora Aviation Museum.

#### *3.6.2 LIAISON WITH ATC - APRON MANAGEMENT*

The aerodrome is not a controlled aerodrome; therefore, this subsection is NOT APPLICABLE.

#### *3.6.3 ALLOCATING AIRCRAFT PARKING POSITIONS*

The aerodrome does not have scheduled international transport operations and apron congestion does not create a hazard to aircraft operations. Aircraft parking control procedures have not been established at the aerodrome; therefore, this subsection is NOT APPLICABLE.

#### *3.6.4 ENGINE START AND AIRCRAFT PUSH-BACK CLEARANCES*

The aerodrome does not have scheduled international transport operations and apron congestion does not create a hazard to aircraft operations. Aircraft parking control procedures have not been established at the aerodrome; therefore, this subsection is NOT APPLICABLE.

#### *3.6.5 AERODROME VISUAL DOCKING GUIDANCE SYSTEMS*

The aerodrome does not have scheduled international transport operations and apron congestion does not create a hazard to aircraft operations. Aircraft parking control procedures have not been established at the aerodrome; therefore, this subsection is NOT APPLICABLE.

#### *3.6.6 MARSHALLING SERVICE*

The aerodrome does not have scheduled international transport operations and apron congestion does not create a hazard to aircraft operations. Aircraft parking control procedures have not been established at the aerodrome; therefore, this subsection is NOT APPLICABLE.

#### *3.6.7 LEADER (VAN) SERVICE OR FOLLOW-ME SERVICE*

The aerodrome does not have scheduled international transport operations and apron congestion does not create a hazard to aircraft operations. Aircraft parking control procedures have not been established at the aerodrome; therefore, this subsection is NOT APPLICABLE.

#### *3.6.8 APRON SAFETY MANAGEMENT PROCEDURES*

The Aerodrome Reporting Officer(s) is responsible for periodically monitoring activities occurring on the apron to check that:

- no person, vehicle, or equipment is within the potential jet blast area behind the aircraft,

- aprons are free from loose stones and other material that may cause FOD,
- all equipment is appropriately stored in marked equipment storage areas, and
- wheel chocks are appropriately positioned on parked aircraft.

As trends may identify changes to apron safety management procedures, reported incidents and hazards are also reviewed by:

- The Engineering Asset Manager.

DRAFT

### *3.6.9 ALTERNATIVE SEPARATION DISTANCES AND APRON MARKINGS*

#### *3.6.9.1 REDUCED SEPARATION DISTANCES - VDGS*

The aerodrome does not have VDGS; therefore, reduced separation distances are not permitted.

#### *3.6.9.2 AIRCRAFT TYPE DESIGNATOR MARKINGS*

All aircraft type designations not required or provided.

#### *3.6.9.3 ALIGNMENT LINES*

Aircraft parking positions are not provided.

#### *3.6.9.4 PUSH-BACK OPERATOR GUIDANCE MARKINGS*

Push-back vehicle operations are not conducted.

#### *3.6.9.5 PASSENGER PATH MARKINGS*

Passenger path markings are not provided.

#### *3.6.9.6 MISCELLANEOUS AREA LINE MARKINGS*

There are no miscellaneous area line markings displayed on the apron(s).

### 3.7 AERODROME OBSTACLE CONTROL

#### 3.7.1 OBSTACLE CONTROL PERSONNEL

The following person(s) have responsibilities for obstacle control:

INDIVIDUAL OR POSITION	RESPONSIBILITIES
Aerodrome Reporting Officer	monitoring surfaces related to the OLS and terminal instrument flight procedures (PAN-OPS)
Engineering Asset Manager	notifying CASA or the procedure designer when a proposed or actual infringement of the prescribed airspace is identified
Engineering Asset Manager Aerodrome Reporting Officer	implementing obstacle control within the aerodrome boundary
Engineering Asset Manager	liaison and facilitation of obstacle control outside the aerodrome boundary

#### 3.7.2 MONITORING TAKE-OFF, APPROACH AND TRANSITIONAL SURFACES

Temora Airport has established the obstacle limitation surfaces (OLS) for each runway that meet the physical dimensions for approach and take-off runways as set out in Chapter 7 of the Part 139 MOS.

The particulars of each surface are shown on an OLS plan for the aerodrome which is available at Temora Shire Council offices.

The aerodrome reporting officer will visually scan the OLS as part of the aerodrome serviceability inspection in section 3.2 of this manual to identify the emergence of any new or potential obstacles.

A survey that assesses the take-off, approach, and transitional surfaces is completed as part of the manual validation process conducted in accordance with section 3.9 in this manual.

This survey is used to verify the accuracy of published information. On receipt of the survey, the results are compared against the aerodrome's information published in the AIP to ensure that there are no new obstacles, or that the height of existing obstacles has not changed.

### 3.7.3 PROPOSED OR ACTUAL INFRINGEMENTS - OLS

#### 3.7.3.1 PROPOSED OLS INFRINGEMENTS

If a proposed object or structure is identified as likely to be an obstacle, details of the proposal are to be sent to CASA in writing by Engineering Asset Manager.

On receipt of CASA's written assessment, the relevant planning authority is to be advised of the result of the assessment.

Temora Airport will follow up with the planning authority to ensure that those obstacles considered an unacceptable risk to aviation safety are not approved, or that those obstacles that are considered acceptable but subject to additional mitigations are appropriately marked and / or lit.

#### 3.7.3.2 ACTUAL OLS INFRINGEMENTS

Temora Airport will not make a runway available for night use until CASA has determined that any obstacle(s) will not adversely affect the safety of night operations.

For any identified obstacles that have been erected without prior notification and which have not been assessed, the Aerodrome Reporting Officer is to:

- advise ATC immediately (if applicable),
- consider limiting aircraft approach and take-off to the runway,
- ensure an immediate request is made to issue a NOTAM,
- take immediate steps to have the obstacle removed,
- ascertain the height of the obstacle and consider displacing the runway approach threshold. If the threshold is displaced, the published declared distances will be amended, and the new threshold location appropriately marked / lit, and
- report the infringement to CASA in writing.

The NOTAM authorised person includes the following information in the NOTAM request:

- the nature of the obstacle,
- the distance and magnetic bearing of the obstacle from:
  - if the obstacle is within the take-off area – the start of the take-off end of the runway, or
  - the ARP.
- the height of the obstacle in relation to the aerodrome elevation, and
- if it is a temporary obstacle – the time during which it is a temporary obstacle.

The request to issue the NOTAM is to be made in accordance with the procedures set out in section 3.1 of this manual.

Once the obstacle has been removed, the aerodrome reporting officer is to:

- advise ATC (if applicable),
- re-open, or re-instate the full runway length (if required), and
- ensure a request to cancel the NOTAM is made (if issued).

### 3.7.4 HEIGHT OF INFRINGEMENTS - OLS

The heights of buildings, structures, plumes and other developments that infringe the

aerodromes OLS are below:

OBSTACLE TYPE	LOCATION	HEIGHT OF THE OBSTACLE	PENETRATED SURFACE
Lit Silo	177deg 2710m FM SOT RWY 18	1,020 ft AMSL	Take off Surface

#### 3.7.4.1 HAZARDOUS OBSTACLES

CASA has not assessed any obstacles as being hazardous; therefore, this subsection is NOT APPLICABLE.

#### 3.7.5 MONITORING VISUAL SEGMENT SURFACES AND CRITICAL OBSTACLES

Terminal instrument flight procedures have been established by Airservices Australia.

The data and drawings of the area around the aerodrome that show the designed approach paths, visual segment surface, circling areas, and the location of critical obstacles, have been provided by the procedure designer, and are available at Temora Shire Council offices.

The Aerodrome Reporting Officer will use this data and drawings to monitor the visual segment surface and the nominated critical obstacles that are visible from the aerodrome as part of the aerodrome serviceability inspection in accordance with section 3.2 of this manual.

#### 3.7.6 PROPOSED OR ACTUAL INFRINGEMENTS - PANS-OPS

The Aerodrome Reporting Officer is to immediately inform the terminal instrument flight procedures designer as soon as:

- a proposed or actual infringement of the PANS-OPS is identified,
- a change to the status of an existing critical obstacle is identified,
- there is a proposed development that is higher than the critical obstacle, and
- a new object or structure has been detected that is higher than the critical obstacle.

The procedure designer's contact details are as follows:

- Name: Airservices Australia
- E-mail: IFP@airservicesaustralia.com
- Phone: +61 2 6268 4111

#### 3.7.7 HEIGHT OF INFRINGEMENTS - PANS-OPS

The aerodrome has published terminal instrument flight procedures. There are no buildings, structures, plumes and other developments that infringe the surfaces or areas associated with the published terminal instrument flight procedures (as defined in the PANS-OPS); therefore, this subsection is NOT APPLICABLE.

#### 3.7.8 OBSTACLE CONTROL WITHIN AERODROME BOUNDARY

Temora Airport does not permit objects or structures, other than approved visual and navigational aids, to be erected within the obstacle restriction area of the aerodrome without the written approval of CASA.

All proposed fixed objects or structures at the aerodrome, whether temporary or permanent, that sit on or above the movement area, or those that extend above the defined height limits,

including the OLS, have been and / or will be reported to CASA in writing.

On receipt of CASA's assessment, Temora Airport adopts controls appropriate to the recommendations provided by CASA.

### 3.7.9 OBSTACLE CONTROL OUTSIDE AERODROME BOUNDARY

Temora Airport is operated by Temora Shire Council, the Local Government Authority. All departments with Temora Shire Council are requested to forward development proposals for assessment by the Engineering Asset Manager where the proposal may penetrate the OLS or PANS-OPS of the aerodrome.

The Engineering Asset Manager will check the proposed development for potential infringement of the OLS and will inform the relevant stakeholders within the Temora Shire Council planning framework of the required actions.

### 3.7.10 OBSTACLE LIGHTS SERVICEABILITY MONITORING PROGRAMME

The following lit obstacles are located within the OLS area of the aerodrome:

#### LIT OBSTACLES & INSPECTION PROGRAMME

REQUIREMENTS	OBSTACLE DETAILS
OBSTACLE TYPE	Lit Silo
LOCATION OF OBSTACLE	177deg/2710m Fr SOT RWY 18
TYPE OF OBSTACLE LIGHTING	Flashing Beacon
OBSTACLE LIGHT OWNER	Altora Ag Services
OBSTACLE INSPECTION FREQUENCY	Weekly
INSPECTION FREQUENCY FOR OBSTACLE LIGHTS THAT ARE NOT VISUALLY OBSERVABLE	N/A

### 3.7.11 OBSTACLE LIGHT OUTAGE

In the event an obstacle light outage is detected during an inspection, the Aerodrome Reporting Officer is to:

- ensure that a NOTAM authorised person requests the immediate issue of a NOTAM, and
- liaise with the owner of the obstacle light so that the outage is repaired as quickly as possible.

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### *3.7.12 CHARTS PUBLISHED BY THE AERODROME OPERATOR*

#### *3.7.12.1 TYPE A CHARTS*

Type A charts are not required and have not been prepared; therefore, this subsection is NOT APPLICABLE.

#### *3.7.12.2 TYPE B CHARTS*

Type B charts have not been prepared; therefore, this subsection is NOT APPLICABLE.

#### *3.7.12.3 PRECISION APPROACH TERRAIN CHARTS - ICAO*

Precision Approach Terrain Charts have not been prepared; therefore, this subsection is NOT APPLICABLE.

#### *3.7.12.4 AERODROME TERRAIN AND OBSTACLE CHARTS - ICAO (ELECTRONIC)*

Aerodrome Terrain and Obstacle Charts have not been prepared; therefore, this subsection is NOT APPLICABLE.

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### *3.8 PROTECTION OF COMMUNICATION, NAVIGATION, SURVEILLANCE AND METEOROLOGICAL FACILITIES*

#### *3.8.1 CONTROLLING ACTIVITIES NEAR CNS AND MET FACILITIES*

The following is a list of all CNS and MET facilities, their location on the aerodrome, and the particulars of the respective service provider:

<b>CNS / MET FACILITY</b>	<b>LOCATION ON THE AERODROME</b>	<b>SERVICE PROVIDER</b>
Weather Station	approximately 295 m north-west of RWY 36 threshold	Bureau of Meteorology

Temora Airport ensures that there will not be any interference to the CNS or MET facilities at the aerodrome caused by developments, the erection of structures or from work activities within the vicinity of each facility.

Temora Airport refers all developments within the aerodrome boundary, near to or likely to affect an existing CNS or MET facility, to the respective CNS or MET facility providers for a hazard and impact assessment.

Only the facility service provider is permitted to work within each boundary. When ground maintenance is required, the service provider is advised.

#### *3.8.2 SUPPLY AND INSTALLATION OF WARNING SIGNS*

Signs have been placed around each communications, navigation and surveillance (CNS) or meteorological (MET) facility to:

- deter unauthorised access from vehicles and persons, and
- warn of hazardous emissions, including electromagnetic and microwave radiation.

### 3.9 AERODROME TECHNICAL INSPECTIONS / MANUAL VALIDATIONS

#### 3.9.1 INSPECTION PERSONNEL

The following is a list of individuals or positions, and their responsibilities in the aerodrome technical inspection and reporting process:

INDIVIDUAL OR POSITION	RESPONSIBILITIES
Engineering Asset Manager	managing the inspection programme
Engineering Asset Manager	planning the aerodrome technical inspections
Engineering Asset Manager	reporting inspection results and follow-up action
Engineering Asset Manager	receiving and considering inspection reports
Engineering Asset Manager	taking follow-up action if defects or deficiencies have been identified

#### 3.9.2 INSPECTION ITEMS AND TIMEFRAMES

Temora Airport, in a financial year, has less than 10,000 air transport passenger movements and less than 20,000 aircraft movements.

An aerodrome manual validation is carried out in accordance with the following:

VALIDATION REQUIREMENT	FREQUENCY	REQUIRED QUALIFICATIONS AND / OR EXPERIENCE
A check of the approach, take-off, and transitional surfaces to ensure published aerodrome information is accurate to within 0.05% of the published gradient in the AIP-ERSA	The validation is completed annually	The person engaged to conduct the validation is: <ul style="list-style-type: none"> <li>technically qualified or experienced in surveying, or</li> <li>has a sound knowledge and understanding of the standards for obstacle limitation surfaces and</li> <li>can, by appropriate means, validate the accuracy of the current published information in the AIP and have a sound knowledge and understanding of the standards for OLS</li> </ul>
A check of the other surfaces associated with the OLS	The validation is completed annually	The person engaged to conduct the validation is: <ul style="list-style-type: none"> <li>technically qualified or experienced in surveying, or</li> <li>has a sound knowledge and understanding of the standards for obstacle limitation surfaces and</li> <li>can, by appropriate means, validate the accuracy of the current published information in the AIP and have a sound knowledge and understanding of the standards for OLS</li> </ul>
For an aerodrome with a TIFP, a check of the Temora Shire Council's monitoring of the instrument approach procedure-critical obstacles nominated by the procedure designer	The validation is completed annually /  This validation element is NOT APPLICABLE	The person engaged to conduct the validation has sound knowledge and experience of the applicable civil aviation safety legislation
A check of the currency and accuracy of information published in the AIP	The validation is completed annually	The person engaged to conduct the validation has sound knowledge and experience of the applicable civil aviation safety legislation
A check of the currency and accuracy of	The validation	The person engaged to conduct the

VALIDATION REQUIREMENT	FREQUENCY	REQUIRED QUALIFICATIONS AND / OR EXPERIENCE
aerodrome operating procedures specified in the aerodrome manual and supporting documents	is completed annually	validation has sound knowledge and experience of the applicable civil aviation safety legislation
A check that personnel appointed as a reporting officer (a) have been trained and assessed in accordance with Chapter 13, and (b) appear to be generally competent to carry out the required duties in accordance with MOS	The validation is completed annually	The person engaged to conduct the validation has sound knowledge and experience of the applicable civil aviation safety legislation
A check that personnel appointed as a works safety officer (a) have been trained and assessed in accordance with Chapter 13, and (b) appear to be generally competent to carry out the required duties in accordance with MOS	The validation is completed annually	The person engaged to conduct the validation has sound knowledge and experience of the applicable civil aviation safety legislation

### 3.9.3 QUALIFIED PERSONNEL FOR TECHNICAL INSPECTIONS / MANUAL VALIDATIONS

The Engineering Asset Manager, at the time of engaging a person to conduct each element of the aerodrome manual validation, is to sight the qualifications and relevant experience of each person(s) to verify that they meet the required qualifications and / or experience as documented in subsection 3.9.2 of this manual.

A person who cannot demonstrate that they have the required technical qualifications and experience, or demonstrable relevant technical experience, will not be permitted to perform the inspection.

A record of qualifications and relevant experience is retained in the report for the annual aerodrome manual validation.

### 3.9.4 SCHEDULING INSPECTIONS / MANUAL VALIDATIONS AND RECORDING THEIR RESULTS

A calendar is maintained to schedule inspections.

- Person(s) responsible for calendar: Engineering Asset Manager.
- Location of calendar: AVCRM System.

To allow adequate planning time, a reminder is also set in the calendar three (3) months in advance of the due date.

The calendar is updated when an element of the technical inspection is completed, and a new date for the next inspection and a three-month advance reminder is set.

The calendar is reviewed monthly.

Irrespective of the schedule, an immediate inspection is conducted in the event any of the following is detected during an aerodrome serviceability inspection:

- an unsafe condition is identified, and / or
- a defect or deficiency in a part of the aerodrome is identified.

The results of each technical inspection are presented in a report.

### 3.9.5 BRIEFING TECHNICAL INSPECTORS

At the time of engagement, the person(s) conducting the technical inspection will be briefed on the scope of the inspection, including the technical matters and the locations which must be inspected.

The Engineering Asset Manager is to advise the person(s) conducting each element of the technical inspection that they are to include in their report:

- any non-compliance with the Part 139 MOS with respect of the aerodrome's facility, equipment, operation, or aerodrome personnel,
- any defect or deterioration in any facility, equipment or visual aid which could make the aerodrome unsafe for aircraft operations
- any incorrect aerodrome information:
  - published in the AIP or NOTAMs
  - reported to ATC (if applicable)
- any information in the aerodrome manual which is incorrect or not current, and
- any procedure, or practice in use at the aerodrome, which is not in accordance with, or conflicts with, procedures in the aerodrome manual.

### 3.9.6 POST-INSPECTION / VALIDATION CORRECTIVE ACTIONS

As soon as possible after the aerodrome manual validation has been completed, all errors or anomalies identified in the manual are to be corrected by the Engineering Asset Manager, or Aerodrome Reporting Officer.

If necessary, consequential corrections to supporting procedures and to the aerodrome information published in the AIP are also to be made.

### 3.9.7 PROVIDING CASA WITH INSPECTION / VALIDATION REPORTS

Within 30 days of receiving the technical inspection report, a copy of the report is to be provided to CASA:

Where the validation identifies incorrect information published in the AIP, NOTAM, or in the aerodrome manual, or any errors or conflicts with the procedures documented in the aerodrome manual, within 30 days of finalising the manual validation, a report is to be provided to CASA by:

- By: Engineering Asset Manager
- Via e-mail: [aerodromes@casa.gov.au](mailto:aerodromes@casa.gov.au).

Upon receipt of a written request, a copy of the corrective actions plan, including progress made to address the actions, is to be provided within 30 days to the aerodrome inspector making the request.

### 3.9.8 MAINTAINING RECORDS OF TECHNICAL INSPECTIONS / MANUAL VALIDATIONS

Records of the results of each manual validation are retained for a period of at least three (3) years from the date the record was completed.

- Maintained by: Engineering Asset Manager
- Stored securely on: AVCRM's Aerodrome Manager

### 3.10 AERODROME WORKS SAFETY

Temora Airport always makes all necessary arrangements to ensure that aerodrome works do not create a hazard to aircraft or cause confusion to pilots.

A works safety officer is to be present to directly oversee works safety at all times when the aerodrome is open and available for aircraft operations.

Aerodrome markers, markings, and lights required for, or affected by aerodrome works are installed, altered or removed in accordance with the required standards.

Any part of the movement area that is unserviceable as a result of aerodrome works being carried out is marked and lit. Obstacles created as a result of the aerodrome works are assessed and marked or lit in accordance with the assessment.

Where works are to be undertaken in the vicinity of CNS or MET facilities, the service provider is to be consulted to ensure neither the works nor the vehicles or plant associated with the works affect the performance of the facilities.

Where significant displacement of a runway threshold is planned, works planning may require consultations with the terminal instrument flight procedure (TIFP) designer and the surveyor that conducts the annual obstacle surveys.

#### 3.10.1 WORKS SAFETY PERSONNEL

The following persons have specified responsibilities for works:

INDIVIDUAL / POSITION	RESPONSIBILITY
Engineering Asset Manager	works planning
Works Safety Officer	conducting/overseeing works
Works Safety Officer	arrangement and notifications

The following is a list of personnel appointed to perform the functions of a works safety officer (WSO):

NAME	POSITION	FUNCTION
James Durham	Aerodrome Reporting Officer	Works safety officer
Kerry Wallace	Contract Works Safety Officer	Works safety officer
Rob Fisher	Manager Engineering Services	Works safety officer

All personnel appointed as a WSO have been trained so that they can competently carry out their duties at this aerodrome, without the need for supervision.

Temora Shire Council ensures all training activities for works safety officers are recorded to verify achieved competencies.

All WSOs undergo recurrent training every two (2) to five (5) years as is recommended in guidance material published by CASA, or earlier if deficiencies are identified.

A training schedule has been established and is maintained by the Engineering Asset Manager. The training schedule is reviewed regularly to ensure training is completed in a timely manner.

The training records of all WSOs are:

- Maintained by Temora Shire Council
- Stored securely at: Temora Shire Council offices

### 3.10.2 PREPARATION OF A METHOD OF WORKING PLAN (MOWP)

Although a MOWP is not required when planning scheduled works, as a means to ensure aerodrome works do not create a hazard or confusion, and that the impact of the works will be clearly understood, Temora Airport is to consult with:

- operators based at the aerodrome,
- emergency services aircraft that are likely to operate at the aerodrome, and
- and other key stakeholders.

A list of representatives from each operator/organisation listed above, and their contact details, is maintained by the Temora Shire Council.

CASA is to be consulted should any safety issues be identified.

In the event Temora Airport elects to develop a MOWP, the MOWP will be prepared in accordance with the content and sequencing requirements stated in Chapter 16 of the Part 139 MOS.

The name, position, and function of each WSO will be recorded in the MOWP.

MOWPs will be authorised and signed by either the:

- Accountable Manager, or
- Project Manager that has written authorisation from the aerodrome operator to sign the MOWP.

Written authorisations will be retained on file.

### 3.10.3 MOWP NOTIFICATIONS

Unless the works are unforeseen urgent works, the authorised MOWP will be issued not less than 14 days before the works are scheduled to commence by the Engineering Asset Manager.

The MOWP is to be issued to:

- air transport operators using the aerodrome,
- operators of emergency services aircraft that are likely to operate at the aerodrome,
- ATC (if applicable),
- ARFFS (if applicable),
- providers of any communications, navigation, surveillance or meteorological infrastructure or equipment that might be affected by the works (if applicable),
- the WSO,
- the project manager,
- the works organiser,
- the aerodrome security manager (if applicable), and
- CASA via e-mail at: [aerodromes@casa.gov.au](mailto:aerodromes@casa.gov.au) (if applicable).

A distribution list of all MOWP recipients and their contact details is:

- Maintained by: Airport Reporting Officer
- Stored securely at: Temora Shire Council

The following person(s) is responsible for ensuring that all recipients receive the MOWP: Airport Reporting Officer

The MOWP distribution list will be regularly reviewed to ensure it remains current.

In the event a MOWP requires amendment, the amended MOWP will:

- clearly show the information that has changed,
- be disseminated to all persons who received the original MOWP, and
- be issued no later than 48 hours before the change in works commences.

Amendments to the MOWP are the responsibility of: Engineering Asset Manager

A NOTAM providing the time and date of the commencement of the works is to be issued as early as possible, but not less than 48 hours before commencement.

In the event the change in works is due to an unforeseen event and a notification period of at least 48 hours is not possible, a NOTAM is to be requested as soon as possible after the change becomes known, and notification of the change is declared on the AFRU / or requested on the ATIS.

#### *3.10.4 COMMUNICATIONS WITH ATC DURING AERODROME WORKS*

WSOs that hold an Aeronautical Radio Operator Certificate (AROC) are authorised to transmit on an aeronautical radio frequency. WSOs without an AROC are only authorised to listen to the aeronautical radio frequency, but not transmit.

WSOs will at all times maintain a continuous radio listening watch.

In the event the runway is unserviceable and the WSO does not hold an AROC, unserviceability markings will be used so that a pilot can clearly identify that the runway is unserviceable.

#### *3.10.5 TIME-LIMITED WORKS (TLW) OR EMERGENCY WORKS*

TLW are only to be carried out if:

- a works safety officer(s) is present in the vicinity of the works,
- normal operations are not disrupted,
- the movement area can be restored to normal safety standards, and
- any obstacles created by those works removed in not more than 30 minutes.

At all times during TLW, the WSO is to maintain a continuous radio listening watch.

In the event TLW have been stopped to facilitate an aircraft movement, normal safety standards are to be restored not less than five (5) minutes before the aircraft movement is to occur.

Where TLW have been stopped for an aircraft movement, TLW is only permitted to resume:

- for an aircraft arrival:
  - immediately after the aircraft arrival provided the safety of the aircraft is not endangered, and
  - if the aircraft has not arrived, at least 30 minutes after the aircraft was due to arrive.
- for an aircraft departure:
  - a minimum period of 15 minutes must have elapsed between the aircraft's departure and the resumption of TLW.

#### *3.10.6 NOTIFICATIONS OF TLW OR EMERGENCY WORKS*

TLW or emergency works with recall times between 10 and 30 minutes are to be advised by NOTAM.

For TLW, the Works Safety Officer is to ensure that a NOTAM has been issued at least 24 hours before the works commence.

The request for a NOTAM is to be made in accordance with section 3.1 of this manual.

The NOTAM authorised person is to include the following information in the NOTAM request:

- date and time of commencement of the works, and
- time required to restore normal safety standards.

Emergency works on a runway, or runway strip are not to commence until ATC (local tower, or the air traffic service centre) have been notified and the publication of a NOTAM advising the changes to the aerodrome has been verified. The operations centre for air transport operators with scheduled services occurring during the expected duration of emergency works is also be advised of the changes occurring due to the works.

#### 3.10.7 WORKS AT CLOSED AERODROME

To enable works to be completed when the aerodrome is closed, written notice of the intention to close the aerodrome is to be sent, at least 14 days before the aerodrome closure, to:

- air transport operators using the aerodrome,
- each other known organisation using the aerodrome which is likely to be affected by the closure, and
- CASA.

A distribution list of those receiving the written notification will be retained by the Airport Reporting Officer.

A copy of the written notice will be retained by: Airport Reporting Officer

At least 14 days before the aerodrome closure, a NOTAM will also be issued in accordance with section 3.1 of this manual, advising when the aerodrome will be temporarily closed.

### 3.11 WILDLIFE HAZARD MANAGEMENT

#### 3.11.1 WILDLIFE HAZARD PERSONNEL

The following positions have responsibilities for wildlife hazard management:

INDIVIDUAL / POSITION	RESPONSIBILITIES
Aerodrome Reporting Officer	monitoring wildlife hazards
Aerodrome Reporting Officer	mitigating wildlife hazards

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*3.11.2 TRAINING OF PERSONNEL**3.11.2.1 TRAINING FOR WILDLIFE HAZARD MONITORING AND REPORTING*

At Temora Airport, all personnel tasked with wildlife hazard monitoring and reporting are trained, so that they can competently:

- conduct wildlife observations and identify high-risk species,
- assess wildlife populations and describe their behaviour,
- record information,
- collect any remains of a wildlife strike on the aerodrome,
- attempt to facilitate the identification of:
  - any wildlife involved in a strike event
  - any resulting damage to an aircraft.
- report the outcomes of observations, monitoring and strike collection activities.

Re-currency training is completed every:3 years.

The training records of all personnel are kept for a minimum period of three (3) years and are:

- Maintained by: Airport Reporting Officer
- Stored securely on: AVCRM's Aerodrome Manager

*3.11.2.2 TRAINING FOR WILDLIFE HAZARD MITIGATION*

All personnel engaged in wildlife hazard mitigation are trained, so that they can competently:

- engage in active wildlife management without causing a hazard to aviation safety, and
- assess the effectiveness of any mitigation measures that are taken.

Re-currency training is completed every: three (3) years.

The training records of all personnel are kept for a minimum period of three (3) years and are:

- Maintained by: Engineering Asset Manager
- Stored securely on AVCRM's Aerodrome Manager.

*3.11.3 WILDLIFE HAZARD MANAGEMENT PLAN*

The type and frequency of aircraft operations does not trigger the requirement for a wildlife hazard management plan, nor does the aerodrome have a high wildlife hazard management risk. A wildlife hazard management plan has not been prepared.

Is this correct????

*3.11.4 WILDLIFE HAZARD MONITORING*

Wildlife hazards at Temora Airport are monitored as part of the aerodrome serviceability inspection process as shown in section 3.2 of this manual.

In addition to an inspection of the aerodrome boundary fence, and gates, looking for holes or other potential signs of a breach by wildlife, Aerodrome Reporting Officers will identify and record the following:

- presence of wildlife on and in the vicinity of the aerodrome, which is to include:
  - a count of all birds and animals sighted,
  - bird / animal activity, e.g. feeding, flying, nesting,
  - species (if known),
  - numbers, and
  - location.
- seasonal and environmental conditions which may attract wildlife, such as grasses, standing water, uncovered waste, deceased wildlife (e.g. dead rabbits, mice etc.).
- any additional indicators such as new nests or eggs.

All wildlife observed on the aerodrome and in the vicinity of the aerodrome are recorded on the: AVCRM System.

A record of wildlife strikes is also included in the following register:

- YTEM Wildlife Strike Register, maintained by: Aerodrome Reporting Officer
- Stored securely at: Temora Shire Council offices

All known or suspected wildlife strikes that occur at or in the vicinity of the aerodrome are reported to the Australian Transport Safety Bureau (ATSB).

#### 3.11.5 WILDLIFE HAZARD ASSESSMENT

Any detected wildlife hazard is assessed for risk to aircraft operations as required.

The assessment will be conducted by the Engineering Asset Manager and Aerodrome Reporting Officers.

When assessing the risks, the following data is considered:

- wildlife observations,
- reported strike events,
- reported near miss events, and
- times of day or year / weather conditions.

Wildlife hazard risk assessments are:

- Maintained by: Aerodrome Reporting Officer
- Stored securely at: AVCRM System

#### 3.11.6 WILDLIFE HAZARD MITIGATION

The following measures have been implemented to assist in mitigating wildlife hazards:

- all gates are kept locked and rubbish appropriately stored,
- grass heights are monitored to prevent seeding,
- open unlined drains are regularly inspected and maintained to prevent water retention,
- in the event dead birds and animal carcasses are located they are quickly removed, and
- bird spikes or barriers have been installed on roosting sites.

#### 3.11.7 WILDLIFE HAZARD REPORTING (AIP, NOTAM, ATC, UNICOM)

In the event a wildlife risk is identified on or in the vicinity of the aerodrome, and the risk is a serious or imminent threat and cannot be immediately managed, the Aerodrome Reporting

Officer(s) is to:

- notify ATC (if applicable),
- advise pilots via the CTAF / Unicom, and
- request the immediate issue of a NOTAM.

Known or seasonal hazards are reported in writing to the AIS provider for publication in the AIP-ERSA.

A NOTAM is requested if the hazard is a higher risk than usual, or is of a short term or seasonal nature.

### 3.11.8 LIAISON WITH LOCAL AUTHORITIES FOR WILDLIFE HAZARD MITIGATION

The following is a list of local authorities that have land within a 13-km radius of the aerodrome:

LOCAL AUTHORITY	CONTACT
Temora Shire Council	02 69801100

Temora Airport engages with the local authorities to ensure that future land uses and development proposals can be carefully considered.

Where existing land use presents a potential risk, site visits are conducted to discuss aviation safety concerns and possible mitigations to reduce those risks. Regular site visits are conducted to ensure mitigations are effective. A record of these sites and the frequency of review is recorded in the table below:

SITE	SITE INSPECTIONS
Altora Ag Services	Annually
Temora Shire Council Waste Depot and STP	Annually
Lake Centenary	Annually
GrainCorp	Annually

### 3.12 LOW-VISIBILITY OPERATIONS

Low-visibility operations are not conducted; therefore, this section is NOT APPLICABLE.

#### 3.12.1 LOW-VISIBILITY PERSONNEL

Low-visibility operations are not conducted; therefore, this subsection is NOT APPLICABLE.

##### 3.12.1.1 RUNWAY VISIBILITY (RV) ASSESSMENT PERSONNEL

No persons at Temora Airport are authorised to conduct runway visibility assessments.

#### 3.12.2 VEHICULAR TRAFFIC IN LOW-VISIBILITY OPERATIONS

Low-visibility operations are not conducted; therefore, this subsection is NOT APPLICABLE.

#### 3.12.3 CNS FACILITIES IN LOW-VISIBILITY OPERATIONS

Low-visibility operations are not conducted; therefore, this subsection is NOT APPLICABLE.

#### *3.12.4 MANOEUVRING AREA INSPECTIONS IN LOW-VISIBILITY OPERATIONS*

Low-visibility operations are not conducted; therefore, this subsection is NOT APPLICABLE.

#### *3.12.5 MEASURING RUNWAY VISIBILITY*

Low-visibility operations are not conducted; therefore, this subsection is NOT APPLICABLE.

#### *3.12.6 COMMUNICATING VISIBILITY MEASUREMENTS TO ATC OR PILOTS*

Low-visibility operations are not conducted; therefore, this subsection is NOT APPLICABLE.

#### *3.12.7 TRANSMISSOMETERS*

Transmissometers are not installed at Temora Airport; therefore, this is NOT APPLICABLE.

#### *3.12.8 LOW-VISIBILITY PROCEDURES (LVP)*

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

##### *3.12.8.1 SPECIFIC CIRCUMSTANCES FOR LVP*

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

##### *3.12.8.2 NOMINATED RATE OF AERODROME MOVEMENTS*

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

##### *3.12.8.3 LVP-RELATED TRAINING AND AUTHORISATION FOR AIRSIDE DRIVERS*

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

##### *3.12.8.4 CONTROL OF AIRSIDE OPERATIONS*

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

##### *3.12.8.5 WITHDRAWAL OF NON-ESSENTIAL VEHICLES AND PERSONNEL*

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

##### *3.12.8.6 SUSPENSION OF VISUAL AND NON-VISUAL AID MAINTENANCE*

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

*3.12.8.7 SECURING AIRSIDE ACCESS AND PREVENTING ENTRY*

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

*3.12.8.8 ALERTING OF LVP*

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

*3.12.8.9 COORDINATING LVP ACTIVITIES WITH ATC*

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

*3.12.8.10 PHYSICAL CHECKS OF LIGHTING AND WARNING DEVICES*

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

*3.12.8.11 PROTECTION OF AREAS FOR ILS*

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

*3.12.8.12 EMERGENCY RESPONSES DURING LVP*

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

*3.12.8.13 LVP STATUS*

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

*3.12.8.14 REVIEW OF LOW-VISIBILITY PROCEDURES*

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

### 3.13 DISABLED AIRCRAFT REMOVAL

#### 3.13.1 AIRCRAFT REMOVAL PERSONNEL

The following person(s) have responsibilities for arranging the removal of disabled aircraft:

NAME	ROLE	PHONE NUMBER	AFTER-HOURS PHONE NUMBER
James Durham	Aerodrome Reporting Officer	02 69801100	0427455629
Rob Fisher	Engineering Asset Manager	02 69801100	02 69801100

#### 3.13.2 AIRCRAFT REMOVAL - AERODROME OPERATOR & AIRCRAFT CERTIFICATE HOLDER

The registered owner or aircraft operator has complete responsibility for removing their aircraft should it become disabled. All airline operators are therefore expected to have aircraft recovery plans which identify any special equipment that may be necessary.

Temora Airport coordinates the aircraft recovery operation to ensure that the disabled aircraft is removed in a timely and efficient manner.

Removal of damaged aircraft may be subject to clearance of Australian Transport Safety Bureau and other investigating teams.

Although the aircraft owner is responsible, Temora Airport may, where necessary, initiate salvage action when:

- there is a serious and imminent threat or hazard to other aircraft, vehicles or personnel on the movement area, and / or
- the aircraft operator refuses to move a disabled aircraft, or neglects to do so within a reasonable time.

In these instances, Temora Airport accepts no responsibility for any loss or damage of any kind resulting from this action, and the aircraft operator shall be held responsible for all costs incurred.

Once a runway is negatively impacted (unavailable), or a reduction in operating length is required, a NOTAM is to be issued in accordance with section 3.1 of this manual.

Appropriate visual aids are deployed, when necessary, to mark unserviceable portions of the aircraft movement area by the duty Aerodrome Reporting Officer.

#### 3.13.3 NOTIFYING AIRCRAFT CERTIFICATE HOLDER

The pilot of a disabled aircraft is expected to notify the holder of the aircraft's certificate of registration in the first instance.

If the pilot is not available, or is unable to notify the certificate of registration holder, the required notification is to be issued by the Engineering Asset Manager, or delegate.

If the certificate of registration is not known to Temora Airport, details are to be obtained from the pilot, if possible, or if available, from the [civil aircraft register](#) on the CASA website.

#### 3.13.4 LIAISING WITH THE ATSB, DEFENCE AND ATC

If the disabled aircraft cannot be immediately removed from the movement area, Temora Airport will ensure:

- unserviceability markers, markings and lights are displayed as required, and
- the NOF is notified of the unserviceability, or changes to the runway or taxiway as applicable.

In the absence of a representative from Temora Airport, the pilot is expected to advise air traffic services of the disabled aircraft closing the runway or airport. As there is no Air Traffic Control at Temora Airport, this notification is expected to occur on the general area frequency should VHF be available on the ground. Once a representative from Temora Airport becomes aware of the disabled aircraft, they are to confirm with the pilot that the air traffic services have been notified.

The ATSB will be notified immediately of an occurrence that requires their involvement.

#### 3.13.5 EQUIPMENT AND PERSON(S) TO REMOVE AIRCRAFT

The holder of the aircraft's certificate of registration is expected to provide, by the fastest means possible, any specialised equipment and personnel required to remove a disabled aircraft.

Prior to engaging recovery assistance from Temora Airport, the aircraft operator is required to indemnify Temora Shire Council from any adverse consequence resulting from any activities during the recovery process.

Temora Airport is to advise the aircraft operator of the contacts of any commercial crane operators that may assist in providing equipment for the removal of disabled aircraft.

### *3.14 AERODROME SAFETY MANAGEMENT*

#### *3.14.1 SAFETY MANAGEMENT SYSTEM (SMS)*

As the aerodrome has less than 50,000 air transport passenger movements / less than 100,000 aircraft movements in a financial year, a safety management system has not been prepared or implemented.

#### *3.14.2 RISK MANAGEMENT PLAN*

As the airport has less than 25,000 air transport passenger movements /less than 20,000 aircraft movements in a financial year, a risk management plan has not been prepared or implemented

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## 4 AERODROME EMERGENCY RESPONSE

### 4.1 EMERGENCY RESPONSE PERSONNEL

The following individuals or positions have responsibilities in an aerodrome emergency response:

INDIVIDUALS / POSITIONS	RESPONSIBILITIES
Engineering Asset Manager	Maintaining aerodrome emergency response procedures
Aerodrome Reporting Officer	Notifying procedures to initiate an emergency response
Aerodrome Reporting Officer	Initiating emergency response actions by aerodrome personnel
Aerodrome Reporting Officer	Returning the aerodrome to operational status after an emergency
Engineering Asset Manager Aerodrome Reporting Officer	Reviewing the aerodrome emergency response procedures

## *4.2 AERODROME EMERGENCY RESPONSE*

### *4.2.1 AERODROME EMERGENCY PLAN (AEP)*

The type and frequency of aircraft operations at Temora Airport does not trigger the requirement for an aerodrome emergency plan; therefore, this subsection is NOT APPLICABLE.

### *4.2.2 LOCAL / STATE EMERGENCY RESPONSE PLAN*

The aerodrome has emergency response arrangements that meet the requirements of section 24.03 of the Part 139 MOS and are represented in the local / state emergency response plan.

These emergency response arrangements are:

- Maintained by: Engineering Asset Manager
- Available at: Temora Shire Council

Further guidance on Temora Airport emergency response arrangements are contained in the YTEM Emergency Response procedures. This is a subsidiary document to this manual and is available at the Temora Shire Council.

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### 4.3 AERODROME EMERGENCY PROCEDURES

#### 4.3.1 AERODROME EMERGENCY COMMITTEE

The type and frequency of aircraft operations at Temora Airport does not trigger the requirement for an aerodrome emergency committee. An aerodrome emergency committee has not been established for Temora Airport.

An emergency management committee is established within the Temora Shire Council. This committee is chaired by the Chief Executive Officer of the Local Emergency Management Committee. Other members are Police, Rural Fire Service, State Emergency Service, NSW Fire and Rescue, and NSW Ambulance.

#### 4.3.2 EMERGENCY SERVICE ORGANISATIONS

Descriptions of the roles of each emergency service organisation involved in the Temora Airport emergency response arrangements are below:

EMERGENCY SERVICE ORGANISATION	ROLE DESCRIPTION
Police	Incident Control
Fire Brigade	Control of Fire Fighting
Ambulance	First Aid /Patient transport
Rural Fire	Fire-fighting support
SES	Duties as requested by Police

#### 4.3.3 LOCAL EMERGENCY PLANNING ARRANGEMENTS

To ensure a coordinated response, the following procedures are followed when liaising with authorised person(s) responsible for local emergency planning arrangements:

The Engineering Asset Manager, or delegate aerodrome representative, attends local emergency planning meetings and planning sessions and liaises with the person responsible for local emergency planning arrangements to ensure Temora Airport emergency response arrangements are included in planning arrangements.

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**TEMORA SHIRE COUNCIL – AERODROME MANUAL**

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**TEMORA AIRPORT  
AERODROME EMERGENCY PROCEDURES****PURPOSE:**

THESE PROCEDURES HAVE BEEN DEVELOPED TO ENSURE THAT MAXIMUM POSSIBLE ASSISTANCE WILL BE PROVIDED TO RESCUE THE OCCUPANTS OF AN AIRCRAFT WHICH HAS CRASHED ON OR IN THE VICINITY OF THE TEMORA AIRPORT.

ALL AVAILABLE RESCUE AND FIRE FIGHTING FACILITIES SHALL BE DESPATCHED TO THE SCENE OF THE CRASH SO LONG AS THERE IS ANY POSSIBILITY THAT THERE MAY BE SURVIVORS, IN NEED OF ASSISTANCE.

**THE PROCEDURES COVER:-**

- PART I - CRASH OR IMMINENT CRASH
- PART II - ALERT - ABNORMAL LANDING
- PART III - BOMB WARNING
- PART IV - FUEL SPILL

**AUTHORITY**

THESE PROCEDURES HAVE BEEN COMPILED WITH THE CO-OPERATION OF AND HAVE BEEN AGREED TO BY:-

TEMORA SHIRE COUNCIL  
TEMORA FIRE BRIGADE  
TEMORA POLICE  
TEMORA DISTRICT AMBULANCE  
TEMORA DISTRICT HOSPITAL  
AIRLINE AGENT, LYNCH'S TRAVEL  
STATE EMERGENCY SERVICES, TEMORA

**EMERGENCY PROCEDURES CRASH****PART I****Aerodrome Reporting Officer/Groundsman**

- a. Call Police giving location of crash and type of aircraft.
- b. Raise NOTAM closing aerodrome to aircraft traffic. Put cross in signal circle.
- c. Aerodrome Reporting Officer will call General Manager 69801100 or after hours 0428 216 057 giving location of crash and type of aircraft and Aerodrome Manager.
- d. Proceed to scene of crash and advise on access routes.
- e. Assist emergency services.
- f. Notify Duty Officer BASI, 1800 011 034 when emergency is over.

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**TEMORA SHIRE COUNCIL – AERODROME MANUAL**

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**General Manager**

- a Calls Police (if ARO or Aerodrome Manager has not done so) 000 or 69772044.
- b Calls Aerodrome Manager - Radio Car 6, Mobile 0418 510 119.
- c Establish Radio link with aerodrome.

**Aerodrome Manager**

- a. Calls Reporting Officer.
- b. Calls General Manager.

**Fire Brigade**

- a Proceeds to scene of crash.
- b Take control of fire fighting and rescue operations in liaison with other services.

**Ambulance**

- a Proceeds to scene of crash.
- b Provides First Aid as required.
- c Evacuate casualties to hospital.

**Police**

- a. Notifies Temora Ambulance - 000 or 131233
- b. Notifies Fire Brigade – 000 or 69772285
- c. Notifies Hospital – 69800200
- d. Notifies Doctors – 69773600
- e. Notifies State Emergency Services - 69771856
- f. Call Reporting Officer 69801112, (mobile 0427455629 -
- g. Proceed to scene of crash and set up command post.
- h. Control movements of unauthorised persons and vehicles both at the scene and on the approach roads to facilitate movement of emergency vehicles and essential persons.
- i Direct all emergency services (except fire fighting personnel).
- j Marshall walking survivors and account for all persons on board crashed aircraft.
- k Represent the Coroner at the crash site.
- l Assist in investigations as necessary.
- m Guard wreckage against unlawful interference until BASI take custody or released by BASI.
- n Co-ordinate with all emergency services as appropriate.

**Temora District Hospital**

- a Provides Medical team at crash site.
- b Prepares to receive casualties.

**Airline Agent**

- a Notifies Police giving type of aircraft, manifest and location of crash.
- b Supplies person to take all emergency telephone calls.
- c Assist Police with Identifications of casualties.

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**TEMORA SHIRE COUNCIL – AERODROME MANUAL**

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**State Emergency Service**

- a Proceed to the site.
- b Give assistance as required by Fire Brigade.
- c Give assistance as required by Police.
- d Give assistance as required by Ambulance.

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#### 4.3.4 NOTIFICATION AND INITIATION OF EMERGENCY RESPONSE

Notification of an emergency will be made without delay.

Not every emergency at the aerodrome or resulting from an aircraft accident will require the activation of the Local Emergency Management Center. Some may be coordinated from a command post within the vicinity of the accident.

Since there are no permanent Aerodrome Reporting Officers at the aerodrome, the notification of an accident will most probably be via the emergency call number of 000 by any member of the public.

The immediate response will be from the Police who will advise the Engineering Asset Manager and request access onto airside if required. All available rescue and fire fighting facilities shall be despatched to the scene of the crash as soon as possible whether there are any survivors, in need of assistance.

Emergency services such as the NSW Rural Fire Service and the NSW Fire and Rescue will be called out as a matter of course to combat any fires or be on stand-by should a fire start.

To ensure agencies respond appropriately, it is important that all known information about the emergency is relayed as accurately as possible. The following information is to be relayed as applicable:

- exact location of the incident (including location details and map references etc.),
- nature of the incident,
- type of aircraft,
- estimated time of arrival of the aircraft involved and the runway to be used (if applicable),
- number of persons on board (including passengers and crew),
- presence of hazardous materials including dangerous goods, and
- any other relevant information.

To assist responding emergency agencies, location details and / or maps of the aerodrome and its immediate vicinity have been provided. The location details and / or maps show:

- primary and secondary access points,
- emergency assembly areas, and
- aerodrome hazards.

The location details and / or maps are available at: Temora Shire Council.

#### 4.3.5 ACTIVATION, CONTROL AND COORDINATION OF EMERGENCY RESPONDERS

Temora Airport does not have any aerodrome-based emergency responders; therefore, this subsection is NOT APPLICABLE.

#### 4.3.6 AERODROME EMERGENCY FACILITIES

Temora Airport does not have emergency facilities available; therefore, this subsection is NOT APPLICABLE.

#### 4.3.7 ACCESS AND MANAGEMENT OF ASSEMBLY AREAS

The procedures for access and the management of assembly areas are described below:

Keys to aerodrome gates are held by the following agencies:

Temora Shire Council Office, 105 Loftus Street Temora  
Ambulance  
Police  
SES  
Engineering Asset Manager  
Aerodrome Reporting Officer

Entry can be accessed from gate 1.

#### *4.3.8 RESPONSE TO A LOCAL STAND-BY EVENT*

The procedures to respond to a local stand-by event are described below:

- Duty Aerodrome Reporting Officer notifies police and Engineering Asset Manager. Police notify all other emergency services for standby as required.

#### *4.3.9 INITIAL RESPONSE TO FULL EMERGENCY*

The procedures to respond to a full emergency event at, or in the immediate vicinity of the aerodrome, are described below:

For a full emergency at or in the vicinity of Temora Airport, witnesses or involved personnel will contact NSW Police by telephone on: 000

Temora Shire Council personnel are not permanently based at Temora Airport and are not in attendance for all aircraft movements. When aerodrome management and operations personnel become aware of an emergency at the aerodrome, the duty Aerodrome Reporting Officer will attend the aerodrome immediately.

On arrival at the aerodrome, the Aerodrome Reporting Officer will unlock the airside access gates. If the Aerodrome Reporting Officer arrives at the aerodrome prior to responding emergency agencies, they will attempt to provide assistance at the emergency site where-ever it is safe and appropriate to do so.

NSW police will assume responsibility of the incident on their arrival at the aerodrome. The Temora Aerodrome Reporting Officer will offer assistance to NSW police and follow their direction.

The Aerodrome Reporting Officer will monitor the aerodrome CTAF at all times, and will advise emergency services on any impending aircraft movements. The Aerodrome Reporting Officer will advise any inbound aircraft to the aerodrome if the aerodrome is unavailable.

The Aerodrome Reporting Officer will carry aerodrome reporting and notifications as required in accordance with Section 3 of this manual.

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TEMORA SHIRE COUNCIL – AERODROME MANUAL

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## 2.1

# TEMORA AERODROME EMERGENCY PLAN

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**TEMORA AIRPORT  
AERODROME EMERGENCY PROCEDURES****PURPOSE:**

THESE PROCEDURES HAVE BEEN DEVELOPED TO ENSURE THAT MAXIMUM POSSIBLE ASSISTANCE WILL BE PROVIDED TO RESCUE THE OCCUPANTS OF AN AIRCRAFT WHICH HAS CRASHED ON OR IN THE VICINITY OF THE TEMORA AIRPORT.

ALL AVAILABLE RESCUE AND FIRE FIGHTING FACILITIES SHALL BE DESPATCHED TO THE SCENE OF THE CRASH SO LONG AS THERE IS ANY POSSIBILITY THAT THERE MAY BE SURVIVORS, IN NEED OF ASSISTANCE.

**THE PROCEDURES COVER:-**

- PART I - CRASH OR IMMINENT CRASH
- PART II - ALERT - ABNORMAL LANDING
- PART III - BOMB WARNING
- PART IV - FUEL SPILL

**AUTHORITY**

THESE PROCEDURES HAVE BEEN COMPILED WITH THE CO-OPERATION OF AND HAVE BEEN AGREED TO BY:-

TEMORA SHIRE COUNCIL  
TEMORA FIRE BRIGADE  
TEMORA POLICE  
TEMORA DISTRICT AMBULANCE  
TEMORA DISTRICT HOSPITAL  
AIRLINE AGENT, LYNCH'S TRAVEL  
STATE EMERGENCY SERVICES, TEMORA

**EMERGENCY PROCEDURES CRASH****PART I****Aerodrome Reporting Officer/Groundsman**

- a. Call Police giving location of crash and type of aircraft.
- b. Raise NOTAM closing aerodrome to aircraft traffic. Put cross in signal circle.
- c. Aerodrome Reporting Officer will call General Manager 69801100 or after hours 0428 216 057 giving location of crash and type of aircraft and Aerodrome Manager.
- d. Proceed to scene of crash and advise on access routes.
- e. Assist emergency services.
- f. Notify Duty Officer BASI, 1800 011 034 when emergency is over.

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**General Manager**

- a Calls Police (if ARO or Aerodrome Manager has not done so) 000 or 69772044.
- b Calls Aerodrome Manager - Radio Car 6, Mobile 0418 510 119.
- c Establish Radio link with aerodrome.

**Aerodrome Manager**

- a. Calls Reporting Officer.
- b. Calls General Manager.

**Fire Brigade**

- a Proceeds to scene of crash.
- b Take control of fire fighting and rescue operations in liaison with other services.

**Ambulance**

- a Proceeds to scene of crash.
- b Provides First Aid as required.
- c Evacuate casualties to hospital.

**Police**

- a. Notifies Temora Ambulance - 000 or 131233
- b. Notifies Fire Brigade – 000 or 69772285
- c. Notifies Hospital – 69800200
- d. Notifies Doctors – 69773600
- e. Notifies State Emergency Services - 69771856
- f. Call Reporting Officer 69801112, (mobile 0427455629 -
- g. Proceed to scene of crash and set up command post.
- h. Control movements of unauthorised persons and vehicles both at the scene and on the approach roads to facilitate movement of emergency vehicles and essential persons.
- i Direct all emergency services (except fire fighting personnel).
- j Marshall walking survivors and account for all persons on board crashed aircraft.
- k Represent the Coroner at the crash site.
- l Assist in investigations as necessary.
- m Guard wreckage against unlawful interference until BASI take custody or released by BASI.
- n Co-ordinate with all emergency services as appropriate.

**Temora District Hospital**

- a Provides Medical team at crash site.
- b Prepares to receive casualties.

**Airline Agent**

- a Notifies Police giving type of aircraft, manifest and location of crash.
- b Supplies person to take all emergency telephone calls.
- c Assist Police with Identifications of casualties.

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**TEMORA SHIRE COUNCIL – AERODROME MANUAL**

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**State Emergency Service**

- a Proceed to the site.
- b Give assistance as required by Fire Brigade.
- c Give assistance as required by Police.
- d Give assistance as required by Ambulance.

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**TEMORA SHIRE COUNCIL – AERODROME MANUAL**

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**PART II – ALERT****Aerodrome Reporting Officer/Groundsman or Police**

- (a) Calls Police.
- (b) Notifies General Manager 69801100-, mobile 0428 216 057
- (c) Stand by.

**General Manager**

- (a) Notifies as in Part I.
- (b) Stand by.

**Police**

- (a) Notifies as in Part I.
- (b) Stand by.

**All Emergency Services**

- a All emergency services shall proceed to the Airport and Stand-by on apron until landing has been made and be prepared to go into full crash procedure if required.

**TEMORA SHIRE COUNCIL – AERODROME MANUAL****PART III - BOMB WARNING****Airline Agent Notifies Police 000 or 69772044****Giving -**

- a Type and registration of aircraft.
- b Estimated time of arrival or whether already on the airport.
- c Number of persons on board.
- d Any other additional information available.

**Arranges**

- a Speedy evacuation of passengers.
- b Removal of aircraft to a remote location.

Assists police in searching the aircraft. If police unable to search, the airline agent conducts the search.

**Notifies –**

- a. Police 000 or 69772044

**Police Notify**

- a Fire Brigade - 000
- b Ambulance Temora - 000
- c Hospital Temora - 69800200
- d Aerodrome Manager/Reporting Officer Ph 0427455629

**Fire Brigade**

Proceeds to the aerodrome apron. Covers the landing and subsequent evacuation of aircraft. Stands by in a strategic position until all danger has passed.

**Note: If any explosion occurs, the Fire Officer shall assume control of the rescue and fire fighting operations.**

**Police**

Proceed to aerodrome apron. Assist in evacuation of aircraft. Conduct search of aircraft.

**Ambulance**

Proceed to aerodrome apron. Stand by until all danger has passed.

**Aerodrome Keys**

Keys to aerodrome gates are held by the following:-

- 1 Shire Office - 69801100

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**TEMORA SHIRE COUNCIL – AERODROME MANUAL**

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2	General Manager	- 69801100 AH, Mobile 0417 469568
3	Ambulance	- 131233
4	Police	- 69772044
5	SES	- 69771856
6	Director Engineering Services	- 69801107 AH, Mobile 0418 510 119
7	Airport safety Officer	- 69801112 AH, Mobile 0427 455 629

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**TEMORA SHIRE COUNCIL – AERODROME MANUAL**

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**PART IV - FUEL SPILL****Pilot or Fuel Operator**

- (a) If possible isolate source of leak;
- (b) Notify Fire Brigade 000
- (c) Keep public away from scene;
- (d) Notify Safety officer 69801112, (Mobile 0427455629);

**Airport Manager -**

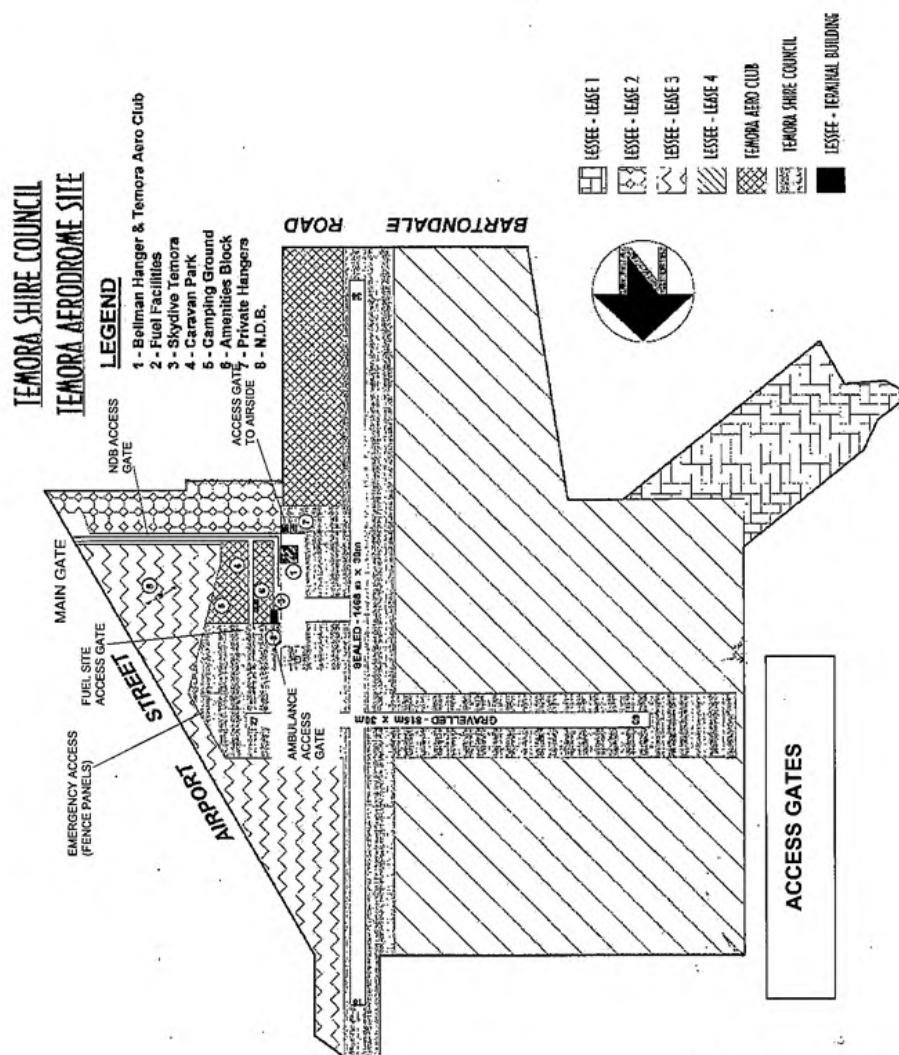
- (a) Notifies as in Part 1;
- (b) Standby;

**All emergency service except Fire Brigade -**

- (a) Standby

## TEMORA SHIRE COUNCIL – AERODROME MANUAL

Map 5



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#### *4.4 READINESS OF EMERGENCY FACILITIES, ACCESS POINTS & ASSEMBLY AREAS*

The arrangements for keeping aerodrome emergency facilities, access points and assembly areas (if any) in a state of readiness are described below:

- Gate 1 is an automatic sliding gate. Opening code is given to emergency responders for emergency access. The Aerodrome Reporting Officer will check the correct operation of the gate at least weekly.

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#### 4.5 EMERGENCY RESPONDER PREPAREDNESS

##### 4.5.1 SITE INDUCTIONS FOR EMERGENCY RESPONDERS

To ensure local emergency responders are familiar with the aerodrome and its immediate surrounds, familiarisation tours are conducted at frequencies as determined appropriate by the Temora Shire Council and the Chairman & Local Emergency Management Officer.

During these tours, emergency responders are:

- shown the location and operation of:
  - aerodrome access points (including routes to get to the access points),
  - aerodrome assembly areas, and
  - aerodrome emergency facilities and equipment.
- made aware of hazardous storage facilities and materials at the aerodrome, and
- made aware of procedures to be followed when responding to an incident, including airside driving hazards.

##### 4.5.2 EMERGENCY RESPONSE TRAINING

The aerodrome does not have an AEP; therefore, this subsection is NOT APPLICABLE.

##### 4.5.3 EMERGENCY EXERCISES

The aerodrome does not have an AEP; therefore, this subsection is NOT APPLICABLE.

The Shire of Temora may elect to hold emergency exercises in conjunction with the Temora Emergency Management Committee, however this will be on an ad-hoc basis and is not intended to form part of a cyclical exercise program.

#### 4.6 POST-EMERGENCY RETURN TO OPERATIONAL STATUS

Aircraft operations will only be resumed when:

- circumstances permit aircraft to operate safely,
- the airport movement area is secured,
- there is no interference to emergency response activities, and
- all stakeholders are aware that the emergency response has been formally stood down, or a plan has been established to recommence operations while phases of the emergency response have not been finalised.

If the aerodrome has been closed due to the occurrence of an emergency, normal aircraft operations are not to resume until there are adequate aerodrome personnel available to support the resumption of operations, and trained aerodrome personnel have:

- conducted an inspection of the movement area making sure that the runway and taxiway surfaces are free of hazards that may cause damage to aircraft,
- provided confirmation that the movement area is serviceable and safe to resume normal aircraft operations,
- ensured that areas which remain closed are suitably marked and lit to distinguish their unserviceability,
- completed an assessment that any operational equipment on or near the aerodrome as part of the emergency response does not infringe the prescribed airspace (OLS or PANS-OPS),

- if a displaced threshold is required, all components of the OLS will be assessed based on the displaced threshold location, and
- ensured the accuracy of information published in NOTAM.

Where the emergency is confined, operations are only able to resume under restricted conditions. Temora Shire Council ensures all hazards are identified and appropriately assessed prior to the commencement of restricted operations. In completing this assessment and to ensure the ongoing integrity of CNS and MET equipment, communication navigation and surveillance systems specialists are consulted by the Engineering Asset Manager.

The ATSB is to be consulted as they may require the preservation of evidence which may affect the return of part, or all of the movement area, to service.

#### *4.7 REVIEWS OF AERODROME EMERGENCY PLAN (AEP)*

The aerodrome does not have an AEP; therefore, this subsection is NOT APPLICABLE.

#### *4.8 MONITORING LOCAL EMERGENCY PLANNING ARRANGEMENTS*

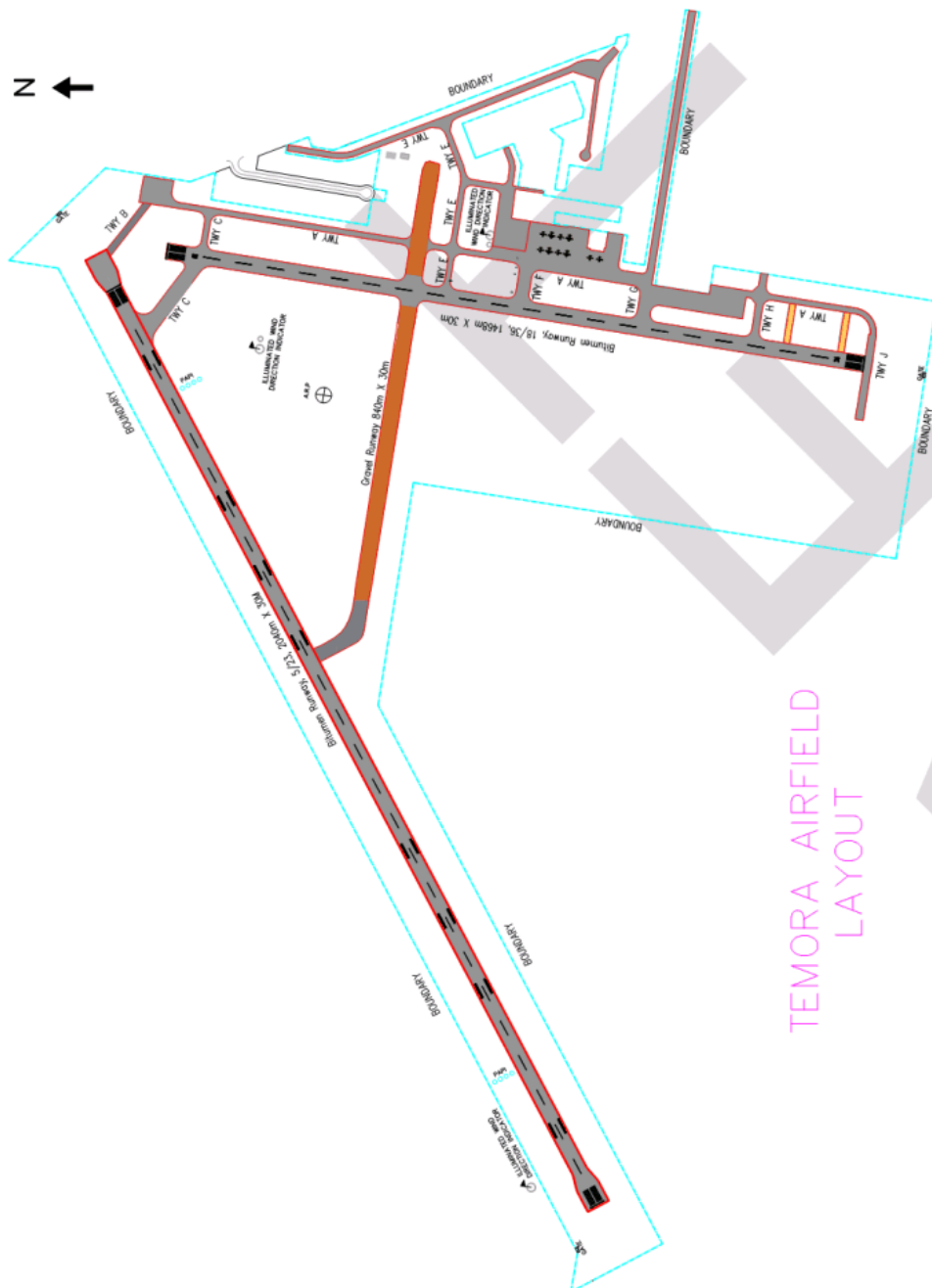
Procedures pertaining to the function of the aerodrome in local emergency planning arrangements are to be reviewed with local emergency responders at least once every two (2) years.

Documented evidence of each review is:

- Retained by: Engineering Asset Manager
- Stored securely at: Temora Shire Council (aerodrome electronic records)

## 5 APPENDICES

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**1. GLIDING CLUB**

Graham Engel informed the committee that the Glider Club has been approached to gauge the club's interest in hosting the Junior National Gliding championships. A tentative date being early February 2024 for approximately 9 days, although they haven't received much detail as yet. The club has also been advised that the State Gliding Championships that had to be moved away from Temora won't be returning next summer although the summer gliding camp from Boxing Day to Australia Day should go ahead.

**2. TEMORA AVIAITON MUSEUM**

Peter Harper informed the Committee that the Museum have had a qualified person on site to remove several detonator cartridges and they have taken them away for testing. No report has been forthcoming at this stage, and it is hoped that the best case scenario for any action would be sometime in May.

Peter also requested Council to consider remarking the walkway crossing lines that lead across taxiway E to the museum.

**3. CR ANTHONY IRVINE**

Cr Irvine raised if any thought had been put into how to stop people from the caravan park walking across Taxiway C when taking a short cut to the lake to the Jetboats.

***Engineering Asset Manager advised that the access gates at Taxiway C were utilized during Warbirds, but these had since been bolted closed.***

**4. FRANK LOVELL**

Requested that spraying to Taxiway edges be undertaken as the grass runners are creeping onto the tar seal.

**5. CR NIGEL JUDD**

Cr Judd discussed the requirement for the Committee to have a minimum of 4 meetings per year, or more as needed.

**5 CLOSE MEETING**

The Meeting closed at 6:15pm.

This is the minutes of the Aerodrome Users Committee meeting held on Tuesday 14 March 2023.

.....

**GENERAL MANAGER**

.....

**CHAIRMAN**

**9 DELEGATES REPORTS****1 CR REINHOLD**

Drench & Art & Craft Trail coming up. Been fantastic month of culture. Co-ee to Marie, Elton John tribute show both well attended. Music in the Regions had 4 trains serenade them. David Schlunke event on tomorrow night. Art classes have been fully booked. Hopefully can be an annual event.

Congratulations Craig Sinclair (Economic & Community Development Manager), Shontayne Ward (Economic & Community Development Officer) & Robyn Buerckner (Community Events Program Coordinator).

**2 CR SINCLAIR**

Attended Goldenfields February Meeting. Replacement of water pipe on Thanowring Road – first 8KM is now completed. Major spend going on at West Wyalong on a new reservoir and replacing main into town.

Attended CMA meeting in Newcastle, filled in for Mayor with General Manager. Tour of Port facility by boat. Very interesting. Newcastle City Council expressed interest in being an associate member of CMA. To be discussed.

**3 CR OLIVER**

Heritage Trains – Vintage Rail Journeys was in Temora last week and another will arrive in early April.

**4 CR FIRMAN**

REROC board meeting recently proposed that membership fees for new Financial Year will be \$38K for General Purpose Councils and \$19K for County Councils. One vote for County Councils as opposed to two votes for General Purpose Councils.

Freedom of the Shire Ceremony, thanks to those who were able to attend and congratulations to recipients.

Extended warm congratulations to members of committee at 50<sup>th</sup> Annual Rural Museum Open Day. Member for Cootamundra Steph Cooke in attendance. Also included launch of Co-ee to Marie book. Congratulations to Mr Bill Speirs



**10 MAYORAL REPORT****10.1 MAYORS REPORT - FEBRUARY 2023****File Number:** REP23/296**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** Nil**REPORT**

**1<sup>st</sup> February** - My mother (Mrs Beth Firman) and I attended a special Mass at St Anne's Central School. This was to formally induct their Student and Sports Leaders. I was one of several guests invited to present a Blazer to their first Year 11 Class. Congratulations are extended to all Student and Sports Leaders, together with Principal, Mr Grant Haigh, his Staff and all Students.

- I was honoured to have been invited to attend the official renaming ceremony of BFB Pty Ltd. The new name is Altora Ag and Council congratulates CEO, Mr Shane Bird, General Manager, Mr Stuart Wiencke and the staff on embarking on an exciting new chapter. It was also a reflective moment with my father (Mr Bruce Firman) being the 'F' in BFB – now retired), the late P J Brabin, his son Mr T J Brabin were the 'B' and Mr Garry Block was the other 'B' who formed BFB Pty Ltd. They can all be proud of their involvement in starting the Company, which continues to be an important part of our Temora Shire and wider community. We wish Altora Ag Management and Staff all the very best.
- The Temora & District Education Fund were formally advised we have General the Hon Sir Peter Cosgrove AK (AC (Mil), CVO, MC (Ret'd) as our special guest at a dinner on Thursday 13<sup>th</sup> April, 2023. This will be a very special occasion with a great Australian. The Board appointed an organising Sub-Committee comprising of myself, the Deputy Mayor (Cr Graham Sinclair) and Mr Bruce Robinson.
- I had a teleconference with the Federal Member for Riverina, the Hon Michael McCormack MP.

**2<sup>nd</sup> February** – I had a meeting with recently retired Temora Fire Brigade Captain, Mr Greg Matthews AFSM, Messrs Gary Lynch and Dale Pinney.

**3<sup>rd</sup> February** – As Deputy Chairman of the NSW Country Mayors Association, I was interviewed by Sky News regarding the CMA's NSW State Election priorities. I spoke on Skills and Education. Seven other Mayors from the CMA Executive team will now be interviewed each Friday morning in the lead up to the Election.

- The Deputy Mayor (Cr Sinclair) and I attended the annual Temora & District Education Fund's Grant Presentation Ceremony. This was attended by Former Deputy Prime Minister and Federal Member for Riverina, the Hon Michael McCormack MP. We have some 120 other guests. Our very special guests were our record 31 Grant Recipients who share in \$46,500 worth of Grants allocated. Since formation in 2008, this brings TDEF Board to having distributed \$438,500 in grants to 335 Temora Shire young people. Congratulations to all involved, including the generous Grant Donors.

**6<sup>th</sup> February** – Cr Belinda Bushell represented Temora Shire at the Temora Public School Student Council Induction Ceremony. Congratulations to all newly elected Student Representative Councillors.

**7<sup>th</sup> February** – Councillors, Senior Staff and I attended Council Committee Day.

- I had a teleconference with the NSW Deputy Premier, the Hon Paul Toole MP.

**8<sup>th</sup> February** – I chaired a meeting of St. Paul's Anglican Church Parish Council.

**9<sup>th</sup> February** – I chaired a meeting of the Cootamundra State Electorate Council Executive.

- I chaired a meeting of the Temora & District Education Fund's Debutante of the Year Ball Committee.

**10<sup>th</sup> February** – I had a teleconference with NSW Member for Cootamundra, the Hon Steph Cooke MP.

- I attended Council offices.
- I had teleconferences with the Mayors of Coolamon (Mayor David McCann OAM) & Lockhart (Mayor Greg Verdon) Shires.

**12<sup>th</sup> February** – The Deputy Mayor (Cr Sinclair), Cr Nigel Judd OAM, Cr Max Oliver, Cr Jason Goode and I met with the NSW Shadow Minister for Regional Roads and Transport – Ms Jenny Aitchison. We also met with the NSW Labor Candidate for the Seat of Cootamundra – Mr Chris Dahlitz.

**13<sup>th</sup> February** – As Mayor of Temora Shire, and Chairman of the Temora Local Health Advisory Council (LHAC), I attended a Workshop on the Redevelopment of Temora & District Hospital. Mr Trevor Player (LHAC Secretary) and Mrs Wendy Skidmore (Temora & District Hospital Manager) were also among those in attendance with the MLHD and NSW Health Infrastructure Executives. This is a most exciting process, albeit time consuming.

- I attended Council offices.
- I had a teleconference with the Hon Michael McCormack MP (Federal Member for Riverina).
- I had a teleconference with the Chairman of Local Government NSW (Cr Darriea Turley AM).
- I had a teleconference with the Chairman of NSW Country Mayors Association (Mayor Jamie Chaffey).

**14<sup>th</sup> February** – I had a meeting with the Chief Executive of Riverina Eastern Regional Organisation of Councils (REROC), Mrs Julie Briggs.

**15<sup>th</sup> February** – I had a teleconference with Mayor Charlie Sheahan (Cootamundra-Gundagai Shire).

- I had a meeting with the CEO of REROC – Mrs Julie Briggs.
- I chaired the first meeting of the year of the Temora & District Sports Council. Cr Max Oliver was also in attendance, as a fellow Delegate.

**16<sup>th</sup> February** – Councillors, Senior Staff and I attended the formal Council meeting, which went very well.

**17<sup>th</sup> February** – I had a teleconference with the NSW Country Mayors Association Chairman, Mayor Jamie Chaffey (Gunnedah Shire).

- I had a teleconference with the President of Local Government NSW – Cr Darriea Turley AM.

**18<sup>th</sup> February** – As Chairman of the Cootamundra State Electorate Council, I chaired a meeting, held in Temora. Mrs Jan Wright of Temora is the Secretary.

**19<sup>th</sup> February** – The General Manager (Mr Lavelle) and I flew to Sydney to attend LGNSW and NSW Country Mayors Association Summit/Forum.

- The General Manager and I had meetings with the Mayors from Forbes, Gunnedah, Liverpool Plains & Ballina Shires.

**20<sup>th</sup> February** – The General Manager (Mr Lavelle) and I represented Temora Shire at the Local Government NSW Rural & Regional Summit at the Wentworth Hotel, in Sydney. This was a very worthwhile event, with us listening to Panels and Speakers on subjects such as Health, Roads etc. Well done to LGNSW President, Cr Darriea Turley AM and her team on hosting a most worthwhile event.

- The General Manager (Mr Lavelle) and I attended a President's Reception and met with Deputy Premier, the Hon Paul Toole MP, NSW Shadow Minister for Regional Roads & Transport, Mrs Jenny Aitchinson MP, together with many other Ministers, MPs, Mayors, Deputy Mayors and General Managers.

**21<sup>st</sup> February** – The General Manager (Mr Lavelle) and I attended the NSW Country Mayors Association's Political Leaders Forum. This was an exceptional event, with 170 Mayors, Deputy Mayors and General Managers in attendance from rural and regional NSW.

**22<sup>nd</sup> February** – I attended Council offices.

**23<sup>rd</sup> February** – I had a teleconference with Federal Member for Riverina, the Hon Michael McCormack MP.

- I had a teleconference with State Member for Cootamundra, the Hon Steph Cooke MP.
- I was invited to present the Student Captain, Senior Prefect, Student Representative Councillor and Sports House Captain Badges to the leadership team at Temora High School. I warmly congratulate all those elected to their respective roles. Thank you to Principal, Mr Pattingale, for the invitation.
- I chaired a meeting of the Temora & District Education Fund Board.

**24<sup>th</sup> February** - The Deputy Mayor (Cr Sinclair), General Manager (Mr Lavelle) and Director of Administration & Finance (Mrs Elizabeth Smith) attended the Riverina Joint Organisation and REROC Board meetings in Wagga.

- I had a teleconference with NSW Member for Cootamundra, the Hon Steph Cooke MP.

**27<sup>th</sup> February** - I attended a meeting of the NSW Country Mayors Association's Executive.

- Councillors, Senior Staff and I attended a Workshop on our Open Spaces Strategy. It's most important we continue reviewing our income and expenditure in this function of Council.
- I attended a meeting of the Temora Local Hospital Advisory Council (LHAC) Executive.

- I had a meeting with the Chief Executive of Murrumbidgee Local Health District, Mrs Jill Ludford.
- I had a meeting with the Riverina Police District Commander, Supt Andrew Spliet.

**28<sup>th</sup> February** – This was a very significant day for Temora Shire’s business community, with Mr Gary Lynch retiring from Gazza’s Fashions Store. Having been in Hoskins Street for on 50 years in retail, Mr Lynch has assisted countless customers and community groups. Mr Lynch is highly regarded and will be missed. Our Council and community congratulate Mr Lynch on his retirement and wish he and his family good health and much happiness.

- I attended the Temora Police & Community Consultative Committee meeting. Cr Max Oliver is the Chairman and I am his Deputy Chairman.

### **RESOLUTION 39/2023**

Moved: Cr Jason Goode

Seconded: Cr Graham Sinclair

It was resolved that the Mayoral Report be noted.

**CARRIED**

***Report by Mayor Rick Firman***

**11 STAFF REPORTS**

**RESOLUTION 40/2023**

Moved: Cr Nigel Judd

Seconded: Cr Max Oliver

It was resolved that Council receive Staff reports.

**CARRIED**

**12 GENERAL MANAGER****12.1 CALENDAR OF EVENTS - FEBRUARY 2023**

**File Number:** REP23/290  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**MARCH 2023**

3 Freedom of the Shire  
7 IPR Workshop & Caravan Park Workshop  
7 Committee Meetings – Aria Park  
8-9 Country Mayors – Newcastle  
9 Traffic Committee Meeting – 11:00am  
11 Temora Rural Museum – Live Exhibition 50<sup>th</sup> Anniversary  
16 Council Meeting  
24 HVAR Workshop 12:30 pm – 3:00pm  
30 Councillors Tour of Shire – 9:00am

**APRIL 2023**

6 Budget Workshop 11:00am – 3:00pm  
11 Committee Meetings  
20 Council Meeting  
24 Returned Servicemen & Women Reception – 5:00pm

**MAY 2023**

4 Councillors Walk and Talk Tour  
9 Committee meetings  
18 Council meeting

**RESOLUTION 41/2023**

Moved: Cr Jason Goode  
Seconded: Cr Belinda Bushell

It was resolved that the Calendar of Events be noted.

**CARRIED**

**12.2 SEALS - MARCH 2023**

**File Number:** REP23/302  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT**

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

- Deed of Licence – Aria Park Bowling & Recreation Club Ltd
- Contract for the sale and purchase of Land – 1-17 Apollo Place Temora, 22 & 24 Trungley Hall Road, Temora
- Loan Agreement – Dr Parry Memorial Homes Inc

Cr Claire McLaren declared a non-pecuniary interest in relation to item REP23/302, due to a being a member of the Dr Parry Homes Committee.

**RESOLUTION 42/2023**

Moved: Cr Max Oliver  
Seconded: Cr Nigel Judd

It was resolved that Council endorse the Seal being affixed to the above documents.

**CARRIED**

**12.3 SISTER CITY COMMITTEE****File Number:** REP23/407**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Sister City Committee [↓](#) **REPORT**

The Sister City Committee is requesting Council to ratify the following members for the committee.

Peter Speirs, Helen Speirs Robert Brabin, Tania Botha, Anne Giacomini, Fabio Giacomini, Jeff Cornford

Shontayne Ward – CCSO

Council Delegates – Cr Jason Goode and Cr Rick Firman (alternate)

**RESOLUTION 43/2023**

Moved: Cr Jason Goode

Seconded: Cr Nigel Judd

It was resolved that Council endorses the names above for the Sister City committee.

**CARRIED**

***Report by Gary Lavelle***

TTTT

Mr Gary Lavelle

General Manager

Temora Shire Council

105 Loftus St.,

Temora. 2666

Mrs Anne Giacomini

Secretary

T.S.C Sister City Committee

129 Back Springdale Road,

Springdale. 2666

1<sup>st</sup> March, 2023.

Dear Gary,

At the most recent Sister City meeting held 21<sup>st</sup> February, 2023, it was proposed that I write to you and request that the list of Temora Shire Council Sister City Committee members be amended and ratified by Council.

The list as at September, 2022 Council meeting, includes the following members:

*Peter Speirs, Helen Speirs, Bob Brabin, Tania Botha, Henry Botha, Anne Giacomini, and Fab Giacomini.*

*Shontayne Ward- CCSO*

***Council Delegate: Cr J. Goode & Cr R. Firman (alternate)***

Please acknowledge the Committee in 2023 as:

*Peter Speirs, Helen Speirs, Robert Brabin (Deputy Chairperson), Tania Botha, Anne Giacomini (Secretary), Fabio Giacomini, and Jeff Cornford.*

*Shontayne Ward- CCSO*

***Council Delegate: Cr Jason Goode (Chairperson), & Cr Rick Firman (alternate)***

Thanking you in anticipation,

Anne Giacomini

Secretary,

Sister City Committee

**12.4 RM-100.3 RISK APPETITE MATRIX****File Number:** REP23/409**Author:** Enterprise Risk Manager**Authoriser:** Engineering Asset Manager**Attachments:**  
1. Documents RM-100.1, RM-100.2 and RM-100.3 [↓](#)   
2. Risk Appetite - Worked Example [↓](#) **REPORT**

Document *RM-100.3 Risk Appetite Matrix* has been developed in consultation with the Risk Management Committee to define Council's risk appetite. This document will be a key feature of Council's Risk Management framework, providing guidance to Council staff when assessing and managing risk.

RM-100.3 also provides a framework for the escalation of risk, should the target levels not be able to be achieved.

The document and a worked example were discussed at the February Risk Management Committee meeting. The Committee agreed that the document was ready for approval by Council, with the minor addition of role descriptors in the "Authority for acceptance..." table within the document.

The OLG Draft Guidelines for Risk Management and Internal Audit stipulate that Council approve, by resolution, the risk criteria/appetite for use by staff (p45).

Documents RM-100.1, RM-100.2 and the worked example have also been attached for context and further information.

**Budget Implications**

Nil

**RESOLUTION 44/2023**

Moved: Cr Jason Goode

Seconded: Cr Claire McLaren

It was resolved that Council adopt document RM-100.3, Risk Appetite Matrix for use and inclusion in the Risk Management framework.

**CARRIED*****Report by Grant Nicholson***

# Risk Matrix

RM - 100.1



The risk matrix is applied across both WHS and enterprise risk contexts. It has been integrated into the Pulse ERM system and various risk assessment documents. Reference to Risk Consequence guide RM-100.2 is required to determine consequence levels of an event.

This risk matrix was developed in consultation with senior management in February 2019 to be specific to TSC's needs.

		Consequence						
		Immaterial	Minor	Moderate	Major	Severe		
		1	2	3	4	5		
Likelihood ← ← ←	Probability:	Description:						
	>1 in 10	5	Almost Certain	M12	H17	H20	E23	E25
	1 in 10 - 100	4	Likely	L5	M13	H18	H21	E24
	1 in 100 – 1,000	3	Possible	L3	M8	M14	H19	H22
	1 in 1,000 – 10,000	2	Unlikely	L2	L6	M9	M15	M16
	<1 in 10,000	1	Very Unlikely	L1	L4	L7	M10	M11

Description: RM-100.1: Risk Matrix	Developed: February 2019	Reviewed: Feb 2022	Page: 1 of 1
File path: T:\Risk Management\RM Framework		Version Number: 1.0	

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# Risk Consequence Guide

RM-100.2

This guide is used to determine the level of risk, in conjunction with the Risk Matrix RM-100.1.

Consequence	Impact Categories			
	Financial	Health & Safety	Reputation	Regulatory Compliance
<b>Severe</b>	Critical financial loss resulting in closure of council, a single department or intervention of Office of Local Government OR \$500k	Fatality or significant irreversible disability. OR Person exposed to a hazard that could cause death or significant irreversible injury/illness	Maximum multiple high-level exposure. Sustained national media coverage. Direct OLG intervention. Loss of credibility and public/ key stakeholder support.	Significant regulatory breach with potential for maximum penalty to be imposed. Significant prosecution / fines for TSC, Councillors or staff.
<b>Major</b>	Financial loss resulting in a potential reduction to service \$100-\$500k	Extensive injuries. Lost time of more than 4 working days. OR Person exposed to a hazard that could cause incapacitating injury or illness lasting more than 4 days	Negative regional (headline) and some national media coverage. Repeated exposure. OLG Notification. At fault or unresolved complexities impacting public or key groups.	Major regulatory breaches or litigation. Major liability implications and fines for TSC, Councillors or staff. Prosecution with fines up to 50% of maximum penalty imposed.
<b>Moderate</b>	Financial loss that can be managed within existing organisational budget \$20 to \$100k	Minor injury that requires medical treatment. Lost time of up to 4 working days. OR Person exposed to a hazard that could cause a minor injury or illness	Negative local (headline) and some regional media coverage. Council notification. Slow resolution with moderate impacts on TSC, Councillors or staff.	Regulatory breach with external investigation or report to authority with prosecution and/or monetary penalty
<b>Minor</b>	Financial loss that can be managed within existing department budget \$5k to \$20k	Minor injury that requires first aid treatment. No lost time.	Non-headline community media exposure. Clear fault. Settled quickly by TSC response. Negligible impact.	Minor technical regulatory breach, potential for minor damages or monetary penalty
<b>Immaterial</b>	Minimal financial impact. Less than \$5k	Minor injury that does not require treatment by a First Aider.	Customer complaint, resolved in day-to-day management.	Negligible regulatory breaches that are detected early and rectified. No damages or monetary penalty

Description: RM-100.2 – Risk Consequence Guide  
File path: T:\Risk Management\RM Framework

Developed: Dec 2022

Reviewed: Dec 2022  
Version Number: 2.0

Page: 1 of 1

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# Risk Appetite Matrix

RM-100.3



## Definition of Risk Appetite

In basic terms, Risk Appetite is the level of residual risk we are willing to pursue or accept.

*ISO Guide 73:2009, Risk Management – Vocabulary* defines risk appetite as “The amount and type of risk that an organisation is willing to pursue or retain”.

*AS/NZS ISO 3100:2018 Risk Management – Guidelines* defines risk attitude (in the context of risk evaluation) as an “Organisations approach to assess and eventually pursue, retain, take or turn away from risk”.

In practice, Risk Appetite can be difficult to universally define as it varies between risk impact categories. One size does not fit all.

## Risk Appetite Matrix (RAM)

The RAM provides guidance on the level of risk TSC is willing to accept in pursuit of strategic goals.

There are four broad impact categories that may apply to any given risk event. It is common occurrence that a risk event will have multiple impacts.

*For example: an environmental risk event could have reputational, financial and regulatory compliance impacts on Council.*

The purpose of the RAM is to give guidance for decision making:

- Accept the risk, when within tolerance
- Develop more/improved controls, to bring within tolerance

Acceptable/target levels of risk for each impact category are given in the below RAM.

This RAM is to be used in conjunction with *RM-100.1: Risk Matrix* and *RM-100.2: Risk Consequence Guide*.

What is our target level of residual risk against each impact category?				
Impact Category	Low	Medium	High	Extreme
Reputation		◆		
Financial		◆		
Regulatory Compliance	◆			
Health and Safety	◆			

## What happens when the RAM targets cannot be achieved?

Impacts may not always be able to be reduced to the target level. It simply may not be possible, or the costs of higher controls may be disproportionate to the level of risk. The table below gives an accountability structure that ensures risk impacts above the target level are accepted on behalf of TSC at an appropriate level of authority.

Authority for acceptance should residual risk exceed the appetite targets				
Impact Category	Low	Medium	High	Extreme
Reputation			1 level above risk owner (Director or Senior Manager/Dept. Head)	2 levels above risk owner (General Manager - may include referral to elected body, at GM's discretion)
Financial				
Regulatory Compliance		Risk Owner		
Health and Safety		Risk Owner		

Description: RM-100.3 Risk Appetite Matrix	Developed: Nov 2022	Reviewed: Feb 2023	Page: 1 of 1
File path: T:\Risk Management\RM Framework		Version Number: 2.0	



# Risk Appetite – Worked Example

The aim of this document is to provide an example of how RM-100.3 Risk Appetite Matrix is to be applied by TSC Staff.  
The risk appetite matrix provides operational guidance on the level of risk Council is willing to accept in pursuit of its' strategic goals.  
OLG guidelines stipulate that risk appetite statement/criteria be approved by Council resolution and consulted with ARIC.

## Example 1 scenario:

**Parent Risk:** Incident occurs that threatens the health, safety and/or wellbeing of staff.

**Child Risk:** Worker falls from height.

**Situation:** Maintenance workers are required to work on a roof, 5 metres high. Their work is nearby the edge of the roof. The workers are required to respond to unexpected issues and also perform regular maintenance.

**Controls in Place:** Nil

Using RM-100.1 Risk Matrix and RM-100.2 Risk Consequence Guide, the risk ratings against Impact Categories have been assessed as below:

Impact Category	Worker falls from height			
	Low	Medium	High	Extreme
Reputation		◆		
Financial		◆		
Regulatory Compliance			◆	
Health and Safety			◆	

The assessed risk is compared against the Risk Appetite Matrix in RM-100.3, with the level of Regulatory Compliance and Health & Safety Risk found to exceed the acceptable/target levels of risk:

Impact Category	What is our target level of residual risk against each impact category?			
	Low	Medium	High	Extreme
Reputation		◆		
Financial		◆		
Regulatory Compliance	◆			
Health and Safety	◆			



## Risk Appetite – Worked Example

The risk owner does not have the authority to accept high risk and must consult with their one-up manager.

Impact Category	Authority for acceptance should residual risk exceed the appetite targets			
	Low	Medium	High	Extreme
Reputation			1 level above risk owner	2 levels above risk owner
Financial			(Director or Senior Manager / Dept. Head)	(General Manager - may include referral to elected body, at GM's discretion)
Regulatory Compliance		Risk Owner		
Health and Safety		Risk Owner		

The Risk Owner and Manager determine the required controls to include:

- Installation of working at heights apparatus requiring workers to be always attached with lanyards and harnesses.
- Training for workers in safe working at heights
- Regular inspection of all working at heights equipment as per regulations & standards

*\*Note: assume the costs of these controls are within delegation limits and have no significant budgetary implications*

The level of risk is re-assessed after these controls have been developed and are found to be within acceptable limits, where the risk owner can accept the risk with the controls in place:

Impact Category	Worker falls from height			
	Low	Medium	High	Extreme
Reputation		♦		
Financial		♦		
Regulatory Compliance	♦			
Health and Safety		♦*		

*\*Note: the consequence is still severe, but the controls have reduced the likelihood from "Possible" to "Very Unlikely", resulting in a Medium level of risk to health and safety. The risk owner can accept this risk and carry on.*



# Risk Appetite – Worked Example

## Example 2 (same scenario):

Let's say that the initial risk was assessed as follows, with Health and Safety risk assessed as *Extreme* rather than *High*:

Impact Category	Worker falls from height			
	Low	Medium	High	Extreme
Reputation		◆		
Financial		◆		
Regulatory Compliance			◆	
Health and Safety				◆

After consultation with the one-up manager and subject matter experts, it is determined that the only way to reduce the risk to an acceptable level is to carry out extensive works which come at a high cost, outside of the one-up managers delegation limits and not accounted for in the year's budget.

The one-up manager discusses this with the General Manager, who in turn decides that Council must approve this expenditure.

All work is ceased until such time this approval is granted. Approval is granted at the next opportunity, the controls implemented and re-assessed as acceptable, and work continues.

Impact Category	Worker falls from height			
	Low	Medium	High	Extreme
Reputation		◆		
Financial		◆		
Regulatory Compliance	◆			
Health and Safety		◆*		

*\*Note: the consequence is still severe, but the controls have reduced likelihood from "Likely" to "Very Unlikely", resulting in a medium level of risk to health and safety. The risk owner can accept this risk and carry on.*

**13 ENGINEERING SERVICES****13.1 TRANSPORT FOR NSW PROJECTS UPDATE****File Number:** REP23/401**Author:** Engineering Works Manager**Authoriser:** Engineering Asset Manager**Attachments:** 1. February Hoskins Street Pavement Report [↓](#) **REPORT****Hoskins Street Pavement Rehab**

Following the previous report attached to the February Assets and Operations Committee and February Council meeting there have been some changes regarding this project for both funding and timing.

Survey has been completed for drainage design; work will be undertaken through a consultant for design but funded by Transport for NSW (TfNSW). So, the previous figure of \$15K to \$25K thought to be required in Council funds will now be funded by TfNSW.

Installation of underground drainage crossing points with pavement works indicated as \$150K to \$250K will be funded by TfNSW, remaining underground drainage works (running south to north along the kerb) as per previous report will still need grant funding sought once drainage designs are presented back to Council as per previous resolution.

Remaining works being the pavement works on the road shoulder for failing sections of road pavement has been allocated \$350K through the Regional and Local Road Repair Program.

**Indicative Project Timeframes**

- Field survey works have now been completed however the creation of detailed survey model is in progress. This is expected to be completed by 4 November
- Utility investigation completed
- Survey data will be provided to the Council for their use (Received by Council in December)
- Design works are expected to commence in late November and complete by mid December 2022 (still ongoing) – Deferred to receive May 2023
- G1 and PRS will be issued in mid Dec 2022 (not received by council to date, likely in May or June 2023)
- Relocating utilities, if any = Jan-March 2023 (tentative) – Now likely July-August 2023
- Project Commencement – Stage 1 = April 2023 (tentative - depending on Council's availability) – Now planned for August 2023
- Project Completion - Stage 1 = June 2023 (tentative) - Now planned for October 2023
- Project Commencement - Stage 2 = Oct 2023 (tentative - depending on Council's availability) – Now Planned for January 2024
- Project Completion - Stage 2 = Jan 2024 (tentative) - Now Planned for March/April 2024

Changes in the above programmed delivery of works is due to delay advised by TfNSW in preparing the project. Stage 1 is now aimed to commence August 2023 and finish October 2023 hoping to be out of the way prior to harvest. Stage 2 will commence after harvest likely in late January 2024.

This change in dates does favour the drainage design to ensure detailed design can be completed by a consultant for Council and plans presented back to Council. Further allowing time to procure drainage materials which currently have an extended wait time.

### **Replacement of Drainage Structures (TfNSW self-delivery)**

Council's Engineering Works Manager has been advised by the TfNSW bridges team manager of some projects commencing on Burley Griffin Way in the Temora LGA.

A summary of the project details is as follows.

- Replacement of bridge size culvert structures B8419 and B8420 15km West of Temora, commencing 21<sup>st</sup> March (tbc) *(These structures are close together back Temora side of the intersection of Burley Griffin Way and Old Wagga Road South)*
- Key contacts provided to Works Manager for both project leads.
- TfNSW will have a single lane closure incorporating both the sites, with increased speeds between the two to get vehicles through quicker.
- TfNSW will use our stockpile site at Tara Bectric Road for temporary storage of material and will dispose of it as soon as they can.
- They will take suitable crown units to the same location as last time, disposing of the broken and fragile ones otherwise. *(Suitable crown units will be taken for storage at Teal Street at no cost to Council and we can do as we wish with them)*
- They will be utilising the property adjacent to the works for their site compound.

Council's Engineering Works Manager has requested that the TfNSW communications team, once they have developed messaging, send it through to Council to publish for the community. Main details being to make the community aware it's not a Council delivered or managed project and if any member of the public wishes to make contact regarding the project whom and what number they may contact. Preferably Council wants these details for our administration staff also in case any complaints regarding the project are received so they may be referred on appropriately.

From previous discussion TfNSW are looking to also replace the bridge size box culvert just east of the Burley Griffin Way and Fishers Lane intersection between Temora and Springdale. It is believed this project will follow on from the ones detailed above but no confirmation has been received from TfNSW of the commencement of this additional project to date.

### **Roads Maintenance Council Contract (RMCC) Works (Delivered by Council)**

#### **Heavy Patching**

Original program approved in July 2022 was approximately \$350K.

Final program including flood damage patching totalled approximately \$1.964 million.

Heavy patching is now fully delivered except for some line marking and RPM's, and a dig out patch outstanding on Goldfields Way approximately 5km south of Temora.

#### **Bitumen Resealing**

Original program approved deferred from November 2022 due to wet weather/flooding. Program delivered in late February and March totalling \$851K.

#### **Pucawan Project – Burley Griffin Way**

This project is located on Burley Griffin Way near the intersection of Old Wagga Road North.

Due to flood events in 2022 this project was flagged early being drainage related to be deferred to the 2023/24 financial year.

Materials were procured in the 2021/22 financial year and ready for project delivery.

Before 30<sup>th</sup> June 2023 the relocation of a power pole and lifting the height of powerlines over Burley Griffin Way will be undertaken in preparation for the project being ready to commence for drainage and pavements works.

Approximately \$800K-\$900K in delivery for 2023/24.

#### Clays Lane Project – Goldfields Way

This project is located on Goldfields Way between Barmedman and West Wyalong in the Bland Shire section of Goldfields Way in our RMCC contract.

The project is a pavement reconstruction project for 3.7km of Goldfields Way, being an overlay for shape correction with pavement stabilisation.

TfNSW still wants Council to aim to deliver this project by 30<sup>th</sup> June 2023, at a project cost of approximately \$1.5 million.

#### Hoskins Street Pavement Rehab Project

As per details attached and first section of this report.

### **RESOLUTION 45/2023**

Moved: Cr Jason Goode

Seconded: Cr Max Oliver

It was resolved that Council note the report for update on TfNSW projects.

**CARRIED**

## ASSETS &amp; OPERATIONS COMMITTEE MEETING MINUTES

/ FEBRUARY 2023

**4.6 HOSKINS STREET - PAVEMENT REHABILITATION****File Number:** REP23/117**Author:** Engineering Technical Officer**Authoriser:** Engineering Asset Manager

**Attachments:**

1. Pavement Rehabilitation - Design Brief
2. Underground Drainage - Map
3. Additional AC Areas - Map

**REPORT**

There are two upcoming projects involving the northern end of Hoskins Street as listed below:

- Hoskins Street Pavement Rehabilitation (TfNSW funded project) of the TfNSW owned 9m centre section of the road.
- Hoskins Street Streetscape Upgrade (Britannia Street to Victoria Street and Parkes Street to Polaris Street)

Whilst these projects are independent of each other, it is likely the Hoskins Streetscape Upgrade, or Hoskins Street drainage generally, should consider installation of underground drainage in the northern blocks of Hoskins Street (Parkes Street to Kitchener Road). Considering this it would be prudent to consider underground drainage design and construction of stormwater road crossings prior to the Rehab project. This would prevent the very expensive pavement from needing to be excavated for installation at a later date. A map is attached showing the potential drainage line, including crossing point locations.

Council's Engineering Works Manager has contacted the TfNSW Contract Manager seeking their contribution/funding of these works as part of the Rehab project. A firm answer hasn't been provided to date with a request for further information regarding cost involved to discuss internally at TfNSW to provide a final response.

There are also several sections of Council owned road shoulder outside the 9m project area with significant pavement failure due to impact from regular state road heavy vehicles. The area south of Grey Street has had major patching repairs at least 3 times in the past, with the last time seeing it dugout and replaced 300mm thick with compacted cement stabilised roadbase/gravel blend and this still failed. Rectification of these defects would require AC treatment on the shoulders at the same time as the road pavement. The identified areas are listed below and also highlighted on the attached map:

- Grey Street Intersection going south past Intersales business – 110m long by 6m wide = 660m<sup>2</sup>
- Grey Street heading north outside McDonalds – 90m long by 6m wide = 540m<sup>2</sup>
- Grey Street Heading north along eastern side opposite McDonalds – 90m long by 6.2m wide = 558m<sup>2</sup>

Total area approximately 1,700m<sup>2</sup>.

TfNSW has also been approached, to seek the inclusion of the shoulder works in the Rehab project under the project funding. As above, a final response is yet to be provided.

Pending a response from TfNSW, it should be determined if Council have an appetite to fund these items if TfNSW decline.

**ASSETS & OPERATIONS COMMITTEE MEETING MINUTES****7 FEBRUARY 2023****Budget Implications**

Indicative costs are provided below:

<b>Works Item</b>	<b>Cost</b>
Drainage Design	\$15k - \$25k
Installation of underground drainage crossing points with pavement works	\$150k - \$250k
Remaining underground drainage works (running south to north along the kerb) for budget estimates	\$750k – \$1.5m
Additional shoulder AC treatment (1700m <sup>2</sup> )	\$400 - \$550k

Note: There are many unknowns with this work until detailed investigation and design is completed.

As advised previously by Councils Engineering Works Manager as per provided information from Transport for NSW (TfNSW) on this matter, the below tentative project timeframes can be indicated.

**Indicative Project Timeframes**

- Field survey works have now been completed however the creation of detailed survey model is in progress. This is expected to be completed by 4 November
- Utility investigation completed
- Survey data will be provided to the Council for their use (Received by council in December)
- Design works are expected to commence in late November and complete by mid December 2022 (still ongoing)
- G1 and PRS will be issued in mid Dec 2022 (not received by council to date)
- Relocating utilities, if any = Jan-March 2023 (tentative)
- Project Commencement – Stage 1 = April 2023 (tentative - depending on Council's availability)
- Project Completion - Stage 1 = June 2023 (tentative)
- Project Commencement - Stage 2 = Oct 2023 (tentative - depending on Council's availability)
- Project Completion - Stage 2 = Jan 2024 (tentative)

In terms of this project pavement reconstruction is being undertaken only due to failing pavement and has no link to other projects which are in the planning phase such as a roundabout or alternate route. However, it was indicated if Council has approved designs for the roundabout and funds allocated prior to the above dates, Council can construct the roundabout first prior to the reconstruction project.

This pavement reconstruction has been on TfNSW programming for 10+ years as Council's Engineering Managers had pushed the project due to the noticeable decline in pavement condition and strength. Council Managers pushing even harder to have the pavement upgraded due to faster decline in pavement in the past 2 years with the project needing delivery. It can be further indicated if an alternate route was agreed, approved, and funded Hoskins Street would remain a through state road link for lighter vehicles. With the alternate route still in the planning phase this pavement needs reconstruction now to address pavement issues.

**COMMITTEE RESOLUTION 7/2023**

Moved: Cr Jason Goode

Seconded: Cr Anthony Irvine

---

**ASSETS & OPERATIONS COMMITTEE MEETING MINUTES****7 FEBRUARY 2023**

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That the Committee recommend to Council to

1. Authorise drainage design
2. Based on drainage design, bring back designs to Council to consider.
3. Seek grants for remaining works in report.

**CARRIED**

***Report by Amanda Colwill***

# Design Brief

**Project name:** Design Brief - P.0062831 - Temora Main Street Reconstruction

**Brief name:** Design Brief

**Contact name:**

**Contact details:**


**Date:**

## DESIGN BRIEF

<b>PROJECT NO</b>	P.0062831
<b>WBS</b>	P.0062831.04.001.003
<b>PROJECT NAME</b>	Temora Main Street Reconstruction Project
<b>ROAD</b>	MR57 - Goldfields Way
<b>LOCATION</b>	86.400 km to 87.860 km North of Wagga
<b>ROADLOC</b>	Prescribed: From R[0000057,0070,A1,0.177] to R[0000057,0100,A1,0.025]
<b>SEGMENT/S</b>	Segments 330 and 340
<b>PROJECT PURPOSE / JUSTIFICATION</b>	Reconstructing the deteriorated pavement and surface with 40-year pavement design life for the purpose of reducing maintenance costs and providing improved ride quality.
<b>PROJECT DESCRIPTION</b>	The project involves the reconstruction of the travel lanes (plus 1m both sides of the travel lanes) on Goldfields Way, between 86.40 km (60 metres south of Britannia St) to 87.86 km North of Wagga (Kitchener Street) in Temora.


## ASSETS &amp; OPERATIONS COMMITTEE MEETING MINUTES

7 FEBRUARY 2023

<p><b>PAVEMENT DESIGN/SCOPE</b></p>	<p>Provide the best suitable design proposal to meet Austroads Design Guides and other relevant standards and codes. The design scope of works includes (but are not limited to):</p> <ul style="list-style-type: none"> <li>- Mill out the existing pavement material to a depth specified in geotechnical investigation report</li> <li>- Replace unsuitable material with 200mm MB20, if any.</li> <li>- proposed 200mm deep MB20</li> <li>- Lay 170mm thick AC20/AR450</li> <li>- Lay 50mm thick AC14/A15E wearing course</li> <li>- Victoria Street roundabout only requires 50mm thick AC14 A15E wearing course (mill not overlay)</li> </ul>  <p>Council to confirm on whether they will be incorporating the shoulder works (Council asset).</p>
<p><b>GEOMETRIC REQUIREMENTS</b></p>	<p>Check roundabouts</p>
<p><b>DESIGN CONSTRAINTS</b></p>	<p>A few constraints have been identified and listed below:</p> <ul style="list-style-type: none"> <li>- Retain existing horizontal and vertical road geometry</li> <li>- Avoid/limit impacts to existing utilities</li> </ul>















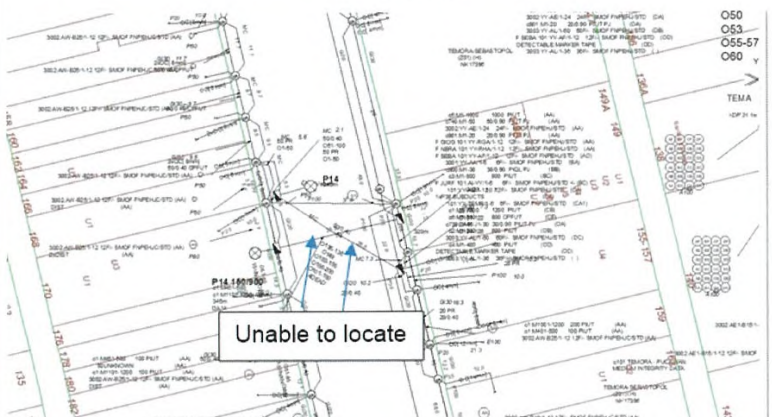

## ASSETS &amp; OPERATIONS COMMITTEE MEETING MINUTES

7 FEBRUARY 2023

OTHER WORKS WITHIN THE PROJECT AREA	<ul style="list-style-type: none"> <li>- Council is planning to install stormwater drainage pipes across the street. Council to confirm the locations and sizes - A concept plan is attached.</li> </ul>  <ul style="list-style-type: none"> <li>- Goldenfields Water is planning to replace a few AC pipes located within project footprint</li> </ul>										
CULVERTS & DRAINAGE	<p>Following drainage assets located within the project footprint.</p> <table border="0"> <tr> <td>150 mm diameter pipes - 1 No</td> <td>225 mm diameter pipes - 3 Nos</td> </tr> <tr> <td>300 mm diameter pipes - 3 Nos</td> <td>375 mm diameter pipes - 5 Nos</td> </tr> <tr> <td>450 mm diameter pipes - 5 Nos</td> <td>525 mm diameter pipes - 4 Nos</td> </tr> <tr> <td>600 mm diameter pipes - 1 No</td> <td>750 mm diameter pipes - 2 Nos</td> </tr> <tr> <td>1200W x 300H - 2Nos</td> <td>950W x 1150H - 1No</td> </tr> </table> <p>Council has recently carried out a CCTV inspection of the above drainage assets. TfNSW's Asset Maintenance Planner to review the CCTV footages and confirm on whether any of these pipes/boxes are to be replaced prior to commencing the roadworks.</p>	150 mm diameter pipes - 1 No	225 mm diameter pipes - 3 Nos	300 mm diameter pipes - 3 Nos	375 mm diameter pipes - 5 Nos	450 mm diameter pipes - 5 Nos	525 mm diameter pipes - 4 Nos	600 mm diameter pipes - 1 No	750 mm diameter pipes - 2 Nos	1200W x 300H - 2Nos	950W x 1150H - 1No
150 mm diameter pipes - 1 No	225 mm diameter pipes - 3 Nos										
300 mm diameter pipes - 3 Nos	375 mm diameter pipes - 5 Nos										
450 mm diameter pipes - 5 Nos	525 mm diameter pipes - 4 Nos										
600 mm diameter pipes - 1 No	750 mm diameter pipes - 2 Nos										
1200W x 300H - 2Nos	950W x 1150H - 1No										
SURVEY	The field survey has been completed. Survey models have been prepared and provided to the designers.										
UTILITIES SURVEY	Utilities survey has been completed. The data has been given to the designers.										
GEOTECHNICAL INVESTIGATION	Field geotechnical investigation has been completed. Report preparation is in progress.										
PRELIMINARY DESIGN	Concept Design Required										
FINAL DESIGN	Detailed Design Required										

## ASSETS &amp; OPERATIONS COMMITTEE MEETING MINUTES

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ROAD SAFETY AUDIT	N/A
MILESTONE DATES	Concept Design: 20/12/2022 Detailed (Final) Design: 31/01/2023
ATTACHMENTS	<p><b>Project Brief</b></p> <p> Project Brief 2022_23 Hoskins Street.obr</p> <p><b>Survey Data</b></p> <p> SURVEY 11512022 UTILITY.obr       SURVEY 11512022 DETAIL.obr       GENIO SURVEY 11512022 DETAIL.obr</p> <p><b>Utilities Survey Data</b></p> <p> 1_GWCC_Hoskins St - Kitchner Rd to Grey   2_GWCC_Hoskins St - Grey St to Polaris St   3_GWCC_Hoskins St - Polaris to Parkes St   4_GWCC_Hoskins St - Parkes to Loftus St</p> <p> 5_GWCC_Hoskins St TfNSW Culverts_Paul   TfNSW Culverts_Paul Moriarty_CM Comme   Temora Shire Stormwater_Sewer GI</p> <p> Shire stormwater.obr       Shire sewer.obr       Utility Metadata 11512022.obr</p> 
SIGNATURE	

## ASSETS &amp; OPERATIONS COMMITTEE MEETING MINUTES

7 FEBRUARY 2023



  
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Project No: 00000000 - WMA 2023-24  
 Date: 30/03/2023  
 Created By: 10000000

**Hoskins Street – Temora**  
**(Proposed area's for AC pavement upgrade inclusion)**



**13.2 FLOOD DAMAGE UPDATE****File Number:** REP23/403**Author:** Engineering Works Manager**Authoriser:** Engineering Asset Manager**Attachments:** 1. Oncost Correspondence [↓](#) **REPORT**

In early November 2022 a roads briefing to Councillors and senior staff was provided by the Engineering Works Manager with this report providing a recap on some issues and provide a general update.

**Oncosts**

Following this meeting as discussed correspondence was sent to the Member for Cootamundra, The Hon Steph Cooke MP as attached with the recent response included. It is acknowledged by the Engineering Works Manager he thought based on discussion in the meeting he was to follow-up this matter not realising that this representation should have been from the General Manager or Mayor and apologises for this error.

Based on the correspondence received on the 1<sup>st</sup> of March 2023 it seems to progress this matter, correspondence will need to be sent by Council to the NSW Reconstruction Authority (NSWRA) formerly Resilience NSW.

Previously it had been noted that operational staff oncosts are capped for natural disaster funding at 32.69%, however to expand on this operational staff overtime on-costs are limited to just 2.38%. Council oncosts as per correspondence are set at 59% which keeps the expense lower than using a contractor even though Council can claim the full cost for contracted works. TfNSW did state that this is not set by the NSWRA nor TfNSW as the administrating agency for the funding, that in fact oncost rates are set by Commonwealth directive.

**Natural Disaster Events (Flooding)****AGRN960 – March 2021 Event**

Emergency Works (EW) - \$149,130.18 was approved and paid.

Restoration Works (EPAR) - \$577,850.09 (97 approved damages for restoration funding)

**AGRN1001 – January 2022 Event**

Emergency Works (EW) – Original submission \$90,515.95, this was reduced to \$82,607.34 and will likely be reduced further – Not approved or paid, with request for further evidence.

Restoration Works (EPAR) - \$123,566.55 (42 damages still not yet approved but these may be removed and funded in AGRN1034 September event)

**7<sup>th</sup> March Meeting with TfNSW Update**

*Claim still being assessed. Transaction records need further review. will remove the items that aren't eligible and send it back to Council for review.*

*Discussion regarding evidence requirements for pre-disaster, disaster, and completion. Council is finding it difficult to provide that data, particularly for emergency work.*

*Council has provided a pre-disaster certification letter. asked that this is updated to include road names.*

**AGRN1030 – August 2022 Event**

Emergency Works (EW) – Original submission \$35,876.28, this was reduced to \$34,683.85 and will likely be reduced further – Not approved or paid, with request for further evidence.

Restoration Works (EPAR) – Not Applicable – EPAR in AGRN1034

**7<sup>th</sup> March Meeting with TfNSW Update**

*Claim has been submitted and is under review with TfNSW. Feedback as per AGRN1001 comments.*

*No longer term works. EW only.*

**AGRN1034 – September 2022 Event**

Emergency Works (EW) – Estimated approximately \$460K with current expenditure \$451K. This figure hasn't been reduced to suit oncosts cap or to determine full eligibility. Claim likely to be made in late March or April.

Originally the EW claim was due 4<sup>th</sup> February 2023 however an extension was granted to 30<sup>th</sup> June 2023. Council should be able to submit prior to this date as per above likely late March or April.

Restoration Works (EPAR) – Not yet fully costed and submitted. Submission due by early May 2023.

**7<sup>th</sup> March Meeting with TfNSW Update**

*Council will need to request an extension to the EPAR submission deadline via email if required. Extension request required mid-April. Current deadline 4<sup>th</sup> May 2023 for submission.*

*EW claim expected over the next few weeks.*

*Some works likely to be rolled into EPAR from 1001.*

### **Evidence**

Evidence in the form of pre-event has been a major concern and hurdle for getting funding approved with our Council not collecting asset data to suit the requirements of data requested, e.g. filmed or photographed asset conditions pre-event no older than 4 years prior. Council will need to look at improving pre-event asset data moving forward however this is a costly process.

For emergency claims (EW) we are also struggling to meet evidence requirements as the expectation in the most recent meeting with TfNSW is that during the event more images of staff putting out road closures or water over road signage, manning road closures/traffic control and images of flood water are required. Provided data such as asset sheets with pre-condition data, social media and website information for notice of roads being closed and financial transaction records for maintenance works evidence in the last 2 years have not been sufficient on top of any images we may have had available to supply.

*TfNSW response to a submitted claim recently - "However, for all EW claims there must, as a minimum, be post-event evidence provided to confirm the EW need and post-completion evidence of the work being claimed. At present there is no post completion evidence for any roads and email below indicates many of the claimed roads were just road closures or signage installations. Unfortunately simply listing these on the transaction listing is insufficient and further photos of the closures or information such as road closure notices from the event need to be provided otherwise these costs will be deemed ineligible."*

To capture images particularly through the night and if staff are working in isolation or independently is not an easy task as our primary focus is getting signage erected, addressing the incident during less-than-ideal conditions and directing/communicating with road users during the event, not focused on take images of us doing this work. Nor is capturing images of immediate restoration works where reactive works are undertaken to address an issue, like filling potholes, placing gravel or ballast in washes, clearing debris from any blocked culvert structure, etc. this has been another area where our capturing of evidence (images) has been highlighted as insufficient.

As per the Natural Disaster Guidelines, evidence requirements are as per section 4.3.2 and 4.3.3 provided below.

### 4.3.2 Pre-disaster condition evidence

To ensure that damage identified is the *direct result* of an *eligible disaster*, the pre-disaster condition of *damaged essential public assets* must be demonstrated.

For *Emergency Works*, *Immediate Reconstruction Works* and *Essential Public Asset Reconstruction Works*, the council must provide evidence of the location, nature and pre-disaster condition of the *essential public asset* through one or more of the following (in order of preference):

- a) visual data, including photographs or video footage
- b) geospatial data, including satellite images
- c) maintenance records
- d) asset registers that sufficiently document the condition of the asset, or
- e) an inspection report or certification (undertaken at the time of the damage assessment) conducted or verified by a *suitably qualified professional*, with the appropriate level of expertise and experience, that confirms the damage was caused by the *eligible disaster*, with sufficient basis for this. The name and title of the inspector or *suitably qualified professional* must be included in the report/s or certification.

Councils must provide the latest evidence available, no older than four (4) years prior to the date of the *eligible disaster*.

### 4.3.3 Damage evidence

For *Emergency Works*, *Immediate Reconstruction Works* and *Essential Public Asset Reconstruction Works*, in order to establish a basis that the damage sustained was a *direct result* of an *eligible disaster*, the council must provide evidence of the exact location, nature and extent of the damage to an *essential public asset* through one or more of the following most appropriate means:

- geospatial data, including satellite images
- visual data, including photographs or video footage, or
- asset inspection report/s conducted or verified by a *suitably qualified professional*. The name and title of the inspector or *suitably qualified professional* must be included in the report/s or certification.

For *Essential Public Asset Reconstruction Works*, this evidence must be obtained as soon as reasonably practicable, and no later than six (6) months from the date that the *damaged essential public asset* became accessible to the council.

For *Emergency Works* and *Immediate Reconstruction Works*, this evidence must be obtained as soon as reasonably practicable, prior to the commencement of the *Emergency Works* or *Immediate Reconstruction Works*, and no later than three (3) months from the date that the *damaged essential public asset* became accessible to the council.

For more information about eligible evidence capturing of damage, see Appendix F – Visual and Geospatial Evidence – Best Practice.

**Budget Implications**

Undetermined until status of claims for EW works AGRN1001 and AGRN1030 are provided as they are still being assessed again on a second submission.

Also, AGRN1034 EW claim to be submitted and assessed to determine what expenditure falls back on Council.

**RESOLUTION 46/2023**

Moved: Cr Graham Sinclair

Seconded: Cr Nigel Judd

It was resolved that Council lobby the Commonwealth and NSW Reconstruction Authority for amendment of the natural disaster funding guidelines or conditions relating to oncosts to allow full expenditure to be eligible for claiming by Council

AND FURTHER

Council lobby local State & Federal members of Parliament, NSW Country Mayors and REROC regarding pre-disaster condition data requirements.

**CARRIED**

***Report by Alex Dahlenburg***

Dear Steph,

I held a roads briefing session with our councillors and other senior staff yesterday afternoon to give a whole view of the situation from the on ground work through to natural disaster claims and financial aspects.

One item discussed was the fact that operational staff oncost are capped at 32.69% for claiming works under natural disaster funding.

Councils vary in oncost with our council running at 59% oncost which covers workers compensation insurance, superannuation, leave entitlements, etc as generally governed by the local government award.

This cap on oncosts at 32.69% is most disappointing as it means council wears the additional oncost portion. This means if we engage a contractor we can claim the full price which works out more expensive but can't claim the whole cost associated to our own staff responding to emergency and restoration works.

Temora Shire Council would appreciate you look into this matter and try reform this process so councils can claim 100% of actual costs and associated oncost for natural disaster funding administered by Transport for NSW on behalf of Resilience NSW.

Should you require further information on this please let us know and we look forward to hearing back on any action in relation to this matter.

Kind Regards



TEMORA  
*The Friendly Shire*

Alex Dahlenburg  
Engineering Works Manager  
Temora Shire Council

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**Sent:** Wednesday, March 1, 2023 4:41 PM  
**To:** Alex Dahlenburg <[adahlenburg@temora.nsw.gov.au](mailto:adahlenburg@temora.nsw.gov.au)>  
**Subject:** Re: Natural Disaster Funding - Capped Oncost Issue (Case Ref: SC173744)

Good afternoon Alex

The NSW Reconstruction Authority has provided us with the following advice in regards to your query:

*- NSWRA is responsible for coordinating disaster relief and recovery operations in NSW, including the provision of financial and non-financial support through the NSW Disaster Assistance Arrangements, and compliance with and administration of Commonwealth Disaster Recovery Funding Arrangements.*

*- For the repair or restoration of essential public assets damaged during a disaster event, local councils work with government agencies, such as Public Works Advisory, Regional NSW, and Transport for NSW, for the processing and approval of claims.*

*- This falls under an MoU with Transport, where Transport need to authorise works being conducted, in order for Council to be reimbursed by the NSWRA.*

*- The council reimbursement program is an opt - in / opt - out program, to which Temora Shire Council has opted in.*

If you require anything further please do not hesitate to get in touch.

Kind regards,

Amelia Baker  
*Electorate Officer*  
*Office of Steph Cooke MP, Member for Cootamundra*

**Amelia Baker**  
**ELECTORATE OFFICER**  
Office of **Steph Cooke MP**, Member for Cootamundra  
Minister for Emergency Services and Resilience  
Minister for Flood Recovery

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**14 ENVIRONMENTAL SERVICES****14.1 TEMORA GOLF CLUB PLAN OF MANAGEMENT****File Number:** REP23/260**Author:** Town Planner**Authoriser:** Director of Environmental Services**Attachments:** 1. Temora Golf Club Plan of Management [↓](#) **REPORT**

Councillors may recall that in May 2021, Council adopted the Temora Golf Club Plan of Management. Following this decision, Council officers sent the adopted plan to the Department of Crown Land for their endorsement. The Department of Crown Land required some changes to the plan. This included:

- Minor wording changes to reflect updated legislative requirements
- Updated native title information
- Deletion of references to onsite tourist accommodation, due to this being considered inconsistent with the purpose of the reserve for public recreation

Crown Land require the plan to be re-exhibited, prior to their approval.

The updated plan is attached for the consideration of Council.

**RESOLUTION 47/2023**

Moved: Cr Jason Goode

Seconded: Cr Anthony Irvine

It was resolved that Council:

1. Place the Temora Golf Club Plan of Management on public exhibition and
2. Receive a future report on the outcome of the public exhibition.

**CARRIED**

***Report by Claire Golder***

## TEMORA SHIRE COUNCIL



## TEMORA GOLF CLUB CROWN RESERVE PLAN OF MANAGEMENT

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**Plan of Management for Crown Reserve No. 66937**

**being a reserve for Public Recreation and**

**part of the Temora Golf Club located at 82 Golf Club Road, Lot 296 DP 750587**

**Temora NSW**

**Gazetted date 10/09/1937**

**Adopted by Council on**

## 1. Background to the plan

This plan of management (PoM) has been prepared by Temora Shire Council and provides direction as to the use and management of council-managed Crown reserves classified as 'community land' in the Temora Shire Council area. The PoM is required in accordance with Section 3.23 of the *Crown Land Management Act 2016* and Section 36 of the *Local Government Act 1993*.

The PoM outlines the way the land will be used and provides the framework for Council to follow in relation to the express authorisation of leases and licence on the land.

The PoM has been developed in consultation with the Temora Golf Club management committee and Temora Shire Council who wish to promote the game of golf and the many benefits to accrue to the community both socially, recreationally and economically.

The primary issues currently being faced by most golf clubs in Australia are declining memberships and increasing operating costs. The purpose of this plan is to address these issues and help build revenue, improve operational efficiencies and increase volunteerism at Temora Golf Club.

This plan is focused on improving club facilities and amenities that will create an attractive venue and leave a lasting impression on members and visitors leading to increased club membership, social patronage and revenue.

### 1.1 Relationships

Temora Golf Club is operated by Temora Golf Club Limited. The land on which the club house, tennis courts, carpark and ancillary buildings are constructed, is leased by the Club from the Crown under a Special Lease. The golf course is constructed on approximately 62 hectares of Crown land for which Temora Shire Council is appointed the Crown Land Manager under the Crown Land Management Act 2016. It is therefore imperative that the two organisations work together to provide the community of Temora with a viable recreational facility that meets the original 1937 Reservation for public recreation purposes.

The golf course component of the Temora Golf Club is constructed and operated by the Temora Golf Club Limited on Crown land which is under the care and control of Temora Shire Council. Council was appointed the Crown land manager under the Crown Land Management Act 2016.

Temora Shire Council is committed to maintaining its recreational facilities so it contributes to the overall objective of Temora being a socially inclusive community within a liveable environment (*current Asset Management Plan 2011, Operational & Community Land & Public Buildings*). It is committed to working with Temora Golf Club to ensure the club and its facilities are an attractive recreational asset for community use and visitor attraction.

### 1.2 Background

Temora Golf Club developed a Strategic Plan in 2018 which identified two key focus areas:

1. Facilities and improvements
2. Income streams and expenses

The Club is progressing with the implementation of its strategic objectives with a view to becoming known as one of the Riverina's top three golf destinations. One of the main barriers to this vision has been the continuing drought which has impacted the quality of the course presentation and significantly increased operating costs.

Temora Shire Council as the Crown land manager, is required under the Crown Land Management Act 2016 to prepare a Plan of Management for Reserve 66937 upon which is constructed the golf course. The regulatory Plan of Management for the golf course will form part of this integrated management plan for the course, the club house and associated facilities.

### 1.3 Trends in Australian Golf

According to research undertaken by Golf Australia there are opportunities for the development of the game and Temora Golf Club is well placed to address these opportunities with appropriate strategies for long term sustainability.

The key focus should be to:

- Attract more women, juniors and families to the game through national attraction programs
- Work to retain current members
- Offer innovative and fun playing options
- Develop relationships with social golfers to increase memberships
- Be adaptive to changing needs of golfers with appropriate membership offers and
- Be a leader in environmental sustainability on the course and in club facilities.

(Source: Golf Australia <https://www.golf.org.au/researchstudy/>)

### 1.4 Key attributes of the club

In discussions between the Club committee and Council, the following are the key attributes the club offers members, visitors and the community at large:

- Friendly, welcoming to members, guests and visitors
- Hard working committee, passionate about the course and club
- Valued community asset
- Is a significant part of Temora's recreational and social infrastructure
- Financially sound
- Continually improving

- Tourism drawcard contributing to the local economy from outside visitors and sponsorships
- Valued by retirees moving to Temora
- Facility for improving community's overall health and fitness

### 1.5 Situation analysis

According to the 2019 Ausplay report, industry trends suggest Australian golf has a market opportunity around 18% increase for the next twelve months. Projections are good across all market sectors taking account of the numbers of current players less those who have or are considering dropping out and adding those people considering taking up golf in the next twelve months. The top three motivators to participation in the game across all market sector age groups are:

1. Fun/enjoyment
2. Social reasons
3. Physical health/fitness

Interestingly these motivators are also ranked the same for people considering taking up the game of golf. (Ausplay 2019).

For older Australians aged 55 years and over, golf ranks 4<sup>th</sup> for males and 8<sup>th</sup> for females in the overall top 10 activities and in relation to organised activities, golf ranks 2<sup>nd</sup> for males and 5<sup>th</sup> for females in this age group. Golf is the one activity that enjoys continuing growth for both males and females in the 65-74 year old group.

In considering this integrated management report for the future of Temora Golf Club, considerations should be made in relation to health-related statistics for older Australians. These statistics indicate the motivations for and barriers to participation. The top three motivations are:

1. Physical health or fitness
2. Fun & enjoyment
3. Social reasons

The top three barriers to participation are:

1. Poor health or injury
2. Not enough time/other commitments
3. Increasing age/too old

To assist Temora Shire Council to meet its objectives of social inclusion and a liveable environment, particularly for the group 55 years and over, it cannot be overstated that having a viable, well-maintained and run golf club with the combined health, fitness and social benefits it offers the community of Temora, can be said to 'contribute socially, culturally and economically to the wider community' (Ausplay 2018). To this end, the Australian

Government will likely continue to provide grants for Better Ageing programs aimed at encouraging 'sport and physical activity providers to adapt and offer more options for Older Australians to be active' (AusPlay 2018).

#### 1.6 Challenges

There are significant challenges for the Golf Club to remain viable and a valuable part of Temora's social and recreational infrastructure. The four most significant challenges are:

- Too few and ageing committee members and few newer/younger members to take over care and control of golf club in the medium to long term
- Increasing operating costs and diminishing returns to keep club viable and/or make committee membership attractive
- Heavy reliance on volunteers being impacted by declining membership
- Impact of drought on club presentation and course layout and issues associated with alternate water sources including cost.

## 1.7 SWOT Analysis

Temora Golf Club SWOT analysis (2019) prepared by Golf Club Committee.

	Strengths	Weaknesses	Opportunities	Threats
Club house	Quiet Dedicated meeting and function venue Well appointed kitchen BBQ area Kids play area Cart sheds Friday meals Painted interior / presentation Resources Toilet facilities Flexible layout	Needs roof fixing - leaks Carpet Furniture dated Age of building Car park surface Limited size of function area Out of town location Security CCTV Toilets external Staff costs	Flyers Increase events	Out of town RBT Lack of awareness Other organisations vying for same customers
Course	Flat Great grass greens Easy access Large water catchment Irrigation recycled water Volunteers	Soil quality Water limitations Equipment – age and condition Water pipes breaking/ leaking – irrigation. Security Cost of maintenance	More visitors Another golf cart to hire – donation needed Other fundraising. Offer meal vouchers in Friday draw Offer credits in memberships Work more with other clubs and service clubs Raise awareness of the club's existence	Weather extremes  Vandalism
How we do things	Tournament Good team on the board. Volunteer effort Affordable membership fees Low budget for course maintenance Summer teams comp brings in players and finance Inclusive – open to all levels of ability Friendly efficient staff TSS Subscription Social events/ functions	Rigidness of golf events – men Sunday only Collection of fees / memberships Don't own the land – not an asset Lack of volunteers – over reliance on core volunteers Integration between women golfers. Running costs No central point of contact – club and golf. Website content Facebook updates Disengaged members.	Get more on the board Engage existing and new volunteers on list Increase younger demographic Draw on the experience of members more. Nine and dine Family night / specials Combine committees Social Summer/ Winter 9 hole social comp on	More players opting for summer teams rather than full memberships. Lease expires in 2030 Lack of juniors Litigation and compliance regulations and the costs involved Staff retention Poaching.

		Fee structure	Saturday Bond included in membership for volunteer work Restructure staffing – offer incentives/ commissions Review fee structure Offer social memberships to the town. Include others more to make them part of the team.	
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### 1.8 The overall goal

To be one of the top three golf clubs in the Riverina, offering watered greens and fairways that are aesthetically pleasing and an attractive clubhouse and facilities that contribute to a vibrant recreational and social experience.

### 1.9 The Key Focus Areas

#### **1. Water security**

Select optimal water sourcing currently available and review current offtakes from Temora Shire Council to increase capacity.

#### **2. Clubhouse and amenities**

Address the unattractive club entrance and lack of security with the development of a design concept plan.

#### **3. Membership**

Ensure a healthy membership mix and optimise benefits to all member categories.

#### **4. Participation**

Develop innovative events and functions to grow social awareness and visitation.

#### **5. Partnerships**

Maximise partnerships for resource sharing, industry assistance or to increase revenue streams.

#### **6. Governance**

Target and mentor appropriate members to increase the number of volunteers and bring new energy to the committee.

#### **7. Marketing**

Develop marketing strategies to raise club's profile and attributes in the local community.

## 2. Plan of Management Introduction

The golf course is constructed upon Crown Reserve No. 66937 which was gazetted as a reserve for Public Recreation on 10 September 1937. In accordance with the Crown Land Management Act 2016, Temora Shire Council has been appointed the Crown land manager and is required by this legislation to adopt a Plan of Management, using the framework for community land under the Local Government Act 1993.

The golf course land is inextricably linked to the Temora Golf Club Limited which holds a special lease from the Crown over the remaining land which forms the entirety of the golf club house and ancillary operational buildings.

### 2.1 Corporate objectives

Temora Golf Club contributes to the wellbeing and recreational needs of the community and contributes to the local economy through tourism and visitation. Additionally, Council deems it an important part of its recreational assets for attracting new and retaining existing residents.

Council has determined its goals for managing parks, gardens and sportsgrounds and the goals relevant to the Temora golf course. In accordance with its Community Strategic Plan, Council proposes to build the Shire's economy through the support of tourism, acknowledging the value it brings to the Temora Shire economy. Council has also committed to engaging and supporting its community, through the provision of sports facilities that are well maintained, planned and meet the expectations of the community.

Temora Shire Council relies on the support of the Temora Golf Club Limited, its management board and volunteers for the day to day activities of operating a golf facility including the management and care of the golf course proper. The need to support volunteers within the community is also recognised by Council, within the Community Strategic Plan.

### 2.2 Land to which this plan applies

This Plan of Management applies specifically to Crown Reserve No. 66937 for Public Recreation, made up of Lot 296 in Deposited Plan 750587. The land total is approximately 62.60 hectares and is located on Golf Club Road Temora, approximately 2.5 kilometres south of Temora town centre. The land is located in the Temora Shire Council Local Government Area in New South Wales and within the State electorate of Cootamundra.

The Council Crown Land Manager Reserve is adjoined by other Crown Land that is managed by the Temora Golf Club. Figure 1 provides a zoning map which shows the location of the Council Crown Land Manager Reserve and the Temora Golf Club Crown Land.



Figure 1: Zoning map indicating the Council Crown Land Manager Reserve and the Temora Golf Club managed Crown Land.

Figure 2 provides an aerial image of the site.



Figure 2: Aerial image of Council Crown Land Manager Reserve and Temora Golf Club Crown Land

Table 1 provides the legal description and locality description of the subject land.

Address	Legal Description	Locality Description
84 Golf Club Road, Temora NSW 2666	Crown Reserve No. 66937 for Public Recreation being Lot 296 in Deposited Plan 750587.	Approximately 62.60 hectares adjoining and forming part of the Temora Golf Club upon which the golf course is established. The club and golf course are located on Golf Club Road approximately 2.5 kilometres from the centre of Temora.

Table 1: Legal description and locality description of the Temora Golf Course Council Crown Land Manager Reserve

Figure 3 provides a lot description of the Temora Golf Club Crown Land. Note that this land includes two road reserves that do not include a lot description.

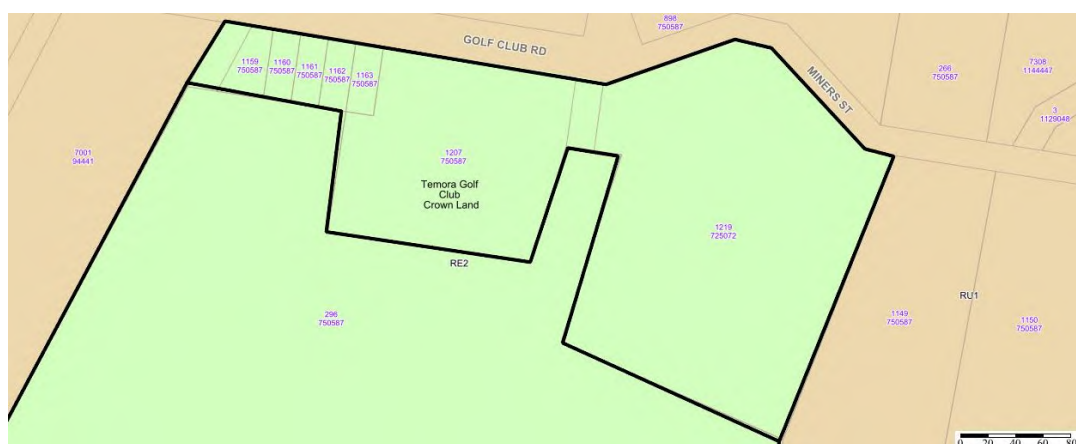


Figure 3: Lot description of the Temora Golf Club Crown Land.

### 2.3 Owner of the land

The land is owned by the Crown and is managed by Temora Shire Council as Crown land manager under the Crown Land Management Act 2016.

### 2.4 Categorisation of the reserve

In accordance with the Crown Land Management Act 2016, Temora Shire Council was required to categorise Crown Reserve No. 66937 as if it were community land under the Local Government Act 1993. Council adopted the category of Sportsground being the most closely aligned category to the original reserve purpose and reflecting its current use for recreational purposes. The category of Sportsground applies to the whole of Crown Reserve No. 66937.

### 2.5 Core Objectives for management of community land categorised as a sportsground

The core objectives for the management of community land categorised as a sportsground under section 36F of the Local Government Act 1993 are:

- a) to encourage, promote and facilitate recreational pursuits in the community involving organised and informal sporting activities and games, and
- b) to ensure that such activities are managed having regard to any adverse impact on nearby residences.

## 3. Relevant legislation, policies and procedures

### 3.1 Local Government Act 1993

In developing this Plan of Management, Temora Shire Council as the Crown land manager, is required under the Crown Land Management Act 2016, to consider the categorisation of

the land in accordance with the Local Government Act 1993. The category chosen that best reflected the initial reservation purpose of the land, the current use of the reserve and community expectations was Sportsground. The core objectives for management of community land categorised as a Sportsground are noted above.

### 3.2 Crown Land Management Act 2016

The purpose of this Plan of Management is to address the relevant statutory requirements of the Crown Land Management Act 2016. The principles of Crown land management are:

- a) that environmental protection principles be observed in relation to the management and administration of Crown land, and
- b) that the natural resources of Crown land (including water, soil, flora, fauna and scenic quality) be conserved wherever possible, and
- c) that public use and enjoyment of appropriate Crown land be encouraged, and
- d) that, where appropriate, multiple use of Crown land be encouraged, and
- e) that, where appropriate, Crown land should be used and managed in such a way that both the land and its resources are sustained in perpetuity, and
- f) that Crown land be occupied, used, sold, leased, licenses or otherwise dealt with in the best interest of the State consistent with the above principles.

### 3.3 Native Title Act 1993

The council-managed Crown land in question is not 'excluded land' (as defined by the CLM Act), therefore a Council must assume that native title exists. Council's Native Title Manager will provide advice on the validity of activities under the PoM in line with the NT Act.

### 3.4 Other relevant legislation and statutory controls

#### **Protection of the Environment Operations Act 1997**

The Crown Reserve No 66937, being Lot 296 in Deposited Plan 570587 is a utilisation point for treated effluent in accordance with the NSW EPA Licence No. 2523 for the Temora Sewage Treatment facility. The golf club utilises the water as one of its primary sources for maintaining its greens and fairways.

#### **Environmental Planning and Assessment Act 1979.**

Future management and use of Reserve 66937 must comply with all applicable planning controls.

Future development that may be approved by the Crown Land Manager under this Plan of Management will be subject to the Temora Local Environment Plan 2010 and the Temora Shire Development Control Plan 2012 and any relevant environmental planning instruments and planning policies that may in future apply to the land.

The Temora Golf Club is subject to the provision of the Temora Local Environmental Plan 2010 and is zoned RE2 Private Recreation, as shown by Figure 1.

The objectives of the RE2 Private Recreation zone area are as follows:

- To enable land to be used for private open space or recreational purposes
- To provide a range of recreational setting and activities and compatible land uses
- To protect and enhance the natural environment for recreational purposes

Development that may be permitted without consent include:

- Environmental facilities; Environmental protection works; Roads

Development that may be permitted with consent include:

- Aquaculture;
- Camping grounds;
- Caravan parks;
- Community facilities;
- Kiosks;
- Recreation areas
- Recreation facilities (indoor);
- Recreation facilities (major);
- Recreation facilities (outdoor);
- Registered clubs

All other forms of development are prohibited.

### 3.5 Review of this plan

This document represents the initial Plan of Management undertaken by the Crown land manager and consultation was undertaken with the Temora Golf Club Limited in determining the values and management objectives of the Crown Reserve. It is considered appropriate to review this plan in five years from its acceptance by the Minister, or sooner should it be required.

### 3.6 Community consultation

A unique relationship exists between the Temora Golf Club Limited and the Temora Shire Council as Crown land manager in providing the community with suitable facilities for recreation and social interaction through the provisions of the golf club, its course and associated facilities. It was therefore appropriate for the initial consultation to have been undertaken with the Directors of the club in preparation of this plan of management.

The community at large will be offered the opportunity to provide comment and feedback on the completed draft plan before it is submitted to the Minister for acceptance. Specifically, Council will give public notice of a draft plan of management for a period of not less than 28 days and must specify that submissions can be made for a period of not less than 42 days

from the commencement date of the public notice period. All documents referred to in the plan of management must be displayed and available for public access.

#### 4. Development and use

##### 4.1 Overview

The land the subject of this Plan of Management is designated as a Crown Reserve for public recreation. Since the mid 1930's, it has been developed and utilised for playing of golf. The Temora Golf Club Limited has a lease in perpetuity from the Crown for the land upon which the golf clubhouse, carpark and ancillary workshop and storage buildings are constructed. These structures, together with the golf course and the operation of the golf club is reliant upon the ongoing viability of the Temora Golf Club as it is the major contributor of income for the maintenance and future development of all facilities.

The golf course comprises an 18-hole, par 71 layout with grass greens. To ensure the ongoing viability of these recreational facilities, the golf club management relies heavily on income from membership fees, casual player fees, social functions and events, sponsorships and grants funding.

Council's primary financial contribution to the golf club is by way of provision of water through the utilisation of treated effluent required for critical for course upkeep. Assistance with grant applications where possible is also provided.

##### 4.2 Condition of the land and structures on adoption of the plan

At the date of adoption of this plan, the course and golf club surrounds were generally drought affected with careful management of available treated effluent water being prioritised for watering greens and where possible fairways. The areas adjacent to fairways is supported by limited trees and vegetation and is generally affected by current drought conditions.

The entrance to the golf club from Golf Club Road is via a large, un-landscaped carpark. The clubhouse is in reasonable condition and is maintained by the club management as profits from revenue sources allow. Plans for improved furnishings and structural changes to clubhouse and other facilities to improve operational activities have been identified by club management and are reflected in the club's strategic plan.

The course fairways, greens and vegetation are generally reliant on natural rain water and supplemented by treated effluent from the Temora Sewage Treatment works. Any improvements to the course or vegetation is undertaken by the Golf Club and is limited by available funds for maintenance and improvement.

##### 4.3 Use of the land and structures at the date of adoption of the plan

The land is designated a utilisation area in accordance with the requirements and limitations imposed by an Environment Protection Licence No. 2523 issued by the NSW Environment Protection Authority. This licence was issued to Temora Shire Council for the Temora Sewage Treatment System in Teal St, Temora. The golf course land forms part of the discharge area for treated effluent pursuant to this licence which is a primary source of water for the golf course greens and fairways.

#### 4.4 Permitted use and future use

The Crown reserve has been developed as a golf course which is consistent with the purpose of its reservation for public recreation. It forms part of Temora Shire Council's recreational assets and membership of the golf club is open to the public. For safety reasons, the golf course area is fenced to keep native animals and stock from damaging the course or greens and to prevent injury to members of the public who may wander onto the course while golf is in play. The use of the reserve for the playing of golf requires the payment of a fee which is collected by the club to help cover the costs of maintenance and upkeep.

It is intended under the PoM to allow development of landscaped areas, shade/shelter structures, pergolas, outdoor furniture etc for golf users and/or suitable for social events, weddings etc in designated areas.

#### 4.5 Additional matters

The Reserve and its current use as a golf course enables the Temora Golf Club to organise and support the playing of golf for recreation purposes in Temora and district. While the course is required to support the operation of the Golf Club, Council would not consider permitted uses or development pursuant to this Plan of Management, unless in partnership with and to the benefit of the Golf Club and its members.

As the primary beneficiary of the golf course, Council relies on the Golf Club management to utilise the proceeds from the playing of golf to be used to maintain and improve the course. It has therefore not allocated funds in its current operational budget as this reserve benefits from financial support from the club. There are no current leases, licences or other estates requiring express authorisation under this Plan of Management.

As Crown land manager, Temora Shire Council recognises the support of the Temora Golf Club Limited management in maintaining and improving the golf course and will support the club's management to seek external funding sources or grants as and when required.

#### 4.6 Express Authorisation of leases, licences or other estates

At the time of adoption of this Plan of Management no lease, licence or other estate exists relating to Crown Reserve 66937. During the term of this Plan of Management Temora Shire Council may wish to grant a lease, licence or other estate to Temora Golf Club Limited or other appropriate organisation or golf professional for the purpose of carrying out the playing of golf on Reserve 66937, thereby ensuring the land is utilised most effectively to fulfil the

core objective of the land categorisation. This Plan of Management serves to expressly authorise the granting of a lease and/or licence and/or other estate, if during the term of this Plan of Management, the Crown land manager deems it necessary to facilitate the playing of golf or activities associated with the operation of a golf club, in accordance with the provisions of Local Government Act 1993 and the following management strategies.

Objectives	Means of achievement of objectives	Manner of assessment
Encourage, promote and facilitate recreational and social activities in the community centred around the sport of golf.	Grant leases, licences and/or managerial rights to Temora Golf Club Limited, other appropriate organisations, or suitably qualified professionals to enable orderly use of the golf course including management of cart hire, sale of golf equipment and clothing, food and drinks and provision of golf lessons.	Number of comments from nearby residents relating to any adverse impact on their living environment
Ensure such activities are managed having regard to any adverse impact on nearby residents.		
Provide community facilities to the satisfaction of the community.	Ensuring the facilities ancillary to the recreational activities of the golf course cater to the needs of the community.	Number of comments in relation to the quality and overall condition of the course.
	Allow development of landscaped areas, shade/shelter structures, pergolas, outdoor furniture etc for golf users and/or suitable for social events, weddings etc in designated areas	Number of comments in relation to the quality and overall condition of the course facilities.

## 5. POM administration and management

Temora Shire Council has categorised Reserve 66937 as Sportsground under the provisions section 36F of the Local Government Act 1993, details of which are discussed in section 2.4 of this Plan. While Council as the Crown land manager has responsibility for the administration and management of the Crown Reserve, in practice the land is managed and maintained by the active users being the Temora Golf Club Limited.

In consultation with the Golf Club management committee, the following objectives and performance targets were developed to reflect how Council proposes to assess its performance with respect to these objectives and performance targets. The Plan of Management will also be useful in support of applications for Government grants or other external funding opportunities, so that the community's support for future activities and development can be demonstrated and the objectives of this Plan of Management achieved.

Management Issues	Objectives and Performance Targets	Means of achievement of objectives	Manner of assessment of performance
Usage	Support increased usage through building, facility and service improvements	Development of a long term masterplan to guide future upgrades and improvements and seek grant funding to assist with delivery	Improvement in facilities attracts increased patronage, events and membership
	Allow special events on the course to promote the playing of golf or other compatible recreational activities.	Council approval as required under Council's plans, policies and guidelines.	Increase in golf club patronage, number of events or memberships.  Number of comments about social events
	Allow development of landscaped areas, shade/shelter structures, pergolas, outdoor furniture etc for golf users and/or suitable for social events, weddings etc in designated areas	Appropriate design, location and erection of structures  Council approval	Number of comments about the effectiveness of the structures in all weather conditions  Increase in patronage and hire fees.
	Allow buildings and carparking ancillary to the operation of the golf course and complementary to the golf club masterplan.	Council approval	Number of comments in relation to the provision of additional social and recreational facilities.
	Allow the playing of live or recorded music for social events.	Council approval	Number of complaints about noise.
	Allow for lighting to enable safe pedestrian movement at night if required.	Council approval	Number of complaints about safety incidents.
	Allow temporary structures to be erected as required for golf events, social functions and the like	Council approval  Appropriate siting in accordance with Council policies & regulations	Number of comments on temporary structures.

Management Issues	Objectives and Performance Targets	Means of achievement of objectives	Manner of assessment of performance
	Ensure weather conditions are appropriate for use of the golf course	Reduce the use of, or cancel events where necessary	Number of incidents of damage due to inappropriate use during extreme weather conditions
Access	Allow entry to members and visitors for the playing of golf and associated activities.	Promote the playing of golf by residents to improve social inclusion and health & wellbeing.  Support golf club events to increase tourism/visitation to Temora.	Increase in numbers of golf club members.  Growth in club event participation or visitation numbers from non-residents.
	Maximise user safety and prevent conflicts.	Use of regulatory signs where required.	Number of reported incidents of pedestrian conflicts.
	Allow for entry of authorised vehicles for maintenance, emergency services and patrols.	Use of traffic control devices, safety signage, bollards etc.	Reports of incidents of illegal or unauthorised vehicular entry.
Environment	Prohibit rubbish dumping and littering.	Regulatory signage at appropriate locations.	Number of incidents of illegal dumping.
	Allow watering systems to optimise water usage, minimise maintenance and enable appropriate vegetative growth	Design, install and operate an appropriate system.	Compliance with water restrictions.
	Allow the use of treated effluent to irrigate the golf course and greens.	Use of regulatory signage. Water quality monitoring	Number of comments about water quality. Number of incidents of non-compliance with EPA licence.
	Allow artificial water features for landscaping purposes.	Council approval	Number of comments about course beautification.
	Maintain watercourses and run-off in accordance with Council adopted guidelines.	Council approval.	Number of incidents of non-compliance with Council adopted guidelines for stormwater and runoff.
	Allow installation of all services required to maintain a golf course.	Approval by appropriate Statutory Authorities	Public utilities are adequately located, identified and serviced.

Management Issues	Objectives and Performance Targets	Means of achievement of objectives	Manner of assessment of performance
Landscaping	Complement the character of existing plantings and where appropriate, enhance the course to be consistent with its natural vegetation.	Augment existing plantings with suitable exotic species where appropriate or local native species, as shade protection for user comfort or visual impact.	Number of comments about course layout and aesthetics.  Number of reported incidents contrary to Council's tree preservation order.
	Allow use of suitable species, use of landscape materials, mulching, edging and minor earthworks etc to maintain and improve the golf course.	Use of suitable organic mulches, mounding in landscape design where appropriate and earthworks carried out in accordance with Council policies and specifications.	Number of comments about course layout and aesthetics.
	Minimise weed infestation.	Appropriate control methods in accordance with Council policies and specifications.	Number of reported incidents of weed infestation.
Lighting	Allow lighting for security, architectural or landscaped features, if required.	Appropriate design and installation of light facilities.	Number of problems related to inadequate lighting.
	Allow lighting for special events, social functions, golf driving range, putting practice etc	Council approval	Number of complaints from adjoining neighbours.
	Prevent excessive lighting impacts on adjoining land owners.		
Public Address System	Allow the use of PA systems as appropriate	Council approval  POEO (Noise Control) Regulation 2017.	Number of comments from surrounding residents relating to inappropriate use of PA systems.
Signage	Allow suitable information, regulatory, identification, interpretive and directional signage	Appropriate design and siting of signage in accordance with Council's DCP	Number of complaints about signage.  Number of user comments.
	Allow advertising signage when and where appropriate	Council approval	

Management Issues	Objectives and Performance Targets	Means of achievement of objectives	Manner of assessment of performance
Alcohol (consumption or possession)	Implement controls to prohibit the consumption and/or possession of alcohol, except within designated or leased concession areas.	Use of regulatory signs and enforcement.  Council approval	Number of complaints and investigations.
Animals: Native Fauna	Protection of native and endangered species and their habitats and control of introduced species in accordance with relevant legislation.	Use of perimeter fencing.  Use of regulatory signs.	Number of complaints about damage from animal presence.
Domestic & stock	Prohibit the entry of horses, dogs, cats etc except in designated areas.  Impound all animals that are not under the control of owner/handler.	Use of regulatory signs.	Complaints about dogs, attacks and waste.  Number of ordinance inspections.
Feral	Removal or cull of feral animals in breeding numbers	Pest Management	Complaints about feral animal numbers.

**14.2 TEMORA AGRICULTURAL INNOVATION CENTRE PLAN OF MANAGEMENT****File Number:** REP23/262**Author:** Town Planner**Authoriser:** Director of Environmental Services**Attachments:** 1. TAIC Plan of Management [↓](#) **REPORT**

Councillors may recall that in May 2021, Council adopted the Temora Agricultural Innovation Centre Plan of Management. Following this decision, Council officers sent the adopted plan to the Department of Crown Land for their endorsement. The Department of Crown Land required some changes to the plan. This included:

- Minor wording changes to reflect updated legislative requirements
- Updated native title information
- Additional information about leases of cottages

Crown Land require the plan to be re-exhibited, prior to their approval.

The updated plan is attached for the consideration of Council.

**RESOLUTION 48/2023**

Moved: Cr Jason Goode

Seconded: Cr Anthony Irvine

It was resolved that Council:

1. Place the Temora Agricultural Innovation Centre Plan of Management on public exhibition and
2. Receive a future report on the outcome of the public exhibition.

**CARRIED**

***Report by Claire Golder***

# TEMORA SHIRE COUNCIL



## TEMORA AGRICULTURAL INNOVATION CENTRE (TAIC) CROWN RESERVE PLAN OF MANAGEMENT

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**Plan of Management for Crown Reserve No. 47731,**

**Being a reserve for Experimental Farm**

**Lots 1, 10 Section A DP 7293, Lots 1213-1214 DP 45494, Lots 1062–1063, 1067,  
1069-1075, 1087-1088 DP 750587, Lot 7001 DP 94428, Lots 132-133 DP 750621**

**476 Goldfields Way, Temora NSW.  
Gazetted date 24/04/1912**

**Adopted by Council on.....**

## 1. Introduction

### 1.1 About TAIC

Temora Agricultural Innovation Centre (TAIC) is an agricultural research farm, delivering agricultural innovation for the benefit of local farmers, the Temora Shire community and the wider Riverina region. In 2010 the Temora Shire Council (TSC) became Trustee of the former Temora Agricultural Research and Advisory Station. The Station has operated as a research facility since 1912. The property is a Crown Reserve, with the gazetted purpose of the Reserve being 'Experimental Farm'.

In 2011 TSC renamed the property the Temora Agricultural Innovation Centre (TAIC) and entered into an agreement with FarmLink Research Limited (FarmLink) to manage the property as a commercial mixed farm and research facility.

FarmLink is member-based, not for profit farming systems group, that services 12 local government areas in southern NSW. FarmLink has approximately 320 member organisations (700 registered members) across the farming, agri-business and research sectors. In addition to managing the TAIC, FarmLink undertakes independent research, project manages research for external organisations and delivers extension services.

TAIC is a 647 hectare research farm with soils and rainfall typical of the major crop and pasture growing areas of southern NSW. For almost 100 years, prior to 2010, it was operated by the NSW Department of Primary Industries. With the transition to commercial agricultural research, over Government led research, the centre was at risk of being closed. In response to the significant concern by their local community, Temora Shire Council was swift to take up an offer for the centre to fall under Council ownership. This decision was made in order to retain the role of TAIC as a thriving hub of agricultural research and development. It is managed on Council's behalf by Farmlink, a not for profit farmer group. The partnership of Council with Farmlink has allowed for the continuation of agricultural research in Temora Shire and employs five full time skilled professionals.

Delivering locally relevant innovation and research significantly increases the knowledge of local farmers and farm services professionals to deliver increased crop, pasture and livestock yields, which in turn benefits the local economy. There are now 17 private and public organisations conducting research, development and extension at the TAIC, specialising in the integration of advances in cropping, livestock and/or mixed farming into the farming systems of Southern NSW. TAIC is a unique resource being a fully operational commercial mixed farm, typical of Southern NSW, hosting field based crop, pasture and livestock research; with facilities to host major events, workshops and seminars; managed by a not for profit farming group focussed exclusively on the long term productivity and profitability of Temora Shire and regions farms and farmers.

### 1.2 Agriculture in Temora Shire

Agriculture is the main land use and economic activity in Temora Shire. Approximately 93% (2601.77 km<sup>2</sup>) of the Shire is farmland. The Shire has 202 farming businesses, of which 95.5% are involved in cropping, sheep and/or livestock production. There are also 132 agri-businesses. The farming sector is the Shire's largest ratepayer providing 49.8% (\$1.855M) of the Shire's rate revenue.

Temora Shire's land and climate supports diverse agricultural production, with the Shire being a major producer of wheat and other cereal crops, canola and sheep (for both meat and wool). Other

agricultural activities include cattle production, piggeries, bee keeping, and egg production. Temora Shire is strategically located between Sydney and Melbourne and benefits from connections to the national freight network. Agricultural activities support a diverse range of agri-businesses including agronomy and advisory services, grain and wool storage and brokerage, agricultural equipment supplies and servicing, chemical and fertilizer supplies and transport. The major rural supply companies and agricultural machinery suppliers each have outlets in the Shire.

Agriculture is the Shire's main economic driver and employer<sup>1</sup>. In 2016, broadacre cropping and livestock production (sheep, beef and dairy cattle) accounted for 20% of local employment (470 job out of 533 in the Agriculture – Forestry – Fisheries sector) and 21% of local output and 17.9% of value-add. From 2011 to 2016, there was a net increase of 293 jobs in Temora Shire (14.2%) with 35.5% of these jobs (104) being in agriculture (24.2% increase in jobs in the agricultural sector).

### 1.3 Council objectives

The TAIC is constructed upon Crown Reserve No. 47731, a reserve for the purpose of an Experimental Farm, gazetted on 24 April 1912. In accordance with the Crown Land Management Act 2016, Temora Shire Council has been appointed the Crown Land Manager and is required by this legislation to adopt a plan of management, using the framework for community land under the Local Government Act 1993.

The purpose of this Plan of Management is to meet the statutory requirements of the Crown Land Management Act 2016 that protects the current and future use of the Crown Reserve to ensure it continues to be used and developed consistent with its original reservation purpose of Experimental Farm and to develop a framework for the future management, use and development in consultation with the community.

Through a recent business review process, Council has confirmed that the TAIC contributes towards the economic prosperity of the regions' farmers, supporting the Shire's most important industry and generating economic benefit through business and educational tourism, as well as generating local employment opportunities. Temora Shire Council provides an annual contribution towards the ongoing operations and enhancement of the TAIC, in accordance with a signed management agreement, in order to support agricultural research, development and extension. The support of Council responds to the strategic objectives included within the Temora Shire Community Strategic Plan 2013, specifically,

- 3.5 Strengthen the Temora Shire economy
- 3.6 Support Tourism, acknowledging the value it brings to the Temora Shire economy
- 6.1 Maintenance of infrastructure to support agriculture
- 6.2 Optimise the opportunities to develop Agricultural industry
- 6.3 Commitment to the support of Agriculture in Temora Shire

The main purpose of this Plan of Management is to provide the community and other stakeholders with a set of management guidelines and permissible uses for the TAIC that is consistent with its reservation for Experimental Farm, meets the requirements of the Crown Land Management Act 2016 and the Local Government Act 1993 and is consistent with Temora Shire Council's Local Environmental Plan 2010.

<sup>1</sup> Information in this paragraph is taken from RDA Riverina: Temora Shire Profile

#### 1.4 Land to which this plan applies

This Plan of Management applies specifically to Crown Reserve No. 47731 for General Community Use – Experimental Farm, known as the TAIC, 476 Goldfields Way, Temora NSW. consisting of Lots 1, 10 Section A DP 7293, Lots 1213-1214 DP 45494, Lots 1062–1063, 1067, 1069-1075, 1087-1088 DP 750587, Lot 7001 DP 94428, Lots 132-133 DP 750621

These parcels of land total approximately 595.1 hectares (excluding Lake Centenary, which is covered by a separate Plan of Management) and bounded by Goldenfields Way, to the west, Research Station Road to the north, Trungley Hall Road to the east, and Rose Street (unformed road and adjoining privately owned land to the south, as shown by Figures 1 and 2, edged heavy black. The site is approximately 2.5 kilometres north of Temora town centre. The land is located in the Temora Shire Council Local Government Area in New South Wales and within the State electorate of Cootamundra. The land is zoned RU1 Primary Production under the Temora Local Environmental Plan 2010.

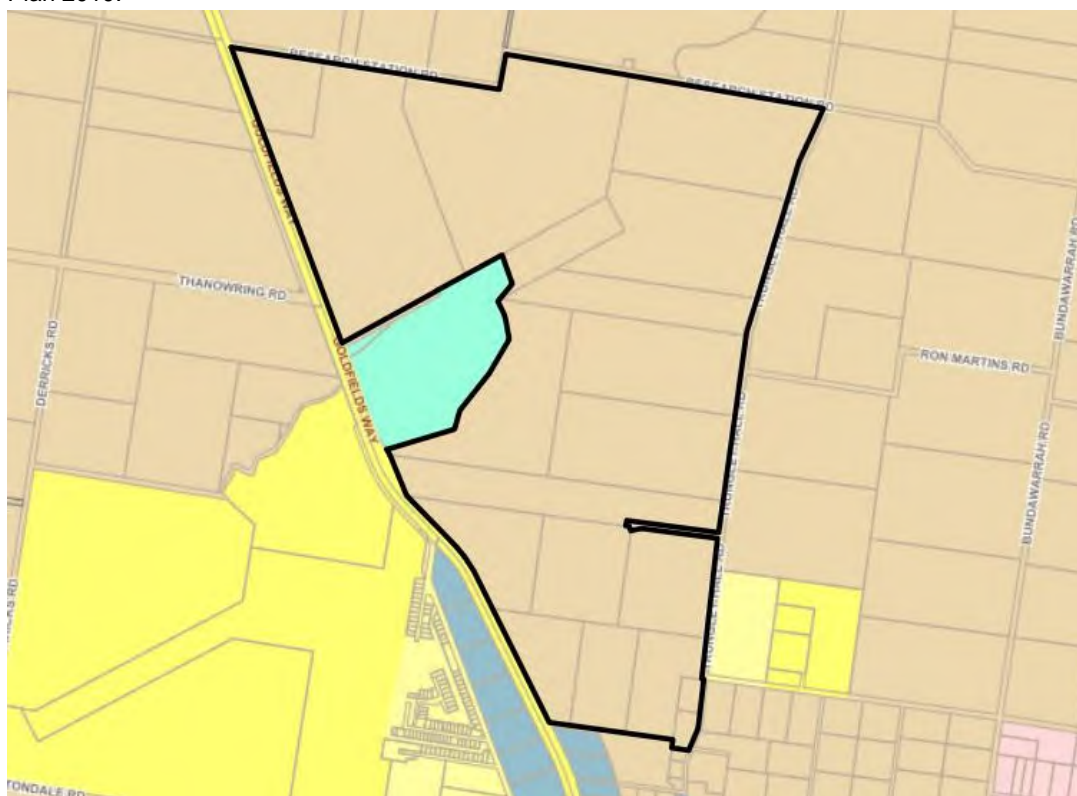


Figure 1: Zoning map of the Temora Agricultural Innovation Centre

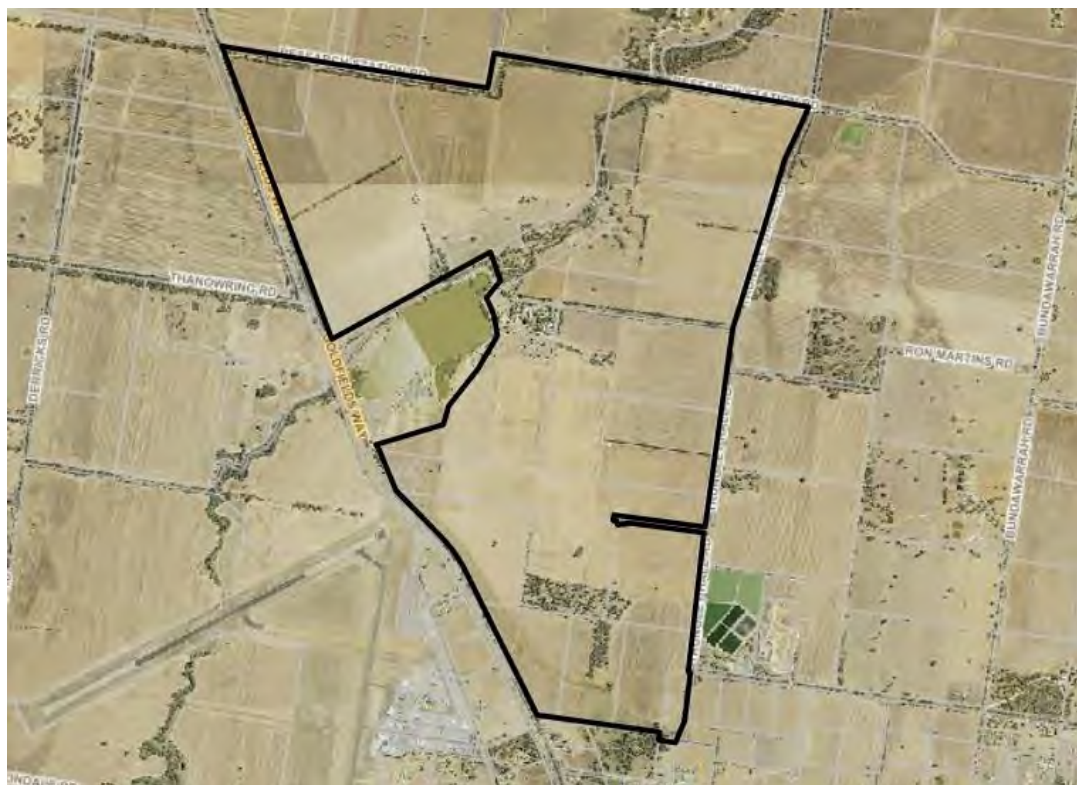


Figure 2: Aerial image of the Temora Agricultural Innovation Centre

### 1.5 Owner of the land

The land is owned by the Crown and is managed by Temora Shire Council as Crown Land Manager under the Crown Land Management Act 2016.

### 1.6 Categorisation of the reserve

In accordance with the Crown Land Management Act 2016, Temora Shire Council was required to categorise Crown Reserve No. 47731, known as the Temora Agricultural Innovation Centre as if it were community land under the Local Government Act 1993. Council adopted the category of General Community Use being the most closely aligned category to the original reserve purpose and reflecting the current development and use of the park for an experimental farm. The category of General Community Use applies to the whole of Crown Reserve No. 47731.

## 2. Relevant legislation, policies and procedures

### 2.1 Local Government Act 1993

The Local Government Act 1993 requires that community land be categorised as; natural area, park, sportsground, area of cultural significance, or general community use.

The Local Government 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.

A PoM can be prepared for more than one parcel of land (Generic or Geographic) or for a single property (Significant or Specific).

In developing this Plan of Management, Temora Shire Council as the Crown Land Manager, is required under the Crown Land Management Act 2016, to consider the categorisation of the land in accordance with the Local Government Act 1993. The category chosen that best reflected the initial reservation purpose of the land, the current use of the reserve and community expectations was General Community Use. The guidelines for this category are:

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.

Under the legislation, the core objectives for management of community land categorised as a General Community Use are:

- 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:

- in relation to public recreation and the physical, cultural, social and intellectual welfare or development of individual members of the public.
- in relation to purposes for which a lease, licence or other estate may be granted in respect of the land (other than the provision of public utilities and works associated with or ancillary to public utilities).

## 2.2 Crown Land Management Act 2016

The Crown Land Management Act 2016 authorises councils to classify and manage its dedicated or reserved Crown land as if it were public land within the meaning of the Local Government Act 1993.

The purpose of this Plan of Management is to address the relevant statutory requirement of the Crown Land Management Act 2016. The principles of Crown land management are:

- a) that environmental protection principles be observed in relation to the management and administration of Crown land, and
- b) that the natural resources of Crown land (including water, soil, flora, fauna and scenic quality) be conserved wherever possible, and
- c) that public use and enjoyment of appropriate Crown land be encouraged, and

- d) that, where appropriate, multiple use of Crown land be encouraged, and
- e) that, where appropriate, Crown land should be used and managed in such a way that both the land and its resources are sustained in perpetuity, and
- f) that Crown land be occupied, used, sold, leased, licenses or otherwise dealt with in the best interest of the State consistent with the above principles.

With the above principles in mind, this Plan of Management aims to establish the objectives and performance targets for the TAIC while promoting its active land management and use in accordance with the purpose of its reservation as Experimental Farm.

### 2.3 Native Title Act 1993 (Commonwealth).

The council-managed Crown land in question is not 'excluded land' (as defined by the CLM Act), therefore a Council must assume that native title exists. Council's Native Title Manager will provide advice on the validity of activities under the PoM in line with the NT Act.

### 2.4 Other relevant legislation and statutory controls

In addition to the Crown Land Management Act 2016 and the Local Government Act 1993, the management and use of the TAIC must comply with all applicable planning controls under the Environmental Planning and Assessment Act 1979. Future development that may be approved by the Crown Land Manager under this Plan of Management will be subject to the Temora Local Environmental Plan (LEP) 2010 and the Temora Shire Development Control Plan 2012 and any relevant environmental planning instruments and planning policies that may in future apply to the land.

The TAIC is subject to the provision of the Temora Local Environmental Plan 2010 and is zoned RU1 Primary Production.

The objectives of the RU1 Primary Production zone area are as follows:

- To encourage sustainable primary industry production by maintaining and enhancing the natural resource base.
- To encourage diversity in primary industry enterprises and systems appropriate for the area.
- To minimise the fragmentation and alienation of resource lands.
- To minimise conflict between land uses within this zone and land uses within adjoining zones.
- To minimise the degradation of natural scenery and rural landscapes.
- To encourage the conservation and efficient use and of water.
- To protect, enhance and conserve the natural environment, including native vegetation, wetlands and other natural features that provide wildlife habitat, protect flora and fauna, provide scenic amenity and that may prevent or mitigate land degradation.
- To encourage the provision of tourist accommodation in association with agricultural activities.

### 2.5 Review of this plan

This document represents the initial Plan of Management for the TAIC undertaken by the Crown Land Manager and community consultation was undertaken in 2020 to determine the values and management objectives of the Crown Reserve. As the community consultation has only recently been

completed, it is considered appropriate to review this plan in five years from its acceptance by the Minister, or sooner should it be required.

## 2.6 Community consultation

Under section 38 of the Local Government Act 1993 councils are required to undertake community consultation in the preparation of plans of management, providing the community with opportunities to determine the values and issues detailed in a plan and to further encourage comment and feedback on the completed draft document before it is submitted to the Minister for acceptance. Specifically, councils must give public notice of a draft plan of management for a period of not less than 28 days and must specify that submissions can be made for a period of not less than 42 days from the commencement date of the public notice period. All documents referred to in the plan of management must be displayed and available for public access.

In accordance with Temora Shire Council's Community Engagement Strategy and Policy (2016), to ensure effective community engagement in the development of this initial Plan of Management the following process was adopted:

Review of TAIC operations by an independent consultant to develop a discussion paper  
Consultation conducted as part of the discussion paper with relevant stakeholders, including

- Temora Shire Council
- TAIC Management Committee (Section 355 Committee of Council)
- FarmLink
- Temora Agricultural Bureau
- Farming community – Temora Shire and surrounding region. The consultation included both FarmLink members and non-members
- Riverina Local Land Services (LLS)
- Mirrool Land Care group
- Agronomists and other agricultural advisors
- Agri businesses, including machinery and rural suppliers, and educators
- Commercial companies undertaking research at the TAIC
- Research and development organisations: CSIRO, Charles Sturt University (CSU), Grain Research and Development Corporation (GRDC)
- Government Agencies: Federal Department of Agriculture and Water Resources, Bureau of Meteorology, NSW Department of Primary Industries, Department of Premier and Cabinet, and Regional Development Australia, Riverina.
- Birchup Cropping Group
- Temora Business Enterprise Group
- Local accommodation and food and beverage operators
- Local schools

Consultation and discussions with Councillors, Council staff and Farmlink representatives regarding a range of strategic and operational matters

## 2.7 Value to the community

The consultation process outlined above provided the community with the opportunity to contribute to the development of this Plan of Management. The most recent Resident Satisfaction Survey in 2016

rated the TAIC 3.66 out of 5, which is a good result although at the time there was some confusion from the community about the location and role of this facility and questions about Council's involvement in this facility. Since this time there has been far greater awareness of the TAIC through promotion of the facilities and services by both Council and Farmlink through open days, events, school partnerships and media promotion.

### 3. Development and use

#### 3.1 Overview

The TAIC farmland and facilities provide a wide range of opportunities for the community, particularly for the district's farmers and supporting businesses. Temora Shire Council recognises the value to the community of these facilities and provides resources in its annual operating budget to maintain existing improvements to a high standard, while continuing to make capital improvements, usually with financial assistance from other sources and in partnership with Farmlink.

The TAIC has an area of 647 hectares. At the time of transfer (2010), the property was in poor condition. Most of the property's buildings and infrastructure was 60 to 100 years old. The continuous use of full tillage practices to prepare the cropping paddocks and trial sites had resulted in poor soil health and weeds were a major issue.

Over the past 9 years, FarmLink has, through changed management practices, significantly improved the quality of the farming land, with the property now considered comparable to well-managed mixed farms throughout the district. Grant funding has enabled buildings and other infrastructure on the site to be upgraded and new facilities (100ML dam and irrigation system, and the Treflé Exhibition Shed) to be developed.

The property is managed as a mixed commercial farming enterprise and research facility for both plot and paddock trials. The commercial farming activities are designed to remediate land following trials and to prepare it for the next set of trials. The farm works on a 3-year rotational cycle, with approximately a third of the land under trials and the remainder available for farming. Around 330 hectares per annum (pa) is used for cropping with the main crops being wheat, barley and canola. The property is too small to be a viable commercial farm.

FarmLink uses part of the site to undertake research on behalf of its members. The remaining research land is rented out to external organisations, with these organisations including the CSIRO, Charles Sturt University, NSW Department of Primary Industries and a range of commercial plant breeding, ag-research, agronomy and agricultural chemical companies. FarmLink, is in the process of transitioning the property to a 'smart farm'.

Other activities held on the site include extension activities conducted by FarmLink and other organisations, machinery demonstrations and training schools, rural support services (eg financial, mental health), social and corporate functions and school programs.

There are currently 16 people employed at the Centre, most of whom relocated with their families to Temora.

### 3.2 Condition of the land and structures on adoption of the plan

At the date of adoption of this plan, the TAIC and its improvements and facilities are maintained to a high standard. Recent improvements to the site include the 100ML irrigation dam, to provide year round water security, and the Treflé Exhibition Shed. The site also features recently refurbished office and administration building, amenities, meeting space and machinery and storage sheds.

Facilities include:

Administration office buildings – occupied by FarmLink and Local Land Services.

Treflé Exhibition Shed – large exhibition space suitable for displaying and demonstrating machinery, with the Shed having a commercial kitchen and mezzanine level with a fully-equipped meeting room (seats around 50-60 theatre style). The Shed is the only facility of this kind within the Region. It can sit around 400 banquet style.

Several historic farm sheds that can be used for meetings (up to 120 theatre style) and small functions.

Office space and workshop – which is leased to Precision Agriculture.

A fully equipped seed cleaning facility which is not in use.

Cold store.

Workshops and storage areas, including silos.

Equipment washing bay.

Trial cages and plots.

Two older style houses, which are leased out by Council (one leased to a FarmLink employee, one leased to a Council employee)

100 ML dam and irrigation system. The dam uses wastewater from the Temora Sewage Treatment Plant.

### 3.3 Use of the land and structures at the date of adoption of the plan

Working in partnership with Temora Shire Council, FarmLink will manage facilities at the Temora Agricultural Innovation Centre as a commercial agricultural research facility and in doing so will pursue opportunities for agricultural research, extension, machinery demonstration and training, and education opportunities for primary and secondary school students. FarmLink will undertake commercial farming, facilities hire for agricultural purposes including irrigated land, research and development as well as extension activities that engage the agricultural industry and create economic and social benefits for Temora Shire and beyond. The tenure between Temora Shire Council and FarmLink is via a deed entitled Temora Agricultural Innovation Centre Agricultural Licence Agreement. The parties operate the farm in accordance with the terms and conditions of the Agreement.

### 3.4 Permitted use and future use

Temora Shire Council as Crown Land Manager for TAIC has conducted extensive consultation and sought feedback from the community regarding the TAIC. The current permitted uses identified in association with Experimental Farm reserve purpose are:

- Undertake agriculture and farming related research, including plot and paddock trials

- Undertake commercial farming as part of the three-year rotation required to support agricultural research
- Farming extension activities including machinery demonstrations, training schools, rural support services (eg financial, mental health), social and corporate functions and school programs.

These permitted uses are consistent with the core objectives for General Community Use under the Local Government Act 1993. Future uses are identified to be the same as current permitted uses. Council as Crown Reserve Manager does not propose to make any changes unless required by law or for safety reasons.

In line with community expectations and Council's strategic community plan future improvements to existing facilities or development of additional facilities are proposed and are set out below. By identifying future permitted uses or activities at TAIC and its facilities, it in no way implies that Council will have resources available, unless otherwise stated, during the term of this Plan of Management.

### 3.5 Future activities expressly authorised by this plan

The TAIC is managed on Council's behalf by Farmlink, a not for profit farmer group, under a licence agreement, commenced on 1 August 2021 on a five (5) year basis, with an option to extend for one further period of five (5) years. The partnership of Council with Farmlink has allowed for the continuation of agricultural research in Temora Shire

Activities expressly authorised by this plan subject to compliance with sections 45, 46 and 47 of the Local Government Act 1993 are:

- i. Lease, licence of hire of the site for any purpose, in accordance with the reserve purpose and categorisation, with the consent of Council;
- ii. Granting of easement with the consent of Council;
- iii. All necessary fire control exercises carried out by Council or its agents are authorised, such as fire hazard reduction, construction of fire trails or firebreaks etc
- iv. Construction of buildings and facilities as approved by Council.

### 3.6 Management Committee

The facilities are governed through a Section 355 Committee of Council, known as the TAIC Partnership Committee, comprising Council delegates and Farmlink representatives.

This Committee is responsible for:

- Agreeing the scheduled maintenance priorities (short, medium and long term) as well as reprioritising when emergency works arise
- Agree the community engagement plan including partnership signage

- Agree maintenance plan for shared assets including the waterways and shared zone
- Progress economic development initiatives and opportunities
- Initiate lobbying and funding opportunities
- Ensure compliance to funding agreements set by State Government
- Ensure compliance to agreed uses of TAIC facilities

Meetings are convened a minimum of twice per year (March and September)

## 4. Strategic Assessment

The following assessment of TAIC summarises the main issues that were considered in the preparing this Plan of Management.

### Benefits and Opportunities

- The economic activity generated by the TAIC includes:
  - increased employment – with 16 jobs at the TAIC (with estimated wages bill of \$1.53M), supporting a further 10-11 jobs within Temora Shire.
  - estimated \$2M pa in TAIC / FarmLink expenditure within the Shire.
  - attraction of around \$1.5M pa in project and grant funding and sponsorship from sources external to Temora Shire.
  - increased visitation with an estimated additional 2,328 day and 218 overnight visitors to Temora Shire, injecting around \$200,000 pa into the Shire economy and supporting 1.5 local jobs.
- The value of TAICs contribution to agricultural research. The value is estimated through the improved quality and accessibility of the trials held at TAIC compared to farm-based trials.
- Reputation benefit for Temora Shire – with the TAIC – FarmLink arrangement raising the awareness and profile of the Shire and enhancing its reputation. The Shire, Council and FarmLink are perceived as progressive and innovative, with the Shire now recognised as a key location for agricultural research, development and extension.
- Substantial increase in money flowing into the Shire as a result of the purchasing of local goods and services by the organisations based at the TAIC; staff and their families relocating to the Shire increasing the demand for local goods and services; increased visitation to the Shire; and grant funded research and capital investments at the TAIC.
- The TAIC-FarmLink arrangement is delivering a range of non-quantifiable environmental and social benefits for the Temora Shire community and broader region. These benefits include:
- Environmental:
  - Water reuse – the capture and use of wastewater from the Temora Sewage Treatment Plant
  - Soil health improvements.

- Changes in farming practices to increase water-use and nitrogen-use efficiencies and reduce chemical impacts.
- Over time, these environmental benefits will improve the condition and performance of the TAIC and other farming properties that adopt the research findings.
- Social:
- The social benefits can be broadly grouped into:
  - Access to / exposure at the TAIC: the property provides Temora with quality exhibition, function and meeting facilities in an attractive setting. These facilities are being used by a range of agricultural groups, agri businesses, catering businesses, community and sporting groups and local schools. Exposure at the TAIC has generated additional business in the surrounding region for Temora's agri-businesses and catering companies.
  - Increased social interaction both on-site through events and activities, and within the broader community with the influx of visitors and as well as people moving to Temora to take up positions at the TAIC.
  - Capacity building – including upskilling farmers and agri-businesses; relocatees establishing new businesses in the Shire; developing the next generation of farmers through involvement with schools and tertiary students; and the upskilling of FarmLink administration staff in venue and event management.

### Risk Management

There are some risks associated with Council being the Crown Land Manager of this site, due to the unique usage of the site. These risks include:

- Farming risks, including drought and severe weather events, outbreak of disease and fluctuating demand and commodity prices
- Change in operating arrangements which increases farm operating costs
- Loss of rental income if tenants leave
- Loss of trial revenue resulting from a reduction in grant revenue and/or the corporate sector choosing not to use the TAIC
- Changes to Farmlink's direction and/or business model

Temora Shire Council makes a financial contribution towards the operating costs of TAIC, supported on the basis of the wider benefits of having an agricultural research facility located within Temora Shire. The level of contribution and basis has recently been reviewed by Council and a new agreement has been signed between Council and Farmlink to provide ongoing certainty to both members of the partnership.

## 5. POM administration and management

Temora Shire Council has categorised the TAIC as General Community Use under the provisions section 36G of the Local Government Act 1993, details of which are discussed in section 2.1 of this Plan. While Council as the Crown Land Manager has ultimate responsibility for the administration and

management of the Crown Reserve, day to day operations are managed by Farmlink, as well as delivery of longer term goals identified through the TAIC Partnership Committee.

As a result of consultation with Farmlink, agreed areas of shared interest were determined within the agreement. Areas of shared interest include the following: scheduled maintenance priorities (short, medium and long term), emergency works, community engagement, signage, maintenance plan, economic development initiatives and opportunities, compliance with funding agreements, compliance with agreed uses of TAIC facilities, opportunities for school education programs, management of irrigation water within agreed allocation and new equipment purchases. These matters are considered and recommendations made by the TAIC Partnership Committee for Council endorsement.

The Plan of Management will support applications for Government grants or other funding opportunities that might present in future, so that the community's support for future activities and development can be demonstrated through this Plan of Management.



**14.3 LAKE CENTENARY PLAN OF MANAGEMENT****File Number:** REP23/264**Author:** Town Planner**Authoriser:** Director of Environmental Services**Attachments:** 1. Lake Centenary Plan of Management [↓](#) **REPORT**

Councillors may recall that in May 2021, Council adopted the Lake Centenary Plan of Management. Following this decision, Council officers sent the adopted plan to the Department of Crown Land for their endorsement. The Department of Crown Land required some changes to the plan. This included:

- Minor wording changes to reflect updated legislative requirements
- Updated native title information
- Inclusion of additional information about the Lake Centenary caretaker role

Crown Land require the plan to be re-exhibited, prior to their approval.

The updated plan is attached for the consideration of Council.

**RESOLUTION 49/2023**

Moved: Cr Jason Goode

Seconded: Cr Graham Sinclair

It was resolved that Council:

1. Place the Lake Centenary Plan of Management on public exhibition and
2. Receive a future report on the outcome of the public exhibition.

**CARRIED**

***Report by Claire Golder***

# TEMORA SHIRE COUNCIL



## LAKE CENTENARY CROWN RESERVE PLAN OF MANAGEMENT

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**Plan of Management for Crown Reserve No. 97212,**

**Being a reserve for Public Recreation**

**420 Goldfields Way, Temora NSW**

**Gazetted date 06/04/1984**

**Adopted by Council on.....**

## 1. Introduction

Lake Centenary is a man-made recreational water facility that opened to the public in 1982. The lake and associated parklands are approximately 55 hectares in size with the water surface of the lake covering approximately 22.5 hectares.

The land was originally part of the Reserve for Experimental Farm gazetted on 24 April 1912. Bill Speirs in his book 'The Wind in Lonely Places', describes that land as 'good agricultural land, centrally located..., with a good water supply at the Grecian Bend in the Trigalong Creek...'. When the community and Council together pressed for the establishment of a recreational lake, the Temora and District Lake Development Committee was formed to pursue funding opportunities through the New South Wales Department of Sport and Recreation.

Today, Lake Centenary is constructed upon Crown Reserve No. 97212, a reserve for Public Recreation, to which the Council of the Shire of Temora was appointed the sole trustee in the NSW Government Gazette on 6 April 1984. In accordance with the Crown Land Management Act 2016, Temora Shire Council has been appointed the Crown land manager and is required by this legislation to adopt a plan of management, using the framework for community land under the Local Government Act 1993.

The purpose of this Plan of Management is to meet the statutory requirements of the Crown Land Management Act 2016 that protects the current and future use of the Crown Reserve to ensure it continues to be used and developed consistent with its original reservation purpose of Public Recreation; and to develop a framework for the future management, use and development in consultation with the community.

### 1.1 Council objectives

Lake Centenary contributes significantly to the wellbeing and recreational needs of the community as well as contributing to the economic fortunes of local businesses through tourism and visitation. As a consequence, Temora Shire Council allocates appropriate funds in its annual operating budget to maintain and develop Lake Centenary in accordance with the objectives of its strategic community plan.

As part of this strategic community plan, Council has identified the development and use of Lake Centenary 'as a premier water sports facility' and its contribution towards:

- retaining a quality of life for the community by:
  - providing a safe and supportive living environment for residents and
  - enabling Council to provide the services required for excellent liveability in a rural community,
- thereby enabling Council to:
- engage and support the community through:
  - the provision of sport facilities that are well maintained, planned and meet the expectations of the community.

Temora Shire Council's Asset Management Plan sets out how Council intends to operate and maintain Lake Centenary to achieve the following strategic objectives:

1. maintain Lake Centenary, its buildings and facilities to a safe and functional standard
2. ensure capital renewal funding is maintained and completed on time
3. ensure capital upgrade funding is available through Council's 20-year management plan for its parks, gardens, sporting fields and buildings
4. ensure an efficient use of Council resources to contribute to the improvement of the asset and
5. ensure maintenance and presentation standards results in the reduction of complaints about the asset.

The main purpose of this Plan of Management is to provide the community and other stakeholders with a set of management guidelines and permissible uses for Lake Centenary that is consistent with its reservation for Public Recreation, meets the requirements of the Crown Land Management Act 2016 and the Local Government Act 1993 and is consistent with Temora Shire Council's Local Environmental Plan 2010.

## 1.2 Land to which this plan applies

This Plan of Management applies specifically to Crown Reserve No. 97212 for Public Recreation, known as Lake Centenary, made up of Lots 1211 and 1212 in Deposited Plan 45494. These parcels of land total approximately 55 hectares and front Goldenfields Way, approximately 4.5 kilometres north of Temora town centre. The land is located in the Temora Shire Council Local Government Area in New South Wales and within the State electorate of Cootamundra.



**Figure 1: Aerial image of the boundary of Lake Centenary Crown Reserve**

Address	Legal Description	Locality Description
420 Goldenfields Way, Temora NSW 2666	Crown Reserve No. 97212 for Public Recreation being Lots 1211 and 1212 in Deposited Plan 45494, known as Lake Centenary	Approximately 55 hectares fronting Goldenfields Way upon which a man-made lake of approximately 22 hectares is established. The site is linked to the town centre by Goldenfields Way and a pedestrian friendly footpath of approximately 4 kilometres in length.

### 1.3 Owner of the land

The land is owned by the Crown and is managed by Temora Shire Council as Crown Land Manager under the Crown Land Management Act 2016.

### 1.4 Categorisation of the reserve

In accordance with the Crown Land Management Act 2016, Temora Shire Council was required to categorise Crown Reserve No. 97212, known as Lake Centenary as if it were community land under the Local Government Act 1993. Council adopted the category of Park being the most closely aligned category to the original reserve purpose and reflecting the current development and use of the park for recreational purposes. The category of Park applies to the whole of Crown Reserve No. 97212.

## 2. Relevant legislation, policies and procedures

### 2.1 Local Government Act 1993

The Local Government Act 1993 requires that community land be categorised as; natural area, park, sportsground, area of cultural significance, or general community use.

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.

A PoM can be prepared for more than one parcel of land (Generic or Geographic) or for a single property (Significant or Specific).

In developing this Plan of Management, Temora Shire Council as the Crown Land Manager, is required under the Crown Land Management Act 2016, to consider the categorisation of the land in accordance with the Local Government Act 1993. The category chosen that best reflected the initial reservation purpose of the land, the current use of the reserve and community expectations was park.

Under the legislation, the core objectives for management of community land categorised as a park are:

- a) to encourage, promote and facilitate recreational, cultural, social and educational pastimes and activities, and
- b) to provide for passive recreational activities or pastimes and for the casual playing of games, and
- c) to improve the land in such a way as to promote and facilitate its use to achieve the other core objectives for its management.

## 2.2 Crown Land Management Act 2016

The Crown Land Management Act 2016 authorises councils to classify and manage its dedicated or reserved Crown land as if it were public land within the meaning of the Local Government Act 1993.

The purpose of this Plan of Management is to address the relevant statutory requirement of the Crown Land Management Act 2016. The principles of Crown land management are:

- a) that environmental protection principles be observed in relation to the management and administration of Crown land, and
- b) that the natural resources of Crown land (including water, soil, flora, fauna and scenic quality) be conserved wherever possible, and
- c) that public use and enjoyment of appropriate Crown land be encouraged, and
- d) that, where appropriate, multiple use of Crown land be encouraged, and
- e) that, where appropriate, Crown land should be used and managed in such a way that both the land and its resources are sustained in perpetuity, and
- f) that Crown land be occupied, used, sold, leased, licenses or otherwise dealt with in the best interest of the State consistent with the above principles.

With the above principles in mind, this Plan of Management aims to establish the objectives and performance targets for Lake Centenary while promoting its active land management and use in accordance with the purpose of its reservation as public recreation.

## 2.3 Native Title Act 1993 (Commonwealth).

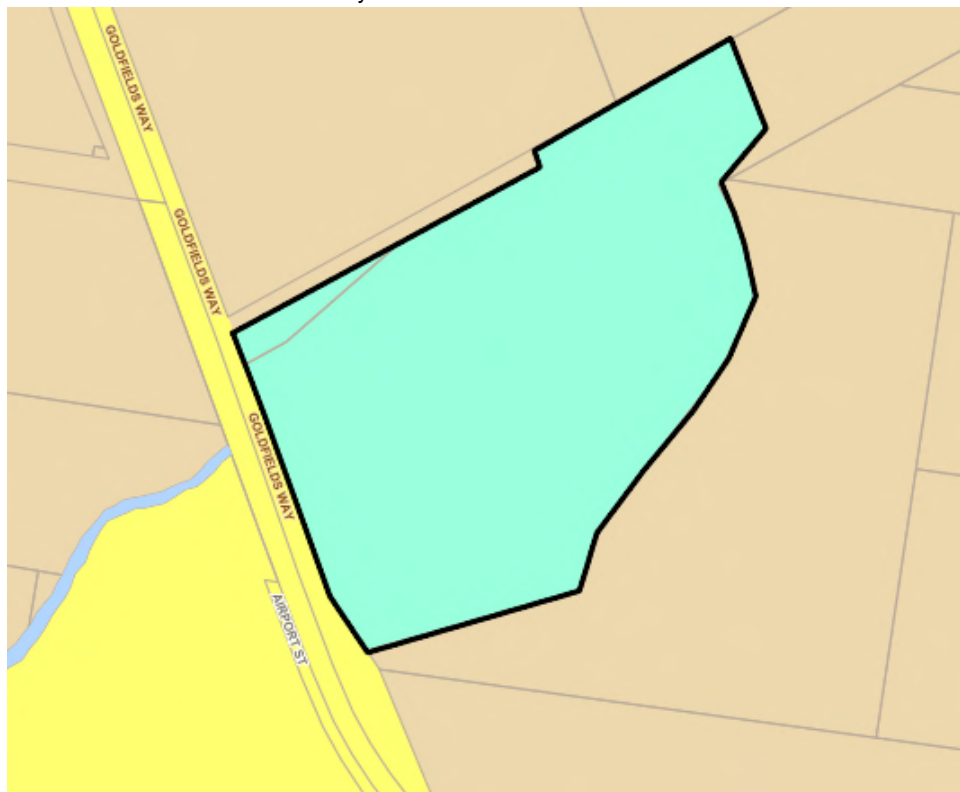
The council-managed Crown land in question is not 'excluded land' (as defined by the CLM Act), therefore a Council must assume that native title exists. Council's Native Title Manager will provide advice on the validity of activities under the PoM in line with the NT Act.

## 2.4 Other relevant legislation and statutory controls

In addition to the Crown Land Management Act 2016 and the Local Government Act 1993, the management and use of Lake Centenary must comply with all applicable planning controls under the Environmental Planning and Assessment Act 1979. Future development that may be approved by the Crown Land Manager under this Plan of Management will be subject to the Temora Local

Environmental Plan (LEP) 2010 and the Temora Shire Development Control Plan 2012 and any relevant environmental planning instruments and planning policies that may in future apply to the land.

Lake Centenary is subject to the provision of the Temora Local Environmental Plan 2010 and is zoned W2 Recreational Waterways.



**Figure 2: Lake Centenary Temora LEP 2010 zoning map**

The objectives of the W2 Recreational Waterways zone area are as follows:

- To protect the ecological, scenic and recreation values of recreational waterways;
- To allow for water-based recreation and related uses;
- To provide for sustainable fishing industries and recreational fishing;
- To encourage and promote the ecologically sustainable management of Lake Centenary.

Development that may be permitted without consent include:

- Nil

Development that may be permitted with consent include:

- Aquaculture;
- Boat launching ramps;
- Boat sheds;
- Camping grounds;
- Caravan parks;
- Environmental facilities;
- Environmental protection works;

- Food and drink premises;
- Kiosks;
- Marinas;
- Mooring pens;
- Recreation areas;
- Recreation facilities (major);
- Recreation facilities (outdoor);
- Registered clubs;
- Water recreation structures

All other forms of development are prohibited on the Crown reserve known as Lake Centenary, in accordance with Temora Shire Council's Local Environmental Plan 2010. The use of the lake for recreation purposes is governed by the Marine Safety Act 1998 and the Marine Safety Regulation 2016. For the purposes of recreational fishing in Lake Centenary, the Fisheries Management Act 1994 applies and is administered by the NSW Department of Primary Industries.

## 2.5 Review of this plan

This document represents the initial Plan of Management for Lake Centenary undertaken by the Crown Land Manager and extensive community consultation was undertaken in determining the values and management objectives of the Crown Reserve. As the community is largely in agreement with most issues associated with Lake Centenary, it is considered appropriate to review this plan in five years from its acceptance by the Minister, or sooner should it be required.

## 2.6 Community consultation

Under section 38 of the Local Government Act 1993 councils are required to undertake community consultation in the preparation of plans of management, providing the community with opportunities to determine the values and issues detailed in a plan and to further encourage comment and feedback on the completed draft document before it is submitted to the Minister for acceptance. Specifically, councils must give public notice of a draft plan of management for a period of not less than 28 days and must specify that submissions can be made for a period of not less than 42 days from the commencement date of the public notice period. All documents referred to in the plan of management must be displayed and available for public access.

In accordance with Temora Shire Council's Community Engagement Strategy and Policy (2016), to ensure effective community engagement in the development of this initial Plan of Management the following process was adopted:

Initial discussions held with a representative of the Lake Centenary Management Committee (LCMC);  
Offers made to address a meeting of the LCMC to outline the process for development of the draft Plan of Management – which was declined;  
Public meeting was advertised and held on 13 May 2019 to provide the community with the opportunity to identify current and future issues;  
To ensure the views of a broad cross section of the community was included in the consultative process a survey was developed and promoted by Council through its usual community channels inviting online or hard copy submissions. The exhibition period extended for a period of 42 days following the public meeting.

## 2.7 Value to the community

The consultation process outlined above provided the community with the opportunity to contribute to the development of this Plan of Management by citing what Lake Centenary means to them and what value the community places on being able to access an inland lake and park in an otherwise rural setting that has no river, dam or other significant natural water body available for recreational purposes.

The values the community place on having Lake Centenary and its associated parklands are:

- Residents are provided with a pleasant place to relax, play, exercise, socialise and enjoy the outdoors
- It is the only water body in town that provides the opportunity for water related sports and recreational activities
- It is a significant and much-loved park that allows large numbers of the community and visitors to congregate for recreational purposes year round
- Visitors to the park and lake for recreation purposes or special events, bring economic benefits that flow to businesses in the town
- The park and lake areas offer a variety of recreational areas that allow wide ranging recreational pursuits such as quiet reflection, active and passive relaxation, family gatherings, water sports, mixing with nature and playing with pets.
- Care, management and use of Lake Centenary creates local employment.
- The park, lake and the facilities create opportunities for special events such as sporting competitions, Rural Fire Service training location, outdoor movies, concerts etc.
- Community pride that Temora residents enjoy and appreciate the park, lake and facilities and the advantage their town has over other towns without similar facilities.

## 3. Development and use

### 3.1 Overview

As part of the Lake Centenary precinct, the surrounding parklands and facilities provide a wide range of recreational facilities and opportunities for the community. Temora Shire Council recognises the value to the community of these facilities and provides resources in its annual operating budget to maintain existing improvements to a high standard, while continuing to make capital improvements usually with financial assistance from other sources.

Recreational improvements and facilities include:

- 22.5ha lake for recreational water sports and activities, including water skiing, fishing, sailing, canoeing, kayaking and paddle boarding
- Access roads
- Walking and cycle tracks
- Boat ramp and access boom gate
- Sandy beach areas
- Separate area for swimming
- Outdoor fitness equipment
- Dedicated off leash area for dogs
- Wetlands Education Site
- Children's playground and equipment

- Kiosk
- Toilet and shower facilities
- Gas barbeques and shaded picnic areas
- Five lockable fire pits
- Picnic tables and seating
- Jet Boat racing circuit
- Sealed vehicular access roads and carpark
- 24 hour security surveillance
- Water ski slalom and jump course
- Caretaker's cottage (No. 3) fronting Goldenfields Way

Prohibited from the Lake Centenary precinct by adopted Council policy are:

Glass, camping, fires, vehicles, motorcycles and horses (other than on formed roads), and dogs on walking tracks (unless on leash).

### 3.2 Condition of the land and structures on adoption of the plan

At the date of adoption of this plan, the whole of Lake Centenary and its improvements and facilities are maintained to a high standard. Regular maintenance and a Council caretaker provide prompt attention to issues of general maintenance or safety. The main picnic and boat launching areas are grassed, well-watered and mowed to a high standard. Barbeques, seating, picnic tables, shade structures are also in good condition. The tiled toilet block facilities have been recently refurbished and are in excellent condition. All hard surface paths, walkways and carparks are in excellent condition. Signage is extensive, clear and generally in good condition. Introduced trees are in various stages of growth with a program of new trees being continually introduced, staked and watered until self-sufficient. The new off-leash area for dogs is fenced which is in excellent condition.

Areas set aside for natural vegetation, wetlands and educational purposes are well established and cared and contain a mix of native trees and introduced species. These areas make an attractive rest point for walkers however weed infestation requires further attention to provide comfort for people, cyclists and pets.

No inspection of the caretaker's cottage was undertaken and the condition is therefore not determined. Historically, this cottage was formerly part of the adjacent Crown Reserve No. 47731 for Experiment Farm and now known as the Temora Agricultural Innovation Centre. It became part of the current Lake Centenary reserve in a land swap in the 1980's to allow the construction of the lake. The caretaker's cottage is leased, with rental income used to maintain the dwelling.

Areas for future improvement were identified during the consultation process include:

- New playground equipment providing a variety of facilities to a broader range of age groups
- The exterior painting of the kiosk
- Some older directional and regulatory signs requiring upgrade and/or updating of information
- More trees
- More sand in the swimming area and adjacent to the boat ramp.

### 3.3 Use of the land and structures at the date of adoption of the plan

As indicated within Figure 3, areas of Lake Centenary have been developed or improved to provide a variety of recreational opportunities to a broad range of community users.



**Figure 3: Lake Centenary Land Uses Map**

There are two areas of Lake Centenary subject to an existing lease or licence arrangement that this Plan of Management seeks to expressly authorise in accordance with the Crown Lands Management Act 2016.

1. The lease of the Caretaker's cottage constructed on part of Lot 1211 DP 45494 which arose from the original swap of land to allow the construction of the lake in the 1980's. The caretaker has duties to clean the amenities, bbq area and assist with enforcing rules of no glass, no camping and dogs kept on leads. Lease signed 1 March 2021. The term of the contract is week to week and terminated by Council or tenant, giving two(2) months notice in writing. Council shall inspect the work subject of the contract at least once per month.



**Figure 4: Location of Caretaker's Cottage at Lake Centenary**

2. The licence for the use of part of Lot 1212 DP 45494 for V8 Superboat racing.



**Figure 5: Location of V8 Superboat track Lake Centenary**

The lease for the use of the jet boat track was signed on 14 September 2021 for a period of five (5) years with an option to renew for a further five (5) years.

The remainder of the Lake Centenary precinct is currently unrestricted, open access to the public for recreation purposes pursuant to the purpose of the Crown Reserve and consistent with the core objectives for management of the land categorised as a park under section 36G of the Local Government Act 1993; unless from time to time the Crown Land Manager imposes temporary access restrictions for safety reasons.

### 3.4 Permitted use and future use

Temora Shire Council as Crown Land Manager for Lake Centenary has conducted extensive consultation and sought feedback from the community regarding the use of Lake Centenary. The current permitted uses identified in association with Public Recreation purpose are:

- Recreation including swimming, fishing, walking, cycling, use of non-powered watercraft, use of playground, use of outdoor gym, use of kiosk
- Use of powered watercraft
- Use for community events including markets, festivals, fitness and training

The permitted uses, buildings and improvements are consistent with the core objectives for a park under the Local Government Act 1993 and does not propose to make any changes unless required by law or for safety reasons.

In line with community expectations and Council's strategic community plan future improvements to existing facilities or development of additional facilities are proposed and are set out below. By identifying future permitted uses or activities at Lake Centenary and its facilities, it in no way implies that Council will have resources available, unless otherwise stated, during the term of this Plan of Management.

This Plan of Management expressly authorises the lease or licence of the kiosk premises and up to 25 metres of adjoining grassed or concrete area, for community or business purposes, with the consent of Council.

### 3.5 Future activities expressly authorised by this plan

Activities expressly authorised by this plan subject to compliance with sections 45, 46 and 47 of the Local Government Act 1993 are:

- i. Lease, licence of hire of the site for any purpose, in accordance with the reserve purpose and categorisation, with the consent of Council;
- ii. Granting of easement with the consent of Council;
- iii. All necessary fire control exercises carried out by Council or its agents are authorised, such as fire hazard reduction, construction of fire trails or firebreaks etc
- iv. Construction of buildings and facilities as approved by Council.

### 3.6 Management Committee

Temora Shire Council has established a management and advisory committee in accordance with section 355 of the Local Government Act 1993. The name of the committee is the Lake Centenary Management Committee (LCMC). The role of the Committee is:

To encourage and promote the optimum usage of Lake Centenary by the Temora Shire Community.

The terms of reference of the Committee are:

- To manage the usage of Lake Centenary in accordance with Council guidelines
- To provide an information conduit between the users of Lake Centenary and Council
- To administer the rules and regulations for the use of Lake Centenary as set down by agreement between Council and the Committee.

Temora Shire Council permits the LCMC to determine the following operating rules and regulations for lake users:

The committee meets at least four times each calendar year, including the Annual General Meeting and makes recommendations to Temora Shire Council about operational and management issues, including setting operating rules and regulations for use of the lake and boat ramp, launch fees, special events, and user access coordination. As Crown Land Manager, Temora Shire Council considers the LCMC reflects a fair representation of community users and interest groups as membership is open to any member of the community.

## 4. Strategic Assessment

The following assessment of Lake Centenary summarises the main issues that were considered in the preparing this Plan of Management.

### Strengths

- Creates a sense of community pride
- Jetboat events help town's economy
- Jetboats and other lake users work harmoniously to avoid conflict
- Irrigated grassed areas make for pleasant amenity
- Council has good record controlling, managing and maintaining recreational activities for the whole community
- There is a good safety record helped by self-regulation, community involvement and education
- Lake access fees represent good value and keep lake users/skiers in Temora
- Removal of boom gate to increase access times to lake

### Weaknesses

- Limited wind protection
- Need enhanced playground equipment
- Increased commercial activity may impact existing town businesses
- Introducing camping and caravanning may increase vandalism or anti-social behaviour and create other safety issues eg broken glass, thereby requiring supervision
- Increase in visitor usage is at expense of local resident access and amenity
- Visitors may not appreciate the importance of broken glass to park and lake users' safety
- Improved signage required to better define different recreational lake activities
- Most visitors/users are self-sufficient and bring own food and drink affecting kiosk viability

### Opportunities

- Increased commercial activity such as:
  - Pop up vendor or temporary food vans providing breakfasts, coffee etc
  - Kiosk operator to provide food during busy periods of use or special events
  - Hire operator offering boats, water craft etc
  - Camping and caravanning for short stays/special events
  - Temporary water/splash facility during hot weather for children
  - Lights at boat ramp to allow removal of boats in evening
  - Planting of reeds at concrete walls to reduce bank erosion
- Increased visitor numbers from out of town, injects money into the economy and could help make kiosk and/or temporary food business viable.
- Lake access fees for non-residents could be increased to help offset operational costs

**Constraints**

- Lake is generally too small and/or shallow for most sailing craft
- Future development of the park will be constrained by size of park land
- Despite community enthusiasm, legislative restrictions may apply to future proposed developments within the park
- Ongoing supervision required to monitor glass being brought into park that seriously impacts safety of park and lake users.
- Popularity of power boats using lake at expense of other non-powered water craft and fishers

## 5. POM administration and management

Temora Shire Council has categorised Lake Centenary as park under the provisions section 36G of the Local Government Act 1993, details of which are discussed in section 2.1 of this Plan. While Council as the Crown Land Manager has responsibility for the administration and management of the Crown Reserve, it actively encourages feedback from residents through the Lake Centenary Management Committee on matters relating to the care, control, management and development of the park.

As a result of consultation with the community, the following objectives and performance targets were developed together with manner in which Council proposes to assess its performance with respect to these objectives and performance targets. The following information is relevant to ensure capital and recurrent resources are used to achieve the identified objectives and performance targets where possible. The Plan of Management will also be useful in support of Government grants or other funding opportunities that might present in future, so that the community's support for future activities and development can be demonstrated through this Plan of Management

Management Issues	Objectives and Performance Targets	Means of achievement of objectives	Manner of assessment of performance
Access	Allow unrestricted, safe access to the Park by individuals.	All future works, improvements, pathways and overall park facilities comply with Australian Standards, meet Council's Codes, Policies and Regulations.	Number of comments about ease of access.
	Provide reasonable access paths and tracks for pedestrians and cyclists and where ever practical, provide access for people with disabilities.	Use of regulatory signs and enforcement.	Review of reported accidents or incidents.
	Facilitate recreational use of the lake for the broadest range of water activities to occur having regard to user safety.	Use of regulatory signs and enforcement.  Temporary access restrictions for safety purposes if required, to allow major events to occur.	Assess user group satisfaction through surveys and observation.  Number of comments received prior to granting consent to temporary closure of lake for major events.
	Maintain boat ramp to allow access for vessels and water craft into lake.	Meet safety requirements for launching of powered vessels into the lake.	Number of reported incidents or accidents.
	Allow ski training and competition equipment to be used on the lake	Meet all safety requirements.	Regular maintenance and inspection reports.  Number of reports of accidents or incidents.
	Allow for management of park usage times for special events and user groups.	Council approval and regulatory signs for special events and group activities	Number of reported breaches of approval conditions.  Number of unauthorised special events and group activities.

Management Issues	Objectives and Performance Targets	Means of achievement of objectives	Manner of assessment of performance
Buildings, amenities and services	Allow safe, clean, convenient and hygienic public amenity facilities for persons of all abilities.	Appropriate levels of cleaning and maintenance.  Provision of adequate lighting.  Provision of facilities for disabled persons.  Application of relevant Council Codes, Policies and Regulations or Consent.	Number of comments about maintenance and hygiene.  Number of reported incidents regarding safety or vandalism.  Number of comments about ease of access.
	Allow buildings ancillary to the operation of the Park.	Approval of Council	Number of comments received prior to granting consent to usage and development of buildings.
	Allow multi-purpose use of buildings and facilities.	Maintain a flexible approach to building usage and development.	Number of comments received prior to granting consent to usage and development of buildings.
	Allow casual use of park, lake and buildings for special events, outdoor concerts, movies and the like.	Approval of Council	Number of patrons supporting casual events, concerts, etc by observation.  Number of comments about special events.
	Allow for installation of services and utilities as required to support permitted site usage.	Approval by the appropriate Statutory Authority.  Approval of Council	All facilities are adequately serviced, identified and located.
	Allow ongoing residential or other community uses in the Caretaker cottage (No. 3)	Property remains occupied for a permitted purpose.	Minimal vacancy of the property.  Reduced vandalism.
Passive recreation, pastimes and games	Allow suitable recreational activities and games within the Park.	Designated areas to ensure safety of participants and avoid conflict with other park users.  Use of regulatory signs.	Number of comments about park presentation and level of usage.  Number of reported accidents or incidents.
Special Events	Allow special events within the park with minimal adverse visual, physical, social and environmental impact.  Allow short term camping and caravanning associated with special events only.	Council approval.	Assess user group satisfaction through surveys and observation.  Level of usage.  Number of special event approvals issued with conditions permitting camping and caravanning.

Management Issues	Objectives and Performance Targets	Means of achievement of objectives	Manner of assessment of performance
Education	Enhance the park and wetlands areas where appropriate, to be consistent with and complement the surrounding lake and parklands.  Allow further development of appropriate areas to facilitate education pastimes and activities.	Partner with external groups or organisations to promote use of educational features of the park.  Use grant funds, donations or Council resources to expand areas for educational purposes as appropriate.	Assess user group satisfaction through surveys and observation.  Level of usage.
Facilities and equipment	Allow for the provision of adequate furniture, such as water stations, tables, seats, rubbish bins, bollards, cycle racks, tree guards, planter tubs etc at suitable locations.  Allow seating throughout the park that is functional and safe.	Appropriate design, siting, use of materials and erection of furniture.  Appropriate levels of cleaning and maintenance.	Number of comments about provision of adequate facilities and observation of usage levels.  Number of reports of vandalism.
	Provide safely designed and sited playgrounds.	Playground design, materials and layout to relevant safety standards.  Playgrounds sited away from physical hazards.	Number of accidents and injuries attributed to unsafe design, siting and layout.
	Provide safely designed and sited fitness equipment.	Outdoor gym and fitness equipment design, materials and layout to relevant safety standards.	Number of accidents and injuries attributed to unsafe design, siting and layout.
	Allow installation and use of fixed barbeques and covered fire pits.  Allow the use of portable gas only barbeques, subject to fire restrictions in force at the time.	Design, locate and maintain permanently installed barbeques and covered fire pits.  Regulatory signage.	Number of reported accidents.  Number of reported failures.  Number of facilities constructed.  Number of structures erected.
	Allow structures that provide shade and shelter in appropriate areas	Appropriate design, location and erection of structures.	Number of comments about adequate provision of shade or shelter structures.
	Allow restricted access to the park for accompanied dogs.  Allow on-leash dogs to accompany walkers along paths and walkways.	Provide a fenced off area to allow off-leash dogs to run and exercise.  Regulatory signage.	Number of reports of failures to comply with directions.

Management Issues	Objectives and Performance Targets	Means of achievement of objectives	Manner of assessment of performance
	Ban and/or impound all animals that are not under the full control of owner/handler, except those in the designated off-leash area.  Removal or cull of feral animals in breeding numbers.	Community education and involvement in monitoring.  Regulatory signage.  Pest management.	Complaints about loose dogs, attacks and waste.  Complaints about feral animal numbers.
Commercial opportunities	Allow the licensing or leasing of outdoor concessions, kiosks, cafes etc as approved by Council and within a defined area.  Allow operators appropriate tenure that best facilitates the provision of public access facilities, services or activities.	Subject to Council  Leasing/Licensing Agreement to define permitted activities, locations, operator details etc.  Preference given to lease or licence holders over casual concessions or pop-up vendors.	Number of reports of non-compliance with terms of Council approval or lease or licence conditions.  Number of licences or leases granted.
Vandalism	Minimise vandalism within the park, its facilities and equipment	Encouragement of community involvement and education.  Appropriate signage.  Prompt repair of vandalised areas where possible.	Number of reported incidents of vandalism.  Cost per annum attributed to repairs and maintenance arising from vandalism.
	Prohibit rubbish dumping and littering.	Regulatory signage.  Ordinance inspections.	Number of incidents of illegal dumping.  Cost of clean-up and removal per annum.
Public Safety	Allow for adequate lighting to enable safe movement of pedestrians and vehicles as required.  Allow for lighting of special events at night.  Allow for lighting of architectural or landscaped features.	Set appropriate illumination levels.  Design, site and install light facilities.  Regulate times for lighting of special events.  Council approval.	Number of comments related to inadequate lighting.
	Allow suitable information, regulatory, identification, interpretive and directional signage relating to the park.  Regulate advertising signage.	Appropriate design and siting of signage in accordance with Council's DCP.  Council approval	Number of user comments.

Management Issues	Objectives and Performance Targets	Means of achievement of objectives	Manner of assessment of performance
	Prohibit the bringing of glass bottles, utensils etc into the park.  Encourage recycling.  Minimise litter within the park.	Encouragement of community involvement and education.  Provide and service enough waste management facilities in strategic locations.  Appropriate signage.  Ordinance inspections.	Number of reported incidents of broken glass, bottles etc.  Number of garbage and recycling bins provided.
	Implement controls to prohibit the consumption and/or possession of alcohol, except within designated or leased concession areas.	Use of regulatory signs and enforcement.	Number of complaints and investigations.
Landscaping, vegetation & biodiversity.	Allow for public and community artworks in appropriate locations.	Use grant funds, donations or community groups to identify, commission and erect artworks.  Council approval.	Introduction of artworks into the Park.
	Allow water efficient watering systems that create pleasant and usable green space where appropriate.	Install, operate and maintain existing system and expand as required.	Cost per annum of irrigation water used to maintain landscaping features and grassed areas.
	Allow soft landscaping improvements, trees, mulch, grass and the like, including minor earthworks for aesthetic appeal, improved access and usage, educational purposes or safety purposes.  Manage, protect and control existing and future trees in the park.	Use suitable organic mulches to control weeds and maximise water efficiency as required.  Use indigenous or exotic species in suitable locations complementary to current landscape design.  Control woody weeds and noxious weeds.  Use shade trees for user comfort and protection.  Use suitable landscape materials and design.  Ensure works carried out are consistent with Council plans, specifications, Codes, Policies and Regulations or Consent.	Degree of weed growth.  Number of trees lost due to drought or other incidents.  Number of comments related to adequacy of trees for shade protection and beautification of park.  Reduction in weed growth.
	Protect and recover where possible, area for Inland Riverine Forest.	Use recommended low-impact weed control methods where necessary.	Evidence of suitable tree species being established.

Management Issues	Objectives and Performance Targets	Means of achievement of objectives	Manner of assessment of performance
	Maximise biodiversity of species within the park.	Develop where practical, reedy foreshore areas to create better quality and more diverse habitats for waterbirds and other fauna.	Evidence of suitable sites being established.
	Plant endemic canopy tree species such as Grey Box and Yellow Box species, at northern and south-western lake margins.	Encouragement of community involvement and education.  Use grant funds, donations or community groups.  Council approval.	Evidence of suitable sites being established.
Water	Allow the introduction of artificial water features for play or aesthetics that are safe, hygienic and easily maintained.  Allow the use of water within the landscape to beautify and enhance the site.	Appropriate functional and aesthetic design.  Design and siting to maximise safety.  Regular cleaning and maintenance.	Number of comments about water quality and appearance of the feature.  Number of reported accidents.
Lake	Allow water based recreational activities upon the lake	Designated areas to ensure safety of lake users and avoid conflict with other water users.  Encouragement of community involvement and education.  Community involvement in monitoring.  Use of regulatory signs and enforcement.	Number of reports accidents.  Number of comments about shared access to the lake.
	Minimise detrimental impacts to watercourses feeding into the lake.  Maintain watercourses in accordance with Council guidelines.  Maintain surface run-off and a system that disposes of water adequately and safely.	Monitoring and inspections.  Appropriate selection, design and construction, monitoring and maintenance of water control devices.  Maintenance and cleaning as required.	Number of incidents of non-compliance with Council guidelines for stormwater and run-off.  Number of comments about water quality in lake.

## APPENDIX 1

## Lake Centenary draft Plan of Management

## COMMUNITY WORKSHOP MEETING SUMMARY

held at the Temora Ex Services Club on 15 May 2019 commencing at 7.05pm

**Attendees:**

Councillor Max Oliver, 6 community members, 3 Council officers, 1 independent workshop facilitator.

**Apologies:**

Mayor Councillor Rick Firman, Deputy Mayor Councillor Graham Sinclair

No.	Item
<b>1.0</b>	<b>INTRODUCTION</b>
1.1	Councillor Max Oliver welcomed all present and advised apologies above
<b>2.0</b>	<b>CONSULTANT PRESENTATION</b>
2.1	Victoria Dalglish from Community Development Initiatives (CDI) gave a short presentation that included: <ul style="list-style-type: none"> <li>• The agenda for the workshop</li> <li>• Requirement that participants show respect for other views and conduct themselves in a courteous manner to ensure fairness during discussion</li> <li>• Explanation as to why the public meeting and workshop was being conducted</li> <li>• What is a plan of management (PoM)</li> <li>• What the benefits to the community are of having a PoM</li> <li>• Process beyond the workshop for developing a draft PoM</li> </ul>
<b>3.0</b>	<b>WHY ARE WE HERE?</b>
3.1	<ul style="list-style-type: none"> <li>• Introduction to the Crown Lands Management Act 2019 appointing Council as the Crown Land Manager</li> <li>• PoM's require consultation with the community</li> <li>• The process for developing PoMs comes under the Local Government Act 1993</li> </ul>
<b>4.0</b>	<b>WHAT IS A PoM?</b>
4.1	<ul style="list-style-type: none"> <li>• Strategic framework for management, use, improvements &amp; future development</li> <li>• Requires consultation with the community</li> <li>• Identifies important features</li> <li>• Establishes management and maintenance standards and performance measures</li> <li>• Must expressly authorise current licences or leases and future usage or development</li> <li>• Must identify how the reserve is managed consistent with its reservation purpose and in accordance with Crown land management principles</li> </ul>
<b>5.0</b>	<b>WORKSHOP DISCUSSIONS</b>
5.1	<b>What does the community value?</b> <ul style="list-style-type: none"> <li>• It is a pleasant place to go for relaxation and enjoyment</li> <li>• It provides good places for improving fitness, exercising, walking and cycling</li> <li>• Can offer quiet respite when not being used by powered water craft</li> <li>• Provides excellent water sports capabilities</li> <li>• There are many family areas to enjoy</li> <li>• Brings economic benefit eg jetboat days, and brings visitors to town</li> <li>• Provides locals residents with a destination to go that keeps them in Temora for water skiing and fishing and general recreation</li> <li>• Areas reserved for bird life and wild life are valued</li> <li>• People can walk dogs or let off-leash for play in a specific area</li> <li>• Creates employment for the town</li> <li>• Brings to town events and entertainment opportunities eg triathlon, RFS training, outdoor concerts etc</li> <li>• Having an attractive lake is advantageous over other towns without one</li> <li>• Provides picturesque setting for weddings</li> </ul>

	<ul style="list-style-type: none"> <li>• Provides more opportunities for destination tourism</li> <li>• Creates community pride because it is recognised the 'town punches above its weight' having such an attractive recreational facility</li> </ul>
<b>5.2</b>	<b>What would the community like to see?</b> <ul style="list-style-type: none"> <li>• More protection from the wind</li> <li>• Enhanced playground facilities</li> <li>• Addition of lighting to help load boats in the evenings</li> <li>• Improvements to block wall to eliminate backwash from boats and subsequent erosion of banks</li> </ul>
<b>5.3</b>	<b>What opportunities did the community suggest?</b> <ul style="list-style-type: none"> <li>• Commercial operators who might provide coffee/breakfasts on weekends through pop-up concessions, mobile food van or use of existing kiosk</li> <li>• Establishment of a water-side café</li> <li>• Hirers of boats or water craft for those not having access to their own craft</li> <li>• Provision of areas for camping and/or caravanning</li> <li>• Having the gate unlocked provides better access for people to use the lake and facilities at any time</li> <li>• More on and off lake activities eg water park, splash park, inflatable slides etc</li> </ul>
<b>5.4</b>	<b>What limitations or issues did the community acknowledge?</b> <ul style="list-style-type: none"> <li>• The walking track is too close to the highway for safety</li> <li>• Not everyone adheres to the water safety rules</li> <li>• Water levels in the lake can be a safety issue</li> <li>• Water quality in the lake can be a safety issue at times</li> <li>• More people using the lake can mean more vandalism</li> <li>• Open access to the lake and facilities can create a security issue</li> <li>• Not all dogs being restrained on leads create safety concerns</li> <li>• The overall size of the park for public recreation has been almost utilised to the maximum and would prohibit further expansion of the lake and possible other uses within the park</li> <li>• Insufficient patrons to make a kiosk financially viable, particularly when most people come prepared with own food and drinks</li> <li>• Threats to access and use of lake if legislative changes brought into effect following accident or injuries to users</li> </ul>
<b>5.5</b>	<b>What potential conflicts did the community raise?</b> <ul style="list-style-type: none"> <li>• Threats to local residents and current users accessing the lake for their recreational enjoyment by attracting more people, particularly from other towns</li> <li>• Having a viable café would come at the expense of existing businesses in town</li> <li>• Rules and regulations to keep people safe are not always followed</li> <li>• Recent increase in boat launching fees represents good value and there was no backlash to the increase from users</li> <li>• Tensions between increasing visitation and lake usage versus economic benefit from increased tourism and visitation</li> <li>• User fees versus travelling out of town for similar water facilities may suggest the new fees are too low</li> <li>• Dominance of skiers and power boats is at expense of kayakers, fishers and other lake users</li> <li>• Current Lake Centenary Management Committee is dominated by water ski enthusiasts and not a balanced representation of user groups</li> <li>• Need to improve signage for kayak users to avoid conflict and treats to safety</li> <li>• Lake usage is largely self-regulated and generally well accepted</li> <li>• The lake is too small for most forms of sailing craft</li> <li>• Irrigation of lake side areas is attractive and adequate</li> <li>• Council's legislative powers to protect current and future developments and uses is a safeguard for community</li> <li>• Balance required between future opportunities for new business, eg functions, events, tourism activities etc, to not diminish residents' current access and enjoyment of the lake and surrounds</li> <li>• Don't let legislation interfere with capability to make things happen</li> <li>• Provision for general camping creates other problems, consider event only camping with conditions or rules</li> </ul>

	<ul style="list-style-type: none"><li>• Issue of glass and impact on users and safety a major concern</li></ul>
<b>6.0</b>	<b>WHERE TO FROM HERE</b> <ul style="list-style-type: none"><li>• Community survey to be prepared and distributed for more feedback</li><li>• Analysis and report for Council to consider</li><li>• Preparation of draft Plan of Management and further community input.</li></ul>

**14.4 TEMORA SPORTSGROUNDS AND PARKS PLAN OF MANAGEMENT****File Number:** REP23/266**Author:** Town Planner**Authoriser:** Director of Environmental Services**Attachments:** 1. Temora Sportsgrounds and Parks Plan of Management [↓](#) **REPORT**

Councillors may recall that in June 2021, Council adopted the Temora Sportsgrounds and Parks Plan of Management. Following this decision, Council officers sent the adopted plan to the Department of Crown Land for their endorsement. The Department of Crown Land required some changes to the plan. This included:

- Minor wording changes to reflect updated legislative requirements
- Updated native title information
- Updated information about leases and licences

Crown Land require the plan to be re-exhibited, prior to their approval.

The updated plan is attached for the consideration of Council.

**RESOLUTION 50/2023**

Moved: Cr Jason Goode

Seconded: Cr Belinda Bushell

It was resolved that Council:

1. Place the Temora Sportsgrounds and Parks Plan of Management on public exhibition;
2. Receive a future report on the outcome of the public exhibition and
3. Send the plan to the Temora & District Sports Council for Comment

**CARRIED**

***Report by Claire Golder***

# TEMORA SHIRE COUNCIL



## SPORTSGROUNDS AND PARKS CROWN RESERVE PLAN OF MANAGEMENT

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**Plan of Management for Sportsfields and Parks, Crown Reserves**

<b>Reserve number</b>	<b>Reserve name</b>	<b>Address</b>	<b>Reserve purpose</b>	<b>Gazetted date</b>
63729	Nixon Park 1 & 2	Lots 850-851, 855-856 DP 750587	Public Recreation	13/1/1933
82114	Recreation Centre, Callaghan and Lions Park	Lots 7303-7304 DP 1136802	Public Baths	30/10/1959
620039	Temora Recreation Ground	Lot 7017 DP 94446	Public Recreation	24/10/1882
620040	Temora Town Tennis Courts/Federal Park	Lot 7018 DP 94443, Lots 1-9 Section 34 DP 758957	Public Recreation	21/11/1896
50333	Temora West Sports Ground	Lot 7302 DP 1135594	Public Recreation	11/11/1914
85665	Bob Aldridge Park	Lots 152, 305-307 DP 750587	Public Recreation	18/2/1966
47922	Gloucester Park	Lot 1095 DP 750587	Public Recreation	10/7/1912
42192	Ariah Park Recreation Ground/Edis Park	Lot 1 Section 12 DP 758030, Lot 7001 DP 1127130	Public Recreation	13/11/1907
66841	Golf Links Reserve Ariah Park	Lots 39, 45, 160 DP 750852	Public Recreation	2/7/1937

Being reserves for Public Recreation  
Adopted by Council on.....

## 1. Introduction

Temora Shire Council manages several reserves that are used for sport and public recreation as a Crown Land Manager. In accordance with the Crown Land Management Act 2016, Temora Shire Council is required to adopt a plan of management, using the framework for community land under the Local Government Act 1993.

The purpose of this Plan of Management is to meet the statutory requirements of the Crown Land Management Act 2016 that protects the current and future use of the Crown Reserves to ensure they continue to be used and developed consistent with their original reservation purpose of Public Recreation/Public Baths; and to develop a framework for the future management, use and development in consultation with the community.

### 1.1 Council objectives

Sportsgrounds and parks contribute significantly to the wellbeing and recreational needs of the community as well as contributing to the economic fortunes of local businesses through tourism and visitation. As a consequence, Temora Shire Council allocates appropriate funds in its annual operating budget to maintain and develop sportsgrounds and parks in accordance with the objectives of its strategic community plan.

As part of this strategic community plan, Council has identified the development and use of sportsgrounds and parks and their contribution towards:

- retaining a quality of life for the community by:
  - providing a safe and supportive living environment for residents and
  - enabling Council to provide the services required for excellent liveability in a rural community,thereby enabling Council to:
- engage and support the community through:
  - the provision of sport facilities that are well maintained, planned and meet the expectations of the community.

Temora Shire Council's Asset Management Plan sets out how Council intends to operate and maintain sportsgrounds and parks to achieve the following strategic objectives:

1. maintain sportsgrounds and parks, their buildings and facilities to a safe and functional standard
2. ensure capital renewal funding is maintained and completed on time
3. ensure capital upgrade funding is available through Council's 20-year management plan for its parks, gardens, sporting fields and buildings
4. ensure an efficient use of Council resources to contribute to the improvement of the asset and
5. ensure maintenance and presentation standards results in the reduction of complaints about the asset.

The main purpose of this Plan of Management is to provide the community and other stakeholders with a set of management guidelines and permissible uses for sportsgrounds and parks that are consistent with their reservation for Public Recreation/Public Baths, meeting the requirements of the

Crown Land Management Act 2016 and the Local Government Act 1993 and is consistent with Temora Shire Council's Local Environmental Plan 2010.

## 1.2 Land to which this plan applies

This Plan of Management applies to the following Crown Reserves, as shown by Table 1:

Reserve number	Reserve name	Address
63729	Nixon Park 1 & 2	Lots 850-851, 855-856 DP 750587
82114	Recreation Centre, Callaghan and Lions Park	Lots 7303-7304 DP 1136802
620039	Temora Recreation Ground	Lot 7017 DP 94446
620040	Temora Town Tennis Courts/Federal Park	Lot 7018 DP 94443, Lots 1-9 Section 34 DP 758957
50333	Temora West Sports Ground	Lot 7302 DP 1135594
85665	Bob Aldridge Park	Lots 152, 305-307 DP 750587
47922	Gloucester Park	Lot 1095 DP 750587
42192	Ariah Park Recreation Ground/Edis Park	Lot 1 Section 12 DP 758030, Lot 7001 DP 1127130
66841	Golf Links Reserve Ariah Park	Lots 39, 45, 160 DP 750852

**Table 1: Temora Shire Council Sportsgrounds and Parks Crown Reserves**

This plan excludes the following Public Recreation Crown Reserves, that have specific plans of management: Lake Centenary and Temora Golf Club.

The plan also does not include generic Crown Reserves managed by Council that are not used for public recreation.

This plan does not include the Temora Agricultural Innovation Centre that has a specific plan of management.

The land is located in the Temora Shire Council Local Government Area in New South Wales and within the State electorate of Cootamundra.



**Figure 1: Aerial image of the location of Temora Sportgrounds and Parks Crown Reserves**



**Figure 2: Aerial image of the location of Ariah Park Sportsgrounds Crown Reserves**

### 1.3 Owner of the land

The land is owned by the Crown and is managed by Temora Shire Council as Crown Land Manager under the Crown Land Management Act 2016.

#### 1.4 Categorisation of the reserves

In accordance with the Crown Land Management Act 2016, Temora Shire Council was required to categorise Crown Reserves as if they were community land under the Local Government Act 1993. 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.

The 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 categories selected for each Crown Reserve are shown by Table 2. The zoning of the reserve under the Temora Local Environmental Plan is also shown by Table 2.

Reserve number	Reserve name	Category	Zoning
63729	Nixon Park 1 & 2	Sportsground	RE1 Public Recreation
82114	Recreation Centre, Callaghan and Lions Park	Sportsground	RE1 Public Recreation
620039	Temora Recreation Ground	Sportsground	RE1 Public Recreation
620040	Temora Town Tennis Courts/Federal Park	Park Sportsground	RE1 Public Recreation & B4 Mixed Use
50333	Temora West Sports Ground	Sportsground	RE1 Public Recreation
85665	Bob Aldridge Park	Sportsground	RE1 Public Recreation
47922	Gloucester Park	Park	RE1 Public Recreation
42192	Ariah Park Recreation Ground/Edis Park	Park Sportsground	R5 Village
66841	Golf Links Reserve Ariah Park	Sportsground	RU1 Primary Production

**Table 2: Categorisation of the Temora Shire Sportsgrounds and Parks Crown Reserves**

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: **Park and Sportsground** be applied to the land identified in this plan, these are the closest categories to the reserve purpose(s) of the land.

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.

## 2. Relevant legislation, policies and procedures

### 2.1 Local Government Act 1993

The Local Government Act 1993 requires that community land be categorised as; natural area, park, sportsground, area of cultural significance, or general community use.

In developing this Plan of Management, Temora Shire Council as the Crown Land Manager, is required under the Crown Land Management Act 2016, to consider the categorisation of the land in accordance with the Local Government Act 1993.

The categories chosen that best reflected the initial reservation purpose of the land, the current use of the reserve and community expectations were either park or sportsground

Under the legislation, the guidelines for the **Park** category are:

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.

The core objectives for management of community land categorised as a park are:

- a) to encourage, promote and facilitate recreational, cultural, social and educational pastimes and activities, and
- b) to provide for passive recreational activities or pastimes and for the casual playing of games, and
- c) to improve the land in such a way as to promote and facilitate its use to achieve the other core objectives for its management.

The guidelines for the **Sportsground** category are:

land is used or proposed to be used primarily for active recreation involving organised sports or the playing of outdoor games.

The core objectives for management of community land categorised as a sportsground are:

- a) encourage, promote and facilitate recreational pursuits in the community involving active recreation involving organised sports and informal sporting activities and games.
- b) ensure that such activities are managed having regard to any adverse impact on nearby residences.

## 2.2 Crown Land Management Act 2016

The Crown Land Management Act (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.

A PoM can be prepared for more than one parcel of land (Generic or Geographic) or for a single property (Significant or Specific).

The purpose of this Plan of Management is to address the relevant statutory requirement of the Crown Land Management Act 2016. The principles of Crown land management are:

- a) that environmental protection principles be observed in relation to the management and administration of Crown land, and
- b) that the natural resources of Crown land (including water, soil, flora, fauna and scenic quality) be conserved wherever possible, and
- c) that public use and enjoyment of appropriate Crown land be encouraged, and
- d) that, where appropriate, multiple use of Crown land be encouraged, and
- e) that, where appropriate, Crown land should be used and managed in such a way that both the land and its resources are sustained in perpetuity, and

- f) that Crown land be occupied, used, sold, leased, licenses or otherwise dealt with in the best interest of the State consistent with the above principles.

With the above principles in mind, this Plan of Management aims to establish the objectives and performance targets for Temora Shire Council Crown Reserve sportsgrounds and parks while promoting its active land management and use in accordance with the purpose of their reservation as public recreation.

### 2.3 Native Title Act 1993 (Commonwealth).

The council-managed Crown land in question is not 'excluded land' (as defined by the CLM Act), therefore a Council must assume that native title exists. Council's Native Title Manager will provide advice on the validity of activities under the PoM in line with the NT Act.

### 2.4 Other relevant legislation and statutory controls

In addition to the Crown Land Management Act 2016 and the Local Government Act 1993, the management and use of Council Crown Reserves must comply with all applicable planning controls under the Environmental Planning and Assessment Act 1979. Future development that may be approved by the Crown Land Manager under this Plan of Management will be subject to the Temora Local Environmental Plan (LEP) 2010 and the Temora Shire Development Control Plan 2012 and any relevant environmental planning instruments and planning policies that may in future apply to the land.

### 2.5 Review of this plan

This document represents the initial Plan of Management for Temora Shire Council Sportsgrounds and Parks Crown Reserves undertaken by the Crown Land Manager and extensive community consultation was undertaken in determining the values and management objectives of the Crown Reserve. As the community is largely in agreement with most issues associated with Sportsgrounds and Parks it is considered appropriate to review this plan in five years from its acceptance by the Minister, or sooner should it be required.

## 2.6 Community consultation

Under section 38 of the Local Government Act 1993 councils are required to undertake community consultation in the preparation of plans of management, providing the community with opportunities to determine the values and issues detailed in a plan and to further encourage comment and feedback on the completed draft document before it is submitted to the Minister for acceptance. Specifically, councils must give public notice of a draft plan of management for a period of not less than 28 days and must specify that submissions can be made for a period of not less than 42 days from the commencement date of the public notice period. All documents referred to in the plan of management must be displayed and available for public access.

In accordance with Temora Shire Council's Community Engagement Strategy and Policy (2021), to ensure effective community engagement in the development of this initial Plan of Management the following process was adopted:

Review of Temora Shire Community Strategic Plan and Resident Satisfaction Survey 2021.

The next Resident Satisfaction Survey will be conducted following the Council elections, to be held in 2026. The Temora Shire Council Crown Reserves Plans of Management will be reviewed following the reporting of the survey outcomes.

## 3. Development and use

### 3.1 Overview

Sportsgrounds and parks provide a wide range of recreational facilities and opportunities for the community. Temora Shire Council recognises the value to the community of these facilities and provides resources in its annual operating budget to maintain existing improvements to a high standard, while continuing to make capital improvements usually with financial assistance from other sources.

### 3.2 Condition of the land and structures on adoption of the plan

At the date of adoption of this plan, the Council Crown Reserve Sportsgrounds and Parks, their improvements and facilities, are maintained in accordance with Council's open space and recreation areas hierarchy. Regular maintenance provides prompt attention to issues of general maintenance or safety.

### 3.4 Permitted use 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. The Shire encourages a wide range of uses of community land, and intends to facilitate uses, which increase the vitality and general enjoyment of its land.

Within buildings, swimming pools, and recreational and sporting facilities in particular, the Shire intends to permit and encourage a broad range of activities. The use of Community land is frequently encouraged, and supported, by appropriate ancillary development, (for example, playground equipment, amenity blocks, or food kiosks). The general types of uses, which may occur on Community land, categorised as Park, Sportsground and General Community Use, and the forms of development generally associated with those uses, are set out in Table 5.1. The facilities on Community land may change over time, reflecting the needs of the community.

While this PoM intends to facilitate and encourage the use of land, it does not reduce the Shire's capacity to manage its assets in an alternative way. For example, the Shire may choose to operate its facilities through staff, or using contractors.

The anticipated uses, and associated development, identified in Table 3 are intended to provide an overview or general guide.

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> <li>• Festivals, parades, markets, fairs, auctions and similar events and gatherings</li> <li>• Exhibitions</li> <li>• Filming and photographic projects</li> <li>• Busking</li> <li>• Public address (speeches)</li> <li>• Community gardens</li> <li>• Café or refreshment areas (kiosks/restaurants) including external seating</li> <li>• Publicly accessible ancillary areas, such as toilet facilities</li> <li>• Restricted access ancillary areas (e.g. storage areas associated with functions, gardening equipment)</li> <li>• Service areas ancillary to the use of land (e.g. loading areas, car spaces, bicycle racks)</li> <li>• Low intensity commercial activities (e.g. recreational equipment hire)</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> <li>• Amenities to facilitate the safety, use and enjoyment of the park e.g. children's play equipment</li> <li>• Lighting, seating, toilet facilities, courts or marked areas (e.g. access paths and activity trails)</li> <li>• Hard and soft landscaped areas</li> <li>• BBQ facilities and sheltered seating areas</li> <li>• Ancillary service, transport or loading areas</li> <li>• Commercial development which is sympathetic to and supports use in the area, e.g. cafes, kiosks, recreation hire equipment areas</li> <li>• Community gardens</li> </ul>
<b>Sportsground category</b>	
<ul style="list-style-type: none"> <li>• Active and passive recreational and sporting activities consistent with the nature of the particular land and any relevant facilities, e.g. <ul style="list-style-type: none"> <li>- oval (cricket, football, rugby, track and field athletics, Australian rules, baseball, softball)</li> <li>- marked court (basketball, volleyball, tennis and netball)</li> <li>- aquatic facility (learn to swim classes, squad training, fitness and health classes including</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Development for the purpose of conducting and facilitating organised sport (both amateur and professional)</li> <li>• Sports training</li> <li>• Promotion of organised and unstructured recreation activities</li> <li>• Provision of amenities to facilitate use and enjoyment of the community land including</li> </ul>

aqua aerobics, recreational and competitive swimming and diving, organised water sports including water polo, diving, hydrotherapy facilities) • Change room/locker areas • Shower/toilet facilities • Kiosk/café uses • Ancillary areas (staff rooms, meeting rooms, recording rooms, equipment storage areas) • Shade structures, storage ancillary to recreational uses, community events or gatherings, and public meetings • Commercial uses associated with sports facilities (e.g. kiosks, cafes, sale or hire of recreational equipment, sports tuition, nutritionist, physiotherapist)	change rooms, toilets, storage, first aid areas • Café/kiosk facilities • Equipment sales/hire areas • Meeting rooms/staff areas • Compatible, small scale commercial uses (e.g. physiotherapy practice, dietician)
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**Table 3: Anticipated uses and developments for Parks and Sportsgrounds**

In line with community expectations and Council's strategic community plan future improvements to existing facilities or development of additional facilities are proposed and are set out below. By identifying future permitted uses and facilities, it in no way implies that Council will have resources available, unless otherwise stated, during the term of this Plan of Management.

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.

Minor changes to Community land are regularly made on a routine basis, such as garden beds are replanted, and damaged play equipment is replaced.

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.

### 3.5 Consent for Development and Leasing or Licencing of Crown land Subject of this POM

Under section 46(1)(b) of the LG Act, leases, licences and other estates formalise the use of community land. A lease, licence or other estate may be granted to organisations and persons, community groups, sports clubs and associations, non-government organisations, charities, community welfare services, non-profit organisations and government authorities.

The lease or licence must be for uses consistent with the reserve purpose(s), the assigned categorisation and zoning of the land, be in the best interests of the community as a whole, and enable, wherever possible, shared use of community land.

Any lease or licence proposal will be individually assessed and considered, including the community benefit, compatibility with this PoM and the capacity of the community land itself and the local area to support the activity.

A lease is normally issued where exclusive control of all or part of an area by a user is proposed. In all other instances a licence or short-term licence or hire agreement will be issued.

This plan of management **expressly authorises** the issue of leases, licences and other estates over the land covered by the plan of management, in accordance with section 46(1)(b) of the LG Act, provided that:

- the purpose is consistent with the purpose for which it was dedicated or reserved
- the purpose is consistent with the core objectives for the category of the land
- the lease, licence or other estate is for a permitted purpose listed in the *Local Government Act 1993* or the Local Government (General) Regulation 2005
- the issue of the lease, licence or other estate and the provisions of the lease, licence or other estate can be validated by the provisions of the *Native Title Act 1993* (Cth)
- where the land is subject to a claim under the *Aboriginal Land Rights Act 1983* the issue of any lease, licence or other estate will not prevent the land from being transferred in the event the claim is granted

- the lease, licence or other estate is granted and notified in accordance with the provisions of the *Local Government Act 1993* or the Local Government (General) Regulation 2005
- the issue of the lease, licence or other estate will not materially harm the use of the land for any of the purposes for which it was dedicated or reserved.

### 3.6 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.

Table 4 further identifies the purposes for which leases and licences may be issued over the reserves identified in this plan of management and the maximum duration of leases, licences and other estates.

Community land covered	Maximum term	Purpose for which tenure may be granted
Leases		
Park/Sportsground	No more than 21 years or 30 years with Minister's consent. Tenders will be called for leases for terms 3 years or longer ( <i>tendering provisions apply when granting for-profit parties</i> )	<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>
Licences		
Park/Sportsground	No more than 5 years, with an option to renew for a further 5 years. Tenders will be called for licences for terms 3 years or longer ( <i>tendering provisions apply when granting for-profit parties</i> )	<ul style="list-style-type: none"> <li>– outdoor café/kiosk seating and tables</li> <li>– management of court or similar facilities</li> <li>– hire or sale of recreational equipment</li> </ul>
Other estates		
All community land and buildings		This PoM allows the council to grant 'an estate' over community land for the provision of public utilities and works associated with or ancillary to public utilities and

		provision of services, or connections for premises adjoining the community land to a facility of the council or public utility provider on the community land in accordance with the LG Act.
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**Table 4: Purposes for which leases and licences may be issued over the reserves identified in this plan of management**

The schedule of current leases and licences that apply to land within this POM are:

There are currently no leases and licences that apply to land within this POM.

### 3.7 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 Council's website ([www.temora.nsw.gov.au](http://www.temora.nsw.gov.au)) for up-to-date information.

### 3.8 Future activities expressly authorised by this plan

Activities expressly authorised by this plan subject to compliance with sections 45, 46 and 47 of the Local Government Act 1993 are:

- i. Lease, licence of hire of the site for any purpose with the consent of Council;
- ii. Granting of easement with the consent of Council;
- iii. All necessary fire control exercises carried out by Council or its agents are authorised, such as fire hazard reduction, construction of fire trails or firebreaks etc
- iv. Construction and dedication of public roads;
- v. Construction of buildings and facilities as approved by Council.

### 3.9 Management Committee

Temora Shire Council has established a management and advisory committee in accordance with section 355 of the Local Government Act 1993. The name of the committee is the Temora and District Sports Council. The Temora and District Sports Council was formed in 1980, as a sub-committee of Temora Shire Council, with the aim of fostering and promoting all sporting codes and working together to solve any issues which may arise.

Local sporting clubs are urged to become members of the Sports Council, and in doing so, become eligible to apply for financial assistance via funding, grants and scholarships.

The committee meets at least four times each calendar year, including the Annual General Meeting and makes recommendations to Temora Shire Council about operational and management issues. As Crown Land Manager, Temora Shire Council considers the Temora and District Sports Council reflects a fair representation of community users and interest groups as membership is open to any member of the community.

## 4. 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 5 sets out these requirements.

Objectives and performance targets of the plan with respect to the land s.36 (b)	Means by which Council proposes to achieve the plans 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 park, sportsground, natural area and general community use properties as vibrant and integral components in the visual and social fabric of the LGA's community.	Specifically, in the case of Parks, provide facilities and routes through these properties that maintain their role as attractive destinations and thoroughfares.  Maintain and enhance parks and sportsgrounds as secure places in the locality through provision of upgraded lighting schemes.	Increased appreciation of parks and sportsgrounds as measured by positive comments received by Council.  Community consultation, including surveys of park and sportsground property users, to determine level of use and any community concerns. Surveys to be undertaken as required.

		<p>Maintain records of public comments in relation to park, sportsground.</p> <p>Regularly review records to guide future directions.</p>
<i>Uses and Recreation</i>		
<p>To enhance opportunities for balanced organised and unstructured recreational use of parks and sportsgrounds. .</p> <p>To optimise public access to all areas of parks, sportsgrounds, and general community use land.</p>	<p>Maintain and increment the range of organised and informal/unstructured activities in parks, sportsgrounds and natural areas.</p> <p>Provide improved facilities for event usage so that these functions may be accommodated without adversely affecting the values and character of individual parks, sportsgrounds and natural areas. Provide amenities to increase use and enjoyment of parks, sportsgrounds and natural areas including toilets, change rooms and kiosk/café facilities. Undertake audit of facilities to identify compliance with the Shire's Inclusion (Disability) Access Plan. Enforce dog management provisions as per requirements of the Shire's Companion Animal Policy.</p>	<p>Increased local use of parks and sportsgrounds measured by survey and observation.</p>
<i>Community facilities</i>		
<p>Provide sustainable community facilities for a range of community, social, and other compatible activities.</p>	<p>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</p>	<p>Increased usage and visitation of community centres as measured by bookings. Community facilities user satisfaction surveys. Facility inspections and audits.</p>

	requirements.	
<i>Landscape Character</i>		
To improve landscape character and visual quality of Crown Reserve parks and sportsgrounds	Establish replacement planting strategies for each park and sportsground to ensure improvement to the current character and improved biodiversity outcomes. Specifically, develop a consistent design vocabulary of park and sportsground furniture, walls, paving, fencing that is appropriate to the setting and the sport or activity type. Develop a co-ordinated signage strategy for the property and its boundaries.	Increased appreciation of the property as measured by positive comments received by Council. Community consultation, including surveys of property users, to determine level of use and any community concerns. Surveys to be undertaken as required. Maintain records of public comments in relation to properties. Regularly review records to guide future directions.
<i>Built Form</i>		
Buildings and structures to contribute to park and sportsground 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 sportsground character, expected use and environmental sustainability features.	Buildings provide positive contribution to park and sportsground amenity and use. Increased park, sportsground and general community use land bookings and use. Positive comments by park and sportsground user groups
<i>Sporting Amenities</i>		
Provide high quality sporting facilities to accommodate junior/regional team sports.	Open space planning to consider sporting facility provision across the local government area to ascertain needs and shortfalls. Capital works program to plan for improvements and upgrades of existing facilities.	Completed capital works upgrades of sporting facilities. Positive response from sporting groups and users.
<i>Cultural and Historical Significance</i>		
Appreciation and interpretation of the heritage significance of the site in terms of both natural and cultural components. Dedicate a name for each park and sportsground	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. Installation of public art and interpretation.	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 sportsgrounds	Regular visitation and condition assessments.	Measured against contract KPIs. Internal business unit users, public and tenant surveys. Audits
Provide professional management of all buildings and structures within parks and sportsgrounds	Regular visitation and condition assessments	Measured against contract KPIs. Internal business unit users, public and tenant surveys.
To provide clean, well maintained parks and sportsgrounds. Reduce the occurrence of vandalism and graffiti, and repair promptly. Reduce the amount of littering and encourage recycling.	Maintenance programs carried out in accordance with maintenance specifications. Repair vandalism or graffiti within 24 hours where possible. Provide waste and recycling bins to cater for public use. Regular waste and recycling collection to minimise litter overflow. Remove litter overflow regularly.	Positive comments received by Council. Maintain records of public comments in relation to parks. Regularly review of register to guide future directions.
Asset Management Plans for each Council Managed Crown Reserve park and sportsground	Life cycle approach to management. Sustainable funding models. Service delivery.	Business systems measuring integrated asset management actions.
<i>Access and Circulation</i>		
To provide safe and improved access to the parks and sportsgrounds for pedestrians and cyclists. To ensure access to and within parks and sportsgrounds for people with disabilities	Parks and Sportsgrounds use property upgrades, refurbishments and/or improvement works to consider and include improvements to public access and ensure appropriate connections with surrounding developments. Proposed ramps, stairs and pathways to comply with relevant Council and BCA requirements consistent with Australian Standard AS 1428 and Council's Access DCP	Increased local use of parks and sportsgrounds measured by survey and observation.
<i>Traffic and Parking</i>		
To ensure traffic and parking requirements provide a safe environment for parks and sportsground users and do not impact on the amenity of the properties.	Ensure that the use of vehicles, when permitted in parks and sportsgrounds are regulated and does not affect the normal functioning of these properties for recreational, sporting and community use. Installation of	Reduced pedestrian, cyclist and vehicle conflicts. Improved public safety.

	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.	
<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	Develop and implement Tree Management Plans for key sites, and implement recommendations. Develop and implement a native vegetation planting programme to provide additional habitat for local fauna. Environmentally sensitive areas identified and appropriate access control measures implemented.	Improved health of existing trees and successful establishment of new trees as measured by arborist's survey on a regular basis. Measurement and monitoring of created native vegetation and habitat. Water quality monitoring of wetland and watercourses. Compile and review list of environmentally sensitive areas and control measures regularly inspected.
<i>Environmentally Sustainable Principles</i>		
Management of parks and sportsgrounds, both land and buildings, to ensure best environmental management practises and principles having regard to environmental sustainable design, resource use and maintenance.	– Energy efficiency – Water savings – Waste reduction – Natural heating and cooling – Sense of place and local identity	Measurement and verification savings plan. Real time measurement. Monthly, Quarterly and Annual performance.
<i>Safety and Risk Management</i>		
Provide safe parks and sportsgrounds and recreation facilities.	Park and sportsground improvements to be designed and maintained in accordance with CPTED principles (Crime Prevention through Environmental Design) principles including: – Passive surveillance – Good sight lines – Territorial reinforcement and space management – Lighting. Seek specialist assistance to review lighting and security for both day and night time use. Coordination with local police to identify and act on safety issues. Recreation facilities and equipment will be installed	Works to be in accordance with relevant Australian Standards. Safe parks, sportsgrounds, natural areas and general community use land with no reported incidents.

	and maintained in accordance with relevant Australian standards.	
<i>Ownership and Tenure</i>		
To ensure that ownership, tenure and permitted use arrangements allow the widest possible community access to parks and sportsgrounds, and are orientated to mutually compatible recreational, sporting, community and other activities.	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 5: Performance Targets**

## 5. POM administration and management

Temora Shire Council has categorised its areas of public recreation as either Parks or Sportsgrounds, depending on the general type of use of the land. While Council as the Crown Land Manager has responsibility for the administration and management of the Crown Reserve, it actively encourages feedback from residents on matters relating to the care, control, management and development of the park.

As a result of consultation with the community, the following objectives and performance targets were developed together with manner in which Council proposes to assess its performance with respect to these objectives and performance targets. The following information is relevant to ensure capital and recurrent resources are used to achieve the identified objectives and performance targets where possible. The Plan of Management will also be useful in support of Government grants or other funding opportunities that might present in future, so that the community's support for future activities and development can be demonstrated through this Plan of Management

Management Issues	Objectives and Performance Targets	Means of achievement of objectives	Manner of assessment of performance
Access	Allow unrestricted, safe access to the Park by individuals.	All future works, improvements, pathways and overall park facilities comply with Australian Standards, meet Council's Codes, Policies and Regulations.	Number of comments about ease of access.  Review of reported accidents or incidents.
	Provide reasonable access paths and tracks for pedestrians and cyclists and where ever practical, provide access for people with disabilities.	Use of regulatory signs and enforcement.	
	Facilitate recreational use of parks and sportsgrounds for the broadest range of activities to occur having regard to user safety.	Use of regulatory signs and enforcement.  Temporary access restrictions for safety purposes if required, to allow major events to occur.	Assess user group satisfaction through surveys and observation.  Number of comments received prior to granting consent to temporary closure of lake for major events.
	Allow for management of park usage times for special events and user groups.	Council approval and regulatory signs for special events and group activities	Number of reported breaches of approval conditions.  Number of unauthorised special events and group activities.
Buildings, amenities and services	Allow safe, clean, convenient and hygienic public amenity facilities for persons of all abilities.	Appropriate levels of cleaning and maintenance.  Provision of adequate lighting.  Provision of facilities for disabled persons.  Application of relevant Council Codes, Policies and Regulations or Consent.	Number of comments about maintenance and hygiene.  Number of reported incidents regarding safety or vandalism.  Number of comments about ease of access.

Management Issues	Objectives and Performance Targets	Means of achievement of objectives	Manner of assessment of performance
	Allow buildings ancillary to the operation of the Park.	Approval of Council	Number of comments received prior to granting consent to usage and development of buildings.
	Allow multi-purpose use of buildings and facilities.	Maintain a flexible approach to building usage and development.	Number of comments received prior to granting consent to usage and development of buildings.
	Allow casual use of park, sportsground and buildings for special events, outdoor concerts, movies and the like.	Approval of Council	Number of patrons supporting casual events, concerts, etc by observation.  Number of comments about special events.
	Allow for installation of services and utilities as required to support permitted site usage.	Approval by the appropriate Statutory Authority.  Approval of Council	All facilities are adequately serviced, identified and located.
Passive recreation, pastimes and games	Allow suitable recreational activities and games within the Park or Sportsground	Designated areas to ensure safety of participants and avoid conflict with other park users.  Use of regulatory signs.	Number of comments about park presentation and level of usage.  Number of reported accidents or incidents.
Special Events	Allow special events within the park with minimal adverse visual, physical, social and environmental impact.  Allow short term camping and caravanning associated with special events only.	Council approval.	Assess user group satisfaction through surveys and observation.  Level of usage.  Number of special event approvals issued with conditions permitting camping and caravanning.
Education	Enhance the park where appropriate, to be consistent with and complement the surrounding area  Allow further development of appropriate areas to facilitate education pastimes and activities.	Partner with external groups or organisations to promote use of educational features of the park.  Use grant funds, donations or Council resources to expand areas for educational purposes as appropriate.	Assess user group satisfaction through surveys and observation.  Level of usage.

Management Issues	Objectives and Performance Targets	Means of achievement of objectives	Manner of assessment of performance
Facilities and equipment	Allow for the provision of adequate furniture, such as water stations, tables, seats, rubbish bins, bollards, cycle racks, tree guards, planter tubs etc at suitable locations.  Allow seating throughout the park that is functional and safe.	Appropriate design, siting, use of materials and erection of furniture.  Appropriate levels of cleaning and maintenance.	Number of comments about provision of adequate facilities and observation of usage levels.  Number of reports of vandalism.
	Provide safely designed and sited playgrounds.	Playground design, materials and layout to relevant safety standards.  Playgrounds sited away from physical hazards.	Number of accidents and injuries attributed to unsafe design, siting and layout.
	Allow installation and use of fixed barbeques and covered fire pits.  Allow the use of portable gas only barbeques, subject to fire restrictions in force at the time.	Design, locate and maintain permanently installed barbeques and covered fire pits.  Regulatory signage.	Number of reported accidents.  Number of reported failures.  Number of facilities constructed.  Number of structures erected.
	Allow structures that provide shade and shelter in appropriate areas	Appropriate design, location and erection of structures.	Number of comments about adequate provision of shade or shelter structures.
	Ban and/or impound all animals that are not under the full control of owner/handler, except those in the designated off-leash area.  Removal or cull of feral animals in breeding numbers.	Community education and involvement in monitoring.  Regulatory signage.  Pest management.	Complaints about loose dogs, attacks and waste.  Complaints about feral animal numbers.
Commercial opportunities	Allow the licensing or leasing of outdoor concessions, kiosks, cafes etc as approved by Council and within a defined area.  Allow operators appropriate tenure that best facilitates the provision of public access facilities, services or activities.	Subject to Council  Leasing/Licensing Agreement to define permitted activities, locations, operator details etc.  Preference given to lease or licence holders over casual concessions or pop-up vendors.	Number of reports of non-compliance with terms of Council approval or lease or licence conditions.  Number of licences or leases granted.

Management Issues	Objectives and Performance Targets	Means of achievement of objectives	Manner of assessment of performance
Vandalism	Minimise vandalism within the park or sportsground, its facilities and equipment	Encouragement of community involvement and education.  Appropriate signage.  Prompt repair of vandalised areas where possible.	Number of reported incidents of vandalism.  Cost per annum attributed to repairs and maintenance arising from vandalism.
	Prohibit rubbish dumping and littering.	Regulatory signage.  Ordinance inspections.	Number of incidents of illegal dumping.  Cost of clean-up and removal per annum.
Public Safety	Allow for adequate lighting to enable safe movement of pedestrians and vehicles as required.  Allow for lighting of special events at night.  Allow for lighting of architectural or landscaped features.	Set appropriate illumination levels.  Design, site and install light facilities.  Regulate times for lighting of special events.  Council approval.	Number of comments related to inadequate lighting.
	Allow suitable information, regulatory, identification, interpretive and directional signage relating to the park.  Regulate advertising signage.	Appropriate design and siting of signage in accordance with Council's DCP.  Council approval	Number of user comments.
	Prohibit the bringing of glass bottles, utensils etc into the park or sportsground.  Encourage recycling.  Minimise litter within the park or sportsground	Encouragement of community involvement and education.  Provide and service enough waste management facilities in strategic locations.  Appropriate signage.  Ordinance inspections.	Number of reported incidents of broken glass, bottles etc.  Number of garbage and recycling bins provided.
	Implement controls to prohibit the consumption and/or possession of alcohol, except within designated or leased concession areas.	Use of regulatory signs and enforcement.	Number of complaints and investigations.

Management Issues	Objectives and Performance Targets	Means of achievement of objectives	Manner of assessment of performance
Landscaping, vegetation & biodiversity.	Allow for public and community artworks in appropriate locations.	Use grant funds, donations or community groups to identify, commission and erect artworks.  Council approval.	Introduction of artworks into Parks where appropriate.
	Allow water efficient watering systems that create pleasant and usable green space where appropriate.	Install, operate and maintain existing system and expand as required.	Cost per annum of irrigation water used to maintain landscaping features and grassed areas.
	Allow soft landscaping improvements, trees, mulch, grass and the like, including minor earthworks for aesthetic appeal, improved access and usage, educational purposes or safety purposes.  Manage, protect and control existing and future trees in the park.	Use suitable organic mulches to control weeds and maximise water efficiency as required.  Use indigenous or exotic species in suitable locations complementary to current landscape design.  Control woody weeds and noxious weeds.  Use shade trees for user comfort and protection.  Use suitable landscape materials and design.  Ensure works carried out are consistent with Council plans, specifications, Codes, Policies and Regulations or Consent.	Degree of weed growth.  Number of trees lost due to drought or other incidents.  Number of comments related to adequacy of trees for shade protection and beautification of park.  Reduction in weed growth.

## Appendix A – Property Information Sheets

Reserve Number	63729
Name of Reserve	Nixon Park 1 & 2
Legal Description	Lots 850-851, 855-856 DP 750587
Site Area	6.87 hectares
Property Type	Sportsground
Condition of land and quality of buildings	Good – well maintained, minor maintenance only
Heritage	No
Available facilities	Clubhouse, unisex change rooms, public amenities, kiosks, storage facilities, spectator seating, playground, lighting, two fields, cricket nets, netball courts
Supporting Occupations	AFL, rugby league, cricket, netball, athletics
Native Title Manager Advice	Native title may exist. Site has public access except for buildings.

**R63729 Nixon Park Reserve**

Reserve Number	82114
Name of Reserve	Recreation Centre, Callaghan and Lions Park
Legal Description	Lots 7303-7304 DP 1136802
Site Area	0.65 hectares
Property Type	Park
Condition of land and quality of buildings	Good – well maintained, minor maintenance only
Heritage	Yes – war memorial
Available facilities	Swimming pool, indoor heated pool, indoor basketball courts, playground
Supporting Occupations	Swimming, basketball, volleyball, lifeball
Native Title Manager Advice	Native title may exist. Site has public access

	except for buildings.
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**R82114 Recreation Centre, Callaghan and Lions Park**

Reserve Number	620039
Name of Reserve	Temora Recreation Ground
Legal Description	Lot 7017 DP 94446
Site Area	3.29 hectares
Property Type	Sportsground
Condition of land and quality of buildings	Good – well maintained, minor maintenance only

Heritage	Yes
Available facilities	Sportsfield, change room, clubhouse, toilets
Supporting Occupations	Rugby Union, alternate ground for other football codes
Native Title Manager Advice	Native title may exist. Site has public access except for buildings.



**R620039 Temora Recreation Ground**

Reserve Number	620040
Name of Reserve	Temora Town Tennis Courts/Federal Park
Legal Description	Lot 7018 DP 94443, Lots 1-9 Section 34 DP 758957
Site Area	1.78 hectares
Property Type	Park, Sportsground
Condition of land and quality of buildings	Good – well maintained, minor maintenance only
Heritage	No
Available facilities	Tennis courts, clubhouse, playground
Supporting Occupations	Tennis, park

Native Title Manager Advice	Native title may exist. Site has public access except for buildings.
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**R620040 Temora Town Tennis Courts/Federal Park**

Reserve Number	50333
Name of Reserve	Temora West Sports Ground
Legal Description	Lot 7302 DP 1135594
Site Area	2.14 hectares
Property Type	Sportsground
Condition of land and quality of buildings	Good – well maintained, minor maintenance only
Heritage	No
Available facilities	Soccer fields, cricket pitch, clubhouse, change rooms, toilets, kiosk
Supporting Occupations	Soccer, cricket
Native Title Manager Advice	Native title may exist. Site has public access except for buildings.



**R50333 Temora West Sports Ground**

Reserve Number	85665
Name of Reserve	Bob Aldridge Park
Legal Description	Lots 152, 305-307 DP 750587
Site Area	2.87 hectares
Property Type	Sportsground
Condition of land and quality of buildings	Good – well maintained, minor maintenance only
Heritage	Yes – Army huts
Available facilities	Clubhouse, toilets, kiosk, change rooms (basic). Note that part of the Reserve (Lot 7009 DP 94447) is operational land as it is an irrigation dam, storing treated effluent.
Supporting Occupations	Junior rugby league, touch football

Native Title Manager Advice	Native title may exist. Site has public access except for buildings.
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**R85665 Bob Aldridge Park**

Reserve Number	47922
Name of Reserve	Gloucester Park
Legal Description	Lot 1095 DP 750587
Site Area	1.5 hectares
Property Type	Park
Condition of land and quality of buildings	Good – well maintained, minor maintenance only
Heritage	No
Available facilities	Playground, public toilets, barbecues, picnic tables
Supporting Occupations	Park
Native Title Manager Advice	Native title may exist. Site has public access.

**R47922 Gloucester Park**

Reserve Number	42192
Name of Reserve	Ariah Park Recreation Ground/Edis Park
Legal Description	Lot 1 Section 12 DP 758030, Lot 7001 DP 1127130
Site Area	4.94 hectares
Property Type	Park, Sportsground
Condition of land and quality of buildings	Good – well maintained, minor maintenance only
Heritage	No
Available facilities	Sportsfield, tennis courts, netball court, swimming pool, clubhouse, change rooms, kiosk, public toilets, playground, youth hall, skate park,

	caravan park
Supporting Occupations	AFL, netball, tennis, cricket, swimming
Native Title Manager Advice	Native title may exist. Site has public access except for buildings.



R42192 Arian Park Recreation Ground/Edis Park

Reserve Number	66841
Name of Reserve	Golf Links Reserve Arah Park
Legal Description	Lots 39, 45, 160 DP 750852
Site Area	32.05 hectares
Property Type	Park
Condition of land and quality of buildings	Good – well maintained, minor maintenance only
Heritage	No
Available facilities	Golf course, clubhouse
Supporting Occupations	Golf
Native Title Manager Advice	Native title may exist. Site has public access except for buildings.



**R66841 Golf Links Reserve**

**14.5 GENERIC CROWN LAND PLAN OF MANAGEMENT****File Number:** REP23/268**Author:** Town Planner**Authoriser:** Director of Environmental Services**Attachments:** 1. Generic Crown Land Plan of Management [↓](#) **REPORT**

Councillors may recall that in April 2021, Council adopted the Generic Crown Land Plan of Management. Following this decision, Council officers sent the adopted plan to the Department of Crown Land for their endorsement. The Department of Crown Land required some changes to the plan. This included:

- Minor wording changes to reflect updated legislative requirements
- Updated native title information
- Additional details about reserve uses, including grazing and water storage
- Updated information about leases and licences
- Deletion of references to the Temora Caravan Park. This must now be managed by a stand alone Plan of Management, currently being developed.

Crown Land require the plan to be re-exhibited, prior to their approval.

The updated plan is attached for the consideration of Council.

**RESOLUTION 51/2023**

Moved: Cr Jason Goode

Seconded: Cr Max Oliver

It was resolved that Council:

1. Place the Generic Crown Land Plan of Management on public exhibition and
2. Receive a future report on the outcome of the public exhibition.

**CARRIED**

***Report by Claire Golder***

# TEMORA SHIRE COUNCIL



## CROWN RESERVE LAND GENERIC PLAN OF MANAGEMENT

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Temora Shire Council Crown Reserve Land Generic Plan of Management

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## Plan of Management for Generic Crown Reserves

Adopted by Council on.....

Reserve Number	Reserve Name	Purpose	Legal Description	Gazetted Date
71996	Ariah Park Depot Dam	Water	Lot 7019 DP 1024273	02/08/1946
29137	Sebastopol Reserve	Public Recreation	Lot 102 DP 751424	29/03/1899
89884	Marble Quarry Rest Area	Public Recreation	Lot 7003 & Lot 7006 DP 1067824,	06/08/1976
220016	Combaning School Site	Public Hall/Public Recreation	Lot 140 DP 750592	02/12/1988
84100	Gidginbung School Site	Public Recreation	Lots 16-17 DP 750820	07/12/1962
87956	Cnrs Gardner, Old Cootamundra & Gallipoli	Public Recreation	Lot 7312 DP 1154891	25/09/1970
91363	Springdale Recreation Reserve	Public Recreation	Lots 11-20 Section 3 DP 758923, Lot 1 DP 903961	12/01/1979
50709	Ariah Park Garbage Tip	Water	Lot 149 DP 750852	26/05/1915
83832	Reefton RFS Shed	Bush Fire Brigade	Lot 11 Section 6 DP 758875	11/05/1962
41317	Reefton Recreation Reserve	Public Recreation	Lot 4 DP 1127978	06/02/1907
57672		Public Recreation	Lot 1138 DP 750587	12/12/1924
58629		Public Recreation	Lot 267 DP 750587	05/03/1926

# 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 – Councils are required to seek Land-owners consent prior to public exhibition of the plan under s39 of the Local Government Act. 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 – Councils are required to seek the Minister’s written consent to adopt the draft PoM
8. Implementation

### ***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.

### 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 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***

The Crown Land Management Act 2016 authorises councils to classify and manage its dedicated or reserved Crown land as if it were public land within the meaning of the Local Government Act 1993.

The purpose of this Plan of Management is to address the relevant statutory requirement of the Crown Land Management Act 2016. The principles of Crown land management are:

- a) that environmental protection principles be observed in relation to the management and administration of Crown land, and
- b) that the natural resources of Crown land (including water, soil, flora, fauna and scenic quality) be conserved wherever possible, and
- c) that public use and enjoyment of appropriate Crown land be encouraged, and
- d) that, where appropriate, multiple use of Crown land be encouraged, and
- e) that, where appropriate, Crown land should be used and managed in such a way that both the land and its resources are sustained in perpetuity, and
- f) that Crown land be occupied, used, sold, leased, licenses or otherwise dealt with in the best interest of the State consistent with the above principles.

### ***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 2021.

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), 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 regime for the management of Crown land and Council is 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;
- C1 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 communityland 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**

No relevant Commonwealth legislation is identified.

#### **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 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.

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 1993.

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 2021. 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.

Category	Guidelines	Core objectives
Park	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>
Sportsground	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 granted in respect of the land (other than the provision of public utilities and works associated with or ancillary to</li> </ul> </li> </ul>

		public utilities).
Natural Area <b>Note this plan does not include any land identified as a Natural Area.</b>	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) 2021*

*(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. Properties included within this category are managed for passive recreation. Some reserves are leased from Council and are used for grazing purposes, where this does not impact upon the purpose of the reserve or its categorisation.

**4.4.2 General Community Use***Management principles and objectives*

Crown Reserve Land categorised as General Community Use. Properties included within this category includes access corridors, rights of way, and infrastructure and drainage reserves.

Some reserves are leased from Council and are used for grazing purposes, where this does not impact upon the purpose of the reserve or its categorisation.

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.

### Role of General Community Use Land

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, as shown by Table 5.

Purpose/Use	Development
Park category	
<ul style="list-style-type: none"> <li>• Passive recreation</li> <li>• Grazing of land, where there is no impact on purpose of public recreation</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>
General Community Use Category	
<ul style="list-style-type: none"> <li>• Provides a location for a range of general purposes</li> <li>• Water storage</li> <li>• Caravan dump point, where consistent with water purpose</li> <li>• Grazing of land, where there is no impact on purpose of water or bush fire brigade</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 5 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.

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
- the occupant has made (or intends to make) a significant financial contribution to the asset
- There is a very strong link between the nature of the asset and the proposed tenant

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.

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 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. Tenders will be called for leases and licences for terms over 5 years as per section 46A of the LG Act. The maximum period for leases or licences on Community land permitted under the Act is 21 years, or 30 years with Ministers consent.

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 2021*.

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 5. Some examples of longer term arrangements are outlined in the following Table 6. 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 7.

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.
	Park	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.
Licence	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.
	Park	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.
Other Estates	Community land and buildings	<p>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.</p> <p>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.</p>

**Table 6 Leases, Licences and other Estates**

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, a development 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.

The reserves subject to an existing lease or licence arrangement that this Plan of Management seeks to expressly authorise in accordance with the Crown Lands Management Act are:

- Reserve 50709 Existing licence for grazing purposes proposed to continue. This land is leased to an adjoining landholder, with an annual fee paid to Council. Lease next due for review on 1 July 2023.
- Reserve 83832 Existing licence for grazing purposes proposed to continue.
- Reserve 41317 Existing licence for grazing purposes proposed to continue. Current until 30/06/2023
- Reserve 57672 Existing licence for grazing purposes proposed to continue.
- Reserve 58629 Existing licence for grazing purposes proposed to continue.
- Reserve 91363 Existing licence for grazing purposes (Lots 11-20 Section 3 DP 758923 only). Current until 30/06/2023

### 6.3 *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 7.

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>• No suitable short term uses identified</li> </ul>

**Table 7 Short Term Uses**

The functions and events conducted at each particular location may vary significantly, in light of the facilities available in that location.

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 8 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>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>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 8: 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 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,  
General Community use ands Natural Areas
- 5 Permissible uses of land categorised as park and general community use
- 6 Leases, licences and other estates
- 7 Short term uses
- 8 Performance targets

## **Appendices Appendix A – Crown Land managed by Council under this Plan of Management**

Sl. No.	Number	Type	Location	Manager	Authority	Category	Description	Categorisation	Appropriation Dates
3	71996	RESERVE	ARIAH PARK DEPOT DAM	CROWN LAND MANAGER	Temora Shire Council Crown Reserves Reserve Trust	Water	Lot 7019 DP 1024273 Parish Mandamah County Bourke	General Community Use	Gazette: 02.08.1946
4	29137	RESERVE	SEBASTOPOL RESERVE	CROWN LAND MANAGER	Temora Shire Council Crown Reserves Reserve Trust	Public Recreation	Lot 102 DP 751424 Parish Sebastopol County Clarendon	Park	Gazette: 29.03.1899
5	89884	RESERVE	MARBLE QUARRY REST AREA	CROWN LAND MANAGER	Temora Shire Council Crown Reserves Reserve Trust	Public Recreation	Lot 7003 DP 1067824, Lot 7006 DP 1067825 Parish Beaconsfield County Bourke	Park	Gazette: 06.08.1971
5	220016	RESERVE	COMBANING SCHOOL SITE	CROWN LAND MANAGER	Temora Shire Council Crown Reserves Reserve Trust	Public Hall/Public Recreation	Lot 140 DP 750592 Parish Combaning County Bland	Park	Gazette: 02.12.1988
7	84100	RESERVE	GIDGINBUNG SCHOOL SITE	CROWN LAND MANAGER	Temora Shire Council Crown Reserves Reserve Trust	Public Recreation	Lots 16-17 DP 750820 Parish Beaconsfield County Bourke	Park	Gazette: 07.12.1962
3	87956	RESERVE	CNRS GARDNER, OLD COOTAMUNDRA & GALLIPOLI	CROWN LAND MANAGER	Temora Shire Council Crown Reserves Reserve Trust	Public Recreation	Lot 7312 DP 1154891 Parish Bundawarra County Bland	Park	Gazette: 25.09.1971
3	91363	RESERVE	SPRINGDALE RECREATION RESERVE	CROWN LAND MANAGER	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: 12.01.1971
10	50709	RESERVE	ARIAH PARK GARBAGE TIP	CROWN LAND MANAGER	Temora Shire Council Crown Reserves Reserve Trust	Water	Lot 149 DP 750852 Parish Mandamah County Bourke	General Community Use	Gazette: 26.05.1915
1	83832	RESERVE	REEFTON RFS SHED	CROWN LAND MANAGER	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
1	41317	RESERVE		CROWN LAND MANAGER	Temora Shire Council Crown Reserves Reserve Trust	Public Recreation	Lot 4 DP 1127978 Parish Gidgingidginbung County Bland	Park	Gazette: 06.02.1907
2	57672	RESERVE		CROWN LAND MANAGER	Temora Shire Council Crown Reserves Reserve Trust	Public Recreation	Lot 1138 DP 750587 Parish Bundawarra County Bland	Park	Gazette: 12.12.1924
2	58629	RESERVE		CROWN LAND MANAGER	Temora Shire Council Crown Reserves Reserve Trust	Public Recreation	Lot 267 DP 750587 Parish Bundawarra County Bland	Park	Gazette: 05.03.1924

## Appendix B - Property information sheets

### Individual Property Detailed Information Sheets

<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>	1
<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>Reserve Purpose:</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 – dam for water storage - caravan dump point
<b>Categorisation</b>	General Community Use
<b>Native Title Manager Advice:</b>	The council-managed Crown land in question is not 'excluded land' (as defined by the CLM Act), therefore a Council must assume that native title exists. Council's Native Title Manager will provide advice on the validity of activities under the PoM in line with the NT Act.

<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>	2
<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>Reserve Purpose:</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>	The council-managed Crown land in question is not 'excluded land' (as defined by the CLM Act), therefore a Council must assume that native title exists. Council's Native Title Manager will provide advice on the validity of activities under the PoM in line with the NT Act.

<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>	3
<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 28t(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>Reserve Purpose:</b>	Public Recreation
<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>	The council-managed Crown land in question is not 'excluded land' (as defined by the CLM Act), therefore a Council must assume that native title exists. Council's Native Title Manager will provide advice on the validity of activities under the PoM in line with the NT Act.

<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>	4
<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>Reserve Purpose:</b>	Public Hall/Public Recreation
<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>	<p>The available facilities for the community land</p> <ul style="list-style-type: none"> <li>- Nil</li> </ul>
<b>Categorisation</b>	Park
<b>Native Title Manager Advice:</b>	<p>The council-managed Crown land in question is not 'excluded land' (as defined by the CLM Act), therefore a Council must assume that native title exists. Council's Native Title Manager will provide advice on the validity of activities under the PoM in line with the NT Act.</p>

<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>	5
<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>Reserve Purpose:</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>Native Title Manager Advice:</b>	The council-managed Crown land in question is not 'excluded land' (as defined by the CLM Act), therefore a Council must assume that native title exists. Council's Native Title Manager will provide advice on the validity of activities under the PoM in line with the NT Act.

<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>	6
<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>Reserve Purpose:</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>Native Title Manager Advice:</b>	The council-managed Crown land in question is not 'excluded land' (as defined by the CLM Act), therefore a Council must assume that native title exists. Council's Native Title Manager will provide advice on the validity of activities under the PoM in line with the NT Act.

<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>	7
<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 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>Reserve Purpose :</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>	<p>The available facilities for the community land</p> <p>- Nil</p>
<b>Categorisation</b>	Park
<b>Native Title Manager Advice:</b>	The council-managed Crown land in question is not 'excluded land' (as defined by the CLM Act), therefore a Council must assume that native title exists. Council's Native Title Manager will provide advice on the validity of activities under the PoM in line with the NT Act.

<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>	8
<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>Reserve Purpose:</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>Native Title Manager Advice:</b>	The council-managed Crown land in question is not 'excluded land' (as defined by the CLM Act), therefore a Council must assume that native title exists. Council's Native Title Manager will provide advice on the validity of activities under the PoM in line with the NT Act.

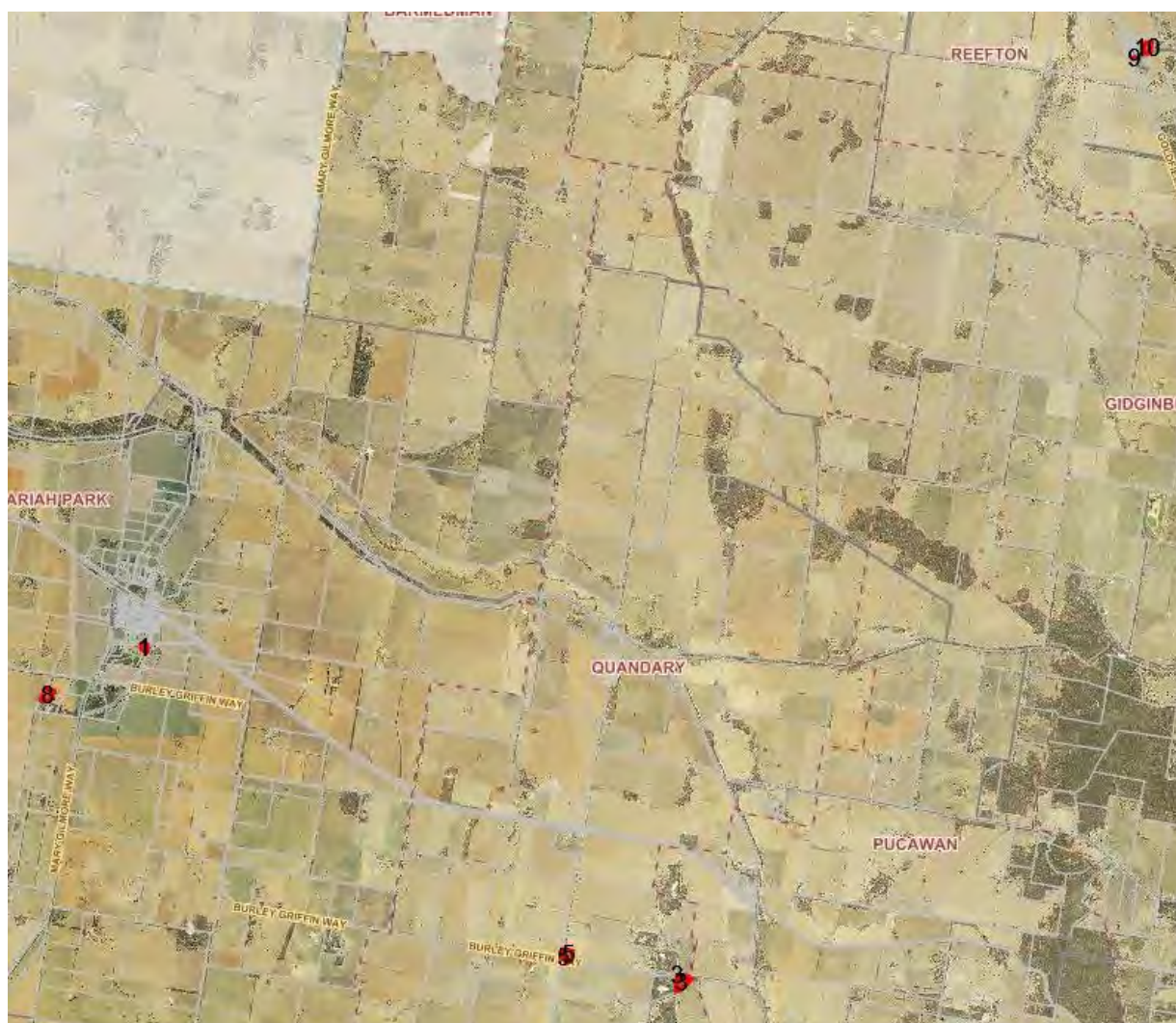
<b>Reserve Number:</b>	83832
<b>Name of Reserve:</b>	Reefton RFS Shed
<b>Legal Description (Lot, Section, DP):</b>	Lot 11 Section 6 DP 758875
<b>Map Ref:</b>	9
<b>Site Area:</b>	1011.26 Square Metres
<b>Land Owner:</b>	Crown
<b>LGA 1993 Classification:</b>	Community Land
<b>Temora Shire Council or Other 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>Reserve Purpose:</b>	Bush Fire Brigade
<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>	<p>General Community Use</p> <p>The available facilities for the community land</p> <p>- Nil</p>
<b>Categorisation</b>	General Community use
<b>Native Title Manager Advice:</b>	<p>The council-managed Crown land in question is not 'excluded land' (as defined by the CLM Act), therefore a Council must assume that native title exists. Council's Native Title Manager will provide advice on the validity of activities under the PoM in line with the NT Act.</p>

<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>	10
<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>Reserve Purpose:</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>Native Title Manager Advice:</b>	The council-managed Crown land in question is not 'excluded land' (as defined by the CLM Act), therefore a Council must assume that native title exists. Council's Native Title Manager will provide advice on the validity of activities under the PoM in line with the NT Act.

<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>	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 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>Native Title Manager Advice:</b>	The council-managed Crown land in question is not 'excluded land' (as defined by the CLM Act), therefore a Council must assume that native title exists. Council's Native Title Manager will provide advice on the validity of activities under the PoM in line with the NT Act.

<b>Reserve Number:</b>	58629
<b>Name of Reserve:</b>	
<b>Legal Description (Lot, Section, DP):</b>	Lot 267 DP 750587
<b>Map Ref:</b>	12
<b>Site Area:</b>	7925.39 square metres
<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>Native Title Manager Advice:</b>	The council-managed Crown land in question is not 'excluded land' (as defined by the CLM Act), therefore a Council must assume that native title exists. Council's Native Title Manager will provide advice on the validity of activities under the PoM in line with the NT Act.

## Appendix C - Land Identification Maps



**Map 1: Location of Generic Crown  
Reserves – Eastern side**



**Map 2: Location of Generic Crown  
Reserves – Western side**



**Map 3: Crown Reserve 1 Ariah Park  
Depot Dam**



**Map 4: Crown Reserve 2 Sebastopol Reserve**



**Map 5: Crown Reserve 3 Marble  
Quarry Rest Area**



**Map 6: Crown Reserve 4 Combaining  
School Site**



**Map 7: Crown Reserve 5 Gidginbung  
School site**



**Map 8: Crown Reserve 6 Cnrs  
Gardner, Old Cootamundra &  
Gallipoli**



**Map 9: Crown Reserve 7 Springdale  
Recreation Area**



**Map 10: Crown Reserve 8 Ariah Park  
Garbage Tip**





**Map 11: Crown Reserve 9 Reefton  
RFS Shed and Crown Reserve 10  
Reefton**



**Map 12: Crown Reserve 11 and Crown Reserve 12 Narraburra**

**14.6 DEVELOPMENT APPLICATION - 81/2022 THE FLOUR MILL HOTEL, BREWERY AND FUNCTION CENTRE 63 POLARIS STREET TEMORA**

**File Number:** REP23/295  
**Author:** Town Planner  
**Authoriser:** Director of Environmental Services  
**Attachments:** 1. Heritage Advisor Report [↓](#)   
2. Response from applicant [↓](#) 

**ITEM**

The Flour Mill Hotel, Brewery and Function Centre

**DA No:**

81/2022

**Applicant**

Anthony Daintith

**Property**

63 Polaris Street Temora

**Owner**

Riverina Brewing Company Pty Ltd

**EXECUTIVE SUMMARY**

This planning report has been prepared in response to the proposal by Riverina Brewing Pty Ltd for the redevelopment and adaptive reuse of the former Pardey's Flour Mill site for the purposes of restaurant, function centre and brewery, at 63 Polaris Street Temora. The site is zoned SP1 Special Activities zone (Intensive Plant Agriculture/Rural Supplies/Freight Transport Facility). The site is identified as an item of local environmental heritage under the Temora Local Environmental Plan (LEP) 2010.

The project also involves the use of land at 54-56 Polaris Street for a customer and staff car park and land adjacent to the railway line for beer garden, landscaping and children's playground purposes. The zoning of these sites is: SP1 Special Activities zone (Intensive Plant Agriculture/Rural Supplies/Freight Transport Facility) and SP2 Infrastructure (Railway Infrastructure Facilities).

The proposed use relies on the use of LEP clause 5.10 (10) Conservation incentives. This clause allows the consent authority to grant consent for development for any purpose of a building that is a heritage item if the consent authority is satisfied that the consideration of the heritage item is facilitated by the granting of consent.

The building site is a 2230sqm lot, with 1200sqm of outdoor space and a 4600 sqm carparking area. Adjoining land uses are associated with grain receival, to the west and north and residential uses to the east and to the south-west. The railway line is located approximately 30m to the east of the site.

The proposal was placed on public exhibition from 24 November 2022 to 6 January 2023 in accordance with the *Environmental Planning and Assessment Act 1979*, *Environmental Planning and Assessment Regulation 2000* and the Temora Shire Development Control Plan 2012.

No submissions were received during the notification period.

The application was referred to Council's Heritage Advisor for comment. Heritage matters have been considered and various compromises have been agreed in order to support the development and preserve or interpret the heritage of the building. The main areas of disagreement relates to the colour of the new roof and the removal of internal columns within the proposed bar/dining area. The application was also referred to the Temora Shire Traffic Committee for comment. Changes recommended by the Traffic Committee have been included in amended plans and conditions of consent.

The application is recommended for approval as the development as the proposed use is a suitable adaptive reuse of a heritage building that is currently in a deteriorating condition. The proposed use is compatible with existing commercial and residential uses in the vicinity.

The scale of the building works required to accommodate the change of use is acceptable as key external and internal features are preserved and repaired. The development includes large scale plantings to soften the appearance of the site and provide privacy of adjoining residents. The proposal includes sufficient car parking for both customers and staff. Therefore, the proposal does not unreasonably impact upon adjoining residential properties.

The proposal is recommended for approval, subject to conditions.

#### Assessment Report

DA No. 81/2022

Applicant Anthony Daintith on behalf of Riverina Brewing Company Pty Ltd

Property Pt Lot 17 DP 1279114, 63 Polaris Street, Temora

Pt Lot 279; Pt 721 and Pt Lot 722 DP 750587

Pt Lot 328 DP 926026

Lot 1 DP 1006198 54-56 Polaris Street, Temora

Railway land

Owner: Riverina Brewing Company Pty Ltd

Proposal: Adaptive reuse of former Pardey's Flour Mill for the purposes of boutique hotel, brewery and artisan food and drink venue, involving:

- Removal of the steel silos, located to the west of the mill building and erection of a 250 seat marquee structure to host events
- Modification of the existing mill building to create openings to accommodate the hotel, brewery and restaurant uses
- Repair of internal floors and creation of separation between floors to comply with building code and fire regulations
- Removal of some existing fitting and replacement with new fittings to comply with access requirements

- Demolition and replacement of existing roof sheeting
- Installation of commercial kitchen and micro brewery
- Installation of new services
- Installation of accessible entrances and exits
- Construction of a car park
- The concrete silos will be retained on the site

Notification      Advertising of this application for a period of forty-four (44) days was provided as part of the assessment process, from 24 November 2022 to 6 January 2023, noting that this notification period included part of the Christmas/New Year period.

- Notification letters to twenty-four (24) adjoining/nearby landowners
- Newspaper advertisements on Friday 25 November 2022
- Newspaper article on Friday 9 December 2022
- Plans available in Council's website during exhibition period

#### Site Description

The building site is a 2230sqm lot, with a 1200sqm outdoor space and a 4600 sqm carparking area.

The site includes the existing former flour mill, concrete silos, steel silos and land adjacent to the railway line, on the northern side of Polaris Street and adjoining vacant land on the southern side of Polaris Street.

Nearby land uses are used for commercial and residential purposes.

Figure 1 shows the location of the subject site, indicated edged heavy black, within the Temora Local Environmental Plan (LEP) zoning map. The zoning of the site is SP1 Special Activities and SP2 Infrastructure.



**Figure 1: The location of the subject land, indicated edged heavy black, shown on the LEP zoning map.**

Figure 2 shows an aerial image of the site.



**Figure 2: Aerial image of the site, subject land indicated edged heavy black**

Development Description

Specific details of the development are:

- Reconstruction of the verandah
- Equitable access
- Stabilisation and reconstruction of internal floors
- Installation of a lift and external emergency egress
- Public and private spaces within the mill building
- Extension of the building to create dining and lounging areas
- Installation of services

The proposed construction works include:

- Removal of steel silos to provide lawn and marquee site
- Provision of catering kitchen and bar to service the marquee and lawn area

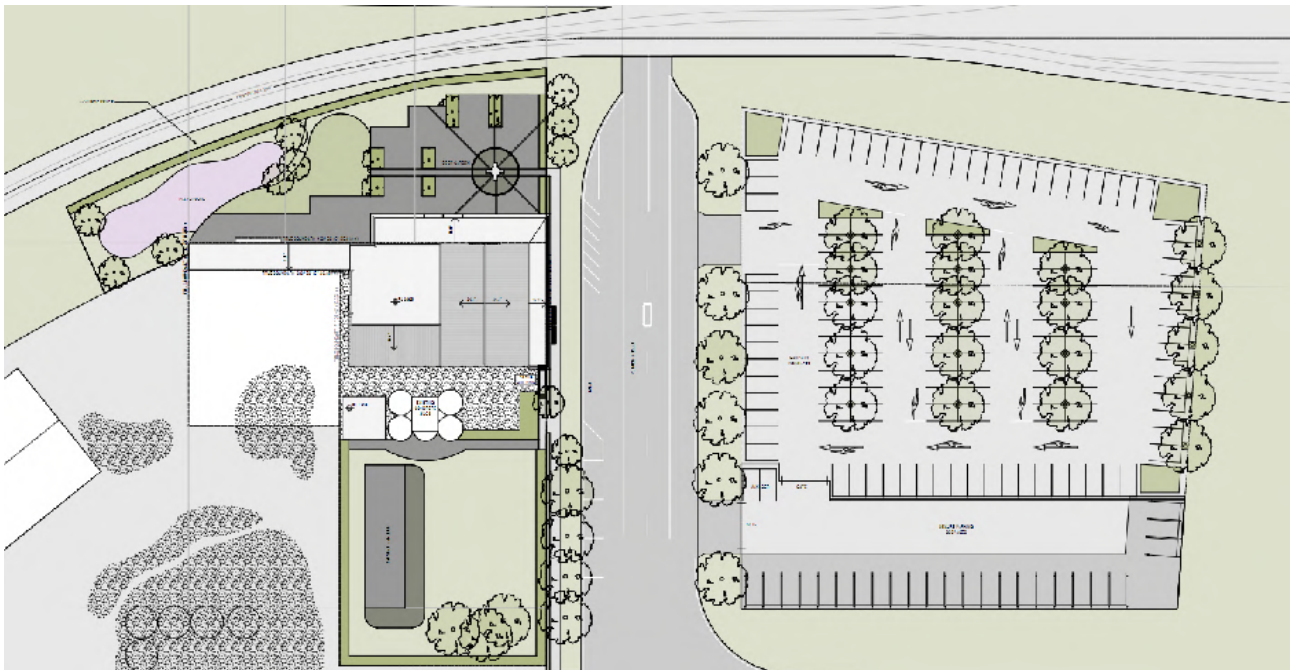
- Creation of openings within the former mill building to facilitate use as a hotel and restaurant
- Repair of internal floors and creation of separations between floors to comply with the National Construction Code and fire regulations
- Demolition of existing verandah and construction of new verandah on three sides of the building
- Installation of a commercial kitchen and brewery
- New services throughout the building
- New accessible entrances and exits
- Removal of existing Pardey & Co Ltd Flour Mill sign from the northern gable end and replacement with signage for the Flour Mill Hotel and Brewery
- Replacement of galvanised iron roof sheeting with corrugated Colorbond in black

Future access to the building will be from a main existing entrance facing Polaris Street.

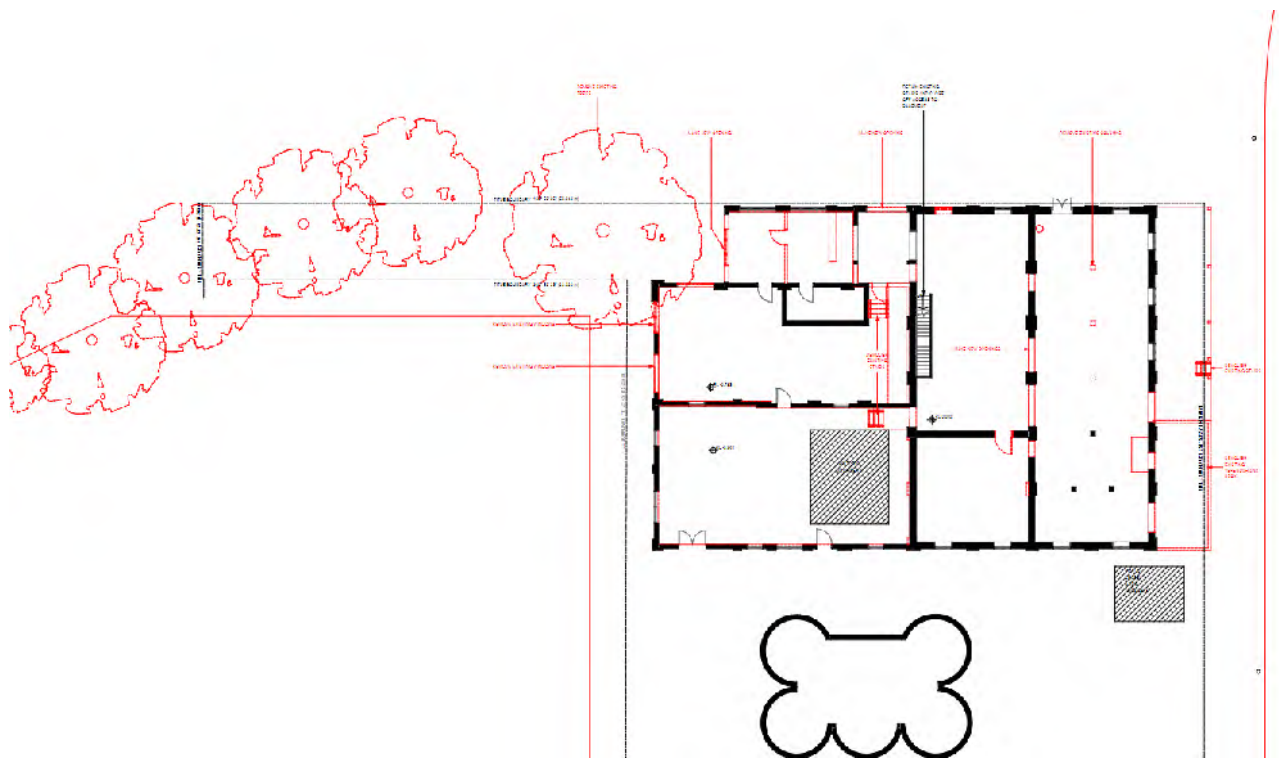
Once operational, development will create employment for hospitality staff and is expected to generate significant tourism demand.

The proposal includes the provision of a landscape screening buffer be planted alongside the railway line boundary, as well as secure fencing.

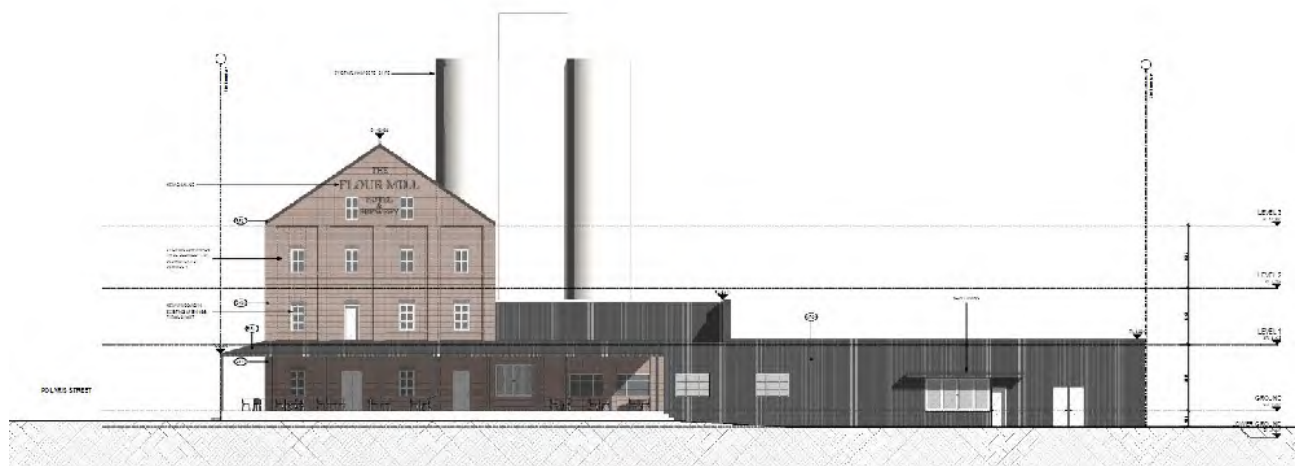
Figure 3 provides a site map, Figure 4 provides the proposed demolition plan, and Figure 5 provides elevations of the proposed development.

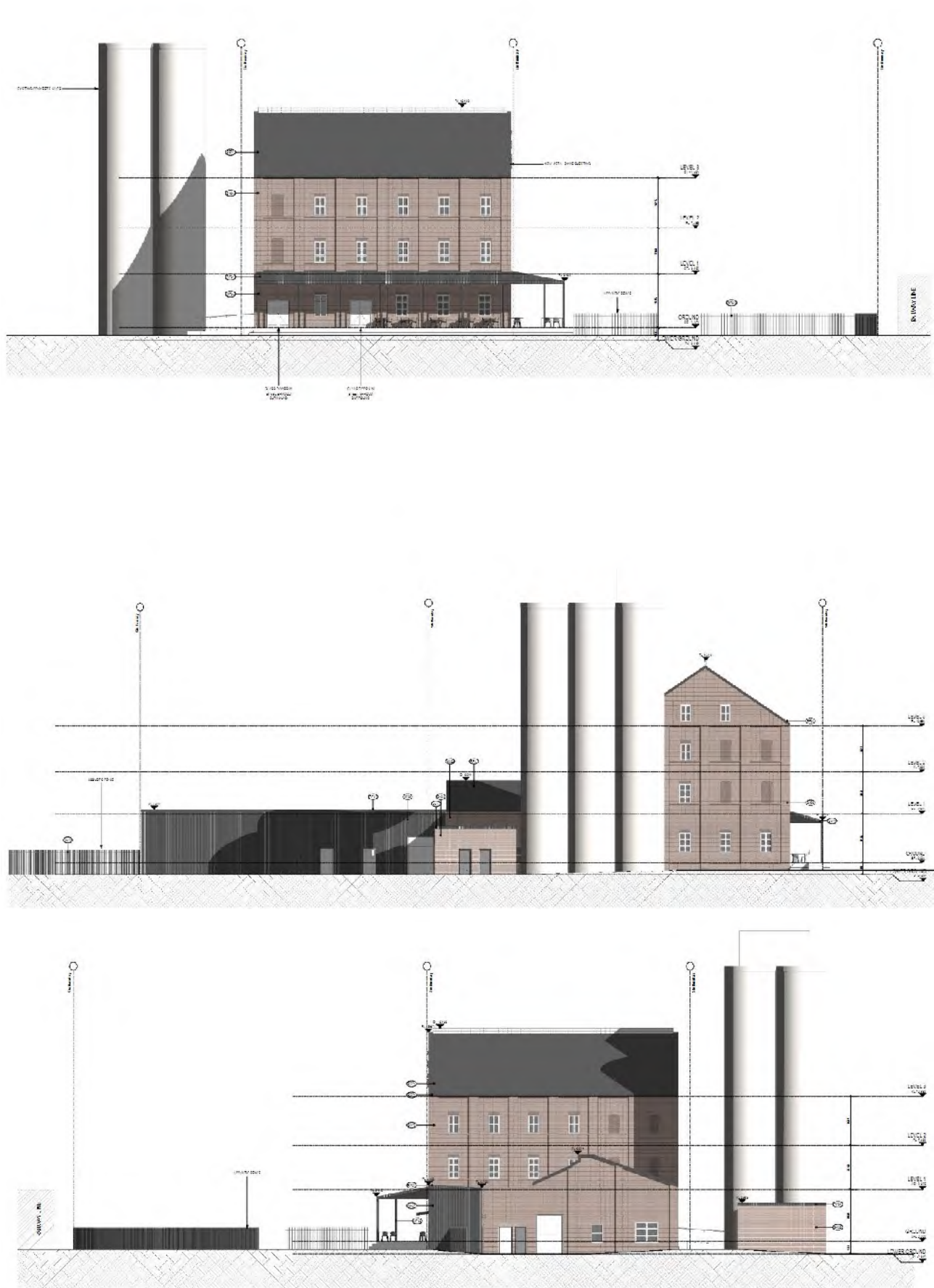


**Figure 3: Site map**



**Figure 4: Proposed demolition plan**





**Figure 5: Proposed elevations**

Figure 6 provides artist's impressions of the proposed future development.





**Figure 6: Artist impressions of future development**

Assessment

The following matters are considered under section 4.15 of the Environmental Planning and Assessment Act, 1979, as part of the assessment of the proposal.

**State Planning Controls**

1. State Environmental Planning Policy (SEPP) (Industry and Employment) 2021 is relevant to this application.

The development application involves the installation of new signage. The proposed new signage is considered to be satisfactory and in keeping with the proposed development and surrounding land uses. The proposal does involve removal of historic signage. The proposed means will involve use of solvents to dissolve the paint. Due to the extent of the existing painting, it is expected that an outline/shadow of the previous signage will remain. New signage lettering is proposed to be attached to the building.

A formal records process and display of the previous signage with a high quality photograph of the external wall, within a public area of the new building is proposed. It is reasonable that a new business is able to provide their branding on the building, which is sympathetic to the heritage building, compatible with the desired future character of the area, respecting important features of the building, does not detract from the appearance of the building, contributes to visual interest and is appropriate within the streetscape. Therefore, no further consideration of this SEPP is required.

2. State Environmental Planning Policy (SEPP) (Resilience and Hazards) 2021 is relevant to this application.

The application is considered under 4.6 Contamination and remediation to be considered in determining development application.

Council is not aware of any current or previous use of the land for potentially contaminating activities, industries or chemicals. Therefore, no further consideration of this SEPP is required.

3. State Environmental Planning Policy (SEPP) (Transport and Infrastructure) 2021 is relevant to this application.

The application proposes two new driveway access points to the proposed car park on the southern side of Polaris Street. In addition, parallel and angle parking is proposed on the northern side of Polaris Street. The new development is not expected to adversely affect the ongoing operations of Polaris Street. The application was referred to Transport for NSW as an adjoining landowner and no response was received. The applicant has proposed a new pedestrian crossing as part of the application. This has been reviewed by the Traffic Committee, who have instead recommended a pedestrian refuge. This is considered to be acceptable.

The development site is adjacent to a rail corridor and has proximity to a level crossing on Polaris Street. This is an active crossing with lights and gates. The development will result in an increase in the number of vehicles using this level crossing. The application was referred to Transport for NSW as an adjoining landowner. No response was received. It is noted that the applicant has leased land from Transport for NSW to facilitate the construction of the carpark, which indicates support for the proposed development in this location.

**Riverina Murray Regional Plan 2036**

The *Riverina Murray Regional Plan 2036* was released in March 2017. It establishes a framework for growth over the next 20 years for the Riverina Murray Region which includes Temora LGA.

The plan supports the protection of high-value environmental assets and aims to develop a strong and diverse economy with supportive communities. The plan contains the following four goals:

1. *A growing and diverse economy*

2. *A healthy environment with pristine waterways*
3. *Efficient transport and infrastructure networks*
4. *Strong, connected and healthy communities*

A series of directions and actions are to guide land use planning priorities and decisions.

Goal 1 Direction 7 is *Promote tourism opportunities*. Action associated with this direction is:

*7.2 Enable opportunities for tourism development and associated land uses in local plans.*

### **Temora Shire Local Strategic Planning Statement**

The purpose of the *Temora Shire Local Strategic Planning Statement* (LSPS) is to guide current and future land uses for over the next 20 years. The Statement sets out Temora Shire's land use planning priorities and actions over the short-medium term. It uses population data, future projections, housing needs, economic issues, transport, social issues, and environmental factors to explain current growth and change, and guide priorities and actions. The Statement identifies the planning priorities of the community, including agriculture, housing, aviation, employment, tourism, heritage, environment, amenity and liveability.

The proposal is consistent with the planning priorities and actions identified within the LSPS, as the project aligns with Planning Priority 2: Encourage a diverse local economy to meet local needs Action 2.1 Support a wide range of land uses that are permitted with consent, suitable within relevant zones and Planning Priority 3: Support emerging economic opportunities in aviation and tourism Action 3.2 Encourage boutique, artisan, creative, food, agricultural, aviation and heritage based tourism opportunities, through active promotion of the Canola Trail and support for new and existing businesses that align with this economic area.

### **Local Planning Controls**

#### Zone and Zone Objectives

The site is zoned SP1 Special Activities (Intensive Plant Agriculture/Rural Supplies/Freight Transport Facility) and SP2 Infrastructure (Railway Infrastructure Facilities) under the Temora Local Environmental Plan (LEP) 2010.

Due to these zones limiting the types of uses, the development relies on the use of Clause 5.10 (10) **Conservation incentives** The consent authority may grant consent to development for any purpose of a building that is a heritage item or of the land on which such a building is erected, or for any purpose on an Aboriginal place of heritage significance, even though development for that purpose would otherwise not be allowed by this Plan, if the consent authority is satisfied that—

- (a) the conservation of the heritage item or Aboriginal place of heritage significance is facilitated by the granting of consent, and
- (b) the proposed development is in accordance with a heritage management document that has been approved by the consent authority, and
- (c) the consent to the proposed development would require that all necessary conservation work identified in the heritage management document is carried out, and
- (d) the proposed development would not adversely affect the heritage significance of the heritage item, including its setting, or the heritage significance of the Aboriginal place of heritage significance, and
- (e) the proposed development would not have any significant adverse effect on the amenity of the surrounding area.

The proposed use of artisan food and drink industry, restaurant, function centre and car park is proposed as part of the adaptive reuse of the local heritage item building.

#### Heritage conservation

The former flour mill building is an item of local environmental heritage. Therefore, consent is required to demolish or alter any part of the exterior or make structural changes to the interior of the building, or to erect a new building on land on which a heritage item is located. This development application is seeking this consent.

The development seeks approval under clause 5.10(10) Conservation incentives. The proposal is consistent with the objectives of the Conservation incentives clause, as the proposal will conserve the heritage item of the former flour mill, is accompanied by a suitable Statement of Heritage Impact for change of use, including conservation work, the proposal will not affect the heritage significance of the heritage item and will not have any significant adverse effect on the amenity of the surrounding area.

The application is accompanied by a Statement of Heritage Impact Change of use, prepared by a professional historian and historical archaeologist. The proposal has also been reviewed by Council's Heritage Advisor.

The historian's report advises of the current poor condition of parts of the building, in particular flooring that is severely compromised by termite damage. This was confirmed by inspection by Council officers as well as damage by pigeons and some minor vandalism. Overall, the building appears to be structurally sound, however decades of remaining vacant place the building at risk of further deterioration.

The proposed adaptive reuse to become a hospitality venue is consistent with other adaptive reuses of similar buildings in regional towns where flour milling operations have long ceased.

The proposal seeks to retain the character of the heritage building and grain silos, with only more recent modification, such as the steel silos and closed section of the verandah removed. Significant adaptations are required to ensure that the building meets modern building, fire safety and accessibility standards. The new use will enable more interaction with the building by providing a hospitality venue for local dining and events.

The proposal has been designed to minimise conflict with adjoining land uses by restoring the currently abandoned heritage building, providing suitable landscape screening, providing suitable car parking areas and managing hours of operation and noise impacts. The site is adjoined by a major local road as well as the railway line, therefore the site already has some existing noise impacts. The new use will generate additional traffic movements, however sufficient off-street carparking is proposed as part of the development. The site also integrates with the existing tourism site of the Temora Railway Precinct, which includes museum and free-camp site for caravans and motorhomes.

The proposal includes new signage to promote the proposed new name of the venue. The historian proposes that in order to record the former name of the building, prior to removal, a complete photographic record of the existing signage is made and a high quality image of the mill with Pardey & Co Flour Mill signage is displayed within a public area of the premises. The painted signage is removed by non-abrasive means only.

The proposal is a change from the currently vacant use of the building, however the building will continue to deteriorate if it is not repaired and restored. The proposed adaptive reuse supports the investment in the restoration works required and provides a new tourism destination within the town of Temora.

The general comments from Council's Heritage Advisor are as follows:

The proposal based on the Exceptional heritage significance of the site and is generally welcomed and endorsed as an appropriate use for the site and immediate surroundings.

The site is listed on Schedule 5 of the Temora LEP as a heritage item.

In terms of the standard criteria for listing: the site has Historic significance, Aesthetic significance, Technical Significance and Rarity value.

*The building is an important historical example of industry capitalising on the agricultural surroundings and is highly valued by the community. The structure remains a prominent visual landmark and is in sound condition having retained the original distinctive building elements and character.*

Comments from the heritage advisor and the response of the applicant are attached to this report. A summary of the comments, applicant response and Council comment are shown in Table 1. Council officers discussed the heritage matters and applicant's response with Council's Heritage Advisor at a meeting held on 9 February 2023.

Heritage matter	Applicant response	Heritage Advisor comment & Outcome
Laboratory roof to be demolished and replace with traditional galvanised steel custom orb profile with rolled flashings	Do not support galvanised finish and are proposing corrugated colorbond in Monument colour being modern finishes	<p>It is best practice for traditional early parts of the building to be finished on a like for like basis. This therefore applies to both the Laboratory roof and the main roof on the Mill building. It does not apply to new areas such as the extension, where Colorbond Basalt Matt could be utilised with an appropriate junction.</p> <p>Recommendation: Replacement roofing for the Mill building is to be like for like such as Fielders or equal galvanised steel with roiled flashings, unperforated quad gutters and circular downpipes</p> <p><b>Outcome: Not agreed. Do not support galvanised steel roof. Prefer Monument colour as it is sharp and contrasting. Consider that the preference for galvanised steel is subjective.</b></p>
Replacement of front verandah is not supported	The front verandah is in poor condition and needs to be replaced. Agree with the principal of retaining as much of the original building as possible. Consider the front verandah to be a minor structure	<p>The front verandah is a significant part of the original building. It is appreciated that some of the elements have been replaced including the floor. It is appreciated that the office portion is substantially damaged by termites. On the issues described above, replacement of the front verandah is acceptable subject to the following conditions.</p> <p>Recommendation: Sound original timber members including posts, beams and rafters are to be retained and utilised in the new verandah and supplemented by skilled carpenters as required. The former office is to be interpreted through the use of Charcoal-stained floorboards running at right-angles to the general verandah flooring and the underside of the verandah in the area formerly occupied</p>

		<p>by the office is to be lined with cypress lining boards.</p> <p><b>Outcome: Agree to use of charcoal stained floorboards to provide interpretation of former office. Propose full width steps and new floorboards to make the verandah level</b></p>
<p>The new internal openings should re-use the former openings evident in the walls where these exist.</p>	<p>This will not be practical in all circumstances, some of the original openings are very small. We need to create large openings for functionality.</p>	<p>The need for new openings is appreciated. The objective is to be practical and utilise the available openings where they correspond with the new functions and for the previous openings to be interpreted so that the progressive uses of the building are evident. What is not acceptable is the general removal of original walls for the sake of opening up the spaces to create a contemporary ambience.</p> <p>Recommendation: New openings are to utilise a head height consistent with original openings and an appropriate approved detail with an expressed contemporary lintel.</p> <p>The location of the walls removed s to be interpreted in the floor utilising Charcoal-stained infill timber flooring.</p> <p>Where existing openings are to be closed, the infill and closure is to be finished in charcoal-stained timber boarding recessed 15mm from the brick face.</p> <p><b>Outcome: Agree to interpretation as above</b></p>
<p>Demolition of the existing verandah, steps and floor are not supported given the significance. Modifications may be supported.</p>	<p>The old verandah needs to be replaced as per the illustrations provided and for reasons described above</p>	<p>The need for part demolition to construct the new verandah is appreciated. Demolition of original materials and details such as the historic front steps is supported only where necessary to construct the new replacement verandah.</p> <p>Recommendations: Original significant</p>

		<p>building fabric – the original front entrance - steps is to be retained beneath the new verandah which is to be built over.</p> <p><b>Outcome: Agree to retain steps beneath the new verandah</b></p>
Termite damage to the front office is appreciated, this element has an Exceptional level of significance and restoration and reinstatement is required	Do not propose to retain this add-on structure as it unbalances the presentation of the original façade. Furthermore, the white-ant damage is so extensive that the structure is barely standing.	<p>All the historic photographs illustrate this element. Being unbalanced is not a sufficient reason for removing an historic element. The extent of damage to this element is however appreciated and demolition is acceptable subject to its interpretation as noted above.</p> <p><b>Outcome: Agree to interpretation as above</b></p>
Removal of the original timber internal posts is not supported given their Exceptional level of significance	There are 6 centrally located internal timber posts on the ground floor. Removing them is part of the adaptive reuse process. The building is no longer a flour mill, and the posts present an unworkable obstruction to the functionality of our proposed hospitality venue layout. We intend to use the timber elsewhere in the project, preferably as part of the landscaping features.	<p>The internal posts are fundamental to the historic construction and use despite the item not being a flour mill. While it is appreciated that the venue is to accommodate staff and visitors it is not accepted that timber posts present a unworkable obstruction. Historic venues of all types accommodate historic fabric.</p> <p>Recommendation: The original timber posts and associated structure is to be retained within the front ground floor of the building.</p> <p><b>Outcome: Not agreed. Consider that seating and bar area will be very cluttered if columns are retained and an open plan area is needed. The columns are not supporting the first floor and are not structurally needed as first floor machinery was removed. Posts will be used elsewhere as part of the redevelopment.</b></p>
Sealing off the main front basement is supported subject to the use of	The basement and its access stairs are not proposed to be utilized or	Its is standard heritage practice for solutions in adaptive reuse projects to be reversible. While glass flooring is

reversible details and the basement being interpreted using an area of glazed flooring.	removed at this stage. A glazed floor area would be of little benefit as there is nothing significant to be seen in basement. We do intend to explore options for using the basement in the future, subject to an additional DA.	common in projects of this type it is not essential and not required in this case.  Recommendation: Sealing off staircases to the basement is acceptable and is to be completed in removeable construction and finished in timber to suit the context.  <b>Outcome: Agreed</b>
A vehicle access for deliveries to the Brewery and the Food & Beverage venues is not shown.	The access is from the rear via BFB's lands.	Recommendation: Only the works illustrated on the drawings are permissible construction. Any alterations to the site and buildings to accommodate tasks not shown will require a future application.  <b>Outcome: Applicant has provided a letter from the adjoining landowner regarding an agreement for delivery access</b>
It is understood that the revised scheme will not include seating on the front verandah	We wish to offer limited seating/dining on the front verandah as shown on the revised plans.	Seating on the front verandah as illustrated is acceptable and will benefit the heritage significance and functioning of the venue.  <b>Outcome: Agreed</b>
Significant elements of the former Laboratory space for retention and conservation	The laboratory area will be repurposed as a commercial kitchen. This will not be a public space. Importantly, the kitchen will be modern and highly functional, with hygiene and safety as the main drivers of the design.	It is fully appreciated that the kitchen will be Code compliant. Adaptation of the Laboratory is accepted.  Recommendation: Any items of heritage significance from the Laboratory and other areas of the interior which are to be removed as part of the works are to be retained on site and stored within a dedicated Heritage Store. The Heritage store is to be indicated on the layouts and may be located on the First Floor or Basement in secure dry conditions.  <b>Outcome: Agreed</b>
The area at ground and lower ground levels on	The site contains several small broken pieces of	It is appreciated that the full history of the site is not yet established and that

<p>the East side which has historical archaeological significance and is to be conserved and interpreted within the landscape</p>	<p>concrete that resemble only demolition rubble. We intend to construct a beautifully landscaped space.</p>	<p>former staff are advising Adam on operations. The former site photographs illustrate various conveyance systems which were utilised to transfer goods in and out of the premises on the eastern side and in particular through use of the dedicated local railway siding on this site. These are elements with a high level of heritage significance and worthy of retention and interpretation. It will be acceptable to construct the proposed deck and verandah over the top of the retained archaeology once the extent is established. These elements are protected under the NSW Heritage Act and any changes will require an excavation permit from the NSW Heritage Office.</p> <p>Recommendation: The area at ground and lower ground levels on the East side of the premises has historical archaeological significance in relation to Mill operations and the dedicated railway siding and these elements to be retained, conserved and interpreted within the landscape design.</p> <p><b>Outcome: Agree to build over the site with a timber verandah, without disturbing retained elements</b></p>
<p>The area on the east side of the building was formerly the Pardey's Mill Railway Siding and is recommended as the basis of the landscape design.</p>	<p>We do not agree with the proposed landscaping theme. We do not intend to reinstate railway tracks into the landscaping.</p>	<p>It is accepted that no railway tracks should be reinstated. The standard practice in heritage landscaping is to interpret former uses and layouts with materials and details. For example the siding layout may be picked out using black coloured bricks within the paving design.</p> <p>Advice and recommendation as above for the revised Landscape design.</p> <p><b>Outcome: Not agreed. Consider that it will be difficult to incorporate black coloured bricks within the landscaping design. Propose an interpretive panel about rail access to the site instead, to</b></p>

		<b>be installed was part of the landscaping.</b>
The proposed verandah for the outdoor dining on the East Elevation should be distinguished from the original retained front Southern verandah	We wish to join the awning as proposed in our application, for aesthetic reasons	<p>The need to join the front side awnings for continued cover is appreciated and accepted.</p> <p>Recommendation: The extent of the original verandah is to be picked out in the flooring using charcoal stain or equal so as to distinguish the new from the original.</p> <p><b>Outcome: Agree to interpretation as above</b></p>
Existing windows are to be restored where original and like-for-like materials utilised as required.	We intend to replace the windows with modern materials that will replicate the original appearance from 10 metres away.	<p>The existing timber windows on the three prominent elevations appear sound and have high level of heritage significance and warrant retention. The use of replicas is not acceptable heritage practice. Replacement doors and windows on the North Elevation is accepted. Funds to assist conservation works such as the windows are available from the Temora Local Heritage Assistance Fund by application. Such an application would be supported by the Heritage Advisor</p> <p>Recommendation: Existing windows on the west, south and east elevations are to be retained and restored.</p> <p><b>Outcome: Agree to try to rebuild original windows on the ground floor and replace windows on the upper floors.</b></p>
Conservation of the upper floor levels on a like-for-like basis	No works are being proposed for the upper floors other than re-roofing and replacing the rotted timber windows and making safe the rotted flooring.	Only works which are specified and indicated on the drawings form part of the consent. Notes related to the replacement of flooring should be provided. As noted above, the roof replacement is to be Fielders Heritage galvanised steel roofing with traditional rolled flashings, smooth unperforated gutters and matching circular downpipes.

		<b>Outcome: Only works required to make the upper floor safe will be completed at this stage.</b>
External steel cladding may be either galvanised or colorbond Basalt. Monument is not an acceptable or supported colour in the heritage context and is not recommended in this climate zone.	We do not agree. This is simply a question of taste or preference as there is not a lot of difference between Colorbond Monument and Colorbond Basalt. Both are dark colours and so the climate zone argument is contradicted here. In any event, good insulation will be essential.	<p>The use of colour in heritage buildings is guided by standard practice and Council statutory instruments which require that the elements suit the period and style. It is appreciated that often personal views come into play however in the case of heritage listed items, an expert view is recommended. The need for a deep dark colour is appreciated as all the design magazines feature this colour. However it is expected that the Brewery will outlast these fashions. In respect of the project drawings and specifications, Basalt is recommended as it is Neutral colour in the colorbond range with grey as the evident base while Monument is essentially Black and does not interpret the grey.</p> <p>Recommendation: New roofing and wall cladding to the new parts of the project, are to be colorbond Basalt with colour matched flashings, smooth unperforated gutters and circular downpipes</p> <p><b>Outcome: Not agreed. Do not support galvanised steel roof. Prefer Monument colour as it is sharp and contrasting. Consider that the preference for galvanised steel or Basalt is subjective.</b></p>
The existing graphic on the east elevation has exceptional significance and is to be retained. Supplementary business identification may be proposed.	We do not agree as the Pardey's Flour Mill business has not been operating from more than 50 years. We will, however, include images of that signage in our story boards located around the site.	The need to re-badge the premises is fully appreciated however it is standard heritage practice to not obliterate the past unless there is no alternative. The Pardey name and brand on the building is highly valued in the community. A useful technique is the use of a transparent stain to paint over the existing branding so that the stark contrast which makes it stand out is reduced and the new sign, carefully

		<p>located, will be visually dominant and serve its commercial purpose.</p> <p>Recommendation: The existing painted sign and brand on the east elevation is to be retained and painted over using a transparent 'tea' coloured stain colour sufficient to allow it to be read and interpreted at close quarters – nominated as the railway crossing for clarity.</p> <p><b>Outcome: Agree in principle. It is proposed to dissolve the existing signage using solvents, which is expected to leave an outline or shadow of the former signage as remnants, with new lettering with the new business name attached.</b></p>
<p>Fencing details are to be provided. The use of the word acoustic is to be removed unless it can be certified. Noise abatement measures are expected to be provided at the external building envelope using appropriate doors and windows</p>	<p>We propose the construction of an acoustic fence embedded withing the perimeter gardening (eventually concealed once the garden matures). The consideration is that noise generated by outdoor patrons has the potential to impact our neighbours.</p>	<p>The construction of an acoustic fence is accepted.</p> <p>Recommendation: Details of the acoustic fence and the screening planting are to be provided with the documentation.</p> <p><b>Outcome: Agreed</b></p>
<p>Steel framed glass doors are supported subject to any original timber doors being retained and utilised in tandem.</p>	<p>We do not propose this as this as it is impractical to have double doors at each opening.</p>	<p>The use of frameless glass doors is accepted. The use of two sets of doors is common in heritage buildings and made practical with extended butt hinges where the timber doors fold back on the front walls. The alternate is for the timber doors to be hinged to open internally folding back on the walls. They are only closed when the business is closed and assist in securing the premises.</p> <p>Recommendation: The original timber doors are to be retained and hinged to suit the operational use and the</p>

		complementary new steel framed doors.  <b>Outcome: Agreed</b>
A schedule of Conservation works is to be prepared for the interior, machinery and exterior	This report is providing retained documentation of the heritage items in the building.	The report is not going to be sufficient for Certification. A set of notes should be prescribed on the drawings to assist the builder and the Certifier and to ensure that only the appropriate works are completed.  Recommendation: A schedule of Conservation works is to be prepared for the interior, machinery and exterior and noted on the relevant drawings.  <b>Outcome: Agree to provide additional heritage conservation notes on plans submitted as part of Construction Certificate Application</b>
The proposed toilet block for servicing the event venue is recommended as a simple steel-clad pavilion with pitched roof and verandah as face brick would detract from the original	We agree to not use brick, instead using materials in keeping with our other proposed textures, finishes and colours.	Recommendation: The Amenities block is to be clad externally in selected colorbond Basalt with a pitched roof and front verandah.  <b>Outcome: Not agreed as the preferred colour to be used is Monument</b>
The roofing of the secure parking area is supported subject to the element having a simple traditional skillion roof form and uniform Basalt colour, palisade fencing and tree and Hedge screen planting.	We wish to use our proposed finishes. This area is not a heritage issue, the area is currently a paddock used for railway machinery storage.	The area is directly opposite the heritage building and is a visually prominent area on the main road and adjoins the Railway Station precinct.  Recommendation: The roofing of the secure parking area is to be a simple traditional skillion roof form and a uniform Basalt colour, with Basalt palisade fencing and tree and Hedge screen planting.  <b>Outcome: Not agreed as the preferred colour to be used is Monument</b>
The original timber front doors are to be retained and may be held open	We intend to replace these doors with steel/glass doors	The use of frameless or steel framed glass doors is accepted.

during business hours with supplementary timber framed glass doors		<p>The use of two sets of doors is common in heritage buildings and made practical with extended butt hinges where the timber doors fold back on the front walls. The alternate is for the timber doors to be hinged to open internally folding back on the walls. They are only closed when the business is closed and assist in securing the premises.</p> <p>Recommendation: The original timber doors are to be retained and hinged to suit the operational use and the complementary new steel framed doors.</p> <p><b>Outcome: Agreed</b></p>
Original fittings and fixtures to be cleaned and retained in-situ	Where practical we will do this.	<p>Recommendation: Original fittings and fixtures internally such as signs, fire systems, mechanical systems and joinery are to be cleaned and retained in-situ without painting or modification. Where fittings are to be removed to accommodate new uses, the elements are to be located in the designated heritage store.</p> <p><b>Outcome: Agreed</b></p>
Where the arch indicates an earlier opening, this should be utilised to simplify the task	We do not agree, we wish install a lintel and wider, higher opening as per engineering details.	<p>Accepted</p> <p>Recommendation: The design and detailing of new lintels are to be approved prior to construction with the bottom of the lintels corresponding to the top of the arched openings for consistency.</p> <p><b>Outcome: Agreed</b></p>
Removal of the footings is not supported and a new standard timber floor to be placed in the room with a ramp as shown on the plan and to the passage left in the above photo. A simple	The broken concrete remnants of the original engine footing (pictured above) provide no value and we wish to remove it. The Flywheel and pulley assembly with its associated supporting	<p>It is appreciated that the uses of the spaces and the machinery are not evident and that interviews with former staff are underway. The machinery was fundamental to how the mill operated and are therefore valued.</p> <p>Recommendations: If a case can be</p>

balustrade to be placed around the equipment.	footings and structure will be retained, cleaned and painted in original colours (Black/green).	<p>made, consistent with the statement of heritage impact process, that retention of the machinery footings is not possible, then the former machinery base layout is to be permanently marked on the flooring.</p> <p>The Flywheel and pulley assembly with its associated supporting footings and structure will be retained and cleaned with an appropriate steel balustrade provided. The machinery is not to be painted as this detracts from the heritage significance of its generations of active use.</p> <p><b>Outcome: Agreed</b></p>
Roof structure. Retention and insulation are supported subject to provision of details illustrating the solution.	We intend to clean and retain this roof structure. We will add purlins, insulation and re-roof on top of it. From inside the building it will look unchanged.	<p>Accepted</p> <p><b>Outcome: Agreed</b></p>
The conveyor systems are of Exceptional significance and retain in situ is required.	We propose to remove this conveyor as it is falling apart and has no appeal or function.	<p>It is appreciated that the uses of the spaces and the machinery are not evident and that interviews with former staff are underway. The machinery was fundamental to how the mill operated and are therefore valued.</p> <p>Recommendation: The conveyor systems do not hinder the facility use and are to be retained and cleaned.</p> <p><b>Outcome: Agree to retain in the dining area but require this to be removed in the future brewery area</b></p>

Table 1: Heritage matters, applicant response, Heritage Advisor comment and outcome

Table 1 summarises the heritage matters that have been considered. Various compromises have been agreed in order to support the development and preserve or interpret the heritage of the building. It will be required as a condition of consent that the applicant provide further details as notes on the Construction Certificate plans to ensure the changes that have been agreed are incorporated as part of the future development.

The main areas of disagreement relates to the colour of the new roof and the removal of internal columns within the proposed bar/dining area. As shown in Figures 5 and 6, the applicant is

proposing a new roof in Monument colour, which is a very dark grey/ black colorbond roof. Council's Heritage Advisor has stated his preference that the roof be either galvanised steel or Basalt, which is a mid-grey colour. The applicant has stated his preference for Monument colour as it is sharp and contrasting to the existing brick building. The applicant considers that the preference of the Heritage Advisor for Basalt or galvanised steel is subjective. Council's Heritage Advisor considers galvanised steel or Basalt to be neutral and not suitable to the style of the building.

Council officers have considered these views and have formed the opinion that the use of Monument roofing for the project is acceptable. The choice of this colour is agreed to be a stark contrast to the existing brick building, however, is appropriate as part of the adaptive reuse to provide a modern hospitality venue. Therefore, the personal preference of the applicant is supported.

In relation to the existing timber columns, as shown by Figure 7, the applicant has advised of their preference for this area to be open plan, involving the removal of these columns to accommodate the dining area and bar area, as shown by the floor plan in Figure 8. The applicant has advised that the columns would be reused elsewhere within the project.

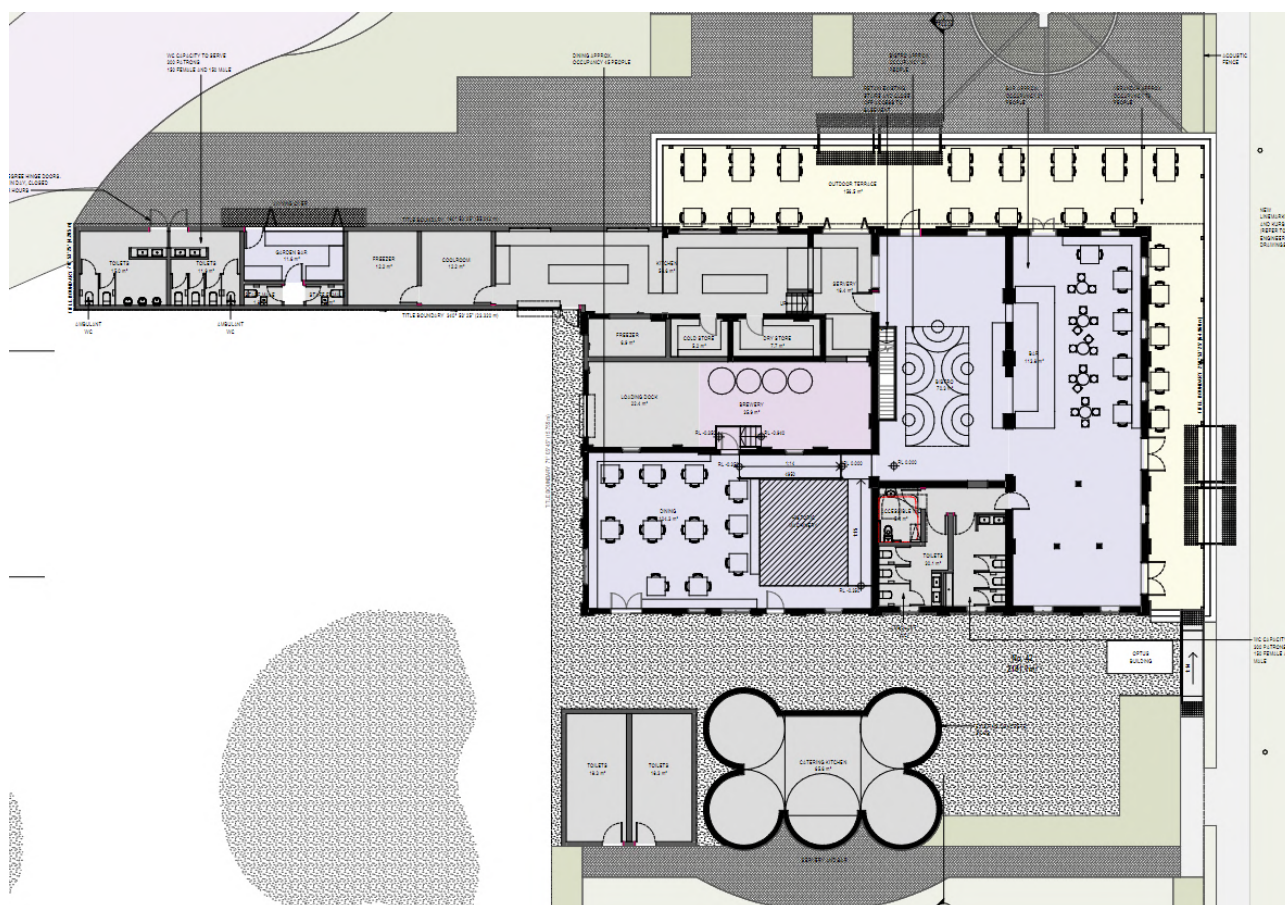


**Plate 3.3:** Interior of the eastern side of the ground floor looking north. The floor is severely compromised by termite damage. (18 November 2021)



**Plate 3.4:** The eastern side of the ground floor looking south. The floor is severely compromised by termite damage. (18 November 2021)

**Figure 7: Existing timber columns within the future dining area**



**Figure 8: Proposed floorplan of ground floor**

Council's Heritage Advisor is of the view that the internal posts must be retained as historic fabric and do not present an unworkable obstruction.

Council officers have considered these views and are supportive of the reuse of the timber columns elsewhere within the project, in order to enable the future use of the building as a hospitality venue. The applicant must provide details of how the timber columns are either reused or retained for future use, as part of the future Construction Certificate.

### Demolition

This development involves the demolition/removal of an existing structures on adjoining land, and consent has been sought as part of this application for this to occur.

### Essential Services

**Water** – the site is serviced by an existing reticulated water supply which will be augmented to service the proposed development. The application was referred to Goldenfields Water who have provided comments. Water servicing requirements have been included as conditions of consent.

**Electricity** – existing services are available, that the applicant will make arrangements for connection, in accordance with the electricity providers requirements

**Sewer services** – existing sewer services are available, and the applicant will make arrangements for connection

**Stormwater** – roof water will initially be collected and diverted to the street

**Suitable vehicle access** –future visitors to the development will access the site via the Polaris Street entrance with parking provided on the southern side of Polaris Street

Development Control Plan

The Temora Shire Council Development Control Plan 2012 is relevant to this application. The chapters relevant to this proposal are:

- Car Parking

The application proposes a total of 134 car parking spaces, including 21 secure spaces for staff and 113 spaces for customers. The proposal includes 9 on-street carparking spaces and valet parking. This is considered to be acceptable based on the available floorspace of restaurant and bar area of 475.4m<sup>2</sup>. The proposal includes seating for 166 customers (90 seats indoor and 76 seats outdoor). There is also typically expected to be up to 150 guests at any event using the marquee. Based on a total of 316 customers, this requires 106 parking spaces. Therefore, the provision of 113 customer spaces as well as 21 spaces for staff is suitable. The proposal will be required to include two accessible carparking spaces, which will reduce the number of on-street carparking spaces.

The development includes adequate provision for the loading and unloading of delivery vehicles within a designated loading area at the rear of the building. This will occur via a private arrangement between the applicant and the adjoining landowner.

- 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 development responds to the controls through building design, use of a range of high quality, aesthetically pleasing materials, complementary to existing adjoining buildings in association with the development. The building will be upgraded to be compliant with the National Construction Code. The proposed use will not create a nuisance within the locality, construction materials can be suitably stored onsite and proposed car parking is deemed to be acceptable.

- Development Applications

The application for development has been made including all relevant information and plans.

- Engineering Standards

Roads and Access –. The site will have suitable manoeuvring space to allow vehicles to enter and leave in a forward direction.

The development can be connected to Council’s existing sewer system

The development can be connected to existing water systems

Stormwater can be managed using new pipes directing stormwater to Polaris Street

- Notification of Development Application

The applicant has been notified to adjoining and nearby neighbouring landholders, as well as advertised to the public, in accordance with the Development Control Plan.

### **Likely Impacts**

#### *Environmental*

##### *- Natural*

#### Vegetation

The development site has limited existing vegetation which will be required to be removed as part of the development application in order to facilitate the construction of the new side verandah and beer garden. New deciduous vegetation is proposed to provide street landscaping, screen landscaping alongside the rail corridor and new carpark landscaping.

The overall outcome will be a significant improvement in the existing landscaping of this site, complementary to the proposed works.

#### Flooding and Stormwater

The site is not identified as being with a Flood Planning area.



**Figure 6: Temora Flood Study Map, with arrow indicating the development site**

#### Land Contamination

The site is not identified as contaminated land. The property is cleared is not known to be listed on a Council register of potentially contaminated land. There has been no known historical usage that would cause the land to be contaminated.

#### Bushfire Risk

The site is not identified as Bushfire Prone land.

#### Noise

Noise impacts during construction will be managed through conditions to limit the timing of construction to approved construction hours.

The operation of the proposed development will generate additional noise, as the current building has been vacant for many years. However, conditions of consent will manage hours of operation and levels of noise impact from outdoor dining and amplified music. The site is adjacent to a local collector road and a rail corridor; therefore the site already is associated with medium level urban noise. Loading and unloading will occur from the rear of the building, by arrangement with the adjoining landowner. The siting, design and operation of mechanical plant, such as air conditioning will be undertaken so as to not cause offensive noise.

### Waste

Waste will be generated during the construction phase of the project. The wastes are likely to include construction materials waste, demolition builders waste and domestic waste. Future waste associated with food preparation will be managed as part of future operations.

#### - *Built*

The development site is a locally heritage listed building. The proposal involves repairs, modification and extensions to accommodate the new proposed use of the building as restaurant, function centre and brewery, including outdoor beer garden, children's playground and associated carpark. Existing steel silos are required to be demolished to facilitate access to the new site. This demolition is considered to be acceptable as part of the construction plan.

Traffic including vehicles movements generated at the site will result increased impact on the local traffic conditions. However, the level of impact is considered to be acceptable on a local collector road, with suitable carparking provided. A pedestrian refuge to be included within Polaris Street will manage pedestrian movements across Polaris Street between the business and the carpark.

### Visual Impact

The proposal involves an enhancement to the urban landscape, with the restoration and adaptive reuse of the former flour mill building, which is currently in a deteriorating condition due to the previously abandoned use.

It is acknowledged that the proposed use is substantially different from the current landuse of a vacant urban building. However, it is appropriate that urban land is developed for urban purposes that are acceptable within existing site constraints and compatible with existing adjoining land uses. Existing land uses include industrial, associated with grain receipt, and residential uses.

The size and scale, or magnitude, of the project and impact on urban character is considered to be high for private property due to the introduction of a new hospitality based use. Hours of operation and noise limitations will manage the level of impact, noting that there are already road and rail uses in the vicinity of the site.

The proposal offers the inclusion of intervening vegetation between the closest dwellings and the new use. New substantial vegetation proposed on part of the eastern boundary is intended to soften and screen the new building form the closest dwellings.

### *Social*

The social impacts of the development are positive with the opportunity to provide additional employment opportunities, over the construction period, and some sourcing of local goods and services, during construction, as well as future employment opportunities covering operation of the new hospitality facility. The provision of a regionally significant hospitality venue will generate an increase in visitors to Temora Shire, which contributes to the vibrancy of the local community.

### *Economic*

The economic impacts of the development are positive with the opportunity to provide a regionally significant hospitality venue in Temora, as well as employment opportunities, supply of materials and demands for locally sourced services, such as food and drink supply, as well as accommodation and fuel, once the facility is operational.

#### Suitability of the Site

The suitability of the site relates to its location with proximity to the reuse of the locally heritage listed item, the suitable size of the land, its compatible design and proximity to road infrastructure. The site has no impacts on biodiversity or risks associated with flooding. Impacts upon neighbouring residential properties have been considered and managed through design, separation and vegetation screen planting.

#### Submissions

As a result of the notification of the development application, no written submissions were received.

The comments received from the Traffic Committee were as follows:

That the Committee resolved to recommend to Council to propose the following comments to be considered as part of the Development Application assessment:

- Consider a pedestrian refuge instead of a pedestrian crossing
- Enhance lighting and line of sight as required
- Provide an alternative long vehicle decoupling site. Options may be investigated further west of the development site. Heavy vehicle drivers to be informed of the new arrangements at the appropriate time
- Provide pram ramps as required
- Show existing footpath on the southern side of the development site
- Show extension of existing footpath along the southern side of the railway line and work with Transport for NSW to develop a suitable design
- Consider low maintenance landscaping along the rail corridor

These comments are considered to be acceptable and are included in the conditions of consent.

#### Public Interest

The proposal has public interest, with support from Council and the community for the provision of this facility in Temora.

It is in the public interest to support development that provides an overall benefit to the community, which responds to the intentions of planning controls, provides investment, is located on a suitable site, responds to the constraints and features of the site, is sufficiently serviced and mitigates against the adverse impacts associated with the development.

Equally important, it is in the public interest to protect existing residents and the wider community from development that is unsuitable, that will have overall adverse impacts upon their livelihood, and where these adverse impacts cannot be overcome.

In relation to this proposal, there is an overall benefit to the public in supporting the adaptive reuse of the former flour mill as an artisan food and drink industry, restaurant and function centre, as the proposed use is suitable for the site. Measures to reduce the impacts of the proposal on

those located closest to the expended facility have been included within the development application.

## CONCLUSION

The proposal represents an adaptive reuse of an existing former flour mill building to provide a hospitality and tourism destination within Temora Shire. The proposed development of an artisan food and drink industry, restaurant and function centre, with ancillary carpark is permitted with consent under the Conservation incentives clause of the Temora Local Environmental Plan 2010.

The design has been developed to be sympathetic to the existing heritage building and includes the necessary repairs and refurbishment to meet current building and fire standards for a commercial building.

The provision of the facility in Temora Shire provides additional economic benefits of a diversifying visitor economy, generating demand for supporting services in hospitality and accommodation.

The proposal for the construction of the adaptive reuse of former flour mill to an artisan food and drink industry, restaurant and function centre with ancillary car park and demolition of existing steel silos at 63 Polaris Street Temora is supported.

## RECOMMENDATION

That approval be given to Anthony Daintith, on behalf of Riverina Brewing Pty Ltd to demolish four steel silos and for the adaptive reuse of the former flour mill to an artisan food and drink industry, restaurant and function centre at Pt Lot 17 DP 1279114, Pt Lot 279; Pt 721 and Pt Lot 722 DP 750587, Pt Lot 328 DP 926026, 63 Polaris Street Temora and construct a car park at Lot 1 DP 1006198, 54-56 Polaris Street, Temora.

### Conditions of Consent:

#### Administrative

1. The applicant shall carry out the proposal, and works shall be undertaken, generally in accordance with the information supplied to Council, detailed as follows:
  - (a) The Development Application 81/2022 dated received on 24 November 2022, submitted to Temora Shire Council
  - (b) Development Plans prepared by Rothe Lowman Property Pty Ltd Drawing numbers T00.01 A, TP00.02 A & TP00.03 A TP01.02A dated 04.11.22, TP00.04 B, TP01.01 B TP01.03 B, TP01.04 B, TP02.01 B, TP02.02 B, TP02.03 B, TP02.04 B, TP03.01 B, TP03.02 B & TP03.03 B dated 03.02.23
  - (c) The Statement of Environmental Effects, dated October 2022, prepared by Anthony Daintith Town Planning
  - (d) BCA Compliance Report Version C dated 17 October 2022 prepared by Holmesunless otherwise specified by the conditions of this consent.
2. The use not commencing until such time as **ALL** the requirements of the conditions of this consent have been carried out to the reasonable satisfaction of Temora Shire Council, as signified in writing.
3. The builder 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. A notice bearing the lot number and the builders name and license number shall be prominently displayed at the front of the land from the time the development application is submitted to Council until the building is complete.
5. The building works shall be carried out in conformity with the provisions of the Environmental Planning and Assessment Act, 1979, and the Regulations made thereunder, in accordance with the plans and specifications approved by Council. No departure from the approved plans and specifications shall be made unless the prior approval of Council has been obtained in writing.
6. Toilet facilities are to be provided, at or in the vicinity of the work site, on which a building is being erected.
7. All building works must be carried out in accordance with the provisions of the National Construction Code, previously the Building Code of Australia, in particular the BCA Compliance Report prepared by Holmes.
8. All practicable measures must be taken to prevent and minimise harm to the environment as a result of the construction and operation of the development.
9. All operations and activities occurring at the premises must be carried out in a manner that will minimise dust at the boundary of the premises.
10. Construction works may only be carried out between 7.00 am and 6.00 pm on Monday to Friday, 8am and 5pm on Saturday and no construction is to be carried out at any time on a Sunday or a public holiday, without prior consent from Council.

**Prior to Construction**

11. A Construction Certificate must be obtained from Council or an Accredited Certifier prior to work commencing.
12. Prior to commencement of work, the person having the benefit of the Development Consent and a Construction Certificate shall:
  - (a) appoint a Principal Certifying Authority and notify Council of the appointment (if Council is not appointed), and
  - (b) notify Council of their intention to commence the erection of the building (at least 2 days notice is required).
13. In order to ensure the structural adequacy of the structure, additional details in regard to the following matters shall be submitted to and approved by the Certifier prior to the issue of a Construction Certificate.
  - (a) Structural drawings prepared and signed by a suitably qualified engineer certifying compliance with the relevant Australian Standard.
  - (b) A schedule of Conservation works is to be prepared for the interior, machinery and exterior and noted on the relevant drawings.

**During Construction**

14. The applicant shall be responsible for compliance with the requirements of SafeWork NSW.

15. The applicant shall minimise the creation of dust due to vehicles movements onsite through reduced construction vehicle speed and dust suppression using a water truck, where required.
16. Construction limits and exclusion zones clearly identified prior to work commencing.
17. If, during construction, a potential site of Aboriginal heritage or potential Aboriginal object, is uncovered, all work in the vicinity of that area shall cease.
18. If any Aboriginal object is discovered and/or harmed in, on or under the land, while undertaking the proposed development activities, the proponent must:
  - (a) Not further harm the object
  - (b) Immediately cease all work at the particular location
  - (c) Secure the area so as to avoid further harm to the Aboriginal object
  - (d) Notify OEH as soon as practical on 131555, providing any details of the Aboriginal object and its location
  - (e) Not recommence any work at the particular location unless authorised in writing by OEH.
19. In the event that skeletal remains are unexpectedly encountered during the activity, work must stop immediately, the area secured to prevent unauthorised access and the NSW Police and OEH contacted.
20. Critical Stage Inspection: Council to be given 24 hours notice for the following inspection where nominated: -
  - (a) All footing excavations, with steel in position, before concrete is poured;
  - (b) All concrete floors and raft slabs, with steel and damp proof membrane in position before concrete is poured;
  - (c) Sewer drains before being covered;
  - (d) Any wall and roof framing before being lined;
  - (e) Wet area flashings after internal linings are installed;
  - (f) Stormwater drains before backfilling;
  - (g) Final inspection on completion BEFORE occupation.
21. Signage: Site signage shall apply and must be erected on site in a prominent, visible position for the duration of the construction.
  - (a) Stating the unauthorised entry to the site is not permitted;
  - (b) Showing the name of the builder or another person responsible for the site and a telephone number at which the builder or other persons can be contacted outside working hours; and
  - (c) The name, address and telephone contact of the Principal Certifying Authority for the work.

**Occupation Certificate**

22. 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, Parking, Roads & Footpaths**

23. Driveways: All internal driveways will be constructed to a width suitable for the vehicles anticipated to use the site.
24. Drainage: All internal driveways and pavement areas are to be suitably drained.
25. Vehicle Movement: All vehicles are to be able to enter and leave the site in a forward direction.
26. A pedestrian refuge will be installed between the development and the car park, on Polaris Street, to the satisfaction of Council.
27. The developer shall enhance lighting and line of sight as required for the pedestrian refuge, to the satisfaction of Council.
28. Access to the site shall include pram ramps as required, to the satisfaction of Council.
29. Low maintenance landscaping shall be included along the rail corridor.

#### **Services**

30. Stormwater Disposal: Roof waters shall be collected and conveyed to Council's Stormwater disposal system.
31. Backflow Prevention: A backflow prevention (reduced pressure zone) device shall be installed in accordance with AS 3500.1, clause 4.4.
32. Sewerage Connection: All connections to or alteration to any sewerage lines must be carried out by a Licensed Plumber/Drainer.
33. 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.
34. 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.
35. The Developer submit an application to Goldenfields Water for a water service, and a fire service if applicable under the BCA.
36. A Certificate of Compliance be required, and the issue of the Certificate of Compliance would be required prior to the release of any Occupation Certificate.

#### **Demolition**

37. Demolition Works: Demolition of existing building or structures is to be carried out in a manner so that the risk of injury to the health and safety of site personnel and public persons will be minimised.
38. Identify and locate service supply mains – Water, Electricity and notify the controlling authority to disconnect such services prior to demolition.

39. All debris 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 Council's waste depot.

**Design**

40. Access: All doorways throughout the building must have a minimum opening clearance of 850mm to comply with Disability (Access to Premises – Buildings) 2010 Schedule 1 Part D3.2
41. Exits: Any exits must not be blocked at the point of discharge and where necessary, suitable barriers must be provided to prevent vehicles from blocking the exits, or access to it.
42. Exit Signs: Illuminated exit signs shall be erected above each exit door acting as a required exit and any paths of travel as indicated.
43. Required Exit: A door in a required exit of in a path of travel to a required exit must be readily openable without a key from the side that faces a person seeking egress, by a single hand downward action or pushing action on a single device which is located between 900mm and 1200mm from the floor.
44. Emergency Lighting: An emergency lighting system must be installed in the building in accordance with the requirements of Part E4.2 of the Building Code of Australia.
45. Scalding: The Hot Water System to the bathroom is to be set not to exceed 50°C to prevent accidental scalding of children and the infirm. The licensed Plumber is to complete the attached certificate of compliance for the completed installation.
46. Sanitary Facilities: An accessible (disabled) unisex sanitary facilities shall be provided as per the Disability (Access to Premises – Buildings) 2010 Schedule 1 Part F2 and shall comply with AS 1428.1/2009 – Design for Access and Mobility.

**Fire Safety**

47. Portable Fire Extinguishers: Portable Fire Extinguishers containing an extinguishing agent suitable for the risk being protected must be installed in the building. Portable fire extinguishers satisfy this requirement if they are installed in accordance with Australian Standard 2444 and water type extinguishers are located adjacent to required exits and extinguishers provided for fires other than Class A fires, are suitably located adjacent to their relevant risk.
48. Fire Hose Reel System: A fire hose reel system is to be installed complying with Australian Standard 2441 and Clause E1.4 (b) of the National Construction Code of Australia.
49. Fire Hydrant: A fire hydrant installation complying with AS:2419.1-2017 shall be installed to service the entire building. A design by an accredited fire engineer shall be submitted to the certifier as part of the Construction Certificate documentation.
50. 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.
51. 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.

52. 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.

### **Energy Efficiency**

53. Artificial Lighting: Artificial Lighting within the building must be controlled in accordance with Part J6.3 of the Building Code of Australia.

### **Developer Contributions Plan**

54. Pursuant to Section 7.12 of the Environmental Planning and Assessment Act 1979, the monetary contribution applicable as a S7.12 development levy of \$47,510,53 is to be paid to Temora Shire Council prior to the issue of Construction Certificate. The contribution is current as at the date of this consent and is levied in accordance with the Temora Shire Section Developer Contributions Plan 2019, which may be viewed during office hours at Council's Offices, 105 Loftus Street, Temora, or on Council's website [www.temora.nsw.gov.au](http://www.temora.nsw.gov.au).
55. The contribution payable will be calculated in accordance with the contributions plan current at the time of payment, and will be adjusted at the time of payment in accordance with the Consumer Price Index (CPI) (All Groups Index for Sydney) published by the Australian Bureau of Statistic (ABS). Contribution amounts will be adjusted by Council each financial year.

Cr Jason Goode declared a pecuniary interest in relation to item REP23/295, due to a acting Solicitor for the Developer.

Cr Jason Goode left the meeting at 4.52PM and took no further part in the discussion.

Cr Rick Firman declared a non-pecuniary interest in relation to item REP23/295 , due to a being a neighbouring resident.

### **RESOLUTION 52/2023**

Moved: Cr Anthony Irvine

Seconded: Cr Max Oliver

It was resolved that Council approve Development Application 81/2022 The Flour Mill Hotel, Brewery and Function Centre, subject to conditions.

**CARRIED**

### ***Report by Claire Golder***

In Favour: Crs Rick Firman, Graham Sinclair, Lindy Reinhold, Max Oliver, Nigel Judd, Claire McLaren, Belinda Bushell and Anthony Irvine

Against: Nil

**CARRIED 8/0**

Cr Jason Goode returned to the meeting at 4.57PM.

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**2.4 Pardey's Mill Site DA**


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Attention: Adam Perry – The Riverina Brewing Company Ltd and Rothelowman Architects

**Heritage Significance:** The site is listed on Schedule 5 of the Temora LEP as a heritage item. In terms of the standard criteria for listing: the site has Historic significance, Aesthetic significance, Technical Significance and Rarity value.

*The building is an important historical example of industry capitalising on the agricultural surroundings and is highly valued by the community. The structure remains a prominent visual landmark and is in sound condition having retained the original distinctive building elements and character.*

**Key dates:**

1908 The site was purchased by Arthur Pardey from Knowlman & Ness. An existing flour mill was demolished and the current building constructed. The mill traded under the name Gillespie & Pardey.  
 1909 A railway siding was constructed into the mill site.  
 1917 Trading named changed to Arthur Pardey & Company.  
 1941 Three silos were erected on site.  
 1949 A fire suppression system was installed.  
 1950 The original drive engine replaced by an electric motor.  
 1955 A weighbridge was installed on the mill's railway siding. 1973 The mill closed after the decline of export markets to Asia

It is appreciated that the Architects are based in Victoria and not familiar with heritage issues in NSW. It is also appreciated that the Planning Consultant does not regularly deal with Heritage buildings and projects of this scale.

The following schedule provides responses to the issues Adam has raised after reviewing the earlier assessment.

Further clarification has been added in the form of a table covering the issues.

Advice and recommended Conditions of Consent are included. The advice is consistent with the requirements of the Temora LEP and the protocols established by the Guidelines for best practice within the Burra Charter and local advice prepared by the NSW Heritage Office for local heritage places in NSW.

Heritage matter	Applicant response	Comment
Laboratory roof to be demolished and replace with traditional galvanised steel custom orb profile with rolled flashings	Do not support galvanised finish and are proposing corrugated colorbond in Monument colour being modern finishes	It is best practice for traditional early parts of the building to be finished on a like for like basis. This therefore applies to both the Laboratory roof and the main roof on the Mill building. It does not apply to new areas such as the extension, where Colorbond Basalt Matt could be utilised with an appropriate junction.  Recommendation: Replacement roofing for the Mill building is to be like for like such as Fielders or equal galvanised steel with roiled flashings, unperforated quad

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		gutters and circular downpipes
Replacement of front verandah is not supported	The front verandah is in poor condition and needs to be replaced. Agree with the principal of retaining as much of the original building as possible. Consider the front verandah to be a minor structure	<p>The front verandah is a significant part of the original building. It is appreciated that some of the elements have been replaced including the floor. It is appreciated that the office portion is substantially damaged by termites. On the issues described above, replacement of the front verandah is acceptable subject to the following conditions.</p> <p>Recommendation</p> <p>Sound original timber members including posts, beams and rafters are to be retained and utilised in the new verandah and supplemented by skilled carpenters as required. The former office is to be interpreted through the use of Charcoal stained floorboards running at right-angles to the general verandah flooring and the underside of the verandah in the area formerly occupied by the office is to be lined with cypress lining boards.</p>
The new internal openings should re-use the former openings evident in the walls where these exist.	This will not be practical in all circumstances, some of the original openings are very small. We need to create large openings for functionality.	<p>The need for new openings is appreciated. The objective is to be practical and utilise the available openings where they correspond with the new functions and for the previous openings to be interpreted so that the progressive uses of the building are evident. What is not acceptable is the general removal of original walls for the sake of opening</p>

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		<p>up the spaces to create a contemporary ambience.</p> <p>Recommendation</p> <p>New openings are to utilise a head height consistent with original openings and an appropriate approved detail with an expressed contemporary lintel.</p> <p>The location of the walls removed s to be interpreted in the floor utilising Charcoal stained infill timber flooring.</p> <p>Where existing openings are to be closed, the infill and closure is to be finished in charcoal stained timber boarding recessed 15mm from the brick face.</p>
Demolition of the existing verandah, steps and floor are not supported given the significance. Modifications may be supported.	The old verandah needs to be replaced as per the illustrations provided and for reasons described above	<p>The need for part demolition to construct the new verandah is appreciated. Demolition of original materials and details such as the historic front steps is supported only where necessary to construct the new replacement verandah.</p> <p>Recommendations</p> <p>Original significant building fabric – the original front entrance - steps is to be retained beneath the new verandah which is to be built over.</p>
Termite damage to the front office is appreciated, this element has an Exceptional level of significance and restoration and reinstatement is required	Do not propose to retain this add-on structure as it unbalances the presentation of the original façade. Furthermore, the white-ant damage is so extensive that the structure is barely standing.	All the historic photographs illustrate this element. Being unbalanced is not a sufficient reason for removing an historic element. The extent of damage to this element is however appreciated and demolition is acceptable subject to its interpretation as noted above.

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Removal of the original timber internal posts is not supported given their Exceptional level of significance	There are 6 centrally located internal timber posts on the ground floor. Removing them is part of the adaptive reuse process. The building is no longer a flour mill, and the posts present an unworkable obstruction to the functionality of our proposed hospitality venue layout. We intend to use the timber elsewhere in the project, preferably as part of the landscaping features.	<p>The internal posts are fundamental to the historic construction and use despite the item not being a flour mill. While it is appreciated that the venue is to accommodate staff and visitors it is not accepted that timber posts present a unworkable obstruction. Historic venues of all types accommodate historic fabric.</p> <p>Recommendation</p> <p>The original timber posts and associated structure is to be retained within the front ground floor of the building.</p>
Sealing off the main front basement is supported subject to the use of reversible details and the basement being interpreted using an area of glazed flooring.	The basement and its access stairs are not proposed to be utilized or removed at this stage. A glazed floor area would be of little benefit as there is nothing significant to be seen in basement. We do intend to explore options for using the basement in the future, subject to an additional DA.	<p>Its is standard heritage practice for solutions in adaptive reuse projects to be reversible. While glass flooring is common in projects of this type it is not essential and not required in this case.</p> <p>Recommendation</p> <p>Sealing off staircases to the basement is acceptable and is to be completed in removeable construction and finished in timber to suit the context.</p>
A vehicle access for deliveries to the Brewery and the Food & Beverage venues is not shown.	The access is from the rear via BFB's lands.	<p>Recommendation</p> <p>Only the works illustrated on the drawings are permissible construction. Any alterations to the site and buildings to accommodate tasks not shown will require a future application.</p>
It is understood that the revised scheme will not	We wish to offer limited seating/dining on the front	Seating on the front verandah as illustrated is acceptable and will benefit

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include seating on the front verandah	verandah as shown on the revised plans.	the heritage significance and functioning of the venue.
Significant elements of the former Laboratory space for retention and conservation	The laboratory area will be repurposed as a commercial kitchen. This will not be a public space. Importantly, the kitchen will be modern and highly functional, with hygiene and safety as the main drivers of the design.	It is fully appreciated that the kitchen will be Code compliant. Adaptation of the Laboratory is accepted.  Recommendation  Any items of heritage significance from the Laboratory and other areas of the interior which are to be removed as part of the works are to be retained on site and stored within a dedicated Heritage Store. The Heritage store is to be indicated on the layouts and may be located on the First Floor or Basement in secure dry conditions.
The area at ground and lower ground levels on the East side which has historical archaeological significance and is to be conserved and interpreted within the landscape	The site contains several small broken pieces of concrete that resemble only demolition rubble. We intend to construct a beautifully landscaped space.	It is appreciated that the full history of the site is not yet established and that former staff are advising Adam on operations. The former site photographs illustrate various conveyance systems which were utilised to transfer goods in and out of the premises on the eastern side and in particular through use of the dedicated local railway siding on this site. These are elements with a high level of heritage significance and worthy of retention and interpretation. It will be acceptable to construct the proposed deck and verandah over the top of the retained archaeology once the extent is established. These elements are protected under the NSW Heritage Act and any changes will require an excavation permit from the NSW Heritage Office.

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		<p>Recommendation</p> <p>The area at ground and lower ground levels on the East side of the premises has historical archaeological significance in relation to Mill operations and the dedicated railway siding and these elements to be retained, conserved and interpreted within the landscape design.</p>
The area on the east side of the building was formerly the Pardey's Mill Railway Siding and is recommended as the basis of the landscape design.	We do not agree with the proposed landscaping theme. We do not intend to reinstate railway tracks into the landscaping.	<p>It is accepted that no railway tracks should be reinstated. The standard practice in heritage landscaping is to interpret former uses and layouts with materials and details. For example the siding layout may be picked out using black coloured bricks within the paving design.</p> <p>Advice and recommendation as above for the revised Landscape design.</p>
The proposed verandah for the outdoor dining on the East Elevation should be distinguished from the original retained front Southern verandah	We wish to join the awning as proposed in our application, for aesthetic reasons	<p>The need to join the front side awnings for continued cover is appreciated and accepted.</p> <p>Recommendation</p> <p>The extent of the original verandah is to be picked out in the flooring using charcoal stain or equal so as to distinguish the new from the original.</p>
Existing windows are to be restored where original and like-for-like materials utilised as required.	We intend to replace the windows with modern materials that will replicate the original appearance from 10 metres away.	The existing timber windows on the three prominent elevations appear sound and have high level of heritage significance and warrant retention. The use of replicas is not acceptable heritage practice. Replacement doors and windows on the North Elevation is accepted. Funds to assist conservation works such as the windows are

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		<p>available from the Temora Local Heritage Assistance Fund by application. Such an application would be supported by the Heritage Advisor</p> <p>Recommendation</p> <p>Existing windows on the west, south and east elevations are to be retained and restored.</p>
Conservation of the upper floor levels on a like-for-like basis	No works are being proposed for the upper floors other than re-roofing and replacing the rotted timber windows and making safe the rotted flooring.	Only works which are specified and indicated on the drawings form part of the consent. Notes related to the replacement of flooring should be provided. As noted above, the roof replacement is to be Fielders Heritage galvanised steel roofing with traditional rolled flashings, smooth unperforated gutters and matching circular downpipes.
External steel cladding may be either galvanised or colorbond Basalt. Monument is not an acceptable or supported colour in the heritage context and is not recommended in this climate zone.	We do not agree. This is simply a question of taste or preference as there is not a lot of difference between Colorbond Monument and Colorbond Basalt. Both are dark colours and so the climate zone argument is contradicted here. In any event, good insulation will be essential.	The use of colour in heritage buildings is guided by standard practice and Council statutory instruments which require that the elements suit the period and style. It is appreciated that often personal views come into play however in the case of heritage listed items, an expert view is recommended. The need for a deep dark colour is appreciated as all the design magazines feature this colour. However it is expected that the Brewery will outlast these fashions. In respect of the project drawings and specifications, Basalt is recommended as it is Neutral colour in the colorbond range with grey as the evident base while Monument is essentially

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		<p>Black and does not interpret the grey.</p> <p>Recommendation</p> <p>New roofing and wall cladding to the new parts of the project, are to be colorbond Basalt with colour matched flashings, smooth unperforated gutters and circular downpipes</p>
<p>The existing graphic on the east elevation has exceptional significance and is to be retained. Supplementary business identification may be proposed.</p>	<p>We do not agree as the Pardey's Flour Mill business has not been operating from more than 50 years. We will, however, include images of that signage in our story boards located around the site.</p>	<p>The need to re-badge the premises is fully appreciated however it is standard heritage practice to not obliterate the past unless there is no alternative. The Pardey name and brand on the building is highly valued in the community. A useful technique is the use of a transparent stain to paint over the existing branding so that the stark contrast which makes it stand out is reduced and the new sign, carefully located, will be visually dominant and serve its commercial purpose.</p> <p>Recommendation</p> <p>The existing painted sign and brand on the east elevation is to be retained and painted over using a transparent 'tea' coloured stain colour sufficient to allow it to be read and interpreted at close quarters – nominated as the railway crossing for clarity.</p>
<p>Fencing details are to be provided. The use of the word acoustic is to be removed unless it can be certified. Noise abatement measures are expected to be provided at the external building envelope using appropriate doors and windows</p>	<p>We propose the construction of an acoustic fence embedded with the perimeter gardening (eventually concealed once the garden matures). The consideration is that noise generated by outdoor patrons has the potential to impact our neighbours.</p>	<p>The construction of an acoustic fence is accepted.</p> <p>Recommendation</p> <p>Details of the acoustic fence and the screening planting</p>

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		are to be provided with the documentation.
Steel framed glass doors are supported subject to any original timber doors being retained and utilised in tandem.	We do not propose this as this as it is impractical to have double doors at each opening.	<p>The use of frameless glass doors is accepted. The use of two sets of doors is common in heritage buildings and made practical with extended butt hinges where the timber doors fold back on the front walls. The alternate is for the timber doors to be hinged to open internally folding back on the walls. They are only closed when the business is closed and assist in securing the premises.</p> <p>Recommendation</p> <p>The original timber doors are to be retained and hinged to suit the operational use and the complementary new steel framed doors.</p>
A schedule of Conservation works is to be prepared for the interior, machinery and exterior	This report is providing retained documentation of the heritage items in the building.	<p>The report is not going to be sufficient for Certification. A set of notes should be prescribed on the drawings to assist the builder and the Certifier and to ensure that only the appropriate works are completed.</p> <p>Recommendation</p> <p>A schedule of Conservation works is to be prepared for the interior, machinery and exterior and noted on the relevant drawings.</p>
The proposed toilet block for servicing the event venue is recommended as a simple steel-clad pavilion with pitched roof and verandah as face brick would detract from the original	We agree to not use brick, instead using materials in keeping with our other proposed textures, finishes and colours.	<p>Recommendation</p> <p>The Amenities block is to be clad externally in selected colorbond Basalt with a pitched roof and front verandah.</p>
The roofing of the secure parking area is supported subject to the element having a simple traditional	We wish to use our proposed finishes. This area is not a heritage issue, the area is currently a paddock	The area is directly opposite the heritage building and is a visually prominent area on

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skillion roof form and uniform Basalt colour, palisade fencing and tree and Hedge screen planting.	used for railway machinery storage.	<p>the main road and adjoins the Railway Station precinct.</p> <p>Recommendation</p> <p>The roofing of the secure parking area is to be a simple traditional skillion roof form and a uniform Basalt colour, with Basalt palisade fencing and tree and Hedge screen planting.</p>
The original timber front doors are to be retained and may be held open during business hours with supplementary timber framed glass doors	We intend to replace these doors with steel/glass doors	<p>The use of frameless or steel framed glass doors is accepted.</p> <p>The use of two sets of doors is common in heritage buildings and made practical with extended butt hinges where the timber doors fold back on the front walls. The alternate is for the timber doors to be hinged to open internally folding back on the walls. They are only closed when the business is closed and assist in securing the premises.</p> <p>Recommendation</p> <p>The original timber doors are to be retained and hinged to suit the operational use and the complementary new steel framed doors.</p>
Original fittings and fixtures to be cleaned and retained in-situ	Where practical we will do this.	<p>Recommendation</p> <p>Original fittings and fixtures internally such as signs, fire systems, mechanical systems and joinery are to be cleaned and retained in-situ without painting or modification. Where fittings are to be removed to accommodate new uses, the elements are to be located in the designated heritage store.</p>

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Where the arch indicates an earlier opening, this should be utilised to simplify the task	We do not agree, we wish install a lintel and wider, higher opening as per engineering details.	Accepted  Recommendation  The design and detailing of new lintels are to be approved prior to construction with the bottom of the lintels corresponding to the top of the arched openings for consistency.
Removal of the footings is not supported and a new standard timber floor to be placed in the room with a ramp as shown on the plan and to the passage left in the above photo. A simple balustrade to be placed around the equipment.	The broken concrete remnants of the original engine footing (pictured above) provide no value and we wish to remove it. The Flywheel and pulley assembly with its associated supporting footings and structure will be retained, cleaned and painted in original colours (Black/green).	It is appreciated that the uses of the spaces and the machinery are not evident and that interviews with former staff are underway. The machinery was fundamental to how the mill operated and are therefore valued.  Recommendations  If a case can be made, consistent with the statement of heritage impact process, that retention of the machinery footings is not possible, then the former machinery base layout is to be permanently marked on the flooring.  The Flywheel and pulley assembly with its associated supporting footings and structure will be retained and cleaned with an appropriate steel balustrade provided. The machinery is not to be painted as this detracts from the heritage significance of its generations of active use.
Roof structure. Retention and insulation are supported subject to provision of details illustrating the solution.	We intend to clean and retain this roof structure. We will add purlins, insulation and re-roof on top of it. From inside the building it will look unchanged.	Accepted

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The conveyor systems are of Exceptional significance and retain in situ is required.	We propose to remove this conveyor as it is falling apart and has no appeal or function.	<p>It is appreciated that the uses of the spaces and the machinery are not evident and that interviews with former staff are underway. The machinery was fundamental to how the mill operated and are therefore valued.</p> <p>Recommendation</p> <p>The conveyor systems do not hinder the facility use and are to be retained and cleaned.</p>
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The rendering is expected to be modified to suit the revised materials, details and colours. Any fencing to the perimeter should have a vertical character consistent with the palisade format. Vehicle access for servicing is to be clarified.



Additional signs for business identification are supported in the vicinity of the fencing and verandahs while the existing painted signwriting is to be retained on the building after it is reduced by using a stain coloured similar to the brickwork.

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- The planting indicated is supported for shade and amenity
- The historical archaeology of the railway siding is expected to inform the layout.
- It is expected that the original railway siding will inform the layout in the main external eastern part of the venue. The railway relationship is expected to form an important part of the interpretation at the site. Railway Temora and the Museum have appropriate details.



- Delivery access is to be clarified
- The proposed toilet block for servicing the event venue is recommended as a simple steel-clad pavilion in Basalt with pitched roof and verandah as face brick would detract from the original
- No works are expected to the concrete silos as this would detract from their integrity and significance.
- The roofing to the original parts of the building is to be consistent with the original which is galvanised iron. Heritage galvanised steel custom orb profile is acceptable. Basalt colorbond is acceptable for all other areas of cladding and roofing.

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- The roofing of the secure parking area is supported subject to the element having a simple traditional skillion roof form and uniform Basalt colour, palisade fencing and tree and Hedge screen planting.
- In view of the character and setting, the extensive use of native tree and hedge planting is supported.
- The use of endemic ground covers as an alternative to lawn is supported as being the appropriate character.
- Additional business identification signs will be supported in the vicinity of the fencing and verandah



The signs may be retained as indicated or relocated away from the vicinity of the earlier sign and branding.

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The following site photos were taken during the visit and are noted to illustrate the relevant aspects of heritage significance.



1. General view of the site and structures. The painted signwriting has heritage significance and is to be retained while being reduced in visibility using a brown transparent stain. Clarification is to be provided for the existing comms items on the silos and whether it stays or goes. The Off-white joinery colour is to be retained. The roof colour is noted and is to be complemented using replacement galvanised steel roofing, traditional rolled flashings and galvanised steel downpipes.



2. The structure extends towards the rail line/former dedicated siding with remnants from the handling system now historical archaeological features, protected under the Heritage Act NSW. These are to be revealed and interpreted. The siding layout should inform the courtyard layout and design. The steel framed windows are significant. If they cannot be restored a complementary window system is expected plus a minimum of one bay retained as an example.

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3. The brickwork appears generally sound. Replacement like for like glass is recommended for the windows. The use of simple internal security lighting is recommended as part of the future presentation and promotion of the site. External floodlighting should be minimal so as to highlight features only and allow the building to glow from inside out. Steel framed glass doors may be used on the basis that the doors are also retained on extended butt hinges.



4. Evidence of original fabric in the form of the timber door on the ground and the archaeology of the handling system.

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5. View of the existing verandah floor, verandah structure, front steps and chute. These elements are of Exceptional significance and retention is recommended below the new structure. The original timber front doors are to be retained with extended butt hinges with supplementary steel framed glass doors.



6. Details of the windows and the sign-off rests for receipting are to be retained.

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7. View of the streetscape from the verandah. The conveyow is to be retained within the replacement verandah structure.



8. View through the mesh into the office which as the economic hub of the business is of Exceptional significance. It may be demolished an interpreted using a coloured finish to the floor, oreintation of the boards and a soffit lining to the verandah in that area.
9. Signs are of Exceptional significance in illustrating business and workplace management of the time and should be cleaned and retained in-situ.

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10. Internal view of the delivery chute, to be cleaned and retained in-situ.

David Scobie  
Heritage Advisor to Temora Shire Council

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**Claire Golder**

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**From:** Claire Golder  
**Sent:** Tuesday, 28 February 2023 5:01 PM  
**To:** Claire Golder  
**Subject:** FW: Heritage Report

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**From:** Adam Perry <[adam@accessrecycling.com.au](mailto:adam@accessrecycling.com.au)>  
**Sent:** Friday, 24 February 2023 11:48 AM  
**To:** Claire Golder <[cgolder@temora.nsw.gov.au](mailto:cgolder@temora.nsw.gov.au)>  
**Cc:** 'Ernest Dupere' (<[Ernest@benedict.com.au](mailto:Ernest@benedict.com.au)>) <[Ernest@benedict.com.au](mailto:Ernest@benedict.com.au)>  
**Subject:** RE: Heritage Report

Good morning Claire,

Thank you for sending the revised heritage report.

While the concessions from Mr Scobie are appreciated, I feel we are still a long way apart in our views of how this project should proceed. With the exception of a few minor things, listed below, we could not proceed with the project if all of Mr Scobie's recommendations became consent conditions. As noted previously, the project must be built to the highest standard, to become a regionally significant venue. Given that Temora has a relatively small population, we believe that it will be vital to have ongoing patronage from out-of-town visitors to support a project of this investment scale (note the construction cost estimate, plus the ongoing running costs). We see significant financial risks in falling short of the mark when it comes to the quality of the finish and creating an outstanding venue. Simply resorting an old flour mill in a somewhat rustic fashion won't work, we believe. From our perspective, this is not a question of architectural technique or tastes, it is a question of financial viability. If it is Council's wish that the building must be preserved as recommended by Mr Scobie, we accept that, we respect Council's authority to impose such conditions. However, we would not be prepared to take the financial risk and create a venue that we believe would be sub-standard.

We appreciate you giving us the opportunity to work through these issues prior to final assessment.

Please accept the following additional information in response to the updated heritage report:

- The advising architect, Ben Pomeroy, is from NSW – RotheLoweman's Sydney office.
- Any items of heritage significance that are not fixtures (eg cupboards, tables, augers, etc), will either be retained on displace, or offered to Temora Heritage Museum, or anyone else who might want them.
- As recommended, all internal wall signage, fire control system, other timber chutes and joinery, will be carefully cleaned and preserved in-situ.
- As recommended, the existing timber doors will be rehinged and retained. New frameless glass doors will be added.
- As recommended, a schedule of conservation works will be prepared and remain on public display. In addition, we will prepare a comprehensive photographic journal of the conditions prior to, and during all works being undertaken, also to remain on public display.










I would be pleased to meet with you, at time convenient to you, should you wish to discuss this further.

Regards

**Adam Perry**  
**Access Recycling Services**  
**P: (02) 6976 2000**  
**M: 0408 762 296**

**14.7 PROPOSED UNIT DEVELOPMENT 65 LOFTUS STREET TEMORA****File Number:** REP23/358**Author:** Town Planner**Authoriser:** Director of Environmental Services

**Attachments:**

1. Submission 1 [↓](#) 
2. Response to submission 1 [↓](#) 
3. Photos 1 submission 1 [↓](#) 
4. Photos 2 submission 1 [↓](#) 
5. Photos 3 submission 1 [↓](#) 
6. Submission 2 [↓](#) 
7. Response to submission 2 [↓](#) 
8. Submission 3 [↓](#) 
9. Response to submission 3 [↓](#) 

**DA No:**

7/2023

**Applicant**

Phil Smith Building

**Property**

65 Loftus Street Temora Lot 22 DP 12762651

**Owner**

G &amp; A Hartwig

**Proposal**

Multi dwelling housing 4 x 1 bedroom units (Two storey)

**Notification**

The application was notified to five adjoining/adjacent neighbouring landowners, between 10 February 2023 and 24 February 2023. Three submissions were received. The applicant has provided additional information to those making submissions. However, as the matters are unresolved, the application is presented to Council for determination.

**Site Description**

The site is a vacant lot, 505.5m<sup>2</sup>, located on the corner of Loftus Street and Little Camp Street, adjacent to the railway line. Adjoining development includes residential dwellings and a hotel. Previously the site contained a wool shed, however this was previously demolished due to its poor condition.

The zoning of the site is B4 Mixed Use zone, as shown by Figure 1.

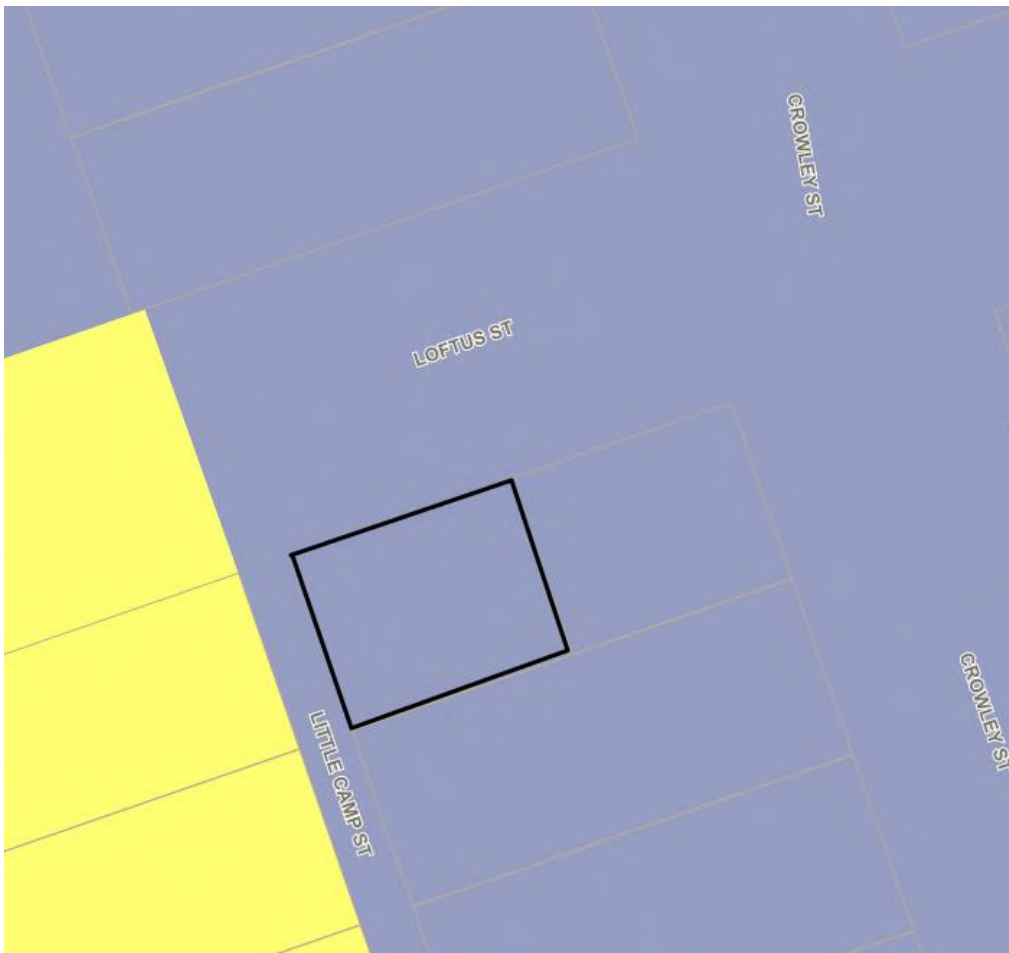


Figure 1: Subject site zoning map

An aerial image of the subject site is shown by Figure 2.



Figure 2: Aerial image of the subject site, with the vacant lot indicated by the red arrow (Google Earth)

Figure 3 provides concept elevations of the proposed development.



Figure 3: Concept elevations of proposed development

Figure 4 provides and site plan and landscaping plan.

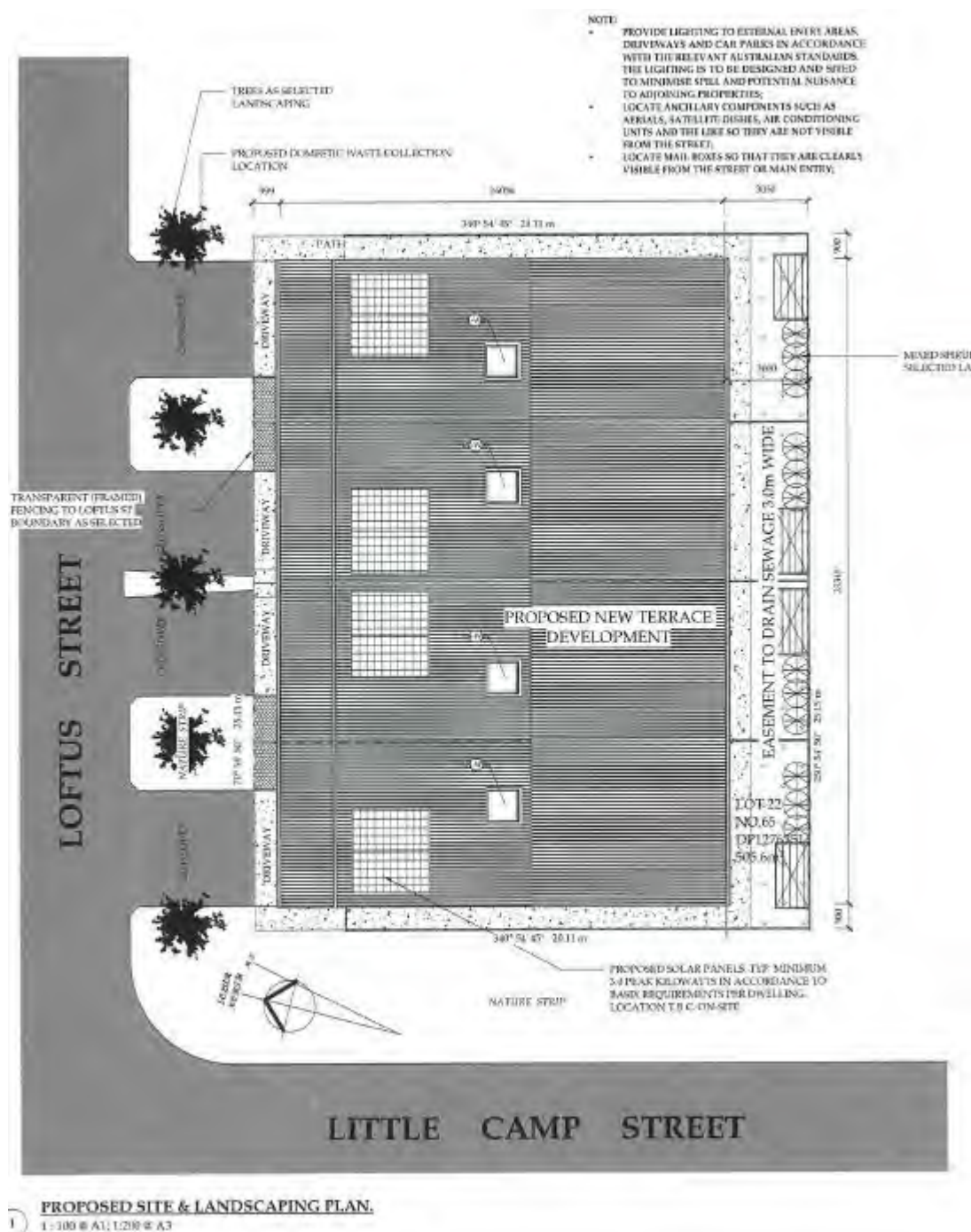


Figure 4: Proposed site and landscaping plan.

### Assessment

The proposal involves the construction of 4 x 1 bedroom multi dwelling housing. The dwellings are proposed to be attached and on one lot of land. Each dwelling has access at ground level, with a single car garage, kitchen, laundry (including toilet) and dining/living area. On the first floor is a bedroom, bathroom and lounge room, with a front balcony.

The following matters are considered under section 4.15 of the Environmental Planning and Assessment Act, 1979, as part of the assessment of the proposal.

**Local Planning Controls**

The site is zoned B4 Mixed Use under the Temora Local Environmental Plan (LEP) 2010.

The objectives of the zone are:

- To provide a mixture of compatible land uses.
- To integrate suitable business, office, residential, retail and other development in accessible locations so as to maximise public transport patronage and encourage walking and cycling.
- To promote and encourage investment in the rehabilitation, renewal and redevelopment of property within the zone

The proposed development is consistent with the objectives of the zone, as it involves residential accommodation. Residential accommodation is permitted with consent in the B4 Mixed Use zone.

The development proposal is for multi dwelling housing, which means 3 or more dwellings (whether attached or detached) on one lot of land, each with access at ground level, but does not include a residential flat building. Multi dwelling housing is a type of residential accommodation

The site is not identified as sensitive biodiversity, sensitive land or water. The site is not identified as flood affected or bushfire prone land.

The development will be required to connect to essential services including water and electricity. All dwellings will have access to a public road for vehicle access.

The Temora Shire Council Development Control Plan 2012 is relevant to this application. The chapters relevant to this proposal are:

- Car parking

Each dwelling requires its own private parking area. Each dwelling is proposed to be provided with a single garage as part of the unit development. This is considered to be acceptable as the proposed dwellings are each one bedroom units.

- Development Applications

The application for development has been made including all relevant information and plans.

- Engineering Standards

The development will comply with Council standards for driveway and access including all-weather driveways, connection to reticulated water, directing stormwater to the street and provision of pedestrian footpaths. It is noted that due to the design of the building, vehicles will not be able to both enter and leave the building in a forward direction. However, due to the low traffic environment, this is considered to be acceptable. The driveways for units 2 and 3 are separated by one (1) metre, which is less than the two (2) metres required by the DCP. However, the variation requested is considered to be acceptable in a low speed environment.

The DCP requires that all footpaths be concreted to a width of 1.5m across the entire frontage of the development. This requirement is included as a condition of consent. The multi unit

development will generate demand for future residents to have footpath access to Council's existing network. As the new development will be serviced with a footpath, with a gap of approximately 25m in the network, it is appropriate that the developer complete this gap in the network by the installation of a footpath along the side boundary of the existing dwelling at 38 Crowley Street. This approach is consistent with other unit developments within Temora and is also included within the conditions of consent.

- Heritage and Conservation

The development is immediately opposite the local heritage item, the Terminus Hotel. Development in the vicinity of a heritage item to be designed and sited to protect the significance of the heritage item. New development are to be designed to respect and complement the heritage item in terms of building envelope, proportions, materials, colours, finishes and building street alignment.

The design of the proposed dwellings in a modern terrace style is considered to be acceptable in relation to the Terminus Hotel. The choice of bricks for construction is important to complement the heritage importance of the hotel. Council will require the selected bricks to be a dark brown-red colour, with the final selection to be approved by Council officers.

- Landscaping

The proposed development requires the removal of one street tree to facilitate driveway access to the property. The submitted plans show the planting of five street trees at the Loftus Street frontage. Council officers have proposed that the species selected by Crepe Myrtle trees. The replacement of the street tree with five new trees is considered to be acceptable and in accordance with the DCP controls.

- Multi-unit Housing

The proposed dwellings are two storey dwellings, which is different from adjoining residential development, however is not considered to be incompatible with the neighbourhood. The adjoining hotel is a two storey building. The dwellings will be designed to a suitable street presentation, being modern style terrace houses including landscaping and fencing to provide privacy for both future residents and neighbouring property owners.

The front setback of the proposed building approximately 1 metre from the property boundary. Whilst this is less than the eight metre under the DCP control, the new dwellings will align with the footprint of the previous shed and also the side boundary of the adjoining dwelling. This is therefore considered to be acceptable.

Each dwelling will be provided with secure private open space at the rear of each dwelling, as well as an upstairs balcony. The amount of private open space provided of 18m<sup>2</sup> does not meet the minimum of 45m<sup>2</sup>. However, as the proposed development is targeted at the rental market, with the development proposing one bedroom dwellings, the minimal open space provided is considered to be acceptable under the circumstances. The development is located less than 300m walk from Federal Park, providing access to public open space.

- Notification of Development Applications

The applicant has been notified to adjoining and nearby neighbouring landholders, in accordance with the Development Control Plan.

### Likely Impacts

#### *Environmental*

##### - *Natural*

The site is currently vacant, with the previous shed located on the site already being demolished. The applicant proposes landscaping at the front and rear of the building.

##### - *Built*

The development involves the construction of 4 x 1 bedroom, two storey terrace dwellings on the 505m<sup>2</sup> lot. The proposed dwellings are different to nearby single storey detached dwellings. However, the construction of two storey dwellings is permissible within the zone, as is the construction of multi unit housing. The construction of the dwellings is considered to be compatible with the existing neighbourhood, which includes the two storey hotel immediately adjacent to the site.

##### - *Social*

The social impacts of the development are considered to be neutral, as the development is compatible with the existing usage, is relatively modest in scale, and sufficient onsite parking will be provided.

##### - *Economic*

The economic impacts of the development are considered to be positive as the development will provide for additional accommodation options in Temora.

### Suitability of the Site

The site is zoned B4 Mixed Use and the proposed development of the site for multi unit housing is permitted with consent. The proposal for infill residential development is an emerging type of accommodation in Temora, meeting demand for low maintenance living within the existing urban area.

### Submissions

As a result of the notification of the development application, three submissions were received. Copies of the submissions and the responses of the applicants are attached to this report. A summary of the matters raised, the applicant's response and Council Officer comment are provided in Table 1.

Issue raised	Applicant response	Council officer comment
<b>Submission 1</b>		
To permit the construction of	The applicant has provided	It is correct that existing

two storey buildings on the corner block will destroy the streetscape, which includes the silos, railway station and Pardey's Flour Mill building	photos to show that the silos at the southern end are not visible due to current vegetation, and the silos at the northern end are not visible due to the Terminus Hotel and housing. Photos of the previous structure provided to show similar building footprint and slightly lower height.	vegetation and other existing buildings obscure the views of landmarks in the vicinity of the proposed development. The new unit development will be a change from the previous shed. However, the applicants have indicated on the submitted plans that the development is intended to be sympathetic to the existing hotel, through the use of similar style bricks as part of the construction. This is considered to be acceptable within the neighbourhood.
<b>Submission 2</b>		
Concern about loss of privacy in backyard. Request that windows at the rear of the building be obscure glass and at a height that residents cannot see into the yard	The applicant has provided a response stating that windows are required at the rear of the building for light and ventilation. The applicant states that the windows face the backyard will not look directly into the residence and will have curtains	The upstairs rooms at the rear of the building are lounge rooms. As the building is a two storey building, the concern about loss of privacy to the rear yard due to overlooking is a valid concern. An alteration to the window design to provide highlight windows, with windowsills 1.8m above floor level, or use of obscure glazing to the existing window design, may be considered appropriate.
<b>Submission 3</b>		
Concern about appropriateness of multi unit residential development in this location for the following reasons: <ul style="list-style-type: none"> <li>- Drive through bottle shop is located directly opposite the site</li> <li>- Hotel has a 3am licence and 12</li> </ul>	The applicant has responded with the following comments: <ul style="list-style-type: none"> <li>- The access to the future dwellings and the bottle shop are from a public road</li> <li>- The hotel is adjoined by other residential uses including a motel, four new units and a</li> </ul>	Both the hotel and residential dwellings are appropriate in a Mixed Use zone. Existing residential uses, including the motel and recently constructed units have not generated complaints towards the operation of the hotel and the addition of a further four units is not expected to generate land use conflicts in this area. The operation of the

<p>midnight bottle shop licence</p> <ul style="list-style-type: none"> <li>- Railway yard is in direct proximity and trucks travel along this part of Loftus Street and park in this location</li> <li>- Development is not in keeping with low density residences in the surrounding area</li> <li>- Development will overlook neighbouring properties</li> <li>- There will be a reduction in the number of parking spaces currently available for patrons</li> <li>- Concern about potential for noise complaints when the hotel has entertainment</li> </ul>	<p>house</p> <ul style="list-style-type: none"> <li>- Railway workers can continue to access areas of the railyard using the public road</li> <li>- The development complies with current zoning laws</li> <li>- Overlooking issues are not a concern of the hotel</li> <li>- The development complies with its parking obligations</li> <li>- Residents living next to a hotel will expect to tolerate some noise from time to time alongside other current neighbours</li> </ul>	<p>bottle shop is not anticipated to be adversely affected by the construction of additional residential accommodation.</p> <p>The provision of four additional driveways will limit on-street parking by four car parking spaces. However, the hotel has their own car park, as well as other street carparking available on the opposite side and along Crowley Street. Therefore the impact is expected to be minimal.</p> <p>Access for trucks to the railyard area is unaffected by this development</p>
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### Discussion

The proposal provides for the infill development of the property to change from surrounding residential uses, which are single storey detached dwellings, to four two-storey unit developments. This type of use is permissible with consent and the concept is supported to provide additional residential development involving efficient use of available land and infrastructure.

The applicants have responded to the concerns raised by neighbouring residents, demonstrating that the proposed development does not negatively impact on important landmark buildings in Temora. The construction of four additional residential dwellings is not expected to adversely impact upon the ongoing operations of the hotel, as the lack of complaints from other existing residents indicates that a hotel and residential development are compatible in this location.

This type of development is required to consider privacy for existing adjoining residents. Therefore, alterations to the proposed windows may be considered in order to approve this application.

### Public Interest

It is in the public interest to support development that provides an overall benefit to the community, which responds to the intentions of planning controls, provides investment, is located on a suitable site, responds to the constraints and features of the site, is sufficiently serviced and mitigates against the adverse impacts associated with the development.

### **Conclusion**

The proposed development is consistent with the objectives of the zone. The level of impact upon neighbouring residents is considered to be overall relatively minor and is acceptable given the constraints of the site.

It is recommended that Council approve Development Application 7/2023 for multi-unit housing at 65 Loftus Street Temora, subject to conditions.

### **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: Site plan A01, Landscaping Plan A02, Proposed Floor Plan A03, Perspective views A04, Elevations and typical section A05, Shadow diagrams – Winter solstice A06, Shadow diagrams Autumn equinox A07 and Basix schedule A08 prepared by Design2 Consulting and Statement of Environmental Effects prepared by Camilla Rocks Town Planner

(3) Critical Stage Inspection: Council to be given 24 hours' notice for the following inspection where nominated: -

- a) All concrete floor slabs, with steel and damp proof membrane in position before concrete is poured;
- b) Sewer drains before being covered;
- c) Wall and roof framing before being lined including insulation of walls, roof, floor, ceilings, soffits, service pipes, ducts etc;
- d) Wet area flashings after internal linings are installed;
- e) Stormwater drains before backfilling;
- f) Final inspection on completion BEFORE occupation.

(4) Signage: Site signage shall apply and must be erected on site in a prominent, visible position for the duration of the construction.

- a) Stating the unauthorised entry to the site is not permitted;
- b) Showing the name of the builder or another person responsible for the site and a telephone number at which the builder or other persons can be contacted outside working hours; and
- c) The name, address and telephone contact of the Principal Certifying Authority for the work.

(5) Toilet Facilities: are to be provided, at or in the vicinity of the work site, on which a building is being erected.

a. Each toilet must:

- i. Be a standard flushing toilet connected to a public sewer, or
- ii. Have an on-site effluent disposal system approved under the Local Government Act 1993, or
- iii. Be a temporary chemical closet approved under the Local Government Act, 1993.

(6) 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.

(7) BASIX: All requirements specified in the BASIX Certificate must be complied with and be in place at the time of the final inspection. A Final Occupation Certificate will not be issued until this condition is satisfied.

(8) 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.

#### Further Information

(9) Construction Certificate Required: A Construction Certificate must be obtained from a Principal Certifying Authority prior to commencement of any work. Detailed Engineering plans shall be approved by Council, prior to the Construction Certificate being released. Pursuant to Section 7.12 of the Environmental Planning and Assessment Act 1979, **if not already paid by the applicant**, the monetary contribution application as a S7.12 development levy is to be paid to Temora Shire Council prior to the issue of the Construction Certificate. The contribution is current as at the date of this consent and is levied in accordance with the Temora Shire Developer Contributions Plan 2020 ([www.temora.nsw.gov.au](http://www.temora.nsw.gov.au)). The levy required to be paid prior to the issuing of the Construction Certificate is \$9,415.54.

(10) 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.

(11) Consumer Insurances (Builder): Home Building Insurance for residential work – Consent is subject to the condition that the builder, or person who does any residential building work, complies with the acceptable requirements of the Part 6 of the Home Building Act whereby a person must not contract to do any residential building work unless a contract of the insurance that complies with this Act is in force Home Building Insurance and supply to Council a copy of the Certificate in respect of insurance complying with the Home Building Act, 1989, prior to commencement of any residential building work together with the notice of commencement required by the Act.

#### **Access Traffic, Parking, Roads & Footpaths**

(12) Vehicle Access: Vehicle access shall be provided to the subject allotment and constructed to Councils standard. Work will be entirely at the developers cost. Consultation shall be made with Councils Engineering Department to ensure that the proposed access satisfies Councils requirements.

(13) Site Safety: all activities including, loading and unloading associated with this development are to take place within the subject site **only**.

(14) A 1.5m wide footpath must be installed across the entire frontage of the development, connecting in with the proposed driveways, and across to the intersection of Loftus Street and Crowley Street. Consultation with Council's Engineering team, prior to commencing any work on Council's nature strip, shall be conducted to ensure that the works comply with the relevant Australian Standard.

#### **Services**

(15) 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.

(16) 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.

(17) Stormwater Disposal: Roof waters shall be collected and conveyed to Loftus Street via the stormwater pipe as indicated on the site plan.

(18) Sewerage services: All installation and connections to the reticulated sewer system shall be carried out by a Licenced Plumber. A drainage design shall be submitted to and approved by Council prior to any work commencing.

(19) All Plumbing and Drainage Works must be carried out by a licensed plumber and In accordance with the Plumbing and Drainage Act 2011 and the regulations thereunder, the person

responsible for the plumbing and drainage works is required to submit the following documentation to Council:

- a) A Notice of Work prior to commencement;
- b) A Certificate of Compliance upon completion of the work; and
- c) A Sewer Service Diagram upon completion of the work and prior to a final inspection being carried out by Council.

NOTE: The Act also requires that a copy of the Certificate of Compliance and the Sewer Service Diagram be supplied to the owner of the premises upon completion of the works.

### Site Works

(20) Soil Erosion Control: Run-off and erosion control measures shall be incorporated into site management during construction and effectively maintained until the site has been stabilised and landscaped. Seepage and surface water shall be collected and diverted clear of the building site by a drainage system. Care shall be taken to ensure that no nuisance is created to adjoining properties or public space by way of sediment run off.

(21) Any upgrades or alterations to existing Council infrastructure required as a result of the development shall be at the full cost of the applicant. This includes the proposed Plane Tree removal in Loftus Street, footpath and driveway infrastructure (including laybacks etc).

(22) The western most street tree in Loftus Street shall be removed and replaced with five (5) advanced Crepe Myrtles in the approximate positions as shown on the approved plans. Root barrier shall be installed at the same time to protect infrastructure in the locality. This work is at full cost to the developer and must be carried out and maintained to Council's satisfaction.

(23) All kerb and guttering and bitumen sealing shall be made good prior to the issue of a Final Occupation Certificate. All works shall be at full cost of the developer.

### Design

(24) Toilet Access: That the door to the sanitary compartment must open outwards or slide, or be readily removable from the outside of the compartment, unless there is a clear space of at least 1.2m between the toilet bowl within the sanitary compartment of the nearest part of doorway to enable access to a collapsed person or emergency trauma.

(25) Scalding: The Hot Water System to the bathroom/ensuite is to be set not to exceed 50°C to prevent accidental scalding of children and the infirm. The licensed plumber is to complete the attached certificate of compliance for the complete installation.

(26) Safety Glass: Safety or laminated glass is to be installed in shower screen and glazed panels within 1m of the floor level or near a door.

(27) The internal common walls shall be constructed to achieve an FRL of 90/90/90. This fire rating shall be maintained to the underside of the roof battens and not be compromised by any unprotected penetration/openings.

(28) A Hydraulics Design (sewer, stormwater, water supply) shall be submitted to and approved by Council prior to the issue of the Construction Certificate. Each design shall meet the requirements of the relevant authority. The sewage drainage system shall incorporate a 150mm private main arrangement with each sole occupancy unit (SOU) having one (only) connection point with a boundary shaft.

(29) The bricks selected for construction shall be a dark brown-red colour to complement the existing adjoining local heritage listed hotel. The final selection of brick colour shall be approved by Council, prior to construction commencing.

### Construction

(30) Soil Classification: A soil classification report shall be submitted to Council as part of the Construction Certificate application process. Structural Engineers plans for all footings/slabs shall be designed in accordance with this classification. These too shall be submitted with any Construction Certificate application.

(31) Termite Protection: protection of the building from attack by termites is to be carried out in accordance with the provisions of Australian Standard 3660.1 -1995. Documentary evidence regarding details the protection method utilised, shall be submitted to Council at the time of the footing inspection.

**\*\*NOTE:** A sprayed chemical treatment alone is not considered by Temora Shire Council to be adequate means of termite protection, unless the installation includes a reticulated system capable of replenishing the chemical barrier around the slabs penetrations and perimeter.\*\*

(32) Insulation: Insulation shall be installed in accordance with Part 3.12.1.1 of the Building Code of Australia and NSW Provisions and in accordance with AS/NZ3000:2007.

(33) Water Proofing of Internal Wet Areas: The installation of a water proof membrane of internal wet areas as nominated in this consent shall be undertaken to Australian Standard AS 3740.2004 and for a certificate of installation to be submitted to the Council. The installer shall be a person who holds a Water Proofing Licence with the Department of Fair Trading. The certificate issued shall meet the requirements of the Council or PCA in terms of warranty and application.

(34) Smoke Alarm: A smoke alarm system complying with Australian Standard 3786, 1993 *"Self Contained Smoke Alarms"* or listed in the Scientific Services Laboratory (SSL) *Register of Accredited*

*Products – Fire Protection Equipment* shall be installed in suitable locations on or near the ceiling in the position as shown on the approved plans.

The smoke alarm system must be connected to the mains electrical power supply and must have a standby (battery backup) power supply.

(35) The rear facing first floor window design shall be amended to provide highlight windows, with windowsills 1.8m above floor level, or use of obscure glazing, to provide privacy to the adjoining landowner.

### **General**

(36) The address for the dwellings will be:

House A – 1/65 Loftus Street

House B – 2/65 Loftus Street

House C – 3/65 Loftus Street

House D – 4/65 Loftus Street

Kris Dunstan, Director of Environmental Services declared a pecuniary interest in relation to item REP23/358, due to being the part owner of a local hotel.

Kris Dunstan, Director of Environmental Services left the meeting at 4.57PM and took no further part in the discussion.

### **RESOLUTION 53/2023**

Moved: Cr Jason Goode

Seconded: Cr Claire McLaren

It was resolved that Council approve Development Application 7/2023 for multi-unit housing at 65 Loftus Street Temora, subject to conditions 1-36 as noted in the report.

### **AMENDMENT**

Moved: Cr Anthony Irvine

Seconded: Cr Graham Sinclair

That condition 35 be removed.

The Amendment was put and lost.

The original motion was put and carried.

### ***Report by Claire Golder***

In Favour: Crs Rick Firman, Graham Sinclair, Nigel Judd, Claire McLaren, Jason Goode and Belinda Bushell

Against: Crs Lindy Reinhold, Max Oliver and Anthony Irvine

**CARRIED 6/3**

Kris Dunstan, Director of Environmental Services returned to the meeting at 5.20PM.

Temora 2666

16<sup>th</sup> February, 2023

to the Councillors of Temora Shire Council;

Re the proposed construction of two-storey dwellings  
on the block of land opposite the Terminus Hotel,  
facing Loftus Street.

The existing streetscape, to a pedestrian coming from  
Lockins Street is enhanced by the view of the 1924 Metcalf silos,  
by the 1924 Terminus Hotel and by the railway setting.

Crossing the Victoria Street crossing there is a unique  
view of the two sets of Metcalf Silos, the Victorian Gothic style  
Railway Station and the Pardey's Flour Mill Building.

Along the Rail Trail there is excellent sign posting  
and information creating the area which tourists on the  
Ansett Coach and Southern Aurora train love, as well  
as those of us who regularly walk there.

To permit the construction of two storey  
buildings on that corner block will destroy  
this streetscape where the Australian flag,  
flying over the Terminus Hotel, is a proud landmark.

Thankyou for your kind attention,  
Yours sincerely,

Dear Councillors

In response to a letter opposing the development of 65 Loftus St Temora dated 16<sup>th</sup> of February 2023.

I order to refute some of the statements made in this correspondence I have included some photos. As can be seen in the photo taken from the intersection of Loftus and Little Crowley the silos in the southern end of the railway yard are not visible due to current vegetation and the silos to the north are almost obscured totally due to the Terminus hotel and housing. The second and third photos are taken from the intersection of Victoria and Crowley St where there is absolutely no view of the Terminus Hotel, both sets of silos or the Pardey Flour Mill. And once you move west of Little Camp St it is impossible for the development to block any views of the railway station, silos or the flour mill.

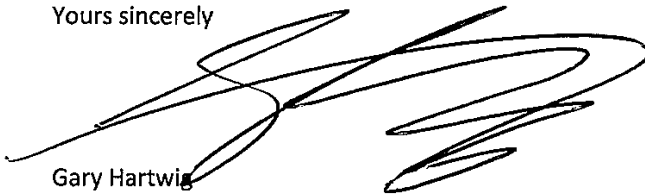
The author of the correspondence also references people being able to see railway yard from a coach on Victoria St or on the Southern Aurora train and again once you are west of Little Camp street the development cannot obscure any of these views.

I have also included some photos of the previous structure to show what sat on the site. The proposed development is not dissimilar to what was there previously in footprint and height as the building was on the boundary with 3 of its 4 walls and the height was only a little lower.

We are also trying to blend the new building to what is already there with similar brick colour to the Terminus Hotel.

The development is a 2 storey structure and obviously must block some views from different angles, but I believe the benefit to the Temora community, given the current rental crisis, far outweighs any perceived negatives.

Yours sincerely



Gary Hartwig

22/02/2023







24 FEB 2023

TAMORA SHIRE COUNCIL

24.2.23

To the General manager

I am writing in regards to the building development application at 65 Loftus street which backs on to my backyard.

My obvious concern is the loss of privacy which is most upsetting

Could I please ask that the windows facing into my yard be obscure if they are not already and at a height that when opened people can not see into my yard

I do hope you take my concerns into consideration

Dear Councillors

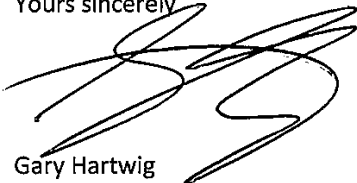
In response to a letter opposing the development of 65 Loftus St Temora dated 24<sup>th</sup> of February 2023.

This is obviously the neighbour on the south side of the proposed development.

For the development to comply with the building code we have to have windows for light and ventilation and also the aesthetic value. The windows also face the back yard and will not look directly into the residence of neighbour, also the windows will have curtains.

I believe the benefit to the Temora community, given the current rental crisis, far outweighs any perceived negatives.

Yours sincerely

A handwritten signature in black ink, appearing to be 'GH', written over a horizontal line.

Gary Hartwig

27/02/2023

56

24 February 2023

General Manager  
Temora Shire Council  
PO Box 262  
TEMORA NSW 2666  
By email: [temshire@temora.nsw.gov.au](mailto:temshire@temora.nsw.gov.au)  
Your ref: KJD:SJH

**RE: SUBMISSION FOR DEVELOPMENT APPLICATION 7/2023**

This submission is in response to your letter, regarding the development application (DA) for lot 22 DP: 1276251, located at 65 Loftus Street, TEMORA. I am responding to your letter, on behalf of [redacted] owner of the property at [redacted]

Prior to addressing the DA directly, I would like to point out a potential conflict of interest for your staff member, Mr Kris Dunstan, in this matter. As he has an interest in another Temora Hotel, the Shamrock, I hold a concern if he is to be the officer dealing with this submission. I respectfully request that another council officer handle this matter.

As business proprietors, we hold concerns over the appropriateness of the proposed multi dwelling residential development being in this location, for the following reasons:

1. Our hotel is directly across the road and we have a drive through bottle shop, which is accessed via a driveway directly opposed the site.
2. The hotel has a 3am licence for hotel operations, and 12 midnight for the bottle shop.
3. The railway yard is in direct proximity and runs 24/7. Trucks regularly travel along that part of Loftus Street to access the rail yard and park there.
4. The proposed development is not in keeping with the low density residences in the surrounding area.
5. The development will overlook neighbouring properties, raising privacy concerns from those properties.
6. There will be a reduction to a number of parking spaces currently available for patrons, given the proposed multi dwelling housing proposed for the site.
7. Concern is held over potential for noise complaints when our venue has entertainment.

T. [redacted] has been on the present site for over 100 years. Any residents moving into the surrounding area need to be aware that this is an operating hotel business, with a late licence for trading and all hours access for accommodation residents. Whilst we are required to work in with our community, increasing the residential density in such close proximity to our hotel will potentially impinge on our business activity.

I appreciate your consideration of our concerns raised.

U U

Dear Councillors

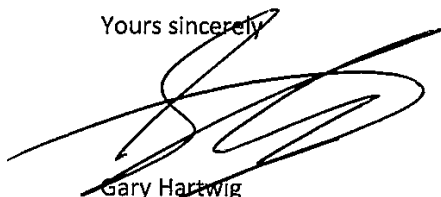
In response to a letter opposing the development of 65 Loftus St Temora dated 24<sup>th</sup> of February 2023 from the proprietors of the Terminus Hotel.

I would like to respond in point form to address the concerns raised

1. As this is a public road I don't see how this will change the operation of the bottle shop. Every resident in the shire has people drive past their property.
2. In regards to the hotel licencing their direct neighbour on the north side is a motel, directly across the road are 4 new units and there is also the house on loftus street which is the neighbour of the development. So I would say hotel has existed with neighbours for a long time now and it seems they get along just fine.
3. Again it is a public road and the railway workers are entitled to use it. The only thing that will change is they cannot park across someone's driveway which your not allowed to do anywhere in town.
4. The development complies with the current zoning laws for this area.
5. This is not the concern of the hotel as this building looks into everyone's properties of close proximity.
6. The development complies with its parking obligations and again this is a public road not own by the hotel.
7. A valid point but if your living next to a hotel you are going to have to tolerate some noise from time to time which your current neighbours already do.

I believe the benefit to the Temora community, given the current rental crisis, far outweighs any perceived negatives.

Yours sincerely



Gary Hartwig

27/02/2023

**14.8 DRAFT CONFLICT OF INTEREST POLICY FOR COUNCIL RELATED DEVELOPMENT - COMPLETION OF EXHIBITION****File Number:** REP23/372**Author:** Town Planner**Authoriser:** Director of Environmental Services**Attachments:** 1. Draft Conflict of Interest Policy for Council related development [↓](#) **REPORT**

At the February Council Meeting, Councillors considered a report in relation to the Draft Conflict of Interest Policy for Council related development. The policy relates to amendments to the regulation, which come into effect on 3 April 2023 and will require all Councils to:

- have a conflict of interest policy in place that advises how they would manage any potential conflict of interest that may arise when a council assesses development applications, where they have a commercial interest in the outcome
- prepare a management statement which must be exhibited with the development application, which details the potential conflict and the way they propose to manage it
- exhibit council-related development applications for a minimum of 28 days and record in their DA register the steps taken to manage any conflicts.

As a result of the report, Council resolved to:

1. Place the draft Conflict of Interest Policy for Council related Development on public exhibition and
2. Consider a future report on the outcome of the exhibition.

The draft plan was placed on public exhibition from 17 February 2023 until 16 March 2023. A copy of the draft policy is attached. No submissions were received.

**RESOLUTION 54/2023**

Moved: Cr Jason Goode

Seconded: Cr Graham Sinclair

It was resolved that Council adopt the Draft Conflict of Interest Policy for Council related development, as exhibited.

**CARRIED**

**Report by Claire Golder**

*Function: Planning Regulatory**Temora Shire Council**Policy Number: PR9*

# TEMORA SHIRE COUNCIL



## CONFLICT OF INTEREST POLICY FOR COUNCIL-RELATED DEVELOPMENT

**DRAFT**

*Revision Number:**Revision Date:**File Name: Conflict of Interest Policy for Council-related Development*

1

*Function: Planning Regulatory**Temora Shire Council**Policy Number: PR9*

<b>Review Details</b>
-----------------------

**ABOUT THIS RELEASE**

**DOCUMENT NAME:** Conflict of Interest Policy for Council-related Development  
**CODE NUMBER:** PR9  
**AUTHOR:** Temora Shire Council  
**ENDORSEMENT DATE:**

**REVIEW**

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement
October 2022	New Policy	1		

**PLANNED REVIEW**

Planned Review	Revision Description		Review by
October 2023	Review		CAG

*Function: Planning Regulatory**Temora Shire Council**Policy Number: PR9*

## **PART A Outline**

### **Aim**

This policy aims to manage potential conflicts of interest and increase transparency at all stages of the development process for council-related development.

### **Objectives**

This policy is aimed at fulfilling the following objectives:

- (a) establish management controls and/or a management strategy to address potential conflicts of interest at the different phases of the development process for the types of council-related development that the council could be involved in,
- (b) outline the process through which potential conflicts of interest will be identified, the risks assessed and appropriate management controls determined, and
- (c) outline the process that will be followed to publicly communicate the management approaches for each development subject to the policy.

### **Legislative and regulatory requirements**

- Environmental Planning and Assessment Regulation 2021

### **Background**

Councils are development regulators. But they also can be the developer, landowner or hold a commercial interest in the land they regulate. Where councils have this dual role, an inherent conflict can arise between their interests in the development and their duty as regulator. Identifying these conflicts of interest early and finding ways to address them is crucial to good governance and allows councils to strengthen their relationship with communities and build and enhance trust.

The following requirements have been introduced into the Environmental Planning and Assessment Regulation 2021 to address conflicts of interest in council related development:

- Councils must adopt and have a policy that specifies how conflicts of interest in connection with council-related development applications will be handled. The policy must comply with the requirements in these Guidelines (section 66A).
- Council-related development applications must now be accompanied by either a management strategy statement, which explains how the council will manage potential conflicts of interest, or a statement that the council has no management strategy for the application (section 36A).

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*Revision Number:**Revision Date:**File Name: Conflict of Interest Policy for Council-related Development*

*Function: Planning Regulatory*

*Temora Shire Council*

*Policy Number: PR9*

- Councils must record conflicts of interest in connection with each council-related development application, and the measures taken to manage the conflicts, in their existing DA register (section 242A).
- Council-related development applications must be exhibited for a minimum of 28 days to ensure transparency during the assessment process (Environmental Planning and Assessment Act 1979, schedule 1, clause 9B).

This policy is intended to guide Councillors, Council officers and the community in relation to decision making surrounding Council-related development.

### **Scope**

This policy applies to all Council-related development.

### **Definitions**

In this policy:

**application** means an application for consent under Part 4 of the Act to carry out development and includes an application to modify a development consent it does not include an application for a complying development certificate.

**council** means Temora Shire Council

**council-related development** means development for which the council is the applicant, developer (whether lodged by or on behalf of council), landowner, or has a commercial interest in the land the subject of the application, where it will also be the regulator or consent authority. It also includes development where the applicant is a senior council staff member or a Councillor, or where a close family relative or a business partner of a senior Council staff member or Councillor is the applicant.

**senior council staff member** means a staff member that is a General Manager, Director, or a Manager, or a staff member routinely involved with the assessment and determination of Development Applications.

**Councillor** means a currently elected Councillor of Temora Shire Council

**close family relative** means spouse, partner, parent, child, sibling, mother- or father - in- law, son- or daughter-in-law or brother- or sister -in-law.

**development process** means application, assessment, determination, and enforcement

**the Act** means the Environmental Planning and Assessment Act 1979.

(2) A word or expression used in this policy has the same meaning as it has in the Act, and any instruments made under the Act, unless it is otherwise defined in this policy.

(3) Notes included in this policy do not form part of the policy.

4

*Revision Number:*

*Revision Date:*

*File Name: Conflict of Interest Policy for Council-related Development*

*Function: Planning Regulatory**Temora Shire Council**Policy Number: PR9*

## PART B Procedures

### Management controls and strategies

The following management controls may be applied to:

- the **assessment** of an application for council-related development,
- the **determination** of an application for council-related development, and/or
- the **regulation and enforcement** of approved council-related development

Where a potential conflict of interest is recognised, Council will enact their shared services arrangement with neighbouring councils, including Coolamon Shire Council and Bland Shire Council, or use an external independent consultant or planning panel, to form part of the assessment and/or determination process. A management strategy statement will form part of the development application, to record the reasons for Council's decisions in relation to managing conflicts of interest.

Different controls apply for dealing with proposed developments based on the level of risk. Controls applied are based on:

- a. risk category – low, moderate, high, very high
- b. types of development – non-controversial small-scale development, development of a certain value with/without a commercial interest, controversial development, or
- c. capital investment value of the proposed development.

### Identifying whether a potential conflict of interest exists, assessment of level risk and determination of appropriate management controls

Development applications lodged with the council that are council-related development are to be referred to the general manager (or a delegate) for a conflict-of-interest risk assessment.

Note: Council-related development is defined in section 4.

The general manager is to:

- a. assess whether the application is one in which a potential conflict of interest exists,
- b. identify the phase(s) of the development process at which the identified conflict of interest arises,
- c. assess the level of risk involved at each phase of the development process,
- d. determine what (if any) management controls should be implemented to address the identified conflict of interest (in each phase of the development process if necessary) having regard to any controls and strategies outlined in the policy and the

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*Revision Number:**Revision Date:**File Name: Conflict of Interest Policy for Council-related Development*

*Function: Planning Regulatory**Temora Shire Council**Policy Number: PR9*

outcome of the general manager's assessment of the level of risk involved as set out in the policy,

Note: The general manager could determine that no management controls are necessary in the circumstances.

e. document the proposed management approach for the proposal in a statement that is published on the NSW Planning Portal.

### **Assessment and determination**

An external third party (neighbouring Council or independent consultant) can be engaged for development where council has a commercial interest in the land.

Where the applicant is a senior Council staff member or a Councillor, the general manager (or Mayor as appropriate) will determine, based on the risk assessment, if the development may be managed through an internal arrangement of separate staff assessment, peer review or if external assessment is required.

### **Regulation and enforcement**

Where deemed necessary by the general manager, the following controls may be considered to manage potential conflicts of interest in relation to enforcement and regulation.

- i. Engagement of a private certifier
- ii. Publication of certificates issued under Part 6 of the Act on the NSW Planning Portal
- iii. Peer review by a neighbouring council and/or entering into a shared services arrangement with a neighbouring council
- iv. Reporting of key milestones to the full council.

Councils may seek input from its audit and risk committee to provide guidance for the types of controls that could be applied in specific circumstances.

### **Low level risk development**

The management strategy for the following kinds of development is that no management controls need to be applied:

- a. commercial fit outs and minor changes to the building façade
- b. internal alterations or additions to buildings that are not a heritage item
- c. advertising signage
- d. minor building structures projecting from a building facade over public land (such as awnings, verandas, bay windows, flagpoles, pipes, and services)

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*Function: Planning Regulatory*

*Temora Shire Council*

*Policy Number: PR9*

e. development where the council might receive a small fee for the use of their land.

7

*Revision Number:*

*Revision Date:*

*File Name: Conflict of Interest Policy for Council-related Development*

**14.9 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM ROUND 4**

**File Number:** REP23/419  
**Author:** Town Planner  
**Authoriser:** Director of Environmental Services  
**Attachments:** Nil

**REPORT**

Council has been allocated \$825,968 under Local Roads and Community Infrastructure Program Round 4. Funding will be received from 1 July 2023.

Council had previously considered a report on this program in the 2022 Council Budget workshop, as the funding was announced in 2022.

Council has since delivered a number of these projects already, using Council funding. Therefore, new projects need to be confirmed. Projects that were previously identified but have not been delivered are proposed to be retained. Councillors considered the list of projects and funding amounts at a Councillor workshop held on 7 March 2023 and recommended to support the projects as detailed in Table 1.

<b>Project</b>	<b>Proposed LRCI Funding</b>
Edis Park Playground Swing Set Installation	18,000
Fraters Speedway Resheet	350,000
Rees Lane Resheet	100,000
Nicholson Street Upgrade Gap	50,000
Rural Class 2 Curve advisory Signage	40,000
Hazard Directional Markers	40,000
Cemetery Seal Internal Carpark Area	16,000
Federal Park Play Equipment (in addition to SCCF 5)	151,968
Nixon Park Carpark Initial Sealing (Athletics / Netball Area)	60,000
<b>Total</b>	<b>825,968</b>

Table 1: Projects recommended for funding under LRCIP Round 4

**RESOLUTION 55/2023**

Moved: Cr Jason Goode  
Seconded: Cr Nigel Judd

It was resolved that Council nominate the projects identified within the report for funding under Local Roads and Community Infrastructure Program Round 4.

**CARRIED**

**14.10 CARAVAN PARK WORKSHOP HELD 7 MARCH 2023****File Number:** REP23/420**Author:** Director of Environmental Services**Authoriser:** Director of Environmental Services**Attachments:** 1. Caravan Park Workshop [↓](#) **REPORT**

Notes from the Caravan Park Workshop held on site at Junee Road Caravan Park.

**RESOLUTION 56/2023**

Moved: Cr Claire McLaren

Seconded: Cr Nigel Judd

It was resolved that Council notes the report.

**CARRIED**

***Report by Kris Dunstan***



**Date:** Tuesday, 7 March 2023  
**Time:** 11:45am  
**Location:** 105 Loftus Street  
TEMORA NSW 2666

# MINUTES

## Workshop

**7 March 2023**

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WORKSHOP MINUTES7 MARCH 2023

---

**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>Disclosures of Interest.....</b>	<b>3</b>
<b>4</b>	<b>Reports.....</b>	<b>4</b>
4.1	Temora Caravan Park - Junee Road .....	4
<b>5</b>	<b>Close Meeting.....</b>	<b>22</b>

WORKSHOP MINUTES

7 MARCH 2023

**MINUTES OF TEMORA SHIRE COUNCIL  
WORKSHOP  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON TUESDAY, 7 MARCH 2023 AT 11:45AM**

**PRESENT:** Kris Dunstan (Director of Environmental Services), Claire Golder (Town Planner), Gary Lavelle (General Manager), Cr Anthony Irvine, Cr Nigel Judd, Cr Claire McLaren, Cr Belinda Bushell

**IN ATTENDANCE:**

**1 OPEN MEETING**

11:45am

**2 APOLOGIES**

Cr Firman, Carly Miller(Caretaker), Helen Narayan (Caretaker)

**3 DISCLOSURES OF INTEREST**

Councillor/Officer	Item	Nature of Interest	How Managed
NIL			

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**WORKSHOP AGENDA****7 MARCH 2023**

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**4 REPORTS****4.1 TEMORA CARAVAN PARK - JUNE ROAD****File Number:** REP23/307**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:**  
1. Quote  
2. Quote**REPORT**

An onsite inspection will be carried out (15 minutes).

Current management approach

Future Management Options

Possible Improvements (to be prioritised at workshop)

- Dump Point
- Solar Panels (See attached quote)
- Concrete Aprons
- EV Charging Station
- Cabins
- Long term stays
- Road K & G Upgrade
- Other suggestions

General discussion

Future report

**RECOMMENDATION****Item 1 – Current Management Options**

Current “Temporary arrangement” working well. Two (2) parties operating in a week on/week off arrangement appears sustainable and is currently delivering a quality service based on 14 hours per week (2 hours per day)

**Item 2 – Future Management Options**

Council’s preferred model (by resolution in the Council minutes) is to enter into a lease/licence arrangement with the owner/operator of the Temora Motel. However, whilst its tenure is still uncertain, Council staff are comfortable using the current “temporary” management model indefinitely, with any improvements that Council may institute will only assist in increasing the lease/licence fee able to be negotiated.

## Item 3 – Future Improvements

- a. Dump Point – Medium Priority. Differing opinions about importance.
  - Action 1 – Develop signage advertising existence of dump point on vacant land off the Airfield on Airport Street (High Priority)
  - Action 2 – Investigate the possibility of installing dump point and associated infrastructure immediately south of the existing toilet block.
- b. Solar Panels – High Priority
  - Action 3 – Refer the installation of Solar Panels at a cost of \$14,000 to the 2023/2024 Budget estimate process.
- c. Concrete Aprons – High Priority
  - Action 4 – Obtain quotation for the installation of six (6) concrete aprons in the first block of sites and refer to the 2023/2024 budget estimates.
- d. EV Charging Station – Low Priority
  - Action 5 – Make application to install an EV charging station at the Caravan Park should a suitable State or Federal funding program be identified.
- e. Cabins – (Longer term)
  - Action 6 – Engage a suitable designer/architect to prepare a masterplan for the site, which includes cabin concept as a longer term option.
- f. Long Term Stays – Not supported.
- g. Road Kerb & Gutter – Not a high priority.
  - Existing is a reasonable standard. Only minor maintenance considered necessary.
- h. Other suggestions – Clothes line replacement, tile repairs, map upgrade (all to be undertaken within existing maintenance budgets).
  - Camp kitchen to be included in Masterplan options.

***Report by Kris Dunstan***

**Anne Rands**

**From:** Kris Dunstan  
**Sent:** Wednesday, 1 March 2023 8:59 AM  
**To:** Anne Rands  
**Subject:** FW: Caravan Park Solar  
**Attachments:** Quote\_No\_10907.pdf



**Kris Dunstan**  
 Director – Environmental Services  
 Temora Shire Council  
 p: 02 6980 1104 m: 0408 639688  
 a: 105 Loftus Street (PO Box 262) Temora NSW 2666  
 w: [www.temora.nsw.gov.au](http://www.temora.nsw.gov.au) e: [kdunstan@temora.nsw.gov.au](mailto:kdunstan@temora.nsw.gov.au)

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**From:** Alex Smeeth <[alex@solarprofessionals.com.au](mailto:alex@solarprofessionals.com.au)>  
**Sent:** Friday, January 27, 2023 9:29 AM  
**To:** Kris Dunstan <[kdunstan@temora.nsw.gov.au](mailto:kdunstan@temora.nsw.gov.au)>  
**Subject:** Caravan Park Solar

Good morning Kris,

Attached quote to supply and install an 8.88kW solar system at the Caravan Park.

We've suggested an East/West fixed tilt array as the best fit for the roof. This will also provide the best production for mornings and afternoons which will suit the consumption profile of the park.

We can also use a radio divide to talk to the main switchboard and avoid any cable upgrades.

Please let me know if you have any questions or would like us to lock in this installation.

Kind regards,

**Alex Smeeth**  
 Energy Consultant  
 M: 0473 001 838 | E: [alex@solarprofessionals.com.au](mailto:alex@solarprofessionals.com.au)



Unit 2  
28 Nagle Street  
Wagga Wagga (PO Box 148)  
Phone: 02 6925 6056  
Fax: 02 6925 3705  
ABN: 16 142 444 38C  
Trading under KGM Services PTY LTD

Temora Shire Council  
PO Box 262  
TEMORA NSW 2666

## CUSTOMER QUOTATION NO. 10907

Quote No: 10907  
Site: Temora Caravan Park  
Salesperson: Alex Smeeth  
Date: 27/01/2023  
Valid For: 30 Day(s)

### Description

We thank you for the opportunity to provide you with the following quotation to carry out the requested works.

As a result of our most recent discussions and the information provided, we have prepared the following quotation as requested.

### SCOPE OF WORKS:

#### Supply & Installation of 8.88kW PV Solar System with the following supplied:

- 20 x Jinko 440w Solar Modules
- 1 x Sungrow 8kW Inverter
- Solar PV East/West tilt racking
- Solar Analytics Monitoring Equipment - to be integrated with Council's existing systems
- BOS (Including DC Isolators, Cable Management, Cabling Etc)
- Installation Labour
- Engineering, Design and DNSP application
- Testing & Commissioning
- Federal solar rebate deduction of \$3773 (98 x STC's)

### Warranty Periods:

- 10 years Solar Professionals workmanship Warranty (Installation Warranty)
- 13 Year Solar panel warranty (25 year performance warranty)
- 10 Year Inverter warranty
- 10 Year Racking Warranty

All warranty periods apply from the date of invoice.

### Testing & Commissioning as per relevant Australian Standards:

- AS/NZS 3000:2018 Electrical Installations (Australian/New Zealand Wiring Rules)
- AS/NZS 5033:2014 Installation & Safety Requirements for Photovoltaic (PV) Arrays
- AS 4777.1:2005 Grid Connection of Energy Systems via Inverters - Installation Requirements



Unit 2  
28 Nagle Street  
Wagga Wagga (PO Box 148)  
Phone: 02 6925 6056  
Fax: 02 6925 3705  
ABN: 16 142 444 38C  
Trading under KGM Services PTY LTD

## CUSTOMER QUOTATION NO. 10907

8.88kW

Item	Quantity
20 x Jinko Tiger Pro 440w Monocrystalline Panels 8.8kw	1.00
Sungrow New Generation 8kW 3 Phase 2 MPPT w/WiFi, DC Switch Built-in	1.00
Sungrow Network Device RS485/Ethernet/Wifi Logger	1.00
Clenergy Commercial Tilt 10 deg (Tin) per panel	20.00
Solar Electrical BOS Kit - 10kW (3PH)	1.00
Commercial Grid Connection Application	1.00
Solar Analytics 3 Phase Monitoring x 2 Devices with a 10 year Subscription (>15kw)	1.00
Commercial Installation Rate Per kW (10-30kW)	
<b>Sub-Total ex GST</b>	<b>\$15,266.38</b>
<b>GST</b>	<b>\$1,526.64</b>
<b>Total inc GST</b>	<b>\$16,793.02</b>
<b>STCs</b>	<b>\$3,734.50</b>
<b>Total after STCs</b>	<b>\$13,058.52</b>

<b>Total</b>	<b>\$16,793.02</b>
<b>Incl. GST of</b>	<b>\$1,526.64</b>
<b>STCs</b>	<b>\$3,734.50</b>
<b>Total after STCs</b>	<b>\$13,058.52</b>

Should you choose to accept this quote a 10% deposit will be required, along with a copy of your signature on the terms and conditions, to commence works.

Please note should you accept this quote, a cooling off period of ten business days applies from the date of this quote. This quote remains valid for 30 days from the date of issue.

## How To Pay

QUOTATION NO. 10907



## Mail

Detach this section and mail cheque to:

**KGM Services PTY LTD**  
Unit 2, 28 Nagle Street  
Wagga Wagga NSW 2650



## Credit Card (MasterCard or Visa)

Please note a 1.5% credit card surcharge applies.



## Direct Deposit

Bank **Westpac**  
Acc. Name **KGM Services PTY LTD**  
BSB **032769**  
Acc. No. **443704**

Customer Reference:	<b>2856</b>	Customer Name:	<b>Temora Shire Council</b>
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## Design 1 Temora Shire Council, 19-21 Junee road temora

### Report

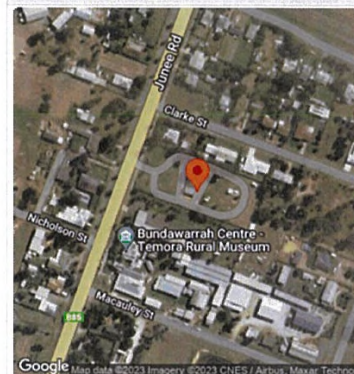
Project Name: Temora Shire Council  
 Project Address: 19-21 Junee road temora  
 Prepared By: Scott Glanville  
 scott@solarprofessionals.com.au



### System Metrics

Design	Design 1
Module DC Nameplate	8.80 kW
Inverter AC Nameplate	8.00 kW
	Load Ratio: 1.10
Annual Production	10.36 MWh
Performance Ratio	64.5%
kWh/kWp	1,177.4
Weather Dataset	TMY, 10km Grid, meteonorm (meteonorm)
Simulator Version	c702a04a44-42c6a77408-18de5da4bc-6436713101

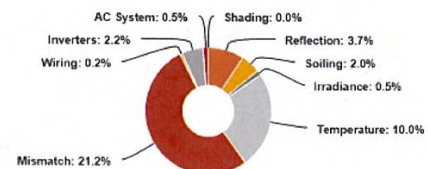
### Project Location



### Monthly Production



### Sources of System Loss



Detailed Layout



vw.jinkosolar.com

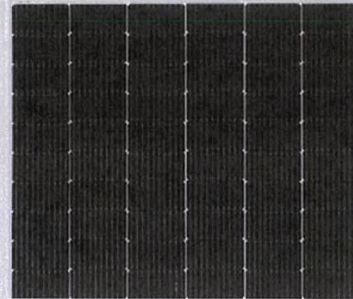
**JinKO**  
Building Your Trust in Solar

## TR 60M 430-450 Watt Mono-facial

Tiling Ribbon (TR) Technology

Positive power tolerance of 0~+3%

### TIGER Pro



### KEY FEATURES



#### TR technology + Half Cell

TR technology with Half cell aims to eliminate the cell gap to increase module efficiency (mono-facial up to 21.24 %)



#### MBB instead of 5BB

MBB technology decreases the distance between bus bars and finger grid line which is benefit to power increase.



#### Higher lifetime Power Yield

2.0% first year degradation.  
0.55% linear degradation



#### Best Warranty

12 year product warranty.  
25 year linear power warranty



#### Strengthened Mechanical Support

5400 Pa snow load, 2400 Pa wind load

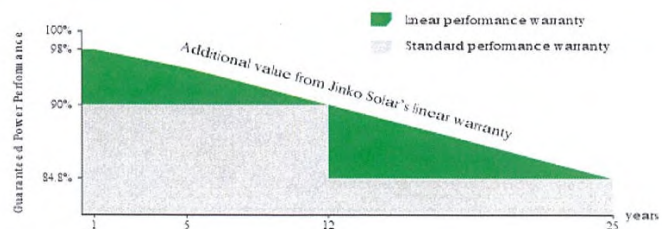


ISO9001:2015, ISO14001:2015, ISO45001:2018  
certified factory

IEC61215, IEC61730 certified product

### LINEAR PERFORMANCE WARRANTY

12 Year Product Warranty • 25 Year Linear Power Warranty  
0.55% Annual Degradation Over 25 years



# SG5.0/SG8.0/10RS-ADA

Multi-MPPT String Inverter for 600 Vdc System

NEW



## HIGH YIELD

- Compatible with high power PV modules and bifacial modules
- Lower startup & wider MPPT voltage range
- Built-in smart PID recovery function



## SAFE AND RELIABLE

- Integrated arc fault circuit interrupter
- Built-in Type II DC&AC SPD
- Corrosion protection rating at C5



## USER FRIENDLY SETUP

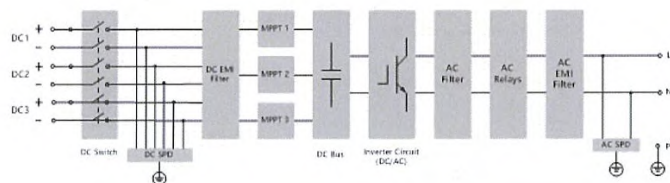
- Plug and play installation \*
- One-click access to iSolarCloud monitoring platform
- Light and compact with optimized heat dissipation design



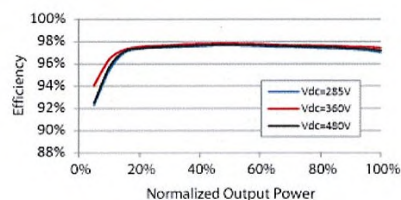
## SMART MANAGEMENT

- Real time data (10 seconds refresh sample)
- 24/7 live monitoring both online and with integrated display
- Online IV curve scan and diagnosis

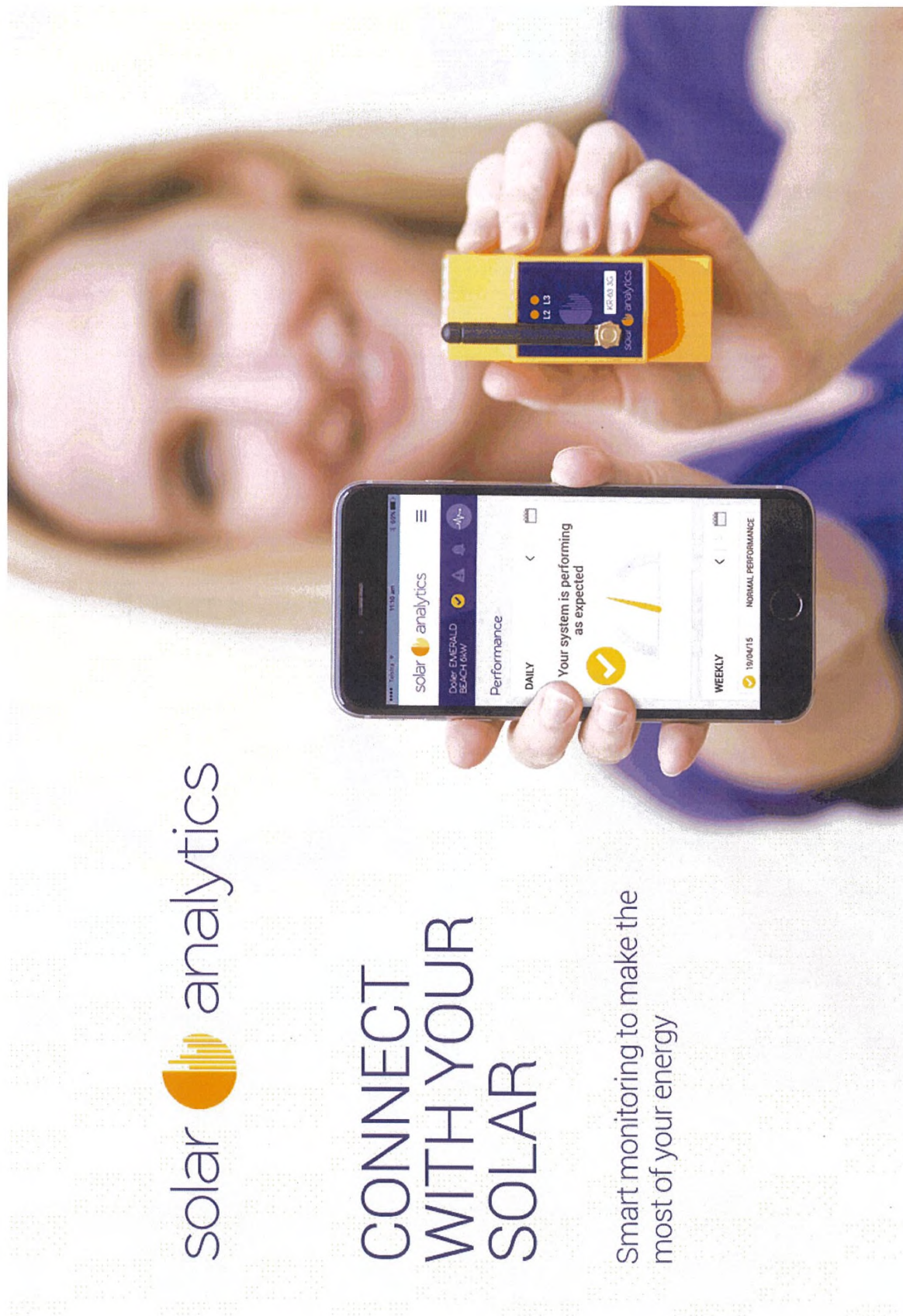
## CIRCUIT DIAGRAM



## EFFICIENCY CURVE (SG10RS-ADA)



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solar analytics

# CONNECT WITH YOUR SOLAR

Smart monitoring to make the  
most of your energy



#### Terms of use

1. The Clean Energy Council Limited (CEC) owns all intellectual property rights in the Solar PV Sale and Installation Agreement (Agreement).
2. The Licensee must not remove these terms of use or any copyright statement from the Agreement.
3. The Agreement must only be used by a party designated by the CEC as a "Licensee" for the Agreement.
4. The Licensee is only permitted to use the Agreement as the basis for creating an agreement between the Licensee and its end customers for the sale and installation of solar PV equipment (Permitted Purpose).
5. The Licensee may tailor the Agreement for the Permitted Purpose. Use of the Agreement for any other purpose is prohibited.
6. The Licensee must not make claims of any nature in relation to its association with the CEC, including that it is accredited, approved or endorsed by the CEC, or that it is compliant with the Solar Retailer Code of Conduct, as a result of being granted a license to use this Agreement.
7. If the Licensee does not accept the following, then the Licensee must not use the Agreement. The CEC has prepared the Agreement as "model" terms without the requirements of any particular supplier or supply arrangement in mind. In using the Agreement, the Licensee accepts full responsibility for:
  - a) obtaining expert advice for the Licensee's use of the Agreement;
  - b) compliance with all applicable laws relating to use of the Agreement and its subject-matter; and
  - c) reflecting the Licensee's requirements in the Agreement.

#### Acknowledgements and consents

You consent to us collecting, holding, using and disclosing your information, including Personal Information, in accordance with the Privacy Act for the purposes of this agreement, and for the purpose of us marketing our products and services to you that relate to the System.	<input type="checkbox"/>
You acknowledge and agree that under this agreement you assign all STCs associated with the System and its operation to us, as set out in clause 10.	<input type="checkbox"/>
You acknowledge that we have explained the process surrounding the payment and trade of STCs (i.e. that STCs are only sold through a Clearing House when there is a buyer, there is no guarantee on how long they will take to sell, and you are not guaranteed \$40)	<input type="checkbox"/>
You acknowledge and agree that we may vary the prices under this agreement in certain circumstances, as set out in clause 5.	<input type="checkbox"/>
You acknowledge and agree that your electricity retailer may change your electricity retail contract or tariff, as a result of you having us install the System at the Premises, and that you should contact your electricity retailer to obtain details in relation to this.	<input type="checkbox"/>
You acknowledge and agree that we have explained the terms of this agreement to you.	<input type="checkbox"/>
You acknowledge and agree that we will provide you with the Maintenance Documents listed in Attachment 2 once the System is installed and commissioned	<input type="checkbox"/>
You understand that provision to you of this Quote constitutes an offer from us to you on the terms of the Quote and the attached Terms and Conditions and that, by signing below, you accept that offer and enter into a legally binding agreement with us on those terms.	<input type="checkbox"/>

Customer signature:	
Customer name (please print):	
Date:	



## Solar PV Sale and Installation Agreement Terms and Conditions

### 1. Introduction

#### Who does this agreement apply to?

##### 1.1 This agreement is between:

- (a) KGM Services Pty Ltd Trading As Solar Professionals ABN 16142444 380 referred to as "we" or "us", and
- (b) the customer named in the Quote, referred to as "you".

#### What is this agreement made up of?

##### 1.2 This agreement is made up of:

- (a) these Terms and Conditions; and
- (b) the Quote attached to these Terms and Conditions.

#### What does this agreement cover?

##### 1.3 The agreement covers:

- (a) your purchase from us of the solar photovoltaic system and other equipment, referred to as the "System" and described in the Full System Design attached to this agreement, and
- (b) delivery and installation of the System at your Premises.

#### When does this agreement start and end?

##### 1.4 This agreement starts when you accept our offer set out in the Quote, which you can do by:

- (a) signing and posting or delivering the Quote to our address as set out in the Quote;
- (b) signing, scanning and emailing the Quote to our email address as set out in the Quote; or
- (c) accepting the offer over the telephone, by calling our telephone number as set out in the Quote (in which case we will send you a full copy of this agreement, by post or email, within one week after your acceptance).

##### 1.5 However, your purchase of the System will not become final until all of the following conditions have been satisfied:

- (a) you have paid us the Deposit; and
- (b) your electricity distributor (the company that actually delivers electricity to the Premises) has granted Grid Connection Approval.

##### 1.6 This agreement ends when we have finished installing and commissioning the System, unless we or you end it earlier in accordance with its terms.

##### 1.7 If we have delivered and installed the System, then after the agreement ends the guarantees and related terms in clause 11 will continue for the Guarantee Period.

#### Other rules

##### 1.8 In addition to this agreement, various laws and codes, including the Australian Consumer Law and, if we have volunteered to be bound by it, the CEC Solar Retailer Code of Conduct, also contain rules applicable to the sale and installation of solar photovoltaic systems, and we will comply with these rules in selling you the System and installing it at the Premises.

#### Capitalised terms have special definitions

##### 1.9 Capitalised terms used in the agreement have the meanings given to them in clause 16.

### 2. Sale of the System

#### 2.1 Provided the conditions in clause 1.5 have been satisfied, we agree to sell, and you agree to purchase, the System on the terms of this agreement.

### 3. Payment

#### Payment of the Deposit

##### 3.1 You must pay us the Deposit at the same time as you accept our offer set out in the Quote.

#### Payment of the Balance

##### 3.2 You must pay us the Balance at the same time as we deliver the System to the Premises.

##### 3.3 Title in the System passes to you on payment of the Balance, provided you have already paid the Deposit and all other amounts you owe us.

#### Payment methods

##### 3.4 Payments under this agreement can be made by bank cheque, money order, cash, debit card, credit card or direct deposit.



#### When payment is taken to be made

- 3.5 You will be taken to have made payment on the date on which we receive your payment as cleared funds in our bank account.

---

#### 4. Refunds

- 4.1 If you have paid us money under this agreement, but the agreement ends for any of the following reasons before we install the System at your Premises, then when the agreement ends we will promptly refund all of the money you have paid:
- (a) if we have not delivered and installed the System at the Premises within 4 weeks after the original Target Date, and you choose to end the agreement under clause 7.7;
  - (b) if we give you notice of a price increase under clause 5, and you choose to end the agreement in accordance with clause 5.3 rather than accept the price increase; or
  - (c) Grid Connection Approval is refused.
  - (d) If any of the equipment quoted is unattainable and you do not agree to equipment of a similar quality to be substituted

---

#### 5. Price increases

- 5.1 Subject to clause 5.2, we can increase the price of:
- (a) the System or any part of it;
  - (b) the installation of the System; or
  - (c) any other item specified in the Quote,
- to cover any new or increased cost in selling and installing the System under this agreement.
- 5.2 We can only increase prices under clause 5.1 if:
- (a) it is reasonable to do so;
  - (b) we are not prohibited by law from doing so; and
  - (c) we give you written notice of the increase at least one week before the Target Date set out in the Quote, or, if we have notified you of a new Target Date under clause 7.6, that new Target Date.
- 5.3 If we give you notice of a price increase and you prefer to end this agreement rather than accept the price increase, you can end the agreement in accordance with clause 5.4 and, if you do, we will give you any refund required under clause 4.1(b).
- 5.4 You can end this agreement under clause 5.3 by:
- (a) calling us on our telephone number as set out in the Quote; or
  - (b) giving us written notice of this, by post or email,
- before the Target Date set out in the Quote, or, if we have notified you of a new Target Date under clause 7.6, that new Target Date.
- 5.5 If we send you notice of a price increase and you do not end this agreement under clause 5.3 by the relevant date, you will be taken to have agreed to the price increase.

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#### 6. Approvals

##### Grid Connection Approval

- 6.1 We will apply for Grid Connection Approval on your behalf. In doing this, we will:
- (a) make the application as soon as possible;
  - (b) keep you updated on the progress of the application;
  - (c) respond, within a reasonable timeframe, to any information or other requests from the distributor; and
  - (d) promptly give you notice of the outcome of the application.
- 6.2 Your purchase of the System is subject to Grid Connection Approval being granted.
- 6.3 If Grid Connection Approval is refused, then this agreement will end and we will give you any refund required under clause 4.1(c).

##### Other approvals

- 6.4 You are responsible for applying for and obtaining any other approvals, permits or consents required in respect of the installation of the System at the Premises.
- 6.5 You must apply for these approvals, permits and consents as soon as possible.
- 6.6 The sale and installation of the System, and your and our other obligations under this agreement, are not dependent on and will not be affected by whether and when you obtain these approvals, permits and consents.




---

## 7. Delivery and installation

### Delivery

- 7.1 Provided the conditions in clause 1.5 have been satisfied, we must, or must procure, the delivery of the System to the Premises.
- 7.2 The risk of loss or theft of, or damage to, the System passes to you on delivery of the System to the Premises.

### Installation

- 7.3 Provided you have paid the Balance, we must install, or must procure the installation of, the System at the Premises, in accordance with the Full System Design.

### Target Date

- 7.4 We will use reasonable endeavours to deliver and install the System at the Premises on the Target Date.
- 7.5 You agree, however, that
- (a) the Target Date is only a target and not a strict deadline; and
  - (b) we will not be liable to you if we fail to deliver and install the System at the Premises by the Target Date.
- 7.6 We will notify you if we do not think we can deliver and install the System at the Premises by the Target Date, and give you a new Target Date.
- 7.7 If we have not delivered and installed the System at the Premises within 4 weeks after the original Target Date, you can end this agreement and, if you do, we will give you any refund required under clause 4.1(a).

### Installation requirements

- 7.8 We (if we install the System) or our contractor (if we procure a contractor to install the System) must
- (a) be a CEC-Accredited Installer; and
  - (b) install the System in accordance with the Clean Energy Council Design and Install Guidelines and all other requirements applicable to CEC-Accredited Installers.
- 7.9 After installation of the System, we will give you any certificate or similar document regarding the electrical safety of the System which is required by law.
- 7.10 We will take every reasonable precaution in installing the System at the Premises. However, we will not be liable in respect of
- (a) the structural integrity of the roof;
  - (b) the roof's ability to carry the weight of the System;
  - (c) any effect installation of the System has on any roof manufacturer's warranty; or
  - (d) any damage to the roof or Premises which is not due to our negligence or breach of this agreement.

---

## 8. Accessing the Premises

- 8.1 You grant us permission to enter and remain at the Premises, and to have our contractors enter and remain at the Premises, to:
- (a) conduct one or more site inspections, if we think this is necessary; and
  - (b) deliver and install the System,
- at any reasonable time, provided we give you at least 3 Business Days' notice of the proposed access time.
- 8.2 You or your representative must be present at the Premises for any site inspection and for the delivery and installation of the System.
- 8.3 You must:
- (a) ensure we and our contractors have convenient and safe access to all parts of the Premises necessary to conduct any required site inspections or to deliver and install the System;
  - (b) not hinder or obstruct this access; and
  - (c) ensure the Premises, including its roof, supporting structures and electrical wiring, are sound and able to accommodate installation of the System.

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## 9. System maintenance

- 9.1 We must provide you with the Maintenance Documents.
- 9.2 It is your responsibility to maintain the System in accordance with these documents.

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## 10. System performance and STCs

### Site-Specific Performance Estimate

- 10.1 We have calculated the Site-Specific Performance Estimate for the System and your Premises in accordance with the CEC System Design Guidelines.

**STC Incentive**

10.2 We have calculated the STC Incentive based on:

- (a) the maximum quantity of STCs that can be created in respect of the System under law, taking into account the Site-Specific Performance Estimate; and
- (b) the monetary value of that quantity of STCs, and deducted the STC Incentive from the System Price.

**Assignment of STCs to us**

- 10.3 You hereby assign to us all of your existing and future rights, title and interest in and to all STCs created or able to be created in respect of the System.
- 10.4 You must do anything we reasonably request of you for the purpose of perfecting, confirming or evidencing this assignment, including providing information and executing documents.
- 10.5 You warrant to us, when you accept the offer set out in the Quote and again on installation of the System, that you have not previously created, or assigned the right to create, any STCs in respect of the System or any other solar photovoltaic generating unit at the Premises.

**Charging you the STC Incentive**

10.6 If you do anything that:

- (a) obstructs or avoids the assignment under clause 10.3;
- (b) reduces the maximum quantity of STCs that can be created in respect of the System; or
- (c) renders the System ineligible for the creation of STCs,

then we can increase the Total Price by the amount of the STC Incentive, and you must pay us the STC Incentive within 10 Business Days of us invoicing you for it.

- 10.7 Clause 5 does not apply to any increase of the Total Price increases under clause 10.6, and you cannot end the agreement as a result of a price increase, or refuse to accept it.

**11. System guarantees**

11.1 Subject to clause 11.2, we guarantee:

- (a) our workmanship, and the workmanship of our contractors, in installing the System; and
- (b) the operation and performance of the System,

will be free from fault or defect for a period of 5 years commencing on the date the System is installed (**Guarantee Period**), and we will repair any such default or defect notified to us within the Guarantee Period, including by replacing all or part of the System where necessary, within a reasonable timeframe at no cost to you.

11.2 The guarantee in clause 11.1 will not apply where:

- (a) the fault or defect is not notified to us within the Guarantee Period; or
- (b) the fault or defect is a result of:
  - (i) something done by you or someone else, and not us or our contractors; or
  - (ii) something beyond human control that occurred after installation, e.g., an extreme weather event;
  - (iii) the System being misused, abused, neglected or damaged after installation;
  - (iv) the System being maintained other than in accordance with the Maintenance Documents; or
  - (v) the System being repaired, modified, reinstalled or repositioned by anyone other than a service technician approved by us in writing.

11.3 The guarantee in clause 11.1 is additional to any other guarantee or warranty you may have:

- (a) from the manufacturer of the System, or
- (b) under any applicable law, including the Australian Consumer Law,

although these other guarantees and warranties may not cover labour costs, travel costs and delivery costs arising from a claim under these other guarantees and warranties. We will notify you if this is the case, and tell you the costs payable. The costs will be payable in advance.

- 11.4 During the Guarantee Period, we will provide reasonable assistance to you in making any guarantee or warranty claim against the manufacturer of the System, including by acting as your liaison with the manufacturer.

**12. Complaints****Making a complaint**

- 12.1 If you have a complaint relating to the System, its installation or this agreement generally, you can make a complaint to us by:



- (a) calling us on our telephone number as set out in the Quote; or
  - (b) giving us written notice of this, by post or email.
- 12.2 We will handle your complaint in accordance with our standard complaints procedures. If we have volunteered to be bound by the CEC Solar Retailer Code of Conduct, then these procedures will comply with that Code, and with the Australian Standard on Complaints Handling AS ISO 10002-2006.

**If you are still not satisfied**

- 12.3 If you are not satisfied with the outcome of your complaint, you can refer the complaint to with the relevant Fair Trading or Consumer Affairs office in your state or territory, as follows:

ACT:	Office of Regulatory Services Phone: (02) 6207 3000
NSW:	Fair Trading Phone: 13 32 20
NT:	Consumer Affairs Phone: 1800 019 319
Qld:	Office of Fair Trading Phone: 13 74 68
SA:	Consumer and Business Services Phone: 13 18 82
Tas:	Consumer Affairs and Fair Trading Phone: 1300 654 499
Vic:	Consumer Affairs Phone: 1300 558 181
WA:	Consumer Protection Phone: 1300 304 054

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**13. Privacy**

- 13.1 We will comply with all relevant privacy legislation in relation to your personal information.
- 13.2 If you have any questions in relation to privacy, you can contact us by:
- (a) calling us on our telephone number as set out in the Quote; or
  - (b) giving us written notice of this, by post or email.

---

**14. What happens if you fail to perform this agreement**

- 14.1 If you:
- (a) fail to pay any amount when due; or
  - (b) fail to perform your obligations in clause 8,
- then we may suspend our performance of this agreement with immediate effect, and will give you a notice asking you to make the required payment or perform the required obligation.
- 14.2 If you fail to make the required payment or perform the required obligation within one week after the date of our notice, then we may end this agreement immediately by notice to you.
- 14.3 If we end this agreement under clause 14.2, you must pay us any costs we incur as a result of ending the agreement, and any costs we have already incurred in respect of the delivery or installation of the System.

---

**15. GST**

- 15.1 All amounts specified in the Quote are inclusive of GST.



## 16. General

### Notices

- 16.1 Any notice under this agreement must be in writing and signed by the sender or by an authorised representative of the sender and sent to or left at the address of the addressee in the Schedule or, if the addressee has previously notified the sender in writing of an alternative address for notices, that alternative address.
- 16.2 If the delivery or receipt of a notice occurs on a day which is not a Business Day or at a time after 5.00 pm in the place of receipt, it is regarded as having been received at 9.00am on the following Business Day.

### Assignment and novation of the agreement

- 16.3 Neither party can assign its rights or novate its obligations under this agreement without the other party's prior written consent, not to be unreasonably withheld or delayed.

### Sub-contracting

- 16.4 We may sub-contract any of our obligations under this agreement to a third party, provided that:
- (a) if we sub-contract any obligations:
    - (i) we will ensure the relevant sub-contractor is suitable and performs all sub-contracted obligations in accordance with the requirements of this agreement;
    - (ii) we will continue to be liable to you for the performance of our obligations under this agreement, even though we have sub-contracted one or more of those obligations; and
    - (iii) we will be liable to you for the acts and omissions of our sub-contractors, as if these acts and omissions were our own; and
  - (b) our obligations in relation to the design or installation of the System can only be sub-contracted to a CEC-Accredited Installer.

### Amendment of the agreement

- 16.5 This Agreement can only be amended in writing signed by both parties.

### Waivers

- 16.6 A waiver in connection with this agreement is not valid or binding on the party granting that waiver unless made in writing by that party.

### Severance

- 16.7 Any term of this agreement which is or becomes invalid or unenforceable does not render the other terms of the agreement invalid or unenforceable.

### Governing law of the agreement and submission to jurisdiction

- 16.8 The laws of the State or Territory in which the Premises are located govern this agreement, and each party irrevocably submits to the non-exclusive jurisdiction of courts with jurisdiction there.

## 17. Meaning of capitalised terms in this agreement

**Australian Consumer Law** means the Australian Consumer Law as set out in Schedule 2 to the *Competition and Consumer Act 2010* (Cth).

**Balance** means the amount specified as such in the Quote, subject to any adjustment of this amount in accordance with clause 5.1 or 10.6.

**Business Day** means a day which is not a Saturday, Sunday or public holiday in the State or Territory in which the Premises are located.

**CEC-Accredited Installer** means an installer of solar photovoltaic systems accredited in this capacity by the Clean Energy Council under the Clean Energy Council Code of Conduct and Accreditation Terms and Conditions.

**CEC System Design Guidelines** means the Clean Energy Council System Design Guidelines for Accredited Designers.

**Deposit** means the amount specified as such in the Quote, subject to any adjustment of this amount in accordance with clause 5.1 or 10.6.

**Full System Design** includes the System design and specifications, proposed roof plan, System orientation and tilt, expected efficiency and the Site-Specific Performance Estimate calculations, as set out in Attachment 1.

**Grid Connection Approval** means approval from your electricity distributor for the connection of the System to the electricity grid at the Premises.

**GST** has the meaning given in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth).

**Guarantee Period** has the meaning given to it in clause 11.1.

**Maintenance Documents** means the System maintenance documents listed in Attachment 2 to this agreement.

**Premises** mean the premises at the address specified in the Quote.

**Privacy Act** means the *Privacy Act 1988* (Cth).

**Quote** means the document titled as such which forms part of this agreement and is attached to the Terms and Conditions.

**Site-Specific Performance Estimate** means our site-specific estimate of the average daily energy yield of the System for each month, in kWh, as set out in the Full System Design.

**STC** means a small-scale technology certificate created under the *Renewable Energy (Electricity) Act 2000* (Cth).



**STC Incentive** means the amount specified as such in the Quote.

**System** means the solar photovoltaic system and other equipment we are to deliver and install at the Premises under this agreement, as described in the Full System Design.

**System Price** means the amount specified as such in the Quote.

**Target Date** means the date specified as such in the Quote, subject to any variation of that date in accordance with clause 7.6.

**Total Price** means the amount specified as such in the Quote.

#### Attachment 2: Maintenance Documents

Document	Provided
List of equipment making up the System	<input type="checkbox"/>
Warranty information	<input type="checkbox"/>
Equipment manual	<input type="checkbox"/>
Equipment handbook	<input type="checkbox"/>
Array frame engineering certificate	<input type="checkbox"/>

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WORKSHOP MINUTES/ MARCH 2023

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## 5 CLOSE MEETING

The Workshop closed at 12:30pm.

This is the minutes of the Workshop meeting held on Tuesday 7 March 2023.

.....  
GENERAL MANAGER

.....  
CHAIRMAN

**15      ADMINISTRATION AND FINANCE**

Nil

**16 CORRESPONDENCE****16.1 TEMORA CHRISTIAN LEADERS - PALM SUNDAY SERVICE 2023****File Number:** REP23/277**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Temora Christian Leaders [↓](#) **REPORT**

Temora Christian Leaders are requesting approval to use Gloucester Park on 2 April 2023 for the Palm, Sunday Service.

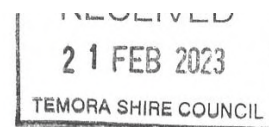
**RESOLUTION 57/2023**

Moved: Cr Jason Goode

Seconded: Cr Graham Sinclair

It was resolved that Council accedes to the request.

**CARRIED**



Mr G. Lavelle  
General Manager  
Temora Council

6<sup>th</sup> February 2023

Dear Mr Lavelle

My name is Lyn Hawthorn and I have been endorsed as the new secretary by Temora Christian Leaders (TCL). This letter is to bring your attention to and gain permission for The Palm Sunday Service to take place in Gloucester Park, Temora on the 2<sup>nd</sup> ~~March~~ <sup>April</sup> 2023. I believe in the past it has been a special, regular event but due to recent Covid restrictions the event has not occurred in the last two years.

Caleb Smith from the Salvation Army is the event's co-ordinator. Is it possible for you to confirm permission at your earliest convenience. My email address is [willy.wagtail@bigpond.com](mailto:willy.wagtail@bigpond.com).

TCL PO Box 317 Temora NSW 2666

Thankyou in anticipation

A handwritten signature in black ink, appearing to read 'L. Hawthorn'.

Yours Faithfully  
Lyn Hawthorn

**16.2 BOND2BAROSSA - FINANCIAL ASSISTANCE****File Number:** REP23/279**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Bondi2Barossa [↓](#) **REPORT**

The Bondi2Barossa Ride to Remember will be travelling through Temora 19 and 20 March 2023 raising funds to help research for a cure for dementia.

The cyclists will be visiting schools and community groups along the way to talk about healthy living and how to reduce the risks of dementia.

They are requesting a \$500.00 grant or other financial contribution to the cause.

*NOTE: Donations for 2022/2023 are \$13,119.80 with a total budget of \$15,000. \$1,880.20 budget remaining*

**MOTION**

Moved: Cr Jason Goode

It was resolved that Council accedes to the request and donates \$500.

Lapsed for want of a seconder.

**RESOLUTION 58/2023**

Moved: Cr Graham Sinclair

Seconded: Cr Nigel Judd

It was resolved that Council donates \$100 to Bondi2Barossa Ride and advertise on Councils Social Media platforms.

**CARRIED**

Cr Oliver & Cr Irvine voted Against



21 February 2023

Dear Mayor Rick Firman OAM

I am writing to you as Mayor of Temora Shire Council, in relation to the **Bondi2Barossa Ride to Remember** bike ride traveling through Temora 19 and 20 March 2023.

The Bondi2Barossa ride will see over 40 riders and event crew cycle from Bondi Beach to the Barossa Valley in South Australia, approximately 1,400kms over 9 days to raise awareness of dementia.

Our objective is to fundraise over \$100,000 to help research for a cure for dementia. But just as important is our objective of raising awareness of this disease throughout the communities that we visit, which affects so many Australians.

There are more than 485,000 Australians currently living with dementia. Without a major breakthrough in research, this figure is trending to reach over 1.1 million Australians by 2058. There is a strong chance that you are personally affected by this disease or have a friend or colleague who is.

Dementia has become the leading cause of death among Australian women, and remains the second leading cause of death for all Australians (ABS 2020). **There is no cure.** More needs to be done about this.

We will be visiting a number of wonderful communities on our journey, particularly within the Temora Council area. We plan to visit a number of schools and community groups along the way to talk to the students and community about living a healthy life and how to reduce the risks of dementia.

The costs associated with the event are extensive, and with the assistance of some major partners we are looking to offset our expenses and allow us to focus on the community engagement program and deliver some tangible benefit to the areas we visit.

However, we are in need of further financial support, and I am writing to ask you for a small **\$500 grant**, or other financial contribution, which will assist us in providing this awareness to your community as we visit the surrounding areas.


I hope that you will agree that this is a worthy cause and approve the financial support, which will go a long way to helping us make a difference.

Kind regards,

Sophie Lovett  
Bondi2Barossa Committee Member.

**17 BUSINESS WITH NOTICE**

Nil

**18 NOTICE OF MOTION****18.1 NOTICE OF MOTION - TROVE****File Number:** REP23/414**Attachments:** 1. NOM - Trove [↓](#) 

I, Councillor Claire McLaren, give notice that at the next Ordinary Meeting of Council be held on 16 March 2023, I intend to move the following motion:-

**RESOLUTION 59/2023**

Moved: Cr Claire McLaren

Seconded: Cr Jason Goode

That Council

1. Make urgent representations to the local Federal Member, Michael McCormack MP, to make representation to the Federal Minister for the Arts, the Hon Tony Burke MP and the Shadow Minister for the Arts, the Hon Paul Fletcher MP in relation to a sustainable funding model for the continuation of free access to the Trove national database and upgrade of the digital archive systems of Trove.
2. Support the efforts of the NSW Public Libraries Association in lobbying for additional funding for the continuation of free access to the Trove national database and upgrade of the digital archive systems of Trove.

**CARRIED**

## **Notice of Motion**

I, Claire McLaren, hereby move

*That Council:*

- 1. Make urgent representations to the local Federal Member, Michael McCormack MP, in relation to a sustainable funding model for the continuation of free access to the Trove national database and upgrade of the digital archive systems of Trove.*
- 2. Write to the Federal Minister for the Arts, the Hon Tony Burke MP and the Shadow Minister for the Arts, the Hon Paul Fletcher MP calling for sustainable funding to ensure the continuation of free access to the Trove national database and upgrade of the digital archive systems of Trove.*
- 3. Support the efforts of the NSW Public Libraries Association in lobbying for additional funding for the continuation of free access to the Trove national database and upgrade of the digital archive systems of Trove.*

Notes:

The National Library is threatening to cease funding Trove in July 2023.

Trove is a national digital archive that was launched in 2009 and is managed and maintained by the National Library of Australia. It has become a highly valued, accessible and comprehensive single national archive which records Australia's history and culture. Trove has expanded overtime and currently includes some 6 billion digital items including newspapers, magazines, photographs, web archives, parliamentary papers, reports, theses and more. Trove is in Australia's top 15 global internet domains with more than 22 million visits a year.


Trove is a valuable resource for the Temora Shire Council and its residents. The Temora Independent is in the process of being digitized by Trove to ensure this history of our Shire is preserved for future generations. Trove has also been a valuable resource for the researchers who have published books on the history of various parts of our Shire. The most recent of these historical publications is the book about Marie Narelle, written by our Bundawarra Centre Manager, Mr Bill Speirs.

Trove provides equitable access to Australia's historical and cultural records for regional communities who would otherwise be at significant disadvantage given the distances many of these communities are from the National Library in Canberra.



Cr Claire McLaren

9<sup>th</sup> March, 2023.

**18.2 NOTICE OF MOTION - POLICE****File Number:** REP23/434**Attachments:** 1. NOM - Police [↓](#) 

I, Councillor Jason Goode, give notice that at the next Ordinary Meeting of Council be held on 16 March 2023, I intend to move the following motion:-

**RESOLUTION 60/2023**

Moved: Cr Jason Goode

Seconded: Cr Max Oliver

That Council express appreciation for the excellent work carried out by local police.

**CARRIED**

That Council express our appreciation for the excellent work carried out by local police

Comments

A local business was broken into on Saturday night.

SenCon Andrew Atkins attended the property shortly after police were informed on Sunday morning.

Police Forensic Officer attended Monday morning.

They identified a suspect from the fingerprints by Wednesday.

The suspect was apprehended Thursday.

Other items stolen from other premises were identified at the suspects property.

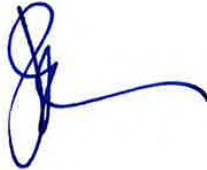
All items stolen were returned Thursday.

The suspect didn't get bail Thursday so he remained in custody.

When he attended court in Wagga on Friday he pled guilty and was sentenced to 15 months prison.

From the break in to conviction was less than a week.

Jason Goode



**19 BUSINESS WITHOUT NOTICE****1 CR JUDD**

Enquired on the recent flooding event.

Engineering Asset Manager advised that there was significant rain. Goes to show how a dry catchment can affect run off. Close to 110mm in Temora and no flooding noted.

**20 COUNCILLORS INFORMATION PAPER****RESOLUTION 61/2023**

Moved: Cr Graham Sinclair

Seconded: Cr Lindy Reinhold

It was resolved that the Information Reports be received.

**CARRIED**

**20.1 ROAD SAFETY OFFICER - ACTIVITY REPORT FEBRUARY 2023**

**File Number:** REP23/423

**Author:** Secretary Engineering

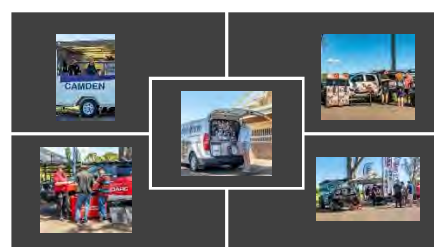
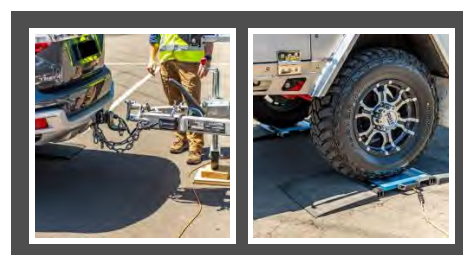
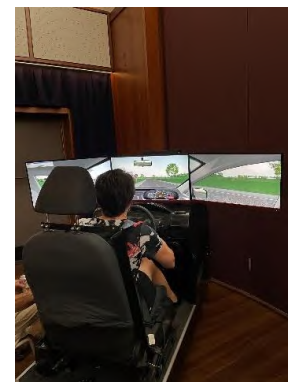
**Authoriser:** General Manager

**Attachments:** 1. RSO Activity Report [↓](#) 

## REPORT – TEMORA – FEBRUARY 2023

### ACTIVITIES:

- Organising resources for Actively Aging Expo.
- I approached TfNSW to provide information on enforceable road rules surrounding mobility/e-scooters at recent South Precinct Teams Meeting.
- Completed mobility scooter article and emailed through for placement in paper and council website.
- Attended Actively Ageing Expo
- Attended the inaugural Local Government Network - Road Safety Zoom Meeting
- Projects completed:
  - Plan B Win A Swag.
  - Don't Trust Your Tired Self.
  - Look Out Before You Step Out.
  - Speeding On Local Roads.
- Meeting with Parkes RSO to discuss Free Cuppa progression, caravan safety project and other RSO projects.
- Interview TEM FM Radio to discuss the role of the road safety officer and mobility scooter user etiquette.
- Organising four shires quarterly meeting.
- Organising Program Delivery Meeting with TfNSW - late March.
- Discussion with Director of Administration and Finance regarding 4 Shires Facebook page sharing to Ariah Park Community Facebook page.
- Meeting with Engineering Works Manager to discuss 2022/23 project status and 2023/24 project submissions.
- Presented Caravan weighing and towing project proposal at LGRSP South Precinct Teams meeting. It was very well received and created a lot of conversation and brainstorming of ideas on how to implement.



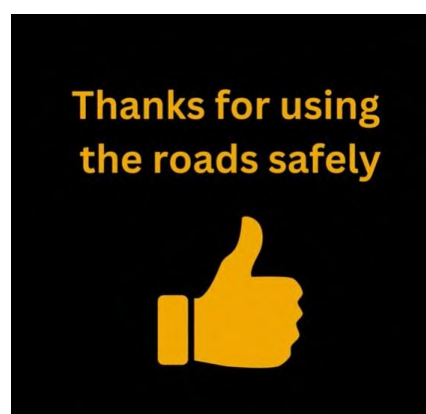
- Attended RYDA in Leeton with Cootamundra/Gundagai RSO



- Working on 2023/24 project submissions.
- Attended Road Safety Education: Safe Active Travel K - 12
- Attended cyber security training, Bland.
- Discussion with Engineering Works Manager and Enterprise Risk Manager regarding Breakfast Road Safety presentation.
- Meeting with Murrumbidgee Local Health District Health Promotion Officer and Cootamundra/Gundagai Road Safety Officer to brainstorm ideas and collaborate on Walk to School Day\_19 May 2023.
- Chaired four shires quarterly meeting.

## FACEBOOK POSTS:

- School zones officially back in operation post x1
- Back to school 40km/h speed zone post x1.
- Coolamon Shire Council seniors festival post x1.
- Light flashing slow down to 40km/h when passing school bus video x1.
- Ezy Az 1,2,P Driving school post x1.
- Bland Shire Council seniors festival post x1.
- Temora Shire Council actively aging expo post x1.
- Ardlethan wellness day post x1.
- Junee Leaner Driver workshop advertising post x1
- Young driver L and P plate post x1
- Drive Safe Work Safe post x1.
- Road safety education post x1
- List of 25 LGA's zero road toll in 2022 video – Congratulations Temora you are on the list.



- Coolamon Seniors Festival activities post x1.
- Temora Actively Ageing expo post x2.
- Rural bus stop safety reminder post x2.
- Nightdrive for learners post x1.
- Bland shire council seniors festival information day post x1.
- Follow the road rules to arrive at your destination safely video x1.
- Ezy Az, 1,2,P Driving School older drivers assessment post x1
- School zone infrastructure sub program post x1
- Fatigue post x1
- Ardlethan Wellness Day post x1
- Attending RYDA – Leeton post x1
- Casual speeding video x1
- Blind spots for heavy vehicles video x1.

## EDITORIALS:

- Mobility Scooter Etiquette
- Pedestrian Safety

**20.2 WORKS REPORT - FEBRUARY 2023**

**File Number:** REP23/422  
**Author:** Secretary Engineering  
**Authoriser:** General Manager  
**Attachments:** Nil

**MAIN ROADS**

- MR 57 Goldfields way – Inspection and routine maintenance
- MR 84 Burley Griffin Way – Inspection and routine maintenance
- MR 84 Burley Griffin Way - Reseals
- MR 57 Goldfields Way – Reseals
- MR 57 Heavy Patching
- Sealing of Heavy Patches

**LOCAL ROADS**

- Maintenance grading
- Flood damage repair to gravel roads
- Ness's Lane gravel resheet
- Slashing and Spraying
- Racecourse Road gravel resheet
- Forming of Reynolds Road for Gravel Resheet
- Urban Heavy Patching Trimming Temora (Crowley St, Polaris St, internal road at Cemetery) and Arian Park (Coolamon St, Davidson St, Intersection Back Arian Park Rd, Rees St intersection)
- Tara Bectric Seg 7 tree removals

**URBAN TEMORA & ARIAH PARK**

- Urban slashing and spraying
- Urban K & G repairs
- Urban footpath repairs
- Bitumen Reseal Cootamundra Rd (Urban)
- Gloucester St footpath
- Asquith St footpath
- Harmon St drainage works

**WORKS PLANNED FOR NEXT MONTH – MARCH 2023**

- MR 57 Goldfields Way dig out patch (Colemans rest area)
- MR 398 causeway repairs (near Haddrills Rd)
- Driveway Box Culverts Back Mimosa Rd
- Back Mimosa Rd finish Subbase construction
- Maintenance and flood damage grading
- Weed spraying and slashing
- Tara Bectric Rd Segment 4 & 5 widening works
- Tara Bectric Rd Seg 7 pipe culverts
- MR398 Seg 1 and 2 widening project
- Thanowring School Rd pipes
- Arian Park rec ground maintenance grade
- Arian Park rec ground tables and chairs
- Depot Chemical bunded area
- Ness's Ln pipe culverts
- McCabes Ln Pipe culverts
- Grading of Stock Route Road between Cemetery Rd and Mary Gilmore Way at Broken Dam
- Aurora St Footpath Construction
- Deboos St Footpath Construction
- Sealing of road in Temora Cemetery
- Final prep and Bitumen Seal of Harmon St, Arian Park
- Final prep and Bitumen Seal of Little Coolamon St, Arian Park
- Howards Rd/Speirs Ln Heavy Patching
- Delavan St Upgrade Project Sub-base works
- Bitumen Reseal Morangarell Rd Segment 2

***Report by Pat Kay***

**20.3 FIXING LOCAL ROADS ROUND 4 - URBAN INITIAL SEALS PROJECT FUNDING**

**File Number:** REP23/337  
**Author:** Engineering Technical Officer  
**Authoriser:** Engineering Asset Manager  
**Attachments:** Nil

Temora Shire Council was recently advised of being successful in receiving \$999,399.38 of grant funding under Fixing Local Roads (FLR) – Round 4. The successful project is ‘Urban Initial Seals’ which was Council’s highest priority of three separate applications submitted. The project will see the initial sealing of 3.665 km of unsealed roads on the urban fringes of Temora, Aria Park and Springdale.

This project will see the upgrade/construction of road pavement and initial bitumen sealing of the following roads:

- Kurrajong Street, Temora (500 metres)
- Thom Street, Temora Segment 2 (335 metres)
- Narraburra Street, Temora (1,030 metres)
- Mirrool Road, Aria Park (First 750 metres off Cemetery Road)
- White Lane, Springdale (First 150 metres off Burley Griffin Way)
- North Street, Temora (540 metres)
- Lucas Street, Temora (360 metres)

Works on each individual road for upgrade will include:

- Minor earthworks (drainage shaping, formation shaping)
- Minor drainage structure construction
- Subbase pavement construction recycling existing unsealed pavement material
- Base pavement construction (imported material)
- Trimming and 2 coat 10/7 bitumen sealing
- Reinstatement of traffic facilities

These roads were proposed for upgrade due to having a gravel surface and are located on the urban fringes of the Temora, Aria Park and Springdale townships. Currently these roads provide access to multiple residential, rural residential homes and local business premises. The roads cater for school bus travel, increasing residential traffic and increasing pedestrian / recreation traffic. Current constraints and issues with these roads which can be alleviated with funding of their upgrade include.

- Significant dust nuisance
- Poor wet weather performance
- Increasing traffic and pedestrian safety risk
- Stifling of development
- High cost of upgrade

Funding Split

\$999,399.38 - FLR Funding

\$328,902.34 – Council's funding contribution

This project is to be delivered over two (2) financial years with completion scheduled for December 2024.

There were two unsuccessful projects which are listed below:

- McLeod's Lane: Causeway Reconstruction
- Rural Road Resheets

***Report by Amanda Colwill***

**20.4 FIXING COUNTRY ROADS - HOWARDS ROAD PROJECT FUNDING****File Number:** REP23/327**Author:** Engineering Works Manager**Authoriser:** Engineering Asset Manager**Attachments:** 1. Letter to Temora Shire Council [↓](#) **FIRST HEADING**

Temora Shire Council Mayor Cr Rick Firman OAM recently received a letter from The Hon Sam Faraway MLC to advise Council successfully has received \$3,318,220 million in funding for Howard's Road, Reefton through Fixing Country Roads Round 6. See letter attached.

The funding for Howard's Road Segment 1 Upgrade includes.

- Upgrade of the 200m long bitumen sealed gravel causeway to a concrete causeway at CH3675.
- Clearing and grubbing of vegetation within clear zone as per Review of Environmental Factors (REF) already completed and construction of table drains.
- Replacement of 65-year-old concrete bridge at CH980 that is currently only 6.2m wide to a higher-class structure for loadings and increased width for access
- Pavement shoulder widening and strengthening of sub-base by stabilisation (3.84kms)
- Pavement Base course layer construction with new pavement width 10 metres and bitumen sealing of pavement with 7m seal (8m around curves)

Funding Split

\$3,318,220 Restart NSW Grant Funding

\$829,555 Councils funding contribution

This project is to be delivered over three (3) financial years to ensure Council can meet the co-contribution funding requirements from RTR, FAG or Council funds.

This project can easily be staged over financial years as per below *(This is subject to change depending on funding deed requirements).*

Year 1: Upgrade causeway and remove vegetation.

Year 2: Replace bridge structure.

Year 3: Road pavement and table drain works.



**The Hon. Sam Faraway MLC**  
Minister for Regional Transport and Roads

Ref: BN22/00903

Cr Rick Firman OAM  
Mayor  
Temora Shire Council  
PO Box 262  
TEMORA NSW 2666  
[temshire@temora.nsw.gov.au](mailto:temshire@temora.nsw.gov.au)

Dear Mayor

**Re: RNSW2797 - Howards Road, Reefton - Upgrade**

I am writing to advise your application for RNSW2797 - Howards Road, Reefton - Upgrade to Fixing Country Roads Round 6 has been successful for \$3,318,220 in Fixing Country Roads Restart NSW funding.

Fixing Country Roads is a \$543 million NSW Government program that helps local councils assess and tackle freight connectivity issues across regional and rural NSW. I congratulate Temora Shire Council for working closely with the local community, industry, and the NSW Government to secure this funding.

A total of 125 projects were reviewed and assessed against the program criteria by the Fixing Country Roads Technical Panel and the Regional Independent Assessment Panel. As a result, \$80.3 million was made available for 29 projects.

Temora Shire Council confirmed in the submission that Howards Road, Reefton - Upgrade could commence within 18 months from receipt of a successful letter. Under the Fixing Country Roads Program Guidelines, Council's must start construction on this project within 18 months from receipt of a successful project letter and deliver the project within 24 months of starting construction.

Temora Shire Council should now contact Infrastructure NSW to discuss establishing the deed and how to finalise funding arrangements.

Please contact Infrastructure NSW **within two weeks** from receipt of this successful letter at [restartpmo@infrastructure.nsw.gov.au](mailto:restartpmo@infrastructure.nsw.gov.au) to arrange a suitable time for a virtual meeting. The applicant's signed Funding Deed must be returned within **two months** of this letter, or this offer of funding may be withdrawn.

Yours sincerely

**The Hon. Sam Faraway MLC**  
Minister for Regional Transport and Roads

cc: The Hon. Steph Cooke MP, Member for Cootamundra

OFFICIAL

CRC Ref: 57416-1-1 NSW 2021-22 57416-1-1 NSW 2021-22 57416-1-1 NSW 2021-22

**20.5 BUILDING APPROVALS - FEBRUARY 2023**

**File Number:** REP23/416  
**Author:** Environmental Secretary  
**Authoriser:** General Manager  
**Attachments:** Nil

**BUILDING APPROVALS – FEBRUARY 2023**

- ✓ DA 2/2023 – Lot 5 & 6; Section 17; DP 758957; 121-123 Crowley Street, Temora – Office Premises
- ✓ DA 3/2023 – Lot 3; Section 35; DP 758957; 142 Crowley Street, Temora – Office Premises
- ✓ DA 4/2023 – Lot 4; DP 823296; 67 Trungley Hall Road, Temora – Dwelling
- ✓ DA 5/2023 – Lot C; DP 379803; 15 Junee Road, Temora – 3 x Units & Community Title
- ✓ DA/CC 6/2023 – Lot 30; DP 1073421; 11 Evatt Street, Temora – Dwelling

**COMPLYING DEVELOPMENT ISSUED**

- ✓ CDC 3/2023 – Lot 5; DP 1255975; 8 Wadey Place, Temora – Pool
- ✓ CDC 4/2023 – Lot 9; DP 1255975; 3 Wadey Place, Temora – S/F Shed
- ✓ CDC 5/2023 – Lot 15; DP 1079625; 16 James Street, Temora – S/F Shed
- ✓ CDC 6/2023 – Lot 8; DP 1255975; 5 Wadey Place, Temora – S/F Shed

**20.6 REGULATORY CONTROL - FEBRUARY 2023****File Number:** REP23/425**Author:** Environmental Secretary**Authoriser:** General Manager**Attachments:** Nil

Item	Inspection/ Incidents (Number)	Orders Issued Y/N	Penalty Infringement Y/N	Notes
Illegal Parking	5	No	No	3 x No Issues 1 x Abandoned Car Polaris St 1 x Moved on Camper Van on Hoskins St
Scooters & Bikes		No	No	
School Zones	48	No	No	All schools checked – No Issues
Noise	4	Yes	No	1 x Owner Contacted 3 x Barking Dog - Monitoring
Air Quality		No	No	
Illegal Dumping/Littering	2	No	No	1 x Little Vesper St – Good 1 x Mattress at Showgrounds
Overgrown/Untidy Blocks	4	Yes	No	2 x Letter sent – Being Slashed 1 x Monitor 1 x Done
Lake Walking Track – leashed animals	38	No	No	38 x No issues
Animal Welfare	15	No	No	1 x Rehome Pups 1 x No Issues 2 x Owner Found – Wondering Dog 1 x Kittens Surrendered 2 x Sheep 2 x Monitoring 1 x Horse surrender rejected 1 x Injured cat not found 1 x Chicken 1 x Dogs locked in car 1 x Dog wondering – not found 1 x Kitten
Dangerous Dogs	6	Yes	No	3 x Monitor 1 x No Issue 1 x Dumped Dogs – Teal St – Rescue 1 x Dog picked up – Taken to Pound
Impounded	9	No	No	3 x Dog – Rescue 3 x Cat – Rescue 1 x Pup 2 x Owner claimed
Noise Animals	2	No	No	1 x Monitor 1 x Eviction in Place
Nuisance Animals / Trapping	11	No	No	1 x Dog Trap 1 x Swallows Issue 2 x Snake Catcher

				3 x Cat Trap 2 x Feral Cat – Dispose 2 x Bird Issue
Dead Animal Removal	4	No	No	1 x Cat 1 x Kangaroo 1 x Fox 1 x Kitten
Keeping of Horses in Residential Areas	1	No	No	1 x No Issues
Main Street Sign Approvals Inspections		No	No	
Rural Stock Incidents	8	No	No	4 x Sheep on Road – Farmlink 4 x No Issues
Fruit Fly		No	No	
Euthanised	3	No	No	3 x Cat
Other	27	No	No	8 x Caravan Parks/Railway/Airport/Showground/ Parking Bays 6 x Pound Clean 4 x Cat/Dog Food 4 x Flea Treatment – Pound 1 x Impound Cat 1 x Advise owner 2 aggressive dogs 1 x Kangaroo in Main Street 1 x Dog at Woolworths in distress 1 x Ewe - Pound

**Report by Ross Gillard**

**20.7 CASH & INVESTMENTS FOR PERIOD ENDING 28 FEBRUARY 2023****File Number:** REP23/417**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Cash & Investments [↓](#) 




## Temora Shire Council

## Cash &amp; Investments

For the period ended 28th February, 2023

	Original Budget 2022/23	Revised Budget 2022/23	Actual YTD Figures
<b>Externally Restricted</b>			
Sewerage Services	2,855,590	2,855,590	3,459,538
Domestic Waste Management	1,245,567	1,245,567	1,277,689
Stormwater Drainage Flood Studies & Construction Programs	92,910	94,257	270,671
S94 Contributions	245,892	245,892	317,565
Unspent Restricted Grants	491,670	840,214	1,509,558
Pinnacle Externally Restricted	946,449	946,449	1,543,639
<b>Total Externally Restricted</b>	<b>5,878,078</b>	<b>6,227,969</b>	<b>8,378,659</b>
<b>Internally Restricted</b>			
Pinnacle Internally Restricted	2,205,982	2,246,368	2,802,131
Other Waste Management	652,245	652,245	677,987
Leave Reserves	2,199,905	2,199,905	2,199,905
Roads Reserve	500,000	500,000	500,000
Local Roads	900,583	650,583	588,224
FAGS Received in Advance	0	0	0
Industrial Development	338,162	338,162	338,162
Plant & Vehicle	500,000	500,000	500,000
Izumizaki Donation	0	0	2,152
Gravel Royalty	566,243	566,243	764,309
Ariah Park Tip Fee Contributions	12,461	12,461	11,076
Medical Complex Development	28,605	28,605	9,357
Infrastructure	1,156,589	1,156,589	1,186,957
Infrastructure - Airpark Estate	0	0	206,908
Digital Two Way Radio Upgrade	80,000	80,000	80,000
Computer Upgrade	211,864	211,864	253,952
Sports Council Requirements	58,566	58,566	58,566
Youth Donations	3,436	3,436	0
Revotes	494,852	399,852	634,315
Airside Maintenance	137,600	137,600	133,891
Temora Agricultural Innovation Centre Maintenance Reserve	10,969	10,969	15,513
Temora Pool Upgrade	295,240	(0)	(0)
<b>Total Internally Restricted</b>	<b>10,353,303</b>	<b>9,753,449</b>	<b>10,963,407</b>
<b>Total Restricted Reserves</b>	<b>\$ 16,231,380</b>	<b>\$ 15,981,417</b>	<b>19,342,065</b>
<b>Cash &amp; Investments</b>			
Westpac Cheque Account			4,090,630
Macquarie Bank DEFT Account			0
AMP Business Saver Account			308,084
AMP Notice Account			825,239
Macquarie Bank Cash Management Accelerator Account			510,157
Westpac Cash Reserve			503,924
Term Deposits held with:			
Bank of Queensland			1,000,000
National Australia Bank			8,150,504
Commonwealth Bank of Australia			1,000,000
AMP Bank			510,076
Macquarie Bank			2,530,347
Westpac Bank			500,000
Northern Territory Treasury Bonds			1,000,000
ME Bank			0
<b>Total Cash &amp; Investments</b>	<b>\$ 16,231,380</b>	<b>\$ 15,981,417</b>	<b>20,928,962</b>
<b>Less Funds required for operational purposes</b>			<b>(1,000,000)</b>
<b>Cash &amp; Investments Available for Reserves</b>	<b>16,231,380</b>	<b>15,981,417</b>	<b>19,928,962</b>
<b>Funding Surplus</b>			<b>586,896</b>

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

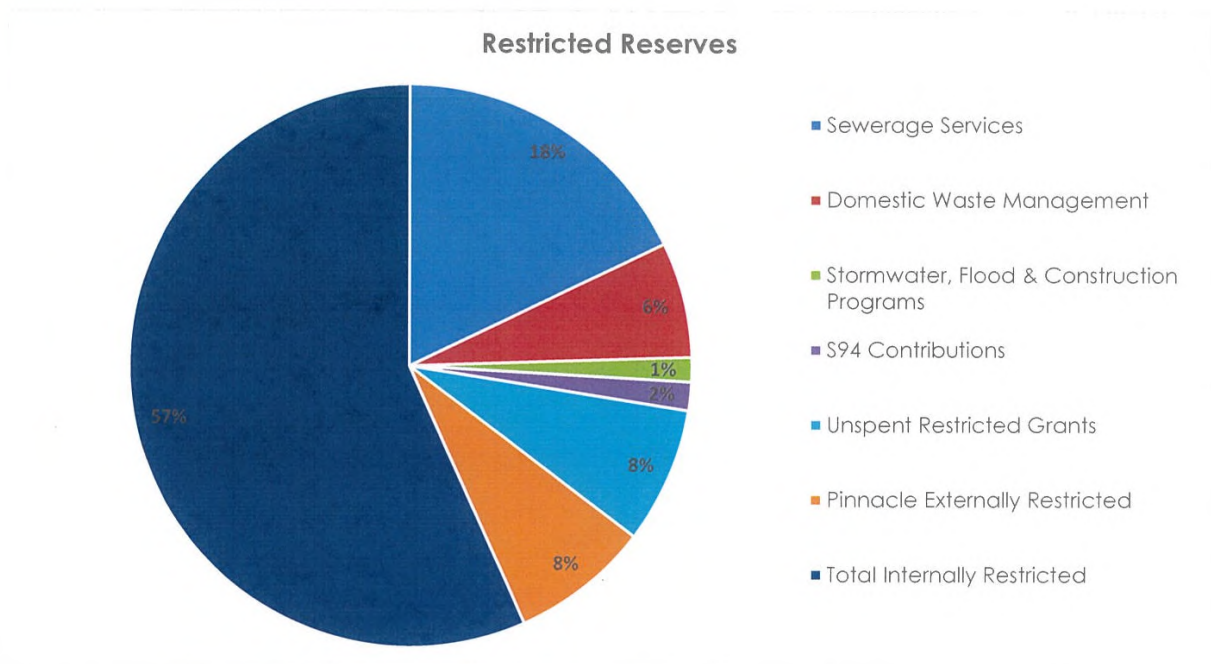
  
Elizabeth Smith  
Director & Chief Executive Officer



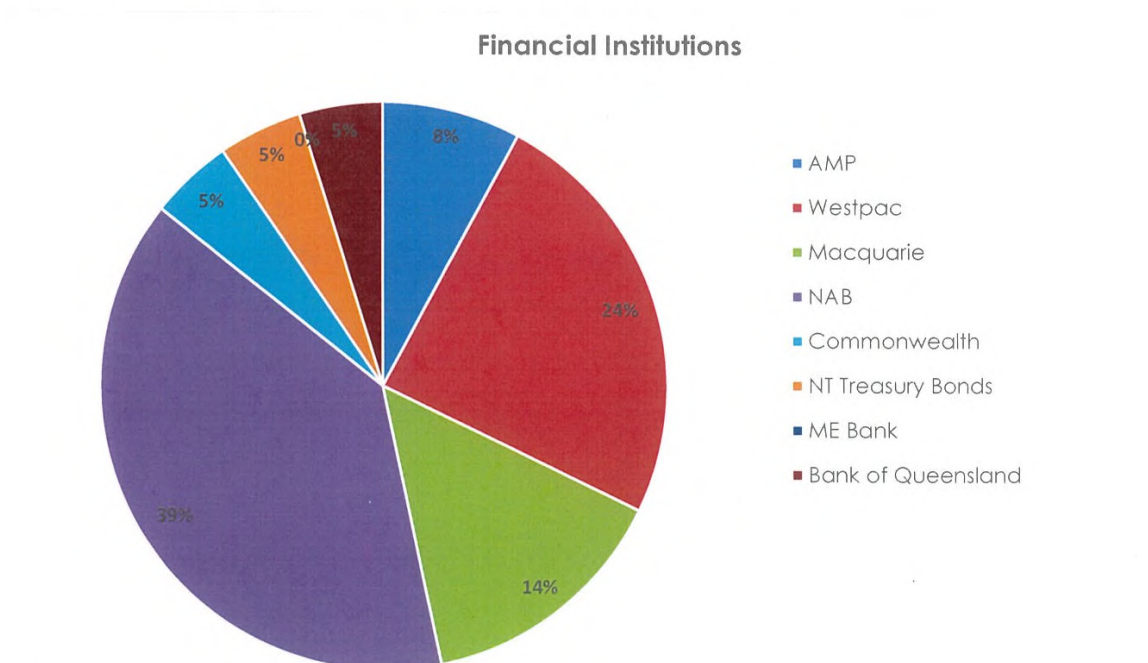
Temora Shire Council

## Cash & Investments

For the period ended 28th February, 2023



Graph One - Proportion of reserves externally restricted compared to reserves internally restricted - with externally restricted reserves divided into purpose.



Graph Two - Proportion of cash held with each financial institution.



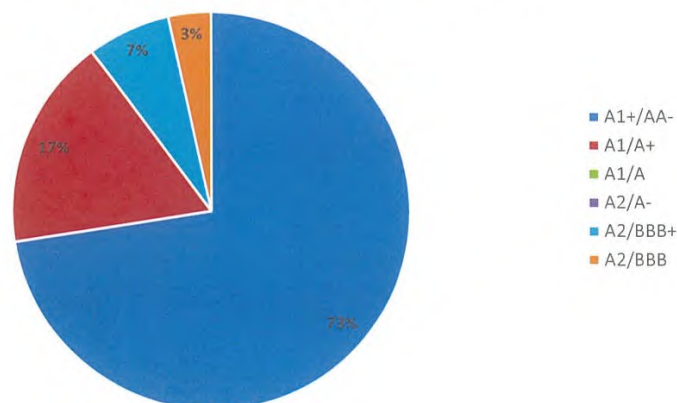
## Temora Shire Council

## Cash &amp; Investments

For the period ended 28th February, 2023



Institution	Rating	Type	Date Lodged	Rate	Term (days)	Maturity Date	Amount Invested	Institution Total
<b>Cash Held</b>								
Westpac Bank	A1+/AA-	Cheque account		0.00%			4,090,630.43	
Westpac Bank	A1+/AA-	Cash Reserve		1.25%			503,924.36	4,594,554.79
Macquarie Bank	A1/A+	Cash Management Accelerator Account		3.40%			510,157.48	510,157.48
AMP Bank	A2/BBB	Business Saver		1.50%			308,084.18	
AMP Bank	A2/BBB	31 Day Notice Account		3.80%			825,239.23	1,133,323.41
							<b>Total Cash Held</b>	<b>6,238,035.68</b>
<b>Investments Held</b>								
Bank of Queensland	A2/BBB+	Term Deposit	22/06/18	3.55%		22/06/23	500,000.00	
Bank of Queensland		Term Deposit	21/06/19	2.35%		19/06/24	500,000.00	1,000,000.00
National Australia Bank	A1+/AA-	Term Deposit	19/12/22	0.69%		7/06/23	500,000.00	
National Australia Bank		Term Deposit	17/08/22	3.66%		31/05/23	545,273.70	
National Australia Bank		Term Deposit	19/01/23	4.42%		29/11/23	517,118.69	
National Australia Bank		Term Deposit	8/09/21	0.80%		9/09/24	504,415.11	
National Australia Bank		Term Deposit	2/12/22	3.91%		26/04/23	507,868.69	
National Australia Bank		Term Deposit	21/12/22	4.13%		31/05/23	513,013.59	
National Australia Bank		Term Deposit	27/01/21	1.30%		20/10/25	504,622.90	
National Australia Bank		Term Deposit	28/03/22	3.15%		26/03/27	530,000.00	
National Australia Bank		Term Deposit	19/01/23	4.42%		29/11/23	512,381.55	
National Australia Bank		Term Deposit	28/03/22	2.80%		27/03/25	502,250.00	
National Australia Bank		Term Deposit	14/09/22	3.96%		22/06/23	502,264.53	
National Australia Bank		Term Deposit	12/10/22	4.03%		12/07/23	502,407.81	
National Australia Bank		Term Deposit	6/04/22	1.75%		6/04/23	500,000.00	
National Australia Bank		Term Deposit	29/06/22	3.96%		19/12/23	500,863.02	
National Australia Bank		Term Deposit	10/11/22	4.26%		26/07/23	1,008,024.66	8,150,504.25
Commonwealth Bank	A1+/AA-	Term Deposit	18/07/22	3.89%		22/03/23	1,000,000.00	1,000,000.00
AMP Bank	A2/BBB	Term Deposit	15/02/22	1.00%		15/02/24	510,075.57	510,075.57
Macquarie Bank	A1/A+	Term Deposit	21/04/22	1.85%		21/04/23	508,218.32	
Macquarie Bank		Term Deposit	30/11/22	3.82%		8/03/23	512,517.51	
Macquarie Bank		Term Deposit	22/02/23	4.52%		30/08/23	509,611.17	
Macquarie Bank		Term Deposit	28/06/22	3.87%		24/05/23	1,000,000.00	2,530,347.00
Westpac Bank	A1+/AA-	Term Deposit	29/08/22	4.16%		29/08/23	500,000.00	500,000.00
Northern Territory Treasury	A1+/AA-	Treasury Bonds	24/03/21	0.80%		15/06/24	500,000.00	
Northern Territory Treasury		Treasury Bonds	31/05/21	1.30%		15/06/26	500,000.00	1,000,000.00
							<b>14,690,926.82</b>	<b>14,690,926.82</b>
<b>Total Cash &amp; Investments</b>								<b>20,928,962.50</b>

Standard &amp; Poors Short Term/Long Term Credit Ratings



Graph One - proportion of investments held by Standard &amp; Poors credit ratings.

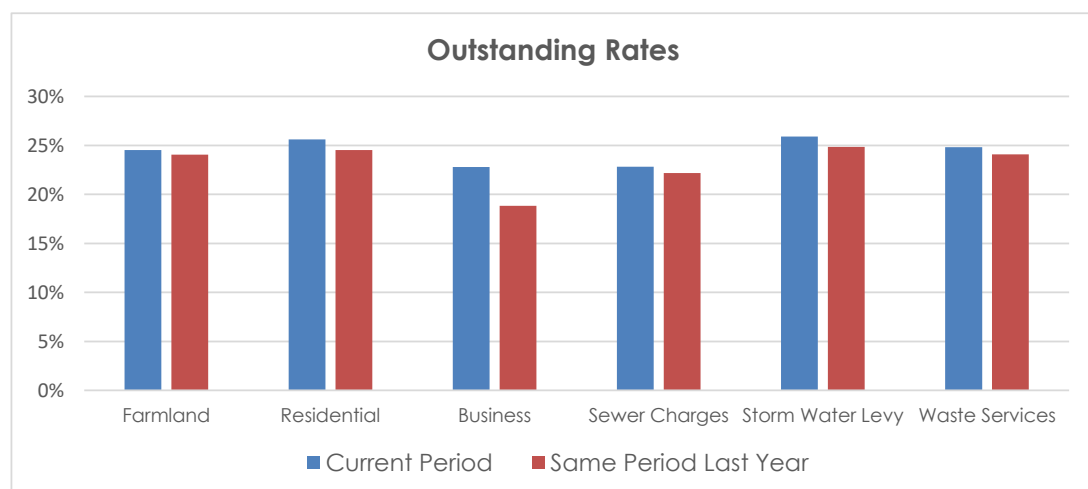
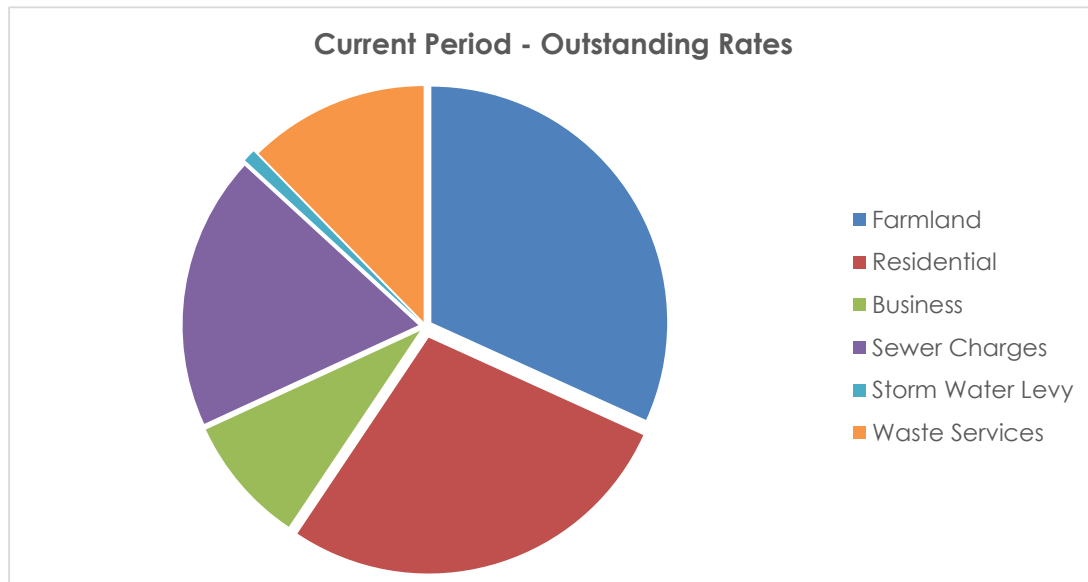
**20.8 RATES REPORT - FEBRUARY 2023****File Number:** REP23/395**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:**  

1. Rates Collection [↓](#) 
2. Rates Chart [↓](#) 



Temora Shire Council  
**Rates Collections**  
 For the period ended 28 February, 2023

General Rates Category	Total Rates Levied (Incl Arrears)	Pension Rebates	Payments	Rates		Same Period last year	
				Outstanding \$	Outstanding %	Outstanding \$	Outstanding %
<b>Category</b>							
Farmland	2,044,818.68	(3,422.46)	(1,540,694.97)	500,701.25	25%	482,369.47	24%
Residential Temora - Occupied	1,417,363.17	(76,717.29)	(994,348.94)	346,296.94	26%	322,156.33	25%
Residential Temora - Vacant	64,342.34	0.00	(51,013.82)	13,328.52	21%	14,455.62	19%
Residential - Arish Park	88,654.51	(6,141.72)	(55,217.13)	27,295.66	33%	24,197.94	30%
Residential - Springdale	12,594.13	(1,010.68)	(6,737.87)	4,845.58	42%	3,186.81	30%
Rural Residential	165,300.84	(9,888.45)	(121,411.69)	34,000.70	22%	33,191.85	22%
Residential - Temora Aviation	45,436.38	(688.44)	(35,508.84)	9,239.10	21%	10,019.29	22%
Business Temora - Hoskins Street	265,708.64	(196,634.36)	(69,074.28)	69,074.28	26%	55,604.30	21%
Business Temora - Town	278,592.41		(220,789.52)	57,802.89	21%	48,074.70	17%
Business Temora - Aviation	27,853.70		(23,306.71)	4,546.99	16%	4,052.19	15%
Business - Arish Park	21,547.13		(15,805.45)	5,741.68	27%	4,323.38	20%
Business - Other	10,072.35		(9,635.00)	437.35	4%	806.84	8%
<b>Services</b>							
Residential Sewer Charges	1,119,058.70	(37,588.84)	(811,605.07)	269,864.79	25%	250,672.55	24%
Non-Residential Sewer Access & Usage Charges	208,121.39		(183,539.79)	24,581.60	12%	19,461.60	10%
Storm Water Levy	51,388.73		(38,079.51)	13,309.22	26%	12,679.72	25%
Domestic & Rural Waste Services	679,494.70	(38,778.46)	(474,735.80)	165,980.44	26%	151,932.65	25%
Trade Waste Services	142,464.32		(114,095.89)	28,368.43	20%	25,587.96	19%
Overpayments	(102,962.41)		61,619.90	(41,342.51)		(38,841.84)	
Legal charges	15,124.32		(3,643.70)	11,480.62		10,729.48	
<b>Total</b>	<b>6,554,974.03</b>	<b>(174,236.34)</b>	<b>(4,835,184.16)</b>	<b>1,545,553.53</b>	<b>24%</b>	<b>1,434,660.84</b>	<b>23%</b>



**20.9 BORROWINGS**

**File Number:** REP23/398  
**Author:** Director of Administration & Finance  
**Authoriser:** Director of Administration & Finance  
**Attachments:** Nil

Council's borrowings are set out in the table below.

Purpose	Loan Amount	Interest Rate	Annual P + I Payments	Balance @ 28/02/2023	Term	End Date
Depot Purchase	\$2,000,000	3.1%	\$283,242	\$936,032	8 yrs	2026
SIL House	\$1,000,000	1.45%	\$132,616	\$669,228	8 yrs	2028
Swimming Pool Upgrade	\$1,210,280	3.29 %	\$82,831	\$1,177,755	20 yrs	2042
Totals			\$498,689	\$2,783,015		

**20.10 TEMORA MEMORIAL TOWN HALL - INCOME & EXPENDITURE FEBRUARY 2023****File Number:** REP23/388**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 28th February, 2023

	Current YTD	Prior YTD
<b>Income</b>		
Facility Hire	22,604	13,781
Other Sundry Income	-	-
<b>Total Income</b>	<b>22,604</b>	<b>13,781</b>
<b>Expenditure</b>		
Utilities		
Electricity & Gas	(5,795)	(3,957)
Rates	(4,589)	(4,579)
Water	(565)	(580)
Cleaning	(7,445)	(8,389)
Maintenance	(4,640)	(8,967)
Administration		
Employee Costs	(4,016)	(4,302)
Depreciation	(58,912)	(52,657)
Insurance	(25,193)	(21,684)
Organisation Support Costs	(24,689)	(22,876)
Other/Miscellaneous	(8)	(4,236)
<b>Total Expenditure</b>	<b>(135,851)</b>	<b>(132,227)</b>
<b>Total Town Hall Surplus/(Deficit)</b>	<b>(113,248)</b>	<b>(118,446)</b>
Internal Hire/Donation	3,254	3,109

**20.11 TOWN HALL THEATRE - OPERATING RESULTS FEBRUARY 2023****File Number:** REP23/390**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Cinema Operating Results [↓](#) 



Temora Shire Council

## Temora Town Hall Theatre Operating Statement

For the period ended 28th February, 2023

	Current YTD	Previous YTD
<b>Candy Bar</b>		
Income	20,685	16,087
Purchases	(8,976)	(6,126)
	11,709	9,961
<b>Admissions</b>		
Income	41,545	26,358
Gold Class Ticket Sales	1,683	-
Audio Visual Purchases	(27,848)	(16,565)
	15,380	9,793
<b>Other Income</b>		
Facility Hire	636	2,973
Sale of Advertising	-	545
Donations	25	-
	661	3,518
<b>Other Costs</b>		
Advertising	(166)	(434)
Bank Fees	(901)	(833)
Building Maintenance	(324)	-
Cleaning	(2,482)	(2,954)
Computer Costs	(3,514)	(2,849)
Event Catering Expenses	(135)	-
Freight	(366)	(221)
General Maintenance	(3,704)	-
Insurance	(6,614)	(5,706)
Licences & Permits	(864)	-
Materials Purchased	(2,853)	(666)
Rates & Electricity	(5,155)	(4,451)
Employee Costs	(21,105)	(25,028)
Sundry Expenses	30	71
Telephone & Internet	(847)	(925)
Volunteer Support	(700)	(569)
Depreciation	(517)	(1,465)
	(50,217)	(46,030)
<b>Total Cinema Surplus/(Deficit)</b>	<b>(\$ 22,467)</b>	<b>(\$ 22,758)</b>
Internal Hire/Donation	-	-

**20.12 FRIENDS OF THE TEMORA SHIRE CEMETERY MINUTES HELD 5 DECEMBER 2022****File Number:** REP23/288**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Friends of Temora Shire Cemetery [↓](#) 

## FRIENDS OF THE TEMORA SHIRE CEMETERIES

(Incorporated with the Temora Shire Council)

.....

Ilan Preston (Group Pres)	Pat Taylor (Hon Sec)	Temora Shire Council
32 Gallipoli St	22 Lawson Rd Temora 2666	PO Box 262
Temora NSW 2666	Merryl Graham (Hon Treas.)	Temora NSW 2666
Ph. 0428 729 410	PO Box 251 Temora 2666	Ph. 02 6980 1100

Email us at: [temshire@temora.nsw.gov.au](mailto:temshire@temora.nsw.gov.au) - be sure to direct it for our attention.

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The next meeting has been set down for:-

**WHEN: Monday March 6, 2023**

**TIME: 10.00am**

**WHERE: Temora Shire Council Chambers**

### AGENDA:

1. Apologies and attendance
2. Confirmation of previous minutes
3. Treasurer's report
4. Correspondence
5. General Business, including
  - Columbarium row and plot markers
  - Tree pruning
  - Street Stall
6. Information Exchange
7. Date of next meeting

Looking forward to seeing you there.

Pat Taylor  
Secretary  
Friends of the Temora Shire Cemeteries

.....

### Minutes of the Friends of the Temora Shire Cemeteries Meeting

#### Monday 5 December 2022 Hillview Park, Deutcher St Temora

**Meeting Opened:** 11.30am and Ian welcomed everyone and introduced our new member, Brian Murray.

**Attendance:** Ian Preston, Rick and Pat Taylor, Harold and Ruth Fritsch, Bruce Firman, Brian Murray, Betty Brabin, Barb Harmer, Mavis Cassidy, Lyn Wells, Merryl Graham, Leonie Weir and Kris Dunstan.

**Apologies:** Darryl Sutherland, Wilma McCubbin, Michael Wells, Sal Hurst, Keith Cassidy, Belinda Bushell, Pam Beurckner and Robyn Lewis Accepted.

**Minutes:** Minutes of the previous meeting were read by Pat. The minutes were moved by Merryl Graham, 2<sup>nd</sup> Mavis Cassidy. Carried

**Business Arising:** Crepe myrtle has been planted in Chinese portion of cemetery.  
New crepe myrtles have been planted in Aria Park Cemetery to replace the ones that had died.

**Treasurer's Report:** Financial report read by Merryl Graham indicated a credit balance of

\$22,300.71. Merryl moved her report to be accepted as read, 2<sup>nd</sup> Ian Preston, carried.

**Correspondence:**

**Outward:**

- Email to Mr Murray detailing work carried out by the FOTSC volunteers.
- Email to Department of Veterans Affairs, thanking them for erecting the grave of the Late Private William Turner.

**Inward:**

- Mayor's Office, notification of a community memorial service for HRH Queen Elizabeth II
- Mayor's Office, an invitation to attend the "Pollie Pedal" afternoon team also an invitation to attend a reception in honour of the Governor of NSW, the Honourable Margaret Beazley.
- Department of veterans Affairs, the official memorial for the Late William Turner has been erected.

Correspondence moved by Betty Brabin, 2nd Harold Fritsch. Carried.

**General Business:**

1. PRIVATE WILLIAM TURNER'S GRAVE: Merryl addressed the meeting sharing information about Private Turner and the work undertaken by the DVA Office of Australian War Graves to erect his official memorial. (Photos of memorial handed around). Merryl organised the Temora Independent to photograph the memorial and write a story for publication. Should appear in the paper later this week after additional information to be supplied to the editor from Garry George, Temora RSL Sub-Branch. Kris Dunstan suggested this information be passed onto Neil Martin.
2. DRAINAGE AT NEW MONUMENTAL CEMETERY: Ian informed the meeting this remains a problem, particularly the last drainage pit. The water isn't draining away, nor is the water along the southern side of the new colorbond fence. Lex Wiencke has been scheduled to construct drains to redirect the water.
3. TREE PRUNING: A big task for us "oldies". Will enquire and request help from Parks and Gardens. Kris Dunstan suggested we consider a contractor such as Cassidy's Tree Service and lock them in once/twice a year.

Bruce Firman mentioned Kieran Skidmore and will contact him regarding the Pine Tree pruning and cost. If Mr Skidmore is interested he will need to submit his ABN, and Certificates of Currency for Public Liability and Workers Compensation to Temora Shire Council (before any work commences). Kris mentioned there were Council funds available to support this work.

4. STREET STALL: Friday 5 May 2023 – Booked.
5. INFORMATION EXCHANGE

DANGEROUS TREE LIMBS: Pat Voiced her concern about 2 eucalyptus trees with large horizontal branches and the potential for limbs falling. Potential for injury to the public or damage to graves (one tree along Vesper St fence line the other along Murphy St Fence line). Also, two Aleppo trees requiring removal. Kris Dunstan stated a letter should be written to the General Manager to request someone to inspect.

**Next Meeting:** Monday 6 March 2023 commencing at 10am at Beige Shed, Old Temora Cemetery (Temora Town Hall Supper Room in the event of inclement weather).

In closing, President Ian thanked everyone for their attendance and wished all a safe and Merry Christmas.

Meeting Closed 12.05 pm

**20.13 TEMORA WOMEN'S NETWORK MINUTES HELD 2 FEBRUARY 2023****File Number:** REP23/348**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Temora Women's Network [↓](#) 

## TEMORA WOMEN'S NETWORK COMMITTEE

Meeting held Monday, 2nd February, 2023 at Temora Arts Centre, Aurora Street, commencing 2.30pm.

Present: Susan Jeri, Catherine Thompson, Lindy Reinhold, Lyn Cartwright, Jean Gunn, Norma Howard and Sally Deep.

Apologies:

Susan conducted the general meeting, welcoming all those present.

MINUTES: Minutes of the last meeting were read and confirmed by Lindy, seconded by Jean. Motion carried.

TREASURER'S REPORT: It was estimated that \$300 should be available in Council Funds.

CORRESPONDENCE IN: An invitation from Mayor, Rick Firman, of Temora Shire Council, inviting committee members to a "Pollie Pedal" Afternoon Tea on Thursday, 6<sup>th</sup> October, 2022 from 3.30pm in the Council Chambers.

An invitation from Mayor, Rick Firman, of Temora Shire Council, to attend a Memorial Service to celebrate the life of Her Majesty the Queen, Thursday 22<sup>nd</sup> October, 2022.

An invitation from Mayor, Rick Firman, to attend a Civic Reception in Honour of the Governor of NSW on Friday, 2<sup>nd</sup> December, 2022

Correspondence Moved by Susan. Seconded by Sally. Motion carried.

CORRESPONDENCE OUT: Nil

GENERAL BUSINESS:

The month of March will be very busy with community activities, so the month of June will be a better time for a program.

The plan is to have Irene Broad as guest speaker on 13<sup>th</sup> June, 2023.

Serve Phillipino type food.

Use supper room in Town Hall.

Charge \$25.00.

Meeting closed 3.45pm

Next meeting 21<sup>st</sup> March, 2023, 2.30pm at Temora Arts Centre.

**20.14    ARIAH PARK MARY GILMORE FESTIVAL MINUTES 4 FEBRUARY 2023****File Number:**        REP23/281**Author:**             Executive Assistant**Authoriser:**        General Manager**Attachments:**      1.    Arian Park Mary Gilmore Festival minutes [↓](#) 

Ariah Park Mary Gilmore festival committee

A Section 355 Committee Of The Temora Shire Council

Minutes From Crisis meeting held 4/2/2023

Meeting Opened by president Janet Popple

Present - Patty Vearing , Nigel Judd, Margaret Speirs, Janet Popple, Robyn Wall Allen Penfold, Kevin Popple,,Francis Dwyer, John Davey,,Sharon Walker

Apologies Sandy Kosh .Chris Mutton

**Minutes Of Meeting**

Read by Robyn Wall

**Moved Robyn** Seconded – Nigel

**Minutes be Accepted Passed**

**Treasures Report**

Opening Balance	\$27,154.27
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**Inward**

Sale of B B Q meat (Speirs wedding)	\$126.00
APK showground bond	\$200.00
Grant income	\$1,620.00
Transfer from square reader (gate takings)	\$6,307.44

<b><u>TOTAL INCOME</u></b>	<b><u>\$35,408.61</u></b>
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**Expenditures**

Hall hire (preschool annex)	\$90.00
Catering (APK Spar)	\$855.45
Ariah Park Showground trust (Power & Water)	\$1,038.80
Festival expenses R Wall	\$288.12
Add productions(Ross McGrath)	\$423.50
Temora shire council (stage Hire,& Street closure etc)	\$2083.00
Check book fees	\$8.00
APK hotel (Artist accommodation)	\$345.00
Temora Independent (market day raffle winner add)	\$109.032
M Speirs(flowers /Christmas dinner)	\$380.00
Julie Colwill (first aid mask)	\$26.00
M Speirs (postage flyers for crisis meeting)	

**Total expenditure** **\$ 5,733.14**

**Closing balance** **\$29,675.47**

Moved Margaret seconded Allen  
Report accepted  
passed

**Correspondence**

**Inward**

2 phone calls to Sandra Kosh re notice of meeting  
Phone call to Margaret re meeting  
Bush balladeers magazine

**Out ward**

Letters sent out re meeting (300)

**Business Arisings**

- 1 can the festival committee continue due to lack of members because of age, health reasons and other commitments
- 2 Bruce & Nicky Julie and Sandy Waters has resigned from committee
- 3 do people who have attended to night want to continue the festival
- 4 any ideas on the format if same was to change
- 5 rules regarding closure of festival and how to allocate any funds accumulated by committee

**Outcome**

Several changes were discussed without an outcome due to lack of numbers attending meeting


The committee were informed that some monies accumulated by the committee could be held in trust by the Temora shire and be accessed through the council via the advisory committee for a broad based enduring benefit for Arian Park

Some people who attended were interested in having a market 2 day program including busking in the street and/ or 1 show in the hall they asked to find out if they could organize this by the meeting in march

**Discussions**

Final sorting out of festival to be attended so that artists can be cancelled and all parties involved informed meeting to be held on 7/3/23

Meeting closed 9.25 pm

**20.15 IMAGINE TEMORA MINUTES HELD 14 FEBRUARY 2023****File Number:** REP23/375**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Imagine Temora [↓](#) 

## Temora Shire Council - Imagine Temora Committee

Minutes of Meeting held Temora Art Centre 14 February 2023 at 5.10pm

**Present:**

Yianni Johns, Louise Adams, Maxine Linnane, Susan Jeri, Scott Hayman, Fran Cahill, Ken Forster, Denise Clements.

**Apologies:**

Lindy Reinhold

**Minutes from previous Meeting:**

Read by Louise Adams

**Moved** – Maxine Linnane

**Seconded** – Susan Jeri

**Correspondence – inward and outward:**

Nil

**Business arising from previous meeting:**

Nil

**General business/Around the Room Update:**

**TSC** – Amanda Gay not returning to her role after long service leave, Denise filling in while Council advertise the position.

DRENCH cultural event will include at least 4 free workshops, an open day and various other events throughout March.

Eastern Riverina Arts will be holding their next meeting at the Art Centre on 10th March.

**TADVAC**- Holding a workshop with Kristine Ballard on the 4<sup>th</sup> March.

Karen and Wendy's classes are going well.

Lots of interest at the Active Aging Expo with the potential of new members.

**Motion Arts** – 'Coe Marie' will be performed at 6.30pm on 25 and 26 February, tickets available on line and on the night at the venue. This is a free event and a coffee van and light supper will be available on the night.

Looking to set the dates for the murder mystery play – possibly late May this year.

**Performing Arts** – Unbelievably Baroque have offered to perform in Temora between 6 and 9 March, requesting only door sales by way of payment. Denise will provide their contact details to Performing Arts.

Tony Bozicevic – pianist is available 14 or 21 October (to be confirmed). The Town Hall is booked. The performance will commence at 2pm.

The String Family may perform this year, Grace Wong is to confirm her availability for a performance too.

Refer attached Performing Arts meeting minutes for further concert details.

**Women's Network** – Won't be doing anything for International Womens Day due the DRENCH.

May have a Phillipino Day with dinner and a speaker some time around July.

**Yianni** – Ardlethan Art Prize will be held 2<sup>nd</sup> Friday in May. This year's theme is Red Dirt and Gums. Entry forms out soon.

Next meeting will be held on 14 March.

Meeting closed 5.45pm

**20.16 SISTER CITY COMMITTEE MINUTES HELD 21 FEBRUARY 2023****File Number:** REP23/412**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Sister City Committee [↓](#) 



# SISTER CITY COMMITTEE



**Meeting Held:** 21/02/2023

**Location:** Temora Art Centre Meeting Room

**Chairperson:** Cr Jason Goode

**In Attendance:** Cr. Jason Goode, Anne Giacomini, Fabio Giacomini, Tanya Botha, Shontayne Ward, Jeff Cornford

**Apologies:** Helen Speirs, Peter Speirs, Bob Brabin

**Minutes From Previous Meeting:**

**True and Correct**

**Moved: Anne Giacomini**

**Seconded: Shontayne Ward**

**Business Arising From The Previous Meeting:**

1. Discussion of commemorative gift for Izumizaki.  
Further discussion occurred in General Business.
2. Any other celebrations to be organised given time elapsed and conditions of Covid.  
Discussion deferred to a later meeting, while the possibility of a future trip to Japan for some Shire residents was thought to be beneficial in alerting community members to the existence and nature of Sister City relationships. Further discussion occurred in General Business.

**Correspondence:**

**Inward:**

1. **Mayor Rick Firman – not dated-** invitation to attend Mayoral Morning Tea as part of the Local Government celebrations. Invitation was late getting to me as our mail is only delivered 3 days a week and it was accidentally omitted from last meeting.
2. **Cr Rick Firman, Mayor-13 September,2022**---letter expressing that communities were encouraged to commemorate and honour Queen Elizabeth II, and accordingly committee members were invited to attend. Committee members were advised. Fabio attended the Church service on behalf of the Committee.
3. **Cr Rick Firman, Mayor -26<sup>th</sup> September, 2022** – a cordial invitation to the Chairman to attend the ‘Pollie Pedal’ afternoon tea—This was forwarded to Cr Jason Goode with RSVP details.
4. **Mayor Rick Firman, President Temora & District Education Fund Inc. Received Friday 10/2/2022**— Invitation to Fund raising dinner with guest speaker the Hon Sir Peter Cosgrove, on Thursday 13<sup>th</sup> April, 2023. Cost \$85 pp.
5. **Various emails** to and from Committee members concerning holding of meetings, agenda, and notice of cancelled meeting (15<sup>th</sup> November,2022).
6. **Email from Shontayne Ward**, Economic & Community Development Officer, Temora Shire Council, 28<sup>th</sup> Jan. and 9<sup>th</sup> Feb., 2023 regarding Temora’s Actively Ageing & Lifestyle Expo on Friday 10<sup>th</sup> Feb at the Town Hall from 10am – 2pm.



# SISTER CITY COMMITTEE



## Outward:

1. **Various emails** to committee re proposed meetings their agenda and cancellation and EXPO attendance.

## General Business:

### **1. Sister City Committee as currently listed in Council's minutes and the problem of attaining a quorum for meetings.**

After contacting the General Manager Gary Lavelle, it appears that the Sister City Committee ratified by Council at the last September meeting (2022) lists seven people as follows: Peter Speirs, Helen Speirs, Bob Brabin, Tania Botha, Henry Botha, Anne Giacomini, Fab Giacomini Shontayne Ward-CCSO.

As a result, we need at least 4 or 5 members present for a quorum.

After speaking to Tanya, Henry should not be listed as work away prohibits him from attending meetings.

### **2. Possibility of amending this list to better qualify for a quorum.**

It was decided after advice from the General manager that the Secretary write to Council requesting that the Committee membership be changed and ratified by Council to replace Henry Botha with Jeff Cornford.

**Motion:** That a letter be written to Council for approval to amend the list replacing Henry Botha with Jeff Cornford.

**Moved:** Fabio

**Seconded:** Anne

**Carried**

### **3. Report of information stand at Temora's Actively Ageing and Lifestyle Expo.**

At the invitation of Shontayne Fabio and I were glad to be able to display some of the activities and exchanges which have occurred with Sister City relationships particularly as we head to 35 years with Izumizaki next year. Five photo albums were available for anyone to peruse along with some of the gifts received from or given to Izumizaki. People were encouraged to take home an information sheet (attached to these minutes) about Temora's three Sister Cities and to consider coming along to our meetings and becoming more involved. As a result, five people expressed interest one of whom is travelling to Japan next year. We welcomed Jeff to this meeting.

### **4.Storage of 5 albums of photos from previous Izumizaki/Temora interactions.**

Helen and Peter have handed over the albums to become part of the Council's history. Perhaps they can be archived as digital images or handled through the Rural Museum and Bill Speirs. Shontayne agreed to follow this up and we can follow through once decision is made about storage.

### **5.Sister City Gift for celebration of 35 years relationship with Izumizaki and a possible timeline incorporating deadline for ideas and possible costing.**

Following some suggestions made by various people over the last three trying covid years as we have tried to establish a gift to the Izumizaki Council and community celebrating the Sister City relationship (35 years in 2024), a number of Temora citizens have been contacted as to possible gifts. Anne displayed examples of some of their work and some pictures which illustrated their craft.

They are:

- Ros Langford who creates impeccable embroidery, particularly goldwork in 3-D. Her work would have a maximum size of 12 x12" and would require a 3-d frame. She submitted a rough design for this meeting.
- Carol Glasgow who creates landscape quilts. She works in 60cm by 60cm or 1200cm by 1200cm. She also submitted a design with some detailed costings.



## SISTER CITY COMMITTEE



- Jill Dunn who creates quilts composed of panels. She could perhaps include panels which have been digitally designed by Brett Green from Nell's Fabrics. His panels depict Temora Australian country called Farmer's Fighting Spirit. Jill didn't follow up with any further thoughts, designs or costs.

Naturally there may be other crafts people and artists who could contribute to the gift. As no one was able to suggest any other artisans it was decided to ask two people to submit further designs and costings before our next meeting. The two proposals were favoured because of their detail and keeping in mind the meticulous and fine work displayed in Japanese artworks.

Thus it was proposed that Anne contact Carol Glasgow and Ros Langford to submit detailed design with costing before the 18<sup>th</sup> April, 2023. A decision will be made at that meeting whereby it is hoped to be able to send two gifts a detailed landscape quilt from Carol (maximum size 1200 by 800mm but possibly smaller) and a 3-D goldwork from Ros Langford. Following this meeting the successful artist/s could commence work and be provided with a further timeline or possible completion date. Timeline may be required so that person/s selected have 8 months or more to construct their work before it can be dispatched to Japan.

### 6. Possibility of a Visit to Izumizaki to engender and kindle further interest in Sister City relationships.

Jason informed us that since coming on the Sister City Committee inquiries he had made revealed that people generally were lacking knowledge of Sister City relationships. It was agreed that more exposure was required and that the EXPO was a start but needed to be followed up, perhaps by planning a visit to Izumizaki in the 35<sup>th</sup> anniversary year. Discussion was fruitful resulting in a decision to seek out interest from Izumizaki Council re showing interested Temora citizens around their district and promoting their culture by organizing possible day trip/s over a short stay of 4/5 nights. Accommodation could be arranged in hotels/motels and needn't rely on the generosity of the Izumizaki people via billeting. The Committee would not want the hosting of people from Temora to be onerous for the Izumizaki community but merely a way to further strengthen the relationship between the two communities.

It was decided that the Chairman in consultation with Mayor Firman draft a Mayoral letter to the Izumizaki Mayor to ascertain whether Izumizaki would be open to the idea of hosting a Temora contingent in 2024. If so perhaps Izumizaki could suggest a suitable time of year and activities that might be undertaken should such a visit occur. Ideally a response might be gained before the next meeting 18<sup>th</sup> April 2023 and planning could begin so that costing, advertising and saving for such an experience could occur.

Jason also suggested that contact be made with the Sister City Exchange group in the Japan Local Government Centre in Sydney to attain advice and assistance as we prepare to strengthen and enrich our association with Izumizaki.

**MEETING CLOSED:** 5:40pm

**DATE OF NEXT MEETING:** 18<sup>th</sup> April, 2023

Information Sheet given out at Expo follows



## SISTER CITY COMMITTEE



Temora Shire has 3 Sister City partners

- Izumizaki Japan was formalised on 22<sup>nd</sup> July 1989 ( <https://www.vill.izumizaki.fukushima.jp> )
- Upington South Africa was formalised on 24<sup>th</sup> October 1994 (has been amalgamated into Dawid Kruiper Municipal Council ([Dawid Kruiper Municipality](#)))
- Randwick City Council was formalised on 16<sup>th</sup> September 1997 ([www.randwick.nsw.gov.au](http://www.randwick.nsw.gov.au))

A Sister City relationship is an agreement between two cities or councils, where each city or council agrees to promote mutual understanding, friendship and professional conduct for the benefit of both communities and the promotion of local government and world peace.

The goal of Sister City relationships is to help develop enduring networks of communication between the cities of the world in order to cut across boundaries and reduce the likelihood of polarisation and conflict among nations.

To achieve the stated goals, the councils agree to work towards the following outcomes to:

Promote peace through mutual respect, understanding, and cooperation – one individual, one community at a time.”

The Committee’s core values are: -

- **Cultural Awareness and Understanding:**

Believing cultural awareness, empathy and understanding benefits all citizens especially/including the young.

- **Cooperation:**

Working cooperatively with stakeholders to achieve the aims of our Sister City relationships.

- **Mutual Benefit:**

Believing that a relationship (whether it is cultural, social, *environmental* or economic) is not truly realised unless all stakeholders benefit from their interaction. *Believing that each individual can make a difference.*

Please consider becoming a member of the Sister City Committee and you will:


- Have the opportunity to learn and experience different cultures.
- Enrich your life and meet people from different countries and life experiences.
- Meetings are held on the third Tuesday at 5:00pm usually every second month at the Arts Centre

**If interested, please contact one of the following:**

Chairperson Cr. Jason Goode – [jgoode@temora.nsw.gov.au](mailto:jgoode@temora.nsw.gov.au)

Secretary Anne Giacomini – [giacomina@bigpond.com](mailto:giacomina@bigpond.com) or 0409901141 or

Shontayne Ward - Community & Economic Development Officer - [sward@temora.nsw.gov.au](mailto:sward@temora.nsw.gov.au)

**20.17 REROC MINUTES HELD 24 FEBRUARY 2023****File Number:** REP23/379**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. REROC minutes [↓](#) 

**RIVERINA EASTERN REGIONAL ORGANISATION OF COUNCILS**  
**MINUTES OF THE BOARD MEETING**  
 held at Riverina Regional Library Service, 2 Galing Place, Wagga Wagga  
 Friday 24 February 2023

Meeting opened at 11:10am

**PRESENT**

Grant Baker	Bland Shire Council	
Cr Brian Monaghan	Bland Shire Council	
Cr David McCann OAM	Coolamon Shire Council	
Tony Donoghue PSM	Coolamon Shire Council	
Cr Charlie Sheahan	Cootamundra-Gundagai Regional Council	
Cr Ian Forrest	Greater Hume Shire Council	
Evelyn Arnold	Greater Hume Shire Council	
Cr Neil Smith	Junee Shire Council	
James Davis	Junee Shire Council	
Cr Greg Verdon	Lockhart Shire Council	
Peter Veneris	Lockhart Shire Council	
Cr Rick Firman OAM	Temora Shire Council	Chairman
Gary Lavelle PSM	Temora Shire Council	
Liz Smith	Temora Shire Council	Observer
Aaron Drenovski	Goldenfields Water	
Julie Briggs	Riverina Joint Organisation	

**APOLOGIES**

Apologies for non-attendance were received from Cr M. Stadtmiller, Cr T. Quinn, S. McGrath, G. Butler, H. Mundy and R. Whiting.

***Moved Cr. C. Sheahan, seconded Cr. D. McCann that the apologies be accepted.***

**CARRIED**

**CONFIRMATION OF MINUTES**

***Moved Cr G. Verdon, seconded Cr. C Sheahan that the minutes of the meeting held on 9 December 2022 be confirmed.***

**CARRIED**

**BUSINESS ARISING**

Dealt with in reports.

**CORRESPONDENCE**

***Moved Cr B. Monaghan, seconded Cr I. Forrest that the correspondence be received and noted.***

**CARRIED**

**CHIEF EXECUTIVE OFFICER'S REPORT**

The report was tabled. J Briggs raised the following issues with Members:

**Moving Forward: One Organisation** – noted.

**Rates Methodology Review** – noted.

**Disaster Risk Recovery Funding** – REROc has received funding for the project. Grant Baker offered to join the Project Steering Committee.

**Southern Lights** – noted.

**Telstra 3G Network** – J. Briggs to follow-up with Telstra regarding the impacts of decommissioning of the 3G Network.

**NSW Public Lighting Code** – noted.

**AEMC Submission on Minor Energy flow Metering** – noted.

**AER Determination** – noted.

**UGL Road-Rail Interface Agreements** – noted.

**Joint Organisation Net Zero Funding** – REROc was successful with its funding application.

**Going Circular in Clean Energy** – REROc Waste Forum to prepare a joint response with the JO.

**NSW Planning Portal**

*Moved G. Lavelle, seconded T. Donoghue that REROc write to the Minister for Planning, after the NSW election to request that work be undertaken on the Portal to make more user-friendly for first-time users.*

**CARRIED**

**Regional Housing Strategy** – noted.

**Regional Community Housing Project** – noted.

**Road Reclassification Timeline** – noted.

**Industrial Land Mapping Project** – noted.

**ABS Statistics for the Region** – noted.

**Staffing** – noted.

**EPA Local Government Advisory Group** – noted.

**New Cultural Facilities** – the Board agreed that J. Briggs should arrange for meetings at the Museum of the Riverina and at the Ambo Arts' Hub during the year.

**REROC 2023-24 Budget**

***Resolved J. Davis, seconded Cr C. Sheahan that the proposed budget for 2023-24 and flat-rate membership fee be adopted.***

**CARRIED**

***Resolved J. Davis, seconded Cr N Smith that the REROC Executive commence a review of the REROC Constitution with a view to providing voting rights for the county councils.***

**CARRIED**

***Resolved J. Davis, seconded Cr C. Sheahan that REROC write to Wagga Wagga City Council and Riverina Water County Council advising of the flat rate membership fee and the review of the Constitution to provide voting rights for the County Councils and to issue an invitation for both councils to re-join REROC.***

**CARRIED**

***Moved P. Veneris, seconded G. Lavelle that the CEO Report be received.***

**CARRIED****RESOURCE SHARING REPORT**

The report was tabled. J Briggs raised the following issues with Members:

**Planning Technical Group**

***Moved Cr D. McCann, seconded Cr G. Verdon that REROC write to the Minister for the Environment raising concerns relating to the ineffectiveness of council PINs to deal with unapproved land clearing.***

**CARRIED**

**Workforce Development Group – noted.**

**Water and Wastewater Technical Group – noted.**

**Energy Management Group – noted.**

**Infrastructure/Engineers Group – noted.**

**Riverina Spatial Information Group (RIVSIG) – noted.**

***Moved Cr N. Smith, seconded G. Baker that the Resource Sharing report be received.***

**CARRIED****TREASURER'S REPORT**

The report was tabled by T Donoghue.

***Moved T. Donoghue, seconded Cr D. McCann the Finance Report be received.***

**CARRIED****WASTE FORUM REPORT**

The report was tabled. J. Briggs raised the following issues with Members:

**Regional Waste Strategy**

**Moved Cr N. Smith, second Cr D. McCann that REROC adopt the 2022-27 REROC Waste Management and Resource Recovery Strategy,**

**Staffing – noted**

**ASPIRE Program – noted**

**Container Deposit Scheme: *Return and Earn* - noted.**

**E-Waste – noted.**

**Regional Contracts – noted**

***Recycle Night? Recycle Right!* – noted.**

**School Projects – noted.**

**Community Recycling Centres – noted.**

**Solar Farm Construction Waste – noted**

**Safe Sharps Lite**

**Moved Cr D. McCann, seconded Cr I. Forrest that REROC writes to the State and Federal Health Departments to inform them of Safe Sharps Lite.**

**CARRIED**

**Grants**

**Moved Cr B. Monaghan, seconded Cr D. McCann that REROC write to the EPA and request the FOGO grant guidelines be amended to reflect communities with low feedstock and high transport costs.**

**CARRIED**

**RENEW Meeting February 2023 – noted.**

**Moved Cr N. Smith, seconded Cr I. Forrest that the Waste Forum report be received.**

**CARRIED**

**YOUTH & COMMUNITY DEVELOPMENT NETWORK REPORT**

The report was tabled. J Briggs raised the following issues with Members:

**Youth and Community Development Network - noted**

**Take Charge Youth Leadership Forum – J. Briggs advised that Wagga Wagga City had agreed to sponsor the event. J. Briggs to send the mayors' template invitation letter to the General Managers for distribution.**

**Moved Cr. B. Monaghan, seconded Cr C. Sheahan that Member Councils contribute \$500 each towards the cost of the Forum.**

**CARRIED**

*Moved Cr B. Monaghan seconded Cr C. Sheahan that the Youth & Community Development Network report be received.*

CARRIED

#### PROCUREMENT REPORT

The report was tabled. J Briggs raised the following issues with Members:

**Waste Metal Collection** – noted.

**Used Lead Acid Batteries Panel** – noted.

*Moved Cr N. Smith, seconded Cr I. Forrest that the Procurement report be received.*

CARRIED

#### REGIONAL CONTAMINATED LAND MANAGEMENT PROJECT REPORT

The Report was tabled. Matthew Dudley raised the following issues with Members:

**Daft Contaminated Land Policy** – has been distributed to the Steering Committee for review.

**Jaquie Vyner** – has resigned to take up a position with TAFE, and is no longer working on the project.

*Moved Cr C. Sheahan, seconded Cr N. Smith that the Contaminated Land Management Report be noted and received.*

CARRIED

#### GENERAL BUSINESS

**Cootamundra-Gundagai Demerger** – Cr C. Sheahan provided an update on the demerger. Council is working with the OLG on the demerger. Legislation is being prepared to go to Parliament after the election. A Transition Manager will be appointed post-election. The demerger is to be in place by 24 June 2024. The Transition Manager will prepare two budgets one for each new council. An Administrator will be appointed for the 2 months in the lead up to the 2024 election.

**Infrastructure Funding** – T. Donoghue raised the potential problem of slippage with the delivery of infrastructure projects because of the volume of grant funding and the quantum of works to be undertaken. It was agreed that REROC would re-visit previous correspondence about this issue and that Members would raise the issue with local members during meetings.


**Investment NSW** – following the presentation by Dominic Kennedy, Senior Investment Manager with Regional NSW, it was agreed that REROC should arrange for a workshop on developing a value proposition for the Region.

#### NEXT MEETING

Friday 28 April 2023 at the Rules Club, Wagga Wagga, at 11.00.

#### CLOSURE

Meeting closed at 12:50pm

**20.18 JO MINUTES HELD 24 FEBRUARY 2023****File Number:** REP23/381**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. JO minutes [↓](#) 



# **Riverina Joint Organisation**

## **Minutes**

### **Board Meeting held**

### **24 February 2023**

**Minutes of the Riverina Joint Organisation Board Meeting held at Riverina Regional Library Service, Admin Office, 2 Galing Place, Wagga Wagga on Friday 24 February 2023**

The meeting opened at 9:05am

**Present**

Grant Baker	Bland Shire Council	
Cr Brian Monaghan	Bland Shire Council	
Cr David McCann OAM	Coolamon Shire Council	
Tony Donoghue PSM	Coolamon Shire Council	
Cr Charlie Sheahan	Cootamundra-Gundagai Regional Council	
Cr Ian Forrest	Greater Hume Shire Council	Alternate
Evelyn Arnold	Greater Hume Shire Council	
Cr Neil Smith	Junee Shire Council	
James Davis	Junee Shire Council	
Cr Greg Verdon	Lockhart Shire Council	
Peter Veneris	Lockhart Shire Council	
Cr Rick Firman OAM	Independent Chairman	
Gary Lavelle PSM	Temora Shire Council	
Cr Graham Sinclair	Temora Shire Council	
Andrew Crakanthorp	Riverina Water County Council	
Cr Matt Stadtmiller	Goldenfields Water County Council	
Aaron Drenovski	Goldenfields Water Council Council	
Julie Briggs	Riverina Joint Organisation	

**1. Apologies**

**RESOLVED** on the motion of Cr N. Smith seconded Cr D. McCann that the apologies of Cr T. Quinn, Cr D. Tout, S. McGrath, P. Thompson, G. Butler, C. Templeton and T Koschel be accepted.

**2. Move to Committee of the Whole**

**RESOLVED** on the motion of Cr N. Smith, seconded Cr G. Sinclair that the Board conduct its business as a Committee of the Whole.

**3. Declarations of Interest**

There were no declarations of interest by the Board or staff.

**4. Confirmation of Minutes of the Previous Meeting**

**RESOLVED** on the motion of Cr G. Verdon, seconded Cr D. McCann that the minutes of the 9 December 2022 Board meeting be confirmed as a true and accurate record.

**5. Business Arising from Previous Board Meetings**

CNSWJO was contacted in relation to the LWU's Dividend Consultation Paper. The JO was not intending to lodge a response. Members agreed to continue to watch developments in this area.

**6. Correspondence**

**Letter from Wagga Wagga City Council advising withdrawal from the JO**

**RESOLVED** on the motion of Cr N. Smith, seconded Cr D. McCann that the Board receive and accept Wagga Wagga City's withdrawal from the JO. The JO to write to Wagga Wagga to advise same.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
CEO

**Minutes of the Riverina Joint Organisation Board Meeting held at Riverina Regional Library Service, Admin Office, 2 Galing Place, Wagga Wagga on Friday 24 February 2023**

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**Advice from the NSW Commission for Vocational Training that Andrew Trenaman has completed traineeship** – JO to write to letter of congratulations to Andrew.

**RESOLVED** on the motion of Cr N. Smith seconded Cr I. Forrest that the Board receive and note the correspondence.

## **7. Chief Executive Officer Report**

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### **7.1 JO Funding Arrangements and Implementation Plan**

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**JO Implementation Plan** – noted.

### **7.2 JO Core Activities - Regional Planning**

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#### **JO Capacity Building Funding Stage Two**

- **Skills Shortages Project** – noted.
- **Leveraging Economic Development** – noted.

**RESOLVED** on the motion of Cr G. Verdon, seconded Cr G. Sinclair that the Board note the Report on the Capacity Building Funding.

**Regional Water Strategy** – noted.

**Riverina-Murray Regional Plan** – noted

**LGNSW-JO Committee on Local Water Utilities** – noted.

**Review of the Regional Economic Development Strategies (REDS)** – noted

### **7.3 JO Working Party Meetings**

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Noted.

### **7.4 JO Core Activities – Advocacy and Lobbying**

---

**28 Day Response Time for Major Projects, State Significant Developments and Legislative Changes** – noted.

**Closure of Sleeper Car Services on the XPT** – noted. The Board expressed some concern regarding the reported delays in the delivery of the new service.

**Rate Peg Methodology Review** – noted.

**RFS Assets Vested with Councils** – noted.

**Audit, Risk and Improvement Committee (ARIC)** – noted.

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Chairman

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CEO

**Minutes of the Riverina Joint Organisation Board Meeting held at Riverina Regional Library Service, Admin Office, 2 Galing Place, Wagga Wagga on Friday 24 February 2023**

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**Senate Inquiry into the Closure of Regional Banks** – Members reviewed the Terms of Reference and agreed to provide comments and examples of impacts of closures to the CEO by 3 March 2023

**RESOLVED** on the motion of Cr G. Verdon, seconded Cr G. Sinclair that the Board note the Report on the Capacity Building Funding.

**NSW Planning Portal** – Members discussed their concerns, suggesting that the inclusion of more plain English terms would assist users to navigate the portal.

**RESOLVED** on the motion of Cr D. McCann, seconded Cr B. Monaghan that the JO write to the Minister of Planning, after the NSW Government election to request that more work be undertaken on the Portal to make it more user-friendly for first-time users.

**Going Circular in Clean Energy** – Members discussed issues relating to waste generated by solar farms at each stage: construction, operation and decommissioning and the failure of consent conditions to specifically address the issues.

**RESOLVED** on the motion of Cr D. McCann, seconded Cr B. Monaghan that:

1. the JO write to the Joint Regional Planning Panel about consent conditions in relation to each phase of solar farm operation; and
2. the JO prepare a response to the Going Circular in Clean Energy Discussion Paper together with the RERO Waste Forum

#### 7.5 JO Core Activities – Intergovernmental Co-operation

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The following activities have occurred in this Core Activity:

- **Critical Events Co-ordination Sub-committee** – noted.
- **Regional Leadership Executive (RLE) Group** – noted.
- **JO Executive Officer Meetings** – noted.

**RESOLVED** on the motion of Cr G. Sinclair, seconded Cr D. McCann that the Board receive the CEO's Report.

#### 8. JO Chairman's Report

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**Meeting with Hon Paul Toole MP** – noted

**Joint JO Chairs' Forum Meeting** – noted.

**Resignation of Ally Dench** – Cr Firman advised that he had telephoned Ally Dench to thank her for her work at the OLG.

**RESOLVED** on the motion of Cr N. Smith, seconded Cr G. Sinclair that the Board receive and note the Chairman's Report.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
CEO

**Minutes of the Riverina Joint Organisation Board Meeting held at Riverina Regional Library Service, Admin Office, 2 Galing Place, Wagga Wagga on Friday 24 February 2023**

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**9. Finance Report**

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**Year to Date Financials** – tabled.

**Audit 2022-23** – Noted.

**2023-24 Budget** – provides for no membership fees with the cost of operating the JO in hiatus to be met from reserves.

**RESOLVED** on the motion of C B Monaghan, seconded Cr N. Smith that:

1. the Board receive the Year-to-Date Finance Report; and
2. the Board adopt the 2023-24 Budget for the JO and that operating costs be met from reserves.

**10. Governance**

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**Annual Performance Statement** – noted.

**The Way Forward: One Organisation** – noted.

**Code of Conduct and Code of Meeting Practice Policies**

**RESOLVED** on the motion of Cr N. Smith, seconded Cr C. Sheahan that the JO Board:

1. Adopt the Code of Conduct; and
2. Adopt the Code of Meeting Practice.

**Board Meeting Dates**

**RESOLVED** on the motion of Cr N. Smith, seconded Cr B. Monaghan that the Board adopt the 2023-24 quarterly board meetings' dates.

**11. Urgent Business without Notice**

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Cr Firman advised the Board that the Country Mayors Association is working on a rural-regional Health Forum to be held in the Riverina next year.

**12. Resolution to Move out of Committee of the Whole**

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**RESOLVED** on the motion of Cr G. Sinclair, seconded Cr I. Forrest that the Board move out of Committee of the Whole.

**13. Next Board Meeting**

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The Board of the Riverina JO will next meet on Friday, 28 April, 2023 at The Rules Club, Wagga Wagga.

Meeting closed at 10.03am

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
CEO

**20.19 TEMORA PERFORMING ARTS MINUTES HELD 7 MARCH 2023****File Number:** REP23/377**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Temora Performing Arts [↓](#) 

## Temora Performing Arts Meeting 7<sup>th</sup> February 2022

**Meeting commenced** at 5.35 pm

**Present:** Susan Jeri, Fran Cahill, Dorothy Anderson, Nita McIntyre, Josie Holloway,

**Apologies:** Nil

**Minutes:** Distributed and accepted.

**Treasurer's Report:** Balance at 30/9/2021: \$3,525.32

Moved that report be accepted: Dorothy. Seconded: Josie Carried

**Correspondence:** Nil

**General Business:**

Nita will check hire of a keyboard, or if we could use Young School of Music as a venue, and its capacity.

Fran will enquire at the Ex-Services Club about the possibility of concerts there, whether they have procured a piano, and whether we would be covered by their insurance.

Thank you to Susan & Arturo Jeri for hosting our Christmas Party.

**Next Meeting:** Monday 7<sup>th</sup> March 2022

**Meeting closed** at 6.05 pm

**20.20 CR NIGEL JUDD - THANK YOU****File Number:** REP23/426**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Cr Judd [↓](#) 

Cr Nigel Judd thanks Council for bestowing the Freedom of the Temora Shire to himself, and two former Mayors. Thank you for the evening held last Friday 3 March 2023.

To the General Manager,

Temora Shire Council,

Temora, N.S.W. 2666

Dear Sir,

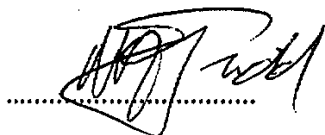
On behalf of Helen and myself, would you please convey to Mayor Rick Firman and the Temora Shire councillors, our sincere thanks for the Council decision to bestow on me the prestigious honour of being granted the **Freedom of the Temora Shire** last Friday evening, March 3, 2023.

It was also an honour to share this Award Evening with two former Mayors, Ian McRae and Peter Speirs.

When one makes the decision to serve the community through local government, one does not expect awards or recognition down the track, but the award evening last week with family and fellow community volunteers present, is an evening I will always remember and treasure.

Would you please convey my special thanks to Executive Assistant, Anne Rands, for her excellent organisation of the evening.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Nigel Judd', is written over a horizontal dotted line.

Cr. Nigel Judd,

"Tresarn",

1 Coolamon Street,

Ariah Park, NSW 2665

9<sup>th</sup> March, 2023

**20.21 TFNSW - E SCOOTERS****File Number:** REP23/329**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. TfNSW - E-Scooters [↓](#) 

TfNSW response to Council regarding E-Scooters and the need to manage them safely.

93943-2

**Transport  
for NSW**

15 February 2023

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

**Enabling a trial of E-Scooter share schemes in selected metropolitan and regional areas**

Dear Mr. Lavelle,

Thank you for your letter dated 08 February 2023 regarding potential serious injury to a pedestrian. Please find the following information in relation to Transport for NSW current position on E-Scooters, standard and mobility scooters.

In response to the growing popularity of E-Scooters and the need to safely manage their use, Transport for NSW are currently enabling a trial of E-Scooter share schemes in selected metropolitan and regional areas.

The trial will run for approximately 12 months, after which time the use of E-Scooters in NSW will be considered further; Temora LGA is not currently included in this trial. The riding of personal E-Scooters on roads or road related areas, shared paths or on footpaths outside of the designated trial areas is currently illegal under NSW Road Rules. More information regarding E-Scooters, including information relating to the current Trial can be found on the NSW Centre for Road Safety's (CRS) website at <https://roadsafety.transport.nsw.gov.au/stayingsafe/e-scooters/index.html#:~:text=Personal%20e%2Dscooters%20remain%20illegal,be%20used%20on%20private%20property>.

Non-motorised, traditional scooters are considered a Toy under NSW Road Rules and as such may be ridden on footpaths. Council may consider restricting the use of scooters on footpaths in high pedestrian areas if they wish to; responsibility for the enforcement of these restrictions would remain with Council.

OFFICIAL

**Transport for NSW**Level 4, 90 Crown Street, Wollongong NSW 2500 | W [transport.nsw.gov.au](https://transport.nsw.gov.au) | ABN 18 804 239 602

Mobility scooters or 'gophers' are classified as a motorised wheelchair and are used by less mobile people to help them get to everyday places and are an important accessibility aid for many. Under the NSW Road Rules a person using a Motorised Wheelchair (or Mobility Scooter) must follow the same rules that apply to pedestrians including riding on footpaths wherever possible and complying with all pedestrian signals and crossings. The NSW Road Rules stipulate a Mobility Scooter must not travel at more than 10km/h. You do not need an NSW driver's licence, registration, or third-party insurance to operate a Mobility Scooter.

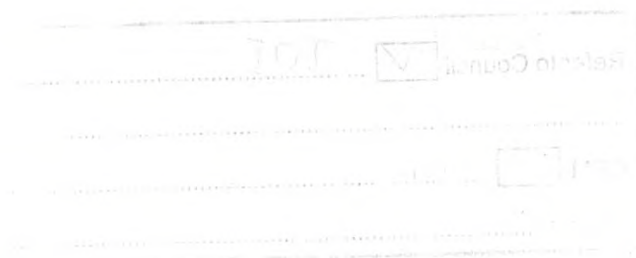
The NSW Centre for Road Safety provides information relating to road user safety, including the safe operation of Mobility Scooters, on their website at <https://roadsafety.transport.nsw.gov.au/stayingsafe/index.html>. In addition, Transport for NSW have developed several workshops and resources specifically for Older Road Users and for those using Mobility Scooters. More information regarding these resources can be provided by Council's Road Safety Officer.

For further information feel free to contact Joanne Cheshire, Senior Manager Community & Place Partner at [joanne.cheshire@transport.nsw.gov.au](mailto:joanne.cheshire@transport.nsw.gov.au).

Yours faithfully,



Joanne Parrott  
Director Regional Community Partner  
South Region  
Regional and Outer Metropolitan  
**Transport for NSW**



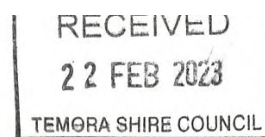
OFFICIAL

**Transport for NSW**  
Level 4, 90 Crown Street, Wollongong NSW 2500 | W [transport.nsw.gov.au](https://transport.nsw.gov.au) | ABN 18 804 239 602

**20.22 THE HON KRISTY MCBAIN - FINANCIAL ASSISTANCE GRANT PROGRAM****File Number:** REP23/405**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. The Hon Kristy McBain [↓](#) 

Response from the Hon Kristy McBain in regard to Financial Assistance Grant program.

**THE HON. MICHAEL MCCORMACK MP**  
**Federal Member for Riverina**  
**Shadow Minister for International Development and the Pacific**



90874-03

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

*Gary*  
Dear Mr Lavelle

I have received a letter from the Hon Kristy McBain MP, Minister for Regional Development, Local Government and Territories, in response to a representation I made on behalf of Temora Shire Council regarding the Financial Assistance Grant program.

Please find a copy of Minister McBain's letter for your information.

As you will read, the Minister explains the Government's current position on the Local Government (Financial Assistance) Act 1995 and makes a suggestion regarding how Temora Shire Council might try to increase its revenue.

Yours sincerely

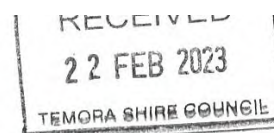
Michael McCormack MP  
**Federal Member for Riverina**  
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20 / 2 / 2023

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### **The Hon Kristy McBain MP**

Minister for Regional Development, Local Government and Territories  
Member for Eden-Monaro

Ref: MC23-002364

The Hon Michael McCormack MP  
Member for Riverina  
Suite 2 11-15 Fitzmaurice Street  
WAGGA WAGGA NSW 2650

via: [Michael.McCormack.MP@aph.gov.au](mailto:Michael.McCormack.MP@aph.gov.au)

Dear Mr McCormack

Thank you for your letter of 19 December 2022 on behalf of Mr Gary Lavelle PSM, General Manager of Temora Shire Council, regarding the Financial Assistance Grant program. I apologise for the delay in responding.

The Australian Government is committed to supporting New South Wales councils in their vital role as the closest level of government to communities and recognises the mounting challenges they have experienced recent years, such as bushfires, the COVID-19 pandemic and now more floods.

The Financial Assistance Grant program is administered in accordance with *the Local Government (Financial Assistance) Act 1995* (the Act). This includes the requirement for each local governing body in Australia to receive a minimum grant of no less than 30 percent of the amount to which the State or Territory is entitled for the year on a per capita basis.

Local government grants commissions in each jurisdiction recommend the distribution of the funding under the Financial Assistance Grant program to local governing bodies in accordance with the Act and the National Principles for allocating grants. While the Financial Assistance Grant program runs under Commonwealth legislation, which provides for certainty and transparency of funding, it is designed to allow each jurisdiction a degree of discretion in determining and recommending individual council allocations. This reflects the reality that states and territories have primary responsibility for the financial sustainability of local governments, and know the realities within their jurisdiction.

I acknowledge that financial assistance is critical to the continuity of local government service provision, particularly in regional and remote areas of Australia, and that the expanding role of councils is not often matched by an increased capacity to raise revenue. I

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understand that a council can make a special submission to the NSW Local Government Grants Commission. The purpose of a special submission is to give a council the opportunity to present information on the financial impact of inherent expenditure disabilities beyond its control that are not generally recognised in the current methodology. This allows the NSW Local Government Grants Commission to adequately consider all factors that affect councils' capacity to deliver services. Mr Lavelle may wish to consider making a special submission to the NSW Local Government Grants Commission via [grants@olg.nsw.gov.au](mailto:grants@olg.nsw.gov.au)

Changes to the current minimum grant arrangements would require legislative amendment, and the Government currently does not intend on amending the Act. Nevertheless, both the Minister for Infrastructure, Transport, Regional Development and Local Government, the Hon Catherine King MP, and I are committed to continuing the conversation with you and your constituents, to ensure that we support the sector in a way that is both meaningful and sustainable.

Thank you for taking the time to write to me on this matter.

Yours sincerely



Kristy McBain MP

16/2/2023

Cc: The Hon Catherine King MP, Minister for Infrastructure, Transport, Regional Development and Local Government

**21 CONFIDENTIAL REPORTS****RESOLUTION 62/2023**

Moved: Cr Belinda Bushell

Seconded: Cr Lindy Reinhold

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993 at 5:51PM:

**21.1 Confidential Minutes of the Assets & Operations Committee Meeting held on 7 March 2023**

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.

Moved: Cr Sinclair

Seconded: Cr Oliver

It was resolved that the reports be received.

**CARRIED**

Moved: Cr Goode

Seconded: Cr Sinclair

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

**CARRIED**

**21.2 Staff Recognition Flooding 2022**

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).

Moved: Cr Goode

Seconded: Cr Irvine

It was resolved that Council adopt Option 1

**CARRIED**

**21.3 Staff Recognition Heavy Patching**

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).

Moved: Cr McLaren

Seconded: Cr Goode

It was resolved that the report is referred to the April Assets & Operations Committee Meeting

**CARRIED**

**21.4 Permanent Road Closure**

This matter is considered to be confidential under Section 10A(2) - d 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.

**Moved:** Cr Oliver

**Seconded:** Cr McLaren

**It was resolved that Council note the report.**

**CARRIED**

**21.5 Access Agreement for Mineral Exploration**

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

**Moved:** Cr Sinclair

**Seconded:** Cr Goode

**It was resolved that Council take Option 1 as provided within legal advice in relation to this matter.**

**CARRIED**

**21.6 Planning Proposal - Loftus Street**

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.

**Moved:** Cr Oliver

**Seconded:** Cr Bushell

**It was resolved that Council :**

- 1. Support the preparation of the Planning Proposal for the identified sites, including Council owned land, and**
- 2. Receive a future report once the Planning Proposal is complete**
- 3. That it includes additional adjoining land as part of the study.**

**CARRIED**

**CARRIED**

**RESOLUTION 63/2023**

Moved: Cr Jason Goode

Seconded: Cr Lindy Reinhold

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

**CARRIED**

**22 MEETING CLOSE**

The Meeting closed at 6.30PM.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 20 April 2023.

.....  
**GENERAL MANAGER**

.....  
**CHAIRMAN**