



Date: Thursday, 19 January 2023
Time: 4:00PM
Location: 105 Loftus Street
TEMORA NSW 2666

MINUTES

Ordinary Council Meeting

19 January 2023

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**MINUTES OF TEMORA SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666
ON THURSDAY, 19 JANUARY 2023 AT 4:00PM**

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

IN ATTENDANCE: Kris Dunstan (Director of Environmental Services), Elizabeth Smith (Director of Administration & Finance), Alex Dahlenburg (Engineering Works Manager), Ashleigh Burnett (Engineering & Environmental Secretary), Claire Golder (Town Planner)

Temora Independent – Mr Sean Cunningham

1 OPEN AND WELCOME

Public Forum was held commencing at 3:30pm – Corrine Harper, Development 38 Pitt Street, Arian Park

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

2 ACKNOWLEDGEMENT OF COUNTRY

Cr Anthony Irvine returned to the meeting at 4:02 pm.

3 APOLOGIES

RESOLUTION 1/2023

Moved: Cr Jason Goode

Seconded: Cr Nigel Judd

That apologies from General Manager Gary Lavelle, Engineering Asset Manager Rob Fisher and Cr Belinda Bushell be received and accepted.

CARRIED

4 OPENING PRAYER

The opening prayer was conducted by Joy Cornford from the Christian Leaders Group.

5 CONFIRMATION OF MINUTES**RESOLUTION 2/2023**

Moved: Cr Anthony Irvine

Seconded: Cr Jason Goode

That Council moves into Confidential Meeting at 4:12 PM

Council moved back into Open Meeting at 4:22 PM

CARRIED

RESOLUTION 3/2023

Moved: Cr Jason Goode

Seconded: Cr Max Oliver

That the minutes of the Ordinary Council Meeting held on 24 November 2022 be confirmed.

CARRIED

Cr Anthony Irvine recorded his vote against.

RESOLUTION 4/2023

Moved: Cr Jason Goode

Seconded: Cr Max Oliver

That the minutes of the Ordinary Council Meeting held on 15 December 2022 be confirmed.

CARRIED

Cr Anthony Irvine recorded his vote against.

6 DISCLOSURES OF INTEREST

| Councillor/Officer | Item | Nature of Interest | How Managed |
|--------------------|------------|--------------------|------------------|
| Cr McLaren | REP22/1628 | Non-Pecuniary | Left the Meeting |
| Cr McLaren | REP22/1630 | Non-Pecuniary | Left the Meeting |
| Cr Irvine | REP23/37 | Pecuniary | Left the Meeting |
| Cr Judd | REP22/1632 | Non-Pecuniary | Left the Meeting |
| Cr Firman | REP22/1634 | Pecuniary | Left the Meeting |

7 MAYORAL MINUTES

Nil

8 REPORTS FROM COMMITTEES

Nil

9 DELEGATES REPORTS**1 CR SINCLAIR**

Reminder that Australia Day is next Thursday. Celebrations at Gloucester Park in Temora at 8:30am and Aria Park is also having celebrations at the same time. Pool Party from 3pm to 9pm, free to attend.

2 CR OLIVER

Attended the Springdale Progress Association meeting. Going well. Four old time dance meetings planned.

NYE went well.

Looking for new sponsor for Peter Kahlefeld Scholarship.

Bundawarra Centre 50th Anniversary Open Day preparations going well.

Welcome funding for NSW refurbishment from NSW Government.

3 CR FIRMAN

Announcement yesterday for funding under Stronger Country Communities Fund Round 5 in Temora and Aria Park. Well done to Golf Club. Thanks to Cr Judd for representing at function at Harper Park. Well done to the Community Centre too.

Steph Cooke also presented a cheque for Funding for Lake Centenary bridges under Places to Swim grant.

4 CR REINHOLD

Attended Imagine Temora Committee Meeting last week. Thanks to Denise Clements who is finishing up on 1 February.

10 MAYORAL REPORT**10.1 MAYORS REPORT - DECEMBER 2022****File Number:** REP23/2**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** Nil**REPORT****1st December** – I attended Council Chambers.

- As President of the Temora & District Sports Council, I was part of an Interview Panel to consider applicants for the McDonald's Grassroots Sportman's Grant. I was joined on the panel by Mrs Judy Gilchrist (TDSC, Secretary) and Mr John Morton (TDSC, Vice President). We were most impressed with the outstanding young sportsmen we interviewed.
- I was invited to present awards at the Temora Swimming Club meet. Thank you to Club President, Mrs Claire Reid, her Committee and awardees for their warm hospitality.

2nd December – As a Member of the NSW Regional Health Ministerial Advisory Panel, I attended a meeting to discuss further work we've been carrying out over the past several months.

- I had a series of meetings in Chambers.
- Councillors, Senior Staff and I hosted a 'Roundtable' visit by Her Excellency, the Honourable Margaret Beazley AC – Governor of NSW.
- Council also hosted a Civic Reception in honour of Her Excellency, the Governor. We warmly thank Her Excellency for making time to be with us here in Temora Shire.

3rd December – Temora & District Education Fund commenced their interviews for the 2022/23 round of Grants. Some 34 Temora Shire youngsters will be interviewed over the weekend, all who have a strong desire to work hard and achieve their respective career goals. Interview panel members include Messrs Ian Reid (Chairman), Daryl Williams and Grant Haigh. It was my pleasure to be part of the panel in the afternoon.**5th December** – I attended a meeting of the NSW Country Mayors Association Executive, via Zoom videoconferencing.

- I chaired the final meeting of our Temora Local Health Advisory Council (LHAC). Our very efficient and dedicated Secretary, Pastor Patricia Morris advised Members she is standing down from the role. Members extended a warm vote of thanks for Pastor Morris' outstanding contributions. Mr Trevor Player was elected Secretary in her stead.
- I received a telephone call from our NSW Governor, Her Excellency The Hon Margaret Beazley AC KC. Governor Beazley rang to extend her thanks to Council and our Shire community for our hospitality in hosting the recent Vice-Regal visit.

6th December – Councillors, Senior Staff and I attended Council Committee Day. It was a long day/night, however, a tremendous amount accomplished by us all.

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

7th December – I chaired a meeting of the Temora Shire Council's Traffic Committee.

- I had a teleconference with LGNSW President, Cr Darriea Turley AM.
- I had a teleconference with the Mayor Doug Curran of Griffith City.
- I had a teleconference with NSW Country Mayors Association Chairman, Mayor Jamie Chaffey (Gunnedah Shire).

8th December – I chaired a meeting of the Cootamundra State Electorate Council (CSEC) Executive via Zoom video conferencing. I was joined by the Secretary of the CSEC, Temora's Mrs Jan Wright.

- As a Commissioner, I attended a meeting of the NSW Local Government Boundaries Commission.
- As Deputy Chairman of the NSW Country Mayors Association, I attended a meeting with the Deputy Premier of NSW, the Hon Paul Toole MP. The Chairman of NSW CMA Mayor Chaffey was also in attendance to discuss the priorities of NSW Country Mayors for the upcoming March 2023 State election.

9th December – As Chairman of both the Riverina Eastern Regional Organisation of Councils (REROC) & Riverina Joint Organisation (RivJO) Boards, I chaired our final meetings for the year.

- Congratulations are extended to the Executive of Temora Business Enterprise Group (TBEG) on hosting another successful Christmas Carnival. Well done to all involved with performing, hosting stalls and of course our businesses for staying open late!
- I had a meeting with the Chairman of AR Bluett Memorial Awards Trust, Mr Les McMahon.
- Cr Max Oliver represented Council at the Temora West Public School Presentation Day.

10th December – Together with many other Citizens of Temora Shire, my mother (Mrs Beth Firman) and I attended the Christmas Carols in Gloucester Park. I was invited to share a Christmas message with all in attendance. Well done to the Temora Christian Leaders for hosting such a special event.

- I attended the Funeral Service of Former Mayor of Weddin Shire – the late Maurice 'Mo' Simpson. Mr Simpson was also the Chairman of the Cootamundra State Electorate Council (CSEC) and I was his Deputy Chairman. Mr Simpson sang a loud tune, however, his contributions to communities of Grenfell, and rural and regional NSW - will always be remembered.

12th December - I was invited to record the Mayor's Christmas Message at TEM-FM Community Radio. The Vice President – Mr Mark Ribbons and Breakfast Show Host – Mr Dave White were most hospitable thank you to all the volunteers who keep our Radio Station functioning.

- As Deputy Chairman of the NSW Country Mayors Association, the Chairman (Mayor Jamie Chaffey – Gunnedah Shire) and I attended a meeting with the Greens Party Leadership team for NSW – Re: our organisation's NSW Election priorities.
- I attended Council offices.

13th December – I chaired an extra-ordinary meeting of the Temora & District Education Fund Board re: Grant allocations for the 2022 year.

- I attended Council offices.
- The Deputy Mayor (Cr Graham Sinclair) attended the Temora Public School Awards Presentation Ceremony.

14th December – I was honoured to have attended the St Anne's Central School Awards Presentation Ceremony. Unfortunately, this is the only school awards night I've been able to attend this year, which has been disappointing. Well done to all our Temora Shire students for an impressive 2022.

15th December – Councillors, Senior Staff and I attended our final Council meeting for 2022. This was the first occasion we implemented our new Meeting Code of Practice, including, an Acknowledgement of Country. Whilst this did create much debate in the Chamber among Councillors and throughout our Shire community, Council resolved to implement this protocol. For the record, I personally held the same views as Cr Oliver has expressed so articulately, being that when we extend a welcome – it's to every single individual, we don't see different colours as we are all Australians. Due to these reasons and many more, we felt an Acknowledgment of Country wasn't necessary. However, in a democracy - the majority rules and I respect the final decision of Council and, accordingly, have implemented it. I extend my warm thanks to every Councillor for the respectful debate that was conducted on the issue.

16th December - Cr Nigel Judd OAM and I attended our Temora Shire Council Staff Christmas Party. We presented long service awards to several of our staff members. Messrs Rod Oliver and Allan Doolan both received outstanding 40 years of Service Awards.

- Former long-serving Temora Shire Councillor, Mr Ken Smith represented Council at Ariaiah Park Central School presentation ceremony. Mr Smith was accompanied by his wife, Mrs Claire Smith.

17th December – Councillors, Senior Staff, Citizens and I attended the Temora Swimming Pool \$2.2Million Upgrade Official Opening Ceremony. We were honoured have hosted our NSW Member for Cootamundra and Minister for Emergency Services, Resilience and Flood Recovery, the Hon Steph Cooke MP. It was an honour for Minister Cooke and I jointly declare the upgrades officially open. Congratulations to our Project Manager – Mr Kris Dunstan and all involved with this exciting project. A special thank you to Minister Cooke for allocating \$990,000 to this important upgrade.

- I had a meeting with Minister Steph Cooke MP.

19th December – Councillors, Senior Staff, Guests and I attended the official opening of the Temora Aerodrome Upgrade. We were deeply honoured to have hosted our Federal Member for Riverina, and former Deputy Prime Minister, the Hon Michael McCormack MP. Mr McCormack and I jointly officially opened the \$5.5Million upgrade. Well done and thank you to Project Managers – Mr Robert Fisher and Mrs Claire Golder and all involved with this crucial upgrade. Our warm thanks and praise go to Mr McCormack for allocating us the \$5.3M in the Building Better Regions Fund.

- I had an interview with the Temora Independent.

20th December – I had an interview with the Temora Independent.

- I presented cheque to winners of the Mayor's Christmas Lights Display to Mr & Mrs Chris Young of 150 DeBoos Street, Temora.
- I had a meeting with the Chairman of NSW Country Mayors Association, Mayor Jamie Chaffey (Gunnedah Shire).

21st December – The REROC Treasurer (Mr Tony Donoghue PSM – Coolamon Shire), Chief Executive (Mrs Briggs) and I attended a meeting in Wagga.

- I attended the Temora & District Sports Council's McDonald's Grassroots Sportsman's Grant Presentation Ceremony. Congratulations to the 2022 winner, Miss Jorja Winfield, together with other award recipients in Miss Sasha Curry, Miss Lara Curry, Miss Lana Pike and Nate Breust. They are among our many talented athletes in Temora Shire

22nd December – The Deputy Mayor (Cr Sinclair), Cr Judd, Cr Oliver and I attended an informal General Manager's Review Panel meeting to wind up the year. Congratulations to our General Manager – Mr Lavelle, on a job well done during 2022.

- I had a teleconference with Riverina Police District Commander, Supt Andrew Spliet.

23rd December – I caught up with former Mayor of Lockhart Shire, Mr Peter Yates.

25th December – My warm Christmas wishes to every Councillor, Staff Member and Citizen of Temora Shire. We give thanks for the Birth of Jesus Christ and our countless other Blessings.

- It's lovely to hear of many generous gestures being carried out by our Temora Shire community. The spirit of generosity never ceases to amaze me!
- I was honoured to have delivered Christmas Day prayers at our family church, St Pauls' Church, then spent some special time with my loving parents, sister and dear friends.
- I was thrilled to have visited our cherished residents of both Greenstone & Narraburra Lodges after a two-year break due to Covid. I thank Constable Zac Wiencke (son of Stuart & Amanda Wiencke) for giving up time to accompany me on this special tradition.

27th December – I had a meeting with our Federal Member for Riverina, the Hon Michael McCormack MP.

28th December – I had a teleconference with our NSW Member for Cootamundra, the Hon Steph Cooke MP.

29th December – I attended Council office.

- I had a teleconference with the Governor of NSW, Her Excellency, the Hon Margaret Beazley AC. Our Governor congratulated Temora Shire and all involved with the inspiring Braille story on ABC News. Our own Master Patrick 'Paddy' Wallace (son of Mr & Mrs Matthew Wallace) was featured in this special story. Her Excellency was extremely touched by the story and passed on her warm and good wishes to all of Council and our community. Well done to Mrs Kristy Wallace, who has been the trail blazer in this important space.

31st December – I warmly thank Temora Shire Councillors, our General Manager (Mr Lavelle), Directors, Managers, all our Staff and every Citizen for their efforts in making Temora Shire the very best we can be. 2023 will be another big year, but an exciting one too that we will all continue to give our very best.

RESOLUTION 5/2023

Moved: Cr Lindy Reinhold

Seconded: Cr Jason Goode

It was resolved that the Mayoral Report be noted.

CARRIED

Report by Mayor R B Firman OAM

11 STAFF REPORTS

RESOLUTION 6/2023

Moved: Cr Graham Sinclair

Seconded: Cr Nigel Judd

It was resolved that Council receive Staff reports.

CARRIED

12 GENERAL MANAGER**12.1 CALENDAR OF EVENTS - JANUARY 2023**

File Number: REP23/6
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

JANUARY 2023

19 Council Meeting
26 Australia Day – Gloucester Park & Davey Park Arianah Park
27 Councillors Christmas Party – 6:30pm Fed & Bed

FEBRUARY 2023

7 Committee Meetings
16 Council Meeting
20 LGNSW Rural Regional Summit (Sydney)
21 NSW Country Mayors Association – Political Leaders Forum
24 REROC & JO Board Meetings

MARCH 2023

3 Freedom of the Shire
7 Committee Meetings
16 Council Meeting
30 Tour of Inspection

RESOLUTION 7/2023

Moved: Cr Graham Sinclair
Seconded: Cr Max Oliver

It was resolved that the Calendar of Events be noted.

CARRIED

12.2 POLICY REVIEWS**File Number:** REP22/1614**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:**

1. Draft Model Councillor & Staff Interaction Policy
2. Draft Social Media Policy

REPORT

At the 24 November 2022 meeting of Council, it was resolved to place the Model Councillor and Staff Interaction Policy and Social Media Policy on public display for the 28 days.

The public exhibition period closed on the 29 December 2022 and no submissions were received.

Council is now required to adopt these policies.

RESOLUTION 8/2023

Moved: Cr Max Oliver

Seconded: Cr Jason Goode

It was resolved that Council adopt the Model Councillor and Staff Interaction Policy and Social Media Policy.

CARRIED

TEMORA SHIRE COUNCIL



TEMORA
The Friendly Shire

Model Councillor and Staff Interaction Policy

DRAFT

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

| |
|----------------|
| Review Details |
|----------------|

ABOUT THIS RELEASE

DOCUMENT NAME: Model Councillor and Staff Interaction Policy
CODE NUMBER: G27
AUTHOR: Temora Shire Council
ENDORSEMENT DATE: November 2022

REVIEW

| Revision Date | Revision Description | | Date approved by Council | General Managers Endorsement |
|---------------|----------------------|---|--------------------------|------------------------------|
| November 2022 | New Policy | 1 | | |
| | | | | |
| | | | | |
| | | | | |

PLANNED REVIEW

| Planned Review Date | Revision Description | | Review by |
|---------------------|----------------------|--|-----------|
| November 2023 | | | |
| | | | |
| | | | |

Revision Number: 1
File Name: Model Councillor and Staff Interaction Policy

Revision Date: November 2022
Page Number: 2

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Preface

Positive working relationships between councillors and staff: a council's key asset

Positive, professional working relationships between councillors and staff are a key element of any council's success. If relationships between councillors and staff are functioning effectively, the council is more likely to perform effectively. If these relationships break down, it can lead to dysfunction, create a potential corruption risk¹, and ultimately the council's performance will suffer.

A good relationship between councillors and staff is based, in large part, on both having a mutual understanding and respect for each other's roles and responsibilities. These are defined in the *Local Government Act 1993* (the LGA) and the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct).

In broad terms, a councillor's role is a strategic one. As members of the governing body, councillors are responsible not only for representing the community, but also for setting the strategic direction of the council and keeping its performance under review. A comprehensive outline of the role of a councillor is provided in Part 4 of this Policy.

The role of council staff, under the leadership of the general manager, is to carry out the day-to-day operations of the council and to implement the decisions, plans, programs and policies adopted by the governing body.

Access to information: the key to the relationship

Councillors need access to information about the council's strategic position and performance to perform their civic functions

¹ As highlighted by the NSW Independent Commission Against Corruption's Operation Dasha
<https://www.icac.nsw.gov.au>

effectively. The general manager and staff are responsible for providing councillors with this information to facilitate the decision-making process.

Given councillor's role in setting the council's strategic direction and keeping its performance under review, councillors are entitled to request information about a range of issues.

However, in requesting information, councillors should not be seeking to interrogate the minutiae of the council's operations or to direct or influence staff in the performance of their duties. Councillors should also recognise that a council's resources are finite, and they need to be mindful of the impact of their requests.

Above all, interactions between councillors and staff should be positive, respectful and professional.

Official capacity versus private capacity

It is also inevitable that councillors and council staff will engage with their council in their private capacity. This can be for something as simple as borrowing a book from a council library, to more complex matters, such as submitting a development application.

In these circumstances, it is vital that councillors and council staff do not seek to use, or appear to use, their position within council to obtain a private benefit. To do so could be seen as an attempt to exert pressure on councillors and/or council staff with a view to obtaining preferential treatment. Such conduct has the potential to undermine both the integrity of a council's decision-making processes, as well as the community's confidence in council, and so must be avoided.

The development and intent of this policy

This Model Councillor and Staff Interaction Policy has been developed by the Office of Local Government (OLG) in consultation with councils. It is applicable to councils, county councils and joint organisations.

It provides an exemplar approach, incorporating examples of best practice from a

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diverse range of NSW councils. At its core, the policy has three main goals:

- to establish a framework by which councillors can access the information they need to perform their civic functions,
- to promote positive and respectful interactions between councillors and staff, and
- to advise where concerns can be directed if there is a breakdown in the relationship between councillors and staff.

The Model Councillor and Staff Interaction Policy is structured as follows:

| | |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Part 1 | Introduction |
| Part 2 | Sets out the scope of the policy |
| Part 3 | Describes the policy's objectives |
| Part 4 | Sets out the respective roles and responsibilities of councillors and staff and the principles that should guide their interactions |
| Part 5 | Sets out the administrative framework for a councillor requests system |
| Part 6 | Identifies which staff councillors can contact directly |
| Part 7 | Addresses councillor's entitlement to access council buildings |
| Part 8 | Describes appropriate and inappropriate interactions between councillors and staff |
| Part 9 | Provides advice about who complaints can be made to |
| Schedule 1 | Contains a template for a list of staff councillors can contact directly under Part 6 of the policy |

Adoption

While not mandatory, the Model Councillor and Staff Interaction Policy reflects best practice and all councils, county councils and joint organisations are encouraged to adopt it. In doing so, they are free to adapt the policy to suit their local circumstances and operating environments or to supplement it with their own provisions.

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File Name: Model Councillor and Staff Interaction Policy

Provisions which can be adjusted are marked in **red**.

Note: In adopting the policy, joint organisations should adapt it to substitute the terms "board" for "council", "chairperson" for "mayor", "voting representative" for "councillor" and "executive officer" for "general manager".

Note: In adopting the policy, county councils should adapt it to substitute the term "chairperson" for "mayor" and "member" for "councillor".

Enforcement

Clause 3.1(b) of the Model Code of Conduct provides that council officials must not conduct themselves in a manner that is contrary to a council's policies. If adopted by a council, a breach of the policy may also constitute a breach of council's code of conduct.

Concerns or complaints about the administration of a council's councillor request system should be raised with the general manager (or the mayor in the case of a complaint about the general manager). If the matter cannot be resolved locally, councillors may raise their concerns with OLG.

Acknowledgements

OLG wishes to thank Local Government NSW, the NSW Independent Commission Against Corruption, Local Government Professionals, United Services Union, and the councils involved for their invaluable assistance in developing the Model Councillor and Staff Interaction Policy.

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Model Councillor and Staff Interaction Policy

Part 1 – Introduction

- 1.1 *The Councillor and Staff Interaction Policy* (the Policy) provides a framework for councillors when exercising their civic functions by specifically addressing their ability to interact with, and receive advice from, authorised staff.
- 1.2 The Policy complements and should be read in conjunction with **Temora Shire Council Code of Conduct** (the Code of Conduct).
- 1.3 The aim of the Policy is to facilitate a positive working relationship between councillors, as the community's elected representatives, and staff, who are employed to administer the operations of the Council. The Policy provides direction on interactions between councillors and staff to assist both parties in carrying out their day-to-day duties professionally, ethically and respectfully.
- 1.4 It is important to have an effective working relationship that recognises the important but differing contribution both parties bring to their complementary roles.

Part 2 – Application

- 2.1 This Policy applies to all councillors and council staff.
- 2.2 This Policy applies to all interactions between councillors and staff, whether face-to-face, online (including social media and virtual meeting platforms), by phone, text message or in writing.
- 2.3 This Policy applies whenever interactions between councillors and staff occur, including inside or outside of work hours, and at both council and non-council venues and events.
- 2.4 This Policy does not confer any delegated authority upon any person. All delegations to staff are made by the General Manager.
- 2.5 The Code of Conduct provides that council officials must not conduct themselves in a manner that is contrary to the Council's policies. A breach of this Policy will be a breach of the Code of Conduct.

Part 3 – Policy objectives

3.1 The objectives of the Policy are to:

- a) establish positive, effective and professional working relationships between councillors and staff defined by mutual respect and courtesy
- b) enable councillors and staff to work together appropriately and effectively to support each other in their respective roles
- c) ensure that councillors receive advice in an orderly, courteous and appropriate manner to assist them in the performance of their civic duties
- d) ensure councillors have adequate access to information to exercise their statutory roles
- e) provide direction on, and guide councillor interactions with, staff for both obtaining information and in general situations
- f) maintain transparent decision making and good governance arrangements
- g) ensure the reputation of Council is enhanced by councillors and staff interacting consistently, professionally and positively in their day-to-day duties
- h) provide a clear and consistent framework through which breaches of the Policy will be managed in accordance with the Code of Conduct.

Part 4 – Principles, roles and responsibilities

- 4.1 Several factors contribute to a good relationship between councillors and staff. These include goodwill, understanding of roles, communication, protocols, and a good understanding of legislative requirements.
- 4.2 The Council's governing body and its administration (being staff within the organisation) must have a clear and sophisticated understanding of their different roles, and the fact that these operate within a hierarchy. The administration is accountable to the General Manager, who in turn, is accountable to the Council's governing body.
- 4.3 Section 232 of the *Local Government Act 1993* (the LGA) states that the role of a councillor is as follows:
 - a) to be an active and contributing member of the governing body
 - b) to make considered and well-informed decisions as a member of the governing body
 - c) to participate in the development of the integrated planning and reporting framework
 - d) to represent the collective interests of residents, ratepayers and the local community
 - e) to facilitate communication between the local community and the governing body
 - f) to uphold and represent accurately the policies and decisions of the governing body

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- g) to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor.
- 4.4 The administration's role is to advise the governing body, implement Council's decisions and to oversee service delivery.
- 4.5 It is beneficial if the administration recognises the complex political environments in which elected members operate and acknowledge that they work within a system that is based on democratic governance. Councillors similarly need to understand that it is a highly complex task to prepare information and provide quality advice on the very wide range of issues that Council operations cover.
- 4.6 Council commits to the following principles to guide interactions between councillors and staff:

Principle**Achieved by****Equitable and consistent**

Ensuring appropriate, consistent and equitable access to information for all councillors within established service levels

Considerate and respectful

Councillors and staff working supportively together in the interests of the whole community, based on mutual respect and consideration of their respective positions

Ethical, open and transparent

Ensuring that interactions between councillors and staff are ethical, open, transparent, honest and display the highest standards of professional conduct

Fit for purpose

Ensuring that the provision of equipment and information to councillors is done in a way that is suitable, practical and of an appropriate size, scale and cost for a client group of nine (9) people.

Accountable and measurable

Providing support to councillors in the performance of their role in a way that can be measured, reviewed and improved based on qualitative and quantitative data

- 4.7 Councillors are members of the Council's governing body, which is responsible for directing and controlling the affairs of the Council in accordance with the LGA. Councillors need to accept that:

- a) responses to requests for information from councillors may take time and consultation to prepare and be approved prior to responding
- b) staff are not accountable to them individually
- c) they must not direct staff except by giving appropriate direction to the General Manager by way of a council or committee resolution, or by the mayor exercising their functions under section 226 of the LGA
- d) they must not, in any public or private forum, direct or influence, or attempt to direct or influence, a member of staff in the exercise of their functions
- e) they must not contact a member of staff on council-related business unless in accordance with this Policy

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- f) they must not use their position to attempt to receive favourable treatment for themselves or others.

4.8 The General Manager is responsible for the efficient and effective day-to-day operation of the Council and for ensuring that the lawful decisions of the Council are implemented without undue delay. Council staff need to understand:

- a) they are not accountable to individual councillors and do not take direction from them. They are accountable to the General Manager, who is in turn accountable to the Council's governing body
- b) they should not provide advice to councillors unless it has been approved by the General Manager or a staff member with a delegation to approve advice to councillors
- c) they must carry out reasonable and lawful directions given by any person having the authority to give such directions in an efficient and effective manner
- d) they must ensure that participation in political activities outside the service of the Council does not interfere with the performance of their official duties
- e) they must provide full and timely information to councillors sufficient to enable them to exercise their civic functions in accordance with this Policy.

Part 5 – The councillor requests system

5.1 Councillors have a right to request information provided it is relevant to councillor's exercise of their civic functions. This right does not extend to matters about which a councillor is merely curious.

5.2 Councillors do not have a right to request information about matters that they are prevented from participating in decision-making on because of a conflict of interest, unless the information is otherwise publicly available.

5.3 The General Manager may identify Council support staff (the Councillor Support Officer) under this Policy for the management of requests from councillors.

5.4 Councillors can use the councillor email system to:

- a) request information or ask questions that relate to the strategic position, performance or operation of the Council
- b) bring concerns that have been raised by members of the public to the attention of staff
- c) request ICT or other support from the Council administration
- d) request that a staff member be present at a meeting (other than a meeting of the council) for the purpose of providing advice to the meeting.

5.5 Councillors must, to the best of their knowledge, be specific about what information they are requesting, and make their requests respectfully. Where a councillor's request lacks specificity, the General Manager or staff member authorised to manage the matter is

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- entitled to ask the councillor to clarify their request and the reason(s) why they are seeking the information.
- 5.6 Staff must make every reasonable effort to assist councillors with their requests and do so in a respectful manner.
- 5.7 The General Manager or the staff member authorised to manage a councillor request will provide a response within **three business days**. Where a response cannot be provided within that timeframe, the councillor will be advised, and the information will be provided as soon as practicable.
- 5.8 Requests under clause 5.4 (d) must be made **five business days** before the meeting. The General Manager, or members of staff that are listed at Schedule 1 of this Policy, are responsible for determining:
- a) whether a staff member can attend the meeting; and
 - b) which staff member will attend the meeting.
- Staff members who attend such meetings must be appropriately senior and be subject matter experts on the issues to be discussed at the meeting.
- 5.9 Councillors are required to treat all information provided by staff appropriately and to observe any confidentiality requirements.
- 5.10 Staff will inform councillors of any confidentiality requirements for information they provide so councillors can handle the information appropriately.
- 5.11 Where a councillor is unsure of confidentiality requirements, they should contact the General Manager, or the staff member authorised to manage their request.
- 5.12 The General Manager may refuse access to information requested by a councillor if:
- a) the information is not necessary for the performance of the councillor's civic functions, or
 - b) if responding to the request would, in the General Manager's opinion, result in an unreasonable diversion of staff time and resources, or
 - c) the councillor has previously declared a conflict of interest in the matter and removed themselves from decision-making on it, or
 - d) the General Manager is prevented by law from disclosing the information.
- 5.13 Where the General Manager refuses to provide information requested by a councillor, they must act reasonably. The General Manager must advise a councillor in writing of their reasons for refusing access to the information requested.
- 5.14 Where a councillor's request for information is refused by the General Manager on the grounds referred to under clause 5.12 (a) or (b), the councillor may instead request the information through a resolution of the council by way of a notice of motion. This clause does not apply where the General Manager refuses a councillor's request for information under clause 5.12 (c) or (d).
- 5.15 Nothing in clauses 5.12, 5.13, and 5.14 prevents a councillor from requesting the information in accordance with the *Government Information (Public Access) Act 2009*.
- 5.16 Where a councillor persistently makes requests for information which, in the General Manager's opinion, result in a significant and unreasonable diversion of staff time and resources the council may,

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on the advice of the General Manager, resolve to limit the number of requests the councillor may make.

- 5.17 Councillor requests are state records and must be managed in accordance with the *State Records Act 1998*.
- 5.18 A report will be provided to Council **six monthly** regarding the performance and efficiency of the councillor requests system against established key performance indicators.

Part 6 – Access to Council staff

- 6.1 Councillors may directly contact members of staff that are listed in Schedule 1 of this Policy. The General Manager may amend this list at any time and will advise councillors promptly of any changes.
- 6.2 Councillors can contact staff listed in Schedule 1 about matters that relate to the staff member's area of responsibility.
- 6.3 Councillors should as far as practicable, only contact staff during normal business hours.
- 6.4 If councillors would like to contact a member of staff not listed in Schedule 1, they must receive permission from the General Manager.
- 6.5 If a councillor is unsure which authorised staff member can help with their enquiry, they can contact the General Manager **or the Councillor Support Officer** who will provide advice about which authorised staff member to contact.
- 6.6 The General Manager or a member of the Council's executive leadership team may direct any staff member to contact councillors to provide specific information or clarification relating to a specific matter.
- 6.7 A councillor or member of staff must not take advantage of their official position to improperly influence other councillors or members of staff in the performance of their civic or professional duties for the purposes of securing a private benefit for themselves or for another person. Such conduct should be immediately reported to the General Manager or Mayor in the first instance, or alternatively to the Office of Local Government, NSW Ombudsman, or the NSW Independent Commission Against Corruption.

Part 7 – Councillor access to council buildings

- 7.1 Councillors are entitled to have access to the council chamber, committee room, mayor's office (subject to availability), councillor's rooms, and public areas of Council's buildings during normal business hours for meetings. Councillors needing access to these facilities at other times must obtain approval from the General Manager.
- 7.2 Councillors must not enter staff-only areas of Council buildings without the approval of the General Manager.

Part 8 – Appropriate and inappropriate interactions

- 8.1 Examples of appropriate interactions between councillors and staff include, but are not limited to, the following:
- a) councillors and council staff are courteous and display a positive and professional attitude towards one another
 - b) council staff ensure that information necessary for councillors to exercise their civic functions is made equally available to all councillors, in accordance with this Policy and any other relevant Council policies
 - c) council staff record the advice they give to councillors in the same way they would if it was provided to members of the public
 - d) council staff, including Council's executive team members, document councillor requests via the councillor requests system
 - e) council meetings and councillor briefings are used to establish positive working relationships and help councillors to gain an understanding of the complex issues related to their civic duties
 - f) councillors and council staff feel supported when seeking and providing clarification about council related business
 - g) councillors forward requests through the councillor requests system and staff respond in accordance with the timeframes stipulated in this Policy
- 8.2 Examples of inappropriate interactions between councillors and staff include, but are not limited to, the following:

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- a) councillors and council staff conducting themselves in a manner which:
 - i) is contrary to their duties under the *Work Health and Safety Act 2011* and their responsibilities under any policies or procedures adopted by the Council to ensure workplace health and safety
 - ii) constitutes harassment and/or bullying within the meaning of the Code of Conduct, or is unlawfully discriminatory
 - b) councillors approaching staff and staff organisations to discuss individual or operational staff matters (other than matters relating to broader workforce policy such as, but not limited to, organisational restructures or outsourcing decisions), grievances, workplace investigations and disciplinary matters
 - c) staff approaching councillors to discuss individual or operational staff matters (other than matters relating to broader workforce policy such as, but not limited to, organisational restructures or outsourcing decisions), grievances, workplace investigations and disciplinary matters
 - d) subject to clause 5.12, staff refusing to give information that is available to other councillors to a particular councillor
 - e) councillors who have lodged an application with the council, discussing the matter with staff in staff-only areas of the council
 - f) councillors being overbearing or threatening to staff
 - g) staff being overbearing or threatening to councillors
 - h) councillors making personal attacks on staff or engaging in conduct towards staff that would be contrary to the general conduct provisions in Part 3 of the Code of Conduct in public forums including social media
 - i) councillors directing or pressuring staff in the performance of their work, or recommendations they should make
 - j) staff providing ad hoc advice to councillors without recording or documenting the interaction as they would if the advice was provided to a member of the community
- 8.3 Where a councillor engages in conduct that, in the opinion of the General Manager, puts the health, safety or welfare of staff at risk, the General Manager may restrict the councillor's access to staff.
- 8.4 Any concerns relating to the conduct of staff under this Policy should be raised with the General Manager.

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Part 9 – Complaints

- 9.1 Complaints about a breach of this policy should be made to the General Manager (if the complaint is about a councillor or member of council staff), or the Mayor (if the complaint is about the General Manager).
- 9.2 Clause 9.1 does not operate to prevent matters being reported to OLG, the NSW Ombudsman, the NSW Independent Commission Against Corruption or any other external agency.

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Schedule 1 – Authorised staff contacts for councillors (template table)

1. Clause 6.1 of this Policy provides that councillors may directly contact members of staff that are listed below. The General Manager may amend this list at any time.
2. Councillors can contact staff listed below about matters that relate to the staff member's area of responsibility.
3. Councillors should as far as practicable, only contact staff during normal business hours.
4. If councillors would like to contact a member of staff not listed below, they must receive permission from the General Manager or their delegate.
5. If a councillor is unsure which authorised staff member can help with their enquiry, they can contact the General Manager or the Councillor Support Officer who will provide advice about which authorised staff member to contact.
6. In some instances, the General Manager or a member of the Council's executive leadership team may direct a council staff member to contact councillors to provide specific information or clarification relating to a specific matter.

| Authorised staff members name | Position |
|--------------------------------------|---------------------------------------------------------------------------------------------------------|
| Kris Dunstan | Director of Environmental Services |
| Rob Fisher | Engineering Asset Manager |
| Alex Dahlenburg | Engineering Works Manager |
| Craig Sinclair | Economic Development Manager |
| Elizabeth Smith | Director of Administration & Finance |
| Anne Rands | Councillor Support Officer (for matters relating to Governance/meeting minutes and Councillor requests) |

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TEMORA SHIRE COUNCIL



TEMORA
The Friendly Shire

Social Media Policy

DRAFT

*Function: Human Resources**Temora Shire Council**Policy Number: G28***Review Details****ABOUT THIS RELEASE**

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CODE NUMBER: G28
AUTHOR: Temora Shire Council
ENDORSEMENT DATE: November 2022

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| Revision Date | Revision Description | | Date approved by Council | General Managers Endorsement |
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| November 2022 | New Revised Document | | | |
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PLANNED REVIEW

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| November 2023 | | | |
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Introduction

Social media – opportunities and challenges

Social media is at the heart of modern communication. Since its inception, social media has grown in popularity and influence and is now fundamental to not just how people interact with one another, but also to how we work, play and consume information and ideas.

Social media can be broadly defined as *online platforms and applications - such as social networking sites, wikis, blogs, microblogs, video and audio sharing sites, and message boards - that allow people to easily publish, share and discuss content*¹. Significantly, one of social media's key features is its unprecedented reach and accessibility, in that anyone with a computer or mobile device can use social media to generate content which has the potential to be viewed and shared by hundreds of millions of people worldwide.

Despite its obvious benefits, social media also presents a variety challenges and risks. These include:

- the emergence of new, harmful forms of behaviour, such as cyber-bullying and trolling;
- maintaining the accuracy, reliability and integrity of information disseminated from multiple sources;
- organisations can be held liable for content uploaded onto their social media platforms by third parties²;
- content uploaded in a person's private capacity can adversely affect their employment and cause significant

reputational damage to colleagues and employers; and

- rapid innovation can make it difficult to keep pace with emerging technologies and trends.

In addition, potential corruption risks may arise due to social media use. These include:

- customers, development proponents / objectors, tenderers, or other stakeholders grooming public officials by behaviours such as 'liking' specific posts, reposting content, or sending personal or private messages;
- public officials disclosing confidential or sensitive information;
- using social media for sponsorship opportunities, which may unfairly advantage one sponsor over another and lack transparency; and
- public agencies or officials promoting certain businesses by behaviours such as 'following' them, 'liking' content, or making comments, which may result in those businesses being favoured over others.

Social media and local government in NSW

As in the federal and state jurisdictions, social media has become an important tool in government and political discourse at the local level. In the context of NSW local government, social media has two primary functions:

- a) it is used by councils to interact and share information with their communities in an accessible and often more informal format.
- b) it enables councillors to promote their achievements and address their constituents directly about community issues and events in ways that either complement or bypass traditional news and print media.

¹ NSW Department of Education. Social media policy: Implementation procedures – November 2018

² As confirmed by the High Court of Australia in *Fairfax Media Publications Pty Ltd v. Voller, Nationwide News Pty Limited v. Voller, and Australian News Channel Pty Ltd v. Voller*, 8 September 2021.

In addition, many councils use social media as the platform through which they webcast their meetings. This increases transparency by providing visibility of council decision making in real time.

However, councils and councillors are not immune from the challenges associated with social media, which can pose a significant risk both in a legal sense, and in terms of a council's ability to operate in a unified and coordinated way. It is therefore vital that councils have the right policy settings in place so that both councils and councillors can realise the full benefits of social media whilst mitigating risk.

The development and intent of this policy

The Model Social Media Policy has been developed by the Office of Local Government (OLG) in consultation with councils. It is applicable to councils, county councils and joint organisations.

The Model Social Media Policy sets out an exemplar approach by incorporating examples of best practice from the social media policies of a diverse range of NSW councils, as well as from Commonwealth and State Government agencies.

The Model Social Media Policy provides councils, county councils and joint organisations with a robust framework for the administration and management of their social media platforms. It also sets standards of conduct for all council officials who use social media in their official capacity. It has been developed to be fit-for-purpose in a digital age where innovation and emerging trends are the norm.

The Model Social Media Policy recognises that councils use social media differently depending on factors such as a council's size and resources, the demographics of a local government area, and council's willingness to engage with their community in this way. For these reasons, the Model Social Media Policy ensures a degree of flexibility by including optional and adjustable provisions which enables each **council to tailor the policy to suit its own unique circumstances.**

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Content of the Model Social Media Policy

At the heart of the Model Social Media Policy are the four 'Principles' of social media engagement. These are:

- Openness
- Relevance
- Accuracy
- Respect

These principles, which are expanded upon in Part 1, should underpin every aspect of a council's social media activity and all councils and council officials should commit to upholding them.

Except for Part 8, this policy applies to council social media pages and councillor social media pages.

The Model Social Media Policy is structured as follows:

| | |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Part 1 | Sets out the principles of social media engagement for councils |
| Part 2 | Contains two administrative models that councils can adopt in relation to the management of their social media platforms |
| Part 3 | Details the administrative framework for councillor's social media platforms |
| Part 4 | Prescribes the standards of conduct expected of council officials when engaging on social media in an official capacity or in connection with their role as a council official |
| Part 5 | Provides a framework by which councils can remove or 'hide' content from their social media platforms, and block or ban third parties |
| Part 6 | Prescribes how councils' social media platforms should be used during emergencies |
| Part 7 | Contains information about records management and privacy requirements relating to social media |

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| Part 8 | Relates to personal use of social media by council officials |
| Part 9 | Provides information about where concerns or complaints about a councils' or council officials' social media platform(s), or the conduct of council officials on social media, can be directed. |
| Part 10 | Definitions |

Adoption

While not mandatory, the Model Social Media Policy reflects best practice and all councils, county councils and joint organisations are encouraged to adopt it. In doing so, they are free to adapt the policy to suit their local circumstances and operating environments or to supplement it with their own provisions.

Alternate and adjustable provisions are marked in **red**.

Note: In adopting the Model Social Media Policy, Joint Organisations should adapt it to substitute the terms "board" for "council", "chairperson" for "mayor", "voting representative" for "councillor" and "executive officer" for "general manager".

Note: In adopting the Model Social Media Policy, county councils should adapt it to substitute the term "chairperson" for "mayor" and "member" for "councillor".

Enforcement

Clause 3.1(b) of the *Model Code of Conduct for Local Councils in NSW* provides that council officials must not conduct themselves in a manner that is contrary to a council's policies. If adopted by a council, a breach of the policy will be a breach of the council's code of conduct.

Concerns or complaints

Concerns or complaints about the administration of a council's social media platforms should be made to the council's general manager or social media coordinator in the first instance. Councils should provide clear information about where any concerns

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and complaints can be directed in Part 9 of this model policy.

Acknowledgements

The Office of Local Government wishes to thank Local Government NSW, councils, the

Independent Commission Against Corruption, the Information and Privacy Commission of NSW, the NSW Ombudsman, Resilience NSW, and the State Archives and Records Authority of NSW for their invaluable assistance in drafting this model policy.

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Part 1 – Principles

- 1.1 We, the councillors, staff and other officials of Temora Shire Council, are committed to upholding and promoting the following principles of social media engagement:

| | |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Openness | Our social media platforms are places where anyone can share and discuss issues that are relevant to our Council and the community we represent and serve. |
| Relevance | We will ensure our social media platforms are kept up to date with informative content about our Council and community. |
| Accuracy | The content we upload onto our social media platforms and any other social media platform will be a source of truth for our Council and community and we will prioritise the need to correct inaccuracies when they occur. |
| Respect | Our social media platforms are safe spaces. We will uphold and promote the behavioural standards contained in this policy and our Council's code of conduct when using our social media platforms and any other social media platform. |

Part 2 – Administrative framework for council's social media platforms

Note: this Part contains two different models for who appoints authorised users. These models are:

- **Option 1 – the General Manager model**
- **Option 2 – the Social Media Coordinator model**

Platforms

- 2.1 Council will maintain a presence on the following social media platforms:
- Facebook, Twitter, Instagram, Tourism Website, YouTube, LinkedIn
- 2.2 Council's social media platforms must specify or provide a clearly accessible link to the 'House Rules' for engaging on the platform.

Establishment and deletion of Council social media platforms

- 2.3 A new council social media platform, or a social media platform proposed by a council related entity (for example, a council committee), can only be established or deleted with the written approval of the General Manager or their delegate.
- 2.4 Where a council social media platform is established or deleted in accordance with clause 2.3, the General Manager or their delegate may amend clause 2.1 of this policy without the need for endorsement by the Council's governing body.

Option 1 – the ‘General Manager’ model

The role of the General Manager

2.5 The role of the General Manager is to:

- a) approve and revoke a staff member's status as an authorised user
- b) develop and/or approve the training and/or induction to be provided to authorised users
- c) maintain a register of authorised users
- d) maintain effective oversight of authorised users
- e) ensure the Council adheres to the rules of the social media platform(s)
- f) coordinate with the Council's **Social Media Coordinator** to ensure the Council's social media platforms are set up and maintained in a way that maximises user friendliness and any technical problems are resolved promptly.

2.6 The General Manager is an authorised user for the purposes of this policy.

Authorised users

2.7 Authorised users are members of council staff who are authorised by the General Manager to upload content and engage on social media on the Council's behalf.

~~2.8 Authorised users should be members of council staff that are responsible for managing, or have expertise in, the events, initiatives, programs or policies that are the subject of the social media content.~~

OR

The General Manager will appoint authorised users when required.

2.9 An authorised user must receive a copy of this policy and induction training on social media use and Council's obligations before uploading content on Council's behalf.

2.10 The role of an authorised user is to:

- a) ensure, to the best of their ability, that the content they upload onto social media platforms is accurate
- b) correct inaccuracies in Council generated content
- c) engage in discussions and answer questions on Council's behalf on social media platforms
- d) keep the Council's social media platforms up to date
- e) ensure the Council complies with its record keeping obligations under the *State Records Act 1998* in relation to social media (see clauses 7.1 to 7.4 of this policy)

2.11 When engaging on social media on Council's behalf (such as, but not limited to, on a community social media page), an authorised user must identify themselves as a member of Council staff but they are not obliged to disclose their name or position within the Council.

2.12 Authorised users must not use Council's social media platforms for personal reasons.

Administrative tone

2.13 Authorised users upload content and engage on social media on the Council's behalf. Authorised users must use language consistent with that function and avoid expressing or appearing to express their personal views when undertaking their role.

2.14 Authorised users may use more personal, informal language when engaging on Council's social media platforms, for example when replying to comments.

Register of authorised users

2.15 The General Manager will maintain a register of authorised users. This register is to be reviewed **annually** to ensure it is fit-for-purpose.

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Ceasing to be an authorised user

- 2.16 The General Manager may revoke a staff member's status as an authorised user, if:
- a) the staff member makes such a request
 - b) the staff member has not uploaded content onto any of the Council's social media platforms in the last **quarter**.
 - c) the staff member has failed to comply with this policy
 - d) the General Manager is of the reasonable opinion that the staff member is no longer suitable to be an authorised user.

Part 3 – Administrative framework for councillor's social media platforms

- 3.1 For the purposes of this policy, councillor social platforms are not council social media platforms. Part 2 of this policy does not apply to councillor's social media platforms.
- 3.2 Councillors are responsible for the administration and moderation of their own social media platforms (in accordance with Parts 3 and 5 of this policy), and ensuring they comply with the record keeping obligations under the *State Records Act 1998* (see clauses 7.1 to 7.4 of this policy) and council's records management policy in relation to social media.
- 3.3 Clause 3.2 also applies to councillors in circumstances where another person administers, moderates, or uploads content onto their social media platform.
- 3.4 Councillors must comply with the rules of the platform when engaging on social media.

Induction and training

- 3.5 Councillors who engage, or intend to engage, on social media must receive induction training on social media use. Induction training can be undertaken either as part of the councillor's induction program or as part of their ongoing professional development program.

Identifying as a councillor

- 3.6 Councillors must identify themselves on their social media platforms in the following format:

Councillor "First Name and Last Name".

- 3.7 A councillor's social media platform must include a profile photo which is a clearly identifiable image of the councillor.
- 3.8 If a councillor becomes or ceases to be the mayor, deputy mayor, or the holder of another position (for example, chairperson of a committee), this must be clearly stated on the councillor's social media platforms and updated within **one month** of a change in circumstances.

Other general requirements for councillor's social media platforms

- 3.9 Councillor social media platforms must specify or provide a clearly accessible link to the 'House Rules' for engaging on the platform.
- 3.10 A councillor's social media platform must include a disclaimer to the following effect:
- "The views expressed and comments made on this social media platform are my own and not that of the Council".*
- 3.11 Despite clause 3.10, mayoral or councillor media releases and other content that has been authorised according to the Council's media and communications protocols may be uploaded onto a councillor's social media platform.
- 3.12 Councillors may upload publicly available Council information onto their social media platforms.
- 3.13 Councillors may use more personal, informal language when engaging on their social media platforms.

Councillor queries relating to social media platforms

- 3.14 Questions from councillors relating to their obligations under this policy, technical queries relating to the operation of their social media platforms, or managing records on social media may be directed to the General Manager in the first instance, in accordance with Council's councillor requests protocols

Other social media platforms administered by councillors

- 3.15 A councillor must advise the General Manager of any social media platforms they administer on which content relating to the Council or council officials is, or is expected to be, uploaded. The councillor must do so within:
- One month** of becoming a councillor, or
 - One month** of becoming the administrator.

Part 4 – Standards of conduct on social media

4.1 This policy only applies to council officials' use of social media in an official capacity or in connection with their role as a council official. The policy does not apply to personal use of social media that is not connected with a person's role as a council official.

4.2 Council officials must comply with the Council's code of conduct when using social media in an official capacity or in connection with their role as a council official.

4.3 Council officials must not use social media to post or share comments, photos, videos, electronic recordings or other information that:

- a) is defamatory, offensive, humiliating, threatening or intimidating to other council officials or members of the public
- b) contains profane language or is sexual in nature
- c) constitutes harassment and/or bullying within the meaning of the *Model Code of Conduct for Local Councils in NSW*, or is unlawfully discriminatory
- d) is contrary to their duties under the *Work Health and Safety Act 2011* and their responsibilities under any policies or procedures adopted by the Council to ensure workplace health and safety
- e) contains content about the Council, council officials or members of the public that is misleading or deceptive
- f) divulges confidential Council information
- g) breaches the privacy of other council officials or members of the public
- h) contains allegations of suspected breaches of the Council's code of

conduct or information about the consideration of a matter under the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*

- i) could be perceived to be an official comment on behalf of the Council where they have not been authorised to make such comment
- j) commits the Council to any action
- k) violates an order made by a court
- l) breaches copyright
- m) advertises, endorses or solicits commercial products or business
- n) constitutes spam
- o) is in breach of the rules of the social media platform.

4.4 Council officials must:

- a) attribute work to the original author, creator or source when uploading or linking to content produced by a third party
- b) obtain written permission from a minor's parent or legal guardian before uploading content in which the minor can be identified.

4.5 Council officials must exercise caution when sharing, liking, retweeting content as this can be regarded as an endorsement and/or publication of the content.

4.6 Council officials must not incite or encourage other persons to act in a way that is contrary to the requirements of this Part.

4.7 Councillors must uphold and accurately represent the policies and decisions of the Council's governing body but may explain why they voted on a matter in the way that they did. (see section 232(1)(f) of the *Local Government Act 1993*).

Revision Number: 1
File Name: Social Media Policy

Revision Date: November 2022
Page Number: 12

Part 5 – Moderation of social media platforms

Note: Councils and council officials should be aware that they may be considered a 'publisher' of any content uploaded onto a social media platform they administer, including content that:

- is uploaded by a third party; and/or
- appears on their social media platform because they have 'liked', 'shared', or 'retweeted' the content, or similar.

5.1 Council officials who are responsible for the moderation of the Council's or councillor's social media platforms may remove content and 'block' or ban a person from those platforms. Such actions must be undertaken in accordance with this Part.

5.2 For the purposes of this Part, 'social media platform' and 'platform' means both the Council's and councillor's social media platforms.

House Rules

5.3 Social media platforms must state or provide an accessible link to the 'House Rules' for engaging on the platform.

5.4 At a minimum, the House Rules should specify:

- a) the principles of social media engagement referred to in clause 1.1 of this policy
- b) the type of behaviour or content that will result in that content being removed or 'hidden', or a person being blocked or banned from the platform
- c) the process by which a person can be blocked or banned from the platform and rights of review

- d) a statement relating to privacy and personal information (see clause 7.4 of this policy)
- e) when the platform will be monitored (for example weekdays 8:00am – 4:30pm, during the Council's business hours) & outside these hours in a limited capacity.
- f) that the social media platform is not to be used for making complaints about the Council or council officials.

5.5 For the purposes of clause 5.4(b), third parties engaging on social media platforms must not post or share comments, photos, videos, electronic recordings or other information that:

- a) is defamatory, offensive, humiliating, threatening or intimidating to council officials or members of the public,
- b) contains profane language or is sexual in nature
- c) constitutes harassment and/or bullying within the meaning of the *Model Code of Conduct for Local Councils in NSW*, or is unlawfully discriminatory
- d) contains content about the Council, council officials or members of the public that is misleading or deceptive
- e) breaches the privacy of council officials or members of the public
- f) contains allegations of suspected breaches of the Council's code of conduct or information about the consideration of a matter under the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*,
- g) violates an order made by a court
- h) breaches copyright
- i) advertises, endorses or solicits commercial products or business,

- j) constitutes spam
- k) would be in breach of the rules of the social media platform.

Removal or 'hiding' of content

- 5.6 Where a person uploads content onto a social media platform that, in the reasonable opinion of the moderator, is of a kind specified under clause 5.5, the moderator may remove or 'hide' that content.
- 5.7 Prior to removing or 'hiding' the content, the moderator must make a record of it (for example, a screenshot).
- 5.8 If the moderator removes or 'hides' the content under clause 5.6, they must, where practicable, notify the person who uploaded the content that it has been removed and the reason(s) for its removal and their rights of review.
- 5.9 A person may request a review of a decision by a moderator to remove or 'hide' content under clause 5.6. The request must be made in writing to the General Manager and state the grounds on which the request is being made.
- 5.10 Where a review request is made under clause 5.9, the review is to be undertaken by the General Manager or a member of staff nominated by the General Manager who is suitably qualified and who was not involved in the decision to remove or 'hide' the content.

Blocking or banning

- 5.11 If a person uploads content that is removed or 'hidden' under clause 5.6 of this policy on 2 occasions, that person may be blocked or banned from the social media platform.
- 5.12 A person may only be blocked or banned from a Council social media platform with the approval of the General Manager. This clause does not apply to blocking or

banning a person from a councillor's social media platform.

- 5.13 Prior to blocking or banning a person from a social media platform, the person must, where practicable, be advised of the intention to block or ban them from the platform and be given a chance to respond. Any submission made by the person must be considered prior to a determination being made to block or ban them.
- 5.14 The duration of the block or ban is to be determined by the General Manager, or in the case of a councillor's social media platform, the councillor.
- 5.15 Where a determination is made to block or ban a person from a social media platform, the person must, where practicable, be notified in writing of the decision and the reasons for it. The written notice must also advise the person which social media platforms they are blocked or banned from and the duration of the block or ban and inform them of their rights of review.
- 5.16 Despite clauses 5.11 to 5.15, where a person uploads content of a kind referred to under clause 5.5, and the moderator is reasonably satisfied that the person's further engagement on the social media platform poses a risk to health and safety or another substantive risk (such as the uploading of defamatory content), an interim block or ban from the platform/all platforms may be imposed on the person immediately for a period no longer than 30 days.
- 5.17 A person who is blocked or banned from the platform under clause 5.16 must, where practicable, be given a chance to respond to the interim block or ban being imposed. Any submission made by the person must be considered when determining whether the interim block or ban is to be removed or retained under clauses 5.11 to 5.15.

5.18 A person may request a review of a decision to block or ban then from a social media platform. The request must be made in writing to the General Manager and state the grounds on which the request is being made.

5.19 Where a review request is made under clause 5.18, the review is to be undertaken by the General Manager or a member of staff nominated by the General Manager who is suitably qualified and who was not involved in the decision to block or ban the person. Where the decision to block or ban the person was made by the General Manager, the review must be undertaken by another senior and suitably qualified member of staff who was not involved in the decision.

5.20 Where a person that is the subject of a block or ban continues to engage on a social media platform(s) using an alternative social media account, profile, avatar, etc., a moderator may block or ban the person from the platform(s) immediately. In these circumstances, clauses 5.11 to 5.19 do not apply.

Part 6 – Use of social media during emergencies

- 6.1 During emergencies, such as natural disasters or public health incidents, the Moderator/Page administrator will be responsible for the management of content on the Council's social media platforms.
- 6.2 To ensure consistent messaging both during and after an emergency, authorised users and council officials must not upload content onto the Council's or their own social media platforms which contradicts advice issued by the agency coordinating the emergency response, or agencies supporting recovery efforts.
- 6.3 Training on social media use during emergencies should be included in training and/or induction provided to authorised users and councillors.

Part 7 – Records management and privacy requirements

Records management

- 7.1 Social media content created, sent and received by council officials (including councillors) acting in their official capacity is a council record and may constitute open access information or be subject to an information access application made under the *Government Information (Public Access) Act 2009*. These records must be managed in accordance with the requirements of the *State Records Act 1998* and the Council's approved records management policies and practices.
- 7.2 **Council officials, including councillors**, must not destroy, alter, or remove social media content unless authorised to do so. If you need to alter or remove social media content, you must do so in accordance with this policy, and consult with the Council's records manager and comply with the requirements of the *State Records Act 1998*.
- 7.3 When/if a councillor's term of office concludes, the councillor must contact the Council's records manager and General Manager to manage/transfer records of social media content created during their term of office and comply with the requirements of the *State Records Act 1998*.
- 7.4 In fulfilling their obligations under clauses 7.1 to 7.3, council officials should refer to any guidance issued by the State Archives and Records Authority of NSW relating to retention requirements for councils' and councillor's social media content³.

³ See State Archives and Records Authority of NSW 'Government Recordkeeping / Advice and Resources / Local Government' and 'Social media recordkeeping for councillors'

Privacy considerations and requirements

- 7.5 Social media communications are in the public domain. Council officials should exercise caution about what personal information, if any, they upload onto social media.
- 7.6 The *Privacy and Personal Information Protection Act 1998* applies to the use of social media platforms by the Council and councillors. To mitigate potential privacy risks, council officials will:
- advise people not to provide personal information on social media platforms
 - inform people if any personal information they may provide on social media platforms is to be used for official purposes
 - moderate comments to ensure they do not contain any personal information
 - advise people to contact the Council or councillors through alternative channels if they have personal information they do not want to disclose in a public forum.
- 7.7 Council officials must ensure they comply with the *Health Records and Information Privacy Act 2002* when engaging on and/or moderating social media platforms. In fulfilling their obligations, council officials should refer to any guidance issued by the Information and Privacy Commission of NSW, such as, but not limited to, the Health Privacy Principles.

Part 8 – Private use of social media

Note: Activities on social media websites are public activities. Even though privacy settings are available, content can still be shared and accessed beyond the intended recipients.

The terms and conditions of most social media sites state that all content becomes the property of the site on which it is posted⁴.

What constitutes 'private' use?

- 8.1 For the purposes of this policy, a council official's social media engagement will be considered 'private use' when the content they upload:
 - a) is not associated with, or does not refer to, the Council, any other council officials, contractors, related entities or any other person or organisation providing services to or on behalf of the Council in their official or professional capacities, and
 - b) is not related to or does not contain information acquired by virtue of their employment or role as a council official.
- 8.2 If a council official chooses to identify themselves as a council official, either directly or indirectly (such as in their user profile), then they will not be deemed to be acting in their private capacity for the purposes of this policy.

Use of social media during work hours

- 8.3 Council staff who access and engage on social media in their private capacity during work hours must ensure it does not interfere with the performance of their official duties.

⁴ Social Media: Guidance for Agencies and Staff (Government of South Australia) – page 9

Part 9 – Concerns or complaints

- 9.1 Concerns or complaints about the administration of a council's social media platforms should be made to the council's General Manager in the first instance.
- 9.2 Complaints about the conduct of council officials (including councillors) on social media platforms may be directed to the general manager.
- 9.3 Complaints about a general manager's conduct on social media platforms may be directed to the mayor.

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

Part 10 - Definitions

In this Model Social Media Policy, the following terms have the following meanings:

| | |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| authorised user | members of council staff who are authorised by the General Manager or SMC to upload content and engage on the Council's social media platforms on the Council's behalf |
| council official | <p>in the case of a council - councillors, members of staff and delegates of the council (including members of committees that are delegates of the council);</p> <p>in the case of a county council – members, members of staff and delegates of the council (including members of committees that are delegates of the council);</p> <p>in the case of a joint organisation – voting representatives, members of staff and delegates of the joint organisation (including members of committees that are delegates of the joint organisation)</p> |
| minor | for the purposes of clause 4.4(b) of this policy, is a person under the age of 18 years |
| personal information | information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion |
| SMC | is a council's social media coordinator appointed under clause 2.7 of this policy |

Revision Number:
File Name:

Revision Date:
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12.3 FAGS**File Number:** REP22/1627**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:**
1. AEC Report - FAG
2. Financial Assistance Grants Fact Sheet**REPORT**

At the Council meeting held 15 December 2022, this report was laid on the table until the January 2023 meeting.

At the monthly meeting of Council held 24 November, it was resolved that Council write to the Federal Member requesting consideration be given for the change of the Commonwealth Grants Commission Act to allow flexibility in the per capita contribution in the range of 10-30%. It was further resolved that Council receive a report in consideration of our position in relation to FAGS grant and associated matter.

The issue at point is the question as to how the grant funding for regional areas, who have the lowest flexibility in revenue raising can be increased. Simply, this can be achieved in one of two ways, namely:

- Change the mix of funding at the State Grants Commission to allow further funding to regional areas at the expense of urban areas or,
- Increase the amount of funding flowing from the Federal Government

The issue is complex and requires a degree of analysis to determine a way forward.

Legislation - Commonwealth

There are two key pieces of legislation that determine the flow of funds under the Financial Assistance Grants Program. The first is in the Federal jurisdiction, the Local Government (Financial Assistance) Act 1995. The 2nd is the NSW Local Government Act 1993 (S613-620). The Federal Act sets the minimum grants required to be allocated on a per capita basis by the states. The legislation is as follows (relevant section highlighted):

“LOCAL GOVERNMENT (FINANCIAL ASSISTANCE) ACT 1995 - SECT 6

National principles governing allocation by States among local governing bodies

(1) The Minister, after consulting the [relevant State Ministers](#) and with a body or bodies representative of local government, must formulate national principles for the purpose of allocating among local governing bodies amounts payable to [States](#) (other than the Australian Capital Territory) under this Act in the [year](#) beginning on 1 July 1996 and later [years](#).

(2) In formulating national principles, the Minister:

(a) is to have regard to the need to ensure that the allocation of funds for local government purposes under [section 9](#) is made, as far as practicable, on a full horizontal equalisation basis; but

(b) must ensure that no local governing body in a State will be allocated an amount under section 9 in a year that is less than the amount that would be allocated to the body if 30% of the amount to which the State is entitled under that section in respect of the year were allocated among local governing bodies in the State on a per capita basis.

(3) The reference in paragraph (2)(a) to the allocation of funds for local government purposes on a full horizontal equalisation basis is a reference to an allocation of funds that:

(a) ensures that each local governing body in a State is able to function, by reasonable effort, at a standard not lower than the average standard of other local governing bodies in the State; and

(b) takes account of differences in the expenditure required to be incurred by local governing bodies in the performance of their functions and in their capacity to raise revenue.

(4) The Minister may, after consulting with relevant State Ministers and with a body or bodies representative of local government, revoke or vary any principles formulated under subsection (1).

(5) The Minister must cause to be given to the relevant State Minister of each State other than the Australian Capital Territory and to a body or bodies representative of local government a copy of any instrument formulating principles under subsection (1) and a copy of any instrument under subsection (4) revoking or varying any of those principles.

(6) National principles formulated under subsection (1), and revocations or variations of national principles under subsection (4), are legislative instruments.

Note 1: Section 42 (disallowance) of the Legislation Act 2003 does not apply to the principles: see subsection 44(1) of that Act.

Note 2: Part 4 of Chapter 3 (sunsetting) of the Legislation Act 2003 does not apply to the principles: see subsection 54(1) of that Act.

(7) If there are no national principles in force under this section, paragraph 11(2)(d) is to be read as requiring the Commission to make the recommendations on the same basis as the basis on which the Minister is, under subsection (2) of this section, required to act in formulating national principles (see paragraphs (2)(a) and (b)).

(8) For the purposes of this section, any possibility of a reduction in the amount allocated to any local governing body in complying with the condition in paragraph 15(aa) is to be disregarded."

This is the section of the Act that representations have been made to Local Member, Hon Michael McCormack. Without a change to the Commonwealth legislation, the Local Government Grants Commission of NSW is restricted in its potential actions.

It should be noted that the change to this section of the Act is not supported by Local Government NSW or Australian Local Government Association (ALGA) and due to a potential negative financial implication to a part of their memberships, is unlikely to be supported.

Increasing Financial Assistance Grants

The other way to increase the flow of funds to regional local government is to increase the amount of grants from the Federal Government. The current policy of LGNSW and ALGA is to seek an amount equivalent to 1% of federal tax revenue. As expected however, this is not as straight forward as one might expect.

There are currently a number of funding pools[®] available from the Federal Government. These include:

1. Financial Assistance Grants (FAG)
2. Local Roads and Community Infrastructure Program (LRCIP)
3. Local Roads Investment Program
4. Roads to Recovery (R2R)
5. Black Spot Program
6. Disaster Mitigation Program
7. Growing Regions Program
8. Miscellaneous programs such as Local Government Place Based Health and Activity Program, Stronger Regional Digital Connectivity Package, Local Government Working with Indigenous Communities, Local Government Arts and Culture, Circular Economy (waste), Local Government Climate Response to name a few. These programs are generally not ongoing or widespread. In the past, local government also benefitted from the Building Better Regions Fund and Community Development Grants Program, although these are now discontinued.

[®] Source: 2022/23 Federal Budget

The details of these programs need to be assessed to determine the current contribution from the Federal Government, namely:

1. Financial Assistance Grants. FAG's are untied and may be used by local government bodies at their discretion to meet the needs and priorities of local communities.

In 2022/23, the Australian Government will provide \$2.921B in FAG's. This is complicated by the prepayment of a portion of this amount. ALGA have estimated FAG's, as a proportion of Commonwealth Tax Revenue in 2022/23 to be 0.52%.

2. Local Roads and Community Infrastructure Program. This program supports local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local communities. Funding is based on road length.

The Federal Government have committed to funding until 2025-26 on the following basis:

| | |
|---------|----------|
| 2022-22 | \$956.6M |
| 2023-24 | \$349.6M |
| 2024-25 | \$249.7M |
| 2025-26 | \$249.7M |

Funding received from this program is largely discretionary and not specifically tied.

3. Local Roads Investment Program. This program is a strategic local roads investment program to address first and last mile issues and congestion on roads. The program includes the Heavy Vehicle Safety and Productivity Program with funds allocated as follows:

| | |
|---------|--------|
| 2022-23 | \$70M |
| 2023-24 | \$90M |
| 2024-25 | \$100M |
| 2025-26 | \$100M |

The fund also includes \$80M for heavy vehicle rest stops.

4. Roads to Recovery. The Roads to Recovery Program supports the construction and maintenance of the nation's local road infrastructure assets, which facilitates greater accessibility and improves safety, economic and social outcomes. Each funding recipient's Roads to Recovery allocation is fixed for the life of the program.

Roads to Recovery Program allocations for local governments are distributed according to a formula based on population and road length set by the Local Government Grants Commission for each state. These are based on the roads component of the Financial Assistance Grant program.

The total fund is as follows:

| | |
|---------|----------|
| 2022-23 | \$492.3M |
| 2023-24 | \$483.9M |
| 2024-25 | \$499.5M |
| 2025-26 | \$499.5M |

The allocation for Temora Shire Council in 2022-23 is \$825,968 (est)

5. Black Spot Program. This program funds safety measures such as traffic signals and roundabouts at locations where serious crashes have occurred or are at risk of occurring. The funding is allocated on a competitive basis and allocations are as follows:

| | |
|---------|----------|
| 2022-23 | \$120.1M |
| 2023-24 | \$120.1M |
| 2024-25 | \$120.1M |
| 2025-26 | \$120.1M |

6. Disaster Mitigation Program. This program is designed to reduce cost from natural disaster and improve infrastructure resilience. The allocation from the fund is \$200M annually for 4 years. The program includes the Disaster Ready Fund, Disaster Relief Australia, Disaster Support, Improving drought resilience and Plan for Disaster Readiness.

7. Growing Regions Program. This program is to support community and place-based investment in rural and regional Australia, through both a competitive grants program and collaborative partnerships program. There is \$1B available over 3 years from 2023-24.

Although it is difficult to quantify, it is likely that local government receive, in total terms, funding at a level that is close to the requested 1% of commonwealth revenue. The current system is flawed however in the manner in which allocations are made, as it:

1. Gives no surety to local government of ongoing funding
2. A number of the grants are tied, taking away the community flexibility of the FAG's grants
3. The targeted grant approach is open to political, ideological or government policy influence, rather than the needs and aspirations of the community.

The proposal by our peak bodies to seek a set, untied portion of the total commonwealth tax revenue should be supported however assurance need to be forthcoming as to which programs would be absorbed into such payments.

For Council Information

RESOLUTION 9/2023

Moved: Cr Claire McLaren

Seconded: Cr Max Oliver

It was resolved that Council note the report.

CARRIED

Report by Gary Lavelle

Financial Assistance Grants

Financial Assistance Grants support the financial sustainability and health and wellbeing of every Australian community.

GRANT

IMPORTANCE OF THE FINANCIAL ASSISTANCE GRANTS

Local government Financial Assistance Grants are provided by the Commonwealth Government to help councils provide local services and infrastructure. The grants are not tied and can be used by local government bodies at their discretion to meet the needs and priorities of local communities.

The Financial Assistance Grants in 2021/22 totalled \$2.7B. Historically, local government was funded by the Commonwealth Government through a tax sharing arrangement, ensuring funding was aligned with the growth of the Australian economy. In 1989 however, this arrangement was changed to only increase by a population growth and consumer price indexation (inflation). As a consequence, these important grants have fallen to just 0.53 percent of Commonwealth taxation revenue.

Financial assistance to local governments from the Commonwealth is relied upon by all councils to provide local services and infrastructure that enable the liveability of our communities.

The funding provided is a major contributor to local employment and the development of the workforce through traineeships and apprenticeships. Without these grants, councils would need to generate additional revenue to maintain the required levels of service and meet the expectation of all Australians. Alternatively, councils would need to decommission infrastructure and reduce services to communities to remain financially viable.

A fair share of Commonwealth tax revenue is essential to the continued liveability of our communities.



FINANCIAL AND ECONOMIC BENEFITS OF FINANCIAL ASSISTANCE GRANTS (2021/22)

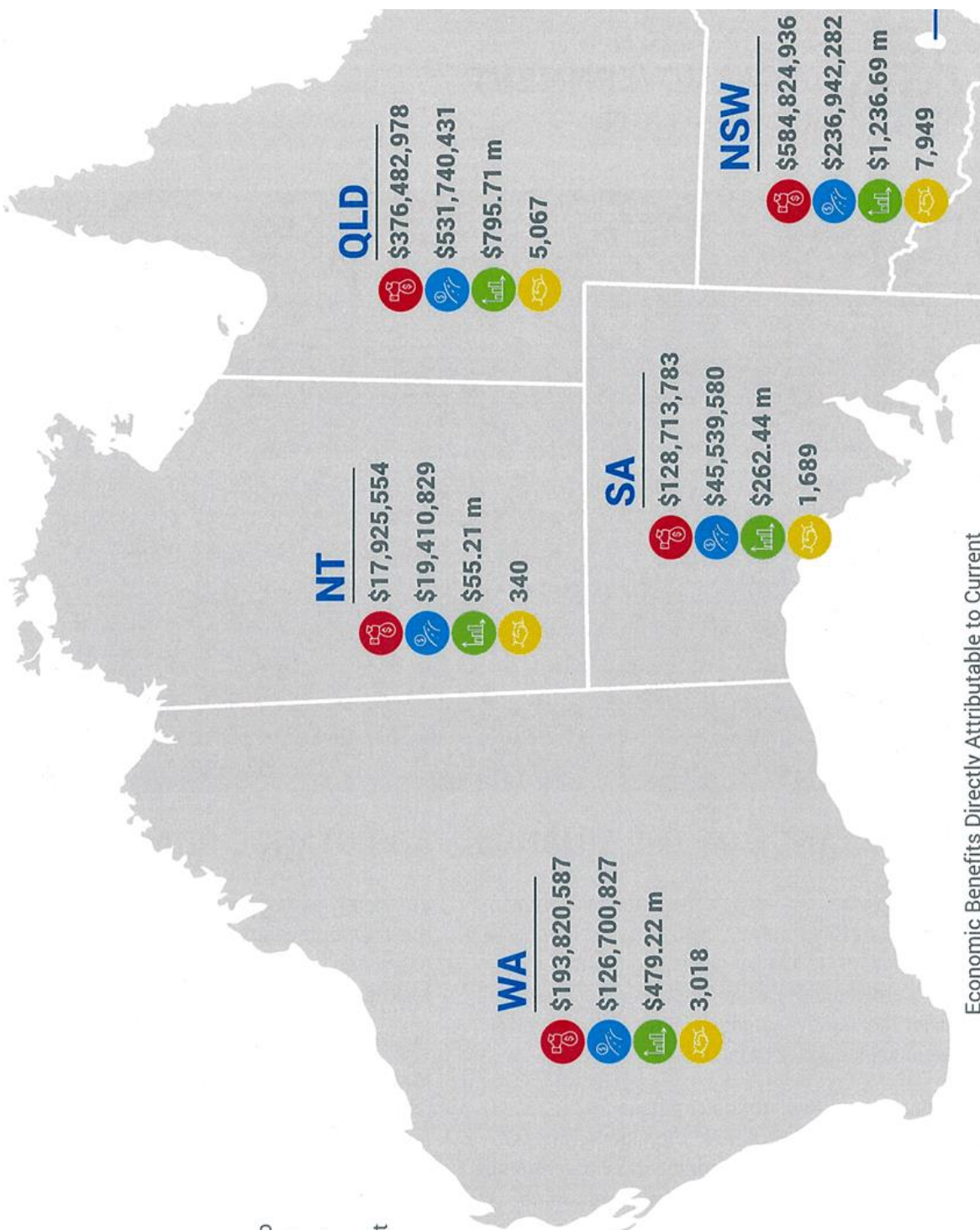
Benefits of Achieving 1% of Commonwealth Tax Revenue

Increasing the Financial Assistance Grants to 1% of total Commonwealth taxation revenues would provide **\$5,125M** in funding to local government in 2021-22, which is an additional \$2,429M in funding.

An additional **\$2,429M** would increase the Gross Regional Product (GRP) by **\$3,439M** and support an additional 22,814 jobs full-time equivalent jobs.

Reliance Upon Grants for Financial Sustainability

Financial Assistance Grants contribute more than 10% of the total operating revenue for 270 (or 50%) of local government bodies in Australia - the grant funding contributes more than 20% of **total operating revenue for 123** (or 23%) of local government bodies.



Economic Benefits Directly Attributable to Current

A GREATER SHARE OF COMMONWEALTH TAXATION WOULD INCREASE COUNCIL SERVICE LEVELS, IN PARTICULAR IN THE FOLLOWING AREAS

INFRASTRUCTURE

Sealed road maintenance; unsealed road maintenance; footpaths and cycleways; stormwater drainage; and waste disposal and recycling.

ENVIRONMENTAL AND REGULATORY

Road safety/ traffic management; management of natural areas/ biodiversity; animal control and pounds.

COMMUNITY

Parks and open spaces; aquatic centres, leisure centres, and sports fields; community grants; and community halls and venues.

RESTORING FINANCIAL ASSISTANCE GRANTS

Core federal funding to local government has been in relative decline since the mid-1980s. The ability of many councils to continue providing necessary services and infrastructure was further impacted when the indexation of Financial Assistance Grants was frozen in the 2014-15 Federal Budget, before being reinstated three years later in 2017-18. ALGA's 2021 National State of the Assets report indicates that around 10 percent of the infrastructure owned and managed by Australian councils is in poor condition and requires intervention.

Financial Assistance Grants are particularly valuable for local government, as the funding is untied, meaning it can be spent where it is most needed. This can include building new infrastructure, delivering new programs that meet community needs, as well as maintaining local pools, libraries, sporting grounds and roads. Untied funding provided to councils also enables them to invest in their workforces, through bringing on new staff or upskilling or retraining existing employees, helping address Australia's workforce capacity challenges.

ALGA POLICY: ALGA is seeking a commitment from the Australian Government to restore Financial Assistance Grants to at least one percent of Commonwealth taxation revenue via a phased approach.

IF FUNDED: Jobs created: 22,813 Contribution to annual GDP : \$3.44 billion

WHAT'S THE ISSUE? The value of Financial Assistance Grants provided to local government has declined over the past three decades from around 1 percent of Commonwealth taxation revenue to around 0.53 percent.

WHY DOES IT MATTER? Local governments only collect around 3.5 percent of taxation nationally and need support from other spheres of government to provide and maintain the infrastructure their communities need such as swimming pools, playgrounds, sports facilities, regional airports, and roads.

For further information on the research into financial, economic and social benefits of Financial Assistance Grants, contact ALGA or AEC Group.



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Financial Assistance Grants 2022-23

Fact Sheet 2022



Local Government Financial Assistance Grants are paid to local councils to help them deliver services to their communities. The funds are paid annually by the Australian Government. Councils are free to use these funds at their discretion and are accountable to their ratepayers. The allocation is paid in quarterly instalments.

2022 Update

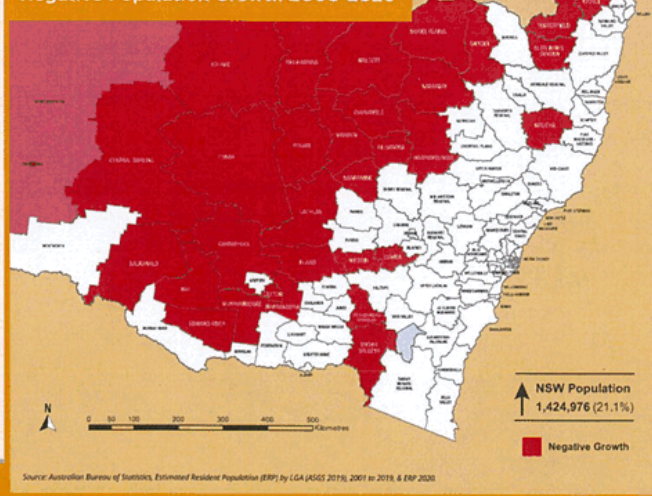
In 2013 the Independent Local Government Review Panel recommended, "Subject to any legal constraints, seek to redistribute Federal Financial Assistance Grants and some State grants in order to channel additional support to councils and communities with the greatest needs." Following an extensive review of the financial assistance grant model 2013 to 2016, recommendations were made to refine and improve parts of the expenditure allowance under the General Purpose Component (GPC). In 2018 the Commission (Commission) implemented refinements consistent with the National Principles and the NSW Government policy to allocate grants, as far as possible, to councils with the greatest relative disadvantage. However, the model refinements remain in a transition stage.

Since entering transition in 2018-19, the Commission has implemented transition arrangements, which limit the variation percentage of individual councils' annual GPC levels, as follows:

- Upper limit (cap) of +5%
- Lower limit (collar) of 0%

Historically, the Commission set a range between +5% and -5%. The Commission is looking to restore caps and collars within a range of +6% to -4%. Retaining a 0% collar is resulting in more funds continuing to shift from councils with greater relative disadvantage to councils with more relative advantage. The Commission will keep the transitional arrangements for the 2022 recommendations. It is consulting with the sector about the recommendations for 2023 and beyond and the most appropriate approach to resume the original lower limit, which may include a staged option.

Negative Population Growth 2006-2020



Councils with greatest relative disadvantage:

Councils with greatest relative disadvantage are generally rural and remote councils with:

- Small and declining populations
- Limited capacity to raise revenue
- Financial responsibility for sizeable networks of local roads/infrastructure & diminishing financial resources
- Relative isolation

The ongoing challenge for the Commission has been how to allocate a fairer share of the GPC to such councils when a fixed 30% of the GPC grant must be allocated based on population increases/decreases.

General information

Funds are allocated to NSW on the basis of the National Principles under the Federal legislation - the *Local Government (Financial Assistance) Act 1995*. It comprises two pools of funds - the GPC and the Local Roads Component (LRC). For 2021-22 the estimated entitlement for the GPC is \$584,824,936, and the LRC is \$236,942,282, but the funds are untied. The GPC incorporates:

- Expenditure Allowance
- Revenue Allowance
- Isolation Allowance
- Pensioner Rebate Allowance
- Relative Disadvantage Allowance

Financial Assistance Grants 2022-23

Fact Sheet 2022



Why refine the model?

It's important to note that the Commission is not implementing a new model. Over time, the model had become very complex with an increasing number of functions and disability factors. The model had 20 expenditure functions and 47 disability factors applied across 128 councils plus more than 100 individual occurrences of discretionary disability factors. The Commission has taken advice, tested the competing propositions and decided to implement the recommended refinements and improvements.

The refined model:

- Allocates a higher proportion of grant funding to councils with greatest relative disadvantage
- Is consistent with the National Principles
- Is consistent with NSW policy of grant allocation
- Is transparent and publishable
- Is robust, statistically verifiable and auditable
- Uses best practice financial and modelling principles
- Is modern, simplified and more flexible

Per capita minimum grant

The legislation provides for a per capita minimum grant. The per capita minimum for 2021-22 is \$21.48. Councils on the minimum grant generally:

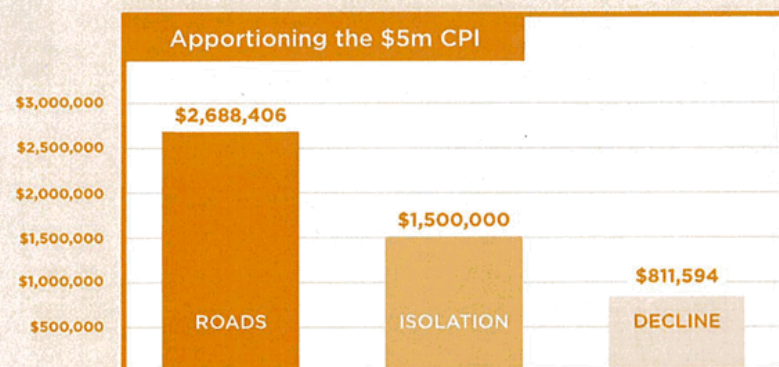
- Have greater revenue raising capacity
- Are not relatively disadvantaged
- Have economies of scale
- Are geographically smaller
- Experience year on year growth

There are 16 councils on the minimum grant, all located in the Sydney area. Just under 30% of the State's population live in those council areas.

Four minimum grant councils received a higher than state average increase of 1.7%, including the City of Sydney with an increase of 1.74%.

Relative Disadvantage Allowance

The Commission quarantined \$5m of the CPI increase and apportioned it as an allowance for relative disadvantage.



Roads = unsealed local roads. Isolation = increased weighting for isolation allowance. Decline = councils with population decline between 2006-20 (see negative population growth 2006-20 map page 1).

General Purpose Component (GPC)

The GPC expenditure allowance remains based on council expenditure reported against Financial Data Return grouped as follows:

- Administration & Governance
- Recreation & Culture
- Community Amenities
- Community Services & Education
- Roads, Bridges, Footpaths & Aerodromes
- Public Order, Health, Safety & Other

The 20 council functions are being retained but consolidated to six. The state average per capita cost for each function is still calculated by aggregating expenses (reported by all councils in their Financial Data Returns) for each function and divided by NSW's population.



Financial Assistance Grants 2022-23

Fact Sheet 2022



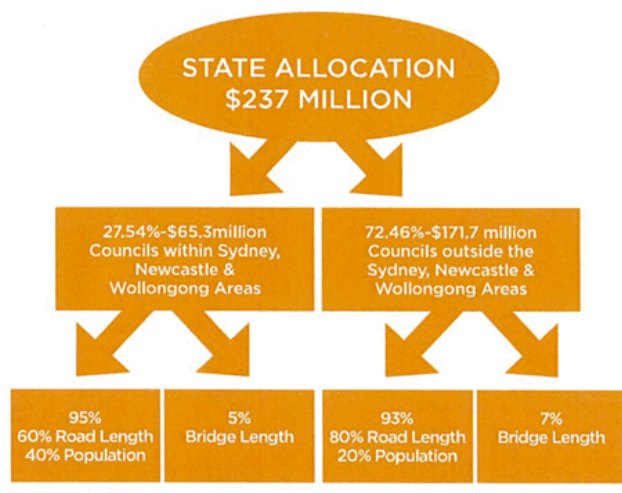
The **GPC expenditure allowance** includes five Cost Adjusters (or Disability Factors/Measures) to enable the Commission to compare councils' relative disadvantage/advantage:

- Population (ABS - Total for LGA)
- Aboriginal & Torres Strait Islanders (ABS - %)
- Local road length (council - km)
- Environment (ABS - ha environmental land)
- Rainfall, topography and drainage
(Consultants Willing & Partners - index)

The expenditure allowance formula is also retained:

$\text{No. of Units (LGA Population)} \times \text{State Ave \$Cost/capita for the function} \times \text{council's disability factor} = \$ \text{expenditure allowance.}$

Distribution of Local Roads Component 2021-22 (29% of the national pool)



Submissions

Special submissions from councils will be considered by the Commission. The purpose of a 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 Commission to adequately consider all legitimate factors that affect councils' capacity to deliver services.

Contact the NSW Local Government Grants Commission

5 O'Keeffe Ave, Nowra NSW 2541
Locked Bag 3015, Nowra 2541
Telephone 4428 4100
grants@olg.nsw.gov.au

Related information:

<https://www.olg.nsw.gov.au/commissions-and-tribunals/grants-commission>
Includes information such as prior fact sheets, Grants Commission Circulars, reports and grant schedules.

Background and call for the review

The Independent Local Government Review Panel recommendation (Fact Sheet page 1) was supported by a number of other reviews and reports including:

2008 Assessing Local Government Revenue Raising Capacity, Productivity Commission Research Report:

"A number of councils, particularly in capital city and urban developed areas, have the means to recover additional revenue from their communities sufficient to cover their expenditures without relying on grants. However, a significant number of councils, particularly in rural (87%) and remote (95%) areas would remain dependent on grants from other spheres of government to meet their current expenditure. Given the differences in the scope to raise additional revenue across different classes of councils, there is a case to review the provision of Australian Government general purpose grants to local governments."

2010 Australia's Future Taxation System Report:

"The current requirement that each council receives 30% of its per capita share of untied financial assistance grants may prevent state grants commissions from redistributing to councils that require greater assistance."

2013 The NSW Local Government Grants Commission submission to the Commonwealth Grants Commission Review:

... "we have seen an increase in concerns being raised about:

- the widening gap in revenue raising capacity for larger metropolitan councils versus smaller rural councils;
- increasing infrastructure needs;
- declining population."

2014 The NSW Government's Response to the Local Government Review Panel:

"The Government supports targeting Financial Assistance Grants to communities with the greatest need. It will ask the NSW Grants Commission to continue to identify opportunities to achieve this over time, within the constraints imposed by the national funding principles. It will also ask the Commission to ensure transitional protection for those councils with lower levels of need, to minimise the impact of any redistribution."

2017 Shifting the Dial: 5 year Productivity Commission Review:

"The Commission's study into transitioning regional economies noted that where populations have declined in Local Government areas, related declines in revenue are hampering efforts to maintain infrastructure designed to service (and be funded) by larger populations."

12.4 ARIAH PARK ADVISORY COMMITTEE - LANDFILL FUND**File Number:** REP22/1632**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Ariah Park Advisory Committee - Landfill fund**REPORT**

In August 2022, contact was made with the Ariah Park Advisory Committee regarding the fund distribution from takings at Ariah Park Landfill site. The Committee was requested to call submissions from the community for suitable projects.

These funds originate from a need to restrict access to the landfill site due to abuse, primarily from users not originating from Ariah Park. The commitment made at the time of the introduction of a charge was that takings would be provided back to the community. The conditions on the fund distribution were that recipients must:

- Be a not-for-profit community group, and
- Provide broad community benefit

Council have recently received advice from the committee of the preferred recipients, following the community submission phase. A copy of the correspondence is attached.

The recommended recipients are:

| Organisation | Project | Total Cost | Grants requested |
|---------------------------------|-------------------------------|------------|------------------|
| Ariah Park CWA | Installation of concrete ramp | \$8000 | \$1500 |
| Ariah Park Youth Hall | Floor coverings | \$8000 | \$1500 |
| Ariah Park Community Projects - | | | |
| Coolamon St | Christmas decorations | N/A | \$500 |
| Ariah Park Tree Ctee | Purchase water cartage tank | \$1520 | \$1520 |
| Ariah Park Café | Repairs to building | \$5000 | \$1000 |

The total of the submissions received is \$6,020. This is more than the normally allocated \$5,000, however there has been an extended application period and the fund currently has sufficient funds with a balance of \$10,195.

Cr Judd declared a non-pecuniary interest in relation to item REP22/1632, due to a being a member of the Ariah Park Advisory Committee and left the meeting at 4:34 PM.

RESOLUTION 10/2023

Moved: Cr Jason Goode

Seconded: Cr Claire McLaren

It is recommended that the funds recommended by the Arianh Park Advisory Committee, totalling \$6,020.00 be approved.

CARRIED

Report by Gary Lavelle

Cr Judd returned to the meeting at 4:35 pm.

ARIAH PARK ADVISORY COMMITTEE

A Section 355 Committee of Temora Shire Council

Chairman

Mr Tim Sanders

0459 272 454

timgrcel@netspace.net.au

Secretary

Mr Rowan Bromfield

0427 809 365

rbromfield@deltaag.com.au

9th December 2022

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

Re: Arianh Park Landfill Fund

Dear Gary,

At our last meeting on the 8TH December, 2022 we discussed the allocation of funding for the Arianh Park Landfill Funds.

The committee would like to recommend the funding be allocated as follows –

- Arianh Park CWA Rooms – Installation of Disability Concrete Ramp at rear of building - \$1500

Contribution to projected full cost of project - \$8,000

- Arianh Park Youth Hall – Installation of improved floor coverings \$1500

Contribution to projected cost of new floor coverings - \$8,000

- Arianh Park Community Projects – Coolamon St Christmas Decorations \$500

- Contribution to the 2022 Christmas – supplemented by local sponsorship

- Arianh Park Tree Committee – Purchase of new 800ltr Poly Water Cartage Tank for tree watering trailer- \$1520

- Full cost of this project

- Arianh Park Café (Broken Dam Pty Ltd Community Owned) – Repairs to building due to water damage \$1000

- Contribution to full cost of repairs - \$5,000

Kind Regards

Rowan Bromfield

Rowan Bromfield
Secretary
Arianh Park Advisory Committee

12.5 MEDIA OFFICER

File Number: REP23/71
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

REPORT

As Council are aware, the Media Officer resigned from the employment of Council due to personal reasons at the end of December.

The Media Officer is responsible for providing content to media outlets regarding the operations of Council, primarily stemming from the monthly Council meeting. This content supports the coverage of Council meetings currently provided by the Temora Independent.

Prior to advertising for the position, I seek the advice of Council as to whether Council support the continuation of the role. If Council resolve to continue the role, advertising will commence to fill the position.

RESOLUTION 11/2023

Moved: Cr Graham Sinclair
Seconded: Cr Lindy Reinhold

It was resolved that Council advertise for the position of Media Officer.

CARRIED

13 ENGINEERING SERVICES**13.1 MALLEE STREET - REQUEST FOR RESTRICTED PARKING CORRESPONDENCE****File Number:** REP22/1617**Author:** Engineering Trainee**Authoriser:** Engineering Asset Manager**Attachments:**

1. Prior Report to November Council 2022
2. Letter to Resident/s
3. Resident Correspondence 1
4. Resident Correspondence 2

REPORT

Following the resolution from the prior report to Council's November 2022 meeting, letters were sent to three (3) property owners on Mallee Street regarding the proposed restricted parking area for the benefit and safety of Moses and Son's operations.

Council's General Manager had received correspondence from two (2) of the letter recipients outlining their concerns regarding the restricted parking and proposing other options to rectify the issues raised within the previous report, one of which proposes that Moses and Son's simply rearrange the movement of heavy vehicles in and out of the site. Council resolved previously to implement the restriction given that no objections were incurred; as objection to the proposal has been received, Council will need to review this correspondence and discuss whether to:

1. Continue pursuing resident agreements to the proposed restricted parking,
2. Devise other solutions to rectify the issue identified, ensuring that all parties are consulted and in agreement.
3. Reject the request for restricted parking all together.

RESOLUTION 12/2023**Moved:** Cr Graham Sinclair**Seconded:** Cr Max Oliver

It was resolved that Council officers meet with Management of Moses & Sons, Schulz Automotive and Temora Truck & Tractor to discuss options.

CARRIED

ASSETS & OPERATIONS COMMITTEE MEETING AGENDA

15 NOVEMBER 2022

4.4 MALLEE STREET - REQUEST FOR RESTRICTED PARKING**File Number:** REP22/1319**Author:** Engineering Trainee**Authoriser:** Engineering Asset Manager**Attachments:**
1. Email Correspondence from Moses and Sons
2. Mallee Street Map and Template Signs**REPORT**

Correspondence was received by Cr Irvine from Moses and Son raising concerns of restricted access for heavy vehicles to their warehouse and requesting that solutions be investigated and considered to restrict parking around the entry/exit points.

This matter is being presented to this committee due to the next Traffic Committee not being until early 2023 and deemed not feasible to call a meeting for this one report prior to the next week.

The entry/exit points exist on all three streets surrounding the area: Melaleuca Street, Ironbark Street, and Mallee Street.

- Verbal discussion between Moses and Son and Shultz Automotive to restrict parking on Mallee Street had taken place noting that both are happy with this solution.
- Discussion has yet to happen with Truck and Tractor regarding restricting parking on Melaleuca Street.
- Restricting parking on Ironbark Street creates an issue as trucks often park in this area to decouple.

There are several signage options to restrict parking:

- No Stopping - permits a taxi to drop off or pick up passengers or luggage, time restrictions applicable
- No Parking - drivers can stop to pick up and drop off passengers or goods given the driver is within 3 metres of the vehicle and leaves within two minutes unless indicated on sign (or given a disability permit)
- Restricted Parking - drivers can stop to pick up or drop off passengers or goods, public utility vehicles permitted to park, bicycles and ridden animals excused from restriction
- Clearway - public buses, taxis, and postal vehicles can stop to pick up or drop off passengers or goods, time restrictions applicable, can be marked with broken longitudinal yellow lines
- No Standing - drivers can pick up or drop off passengers and can stop and wait as long as they are behind the wheel, loading/unloading not permitted – not found in Road Rules 2014 legislation

ASSETS & OPERATIONS COMMITTEE MEETING AGENDA15 NOVEMBER 2022

Summary

The main concern seems to be the entry/exit on Mallee Street based on correspondence and thus it is suggested that correspondence be sent from council to the two property owners that a No Parking zone would impact on the eastern side of Mallee Street as per Map. If no objection is received, then Council proceed with installing a signposted No Parking zone at this location. Noting this proposal would only realistically see removal of space to park 2 vehicles and ample street parking remains available. No Parking signage is more consistent with other signage in Temora.

BUDGET IMPLICATIONS

2x Signs (Materials, posts, brackets, signs, concrete/pins) = \$220

Labour and vehicle = \$120

Total Cost Approximately \$340

Cost would be covered under general maintenance.

COMMITTEE RESOLUTION 123/2022

Moved: Cr Rick Firman

Seconded: Cr Claire McLaren

That the Committee recommend to Council that correspondence be sent from Council to the two property owners that a "No Parking" zone would impact on the eastern side of Mallee Street.

AND FURTHER

That if there is no objection received that Council will install No Parking signage at this location.

CARRIED

Report by Michael Laxina

Subject: Street parking in the industrial zones

From:

Sent: 27/09/2022 12:06:02 PM

To:

CC:

Hi Anthony

A staff member and transport contractors have raised a potential issue of restriction of access and egress to our warehouse complex in Melaleuca, Ironbark and Mallee streets for heavy vehicles.

In recent times I have noticed heavy vehicles parked in Melaleuca St and Ironbark St that restrict access and egress for our entry points. In addition on street parking for vehicles and caravans are creating the same restriction in Mallee St.

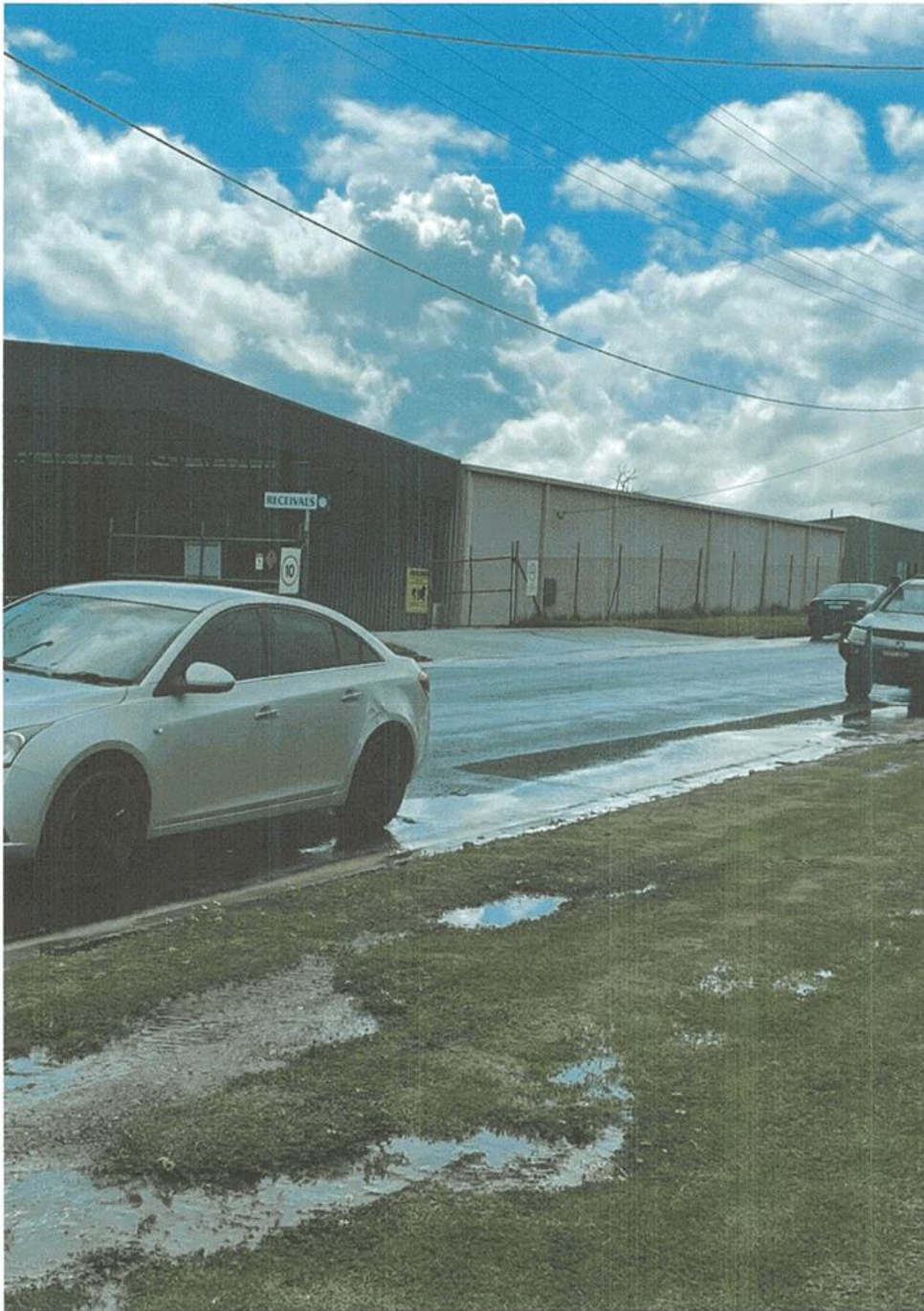
Our traffic flow for Medium and Heavy transport vehicles enter Melaleuca St and Exit Mallee St, or when needed Ironbark St.

Trucks enter and exit Ironbark St when the loading bays are congested or there are merchandise deliveries.

Is there a case for **no parking zones** to be implemented in these three areas to ensure access between 7am and 7 pm and if so what is the process we have to undertake to implement the action. I would think **30m parking** exclusion each side of the gates would be a reasonable ask.

Your comments and advice would be welcome?





Subject: RE: Street parking in the industrial zones
From:
Sent: 28/09/2022 9:28:49 AM
To:

Thanks Anthony

I paid a visit to [REDACTED] yesterday and spoke to his mechanic as [REDACTED] was elsewhere. [REDACTED] called in last night [REDACTED] He was happy to keep vehicles from parking on the road in front of our Mallee st entrance which will give us clear exit from our Mallee St gate. I will have a chat to T & T to be aware of the issues. The Ironbark St entrance may be hard to police as trucks in transit at times park there. Decouple and head into Town.

On reflection I see there are two distinct issues.

First is the manageable component, which can be handled by having a discussion with the Business in the industrial precinct about the access points at risk.

The other issue are vehicles in transit that have no idea they are restricting access. Maybe the solution for this is a no standing signs for 20m either side of the gates and some painted lines defining the exclusion zone??

Cheers

[REDACTED]
Managing Director
Moses & Son Woolbrokers
Bluechip Livestock
Pinefarm Pty Ltd
[REDACTED]

www.mosesandson.com.au



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Map 1: Mallee Street and Proposed No Parking Zone



Images: Signage Options *(Details on controls in report information)*



Road sign showing 'No Stopping'



Road sign showing do not park to the left of this sign



Restricted parking signs



You must not park between a 'Clearway' sign



'End clearway' sign

AJD:ARB

3 December 2022

Dear [REDACTED]

RE: MALLEE STREET – PROPOSED “NO PARKING” ZONE

Please be advised that a report in relation to Mallee Street was tabled at the November Assets and Operations council committee meeting, followed by council meeting on Thursday 24th November 2022.

This report was relating to a request for a change to parking in Mallee Street for a small section to allow improved egress of trucks from the Moses and Sons access onto Mallee Street. Overtime as the business has grown and trucks more frequent concern has grown over parked vehicles in Mallee Street restricting the vehicle turning pathways exiting the driveway. This not only impacts the trucks leaving the site but increased risk for parked vehicles or drivers exiting those vehicles.

Based on the information provided to council a small section of the eastern kerb in Mallee Street outside your property of [REDACTED] is being considered for a “No Parking” zone as indicated on the attached map. Council resolved to implement this “No Parking” zone subject to no objection being received by adjacent property owners. This decision is based on ample on street parking available outside this area proposed for the “No Parking” zone on the eastern side and on the opposite side of the street along the western kerb. Further noting “No Parking” as per NSW road rules states drivers can stop to pickup and drop off passengers or goods given the driver is within 3 metres of the vehicle and leaves within two minutes unless indicated on sign.

In relation to this letter if you have no concerns over this proposed “No Parking” zone than a response is not required. However, if you object to the proposal please respond in writing by Tuesday the 10th of January 2023 outlining in your return correspondence the reasoning for your objection.

Should you require any further information, please do not hesitate to contact the Engineering Department on 02 6980 1100 (*Option #1*) or the undersigned on 0419 844 759.

Yours sincerely



AJ Dahlenburg
ENGINEERING WORKS MANAGER

For the GENERAL MANAGER

Map 1: Mallee Street and Proposed No Parking Zone



8 December 2022

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

Dear Gary

Re Mallee Street – Proposed “No Parking” Zone - Ref AJD:ARB

I confirm that we have received your letter of 3 December 2022 and would ask you to consider our comments.

Before Temora Shire Council considers removing the Industrial area amenity enjoyed by all businesses in the precinct, the incurring of cost to setup the restriction as well as policing the restriction - has the party considered options available at nil cost and without inconvenience to other businesses in the area?

So, then I ask that you consider the following options -

Option 1 - I refer to the possibility of semitrailers exiting the site north onto Mallee St then onto Hakea St. It is clear from the diagram that you provided (roughly the yellow highlighted over page -Diagram 1) that north of the proposed restricted area does not present a problem. This option would also allow the driver to park, complete logbook, check the load, without blocking entry to the Repco business as I have witnessed on a number of occasions, but rare all the same.

Option 2 – Alternatively, the semitrailers could enter the site from the north along Mallee Street. I see the benefit of this option being that the vehicles will be empty, more easily manoeuvrable, entering the site on the high side of the site driveway. Currently the trucks leave loaded (with approx. 25 mt on board) up a very steep exit driveway, where getting the exit line correct is important. This alone places considerable stress on the vehicle exiting the site, particularly in a stop/s2tart/reverse situation.

Option 3 – If there are vehicles parked on the proposed restricted area – then head North on Mallee St– if there are no vehicles in the proposed restricted area then proceed as normal, head south onto Mallee St.

Council's proposal does not affect my business, but it may do, for future owners of the site.

It is rare to have vehicles parked in the proposed restricted area, and if so, are usually moved inside the Repco yard when the business opens, from my observations. I note that I was previously unaware that an issue had arisen until receiving your letter recently.

I am just asking for common sense to prevail and all options to be considered as well as draconian measures and unintended consequences avoided.

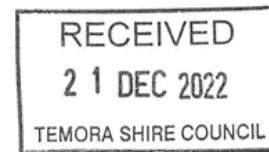
Yours sincerely,



Diagram 1

19 December 2022

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



Dear Gary,

RE: Mallee St Proposed "No Parking Zone"

With respect to all involved parties, I am submitting this letter as an official objection.

In response to letter received by me 7 December 2022 regarding parking zone directly in front of my business I would like to offer some options for consideration.

If heavy vehicles were to alight left from Moses & Son wool store into Mallee St ample room would be had to manoeuvre, plus drivers would have better vision of traffic in either direction when turning out. Instead of blocked sight to the left when vehicle arcs around to the right.

Heavy vehicles having to climb through the gateway into Mallee St & stop for traffic must put considerable stress on drivetrain components because of the gradient. On several occasions I have witnessed a fully loaded vehicle, especially "Step Deck" trailers having to stop, reverse & change direction because underside of trailer components – spare tyre rack, toolbox & support stands have contacted concrete of the driveway & council nature strip. A simple solution to this would be to enter only Eastern gate to wool store unloaded & alight loaded to the west into Melaleuca St. With that exit a more horizontal surface with minimal gradient. Being a cul de sac I can imagine having less traffic.

As our trading hours are basically the same as Moses And Son, vehicles left on the street outside my business after hours would I can see have little impact on turning vehicles, again, turn left on exit if needed after hours. Vehicles left by customers on the street of a morning before hours are immediately moved into our yard on our arrival. I add, a simple request by said heavy vehicle drivers " Could you please move the parked vehicle I will be on my way shortly" would be met with a swift response of "Absolutely".

I have observed the design of the "Loading/unloading" zone between wool stores is set slightly to the South of centre, allowing less turning angle to the left on exit. Surely an easier option anyway. These "Common Sense" measures would be of little cost to Temora Shire or involved businesses.

I look forward to further developments in this matter. I can be contacted any time on [REDACTED]

13.2 CROWLEY STREET FOOTPATH - RESIDENT CORRESPONDENCE

File Number: REP22/1634
Author: Engineering Trainee
Authoriser: Engineering Asset Manager
Attachments: 1. Resident Correspondence 1
2. Resident Correspondence 2
3. Map of Footpath Locations
4. Contribution Letter (1/5)

REPORT

Correspondence from a Crowley Street resident was received by Council outlining their issues and concerns regarding the proposed Crowley Street footpath (funded by Get NSW Active for the council portion outside of resident contributions as per policy EW11) from Polaris Street to the Bob Aldridge entrance. Resident contribution letters have been sent by Council staff as per regular procedure.

Initial correspondence highlighted their issues with Council having lacked communication with residents for proposed projects, feeling as though consultation from residents should be sought within the period of discussion for new projects such as this. Disclosure of expenses was another issue but note should be taken that Council rates are updated around the beginning of each financial year and uploaded onto Council's website as stated on the contribution letters.

Following this, further correspondence was received regarding their concerns for the occupants of the Dr Parry Homes residences on the corner of Crowley Street and Grey Street. Their concerns are on the grounds of access and safety namely for mobility scooter and wheelchair users, stating that Crowley Street is used as a quieter route to access the main street and its facilities but lacks footpath cohesion.

The footpath being allocated to the Western side of Crowley Street was an attempt to connect Temora's Park and sporting facilities - Federal Park, the Tennis Courts, and Bob Aldridge; the latter two regularly being used by local schools simultaneously. Noting that if the footpath to the Southern side of Polaris Street on Crowley Street wasn't already installed on the Western side of the street past Federal Park and the tennis courts the current extension of network would have likely been planned on the Eastern side of Crowley Street.

Typically, new footpaths are planned for construction on the side closest to the town centre as this side attracts higher pedestrian volumes however other factors such as public facilities (Parks, Sporting fields, etc.), trip attractors (schools, hospitals, businesses, etc.) and any other infrastructure constraints that prevent feasibility such as other services (gas, Telstra, water, sewer, etc.). All planning for footpaths is undertaken in accordance with council policy EW02 – Pathways Hierarchy Plan.

The correspondence is asking council to consider relocating the proposed footpath from the western side to the eastern side of Crowley Street. Noting that concerns for residents of Mother Shipton Villa's had been previously addressed with a new concrete footpath linking this development to Hoskins Street along the northern side of Grey Street.

If the proposed footpath was changed from the Western side to the Eastern side these three items would need to be undertaken.

1. Approval to change installation location under the Get Active NSW funding which would need Traffic Committee concurrence as per Grant requirements.

AND

2. Residents on the Western side would need to be notified of the retraction for their contribution requirements,

AND

3. New contribution letters would need to be sent to residents on the eastern side.

Further detailed in the correspondence is concern over how wide Polaris Street is for pedestrians to cross without any form of protection on what residents view an already unsafe intersection with a crash history record. Consideration should be given to this safety concern within councils future plans best address through referral of this intersection to have a Road Safety Audit within councils future draft budget and inclusion in councils PAMPs Plan. It may be suggested that either kerb blisters or central median are appropriate on Polaris Street to aide in pedestrian safety for crossing Polaris Street. This is best considered in an audit that also looks at traffic movements and current layout of the intersection with existing safety concerns for vehicle movements at this intersection.

Cr Firman declared a pecuniary interest in relation to item REP22/1634, due to being a Property Owner.

Cr Firman left the meeting at 4:45 PM and took no further part in the discussion.

Cr Sinclair assumed the chair.

RESOLUTION 13/2023

Moved: Cr Jason Goode

Seconded: Cr Nigel Judd

It was resolved that Council review the correspondence and consider the points raised in relation to the newly proposed Crowley Street Footpath.

AND

Irrespective of which side of Crowley Street the new footpath is installed refer \$15,000 to 2023/2024 budget estimates for a road safety audit of Crowley Street and Polaris Street Intersection. Along with including this item in councils PAMP Plan to improve pedestrian safety at this intersection following the new footpath installation.

AND FURTHER

Council confirm the footpath be installed in accordance with the original proposal on the Western side.

CARRIED

Report by Michael Laxina

Cr Firman returned to the meeting at 4:55 PM and resumed the chair.

Michael Laxina

From: Alex Dahlenburg
Sent: Tuesday, 20 December 2022 2:19 PM
To: Michael Laxina
Subject: FW: ATT: Engineering Works Manager.

Importance: High

Follow Up Flag: Follow up
Flag Status: Flagged

-----Original Message-----

From: Temora Shire Council <temshire@temora.nsw.gov.au>
 Sent: Thursday, 8 December 2022 4:27 PM
 To: Alex Dahlenburg <adahlenburg@temora.nsw.gov.au>
 Subject: FW: ATT: Engineering Works Manager.
 Importance: High

-----Original Message-----

From: [REDACTED]
 Sent: Thursday, 8 December 2022 4:25 PM
 To: Temora Shire Council <temshire@temora.nsw.gov.au>

Subject: ATT: Engineering Works Manager.
 Importance: High

Good afternoon A.J Dahlenburg.

Today (8/12/22) I have received a letter from Temora Shire Council (yourself as signatory), informing me of the construction & installation of a footpath to the border of my property at [REDACTED] Crowley St. I placed a phone call to Temora Shire Council on 8/12/22 at 1.39pm, no-one was available to discuss this with me, I write this letter at 4.24pm, still waiting for a return phone call ??

I wish to strongly protest to this installation.....

I was not asked if I wanted a footpath !

So therefore unaware of any costs involved.

IF Temora Shire Council had asked me & informed me, I would then have made my own decision, BUT, Temora Shire Council has made this decision for me - on my behalf - without any consultation & disclosure of expenses involved, until AFTER the decision has been made.!!

How is this democratic ?

How is this situation fair ?

A senario for you - if your phone rings, out of respect to you, I should not touch it, even to hand it to you, without first asking your permission to touch your phone.

How is it that you can just take control without first asking IF it is something I want & be willing to pay for ?

Where is the respect, courtesy & consideration Temora Shire Council ????

Very unhappy - angry voter & rate payer.

[REDACTED]

Michael Laxina

From: Alex Dahlenburg
Sent: Tuesday, 20 December 2022 2:20 PM
To: Michael Laxina
Subject: FW: ATT: Engineering Works Manager

Follow Up Flag: Follow up
Flag Status: Flagged

-----Original Message-----

From: Temora Shire Council <temshire@temora.nsw.gov.au>
Sent: Monday, 12 December 2022 10:13 AM
To: Alex Dahlenburg <adahlenburg@temora.nsw.gov.au>
Subject: FW: ATT: Engineering Works Manager

-----Original Message-----

From: [REDACTED]
Sent: Friday, 9 December 2022 4:35 PM
To: Temora Shire Council <temshire@temora.nsw.gov.au>
Subject: ATT: Engineering Works Manager

Good Afternoon.

With reference to my email I forwarded to you yesterday afternoon re: the footpath to Crowley St. I would like to put some additional information forward for you to consider with the above footpath. I feel you need to take into consideration the residents of the Dr Parry units at the corner of GREY & CROWLEY Sts, who regularly use CROWLEY St as access to Woolworths, Ex-Services Club & the Main Street. The mobile scooters & wheelchairs use CROWLEY St to avoid busy HOSKINS St & the traffic around McDonalds & McGuirks Tyre Service Ctr, also to avoid the very busy intersection near Woolworths Fuel depot - too dangerous, so they opt to use the quieter CROWLEY St.

My concern is, they use the wrong side of the road travelling with the traffic along CROWLEY St, instead of the opposite side with on-facing traffic, which is the side of CROWLEY St for the proposed foot path. They will need to cross CROWLEY St to gain access to the footpath. When this footpath does go ahead, they will have to cross at PARDEY St, I am wondering how they are going to cross the very busy & dangerous intersection of CROWLEY & POLARIS Sts, the footpath on POLARIS St does not continue to the corner of CROWLEY & POLARIS Sts it has stopped short of the corner, so there would be no point in allowing them to cross POLARIS St (towards the tennis courts) as there is no complete footpath on the other side of POLARIS & CROWLEY Sts - to allow footpath access to Woolworths.

What will be the councils' solution for them to cross at this point ?

How will they cross to get to the footpath on POLARIS St to take them to Woolworths etc, taking into account it is not a complete length footpath ?

This needs to be given very serious consideration.

Kind Regards

[REDACTED]
Crowley St

Crowley Street Proposed Footpath

Western side (Proposed)



Eastern side (Counter proposal)



AJD:ARB:R/03/03

5 December 2022

██████████
██████████
Temora NSW 2666

Dear ██████████

RE: CONCRETE FOOTPATH CONSTRUCTION – CROWLEY STREET, TEMORA

The footpath adjacent to your property has been scheduled for construction by Council. The work will include excavation, placing of a concrete path 1.5 metres wide, backfill and restoration.

In addition to the convenience and safety that a footpath provides to your property, the addition of a footpath adds value to your property. Therefore, it is reasonable that the landowner contributes to the cost of construction as per council policy EW11 Footpath / Kerb & Gutter Contributions found on councils website and applied as per councils standard fees and charges 1st July 2022 to 30th June 2023.

This work requires a contribution from the landowner of ██████████. Your block ██████████ has been measured at ██████████ metres excluding any existing concrete driveway or path, therefore requiring a contribution of ██████████. This contribution is due upon completion of the works when the invoice will be issued for payment. Should you wish to plan arrangements regarding payment of your contribution please contact Mrs Elizabeth Smith, Director of Administration & Finance at Temora Shire Council on 6980 1100.

These works are planned within the current 2022/23 financial year and should you have any special requirements at your property please contact the undersigned on 0419 844 759 to arrange an inspection.

Yours faithfully



AJ Dahlenburg
ENGINEERING WORKS MANAGER

For the GENERAL MANAGER

13.3 EW11 - FOOTPATH, KERB & GUTTER CONTRIBUTIONS POLICY**File Number:** REP22/1639**Author:** Engineering Technical Officer**Authoriser:** Engineering Asset Manager**Attachments:** 1. EW11 - Footpath, K&G Contributions**REPORT**

Attached is the EW11 – Footpath, Kerb & Gutter Contributions Policy with a few changes particularly in the topic ‘Implementation’ to reflect the changes regarding the council funded projects.

Changes are marked in red.

RESOLUTION 14/2023

Moved: Cr Jason Goode

Seconded: Cr Graham Sinclair

It was resolved that Council place the footpath, kerb & gutter contributions policy on public display for a period of 28 days with the following amendments:

- Under Legal Framework, dot point 3 be amended to state “The owner of land the subject of such a determination becomes liable to pay the amount determined on receiving an invoice upon completion of works”.
- Include a further dot point under Legal Framework to state “the payable amount invoiced is recoverable in accordance with Council’s Debt Recovery Policy”.

CARRIED

Report by Anil Acharya

TEMORA SHIRE COUNCIL



FOOTPATH / KERB & GUTTER CONTRIBUTIONS POLICY

Function: Engineering/Works

Temora Shire Council

Policy Number: EW 11

ACTIVE

Revision Number: 1
File Name: EW11 - Footpath, K&G Contributions-Revision 2023 Page Number: Page 2 of 5

Revision Date: January 2023

Function: Engineering/Works

Temora Shire Council

Policy Number: EW 11

| |
|----------------|
| Review Details |
|----------------|

ABOUT THIS RELEASE

DOCUMENT NAME: Footpath / Kerb & Gutter Contributions
CODE NUMBER: EW 11
AUTHOR: Temora Shire Council
ENDORSEMENT DATE: 17 November 2020

REVIEW

| Revision Date | Revision Description | Date approved by Council | General Managers Endorsement |
|---------------|----------------------|--------------------------|------------------------------|
| | New Policy | | GCL |
| October 2020 | Reconstruction | 17 November 2020 | GCL |
| | | | |
| | | | |

PLANNED REVIEW

| Planned Review Date | Revision Description | Review by |
|---------------------|----------------------|--------------------------------------------------------------------|
| January 2023 | Review | Engineering Asset Technical Services Manager |
| | | |
| | | |

Function: Engineering/Works

Temora Shire Council

Policy Number: EW 11

1 POLICY AIM

To detail the means through which ~~Council~~the Council can charge the owner of a property a contribution for the initial provision of kerb and gutter and/or concrete footpath adjacent to their property, in accordance with the below legislation.

2 LEGISLATION

- Roads Act 1993 (Section 217)
- Roads Act 1993 (Section 219)
- Local Government Act 1993

3 LEGAL FRAMEWORK

Temora Shire Council, as the roads authority can levy contributions from ~~land owners~~landowners, as stipulated in the *Roads Act 1993 – Section 217*:

- The owner of land adjoining a public road is liable to contribute to the cost incurred by a roads authority in constructing or paving any kerb, gutter or footway along the side of the public road adjacent to the land;
- The amount of the contribution is to be such amount (not more than half of the cost) as the roads authority may determine;
- The owner of land the subject of such a determination becomes liable to pay the amount determined on receiving notice of that amount;
- This section does not apply to the renewal or repair of any paving, kerb or gutter in respect of which contributions have previously been paid and does not apply to the Crown as regards public open space;

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

| Type of Property | Contribution |
|---------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| All properties with one frontage to a public road on the street address frontage | 50% of cost per lineal /metre as outlined in Council's Schedule of Fees & Charges |
| All properties with one frontage to a public road on the non-street address frontage (ie. side frontage) | 25% of cost per l/m lineal metre for as outlined in Council's Schedule of Fees & Charges (generally considered a side frontage) |
| All properties with more than one frontage to a public road (ie. corner block) | 50% of cost per l/m lineal metre for property frontage with street address and 25% of cost per l/m lineal metre for any other frontage as outlined in Council's Schedule of Fees & Charges |
| Note: Where an existing concrete footpath or driveways is installed this value is to be deducted from the frontage contribution value | |

Revision Number: 1

File Name: EW11 - Footpath, K&G Contributions-Revision 2023 Page Number: Page 4 of 5

Revision Date: January 2023

Function: Engineering/Works

Temora Shire Council

Policy Number: EW 11

4 IMPLEMENTATION

Council will provide a written notice of determination to adjoining landholders detailing the **proposed footpath construction and associated contribution fee required once funding for the project has been confirmed by council (for the council funded portion of each project).**

In accordance with the *Roads Act 1993 – Section 219* recovery of costs incurred are able to be done as if they were an unpaid rate under the *Local Government Act, 1993*.

13.4 TREE REMOVAL REQUEST**File Number:** REP23/22**Author:** Engineering Technical Officer**Authoriser:** Engineering Asset Manager

Attachments:

1. Tree Removal Request_Application_152 Britannia St
2. Tree Removal Request 152 Britannia St
3. 152 Britannia St (Photo-Tree Removal Request)
4. 152 Britannia St (Photo-Tree Removal Request)

REPORT

Council is in receipt of a request to remove the two street trees outside 152 Britannia Street. The request comes from the owner of the property after discovering multiple large roots in the front lawn while cutting the grass.

Upon inspection, there is no visible reason that the tree should be removed from a tree health point of view. However, it can be noted this tree has been heavily pruned for overhead powerlines on a regular basis, is encroaching the front lawn and possibly underneath the dwelling's concrete slab. Furthermore, if the trees cannot be removed, the owner has requested treatment works to block the root's growth.

The tree variety is an Ash which Council has had other root-related issues with this variety of tree, particularly where they have been regularly pruned for powerlines due to this species putting more effort into root growth when pruned.

As the tree's health doesn't warrant removal, the request is being presented to Council for determination.

Budget Implications

Tree removal will cost up to \$1,500, with reinstatement of kerb and nature strip.

Total removal cost and maintenance budget for two trees would be more than \$3,000.

RESOLUTION 15/2023

Moved: Cr Jason Goode

Seconded: Cr Lindy Reinhold

It was resolved that Council refer the request to the Street Tree review and consider the matter then.

CARRIED

Report by Anil Acharya

Tree Planting/Removal


Submission date: 18 November 2022, 1:29PM

Receipt number: 19

Request Details

| | |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Removal |
| Quantity | 2 |
| Species | Unsure |
| Details | There are 2 trees out the front of my house. I have discovered and believe the roots are growing in under my house slab. They are also very close to the power lines. Can I please get them removed. I do not have a work plans but have attached a photo |
| Address | 152 Britannia street |
| Please include a sketch of the work plan: | 916EC887-1932-488E-A60D-41A84878FE45.jpeg |

Customer Details

| | | |
|-----------------------------|--------------------------------------------------------------------------------------|-------|
| Name |  | |
| Phone Number | | |
| Email | | |
| Preferred method of contact | Phone | Email |

Signature



[Link to signature](#)

To whom this may concern.

I am writing you this letter to express my concern for the 2 large trees out the front of my house. I have recently moved in early November and upon trying to get my grass up and going out the front, I have come upon multiple strong, large roots in my front lawn. I have followed them and they are growing underneath the concrete of my house. This can cause, if it hasn't already, major structural damage to my dwelling.

I have lodged a tree removal request in hopes that they can please be removed. Whilst they are very big and healthy and great shade, this is going to cause damage to my dwelling which I unfortunately do not have the funds to correct and repair if needed. They are also growing quite large and around the power lines.

If they cannot be removed, can a root block or rip please be done?

Kind regards,

[REDACTED]

[REDACTED]
152 Britannia Street, Temora
[REDACTED]





14 ENVIRONMENTAL SERVICES**14.1 DEVELOPMENT APPLICATION - MULTI UNIT DEVELOPMENT 38 PITT STREET ARIAH PARK**

File Number: REP23/1

Author: Town Planner

Authoriser: Director of Environmental Services

Attachments:

1. Submission 1
2. Response to submission 1
3. Submission 2
4. Response to submission 2
5. Submission 3
6. Response to submission 3
7. Submission 4
8. Response to submission 4
9. Submission 5
10. Submission 6
11. Effluent calculation

REPORT

DA ref: 83/2022

Address: 38 Pitt Street, Arian Park; Lot 6 DP 1077796

Applicant: Corinne Harper

Proposal: Multi unit housing

Notification: Notification of this application for a period of 15 days was provided to 3 adjoining and nearby neighbours 1 December 2022 to 15 December 2022. 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 rectangular shaped block of land, bounded by Pitt Street, to the north and Little Pitt Street Lane to the west. Adjoining landuses are residential. The site area is 2089m², with lot dimensions of approximately 40m x 52m. There is an existing dwelling and sheds on the site.

The zoning of the site is RU5 Village zone, as shown by Figure 1.

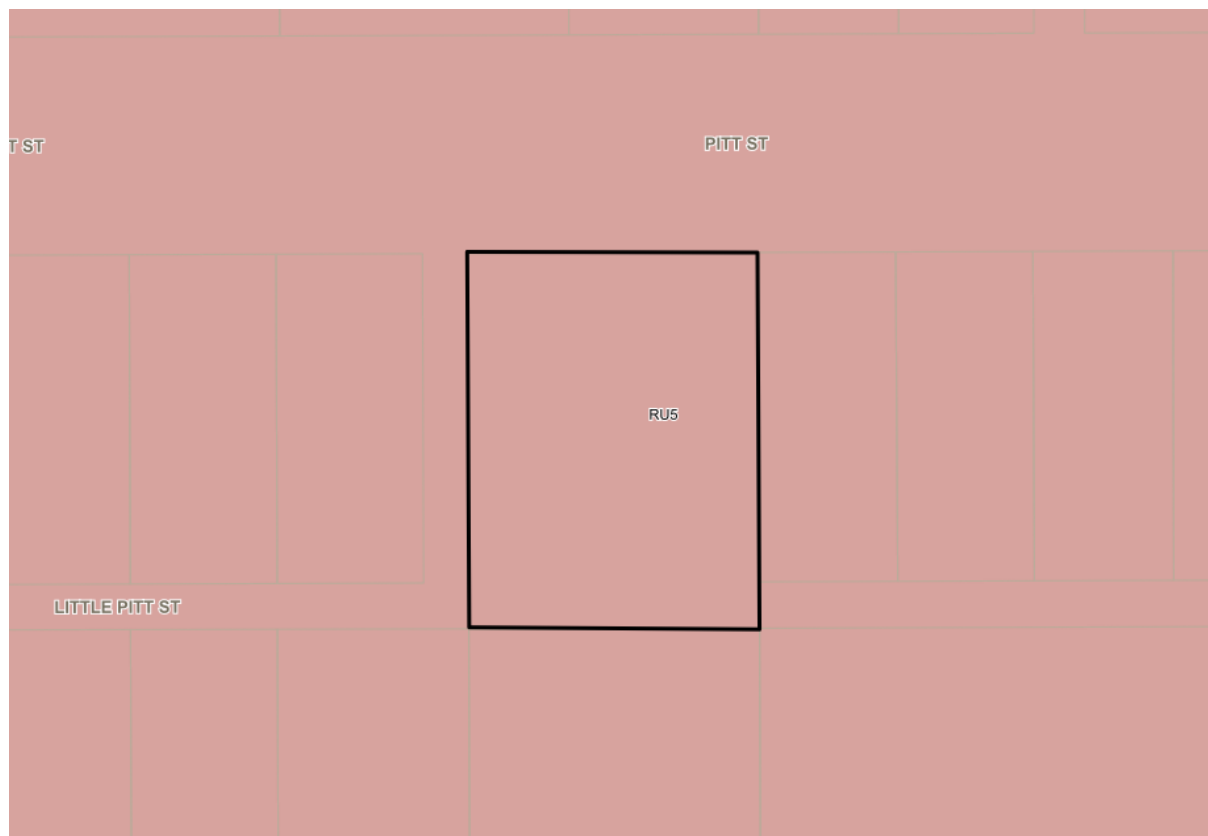


Figure 1: Zoning of the subject land



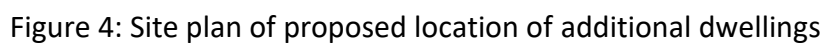
Figure 2: Aerial image of the subject land, with the existing dwelling indicated
Figure 3 shows a street view of the existing house.



Figure 3: Existing house and shed at 38 Pitt Street (to be retained)

Development Description

The proposal involves the installation to two relocated dwellings to the site, to create a multi-unit dwelling development. The additional dwellings are indicated on the site plan as House “B” and House “C”. Existing House “A” is retained as part of the proposal. Figure 4 provides a concept site development plan.



The construction involves the installation of two relocated dwellings (second hand) one to the side and one to the rear of the existing dwelling. The three dwellings will share an onsite aerated effluent disposal system. Figures 5 and 6 provide external photos of the houses to be relocated.



Figure 5: House B to be relocated to the site



Figure 6: House C to be relocated to the site

Figures 7 and 8 provide elevation plans for the proposed relocated buildings.

The proposal includes new privacy fencing, new garage for house B, new carport for House C, and landscape planting. Access vehicles for both House B and House C will be from Little Pitt Street. Each house will require a pedestrian footpath to the front door and secure fencing to provide private open space.

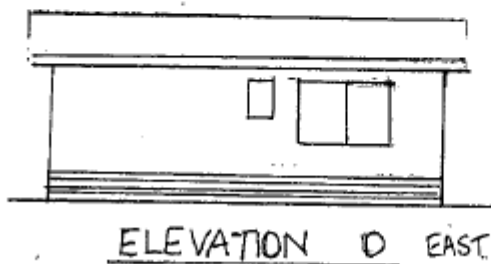
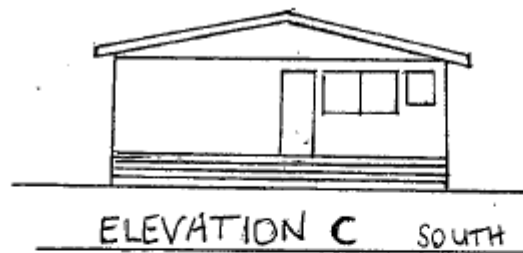
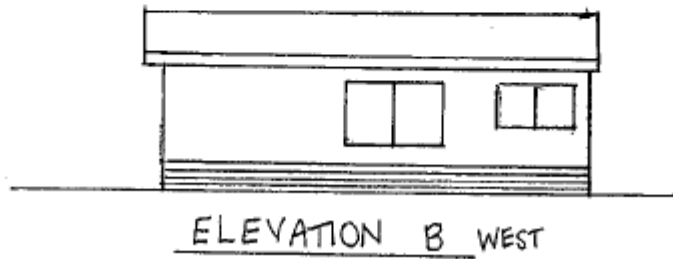
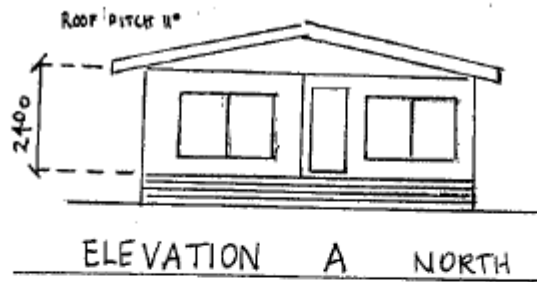


Figure 7: Elevation plans of proposed new building "B"

38 PITT ST "C"

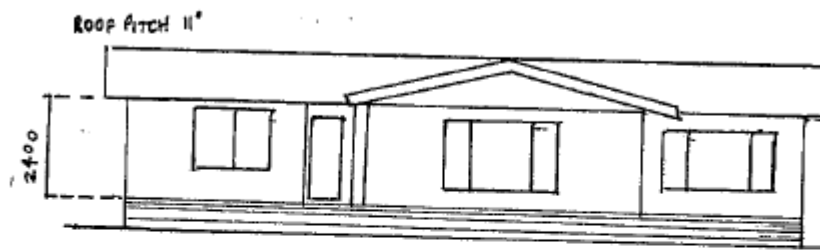
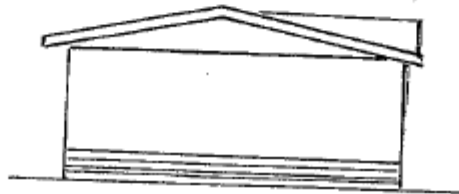
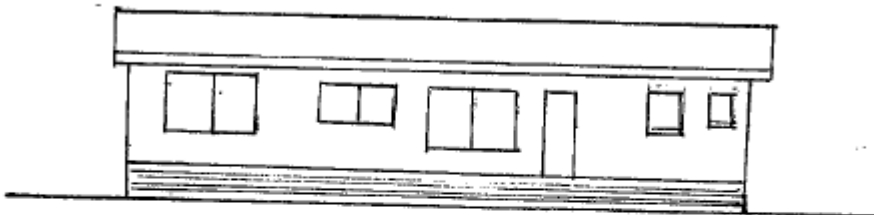
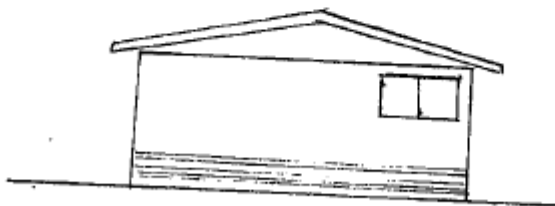
ELEVATION A NORTHELEVATION B EASTELEVATION C SOUTHELEVATION D WEST

Figure 8: Elevation plans of proposed new building "C"

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.

Local Planning Controls

The site is zoned RU5 Village under the Temora Local Environmental Plan (LEP) 2010.

The objectives of the zone are:

- To provide for a range of land uses, services and facilities that are associated with a rural village.
- To promote and encourage development that will strengthen the economies of the township of Aria Park and the village of Springdale in a manner that enhances and conserves their distinctive heritage and landscape characteristics.
- To protect local groundwater aquifers from contaminating activities.

The proposed development is consistent with the objectives of the zone, as it involves residential accommodation. Residential accommodation is permitted with consent in the RU5 Village 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. Dwellings will have a shared onsite sewer management system. Each property will require the provision of effluent disposal infrastructure to enable the satisfactory onsite disposal of effluent water.

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. Existing House A has a garage, with access from Pitt Street. House B will have the provision of a garage and driveway access from Little Pitt Street. House C will have an attached carport and driveway access from Little Pitt Street. Adjoining the driveway of House C is a Right of Passage to provide access to the rear of the property at 2 Seymour Street. This Right of Passage 8m x 12m is shown on the site plan.

The dwellings will provide suitable pedestrian access and onsite vehicle parking facilities. Car parking areas shall be all weather pavements.

- Development Applications

The application for development has been made including all relevant information and plans.

- Dwelling Houses (Second Hand)

Applicants have provided photographs of the dwellings proposed for relocation to the site, as well as a condition report. The dwellings are considered to be structurally adequate for relocation. A total of a \$10,000 bond is required by Council as part of the development process, to ensure all works are completed to a satisfactory standard.

Council requires that all external materials must be completed to a satisfactory standard within six months from the date of approval. Final reinstatement and completion of the dwelling house shall be completed within nine months of the date of approval.

- 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.

- Multi-unit Housing

The proposed dwellings to be installed are considered to be compatible with the existing character of the neighbourhood, being of a similar scale to other nearby dwellings. The dwellings will be enhanced to provide a suitable street presentation, including painting, landscaping and fencing to provide privacy for both future residents and neighbouring property owners. The dwellings will use the existing laneway Little Pitt Street to provide vehicle access. Siting of proposed House B will be in alignment with existing House A. Roof forms are compatible with nearby development. Solar access to living areas is suitable. Both dwellings to be relocated will face Pitt Street, although access for vehicles will be from Little Pitt Street. House C will have a window and pedestrian path facing Little Pitt Street.

Setbacks of the future dwellings are considered to be satisfactory. House B will align with House A facing Pitt Street. House B will be separated by two metres and an existing laneway approximately 6 metres wide (including road verge). House C will be sited directly behind House A, approximately 12 metres from the laneway and six metres from the rear boundary.

The proposed dwelling size is considered to be satisfactory. House B is a two bedroom house, 7.2m wide and 9.2m long. House C is a three bedroom house, 6.2m wide and 13.8m long. Existing house A is 11m wide and 7.2m long. All houses will be of similar scale.

The site area is 2089m². The site coverage of three dwellings and outbuildings is approximately 600 m². In addition, there will be approximately 189m² of driveways to access sheds/carports. The total site coverage of approximately 789m² provides a remainder of 1300m² of landscaped area to provide onsite effluent disposal and plantings to provide privacy and amenity. This complies with the requirement of a maximum site coverage of 75% and at least 250m² site area for each dwelling

Each dwelling will be provided with secure private open space at the rear and side of each dwelling. The amount of private open space exceeds the minimum of 45m².

The applicants have indicated proposed landscaping for the site including Compact Oleander (white), bottlebrushes, Claret ash trees and Chinese elm trees, as well as areas of lawn.

Each dwelling will be provided with street numbering identification (Unit 1, Unit 2, Unit 3), a shared letterbox facility, pedestrian access footpath to the front door, privacy fencing between dwellings, garbage bin storage area and clothes drying areas.

- Notification of Development Applications

The applicant has been notified to adjoining and nearby neighbouring landholders, in accordance with the Development Control Plan.

- Sewerage Management

The applicant proposes a shared septic system 4m x 4m, for the treatment of effluent. Council will require that each dwelling has their own connection to provide treated effluent to their property, for disposal on lawn and garden areas. A site assessment for effluent disposal system report

- Village Development

The proposed development is consistent with the strategy for Aria Park village to continue to develop as an attractive residential area.

Likely Impacts*Environmental**- Natural*

Part of the site is already developed for residential housing purposes. The remainder of the site is vacant. The development will require earthworks to prepare the site for the installation of the dwellings and creation of the parking areas. The applicants propose landscaping of the site to provide privacy and amenity.

- Built

The development involves the installation of two additional dwellings on the 2089m² lot, as well as ancillary car parking infrastructure and shared onsite effluent disposal system. The proposed additional dwellings are consistent with the existing dwelling and other nearby dwellings in the scale and proposed presentation.

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 Aria Park village.

Suitability of the Site

The site is zoned RU5 Village 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 Aria Park village, meeting demand for low maintenance living within the existing urban area. The applicants have considered the need for privacy for other nearby residents with the inclusion of landscape planting and use of existing road infrastructure in the design of the development.

Submissions

As a result of the notification of the development application, four 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 |
|----------------------------------------------------------|---------------------------------------------------------------|----------------------------------------|
| Submission 1 | | |
| Plan is not to a legible scale and writing is unreadable | Acknowledge scanning issues and have provided additional plan | Additional plan provided is acceptable |
| Size of dwellings, location of fences, presentation of | Updated plan provided to show additional information | Additional plan provided is acceptable |

| | | |
|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| information | | |
| Path access to House C | Updated plan provided | Applicant will be required to install a path to House C to provide pedestrian access from Little Pitt Street |
| Concern about right of way to 2 Seymour Street | A right of passage 8m x 12m is shown on the site plan, providing access to the rear of 2 Seymour Street via Little Pitt Street | The right of carriageway 8m wide and 12m long must be kept clear of development and will be a condition of consent. |
| Concern about privacy to the rear year of 2 Seymour Street | Proposed House C will be setback 6 metres from the existing rear boundary fence. Landscaping is proposed along the boundary fence. The living areas are proposed at the front of the house. | The retention of existing fencing and inclusion of landscaping as part of the development is considered to be satisfactory to provide privacy to the adjoining landholder |
| Submission 2 | | |
| Requested comment about the timing of landscaping | The applicant has been advised of this request | Council will require that the landscaping shown on the plan is to be completed prior to and a condition of occupancy |
| The updated plan does not show where sewerage systems will be located | Updated plan provided | The updated plan shows the local of a shared sewage system, 4m x 4m in the centre of the lot. |
| Requested additional time to consider the application | The applicant has been advised of this request | The submitter has been advised that the application will be considered by Council on 19 January |
| Submission 3 | | |
| Concern about privacy for neighbour at rear boundary | The existing residence at the rear boundary is 27 metres from the boundary fence. The separation between the existing and future residence will be 33 metres. Main living areas will not face this property. Landscaping will assist with privacy. | There will be reasonable separation from the future residence and the existing residence located to the rear of the property. Proposed landscaping is considered to be acceptable, being fast growing and low maintenance. Additionally, a 600mm fence extension will be required as a condition of consent |

| | | |
|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Concern about watering and care of landscaping as the house will be a rental property | The applicant advises that they are ultimately responsible for the gardens, but future tenants will be required to maintain the garden as part of their rental agreement. | This response is considered to be acceptable |
| Concern about placement of House B will impact upon create noise and increase traffic using Little Pitt Street | The applicant advises that noise is expected to be minimal as the dwellings are small, which limits the number of people who would live there. Fencing and landscaping minimise impacts of noise. Traffic levels are also expected to have limited increase as the dwellings are small | This response is considered to be acceptable |
| Having three houses on one block is like a housing estate or caravan park | Many homes on Pitt Street and situated quite close. The two additional houses proposed are small and will be located on regular sized lots | The proposed development complies with minimum standards for multi-unit development, will each residence having suitable private open space, as well as open space at the front of each dwelling to provide a landscaped setting. |
| Submission 4 | | |
| Loss of privacy and sketch is unclear about the positioning of future dwellings | Updated plans provided. The setback from the rear boundary will be six metres. Suitable landscaping will be provided to assist with privacy. The main living areas will be facing away from the rear of the property | Updated plans were provided to the submitter. The setbacks and landscaping is considered to be acceptable. |
| Concerns about security during the development process | There will be a limited number of trades as the homes are transportable and are partly constructed. Having tradespeople onsite to complete maintenance and repairs is a reasonable expectation. | The response provided is acceptable. |
| Concerns about increased traffic during construction | Vehicle traffic will only be via Pitt Street and Little Pitt Street. There will be no | The response provided is acceptable. |

| | | |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | increased traffic on Seymour Street | |
| Concern about increased noise levels once the dwellings are occupied | Day to day noise will be minimal due to the size of the dwellings and the placement of dwellings | The response provided is acceptable. |
| Right of carriageway - request that the gate is to remain in the current position | Advise that the current gate is outside of the boundary of the right of carriageway by 1.1 metres. The gate will need to be moved to that it is within the right of passage. Proposed reduce the right of carriageway from 8m x 12m to 4m x 6m via verbal agreement. | The right of carriageway is currently fixed by a plan of subdivision, being 8m wide and 12m long. Any alteration needs to be done through a plan of subdivision. However, the access gate should be within the 8m boundary. The developer can be required by condition of consent to keep the 8m x 12m area clear of development to allow vehicle access. |

Table 1: Summary of submissions, applicant responses and Council officer comments

Discussion

The proposal provides for the infill development of the property to change from a single small dwelling house to three small 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. However, this type of development is required to make provision to provide privacy and amenity for both existing adjoining residents and future occupants. The applicants have demonstrated that the proposed use remains low density, being small scale dwellings and adequate provision of private open space and front setback landscaped areas. Additional fencing is proposed to provide additional privacy and security. The proposed design and location of the building is considered to be acceptable.

The applicants have responded to requests for additional information where details of siting, fencing and landscaping were unclear. Completion of these components of the application will be required as a condition of consent to address the concerns of neighbouring landholders. The proposed additional dwellings provide sufficient separation from existing residences to maintain privacy and amenity. The expected minimal levels of traffic and noise are considered to be acceptable in a residential area, based on the scale of the proposed development.

The applicants can meet the requirements of a minimum area clear of development to provide a right of carriageway to the rear property at 2 Seymour Street.

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.

Recommendation

It is recommended that Council approve Development Application 83/2022 for multi-unit housing at 38 Pitt Street Arian Park, 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 being drawn by the applicant: Site plan, Floor Plan, Elevations 1, Elevations 2 and Statement of Environmental Effects, prepared by the applicant.
- (3) 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) Wall and roof framing before being lined;
 - c) Stormwater drains before backfilling;
 - d) Sanitary Drainage (including AWTS installation) prior to backfilling;
 - e) 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) 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

(8) The development shall be completed in Stages, being:

Stage 1: Fire Safety inspection of House A to the satisfaction of Council and completion of House A landscaping,

Stage 2: Installation and repair of House C to the satisfaction of Council, associated outbuildings and fencing (including 600mm extension to the existing rear fence), installation of shared aerated wastewater treatment system, and completion of House C landscaping and

Stage 3: Installation and repair of House B to the satisfaction of Council and completion of House B landscaping

(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 submitted for Council's assessment, prior to the Construction Certificate being released.

(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.

Access Traffic, Parking, Roads & Footpaths

- (11) Trafficable Areas: All trafficable areas shall be treated so as to minimise dust and remains accessible in periods of extended we weather.
- (12) Site Safety: all activities including, loading and unloading associated with this development are to take place within the subject site **only**.

Services

- (13) 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.
- (14) 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.
- (15) Stormwater Disposal: Roof waters shall be collected and conveyed to Pitt Street via the stormwater pipe as indicated on the site plan.
- (16) Sewerage services: All installation and connections to the aerated wastewater treatment 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.

Site Works

- (17) 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.

Design

- (18) 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.
- (19) 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.

- (20) 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.

Construction

- (21) Soil Classification: A soil classification has indicated that the site has a soil classification of M-D (Moderately Reactive-Deep Drying). Therefore footings shall be designed to this classification and certified in accordance with AS 2870.

- (22) 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.**

- (23) 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.

- (24) 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.

- (25) 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.

General

- (26) The applicant is required to keep the existing right of carriageway 8m x 12m, bounded by Little Pitt Street and Lot 5 DP 1077796, clear of development.

- (27) The address for the dwellings will be:

House A – 1/38 Pitt Street

House B – 2/38 Pitt Street

House C – 3/38 Pitt Street

Landscaping

(28) The completion of plantings associated with each dwelling, as shown by the site plan, is required prior to occupation of the future dwellings. A 600mm fence extension shall be added to the entire existing rear fence at full cost to the developer.

(29) Environmental Impact: All practicable measures must be taken to prevent and minimise harm to the environment as a result of the development.

RESOLUTION 16/2023

Moved: Cr Max Oliver

Seconded: Cr Nigel Judd

It was resolved that Council approve Development Application 83/2022 for multi-unit housing at 38 Pitt Street Aria Park, subject to conditions including additional condition about path to Pitt Street for house C.

CARRIED

Report by Claire Golder

In Favour: Crs Rick Firman, Graham Sinclair, Lindy Reinhold, Max Oliver, Nigel Judd, Claire McLaren, Jason Goode and Anthony Irvine

Against: Nil

CARRIED 8/0

5th December 2022

K.J. Dunstan,
Director of Environmental Services
Temora Shire Council

Dear Sir,

we are replying to your correspondence
as of 1st December 2022, regarding:

the Development Application 83/2022
for 2 Transportable dwellings at:
38 Pitt Street Ariah Park

There are a number of concerns, but before
we address them, we would like you to
consider these 4 at the moment.

- 1/ The plan we were given is not to a legible scale and the writing is unreadable
- 2/ The sizes of the dwellings are not recorded nor is there any indication of fence lines. We are perplexed at what all the circles mean.
- 3/ There doesn't seem to be any 'path access' to the rear dwelling (HOUSE C) which appears to be a 'battle-axe-block' without a driveway.
- 4/ The resident (^ !) who lives in 2 Seymour Street and backs onto 38 Pitt Street is extremely concerned about her 'back access' via her gates (for her regular pump out) She has always had a 'right-of-way'

2.

Another concern she has is for her privacy in the backyard, which she uses quite often.

At the moment, these are the points we would like clarity on.

- Detailed plans clearly marked
- 1/ measurements of dwellings (external)
 - 2/ size of boundaries of all 3 dwellings
 - 3/ fence lines clearly marked with access lanes & driveways clearly marked especially for House 'C'

Thankyou for considering our requests, as you can appreciate we need more information before we can discuss our feelings toward the proposal.

we would also ask you extend the dead-line time of 15th December 2022 perhaps into January 2023 as this is a busy time of the year for everyone.

respectfully yours

11.12.22

On Fri, Dec 9, 2022 at 11:52 AM Sally Hurst <shurst@temora.nsw.gov.au> wrote:

Dear

Please see attached updated plan provided by the Applicant.

And below their responses to your questions.

- **The site plan provided through the portal has come through with very small text. This can be corrected by providing an updated site plan with larger text, identifying buildings and their dimensions**
-
- I have attached a 1:200 scale drawing with the dimensions. Its a lot easier to read. Let me know if its still too hard to read.
-
- **Please show the dimensions of all fences**
-
- I have indicated the size of the new fencing (1.8 m high). There is an existing colour bond fence between House 'C' and the property on Seymour St.
-
- **Please indicate that the circles shown are landscaping**
-
- The circles on the original plans are landscaping.
- A mixture of bottle brush hedging, banksia rose, claret ash, lavender & rosemary to match surrounding gardens.
-
- **Please show driveway access to House C**
-
- I have indicated on the attached plan
-
- **Please indicate how privacy is provided between House C and the adjoining landowner**
-
- The house has been set back 6 metres off the existing colourbond fence.
- Landscaping will be developed with fast growing plants e.g. bottle brush hedging and banksia rose.
- The living areas and main bedroom of house 'c' is in the front area of the home, leaving the 2nd bedroom, office and laundry facing Seymour St.
- The home on Seymour St. is a significant distance from the adjoining boundary (est. 20m).
-
- **Please provide additional information about how the back access to the property in Seymour Street will work**
-
- There is a "right of passage" for the owner of Seymour St to have back access to their property.
- There is more the sufficient space for a truck to gain access from Little Pitt St, through 38 Pitt St to the existing gates on the common fence, with the right of passage and our plans.
- We have cleared some old fencing and gates that would have previously required them to use space that was not part of the "right of passage".
- The "right of passage" will stay clear, mowed and with easy access from Little Pitt St.

Claire Golder

From: Claire Golder
Sent: Tuesday, 3 January 2023 4:41 PM
To: Claire Golder
Subject: FW: 38 Pitt Street, Arian Park

From:
Sent: Sunday, 11 December 2022 6:57 PM
To: Sally Hurst <shurst@temora.nsw.gov.au>
Subject: Re: 38 Pitt Street, Arian Park

Dear Sally,

Thankyou for providing a legible plan. However we have more items for clarification which were not addressed in the letter written and submitted by our neighbour of which we were co-signatories.

1. Will the landscaping be completed prior to and a condition of council providing "Certificate of Occupancy "of the proposed transportable buildings.
2. The updated legible plan does not indicate where or, if any additional sewage systems would be located, or is the proposed dwellings' sewerage to be connected to the existing single septic tank.
3. As requested in 's letter we require an extension of time to submit a final submission to council regarding this proposed building work. We suggest the end of January 2023 as a final date for submissions, as can be appreciated this is a busy time of year and as this is a major proposal of work in our neighbourhood. I wish to advise also that we are working away from Arian Park and we are unable to thoroughly address this proposal in the time frame given.

Yours faithfully

11.12.22

Claire Golder

From: Claire Golder
Sent: Tuesday, 3 January 2023 4:47 PM
To: Claire Golder
Subject: FW: 38 Pitt Street, Arianh Park

From: Claire Golder
Sent: Monday, 12 December 2022 1:01 PM
To:
Cc: Sally Hurst <shurst@temora.nsw.gov.au>; Kris Dunstan <kdunstan@temora.nsw.gov.au>
Subject: RE: 38 Pitt Street, Arianh Park

Dear

Thank you for your additional comments.

I advise that Council will require that the landscaping shown on the plan to be completed prior to and a condition of occupancy.

The updated plan does not show the centrally located shared septic system that is proposed to service all three dwellings. This was shown on the first plan, however I will request that the applicants include this within an updated plan.

In relation to additional time for submissions, if required, this application will be determined at a Council Meeting on Thursday 19 January 2023. Therefore, we can consider any further comments up to one week prior, being Thursday 12 January 2023.

Please let me know if you have any further comments.

Regards,
Claire



TEMORA
The Friendly Shire

Claire Golder
Town Planner/Strategic Projects Officer
Temora Shire Council
p: 02 6980 1108
a: 105 Loftus Street (PO Box 262) Temora NSW 2666
w: www.temora.nsw.gov.au e: cgolder@temora.nsw.gov.au

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12th December, 2022

K. J. Dunstan
Director of Environmental Services
Temora Shire Council

Dear Sir,
regarding the Development Application
83/2022

Thankyou for the updated site plan as requested.

We have 2 Primary concerns:

* HOUSE C:

The privacy of our neighbour in
Street, Ariah Park:

Even though there is a colourbond fence on the boundary, the suggestion of 'fast-growing' shrubs/trees = bottlebrush & banksia Rose sounds lovely; however considering this house is a rental, who is responsible for the watering and care of them, not to mention replacement if any should die. Perhaps fence extentions could be considered.

* HOUSE B:

we realize, inevitably, townships must grow and new houses must be built, and absolutely commend Mr & Mrs Harper for providing rental accommodation for those who need it.

We love living in Ariah Park, especially having the space around our house,

2

case with many older homes in the area

Placing House B between 'our house' and the existing House A would really impact on our privacy.

The plans suggest a 1.8 mtr colourbond fence between us, to be erected, but our concern is for noise and increased traffic using Little Pitt Street, depending on the number of cars the tenants of both houses may have.

- To have 3 houses on 1 block would be like living on the 'door-step' of a 'housing estate' or caravan park, and feel it would be unfair to us and our neighbours.

Fundamentally, we are only asking for Mr & Mrs Harper to consider their neighbours in the spirit of the Biblical "Golden Rule."

Thankyou for allowing us to reply to your letter.

Respectfully.

RE: Concerns Regarding Notification of Development Application 83/2022

Dear Kris,

We refer to the letter raising concerns regarding our development application for 38 Pitt Street, Arian Park.

Please see below where we have addressed the concerns raised.

Please note that the concerns raised by the resident are in **blue** text and how we are addressing these concerns is in **black** text.

Loss of Privacy of neighbour:

Who will be responsible for the watering and care of them, not to mention replacement if any should die. Perhaps fence extensions could be considered.

- Ultimately, the responsibility for gardens lies with the owner (us).
However, we have strict measures in place in our rental agreements that require any tenant to either maintain the garden themselves or pay for a gardener.
- The replacement of any plant that dies will be done by the owner.
- The garden will be automatically watered by irrigation connected to the new aerated septic system.
- We have a vested interest in establishing gardens, not only out of respect for our neighbours, but it also adds value to the property, increases the likelihood of renting the property and helps with property maintenance (less spraying, fire safety, weeds etc)



- Both the Eastern and Western adjoining properties to our back neighbour currently have only wire/cyclone fencing.
- The existing residence on Seymour St is approximately 27 meters off the adjoining fence.
- The total distance between the dwelling on Seymour St and the proposed dwelling directly behind - is approximately 33 meters.



- Suitable landscaping will be planted to help with privacy.
- The dwelling is situated so that the main living areas of the home will be facing north, away from Seymour St. The rooms facing Seymour St are as follows: 2nd bedroom, a bathroom, office, & laundry.
- Recently, there has been significant renovation/development on the western side of the property on Seymour St. This kitchen/living space extension is much closer (Est. 6 meters) than our proposed home. There is no space for landscaping between the two Seymour St residences. There is also a window directly facing east towards the concerned residents backyard.



Noise & Increased Traffic:

Our concern is for noise and increased traffic.

- Day to Day noise will be minimal due to the size of the dwellings (limited people), the placement of the dwelling, fencing, landscaping and the large size of the block.
- Due to the small size of the homes, it is highly unlikely that there will be a big increase in the amount of traffic on Little Pitt St. They are small, 2 bedroom homes, that are likely to only be rented by older couples or single people with a limited amount of vehicles.

Housing estate or Caravan Park:

We love living in Aria Park, especially having the space around our house, which seems to be the case with many older homes in the area.

To have 3 houses on 1 block would be like living on the 'doorstep' of a housing estate or a caravan park.

- Many homes on Pitt St (See photo below same block) are situated quite close.



- Many older homes have closer neighbours than our planned development. Please see image attached of older homes on Pitt St below.



- The concerned neighbours have large blocks (over 2000 m²) that they can still enjoy their own private space. Our development will not encroach upon their private space.
 - We feel that the “doorstep of a housing estate or caravan park” statement is an over exaggeration.
- We are proposing two very small - 2 bedroom homes, to be positioned on normal sized residential blocks.





Kind Regards,

Damien & Corinne Harper

ARIAH PARK NSW 2665

12 December 2022

ATTENTION: KRIS DUNSTAN

Temora Shire Council
PO Box 262
TEMORA NSW 2666

RE: Notification of Development Application 83/2022

Dear Kris,

I refer to your letter dated 1 December 2022 regarding the development application for 38 Pitt Street, Arianh Park. As you are aware, this property is located directly behind my residential property, 38 Pitt Street, Arianh Park.

I note from the notification, that the application proposes the development of two transportable dwellings on the property. Pursuant to your correspondence, I wish to submit this letter as my written submission objecting to this development.

As mentioned above, this proposed development will be situated directly behind my residential property. My main concerns in relation to this development are as follows: -

Loss of Privacy:

I am greatly concerned that the installation of two dwellings directly behind my property will significantly impact upon my enjoyment of my own property.

The coloured sketch plan attached to your letter, also does not clearly depict the dwellings positioning/situation in a larger scale. As such, I cannot clearly interpret how the positioning of the dwellings will impact upon my privacy in relation to windows, doors, and other points of viewing.

Security Concerns:

Further to my privacy concerns, I am also concerned that the installation of two dwellings in such proximity to my residential property will negatively impact upon my level of security. This concern will be particularly relevant throughout the development process, with the comings and goings of additional people, such as tradespersons. I will not be able to remain at my property constantly to keep an eye on my property and my possessions, which greatly increases my security concerns.

The increased traffic that this development will bring around my property also strongly contributes to this concern. This includes traffic from tradespersons, council workers, the owners, and on-lookers.

Increased Disturbances:

Another reason for my objection, is the increased disturbances to my property because of the development.

The disturbances that bring the greatest concerns are the comings and goings of tradespersons and the owners once the development is complete, as well as the increased traffic as mentioned above.

I am also greatly concerned by the increased noise levels that will significantly impact upon the enjoyment of my own property. This includes the general development noise, but also the day-to-day noise once the dwellings are occupied. This is increased greatly by the fact that there will be two dwellings on the property, rather than just the usual one dwelling, essentially doubling the noise disturbance.

Movement of Gate:

The Developer intends to move the gate from its current location at the rear of my premises to the corner. The gate is to remain in its current position. The Right of Carriageway is to remain unaltered on the attached plan.

See title reference 5/1077796.

I kindly request you please consider my above submissions and the impact this development will have on myself, and surrounding properties.

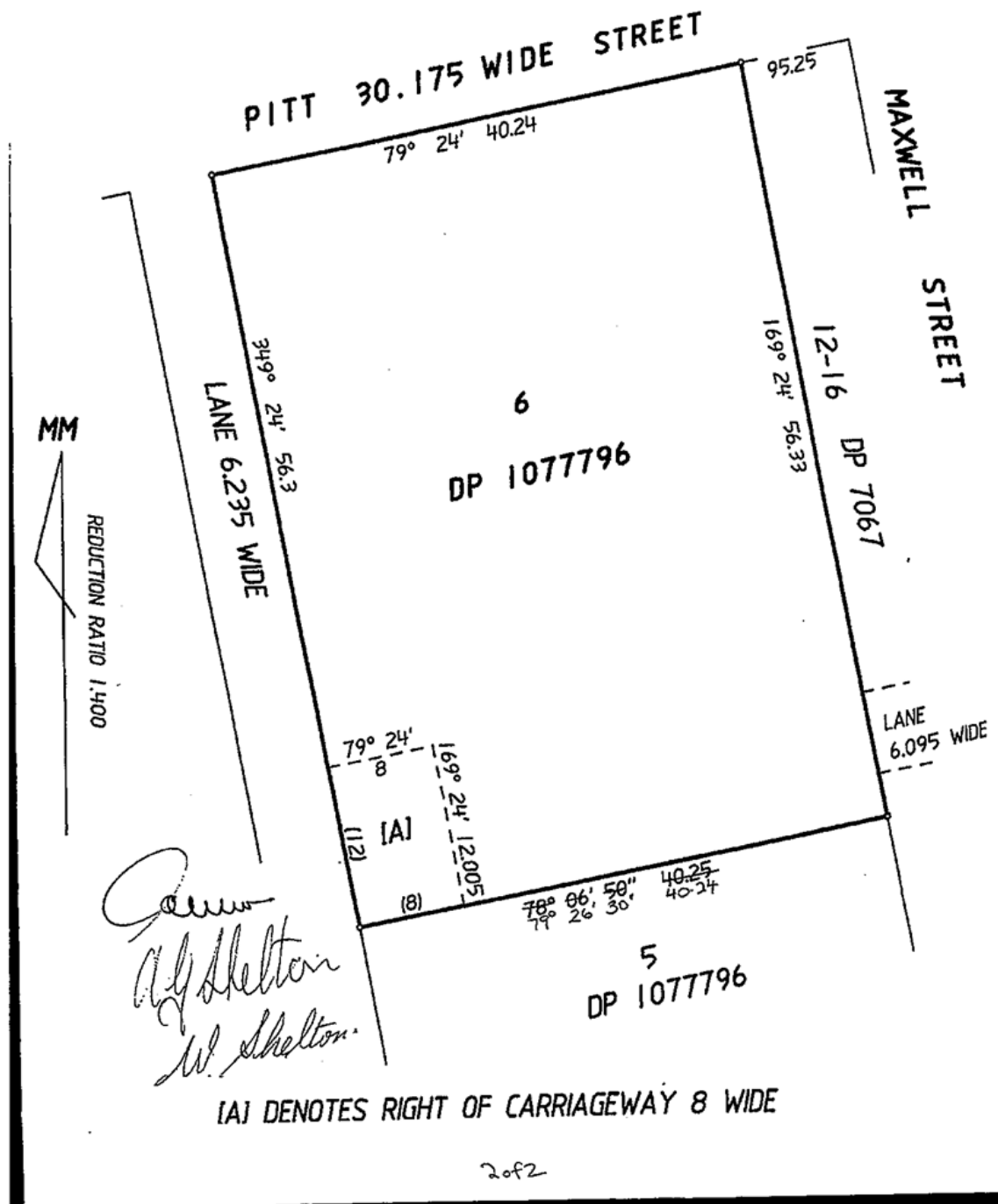
I have listed my contact information below and look forward to your response.

Kind Regards,



Req:R849345 /Doc:DL AB352320 /Rev:21-Apr-2005 /NSW LRS /Pgs:ALL /Prt:06-Dec-2022 11:10 /Seq:2 of 2
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PLAN OF RIGHT OF CARRIAGEWAY
8 WIDE WITHIN LOT 6 IN DP 1077796
PARISH OF MANDAMAH COUNTY OF BOURKE



RE: Concerns Regarding Notification of Development Application 83/2022

Dear Kris,

We refer to the letter raising concerns regarding our development application for 38 Pitt Street, Arianh Park.

Please see below where we have addressed the concerns raised.

Please note that the concerns raised by the resident are in **blue** text and how we are addressing these concerns is in **black** text.

Loss of Privacy:

- I am greatly concerned that the installation of two dwellings directly behind my property will significantly impact upon my enjoyment of my own property.
 - I cannot clearly interpret how the positioning of the dwellings will impact upon my privacy in relation to windows, doors, and other points of viewing.
- Only one of the proposed dwellings will be directly behind Seymour St.
 - We have intentionally left a setback of approximately 6 meters (council only requires 3)
 - The existing residence on Seymour St is approximately 27 meters off the adjoining fence.
 - The total distance between the dwelling on Seymour St and the proposed dwelling directly behind - is approximately 33 meters.



- Suitable landscaping will be planted to help with privacy. See example below.



- The dwelling is situated so that the main living areas of the home will be facing north, away from Seymour St.
The rooms facing Seymour St are as follows: 2nd bedroom, a bathroom, office, & laundry.
- Recently, there has been significant renovation/development on the western side of the property on Seymour St. This kitchen/living space extension is much closer (Est. 6 meters) than our proposed home. There is no space for landscaping between the two Seymour St residences. The boundary fence is a short wire/cyclone fence. There is also a window directly facing east towards the concerned residents backyard.



Security Concerns:

- I am also concerned that the installation of two dwellings in such proximity to my residential property will negatively impact upon my level of security. This concern will be particularly relevant throughout the development process, with the comings and goings of additional people, such as tradespersons.
 - The increased traffic that this development will bring around my property also strongly contributes to this concern. This includes traffic from tradespersons, council workers, the owners, and on-lookers.
- There will be a limited number of trades, as the home is a transportable dwelling that is already built.
The only trades required will be:
 - The electrician connecting the mains
 - The plumber connecting the water and septic system.There will be no roofing, carpenters, cabinet makers, painters or floor laying etc.
 - It is reasonable to expect that any neighbour should be able to have a tradesperson at their home when required: e.g. plumber to fix a toilet, electrician etc.
 - It is reasonable to expect that council workers would be able to do maintenance on Seymour St, Little Pitt St or any street without the concern of property being stolen or damaged in any way. In the same way, any involvement of council employees that may need access to 38 Pitt St development should not be a concern.
 - Recently, there has been major renovation/development on the western side of the property on Seymour St, which would have required tradespeople.
 - Any security concerns are not a development concern, but a police matter.

Increased traffic:

- The increased traffic that this development will bring around my property also strongly contributes to this concern. This includes traffic from tradespersons, council workers, the owners, and on-lookers.
- All traffic will only access 38 Pitt St via Pitt St and Little Pitt St. Neither Pitt St nor Little Pitt St impact the residence on Seymour St.
 - There will be no extra traffic on Seymour St.

Increased Disturbances:

- The disturbances that bring the greatest concerns are the comings and goings of tradespersons and the owners once the development is complete, as well as the increased traffic as mentioned above.
 - This includes the general development noise, but also the day-to-day noise once the dwellings are occupied. This is increased greatly by the fact that there will be two dwellings on the property, rather than just the usual one dwelling, essentially doubling the noise disturbance.
-
- Recently, there has been significant renovation/development on the western side of the property on Seymour St that would have required building noise at a lot closer proximity (Est. 6m between the development and Seymour St residence)
 - There will be limited 'building' noise as the home is already built.
 - Day to Day noise will be minimal due to the size of the dwellings (limited people), the placement of the dwelling, fencing, landscaping and the large size of the block.

Right of Carriageway:

- We did have a conversation with the owner of the Seymour St and came to a verbal agreement to reduce the size.
- The current size of 8 x 12 was agreed to be reduced to 4 x 6 - to be able to still fit a semitrailer through the back access to the Seymour St. property.
- The current gate is outside the boundary of the "right of carriage" by 1.1 meters.
- The gate will need to be moved so that it is within the "right of passage".

Kind Regards,

Damien & Corinne Harper

Anne Rands

From: Anne Rands
Sent: Tuesday, 10 January 2023 11:39 AM
To: Anne Rands
Subject: FW: Concerns regarding development application 83/2022, 38 Pitt Street, Arian Park

From:
Sent: Saturday, 7 January 2023 11:35 AM
To: Claire Golder <cgolder@temora.nsw.gov.au>; Temora Shire Council <temshire@temora.nsw.gov.au>
Subject: Re: Concerns regarding development application 83/2022, 38 Pitt Street, Arian Park

Dear Claire Golder and Kris Dunstan,

Thank you for forwarding Mr & Mrs Harpers response to my concerns.

* Regarding the position of the proposed house which will be directly behind my back fence, as the building will be a demountable the current fence will not be high enough to allow my privacy as any doors or windows will be looking directly onto the back of my house, Pergola, sliding glass door to my kitchen and dining room.

Any landscaping as proposed would take years to take effect and provide privacy.

* Responding to the development/ extension next door to me in Seymour St, Mr & Mrs [redacted] kept me well informed of their plans making sure that my privacy was protected. The window mentioned by Mr Harper facing my property is well above head height meaning the [redacted] cannot see out and I cannot see in. Their entertaining area is behind the extension giving privacy to both parties.

* I understand that there will be need for tradesmen being at the Pitt St property. My concern is for my privacy during this period as I spend a large amount of my time sitting out the back reading and with no fence height extension or screening it would take that option away from me as I would feel uneasy being an elderly woman and on my own.

* In regards to Right Of Carriageway, there was a conversation with Mr Harper in which he offered to build a new gate at the right hand side of my house with access via Seymour st, which I did not agree to. He then offered to move the back gate across towards Little Pitt St but on further thought and advice I have decided to keep it as is. I acknowledge that the gate as seen on the plans needs moving across by 1.1 m towards Little Pitt St and I am having this done in the very near future.

Regards
st
Arian Park

Sent from my iPad

On 19 Dec 2022, at 11:10 am, Claire Golder <cgolder@temora.nsw.gov.au> wrote:

Dear

Thank you for your submission regarding the proposed development at 38 Pitt Street.

Please see updated plans and a response to your submission provided by the applicant, for your information.

I advise that as this application is considered to have unresolved issues, it will be determined at the Council Meeting on 19 January 2023. The meeting commences at 4pm.

I will provide a copy of the report to be considered by Council by Monday 16 January 2023. If you would like to address Council prior to the meeting, at 3.30pm, you will need to register to do so.

Please see the following link to the registration form

<https://www.temora.nsw.gov.au/Your-Council/Council-Meetings/Access-to-Meetings>

Please let me know if you have any questions.

Regards,
Claire

<image001.png>

Claire Golder

Town Planner/Strategic Projects Officer
Temora Shire Council

p: 02 6980 1108

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

w: www.temora.nsw.gov.au e: cgolder@temora.nsw.gov.au

<image002.png>

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<Development Plan 38 Pitt St.pdf>

<Response to submission - 38 Pitt Street.pdf>



L A W Y E R S
WITH
KEARNS & GARSIDE

Our Ref: OMY:SHE-367-1

11 January 2023

The General Manager
Temora Shire Council
PO Box 262
Temora NSW 2666

BY EMAIL ONLY: temshire@temora.nsw.gov.au

Dear General Manager,

Re: Objection – Development Application No. 83/2022 38 Pitt Street, Aria Park

1. We act for _____, registered proprietor of the property known as _____.
2. Our client received notification in relation to Development Application No. 83/2022 for development described as "*Placement of 2 transportable homes. Both 2 bed, 1 bath. Relevant fencing & landscaping*" on Lot 6 DP 1077796 known as 38 Pitt Street, Aria Park ("Property").
3. Our client has not made any reportable political donation or gift to a Councillor or employee of Temora Shire Council in the last two (2) years.

Background

4. Our client's property at _____ is located to the east of the Property.
5. Our client objects to the DA due to non-compliances with the *Temora Local Environment Plan 2010* ('TLEP 2010'), the *Temora Development Control Plan 2012* ('TDCP 2012') and the *Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021* (NSW).

Non-compliance with TLEP 2010

6. The objectives of Zone RU5 Village as set out in TLEP 2010 are:

KIAMA: SHOP 6, 65 MANNING STREET KIAMA NSW 2533 • PO BOX 95 KIAMA NSW 2533
TELEPHONE: (02) 4232 1188 • FACSIMILE: (02) 4229 2164
EMAIL: rmb@rmblawyers.com.au • WEB: www.rmblawyers.com.au

ALSO AT BOWRAL, BRAIDWOOD, CAMDEN, CONDOBOLIN, DAPTO, FORBES, GOULBURN, LAKE CARGELLIGO, MOSS VALE, NOWRA, PARKES, QUEANBEYAN, SHELLHARBOUR, WAGGA WAGGA, WARILLA AND WOLLONGONG

A Division of Russell McLelland Brown Lawyers



Accredited Specialists in:
Personal Injury Law
Property Law
Business Law
Family Law

5390719

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approved under Professional
Standards Legislation



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"to promote and encourage development that will strengthen the economies of the township of Arah Park and the village of Springdale in a manner that enhances and conserves their distinctive heritage and landscape characteristics [Emphasis added]."

7. The proposed development consists of two second-hand transportable dwellings. No information has been provided as to the proposed construction materials.
8. From the information that has been provided in the application, the proposed development is inconsistent with the distinctive heritage and landscape characteristics of the area.

Non-compliance with TDCP 2012

Streetscape and character

9. The Dictionary to the TLEP 2010 defines multi-unit dwelling as:
"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."
10. Clause 2 of 'Multi-Unit Housing' of the TDCP 2012 provides that dwellings should preserve the character of the neighbourhood and consider the existing features of adjoining properties.
11. The adjoining properties to the Property consist of single dwellings on large lots. The proposed development fails to consider the existing features of the adjoining properties.
12. We are instructed that there is only one other multi-unit dwelling in the vicinity of 38 Pitt Street which is utilised for teachers' housing. These units are poorly maintained and unsightly.
13. The proposed development is clearly a departure from the existing streetscape and character of the area.

Sewerage management

14. Clause 10 of Sewerage Management of the TDCP 2012 provides:
Minimum size septic tank where only a WC, hand basin and shower are installed = 2500L.
15. The proposed 2500L shared septic system is not suitable for all three dwellings on the proposed development.

Social concerns and crime

16. Our client is of the understanding that the transportable dwellings will be tenanted for social housing purposes. Our client has concerns regarding the security of their property.

Conclusion

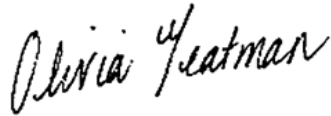
17. Our client is strongly opposed to the DA as he is concerned that the proposed development will diminish the visual amenity of the heritage character of the neighbourhood.
18. We thank Council for its assistance with this matter.

5390719

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19. If Council requires anything further, please contact the writer.

Yours faithfully

A handwritten signature in black ink that reads "Olivia Yeatman". The signature is written in a cursive, flowing style.

Olivia Yeatman
Email: oliviay@rmblawyers.com.au

Legal Assistant: Dayna Deller
Direct Line: (02) 4232 0811
Email: daynad@rmblawyers.com.au

5390719



SE22-245a No. 38 Pitt Street, Arian Park, NSW

SIZE OF AREA FOR EACH MONTH (DISREGARDING STORAGE OF EFFLUENT) 1500L/Day

| Month | Pan Evaporation E mm | Evapotranspiration ET (ET=0.75E) | Rainfall R mm | Retained rainfall R _r (R _r = 0.75R) | L TAR per Day mm | L TAR per month mm | Disposal rate per month mm | Effluent applied per month L | Size of Area m ² |
|-------------|-------------------------|-------------------------------------|------------------|--------------------------------------------------------------|------------------------|--------------------------|----------------------------------|------------------------------------|--------------------------------|
| Jan. | 257.3 | 193 | 43 | 32 | 4 | 124 | 285 | 46500 | 163 |
| Feb. | 207.2 | 155 | 37 | 28 | 4 | 112 | 240 | 42000 | 175 |
| Mar. | 173.6 | 130 | 42 | 31 | 4 | 124 | 223 | 46500 | 208 |
| Apr. | 105 | 79 | 46 | 34 | 4 | 120 | 165 | 45000 | 273 |
| May. | 58.9 | 44 | 56 | 42 | 4 | 124 | 126 | 46500 | 369 |
| Jun. | 36 | 27 | 48 | 32 | 4 | 120 | 115 | 45000 | 391 |
| Jul. | 40.3 | 30 | 56 | 42 | 4 | 124 | 112 | 46500 | 415 |
| Aug. | 52.7 | 40 | 54 | 41 | 4 | 124 | 123 | 46500 | 379 |
| Sep. | 75 | 56 | 55 | 41 | 4 | 120 | 135 | 45000 | 333 |
| Oct. | 117.8 | 88 | 62 | 47 | 4 | 124 | 166 | 46500 | 281 |
| Nov. | 177 | 133 | 44 | 33 | 4 | 120 | 220 | 45000 | 205 |
| Dec. | 241.8 | 181 | 42 | 32 | 4 | 124 | 274 | 46500 | 170 |
| Sum | | 1156.95 | 584.7 | | | | | | |
| Ave. Area = | | | | | | | | | 280 |

DEPTH OF STORED EFFLUENT (TRIAL)

| Month | First Trial area m ² | Effluent applied per month L | Application rate mm | Disposal rate per month mm | Gain/Loss mm | Increase in depth of stored effluent mm | Depth of Effluent for month mm | Increase in depth of effluent mm | Computed depth of Effluent mm |
|-------|------------------------------------|------------------------------------|---------------------------|----------------------------------|-----------------|--------------------------------------------------|-----------------------------------------|-------------------------------------------|-------------------------------------|
| Dec. | 290 | - | - | - | - | - | - | - | 0 |
| Jan. | 290 | 46500 | 160 | 285 | -124 | -415 | 0 | -415 | -415 |
| Feb. | 290 | 46500 | 160 | 240 | -79 | -264 | -415 | -264 | -679 |
| Mar. | 290 | 46500 | 160 | 223 | -63 | -209 | -679 | -209 | -888 |
| Apr. | 290 | 46500 | 160 | 165 | -4 | -14 | -888 | -14 | -902 |
| May. | 290 | 46500 | 160 | 126 | 34 | 114 | -902 | 114 | -788 |
| Jun. | 290 | 46500 | 160 | 115 | 45 | 151 | -788 | 151 | -637 |
| Jul. | 290 | 46500 | 160 | 112 | 38 | 161 | -637 | 161 | -476 |
| Aug. | 290 | 46500 | 160 | 123 | 25 | 125 | -476 | 125 | -350 |
| Sep. | 290 | 46500 | 160 | 135 | 5 | 84 | -350 | 84 | -266 |
| Oct. | 290 | 46500 | 160 | 166 | -5 | -18 | -266 | -18 | -284 |
| Nov. | 290 | 46500 | 160 | 220 | -59 | -198 | -284 | -198 | -482 |
| Dec. | 290 | 46500 | 160 | 274 | -114 | -378 | -482 | -378 | -860 |

SE22-245a No. 38 Pitt Street, Arian Park, NSW

PRIMARY TREATMENT

CALCULATION OF ABSORPTION TRENCH

Data

width b=600mm

depth d=700mm

aggregate depth=300mm

Note:

Width b = min. 200mm, max. 600mm, Typical 300-450mm
 Depth of aggregate = min. 200mm, max. 400mm, Typical 200-400mm
 Depth of topsoil = min. 100mm, max. 150mm, Typical 100-150mm

$$A_w = Q_d / LTAR$$

$$Q_d = 1500 \text{ litre}$$

$$LTAR = 4 \text{ mm/day}$$

$$DLR (\text{Primary}) = 12 \text{ mm/day}$$

$$DLR (\text{Secondary}) = 15 \text{ mm/day}$$

$$A_w = 375 \text{ m}^2$$

$$L = A_w / b + d_w$$

$$\text{Length, } L = 288 \text{ m}$$

DLR = Design Loading Rate in mm/day

LTAR = Long Term Acceptance Rate (mm/day)

Qd = daily effluent flow (L/day)

A_w = wetted area

b = trench width

L = trench length (m)

d_w = allowance for depth of wetted walls (m)

$$d_w = 2 \times 0.5d$$

SECONDARY TREATMENT

CALCULATION OF EVAPOTRANSPIRATION - ABSORPTION AREA/TRENCH

$$\text{Area, } A_e = 290 \text{ m}^2$$

$$B_e = \text{width} + 2\text{depth}$$

$$\text{Length, } L = A_e / B_e$$

$$\text{Length, } L = 145 \text{ m}$$

CALCULATION OF IRRIGATION AREA

$$\text{Area } A_i = Q_w / DIR$$

$$Q_w = 10500 \text{ litre}$$

$$DIR = 28 \text{ mm/week}$$

$$\text{Irrigation } A_i = 375 \text{ m}^2$$

Q_w = weekly effluent flow

DIR = Design Irrigation Rate

14.2 EXTERNAL GRANT FUNDING POLICY - COMPLETION OF EXHIBITION**File Number:** REP23/15**Author:** Town Planner**Authoriser:** Director of Environmental Services**Attachments:** 1. Draft External Grant Funding Policy**REPORT**

At the November Council Meeting, Councillors considered a report on the review of the External Grant Funding Policy. At this meeting Council resolved:

That Council place the Draft External Grant Funding Policy on public exhibition for 28 days and receive a future report on the outcome of the public exhibition, with an amendment to the short time frame grant program paragraph as follows - where it is a funding opportunity over \$50,000, that Councillors be consulted via mobile phone and email with majority response required. If there is no response from a Councillor within 24 hours it will be assumed that they acquiesce.

The draft plan was placed on public exhibition from 29 November 2022 until 6 January 2023. The exhibition was advertised in the Temora Independent newspaper and the draft policy was available for viewing on Council's website. A copy of the exhibited plan is attached.

As a result of the public exhibition, no submissions were received.

Due to no submissions being received, it is recommended that Council adopt the plan as exhibited.

RESOLUTION 17/2023

Moved: Cr Jason Goode

Seconded: Cr Graham Sinclair

It was resolved that Council adopt the External Grant Funding Policy as exhibited with minor amendment that a majority response from Councillors is required.

CARRIED

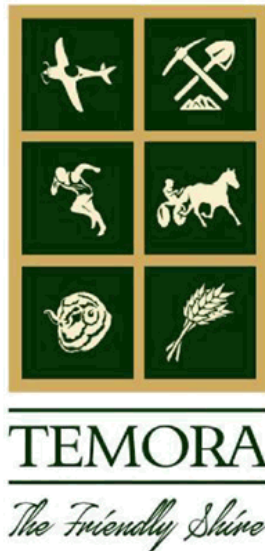
Report by Claire Golder

Function: Governance

Temora Shire Council

Policy Number: G25

TEMORA SHIRE COUNCIL



EXTERNAL GRANT FUNDING POLICY

DRAFT

Revision Number: 1
File Name: External Grant Funding Policy

Revision Date: October 2024

1

*Function: Governance**Temora Shire Council**Policy Number: G25*

| |
|-----------------------|
| Review Details |
|-----------------------|

ABOUT THIS RELEASE

DOCUMENT NAME: External Grant Funding Policy
CODE NUMBER: G25
AUTHOR: Temora Shire Council
ENDORSEMENT DATE:

REVIEW

| Revision Date | Revision Description | | Date approved by Council | General Managers Endorsement |
|---------------|----------------------|---|--------------------------|------------------------------|
| November 2021 | New Policy | 1 | 18 November 2021 | GCL |
| November 2022 | Review | 2 | | |
| | | | | |
| | | | | |
| | | | | |

PLANNED REVIEW

| Planned Review | Revision Description | | Review by |
|----------------|----------------------|--|-----------|
| October 2024 | Review | | GCL |
| | | | |

Revision Number: 1
File Name: External Grant Funding Policy

2
Revision Date: October 2024

*Function: Governance**Temora Shire Council**Policy Number: G25*

PART A Outline

Objectives

This policy is aimed at fulfilling the following objectives:

- (a) To ensure effective management of grants funded from external organisations, including procurement decisions.
- (b) Establish a framework for managing, monitoring and evaluating grants and grant funded initiatives;
- (c) To ensure consistent and objective analysis of external funding opportunities;
- (d) to ensure alignment with Council's integrated plans (i.e. Community Strategic Plan, Resourcing Strategy, Delivery Program, Operational Plan); and
- (e) To ensure that ongoing expenses beyond the term of the funding are transparent, agreed upon and are not burdensome on Council.

Legislative and regulatory requirements

- Local Government Act 1993 and Local Government (General) Regulation 2005
- Local Government Code of Accounting Practice and Financial Reporting
- Accounting Standards
- Local Government Asset Accounting Manual
- Local Government Revenue Raising Manual

Background

One of the roles of Council is to seek, secure and receive funding from external sources, most often State and Federal Government. This funding is a major source of income for Council, as well as how many projects that benefit the Temora Shire community are delivered.

The selection of particular projects to seek funding, requirements for co-contributions toward projects, other conditions and the ongoing maintenance of new and upgraded assets must be considered prior to application. The identification of projects within Council's Community Strategic Plan, Delivery Plan and Asset Management Plan are the most appropriate means to indicate Council's support and commitment to a particular project.

However, there will be some circumstances where Council may wish to consider opportunistic funding, if the situation arises based on emerging priorities of State and Federal Government and there is an identified benefit to Temora Shire.

*Revision Number: 1**File Name: External Grant Funding Policy**Revision Date: October 2024*

3

*Function: Governance**Temora Shire Council**Policy Number: G25*

This policy is intended to guide Councillors and Council officers in relation to decision making surrounding grant funding.

Scope

This policy applies to all grants that require applications to be made. The policy applies to all Council staff and Councillors:

- Where Council is submitting an external funding application;
- Where Council is one of a number of partners in a joint external funding application;
- Where funding provider approves a grant application with variations to the original proposal.

Definitions

“External Grant” means any assistance by way of a sum of money or other resource provided to Council by State, Federal or non-government agencies on the condition that the assistance is used for a specified purpose.

“Funding agreement” means a legally enforceable agreement setting out the terms and conditions governing funding determined by the grant-giving organisation. The form of the agreement will depend on the intent of the grant and the degree of control required. The forms of enforceable funding agreements include:

- Deed;
- Contract; and/or
- Exchange of letters.

PART B Procedures

Policy

Grants are an important source of funding for Council projects but need to be considered in the context of Council's priorities, plans and other funding options. Before applying for a grant, it is important to ensure that Council considers whole of life costs (capital grants) and any requirement for matching funds. Council must ensure that it can comply with any conditions stated in the grant application form and/or grant application guidelines.

All grant funded projects should be managed in accordance with best practice project management techniques.

1. Authorisation / Approval

Council planned projects

Council may include projects intended to be fully or partially funded through grants using the regular annual budgeting processes and identify these projects in the Operational

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*Revision Number: 1**Revision Date: October 2024**File Name: External Grant Funding Policy*

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Plan, Delivery Plan or Long Term Financial Plan. The Community Strategic Plan and other plans assist Council to identify suitable projects. This process requires a formal Council resolution in support of the project. Inclusion of a project in Council's forward plans indicates that this project is a priority of Council.

Where there is a grant opportunity to seek funding for a project that is identified within Council's forward plans, the General Manager and the relevant Director, in consultation with delivery staff, can approve that an application be made.

Unbudgeted higher value projects

Where there is sufficient lead time to consider making an application, a formal Council resolution is required prior to the submission of a grant application where:

- The project is not included in the Delivery Program / Operational Plan AND the total project value is greater than \$50,000
- The project is included in the Delivery Program / Operation Plan BUT an unbudgeted Council contribution is required

Council will consider and determine if the application should be made.

Short time frame grant programs

It is recognised that on occasion funding programs over \$50,000, offering significant benefit to Temora Shire, do not allow sufficient time for the proper authorisations. This is generally in situations whereby the program provides a short lead timeframe between the announcement of the opportunity and the closing date for applications. Should this occur, the General Manager, with the concurrence of the Mayor, Deputy Mayor and the relevant Head of Department, may consider a submission in lieu of a report to the next Council meeting, justifying the reasons for the application. The General Manager will request comment from all Councillors regarding the proposed application, via email and mobile phone. The General Manager will consider the responses received before submitting any application. If no response is received within 24 hours, it will be considered that the Councillor supports the application.

Low value grant programs

For all other projects that are valued at less than \$50,000 and may or may not be included in the Delivery Program / Operational Plan, the General Manager may delegate authority to the relevant Head of Department to approve a grant funding application. If possible, these projects will be considered as part of the quarterly budget review process. If deemed necessary, the General Manager may seek the concurrence of the Mayor and the Deputy Mayor for any grant application below \$50,000.

Community Organisations

Community organisations that are seeking funding for Council owned infrastructure or facilities are required to adhere to the conditions of this policy and seek Council endorsement of their application.

2. Expressions of Interest Process

In some cases, funding programs call for an initial Expressions of Interest, followed by an invitation to submit a grant application. An Expression of Interest in a grant does not require a Council resolution, as Council is not committing to a project or an allocation of funds.

Should an Expression of Interest lead to an invitation to apply for a grant, the approval

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process outlined in Section 1 applies.

Where an Expression of Interest has been made, this shall be reported as General Business to the next relevant Council Committee Meeting.

3. Assessment Process

Before applying for a grant, the applicant should undertake an assessment of the likely impact of the project on Council.

Questions to consider include:

- Does the project align with Councils Strategic Plans?
- Does Council have resources available or budget funding (for grant applications prepared by external consultants) to prepare an expression of interest and/or a grant application?
- How will Council fund any matching contribution?
- What are the future financial implications?
- What impacts will it have on Council business?
- Does Council have the capacity and expertise to carry out the task or project for which they are receiving the grant?
- Are the necessary processes and requirements in place i.e. legal, governance, supervision, record-keeping etc.?
- What are the risks and emerging issues that may affect council's obligations to fulfil the obligations under the grant?
- Will the grant create expectations in the community or with internal stakeholders that Council will continue to deliver the service beyond the funding period?
- Whole of Life cost impacts, if relevant.

Business case

All grant funding applications valued at greater than \$50,000 require a business case to be prepared using the Project Plan Template (included as Appendix 1 to this policy) for the consideration of Council by means of a formal report. The business case assists with justifying Council's decision to proceed with the application.

4. Conflict of Interest

The Code of Conduct applies to any grant application and in particular the need to declare any conflict of interest in relation to the grant application.

5. Notification

The Project Manager will advise Council when a grant application has been submitted, regardless of the value of the grant. Notification shall occur through the relevant Committee, via reporting or general business, or as a separate report to Council if required.

The Project Manager will notify Council of the outcome of a grant application as soon as possible, whilst complying with any confidentiality/media embargo requirements, using email and Council intranet. Formal notification of the outcome of grant applications will be provided by the Project Manager at the next appropriate Committee Meeting.

6. Recognition Treatment

Grant revenue is generally recognised when the grant funds are received or receivable; for example, where the control of the future economic benefits have been

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obtained and agreement is enforceable.

Where conditional grant funds are received in:

- advance: a liability would be recognised until the conditions are met; or
- arrears: revenue would be recognised once the conditions are met.

The Project Manager will arrange for a work order for the project, where this is required.

7. Records

Appropriate records will be kept in accordance with Councils Records Management Policy. This includes grant agreements, financial records, construction contracts and photographs of works or events. A copy of the signed construction contract shall be provided to Council's Finance Officer. A copy of the grant agreement shall be provided to Council's Accountant.

8. Project Management, Delivery and Reporting

It is the responsibility of the Project Manager, as determined by the relevant Director/Manager with responsibility for the asset/future asset/program, to manage delivery of the project, including any tendering or procurement procedures, contract management, all reporting requirements and compliance with conditions of funding. Project Managers shall liaise with relevant finance staff to ensure funding and invoicing is allocated to applicable work orders.

The Project Manager will adhere to Council purchasing, procurement and reporting controls to manage grant expenditure received from external providers.

Responsibilities

The General Manager is responsible for the implementation of this policy. Budget / Project Managers will be required to provide background information and recommendations in relation to applications in their areas of work. The General Manager is required to provide a report to Council indicating the financial impact of the acquisition of a new asset/upgrade of existing asset/delivery of program or event as part of the Annual Operating budget and Long Term Financial Plan.

Review

The General Manager will review the policy every 4 years.

*Revision Number: 1**File Name: External Grant Funding Policy**Revision Date: October 2024*

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15 ADMINISTRATION AND FINANCE**15.1 THE RESILIENCE PROJECT****File Number:** REP22/1625**Author:** Economic Development Manager**Authoriser:** Director of Administration & Finance**Attachments:** 1. The Resilience Project - Program Brochure**REPORT**

On the 29 November, the EDM was contacted by Mrs Erin Pike advising that the Temora Public School and Temora High School were looking into a joint wellbeing program to teach within and across their schools. Called The Resilience Project, the program aims to promote a GEM mindset - which is Gratitude, Empathy and Mindfulness. Coming out of Covid school staff have noticed a decline in student mental health and feel that they need to support students in a holistic approach - both with academic and wellbeing needs.

The vision is for the project to not only help students, but also the community. By promoting the program across both schools, they ensure consistent language and approach to wellbeing. It also incorporates parents/carers and staff into the training to ensure the connection between home and school remains strong.

As the project is quite expensive - the initial cost is \$3,500 (per school) plus \$19 per student for the journals - Erin contacted me to see if Council would support through either grant assistance or a funding contribution.

Officers responded by setting up a meeting with Mrs Pike and Mrs Megan Hawksworth from Temora High School on 9 December to discuss the program further and what role Council may be able to play in the program. During the meeting it was agreed to establish a Taskforce to drive the project. All schools, sporting clubs, and relevant organisations (such as the Community Centre) would be invited to join.

A funding opportunity from the NSW State Government was also identified. The NSW Children and Young People Wellbeing Recovery Initiative program seemed a perfect fit, however the closing date for applications was Friday 16th December. Given the tight timeframe involved and coinciding with the last week of school the EDM offered support of the Economic & Community Development Officer to submit the application.

The ECDO worked diligently to prepare and submit an EOI to the program on Wednesday 14 December. The following day Council was invited to progress to the next stage, which closed on Monday, 19 December. The application is for \$50,000 with no financial commitment from Council other than staff time to prepare, auspice and acquit the grant.

Further information about the project is attached.

RESOLUTION 18/2023

Moved: Cr Jason Goode

Seconded: Cr Nigel Judd

It was resolved that Council note the report.

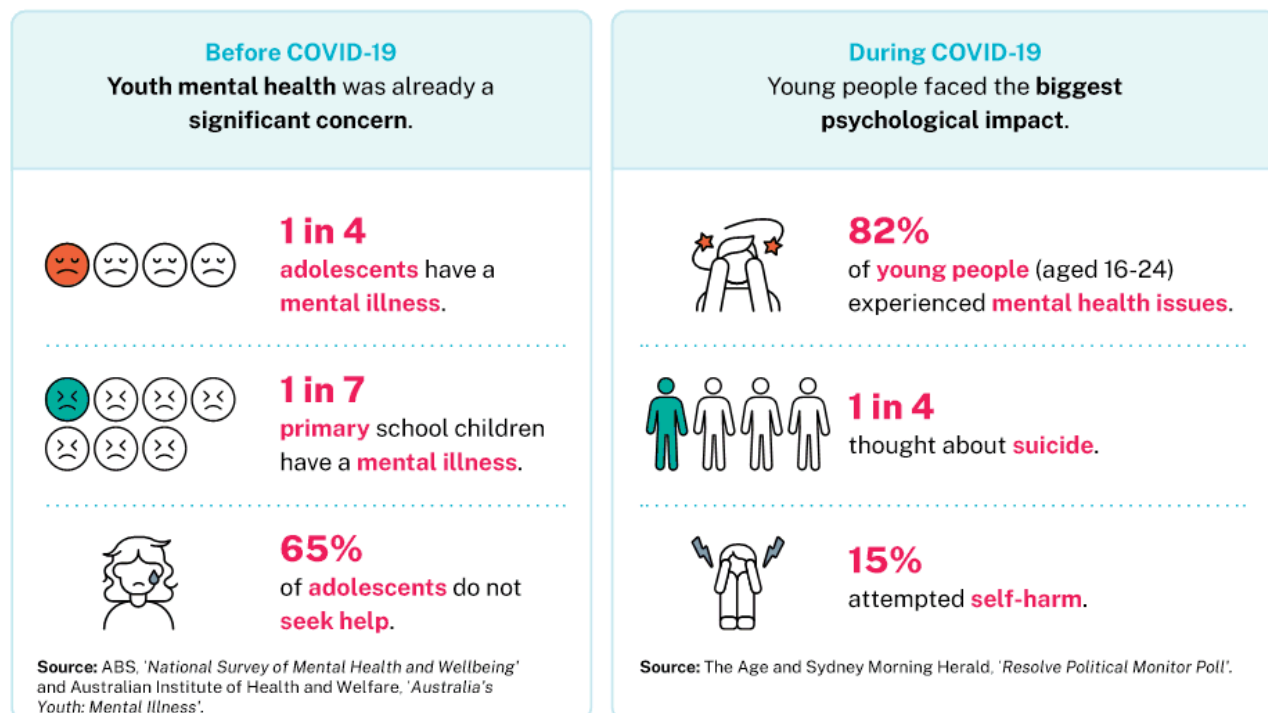
CARRIED

Report by Craig Sinclair



2023 School Partnership Program

Why youth mental health matters:



Urgent action is needed to tackle Australia's youth mental health crisis. Early intervention and prevention is key.

The Resilience Project (TRP) is committed to teaching positive mental health strategies to prevent mental ill-health and build young people's capacity to deal with adversity.

Through an evidence-based **Teaching and Learning Program** and inspiring digital presentations for students, staff and parents/carers, our school partnership program aims to support mental health in the classroom, staffroom and family home.

We are proud to have delivered wellbeing programs to over 1,500 schools and early learning services across Australia.

Program Evidence

The research is clear; **the more positive emotion you experience, the more resilient you will be**. For that reason we focus on key pillars that have been proven to cultivate positive emotion; **Gratitude**, **Empathy** and **Mindfulness** (GEM), with **Emotional Literacy** being a foundational skill to practise these strategies.

Gratitude

Practising gratitude increases our levels of energy, helps us to feel happier, more focussed, determined and optimistic.

Empathy

When we show empathy, our brain releases oxytocin, which leads to increased self-esteem, energy levels and positivity.

Mindfulness

Practising mindfulness can help us stay focussed as well as reduce stress and anxiety.

Emotional Literacy

When we improve our emotional literacy, we can work towards recognising our own feelings and being able to manage them.

Program Impact

The Resilience Project's School Partnership Program has been **independently evaluated** by both **The University of Adelaide** and **The University of Melbourne**.

The University of Melbourne

2019







In-depth study of program participants versus non-program participants found students at TRP schools benefited from the program in a range of ways:

- Improved **confidence** and **self-esteem**.
- Improved knowledge and **ability to express emotions**, at school and home.
- More **supportive** classroom environments.
- Significant **increase** in daily practice of **gratitude strategies**.

The University of Adelaide

2019 - 2021

TRP Program participants (83,002 students) maintained **consistent emotional wellbeing and life satisfaction** in comparison to non-TRP Program participants (79,699 students) across the COVID-19 pandemic:

| Measure | TRP Students | Non-TRP Students |
|---------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| Depressive Symptoms |  Consistent |  Increased |
| Anxiety Symptoms |  Consistent |  Increased |
| Life Satisfaction |  Consistent |  Declined |

THE
**RESILIENCE
PROJECT**

Program Overview

The Resilience Project's School Partnership Program **inspires action, measures your students' wellbeing** and **teaches practical strategies** to support your school and wider school community.

| | Students | Staff | Parents/Carers | School | |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| INSPIRE | Presentations: <ul style="list-style-type: none"> • 4x age-specific videos: <ul style="list-style-type: none"> » Primary: F-3 & 4-6; or » Secondary: 7-9 & 10-12. | Presentations: <ul style="list-style-type: none"> • 4 x 15-minute videos. • Live 'Discovering Resilience' webinar with Hugh or Martin. • 'TRP in Action' PD Session. | Presentations: <ul style="list-style-type: none"> • 4 x 10-minute videos. | Professional Development: <ul style="list-style-type: none"> • Welcome Meeting. • 'Leading TRP' Introductory Meeting. • Resilient Youth Survey Results Briefing. | \$3,500 Choice of presenters, Hugh van Cuylenburg or Martin Heppell. |
| ENGAGE | Teaching & Learning Program: <ul style="list-style-type: none"> • Student journal with: <ul style="list-style-type: none"> » Up to 30 year level-specific lessons. » Weekly conversation starters. » Wellbeing-themed games and activities. • Participation in the Resilient Youth Survey. | Teaching & Learning Program: <ul style="list-style-type: none"> • Up to 30 teacher lesson plans for every year level. • Culturally responsive designed curriculum. • Lessons mapped against curriculum standards. • Dedicated online teacher platform. • Staff newsletter. | Engagement Initiatives: <ul style="list-style-type: none"> • Communication pack to engage parents in the program. • Parent newsletter to drive ongoing engagement. • Dedicated online hub to access presentations and other resources. • TRP@Home activities to support children's wellbeing outside school. | Engagement Initiatives: <ul style="list-style-type: none"> • Dedicated School Partnership Manager. • GEM Pack (digital classroom posters, display boards). • Digital certificates for staff professional development. • TRP School Fence Sign. | \$19 / Student The student fee can be covered by the school or added to the school's booklist. |

$\$3,500 + \$19 \times [\text{Enrolled Students}] = 2023 \text{ Program Cost (+ GST)}$



Scan this QR code or head to the following link to learn more about the program, including sample videos, lesson plans and other FAQs.

theresilienceproject.com.au/2023-school-partnership-program



15.2 RELATED PARTY DISCLOSURES POLICY

File Number: REP22/1647
Author: Director of Administration & Finance
Authoriser: Director of Administration & Finance
Attachments: 1. Related Parties Disclosures

REPORT

Council's related Party Disclosure Policy is due for review.

The only change to the policy is to the definition of Key Management Personnel (KMP). Previously the definition of KMP was limited to the Mayor, Councillors, General Manager and Directors of each department. The Engineering Department Managers have now been included in this definition to reflect the current organisational structure.

RESOLUTION 19/2023

Moved: Cr Jason Goode
Seconded: Cr Graham Sinclair

It was resolved that Council adopt the Related Party Disclosures Policy.

CARRIED

Report by Elizabeth Smith

Function: Governance

Temora Shire Council

Policy Number: G4

TEMORA SHIRE COUNCIL



TEMORA
The Friendly Shire

RELATED PARTY DISCLOSURES

ACTIVE

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Function: Governance

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| |
|----------------|
| Review Details |
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ABOUT THIS RELEASE

DOCUMENT NAME: Related Party Disclosures
CODE NUMBER: G04
AUTHOR: Temora Shire Council
ENDORSEMENT DATE: 19 January 2017

REVIEW

| Revision Date | Revision Description | | Date approved by Council | General Managers Endorsement |
|---------------|----------------------|---|--------------------------|------------------------------|
| January 2017 | New Policy | 1 | 19 January 2017 | GCL |
| January 2023 | Review | 2 | | |
| | | | | |
| | | | | |
| | | | | |

PLANNED REVIEW

| Planned Review Date | Revision Description | | Review by |
|---------------------|----------------------|--|----------------------------------------|
| October 2025 | Refresh | | Director of Administration and Finance |
| | | | |
| | | | |

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1. POLICY STATEMENT

The Related Party Disclosure Policy aims to assist Council in complying with disclosure requirements concerning key management personnel, their close family members and entities controlled or jointly controlled by any of them stipulated under the *Australian Accounting Standard AASB 124 Related Party Disclosures* and the *Australian implementation guidance for not-for-profit public sector entities (AASB 124)*.

2. SCOPE

This policy is to be applied in:

- 2.1 identifying related party relationships; related party transactions, and ordinary citizen transactions concerning key management personnel, their close family members and entities controlled or jointly controlled by any of them;
- 2.2 identifying information about the related party transactions for disclosure;
- 2.3 establishing systems to capture and record the related party transactions and information about those transactions;
- 2.4 identifying the circumstances in which disclosure of the items in paragraphs 2.1 and 2.2 are required;
- 2.5 determining the disclosures to be made about those items in the general purpose financial statements for the purpose of complying with the AASB 124.

3. POLICY OBJECTIVES

The objective of the policy is to ensure that the existence of certain related party relationships and related party transactions concerning key management personnel, their close family members and entities controlled or jointly controlled by any of them, and information about the transactions, necessary for users to understand the potential effects on the financial statements are properly identified, recorded in Council's systems, and disclosed in Council's general purpose financial statements in compliance with the AASB 124, the *Privacy and Personal Information Protection Act 1998* and the *Personal Information Protection Regulation 2014*.

4. BACKGROUND AND/OR PRINCIPLES

The Local Government Act (1993) and Regulation requires Council to prepare its general purpose financial statements in compliance with Australian Accounting Standards, specifically relevant for the purpose of this policy, the AASB 124.

5. AASB 124 DISCLOSURE REQUIREMENTS

- 5.1 **Disclosures** - Relevant to this policy, to comply with the AASB 124, for annual periods beginning on or after 1 July 2016, Council will disclose in its general purpose financial statements the information specified in section 5.2 for related party transactions with, amongst others¹, the following persons during the periods covered by the financial statements:²
 - (a) Council's Key Management Personnel;
 - (b) other related parties, comprising:
 - (i) a close family member of a key management person of Council;
 - (ii) entities controlled or jointly controlled by a key management person of

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Council;

- (iii) entities controlled or jointly controlled by a close family member of a key management person of Council.

5.2 Disclosed Information - For each category of related party transactions specified in section 1, Council will disclose the following information in Council's general purpose financial statements:

- (a) the nature of the related party relationship;
- (b) the amount of the transactions;
- (c) the amount of outstanding balances, including commitments; and
 - (i) their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in settlement; and
 - (ii) details of any guarantees given or received;
- (d) provisions for doubtful debts related to the amount of outstanding balances; and
- (e) the expense recognised during the period in respect of bad or doubtful debts due from related parties.

5.3 Disclosed in Aggregate or Separate - For each related party category specified in section 1, Council will disclose information specified in section 5.2 for related party transactions of a similar nature in aggregate except when separate disclosure is necessary for an understanding of the effects of related party transactions on the financial statements of Council, having regard to the following criteria:

- (a) the nature of the related party relationship;
- (b) the significance of the transaction (individually or collectively) in terms of size or value (including where the materiality arises due to the fact that no consideration for the transaction is given or received by Council);
- (c) whether the transaction is carried out on non-arm's length terms;
- (d) whether the nature of the transaction is outside normal day-to-day business operations, based on the factors and thresholds determined by the Director of Administration and Finance in consultation with the General Manager and Council's audit committee.

6. IDENTIFYING RELATED PARTY TRANSACTIONS WITH KMPs AND THEIR CLOSE FAMILY MEMBERS

6.1 Related Party Transactions Notifications - Key management personnel (**KMP**) must provide a Related Party Transactions Notification (**RPT Notification**), in the form set out in Attachment A, notifying any existing or potential related party transactions between Council and either themselves, their close family members or entities controlled or jointly controlled by them or any of their close family members, subject to section 6.6, to the General Manager by no later than the following periods during a financial year (**specified notification period**):

- (a) 30 days after the commencement of the application of this policy;
- (b) 30 days after a KMP commences their term or employment with Council;

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- (c) 30 November;
 - (d) 30 June.
- 6.2 **RPT Notification Form** - At least 30 days before a specified notification period, the Director of Administration and Finance will provide KMPs with a RPT Notification form and a Privacy Collection Notice as set out in Attachment B.
- 6.3 **Additional RPT Notifications** - During a financial year, if a KMP knows of:
- (a) any new or potential related party transaction that is required or likely to be required to be disclosed in Council's financial statements; or
 - (b) any change to a previously notified related party transaction (including a change to a related party relationship), the KMP must provide additional RPT notifications notifying of the new or potential related party transactions or changes, by no later than 30 days after the KMP knows of the transaction or change.
- 6.4 **Suspected Related Party Transaction** - If a KMP suspects that a transaction may constitute a related party transaction, the KMP should provide a RPT Notification to the General Manager for consideration and determination.
- 6.5 **Other Notifications** - The notification requirements in this section 6 are in addition to the notifications a KMP must make to comply with:
- (a) Section 449 of the *Local Government Act 1993* in relation to the disclosure of interests; and
 - (b) for the General Manager and other senior executive officers who are KMPs, the Employee Code of Conduct
- 6.6 **Exclusions** - The notification requirements in this section 6 do not apply to:
- (a) related party transactions that are ordinary citizen transactions; and
 - (b) for Councillors, expenses incurred and facilities provided to a Councillor during the financial year, under Council's Payment of Fees & Expenses & the Provision of Facilities for Councillors Policy.
- 6.7 **Digital Extraction** - The Accountant will digitally identify and extract information specified in section 5.2 against each notified related party transaction in Council's computerised business systems for the purpose of recording the related party transactions and associated information in the register of related party transactions.
- 6.8 **Other Sources of Information** - To ensure all related party transactions are captured and recorded, the Accountant may review other sources of information held by Council including, without limitation:
- (a) a Disclosure of Interests Return (under s449 of the Local Government Act 1993) of a KMP and of persons related to the KMP;
 - (b) minutes of Council and committee meetings.
- 6.9 **Manual Investigation and Recording of Information** - For notified related party transactions that are not captured by Council's computerised business systems, the Accountant will manually review the transactional documentation and record the information specified in section 5.2 for the subject transaction in the register of related party transactions.

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7. ORDINARY CITIZEN TRANSACTIONS

A KMP is not required to notify in a RPT Notification, and Council will not disclose in its financial statements, related party transactions that are ordinary citizen transactions, so long as the terms and conditions are no different to those available to the general public. If an OCT occurs on terms and conditions that are different to those offered to the general public, the transaction will be captured and if required reported in the financial statements.

8. REGISTER OF RELATED PARTY TRANSACTIONS

- 8.1 **Maintain a Register** - The Accountant must maintain and keep up to date a register of related party transactions that captures and records the information specified in section 5.2 for each existing or potential related party transaction during a financial year.
- 8.2 **Contents of Register** - The contents of the register of related party transactions must detail for each related party transaction:
- (a) the description of the related party transaction;
 - (b) the name of the related party;
 - (c) the nature of the related party's relationship with Council;
 - (d) whether the notified related party transaction is existing or potential;
 - (e) a description of the transactional documents the subject of the related party transaction; and
- 8.3 The Accountant is responsible for ensuring that the information specified in section 5.2 is disclosed in Council's financial statements to the extent, and in the manner stipulated by AASB 124, subject to section 5.3.

9. INFORMATION PRIVACY

- 9.1 **Confidential** - The following information is classified as confidential, and is not available for inspection by or disclosure to the public, including through a *Government Information (Public Access) Act (GIPA)* application:
- (a) information (including personal information) provided by a key management person in a RPT Notification; and
 - (b) personal information contained in a register of related party transactions.
- 9.2 **When Consent Required** - Except as specified in this policy, Council and other permitted recipients will not use or disclose personal information provided in a RPT Notification by a KMP or contained in a register of related party transactions, for any other purpose or to any other person except with the prior written consent of the subject KMP.
- 9.3 **Permitted Recipients** - The following persons are permitted to access, use and disclose the information (including personal information) provided in a RPT Notification or contained in a register of related party transactions for the purposes specified in section 9.4:
- (a) a Councillor;
 - (b) the General Manager;
 - (c) the Director of Administration and Finance being responsible for the preparation

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of financial reports;

- (d) financial officers within Council's finance department responsible for the preparation of financial reports authorised by the Director of Administration and Finance;
- (e) members of Council's audit committee;
- (f) an auditor of Council (including an auditor from the Audit Office of New South Wales).

9.4 **Permitted Purposes** - A person specified in section 9.3 may access, use and disclose information (including personal information) in a RPT Notification or contained in a register of related party transactions for the following purposes:

- (a) to assess and verify a notified related party transaction;
- (b) to reconcile identified related party transactions against those notified in a RPT Notification or contained in a register of related party transactions;
- (c) to comply with the disclosure requirements of the AASB 124;
- (d) to verify compliance with the disclosure requirements of the AASB 124.

9.5 An individual may access their personal information provided by a KMP in a RPT Notification or contained in a register of related party transactions in accordance with Council's Privacy Management Plan.

10. GOVERNMENT INFORMATION (PUBLIC ACCESS) [GIPA] STATUS

10.1 **No Public Inspection** - The following documents are not open to or available for inspection by the public:

- (a) RPT Notifications provided by a KMP; and
- (b) a register of related party transactions.

10.2 **Not GIPA-accessible** - A GIPA application seeking access to or release of:

- (a) a document or information (including personal information) provided by a KMP in a RPT Notification; or
- (b) personal information contained in a register of related party transactions

will be refused on the grounds the document or information comprises information for which there is an overriding public interest against disclosure pursuant to Section 14 of the *Government Information (Public Access) Act*.

10.3 **Transactional Documentation** - A GIPA application seeking access to and release of transactional information and documentation the subject of a related party transaction with Council will be considered, assessed and decided in accordance with Council's usual procedures regarding applications made under the *Government Information (Public Access) Act*.

11. DEFINITIONS

Each of the following expressions in bold to the left bears the meaning shown opposite:

| | |
|---------------------|--------------------------------------------------|
| arm's length | Terms between parties that are reasonable in the |
|---------------------|--------------------------------------------------|

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| terms | circumstances of the transaction that would result from: (a) neither party bearing the other any special duty or obligation; and (b) the parties being unrelated and uninfluenced by the other; and (c) each party having acted in its own interest. |
| associate | In relation to an entity (the first entity), an entity over which the first entity has significant influence. |
| close family members or close members of the family³ | In relation to a key management person, family members who may be expected to influence, or be influenced by, that key management person in their dealings with Council and include: (a) that person's children and spouse or domestic partner; (b) children of that person's spouse or domestic partner; and (c) dependants of that person or that person's spouse or domestic partner. For the purpose of the AASB 124, close family members could include extended members of a family (such as, without limitation, parents, siblings, grandparents, uncles/aunts or cousins) <i>if</i> they could be expected to influence, or be influenced by, the key management person in their dealings with Council. |
| control | Control of an entity is present when there is: (a) power over the entity; and (b) exposure or rights to variable returns from involvement with the entity; and (c) the ability to use power over the entity to affect the amount of returns received, as determined in accordance with AASB 10 <i>Consolidated Financial Statements, paragraphs 5 to 18, and Appendices A (Defined Terms) and B (Application Guidance)</i> . |
| joint control | The contractually agreed sharing of control of an arrangement, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control. |
| joint venture | An arrangement of which 2 or more parties have joint control and have rights to the net assets of the arrangement. |
| joint venturer | A party to a joint venture that has joint control of that joint venture. |
| key management personnel or key management person or KMP | Person(s) having authority and responsibility for planning, directing and controlling the activities of Council. Specifically, key management personnel of Council are: (a) the Mayor; (b) Councillors; (c) the General Manager; (d) the Directors of each Department; (e) the Engineering Managers |
| ordinary citizen transaction | Transactions that an ordinary citizen would undertake with Council, which are undertaken on arm's length terms and in the ordinary course of carrying out Council's functions and |

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| | <p>activities.</p> <p>Examples of ordinary citizen transactions assessed to be not material in nature are:</p> <ul style="list-style-type: none"> (a) paying rates and annual charges (b) using Council's public facilities after paying the corresponding fees. |
| related party | <p>A person or entity that is related to Council pursuant to the definition contained in the AASB 124, paragraph 9.</p> <p>Examples of related parties of Council are:</p> <ul style="list-style-type: none"> (a) Council subsidiaries (if applicable); (b) key management personnel; (c) close family members of key management personnel; (d) entities that are controlled or jointly controlled by key management personnel or their close family members. |
| related party transaction | <p>A transfer of resources, services or obligations between the Council and a related party, regardless of whether a price is charged.</p> <p>Examples of related party transactions are:</p> <ul style="list-style-type: none"> (a) purchases or sales of goods; (b) purchases or sales of property and other assets; (c) rendering or receiving of services; (d) rendering or receiving of goods; (e) leases; (f) transfers under licence agreements; (g) transfers under finance arrangements (e.g. loans); (h) provision of guarantees (given or received); (i) commitments to do something if a particular event occurs or does not occur in the future; (j) settlement of liabilities on behalf of Council or by Council on behalf of that related party. |
| related party transactions notification or RPT Notification | <p>A document entitled <i>Related Party Transactions Notification provided by Key Management Personnel</i> in the form set out in Attachment A.</p> |
| significant influence | <p>The power to participate in the financial and operating policy decisions of another entity but is not control or joint control of those policies, as determined in accordance with Australian Accounting Standard AASB 128 <i>Investments in Associates and Joint Ventures</i>, paragraphs 3, 5 and 6.</p> |

12. LEGISLATIVE REFERENCES

Local Government Act 1993 and Regulation
Accounting Standard AASB 124 Related Party Disclosures
Privacy and Personal Information Protection Act 1998
Privacy and Personal Information Protection Regulation 2014
Government Information (Public Access) Act 2009

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*Function: Governance**Temora Shire Council**Policy Number: G4***13. RELATED POLICIES/PROCEDURES**

Code of Conduct

Privacy Management Plan

Payment of Fees and Expenses and the Provision of Facilities for Councillors Policy

14. APPLICATION DATE OF POLICY

This policy applies retrospectively with effect on and from 1 July 2016.

15. NEXT REVIEW

This policy will be reviewed when any of the following occur:

1. The related legislation/documents are amended or replaced.
2. Other circumstances as determined from time to time by a resolution of Council.
3. Periodic review – 3 years from date of adoption.

16. REFERENCES

1. For example, the AASB 124 also requires disclosure of related party transactions with Council subsidiaries, entities who are associates of Council or of a Council subsidiary, and joint ventures in which Council or a Council subsidiary is a joint venturer.
2. See AASB 124, paragraphs 18 to 24.
3. The definition of "close members of the family of a person" as contained in AASB 124 is broader than the definition of "related" in relation to a person for the purpose of disclosure of interests under section 449 of the Local Government Act.



Attachment A

Related Party Transactions
Notification by
Key Management Personnel

[Note: This document is confidential and is not GIPA-accessible. See Council's Related Party Disclosure Policy]

Name of Key Management Person:

Position of Key Management Person:

Please read the Privacy Collection Notice provided with this notification, which explains what is a related party transaction, the purpose for which Council is collecting the information, and how Council will use and disclose the related party information provided by you in this notification.

Please complete the table below for each related party transaction with Council that you, or a close member of your family, or an entity related to you or a close member of your family:

- a) has previously entered into and which will continue in the [current] financial year; or
- b) has entered into, or is reasonably likely to enter into, in the [current] financial year.

| Related Party's Name (Individual's or entity's name) | Related Party's Relationship to You | Details of Transaction | Is the transaction existing/potential? | Description of Transaction Documents or Changes to the Related Party Relationship |
|---------------------------------------------------------|----------------------------------------|------------------------|-------------------------------------------|-----------------------------------------------------------------------------------------|
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| Related Party's Name (Individual's or entity's name) | Related Party's Relationship to You | Details of Transaction | Is the transaction existing/potential? | Description of Transaction Documents or Changes to the Related Party Relationship |
|------------------------------------------------------------|----------------------------------------|------------------------|-------------------------------------------|-----------------------------------------------------------------------------------------|
| | | | | |
| | | | | |
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| | | | | |

I, _____, notify that, to the best of my knowledge,
(Full name) *(Position)*

information and belief, as at the date of this notification, the above list includes all existing and potential related party transactions with Temora Shire Council involving myself, close members of my family, or entities controlled or jointly controlled by me or close members of my family, relevant to the **current** financial year.

I make this notification after reading the Privacy Collection Notice provided by the Temora Shire Council, which details the meaning of the words "related party", "related party transaction", "close members of the family of a person" and, in relation to an entity, "control" or "joint control", and the purposes for which this information will be used and disclosed.

I permit the Director of Administration and Finance and the other permitted recipients specified in Council's Related Party Disclosure Policy to access the register of interests of me and persons related to me and to use the information for the purposes specified in that policy.

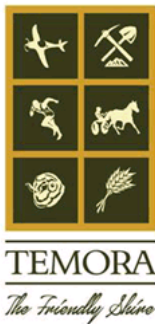
Signature of named Key Management Person: _____ Dated: _____

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Attachment B

**TEMORA SHIRE COUNCIL
PRIVACY COLLECTION NOTICE
RELATED PARTY TRANSACTIONS DISCLOSURES
BY KEY MANAGEMENT PERSONNEL**

Purpose of Collection, Use and Disclosure

Effective for annual periods beginning on or after 1 July 2016, Council must disclose certain related party relationships and related party transactions together with information associated with those transactions in its general purpose financial statements, in order to comply with *Australian Accounting Standard AASB 124 Related Party Disclosures*.

Related parties include Council's key management personnel, their close family members, and any entities that they or any of their close family members control or jointly control.

A related party transaction is any transaction (whether a transfer of resources, services or obligations) between the reporting local government and any of the related parties, whether monetary or not.

If there is a related party transaction with Council applicable to a reporting financial year, the AASB 124 requires Council to disclose in the financial statements the nature of the related party relationship and information about the transaction, including outstanding balances and commitments associated with the transaction. Disclosure in the financial statements may be in the aggregate and/or made separately, depending on the materiality of the transaction. An example of related party disclosures Council may make can be found within Appendix 3 of the Queensland Department of Infrastructure, Local Government and Planning Related Party Disclosures Appendices 1 through to 8 document which can be located at <http://www.dilgp.qld.gov.au/newsletters-and-brochures/bulletin-02-16.html>.

For more information about Council's disclosure requirements under the AASB 124, please refer to Council's Related Party Disclosure Policy.

Notifications by Key Management Personnel

In order to comply with the AASB 124, Council has adopted a policy that requires all members of its key management personnel (**KMPs**) to periodically provide notifications to the General Manager of any existing or potential related party transactions between Council and any of their related parties during a financial year, and any changes to previously notified related party relationships and transactions relevant to the subject financial year.

To this end, each key management person (**a KMP**) must provide a Related Party Transactions Notification, in the approved form, notifying any existing or potential related party transactions between Council and any related parties of the KMP, to the General Manager by no later than the following periods during a financial year:

- 30 days after the commencement of the application of this policy;
- 30 days after a KMP commences their term or employment with Council;

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- 30 November; and
- 30 June.

Also, during a financial year, a KMP must proactively notify of any new or potential related party transactions that the person knows of, or any changes to previously notified related party relationships or transactions, relevant to the subject financial year by providing to the General Manager, additional Related Party Transactions Notifications by no later than 30 days after the person knows of the transaction or change.

Note, these related party transaction notification requirements are in addition to the notifications KMPs are required to make to comply with:

- for Councillors, the conflicts of interest obligations in the *Local Government Act 1993* and Code of Conduct; and
- for other KMPs, the Code of Conduct; and
- the return disclosing interests required to be kept under section 449 of the *Local Government Act 1993*.

The Audit Office of New South Wales may audit related party information as part of the annual external audit.

For privacy and right to information status of this information, please refer to Council's Related Party Disclosure Policy.

Who are KMPs?

KMPs are persons having authority and responsibility for planning, directing and controlling the activities of Council, directly or indirectly. For Council, KMPs include:

- the Mayor
- Councillors
- the General Manager
- the Directors of each Department
- **the Engineering Managers**

Who are close family members of a KMP Person?

Close family members, or close members of the family, of a KMP are family members who may be expected to influence, or be influenced by, that person in their dealings with Council and include but are not limited to:

- (a) that person's children and spouse or domestic partner;
- (b) children of that person's spouse or domestic partner; and
- (c) dependants of that person or that person's spouse or domestic partner.

The definition of close members of the family of a person for the purpose of the AASB 124 is broader than the definition of "related" in relation to a person for the purpose of a return disclosing interests under section 449 of the *Local Government Act*. For AASB 124, close family members could include extended members of a family (such as, without limitation, a parent, grandparent, siblings, etc) *if* they could be expected to influence, or be influenced by, the KMP in their dealings with Council.

For a related party transaction the related party and relationship must be disclosed for both the KMP and their close family member even if the same related party entity is held jointly or in common by them.

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The following table may assist you in identifying your close family members:

| Definitely a close family member | Maybe a close family member |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Your spouse/domestic partner | Your brothers and sisters, if they could be expected to influence, or be influenced by, you in their dealings with Council |
| Your children | Your aunts, uncles and cousins, if they could be expected to influence, or be influenced by, you in their dealings with Council |
| Your dependants | Your parents and grandparents, if they could be expected to influence, or be influenced by, you in their dealings with Council |
| Children of your spouse/domestic partner | Your nieces and nephews, if they could be expected to influence, or be influenced by, you in their dealings with Council |
| Dependants of your spouse/domestic partner | Any other member of your family if they could be expected to influence, or be influenced, by you in their dealings with Council |

What is an entity that I, or my close family member, control or jointly control?

Entities include companies, trusts, incorporated and unincorporated associations such as clubs and charities, joint ventures and partnerships.

Control

You control an entity if you have:

- (a) power over the entity;
- (b) exposure, or rights, to variable returns from your involvement with the entity; and
- (c) the ability to use your power over the entity to affect the amount of your returns.

Example of control

Fred is the Mayor of Sunny Shire Council and owns 100% of the ordinary shares in Sunny Development Company Pty Ltd (the company). The ordinary shares are the only shares in the company that have voting rights.

Fred controls the company because he has the power to affect the company's decisions and the return that he will get from the company.

Fred will need to include the company on his related party transaction notification.

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*Function: Governance**Temora Shire Council**Policy Number: G04***Joint control**

To jointly control an entity there must be contractually agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

Example of joint control

Fred is the Mayor of Sunny Shire Council and owns 50% of the ordinary shares in Sunny Development Company Pty Ltd (the company). Fred's brother Stan owns the other 50% of the ordinary shares. Fred and Stan are the only Directors of the company and have equal voting rights on the board.

Fred and Stan have joint control of the company because any decisions require the unanimous consent of them both.

Fred will need to include the company on his related party transaction notification and the entity's related party relationship with Fred and Stan.

In some cases it will be obvious that you or a family member control or have joint control over an entity. In other cases it will be less clear. If you are unsure whether you, or a close family member, has control or joint control of an entity then you should contact the General Manager for a confidential discussion.

[End of Privacy Collection Notice]

Revision Number: 2
File Name: Related Party Disclosures

Revision Date: January 2023
Page Number: 16

15.3 RAILWAY PRECINCT MASTER PLAN

File Number: REP23/38
Author: Economic Development Manager
Authoriser: Director of Administration & Finance
Attachments: Nil

REPORT

On 20 December 2022 Council was notified that the application for funding under the Regional NSW – Business Case and Strategy Development Fund to produce a master plan for the Temora Railway Precinct was unsuccessful.

RESOLUTION 20/2023

Moved: Cr Graham Sinclair
Seconded: Cr Jason Goode

It was resolved that Council note the report.

CARRIED

Report by Craig Sinclair

16 CORRESPONDENCE**16.1 BOND12BAROSSA CHARITY RIDE FOR DEMENTIA****File Number:** REP23/58**Author:** Secretary Engineering**Authoriser:** General Manager**Attachments:**

1. Traffic Management
2. Turn by Turn Description
3. Maps
4. Risk Management Plan

REPORT

Council has received correspondence from Connect Sport Australia in relation to their Charity Ride. It is scheduled to be held on 17th March – 25th March 2023.

They will be passing through Temora on 17th – 18th March 2023.

A full event management plan, has been developed and any safety mitigation measures are detailed in the following attachments. The event is covered under public and products liability insurance of twenty million dollars (\$20m).

RESOLUTION 21/2023

Moved: Cr Max Oliver

Seconded: Cr Graham Sinclair

It was resolved that Council approve the request.

CARRIED

TRAFFIC MANAGEMENT PLAN - ON ROAD EVENTS

SPECIAL EVENT DETAILS

| | |
|------------------------------------------------------------------|-----------------------------------------|
| Name of Event: | <i>Bondi2Barossa – Ride to remember</i> |
| Event Organiser: | <i>Connect Sport Australia Pty Ltd</i> |
| Sponsor: | <i>To be confirmed</i> |
| Requested Date: <i>Friday 17 – Saturday 25 March 2023</i> | |
| Requested Times: | <i>6.00am to 5.30pm each day</i> |

CONTACT DETAILS

Contact Name: *Bade Stapleton*
Phone No.: *N/A*
Fax No.: *N/A*
Mobile No.: *0407 114 439*
E-mail: *bade@connectsport.com.au*

AGENCY CONTACT INFORMATION

Council: *(Council Name)*
Police: *(Local Police Contact)*
RMS: *(Local RMS Contact)*

Proponent / Event Organiser Declaration

I the undersigned declare that the herein proposed event will be staged and operated in accordance with AS1742.3, NSW Police Service Instructions, Work Health and Safety Act 2012 requirements and the conditions as set out in the RMS Traffic Control Manual.

Signed: *Bade Stapleton*
Name: *Bade Stapleton*

Date: *14/11/2022*
Contact No. *0407 114 439*

TRAFFIC MANAGEMENT PLAN

Location: *North Bondi Surf Life Saving Club, Campbell Parade, Bondi Beach, NSW to Barossa Weintal Hotel, 235 Murray St Tamunda SA 5352*

Date and Time: *Friday 17 March 2023, commencing at 6:15am, finish at 2:30pm in SA.*

Sponsored by: *To be confirmed*

Event Organiser: *Bade Stapleton – Connect Sport Australia Pty Ltd*

TMP Version: *(Version 1)* **Revision Date:** *(DD/MM/YYYY)*

Document Author: *(Name)*

This Traffic Management Plan is approved by:

(Name) *(DD/MM/YYY)* Event Organiser

(Name) *(DD/MM/YYY)* Police

(Name) *(DD/MM/YYY)* Council

(Name) *(DD/MM/YYY)* Roads and Traffic Authority

Authority of the Traffic Management Plan

This Traffic Management Plan (TMP), when approved by the relevant authorities becomes the prime document detailing the traffic and transport arrangements under which an event is to proceed.

Changes to the TMP require the approval of the Police and RMS and where necessary the appropriate local government organisation. All functional or single agency supporting plans are to recognise the primacy of the TMP and nothing contained in those plans may contravene any aspect of the TMP.

Signatories to this TMP should normally be the agency's senior officer appointed to the operational command team for the event on the day.

In case of emergencies, or for the management of incidents, the police are not subject to the conditions of the TMP but will make every effort to inform the other agencies of the nature of the incident and the police response.

PLANNING**Contact Names:**

Event Organiser: *Bade Stapleton*
Phone: *N/A*
Fax: *N/A*
Mobile: *0407 114 439*
E-mail: *bade@connectsport.com.au*

Police (LAC): *(Name – LAC)*
Phone: *02 ???? ????*
Fax: *02 ???? ????*
Mobile: *04?? ??????*
E-mail: *name@police.nsw.gov.au*

Council:

Phone: *02 ???? ????*
Fax: *02 ???? ????*
Mobile: *04?? ??????*
E-mail:

Roads and Maritime Services: (Name)

Phone: *02 ???? ????*
Fax: *02 ???? ????*
Mobile: *04?? ??????*
E-mail: *Name@rms.nsw.gov.au*

SITUATION ANALYSIS

The Situation Analysis is a narrative that gives an overview of the event and may be overwritten under this heading.

Mission

The mission is a concise statement about the objectives of the TMP.

- *“Bondi2Barossa – Ride to remember” is a small group bike ride staged over nine days, commencing at Bondi Beach and finishing 1,420km’s away in Barossa, SA.*
- *The proposed date for the ride is Friday 17 March to Saturday 25 March 2023.*
- *The idea was born from a discussion with mates (Nick Young and Pierre Sullivan) about how they can combine their passion for cycling and bike riding and do something that makes a difference to society. The inaugural one day ride was successfully delivered in 2016 and has been running ever since. Multiple day rides have included the 2019 Bondi2Brighton and the 2021 Bondi2BlueMountains.*
- *Riders will come from all over Australia and pay a registration fee and commit to fundraising a specific amount for the charity.*
- *The team will also visit a number of schools along the route to educate the kids, teachers and families about the charity. They will also provide a safe cycling message to the kids.*

EXECUTION

The Execution describes the Traffic Management Details at a high level. Individual plans are derived from the Execution.

General Outline

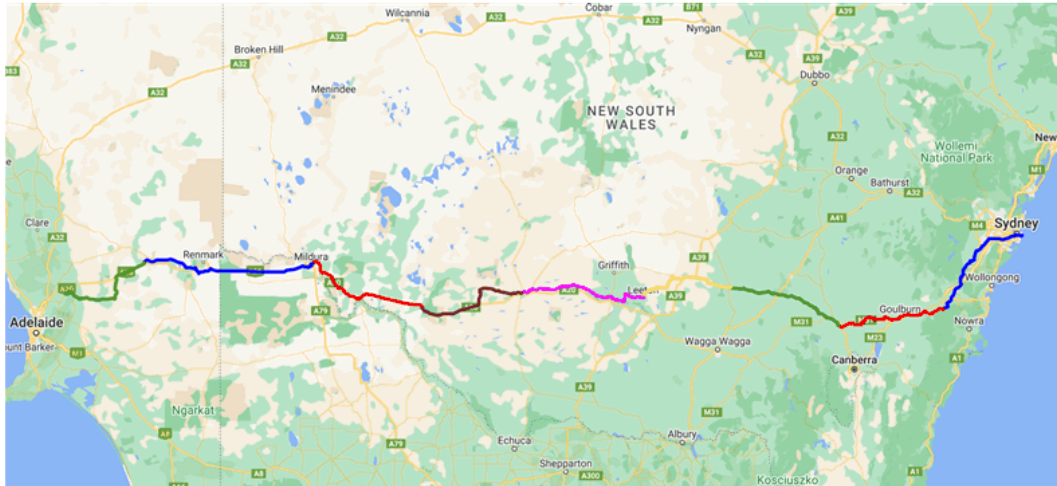
- ***The event does not involve any road closures***
- ***Peloton***
 - *There will be 30 riders in one peloton*
 - *Having a maximum of 30 riders is a safe and manageable number. Easier to ride 2-abreast on dual carriageways and in single file on single lane roads and through construction zones, and safely adhere to all road rules.*
 - *The group will have three ride captains, one at the front of the group, one in the middle and one at the rear of the group.*
- ***Vehicles***
 - *1 x lead vehicle (including signage to warn drivers of riders following)*
 - *1 x follow vehicle (including signage on rear window to warn drivers of riders ahead)*
 - *1 x Gear Van – Will transport all gear between start and finish locations. Will travel separately from our support vehicles to not cause a long convoy for passing vehicles*
 - *1 x Pit Stop van - Will go ahead and set up pit stop areas and provide the team with food & beverages*
 - *The lead & follow cars, along with the Pit Stop & Baggage vans to be used to evacuate riders in the case of an emergency, such as bush fires. They will travel separately from our support vehicles to not cause a long convoy for passing vehicles*

- **Communication**
 - *Lead & follow vehicles will have 2-way radio communication with the 3 lead riders in the peloton*
 - *Mobile phones will be used to contact 000 for any emergency*
- **Safety**
 - *The team will obey all traffic laws*
 - *A bike mechanic will be traveling with the peloton to ensure all bikes are in good condition*
 - *A medical support person will be on the team with first-aid kit and defib*
 - *1 other member of the team will have first aid training*
 - *Lead & follow vehicles will always 'frame' the riders to keep them safe from traffic. Riders will keep formation except for steep hills where rider ability will spread them out but will regroup over each climb*
 - *All riders will provide Connect Sport with emergency contact details, information on allergies etc*
 - *Connect Sport will be contacting all local councils to make them aware of the event and meet any requirements they may have*
- **Insurance**
 - *Riders & Support Crew will be covered under Connect Sport Australia public liability insurance*
 - *Riders will also be asked to show proof of membership of Cycling Australia to ensure they are covered*
 - *Riders will also be encouraged to take out insurance for their bicycle as these are not covered by the Cycling Australia membership insurance*

The Route

This section is mandatory.

Describe the route, showing distances and directions as required. Also include a map of the route.



Below is a summary of the planned route and distances for each day:

- Fri 17 March - Day 1 (Bondi to Bundanoon - 156.4k)
- Sat 18 March – Day 2 (Bundanoon to Yass - 156.5k)
- Sun 19 March – Day 3 (Yass to Temora – 148.6k)
- Mon 20 March – Day 4 (Temora to Leeton - 133.1k)
- Tue 21 March – Day 5 (Leeton to Hay – 166k)
- Wed 22 March – Day 6 (Hay to Balranald 146.6k)
- Thur 23 March – Day 7 (Balranald to Mildura 158.9k)
- Fri 24 March - Day 8 (Mildura to Waikerie 219.7k)
- Sat 25 March - Day 9 (Waikerie to Tanunda 134.4k)
- Maps - <https://ridewithgps.com/events/181868-bondi2barossa>

Physical Survey of Route

| Item | Verified | Action Taken |
|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| All one way streets are described | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/> | |
| Block access to Church on Sunday | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/> | |
| Block access to local business | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/> | |
| Block Ambulance /Fire Access | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/> | |
| Block Heavy Vehicle Access | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/> | |
| Block Hospital Access | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/> | |
| Block Local Resident | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/> | |
| Block Police Vehicle Access | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/> | |
| Block Public Facility (oval etc) | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/> | |
| Block Public Transport Access | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/> | |
| Can route use alternatives such as bike tracks, paths, parks, bush tracks etc | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> | <i>The course is all on roads, however, should a road be closed for some reason and there is a bike path available for the riders to use rather than doing a long detour the riders can use the path while the support vehicles drive around the detour. The riders will then wait for the support vehicles to re-group on the other side.</i> |
| Conflict with local construction | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/> | |
| Distance measured is correct | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> | |
| Lane widths and numbers checked to ensure safety of participants and public | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> | |
| Restricted Turns / Movements Checked | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> | |
| Road Signage / Restrictions Checked | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/> | |
| Route Impeded by Traffic Calming Devices? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/> | |
| Signalised Intersections Checked for event requirements / restrictions | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/> | <i>Will follow all standard traffic conditions and regulations</i> |
| Tidal Flows Relevant | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/> | |
| Traffic Generators such as shopping centres, schools etc checked and notifications given | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/> | |

TRAFFIC CONTROL PLAN

This section is mandatory.

The Traffic Control Plan contains the following elements: The Traffic Control Plan for any event must use AS1742.3 as its reference document.

The purpose of the Traffic Control Plan is to inform, control, guide road users and protect the safety of all event participants, spectators, marshals and volunteers.

- *See attached Traffic Control Plan (add TCP attachments) displaying positioning of Lead Escort and Follow Escort Vehicles*
- *The lead vehicle, follow vehicle and peloton will obey all road rules and will follow all points outlined in Public Safety section of this document*
- *Should some of the riders be held up at a set of traffic lights the front group will ride slowly until the other group catches up*
- *There will be a maximum of 30 riders in the peloton and will have a lead vehicle and follow vehicle*
- *The lead vehicle will have a sign on the roof facing the oncoming traffic. It will be a minimum of 900mm x 400mm, yellow background with black lettering, 170mm, proportionate to the size of the sign. The message will read 'Caution – Cyclists Following'. There will also be an orange flashing light on the roof of the vehicle and it's hazard lights will be flashing at all times while on the roads.*
- *The follow vehicle will have a sign on the rear window. It will be a minimum of 900mm x 400mm, yellow background with black lettering, 170mm, proportionate to the size of the sign. The message will read 'Caution – Cyclists Ahead. Thank you for your patience. In radio contact with riders and lead car'. There will also be an orange flashing light on the roof of the vehicle and its hazard lights will be flashing at all times while on the roads.*
- *Both support vehicles will be in 2-way radio contact with 3 lead riders in the peloton*
- *The lead vehicle will provide information about the road ahead and should the riders need to come out from the shoulder the follow car will move across first once it is safe and then they will radio the lead riders when it is safe for them to bring the riders out into the lane. The riders will always be shielded by the support vehicles*
- *All other vehicles being used to support the event or any family or friend vehicles who want to travel with the group will be told to travel ahead of the peloton, so we minimize the length of vehicles and riders need to overtake.*
- *Should the road be a single lane and twisting tight corners the peloton will be divided into 3 groups of 10, each with a lead rider. The lead vehicle will drive ahead to the end of the single lane road section and wait for the first group to arrive. The groups of 10 riders will be sent off with a 5 min gap and will ride in single file. The follow vehicle will remain off the road until all groups have reached the end of this section of road. This will allow vehicles to still pass the riders without having to also pass as low moving follow vehicle. The lead riders will carry spare tubes etc so they can fix a puncture should someone in their group get a puncture. Should it be a more substantial mechanical issue the group of 10 will stay right off the road and wait for the service van to arrive to fix the issue or put the bike on the roof and the rider in the passenger seat until the next rest stop. The paramedic with the medical supplies will be with the last group.*

Responsibilities

| | |
|------------------------|---------------------------------------------------------------|
| Event Organiser | <i>Develop and implement TCP</i> |
| Police | <i>Set out agreed responsibility (Review TMP & TCP's)</i> |
| Councils | <i>Set out agreed responsibility (Review TMP & TCP's)</i> |
| RMS | <i>Set out agreed responsibility (Review TMP & TCP's)</i> |
| Other | |
| | |
| | |

CONTINGENCY PLANS

This section is mandatory.

This section of the Traffic Management Plan describes the contingency plans for the event. The contingency plan checklist identifies all possible issues/risks that may interfere with the event and the action to be taken to minimise the disturbance of the event. Some examples of the issues/risks and the contingency plans are described as follows;

Contingency Plan Checklist

| Issues/Risks | Applicable | Action Taken |
|---------------------|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Heavy/Bad Weather | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | <i>Monitor weather forecast daily</i> <i>Contact relevant Bureau of Meteorology Regional Office if concerns are identified to gather more information</i> <ul style="list-style-type: none"> • NSW - (02) 9296 1555 • VIC – (03) 9669 4000 • SA – (08) 8366 2600 <i>Should the weather become severe the riders and support crew would be transferred directly to the next accommodation stop</i> <i>Should the weather be a threat to the immediate area the riders and support crew would be transported in the support vehicles to a safe location & relevant emergency services will be notified of our position</i> |
| Poor Lighting | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | <i>Same action as Heavy/Bad Weather above</i> |

| | | |
|------------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Flood Hazard on route | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | <i>Should there be any flooding along the planned course the team will be directed around this area or if the distance is too great they will be transported around this area in the support cars</i> |
| Flood Hazard at parking area | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | |
| Parking during Wet Weather | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | |
| Bush fire Hazard | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | <p><i>Should there be any bushfires along the planned course the team will be directed around this area or if the distance is too great, they will be transported around this area in the support vehicles</i></p> <p><i>Should there be an immediate threat from bushfires the riders and support crew would be evacuated in the support vehicles to a safe location & relevant emergency service will be notified of our position</i></p> |
| Accident on route | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | <p><i>A medical support role is part of the support crew and will have a comprehensive first-aid kit and defib. They will assess injuries and determine if additional medical support is required.</i></p> <p><i>In the case of a minor accident the paramedic will provide medical treatment on site.</i></p> <p><i>If an ambulance is required, we will call 000 and the paramedic will advise them of the condition of the patient/s. The emergency contact person will be advised.</i></p> <p><i>All relevant authorities will be notified should emergency services be required to attend.</i></p> |
| Breakdown on route | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | <p><i>Support cars will be checked prior to event start for any mechanical faults.</i></p> <p><i>Should one of the support cars breakdown during the event the Baggage van (used to carry gear and set up rest stops) will take the place of the follow or lead car until this vehicle is repaired.</i></p> <p><i>Should the car not be fixable in time to return to the event a</i></p> |

| | | | |
|--------------------------------|-----------------------------------------|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | <i>replacement car will be hired and brought in to replace the broken-down car.</i> |
| Absence of Marshal / Volunteer | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> | <i>The charity has access to a large pool of volunteers, and they will secure additional volunteers should one of the team be absent.</i> |
| Absence of Event Signage | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> | <i>Should any of the support vehicle signage be damaged or lost replacement signage will be produced and installed asap.</i> |
| Blockage to Public Transport | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> | |
| Slow Participants | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> | <i>The peloton will travel at the pace of the slowest rider</i> <i>However, should this rider be well below the speed of the rest of the peloton they will be asked to get into the follow vehicle to have a rest of travel to the next rest stop.</i> |
| Delayed Event | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> | <i>Should the event start time on any given day be delayed the riders will ride until dusk, where they will then be transported to the finish line in the support vehicle.</i> <i>The event start date of Fri 17 March cannot be delayed as all the accommodation for the 9 days has been booked on the planned dates. Therefore, if for some reason there is a delay to the start date the event will start from the location planned on the current event plan.</i> |
| Cancellation of Event | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> | <i>It is highly unlikely that this will occur, however in the event that the event is cancelled Connect Sport will contact all the relevant parties involved to notify them of the cancellation</i> |
| Security of Participants | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> | |
| Security of VIP's | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> | |
| Bridge Crossing Problems | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> | |
| <i>(Other)</i> | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| <i>(Other)</i> | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |

Responsibilities

| | |
|------------------------|----------------------------------------------------------------|
| Event Organiser | <i>Develop and implement Contingency Plan</i> |
| Police | <i>Set out agreed responsibility (Review Contingency Plan)</i> |
| Councils | <i>Set out agreed responsibility (Review Contingency Plan)</i> |
| RMS | <i>Set out agreed responsibility (Review Contingency Plan)</i> |
| Others | <i>Set out agreed responsibility</i> |
| | |

PREPARE TRAFFIC SIGNAL DATA

This Section ☐ Applies
☒ Does not apply

The RMS charges for ALL personnel or time required in the undertaking of Traffic Signal adjustments at full cost to the Event Organiser.

Responsibilities

| | |
|------------------------|-------------------------------------------------|
| Event Organiser | <i>To be discussed with (Name) City Council</i> |
| Police | <i>Set out agreed responsibility</i> |
| Councils | <i>Set out agreed responsibility</i> |
| RMS | <i>Set out agreed responsibility</i> |
| Others | <i>Set out agreed responsibility</i> |

RMS PERSONNEL REQUIRED

This Section ☐ Applies
☒ Does not apply

Requirements are;

Subject to Council's requirements and discussions between RMS and (Name) City Council

SPECIAL EVENT CLEARWAYS

This Section ☐ Applies
☒ Does not apply

The RMS can organise special event clearways in certain circumstances if required

The Special event clearway plan contains the following:

- Clearway Enforcement
- Clearway Towing
- Clearway Advertising
- Clearway Signs
- Letterbox drops to local businesses and residents

Responsibilities

| | |
|-----------------|-------------------------------------------------|
| Event Organiser | <i>(Application Submitted / Not Applicable)</i> |
| Police | <i>Set out agreed responsibility</i> |
| Councils | <i>Set out agreed responsibility</i> |
| RMS | <i>Set out agreed responsibility</i> |
| Others | <i>Set out agreed responsibility</i> |

ADVERTISE TRAFFIC MANAGEMENT ARRANGEMENTS

This section is mandatory.

Where Major changes to Traffic Conditions will occur, Advertising of Traffic Arrangements for an event will be carried out in the Local and Or Major Newspapers, as discussed with the Police, RMS and local Councils.

Set out Advertising Arrangements Here. Attach copies of newspaper bromides as applicable and discussed with the RMS in the planning process.

| | |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Event Organiser | No traffic management / closures required. Event Organiser will be in contact with all relevant councils to ensure they are aware that the ride is passing through their communities. |
| Others | |

VOLUNTEERS AND EVENT MARSHALS

This Section ☒ Applies
☐ Does not apply

Volunteers

Drivers – volunteer drivers to drive support vehicles and set up pit stops
 Medical Support – volunteer doctor/paramedic to travel in support vehicle
 Bike mechanic – volunteer bike mechanic to travel in support vehicle

Responsibilities

| | |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Event Organiser | Produce locations and lists of traffic control duties for event marshals. Produce contingency plans for personnel who fail to show on the day. No traffic controllers will be required as we are following all road rules. |
| Others | <i>Set out agreed responsibility</i> |

NOTE:

- **EVENT MARSHALS WHO CARRY OUT TRAFFIC CONTROL DUTIES MUST HOLD AN RMS TRAFFIC CONTROLLERS TICKET.**
- **ANY PERSON WHO SETS OUT TRAFFIC CONTROL SIGNAGE FOR THE EVENT MUST HOLD A TRAFFIC CONTROL AT WORKSITES TICKET.**

PUBLIC SAFETY – POLICE

This section is mandatory.

This section needs to be completed in consultation with the Police. Event organisers cannot direct Police.

Before you have preliminary discussions with the Police Service, you should put together the following details about the event. These are the same details required by local councils.

1. Provisions of the Road Transport Legislation to be observed at all times.
2. Any person competing in, organising, supporting competitors or in any other manner connected with the event, shall obey any reasonable directions given by a member of the NSW Police Force.
3. A member of the New South Wales Police Force has the authority to delay, halt or cancel the event at any stage of the event in the interests of road safety or the safety of the community.
4. Any directions issued by the Roads and Traffic Authority must be promptly obeyed.
5. The event is to be conducted in accordance with the timing and route supplied and approved by Police.
6. The event is to be conducted within the nominated dates of the event.
7. Any breach of these conditions may result in the event being halted by the NSW Police.
8. Organisers, Officials and Participants are to take all reasonable measures to reduce obstruction to pedestrians or vehicles during the course of the event.

9. Organisers must provide sufficient marshals to control participants in the event.
10. The Organiser is to ensure that all participants and event marshals are adequately briefed as to their roles and responsibilities.
11. Participants are not permitted on a road during periods of poor visibility due to inclement weather or fog, or where there is insufficient daylight to render a person dressed in dark clothing to be discernible at a distance of 100 metres.
12. Participants shall keep to the extreme left-hand side of the carriageway at all times.
13. Participants MUST NOT ride more than 2 abreast on multi lane roads.
14. Participants MUST ride in single file on single lane roads.
15. Participants to obey traffic lights and comply with “STOP” - “GIVE WAY” and “DON’T WALK” signs during the event.
16. Participants and passengers to wear approved helmet in compliance with the Road Transport Legislation.
17. Participants MUST wear suitable reflective clothing when cycling upon a road.
18. The organisers shall provide escort vehicles as detailed below which must be positioned so as to create a positive awareness of the presence of the participants on the carriageway to other road users. Escort vehicles must not be larger than a Toyota Hi Ace type vehicle.
19. Escort and support vehicles are to move off the carriageway when required to wait for the participants, so as not to obstruct traffic on single lane carriageways.
20. Except when held up by other traffic or mechanical failure, escort or support vehicles shall not stop on the trafficable portion of the roadway for any reason.
21. Lead and rear vehicles are to travel with head and tail lamps illuminated when on escort duty.
22. Unless otherwise directed by police, escort vehicles shall be positioned in the following manner.
23. On a single lane carriageway a lead escort vehicle shall be positioned ahead of the leading participants:
24. This vehicle shall display a sign directed to the front of the vehicle displaying the words “CAUTION CYCLISTS FOLLOWING”, so as to provide advance warning to oncoming motorists and other road users.

25. A warning escort vehicle shall be positioned about 300 Metres to the rear of the last group of participants warning motorists of cyclists on the road ahead.
26. This vehicle shall display a sign directed to the rear of the vehicle displaying the words "CAUTION CYCLISTS AHEAD" so as to provide advance warning to overtaking vehicles.
27. Warning signs referred to above shall not be less than 900mm x 400mm in size, on yellow/orange background with large black lettering, 170mm proportionate to the dimensions of the sign and in accordance with the Road Transport Legislation.
28. Each escort vehicle shall also be fitted with flashing amber light on the highest point of the roof, and MUST have the hazard and warning lights operating at all times whilst performing escort duty.
29. Communication equipment is to be provided to escort vehicles to enable communication between those vehicles and the organisers. Communication is to be maintained between those vehicles at all times during the course of the event.

In addition the Police also require;

30. The organiser MUST monitor road traffic. In the event of traffic built up, the cyclists MUST clear the road and allow traffic to pass.
31. Under no circumstances must support vehicles be used as escort vehicles.
32. Cyclists must travel in single file on all sections of roadway where road works are in progress.

Responsibilities

| | |
|------------------------|-------------------------------------------------------------------|
| Event Organiser | Take out public liability insurance for a minimum of \$20 million |
| Police | <i>Organiser to consult</i> |
| Councils | <i>Organiser to consult</i> |
| RMS | <i>Organiser to consult</i> |

PUBLIC TRANSPORT

This Section

- ☐ Applies
☒ Does not apply

(Public Transport requirements to be shown in detail if this section applies)

Responsibilities

| | |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Event Organiser | As required, negotiate with Transport Companies to arrange <ul style="list-style-type: none"> • Provision of extra buses for the event spectators and ensure normal services continue to operate efficiently • Provision of extra trains for the event spectators and ensure normal services continue to operate efficiently |
| Police | <i>As agreed with Police Service</i> |
| Councils | <i>As agreed with council</i> |
| RMS | <i>As agreed with RMS</i> |
| Others | <i>As agreed / set out here</i> |
| | |
| | |

EVENT SIGNS

This Section ☐ Applies
☒ Does not apply

These are general information signs installed one or two weeks prior to the event, informing road users of an impending event and resulting changed traffic conditions.

This section may also relate to the event signs that will be used on the day, which may not be specifically noted on the Traffic Management Plan.

These signs can also advise on alternate routes for major traffic flows and destinations.

The following is an example of these signs

| |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p style="text-align: center;"> SPECIAL EVENT WEDNESDAY , 07 MARCH 2001 6.30AM TO 4.30PM WYONG RD TUGGERAH CLOSED BETWEEN TONKISS & GAVENLOCK </p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

We are happy to facilitate the signage suggested and required.

VARIABLE MESSAGE SIGNS

This Section ☐ Applies
☒ Does not apply

Variable Message Signs (VMS) are used to advise road users of altered traffic conditions on the day of an event and are placed in strategic locations.

NOTE: THE RTA MUST APPROVE PLACEMENT OF THESE SIGNS.

Responsibilities

| | |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| Event Organiser | <i>We have followed previous locations with RTA and Council on the suggested locations. Council will be providing the VMS.</i> |
| Police | <i>To be consulted in planning process</i> |
| RMS | <i>To be consulted in planning process</i> |
| Council | <i>To be consulted in planning process</i> |
| Other | |
| | |

ACCESS FOR LOCAL RESIDENTS, BUSINESSES, HOSPITALS AND EMERGENCY VEHICLES

This Section

☐ Applies☒ Does not apply**Local Resident Access**

If applicable, occupants in areas affected will receive a letterbox notice with a minimum seven days notice. Alternative routes will be outlined in local media. Signs are to be displayed as per RMS & Local Council requirements, advising of the traffic arrangements.

Emergency Vehicle Access

Access for emergency vehicles during an event must be provided. Where necessary, any special arrangements should be shown in detail. Ambulance and Fire Brigade to endorse emergency access arrangements.

Responsibilities

| | |
|------------------------|--|
| Event Organiser | |
| Police | |
| Councils | |
| RMS | |
| Others | |
| | |

PARKING

This Section

☐ Applies☒ Does not apply

Sufficient parking for cars and buses should be identified and listed, including locations for any essential or emergency vehicles. These may include participants, officials, spectators, media, and marshals.

Responsibilities

| | |
|------------------------|-----------------------------|
| Event Organiser | <i>Organise all parking</i> |
| Police | <i>Organiser to consult</i> |
| Councils | <i>Organiser to consult</i> |
| RMS | <i>Organiser to consult</i> |
| Others | |
| | |

HEAVY VEHICLE ALTERNATIVE ROUTES

This Section

☐ Applies☒ Does not apply

All heavy vehicle alternative routes must be of similar standards to existing road system. Standards would include road width, structural strength and height clearances. E.g. bridges and overhead wires.

Heavy vehicle alternative routes need to be provided with advanced advisory signs 2-3 weeks prior to the event. These alternatives also need to be advertised in local and or major newspapers.

Responsibilities

| | |
|------------------------|-----------------------------------------------------------|
| Event Organiser | <i>Organise with Police & RMS in planning process</i> |
| Police | <i>Organiser to consult</i> |
| Councils | <i>Organiser to consult</i> |
| RMS | <i>Organiser to consult</i> |
| Others | |
| | |

COUNCIL – SPECIAL CONDITIONS

Local councils usually have similar requirements for special events. However, every Local Council must be approached individually for approval of any special event within the boundary of that council.

Often times council will be satisfied with the submission of this Traffic Management Plan and will consult with the Police and the RMS. This is usually done directly with the Local Police Traffic Services Officer and the RMS Traffic Commander, or at the Local Council Traffic Committee.

Local Council Traffic Facilities Co-ordinator or Special Event Co-ordinator should be consulted in the planning process to find out their requirements.

Overwrite event specific details here.

Local Council Consulted was *(Sample) All councils will be consulted following course reconnaissance drive in November 2022.*

Council Officer Consulted was *(Name)*

Date of traffic Meeting at Council *(DD/MM/YYYY)*

Special Conditions Imposed / Requested by Council were; *(Conditions)*

OTHER CONSIDERATIONS

This Section

☐ Applies

☒ Does not apply

Television

Locations for all static television / camera crews and details of any mobile cameras should be shown. Traffic Control Plans are required for each static location, using AS1742.3 as its reference document.

Responsibilities

| | |
|------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Event Organiser | <i>Once approval is granted we will then have television producer/director attend to locate camera positions etc.</i> |
| Police | <i>List as agreed</i> |
| Councils | <i>List as agreed</i> |
| RMS | <i>List as agreed</i> |
| Others | <i>List as agreed</i> |
| | <i>List as agreed</i> |
| | <i>List as agreed</i> |

ADMINISTRATION, LOGISTICS, COMMAND AND COMMUNICATIONS

Administration and logistics builds on the previous section and describes the resources used on the day and who delivers those resources.

Table of Contact Names and Responsibilities:

| # | DUTY | RESPONSIBILITY | CONTACT NAME | CONTACT NO. |
|----|----------------------------------|---------------------|-----------------------|-------------------------------|
| 1 | Event Organiser | To manage the event | <i>Bade Stapleton</i> | <i>0407 114 439</i> |
| 2 | Police | | <i>(Name)</i> | <i>Insert contact details</i> |
| 3 | RMS | | <i>(Name)</i> | <i>Insert contact details</i> |
| 4 | Marshals | | <i>(Name)</i> | <i>Insert contact details</i> |
| 5 | Parking | | <i>(Name)</i> | <i>Insert contact details</i> |
| 6 | Event Signs | | <i>(Name)</i> | <i>Insert contact details</i> |
| 7 | Barriers / cones /delineation | | <i>(Name)</i> | <i>Insert contact details</i> |
| 8 | Media Liaison | | <i>(Name)</i> | <i>Insert contact details</i> |
| 9 | Confirm all marshals in position | | <i>(Name)</i> | <i>Insert contact details</i> |
| 10 | Advise NSW Ambulance Service | | <i>(Name)</i> | <i>Insert contact details</i> |
| 11 | Insurance | | <i>(Name)</i> | <i>Insert contact details</i> |
| | | | | |
| | | | | |
| | | | | |

COMMAND & COMMUNICATIONS

This area sets out the location of the Command Post for the event and the personnel that will be in attendance at that command post.

All issues associated with staging the event are to be directed to the Event Command Post including the deployment of marshals and resources. Any emergency assistance is to be directed to the Police / Ambulance as required.

Command Post Location

Ride control would be located in the support vehicle and have radio communication to ride captains and other support vehicle.

.....

| ORGANISATION | CONTACT NAME | CONTACT NO: |
|---------------------|-------------------------------|-------------------------------|
| Event Organiser | <i>Bade Stapleton</i> | <i>0407 114 439</i> |
| Police | <i>Insert contact details</i> | <i>Insert contact details</i> |
| RMS | <i>Insert contact details</i> | <i>Insert contact details</i> |
| SES | <i>Insert contact details</i> | <i>Insert contact details</i> |
| Council | <i>Insert contact details</i> | <i>Insert contact details</i> |
| Media Liaison | <i>Insert contact details</i> | <i>Insert contact details</i> |
| St John Ambulance | <i>Insert contact details</i> | <i>Insert contact details</i> |
| | | |
| | | |

ATTACHMENTS

Attachments should include:

- 1. Map of the route**
- 2. Pictorial Traffic Control Plan (May be overlaid on the map.)**
- 3. Table of Anticipated Travel Times, including 1st Participant and Last Participant arrival times at significant check points**
- 4. Any other information that may assist in the assessment of the Road Occupancy Application.**

Bondi2Barossa - Day 1 Bondi to Bundanoon

| Leg | Dir | Type | Notes | Total |
|--------|-----|----------|--------------------------------------------------------------------------------------------|-------|
| | ← | Left | Turn left onto Cowpasture Rd | 44 |
| 3.3 ↑ | | Straight | Continue onto Camden Valley Way | 47.3 |
| 5 → | | Right | Keep right to stay on Camden Valley Way | 52.3 |
| 9.8 ↑ | | Straight | At the roundabout, take the 2nd exit and stay on Camden Valley Way | 62.1 |
| 2.3 ↑ | | Straight | Continue onto Argyle St | 64.4 |
| 0.5 → | | Right | Turn right towards Argyle St | 64.9 |
| 0 ← | | Left | Turn left towards Argyle St | 64.9 |
| 0 → | | Right | Turn right towards Argyle St | 65 |
| 0.1 ← | | Left | Turn left towards Argyle St | 65 |
| 0 → | | Right | Turn right onto Argyle St | 65.3 |
| 0.2 ↑ | | Straight | At the roundabout, take the 1st exit and stay on Argyle St | 65.9 |
| 0.6 ↑ | | Straight | At the roundabout, continue straight onto Cawdor Rd | 66.9 |
| 1 ↑ | | Straight | At the roundabout, take the 1st exit and stay on Cawdor Rd | 72.5 |
| 5.6 ← | | Left | Turn left to stay on Cawdor Rd | 74.9 |
| 2.4 → | | Right | Turn right onto Old Hume Hwy/Remembrance Driveaway | 75.7 |
| 0.8 ↑ | | Straight | At the roundabout, take the 2nd exit and stay on Old Hume Hwy/Remembrance Driveaway | 90.1 |
| 14.4 ↑ | | Straight | At the roundabout, take the 3rd exit onto Thirlmere Way | 90.4 |
| 0.3 ← | | Left | Turn left to stay on Thirlmere Way | 94.8 |
| 4.4 ↑ | | Straight | At the roundabout, take the 3rd exit onto Oaks St | 95 |
| 0.1 ↑ | | Straight | At the roundabout, take the 1st exit onto Barbour Rd | 95.6 |
| 0.7 ↑ | | Straight | Continue onto W Parade | 102.6 |
| 6.9 ↑ | | Straight | Continue onto Wilson Dr | 119.8 |
| 17.3 ← | | Left | Turn left onto Church Ave | 121.4 |
| 1.6 ↑ | | Straight | At the roundabout, continue straight onto Church Ave/Old Hume Hwy | 121.6 |
| 0.2 ↑ | | Straight | At the roundabout, take the 2nd exit onto the Hume Motorway/M31 ramp to Mittagong/Goulburn | 122.4 |
| 0.8 ↑ | | Straight | Merge onto Hume Motorway/Old Hume Hwy/M31 | 123.1 |
| 0.7 ↑ | | Straight | Take the Old Hume Hwy/B73 exit towards Mittagong/Bowral/Moss Vale | 123.9 |
| 0.8 ↑ | | Straight | Continue onto Old Hume Hwy/B73 | 129 |
| 5.2 ← | | Left | Keep left to continue on Main St/Old Hume Hwy/B73 | 129.4 |
| 0.3 ← | | Left | Turn left onto Bowral Rd/B73 | 133.7 |
| 4.3 ← | | Left | Slight left onto Bong Bong St | |

| | | | |
|-------|----------|---------------------------------------------------------------------------|-------|
| 0.8 ↑ | Straight | At the roundabout, take the 2nd exit onto Moss Vale Rd | 134.5 |
| 6.6 ↑ | Straight | Continue onto Argyle St | 141 |
| 1.6 ↑ | Straight | At the roundabout, continue straight onto Argyle St / Illawarra Hwy / A48 | 142.6 |
| 1.1 ← | Left | Turn left onto Arthur St | 143.7 |
| 0.1 ↑ | Straight | Continue onto Throsby St | 143.8 |
| 0.9 ← | Left | Throsby St turns slightly left and becomes Yarrawa Rd | 144.7 |
| 1.7 ↑ | Straight | Continue straight onto Mount Broughton Rd | 146.4 |
| 3.3 → | Right | Mount Broughton Rd turns right and becomes Werai Rd | 149.7 |
| 3.7 ↑ | Straight | Continue onto Ringwood Rd | 153.4 |
| 2.7 ← | Left | Turn left onto Bundanoon Rd | 156.1 |
| 2 ↑ | Straight | Continue onto Railway Ave | 158.1 |
| 2 ↑ | Straight | Continue onto Church St | 160.1 |
| 0.1 → | Right | Turn right onto Anzac Parade | 160.2 |
| 0.2 ↑ | Straight | Continue straight onto Penrose Rd | 160.4 |

163.4 kilometers

Bondi2Barossa - Day 2 Bundanoon to Yass

| Leg | Dir | Type | Notes | Total |
|--------|-----|----------|------------------------------------------------------------|-------|
| | → | Right | Turn right onto Montague St | 62.6 |
| 0.2 → | → | Right | Turn right onto Sloane St | 62.8 |
| 0.5 → | → | Right | Turn right onto Clinton St | 63.3 |
| 0.9 ↑ | ↑ | Straight | At the roundabout, continue straight to stay on Clinton St | 64.2 |
| 0.5 ← | ← | Left | Turn left onto Deccan St | 64.7 |
| 0.3 → | → | Right | Turn right onto Addison St | 65 |
| 1.5 ↑ | ↑ | Straight | Continue onto Gurrundah Rd | 66.5 |
| 9.2 ← | ← | Left | Turn left to stay on Gurrundah Rd | 75.6 |
| 15.4 ← | ← | Left | Turn left onto Mullins Creek Rd | 91.1 |
| 8 ← | ← | Left | Turn left onto Mutmutbilly Rd | 99.1 |
| 2.6 → | → | Right | Turn right onto Cullerin Rd | 101.7 |
| 22.8 ↑ | ↑ | Straight | Continue onto Yass St | 124.5 |
| 0.8 → | → | Right | Turn right | 125.3 |
| 0.2 ↑ | ↑ | Straight | Make a U-turn | 125.5 |
| 0.2 → | → | Right | Turn right onto Yass St | 125.7 |

| | | | |
|--------|----------|-----------------------------------------------------------------|-------|
| 0.8 ↑ | Straight | Continue onto Hume St | 126.4 |
| 0.4 ← | Left | Turn left onto Gundaroo Rd | 126.8 |
| 0.4 → | Right | Turn right to merge onto Hume Hwy/M31 towards Yass | 127.3 |
| 2.4 ← | Left | Turn left onto Veterans Rd | 129.7 |
| 8.9 ↑ | Straight | Continue onto Hillgrove Rd | 138.6 |
| 1 ↑ | Straight | Continue straight | 139.6 |
| 1.5 ← | Left | Turn left at the 1st cross street onto Hume Hwy/M31 | 141.1 |
| 11.1 ← | Left | Turn left onto Yass Valley Way | 152.2 |
| 5.4 ↑ | Straight | At the roundabout, continue straight to stay on Yass Valley Way | 157.6 |
| 0.2 ↑ | Straight | At the roundabout, take the 2nd exit | 157.8 |
| 0.1 ↑ | Straight | Continue onto Yass Valley Way | 157.9 |
| 4.6 ↑ | Straight | Continue onto Comur St | 162.5 |

| | |
|-------|-------|
| Total | 0.9 |
| | 1.1 |
| | 2.8 |
| | 6 |
| | 6.4 |
| | 12.6 |
| | 14 |
| | 19.9 |
| | 36.1 |
| | 36.6 |
| | 36.8 |
| | 148.6 |

Bondi2Barossa - Day 3 Yass to Temora

| Leg | Dir | Type | Notes |
|---------|-----|----------|------------------------------------------------------------------|
| | → | Right | Keep right to stay on Comur St |
| 0.1 ↑ | | Straight | Continue onto Laidlaw St |
| 1.7 ↑ | | Straight | Continue onto Yass Valley Way |
| 3.2 ↑ | | Straight | At the roundabout, take the 1st exit and stay on Yass Valley Way |
| 0.5 ↑ | | Straight | Merge onto Hume Hwy/M31 via the ramp to Gundagai/Melbourne |
| 6.2 → | | Right | Turn right onto Bowning Rd |
| 1.4 → | | Right | Turn right onto Red Hill Rd |
| 5.9 → | | Right | Turn right onto Burley Griffin Way/B94 |
| 16.2 → | | Right | Turn right onto Wellington St |
| 0.5 ← | | Left | Turn left onto Fitzroy St |
| 0.2 ← | | Left | Turn left at the 1st cross street onto Queen St |
| 111.8 ↑ | | Straight | At the roundabout, take the 1st exit onto Loftus St |

| | |
|-------|------|
| Total | 0 |
| | 0.5 |
| | 65.8 |

Bondi2Barossa - Day 4 Temora to Leeton

| Leg | Dir | Type | Notes |
|--------|-----|-------|--------------------------------------------------|
| | → | Right | Turn right at the 1st cross street onto Baker St |
| 0.5 ← | | Left | Turn left onto Polaris St |
| 65.2 → | | Right | Turn right onto Burley Griffin Way, B94 |

66.4
66.6
67.6
67.8
79.9
108.6
134.2
134.8

Total
0.1
0.5
106.5
106.8
106.8
146.6

Bondi2Barossa - Day 6 Hay to Balranald

| Leg | Dir | Type | Notes |
|-----|--------|-------|--------------------------------------------------------------------------------|
| | ← | Left | Turn left at the 1st cross street onto Cobb Hwy/Lachlan St/Mid Western Hwy/B75 |
| | 0.4 → | Right | Turn right onto Cadell St |
| | 106 → | Right | Slight right |
| | 0.3 ← | Left | Turn left towards Sturt Hwy/A20 |
| | 0 → | Right | Turn right onto Sturt Hwy/A20 |
| | 39.8 ← | Left | Turn left onto Market St/Sturt Hwy/A20 |

Bondi2Barossa - Day 7 Balranald to Mildura

| Leg | Dir | Type | Notes |
|-----|--------|----------|-----------------------------------------------------------------------|
| | ← | Left | Turn left |
| | 0.3 ↑ | Straight | Make a U-turn |
| | 0.3 ← | Left | Turn left onto Sturt Hwy/A20 |
| | 14.9 ↑ | Straight | At the roundabout, take the 2nd exit onto Murray Terrace |
| | 0.3 ← | Left | Turn left onto Perry St |
| | 0.2 → | Right | Turn right onto Selwyn St |
| | 0.2 ← | Left | Turn left onto Carey St/Sturt Hwy/A20 |
| | 77.9 ↑ | Straight | At the roundabout, take the 3rd exit and stay on National Highway A20 |
| | 0.7 ← | Left | Turn left to stay on National Highway A20 |
| | 3.1 ↑ | Straight | Make a U-turn |

Total
64.1
64.5
64.8
79.8
80.1
80.3
80.6
158.5
159.2
162.2

Bondi2Barossa - Day 8 Mildura to Waikerie

| Leg | Dir | Type | Notes |
|-----|-----|------|-------|
| | | | |

Total

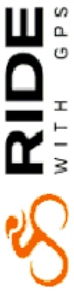
| | | | |
|--------|----------|-----------------------------------------------------------------------|-------|
| ↑ | Straight | Make a U-turn at Aldinga Dr | 0.1 |
| 0.9 ↑ | Straight | At the roundabout, take the 2nd exit and stay on National Highway A20 | 1 |
| 2.7 ↑ | Straight | At the roundabout, take the 2nd exit and stay on National Highway A20 | 3.8 |
| 50.3 → | Right | Turn right onto Johansen Dr | 54 |
| 0.1 ↑ | Straight | Continue onto Lake Park Rd | 54.1 |
| 0.5 ↑ | Straight | Continue straight onto Johansen Dr | 54.7 |
| 0.1 → | Right | Turn right onto National Highway A20 | 54.8 |
| 84.2 → | Right | Turn right onto Pike Creek Rd | 139 |
| 4.1 → | Right | Turn right onto Weaver Rd | 143.1 |
| 1.7 → | Right | Turn right onto Lyrup Main Rd | 144.7 |
| 1.1 ↑ | Straight | Continue onto Downer Ave | 145.9 |
| 0.3 → | Right | Turn right onto Beames Rd | 146.2 |
| 0.2 ↑ | Straight | Continue onto Thayne Terrace | 146.4 |
| 0.1 → | Right | Turn right onto Wilson Parade | 146.5 |
| 0.1 ↑ | Straight | Take the ferry to Monash | 146.7 |
| 0.2 ↑ | Straight | Continue straight onto Lyrup Rd | 146.8 |
| 2 ← | Left | Turn left onto National Highway A20 | 148.8 |
| 2.2 → | Right | Turn right to stay on National Highway A20 | 151 |
| 9.4 → | Right | Turn right onto Goyder Hwy/B64 | 160.4 |
| 18.7 ← | Left | Turn left onto Old Coach Rd | 179.2 |
| 3.4 ← | Left | Turn left onto Goyder Hwy/B64 | 182.6 |
| 12.9 ← | Left | Turn left onto Devlins Pound Rd | 195.5 |
| 20.2 ← | Left | Turn left onto Taylorville Rd | 215.6 |
| 0.8 ↑ | Straight | Take the Waikerie Ferry to Waikerie | 216.4 |
| 0.2 ↑ | Straight | Continue straight onto Rowe St | 216.6 |
| 0.3 ← | Left | Turn left at the 1st cross street onto Peake Terrace | 216.8 |
| 0.1 ↑ | Straight | At the roundabout, take the 3rd exit onto McCoy St | 217 |

Total
0.1
0.6
1.8
4.2

Bondi2Barossa - Day 9 Waikerie to Barossa Valley

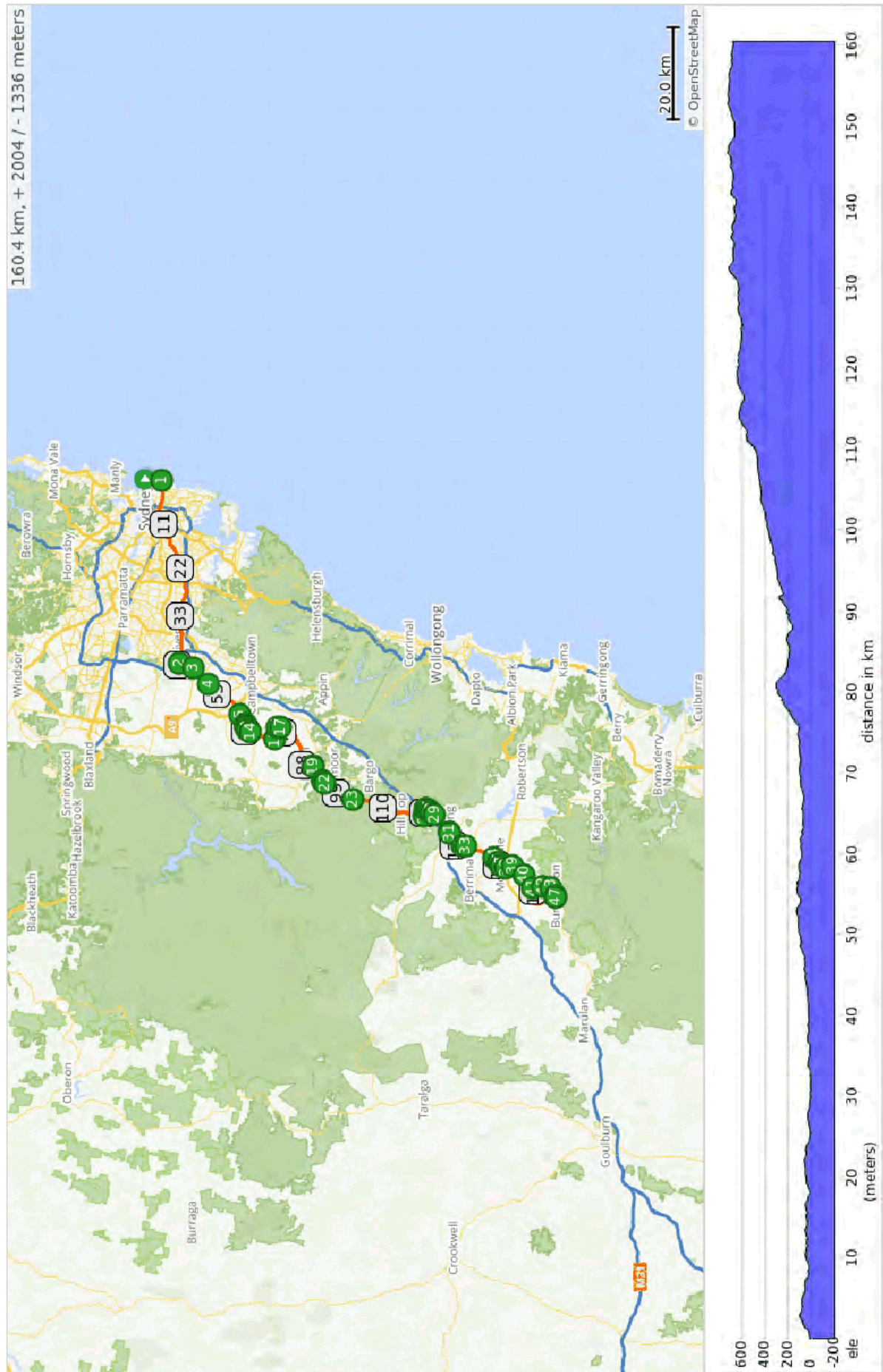
| Leg | Dir | Type | Notes |
|-------|----------|------|----------------------------------------------------------|
| ↑ | Straight | | At the roundabout, take the 1st exit onto Coombe Terrace |
| 0.6 ↑ | Straight | | Continue onto West Rd |
| 1.2 ← | Left | | Turn left onto Dunstan Rd |
| 2.4 ← | Left | | Turn left onto Noble Rd |

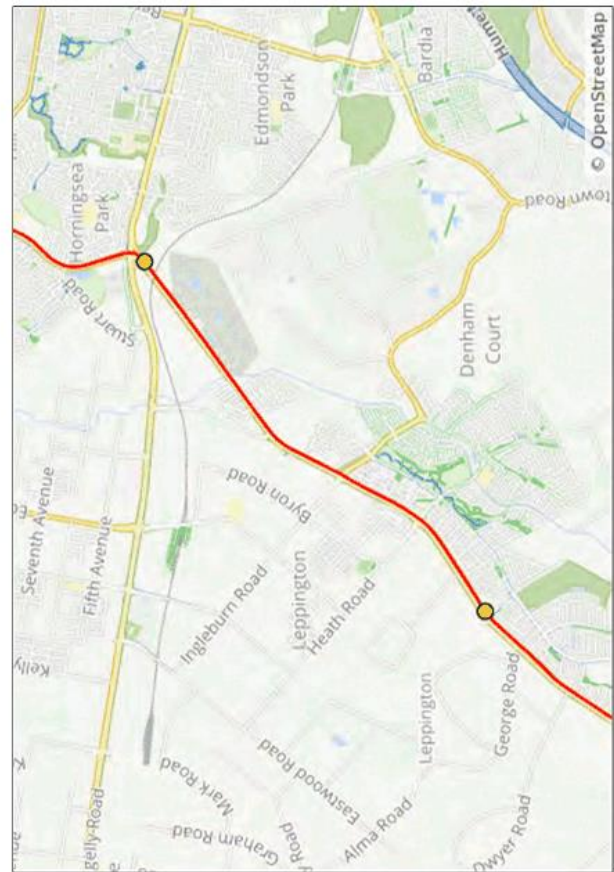
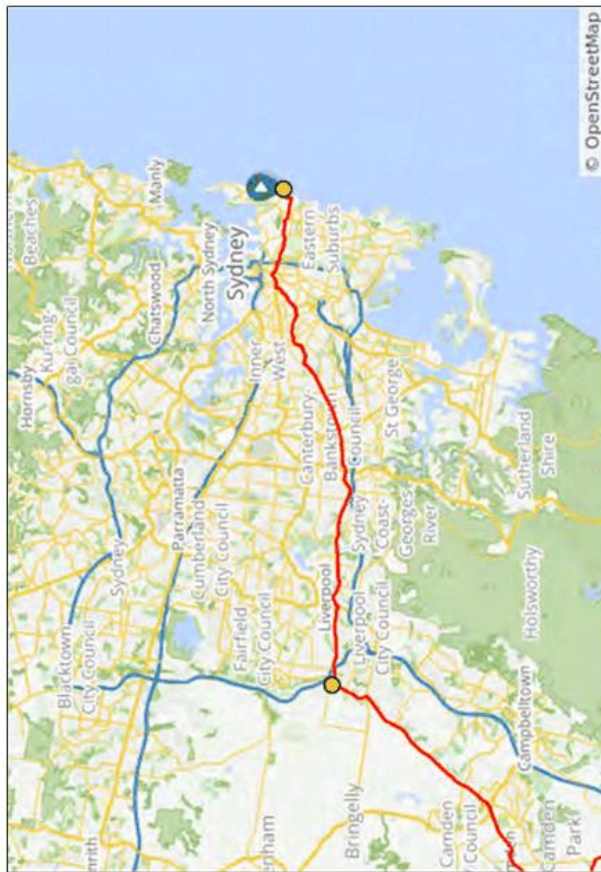
| | | | |
|--------|----------|----------------------------------------------------------------------------|-------|
| 2.9 → | Right | Turn right onto National Highway A20 | 7.1 |
| 34.3 ← | Left | Turn left onto Hunter Road | 41.4 |
| 25.3 → | Right | Turn right onto Stott Highway | 66.7 |
| 1.6 ← | Left | Keep left to continue on Anzac Ave | 68.3 |
| 0.5 → | Right | Turn right onto Nildottie Rd | 68.8 |
| 0.3 ← | Left | Turn left onto Victoria St | 69.1 |
| 0.3 ← | Left | Turn left onto Stott Hwy | 69.4 |
| 56.8 ↑ | Straight | Continue onto North Street, B10 | 126.2 |
| 1.2 ← | Left | Turn left onto Murray Street, B10 | 127.4 |
| 2.5 ← | Left | Turn left at the 1st cross street onto Stockwell Rd | 129.9 |
| 2.9 ↑ | Straight | Continue straight onto Vine Vale Rd | 132.8 |
| 3.4 ↑ | Straight | At the roundabout, take the 2nd exit onto Barossa Valley Way/Murray St/B19 | 136.2 |



160.4 km, + 2004 / - 1336 meters

Bondi2Barossa - Day 1 Bondi to Bundanoon



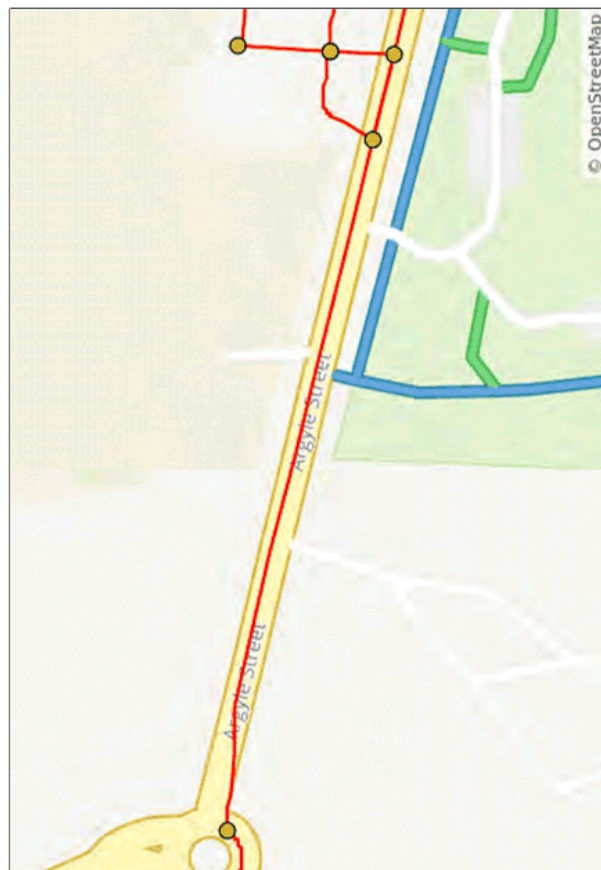
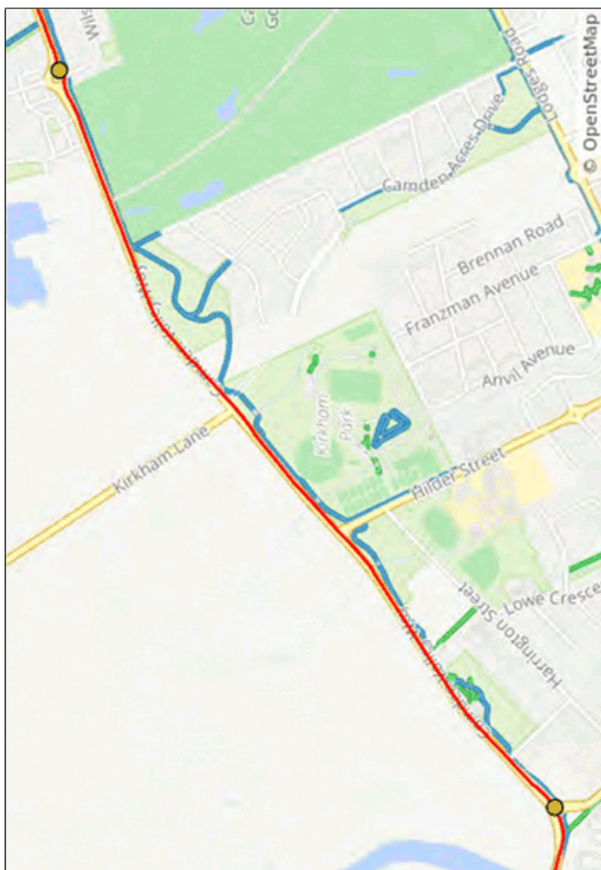


| Num | Dist | Type | Note |
|-----|------|------|----------------------|
| 1. | 0.0 | 📍 | Start of route |
| 2. | 44.0 | ↔ | L onto Cowpasture Rd |

44.0 kilometers. +354/-326 meters

| Num | Dist | Type | Note |
|-----|------|------|-------------------------------------|
| 3. | 47.3 | ↑ | Continue onto Camden Valley Way |
| 4. | 52.3 | → | Keep R to stay on Camden Valley Way |

8.3 kilometers. +79/-18 meters

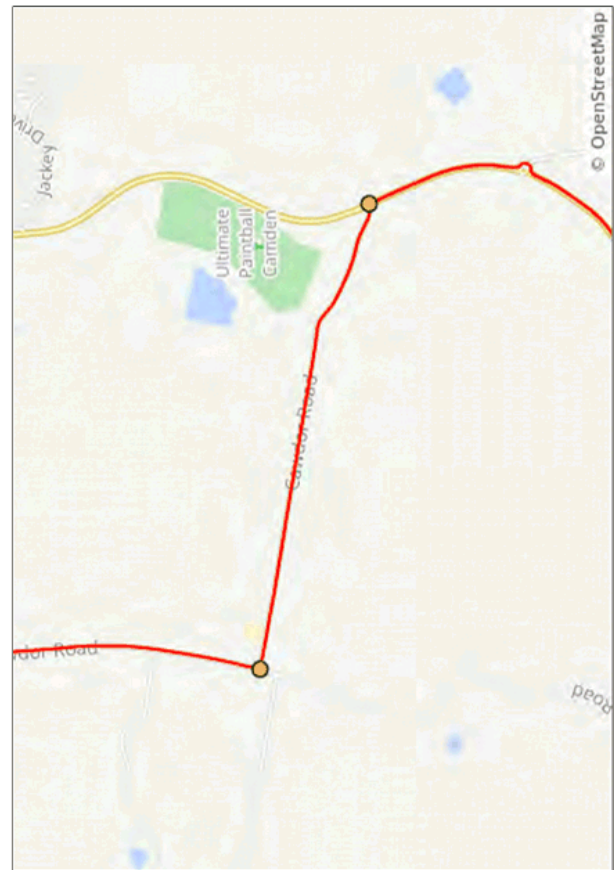
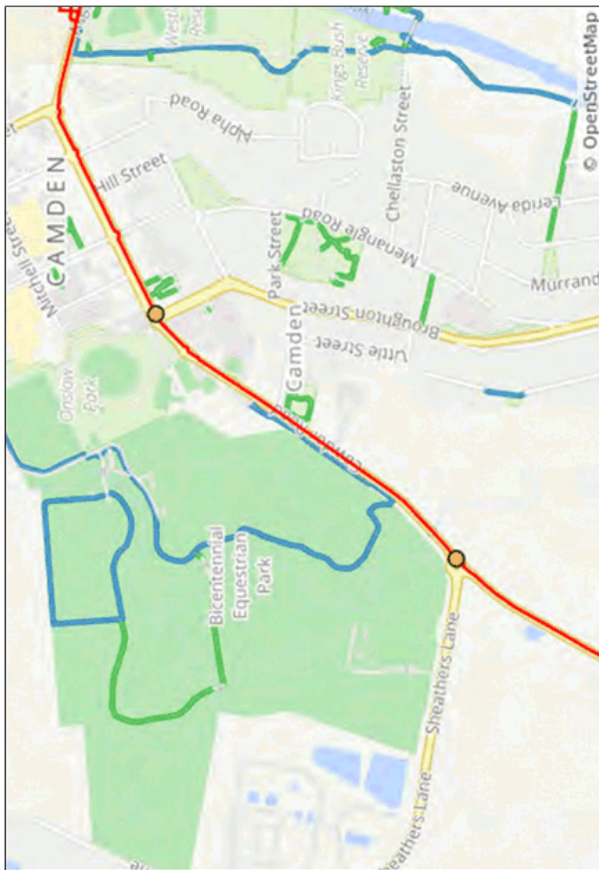


| Num | Dist | Type | Note |
|-----|------|------|--------------------------------------------------------------------|
| 5. | 62.1 | ↑ | At the roundabout, take the 2nd exit and stay on Camden Valley Way |
| 6. | 64.4 | ↑ | Continue onto Argyle St |

12.1 kilometers. +13/-30 meters

| Num | Dist | Type | Note |
|-----|------|------|------------------------------------------------------------|
| 7. | 64.9 | ↑ | R towards Argyle St |
| 8. | 64.9 | ↓ | L towards Argyle St |
| 9. | 64.9 | ↑ | R towards Argyle St |
| 10. | 65.0 | ↓ | L towards Argyle St |
| 11. | 65.0 | ↑ | R onto Argyle St |
| 12. | 65.3 | ↑ | At the roundabout, take the 1st exit and stay on Argyle St |

0.9 kilometers. +3/-1 meters

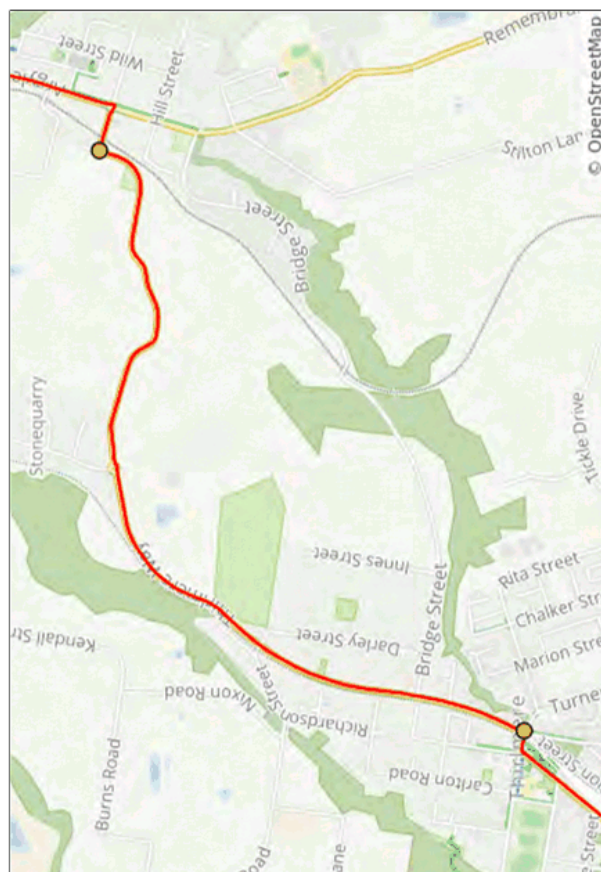
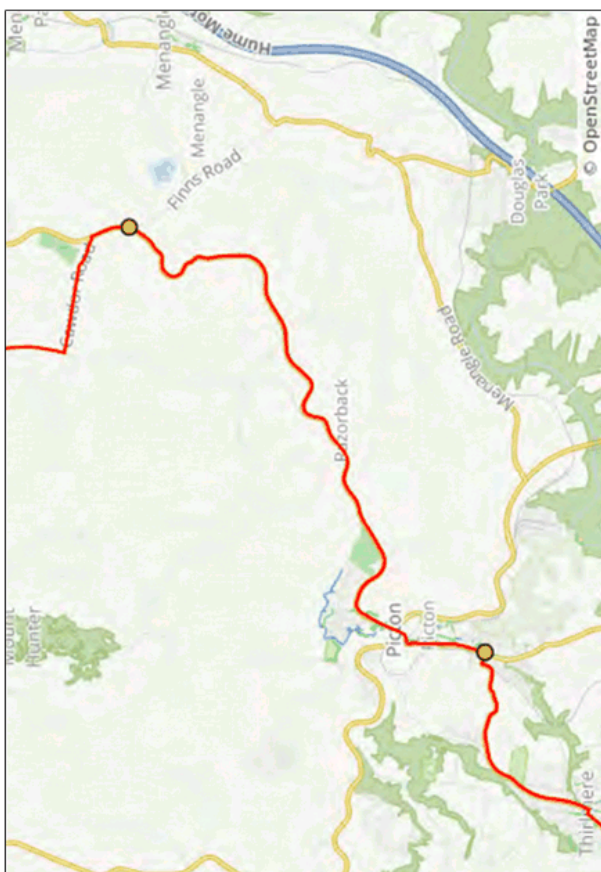


| Num | Dist | Type | Note |
|-----|------|------|------------------------------------------------------------|
| 13. | 65.9 | ↑ | At the roundabout, continue straight onto Cawdor Rd |
| 14. | 66.9 | ↑ | At the roundabout, take the 1st exit and stay on Cawdor Rd |

1.6 kilometers. +1/-9 meters

| Num | Dist | Type | Note |
|-----|------|------|------------------------------------------|
| 15. | 72.5 | ↔ | L to stay on Cawdor Rd |
| 16. | 74.9 | ↑ | R onto Old Hume Hwy/Remembrance Driveway |

8.0 kilometers. +25/-13 meters

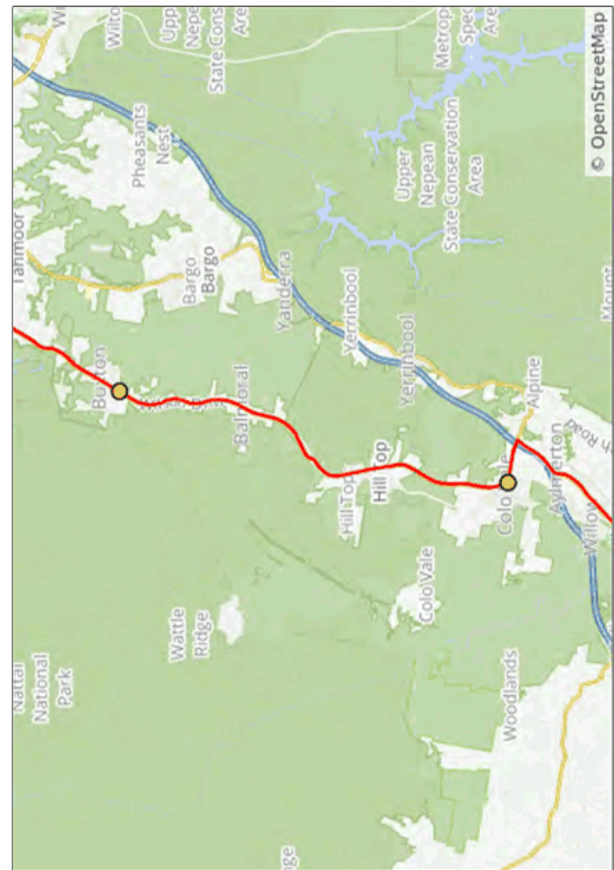
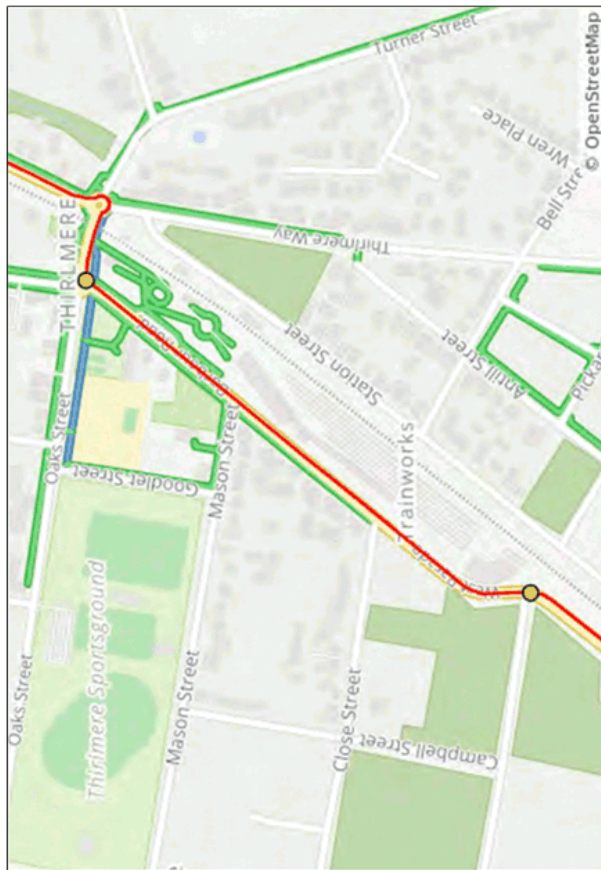


| Num | Dist | Type | Note |
|-----|------|------|------------------------------------------------------------------------------------|
| 17. | 75.7 | ↑ | At the roundabout, take the 2nd exit and stay on Old Hume Hwy/Remembrance Driveway |
| 18. | 90.1 | ↑ | At the roundabout, take the 3rd exit onto Thirlmere Way |

15.2 kilometers. +300/-200 meters

| Num | Dist | Type | Note |
|-----|------|------|---------------------------------------------------|
| 19. | 90.4 | ← | L to stay on Thirlmere Way |
| 20. | 94.8 | ↑ | At the roundabout, take the 3rd exit onto Oaks St |

4.7 kilometers. +121/-38 meters

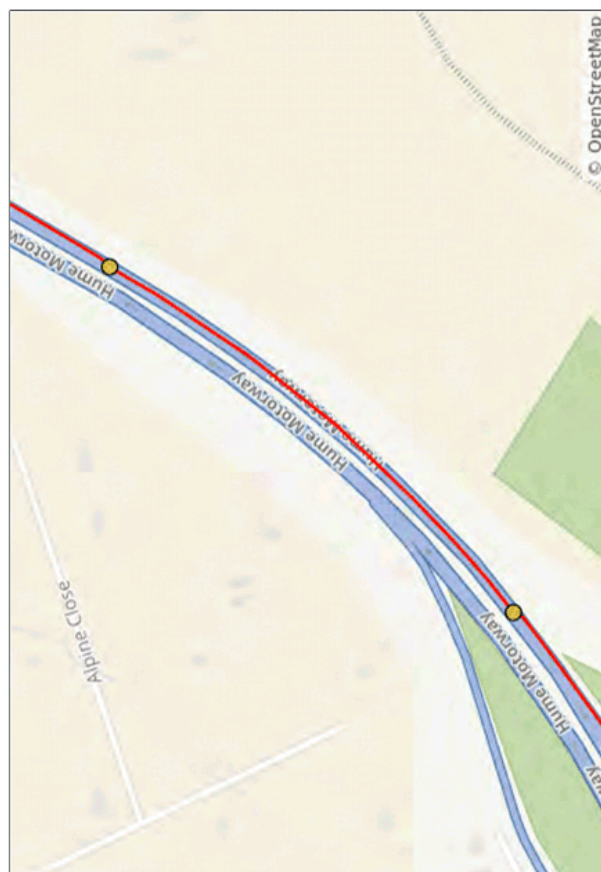
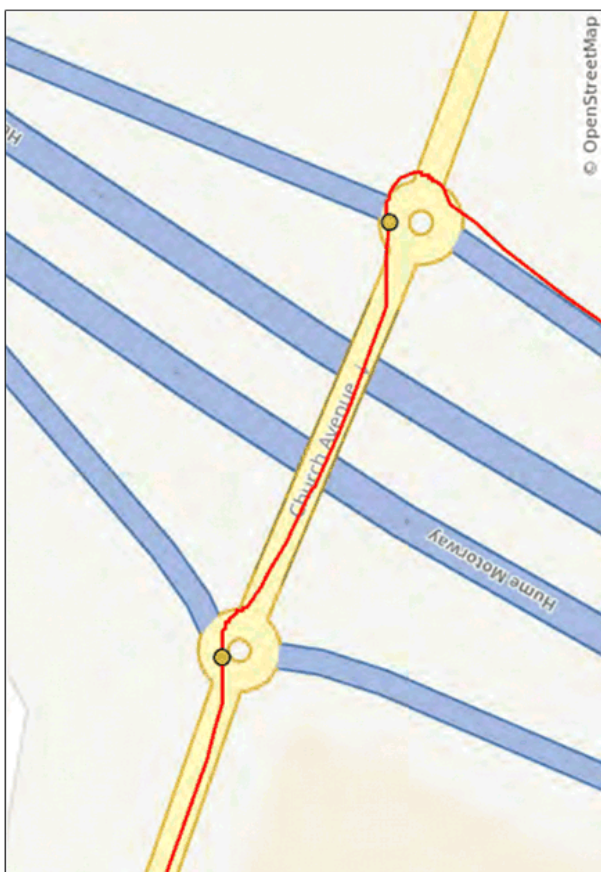


| Num | Dist | Type | Note |
|-----|------|------|------------------------------------------------------|
| 21. | 95.0 | ↑ | At the roundabout, take the 1st exit onto Barbour Rd |
| 22. | 95.6 | ↑ | Continue onto W Parade |

0.8 kilometers. +8/-0 meters

| Num | Dist | Type | Note |
|-----|-------|------|-------------------------|
| 23. | 102.6 | ↑ | Continue onto Wilson Dr |
| 24. | 119.8 | ← | L onto Church Ave |

24.2 kilometers. +310/-83 meters

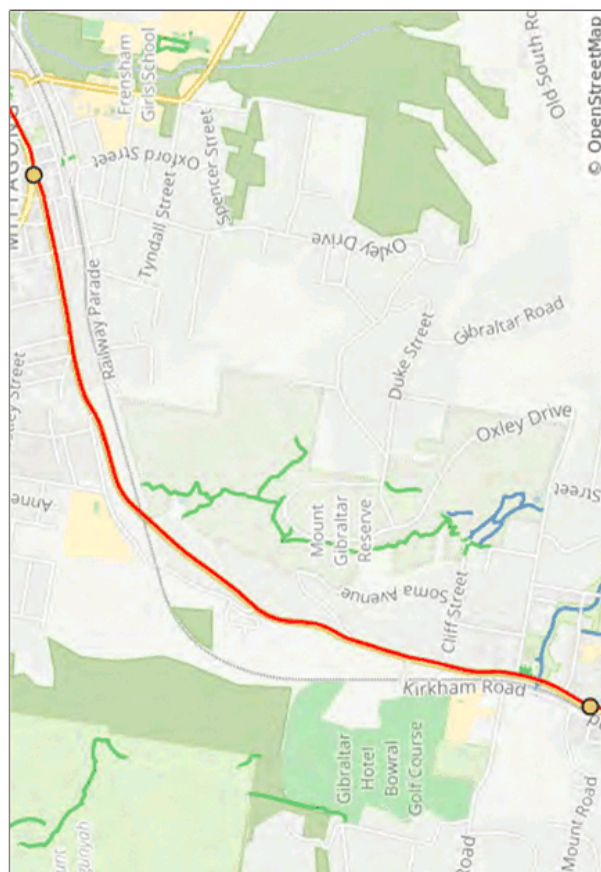
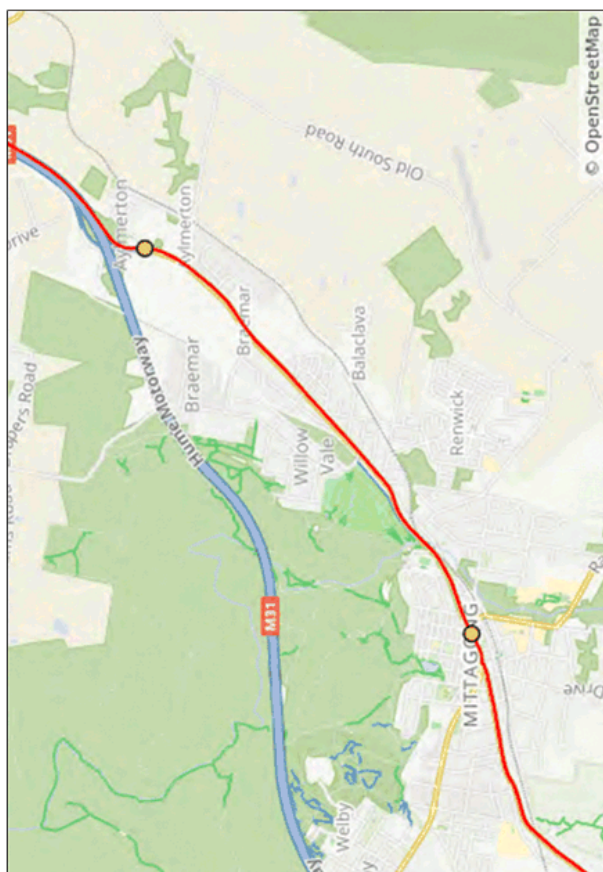


| Num | Dist | Type | Note |
|-----|-------|------|---------------------------------------------------------------------------------------------|
| 25. | 121.4 | ↑ | At the roundabout, continue straight onto Church Ave/Old Hume Hwy |
| 26. | 121.6 | ↑ | At the roundabout, take the 2nd exit onto the Hume Motorway/M31 ramp to Mittagong/ Goulburn |

1.7 kilometers. +5/-0 meters

| Num | Dist | Type | Note |
|-----|-------|------|-----------------------------------------------------------|
| 27. | 122.4 | ↑ | Merge onto Hume Motorway/Old Hume Hwy/M31 |
| 28. | 123.1 | ↑ | Old Hume Hwy/B73 exit towards Mittagong/ Bowral/Moss Vale |

1.5 kilometers. +0/-5 meters

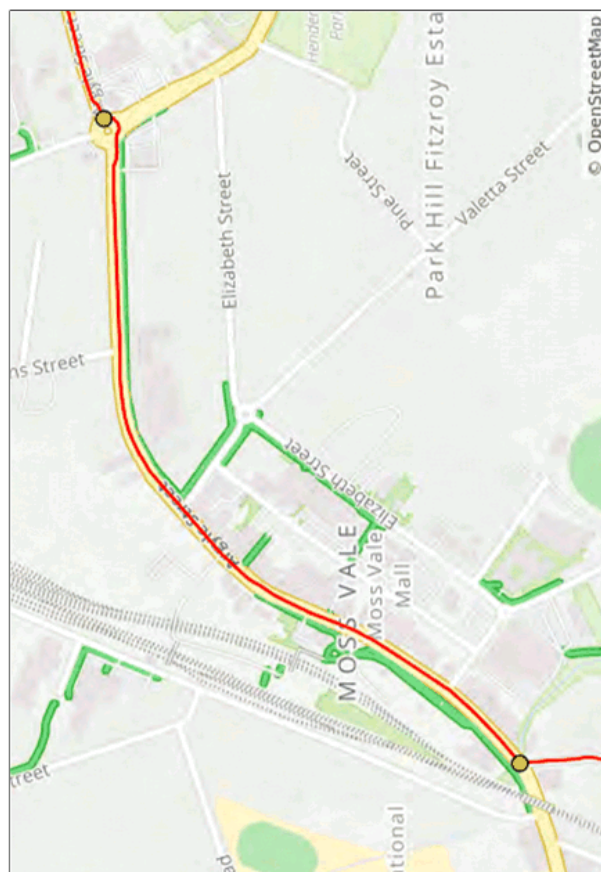
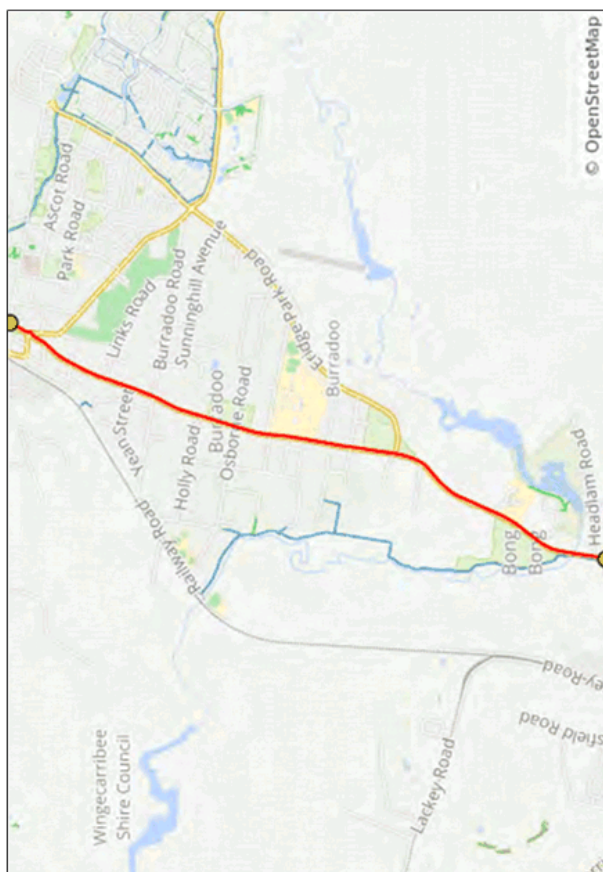


| Num | Dist | Type | Note |
|-----|-------|------|------------------------------------------------|
| 29. | 123.9 | ↑ | Continue onto Old Hume Hwy/B73 |
| 30. | 129.0 | ← | Keep L to continue on Main St/Old Hume Hwy/B73 |

6.0 kilometers. +59/-30 meters

| Num | Dist | Type | Note |
|-----|-------|------|----------------------------|
| 31. | 129.4 | ← | L onto Bowral Rd/B73 |
| 32. | 133.7 | ← | Slight L onto Bong Bong St |

4.6 kilometers. +95/-53 meters

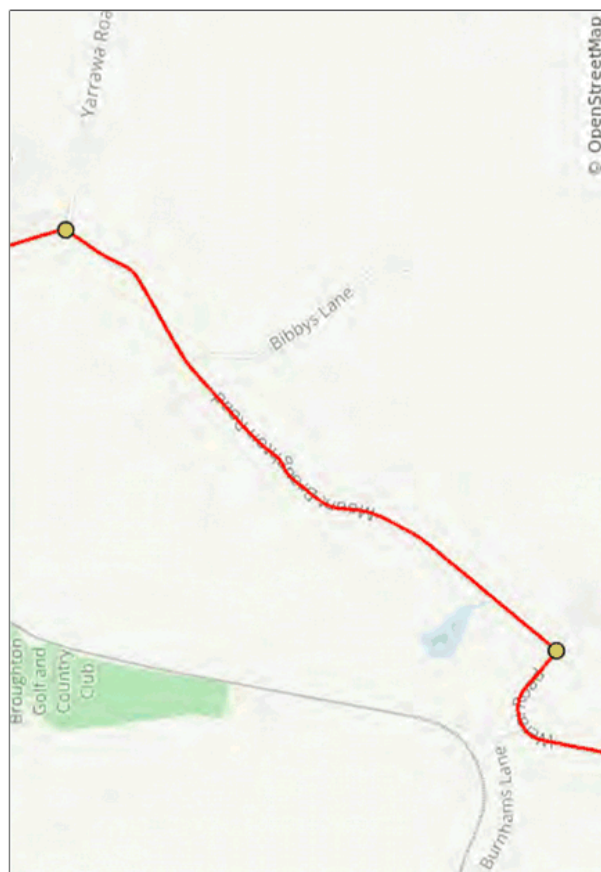
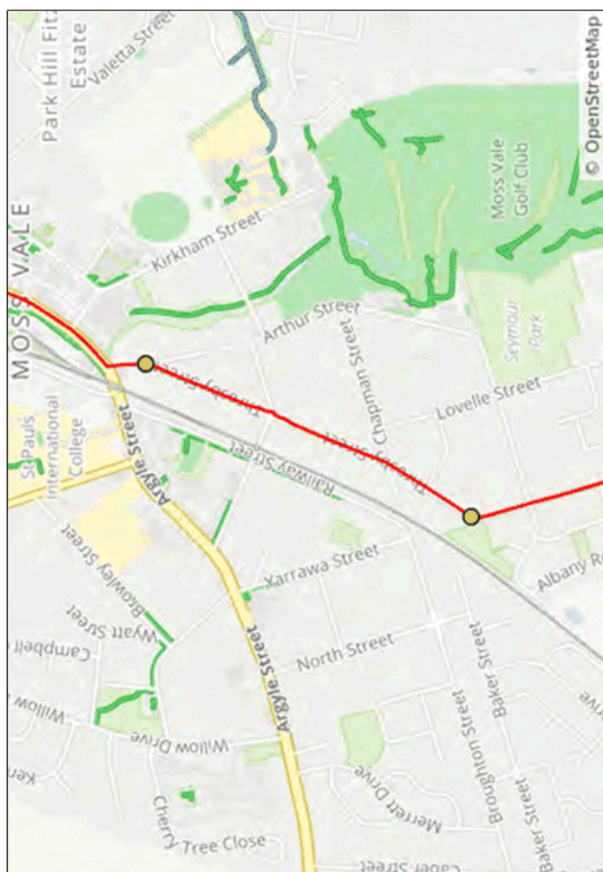


| Num | Dist | Type | Note |
|-----|-------|------|--------------------------------------------------------|
| 33. | 134.5 | ↑ | At the roundabout, take the 2nd exit onto Moss Vale Rd |
| 34. | 141.0 | ↑ | Continue onto Argyle St |

7.3 kilometers. +64/-83 meters

| Num | Dist | Type | Note |
|-----|-------|------|-----------------------------------------------------------------------|
| 35. | 142.6 | ↑ | At the roundabout, continue straight onto Argyle St/Illawarra Hwy/A48 |
| 36. | 143.7 | ← | L onto Arthur St |

2.7 kilometers. +0/-13 meters

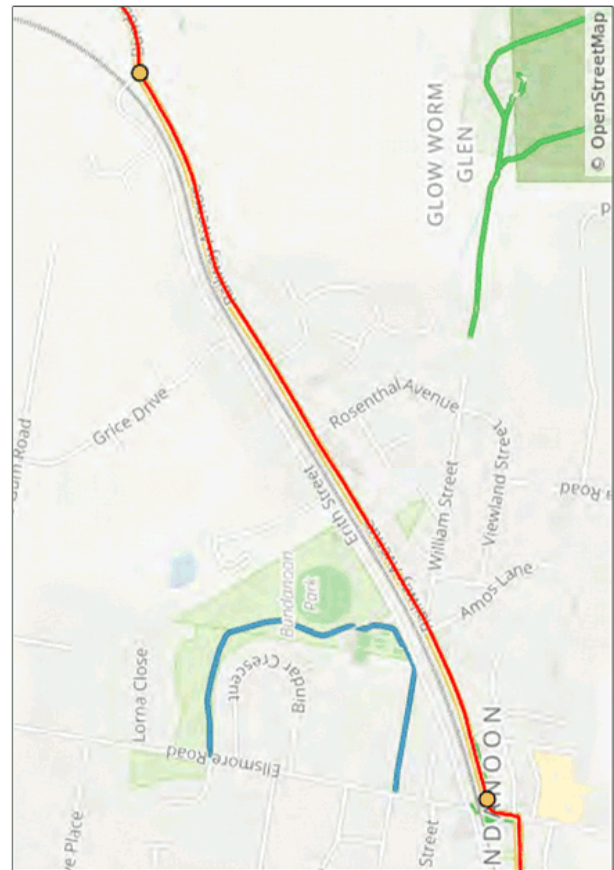
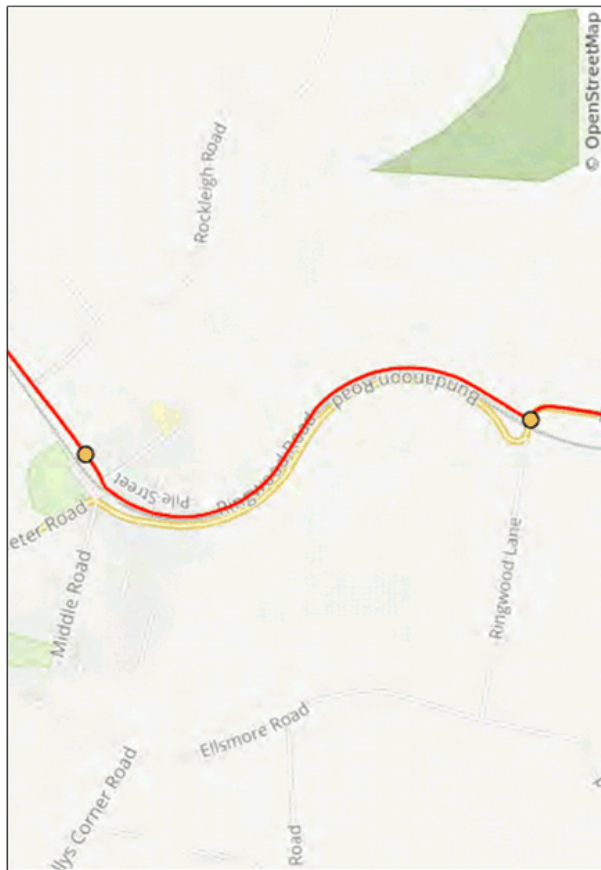


| Num | Dist | Type | Note |
|-----|-------|------|----------------------------------------------------|
| 37. | 143.8 | ↑ | Continue onto Throsby St |
| 38. | 144.7 | ← | Throsby St turns slightly L and becomes Yarrowa Rd |

1.0 kilometers. +10/-0 meters

| Num | Dist | Type | Note |
|-----|-------|------|-------------------------------------------------|
| 39. | 146.4 | ↑ | Continue straight onto Mount Broughton Rd |
| 40. | 149.7 | → | Mount Broughton Rd turns R and becomes Werai Rd |

5.0 kilometers. +25/-73 meters

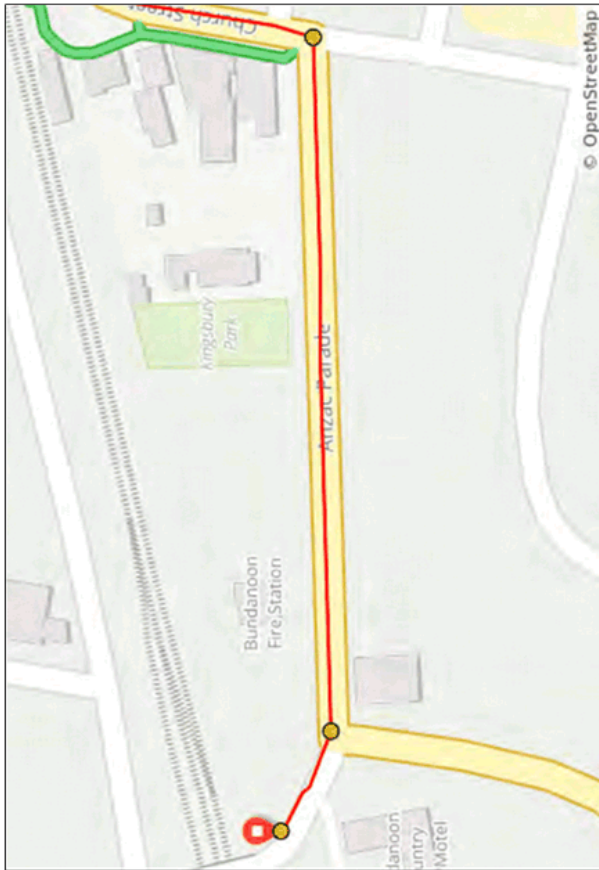


| Num | Dist | Type | Note |
|-----|-------|------|---------------------------|
| 41. | 153.4 | ↑ | Continue onto Ringwood Rd |
| 42. | 156.1 | ← | L onto Bundanoon Rd |

6.4 kilometers. +8/-14 meters

| Num | Dist | Type | Note |
|-----|-------|------|---------------------------|
| 43. | 158.1 | ↑ | Continue onto Railway Ave |
| 44. | 160.1 | ↑ | Continue onto Church St |

4.0 kilometers. +5/-22 meters



| Num | Dist | Type | Note |
|-----|-------|------|-----------------------------------|
| 45. | 160.2 | → | R onto Anzac Parade |
| 46. | 160.4 | ↑ | Continue straight onto Penrose Rd |
| 47. | 160.4 | 📍 | End of route |

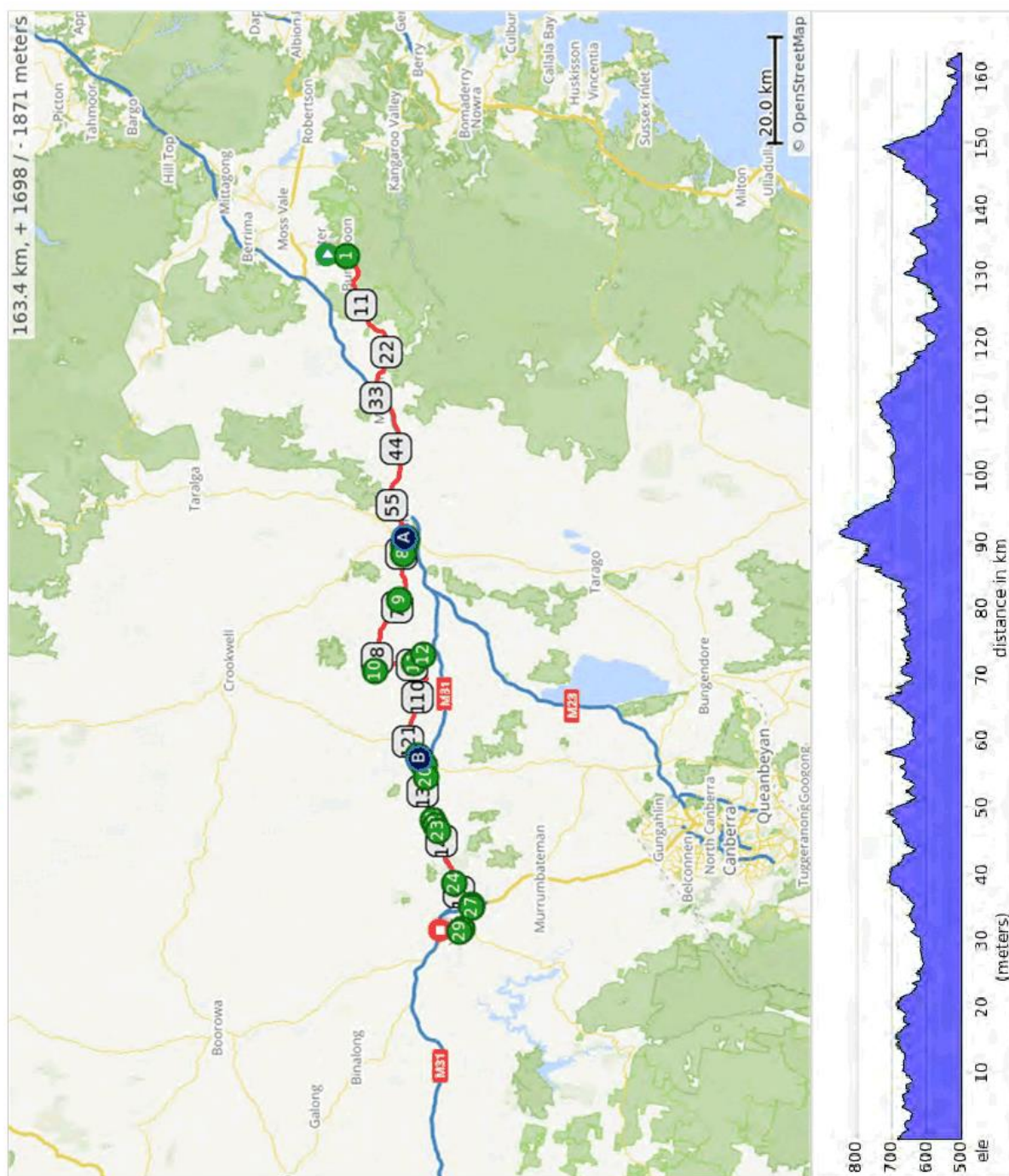
0.4 kilometers. +2/-0 meters

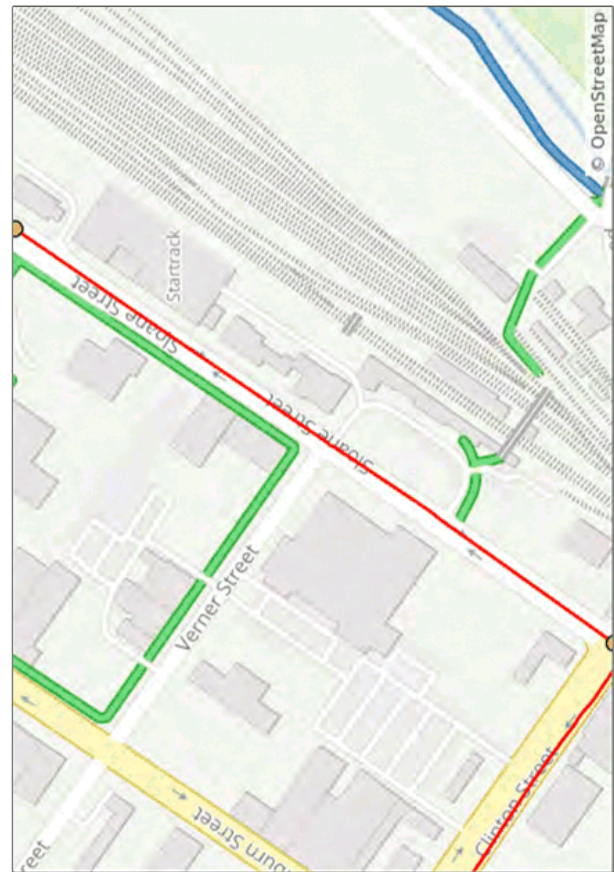
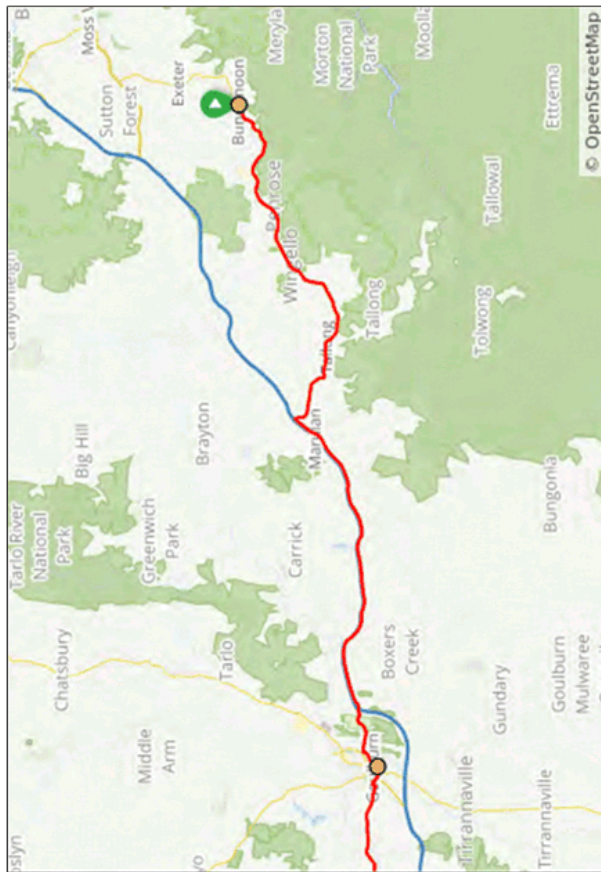


A. Morning Tea - 62.7k

B. Lunch - 125.4k

Bondi2Barossa - Day 2 Bundanoon to Yass



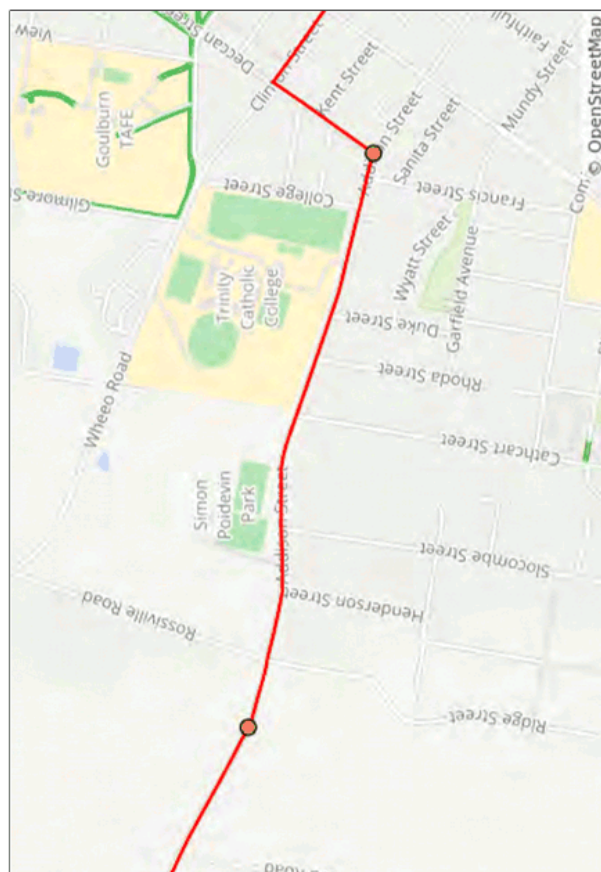
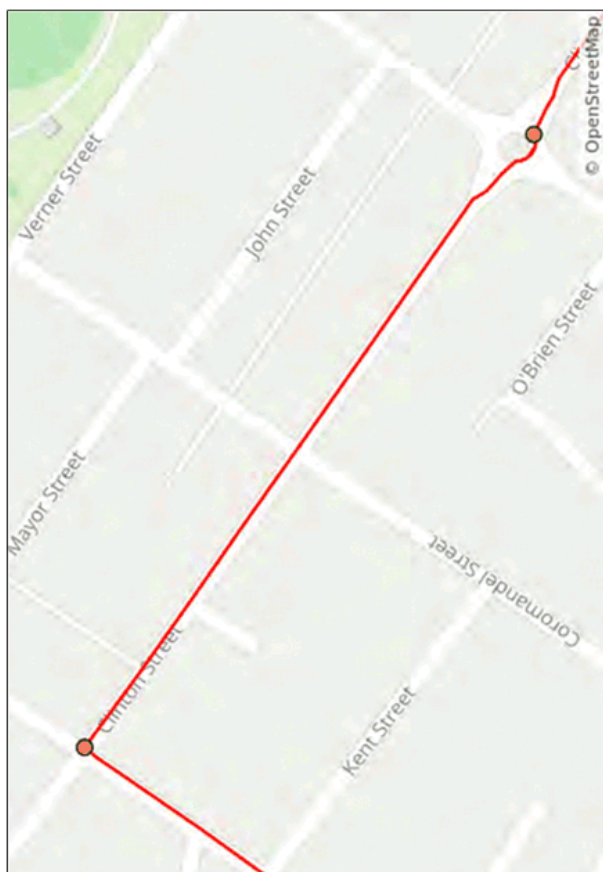


| Num | Dist | Type | Note |
|-----|------|------|--------------------|
| 1. | 0.0 | 📍 | Start of route |
| 2. | 62.6 | ➡ | R onto Montague St |

62.6 kilometers. +569/-613 meters

| Num | Dist | Type | Note |
|-----|------|------|-------------------|
| 3. | 62.8 | ➡ | R onto Sloane St |
| 4. | 63.3 | ➡ | R onto Clinton St |

0.7 kilometers. +3/-0 meters

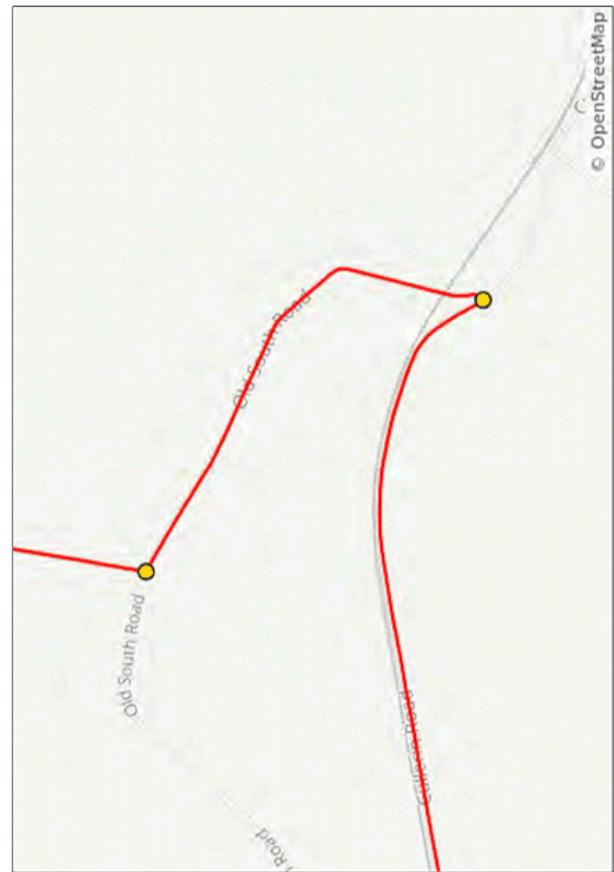
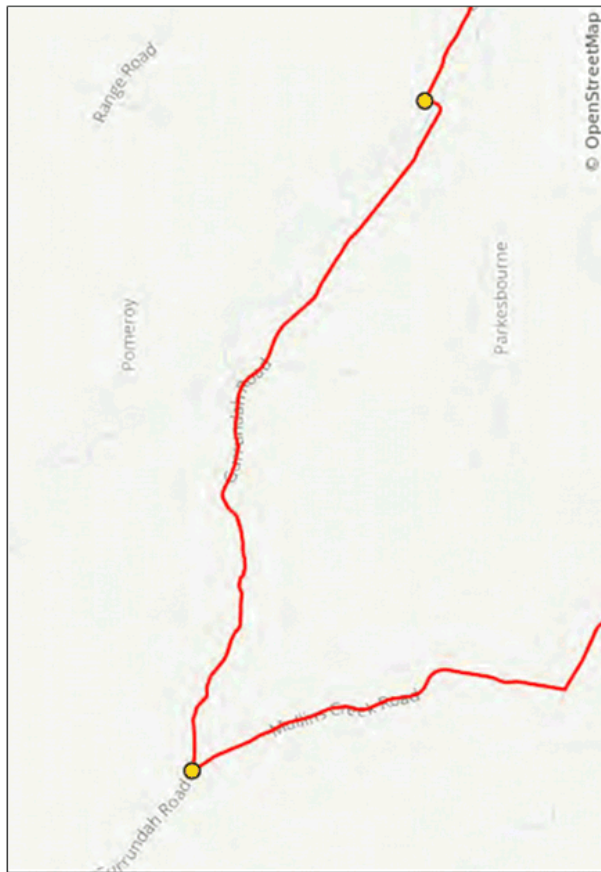


| Num | Dist | Type | Note |
|-----|------|------|------------------------------------------------------------|
| 5. | 64.2 | ↑ | At the roundabout, continue straight to stay on Clinton St |
| 6. | 64.7 | ← | L onto Deccan St |

1.4 kilometers. +11/-0 meters

| Num | Dist | Type | Note |
|-----|------|------|----------------------------|
| 7. | 65.0 | → | R onto Addison St |
| 8. | 66.5 | ↑ | Continue onto Gurrundah Rd |

1.8 kilometers. +42/-0 meters

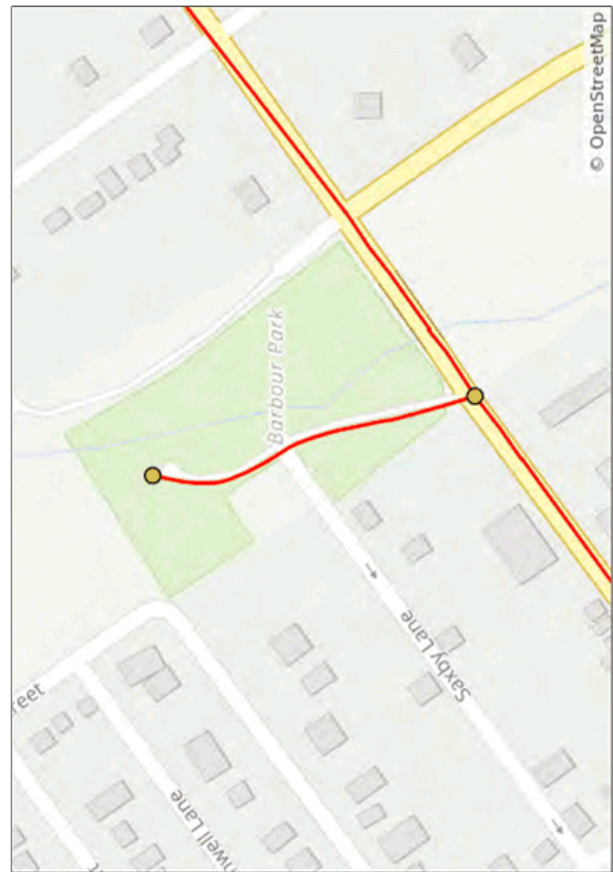
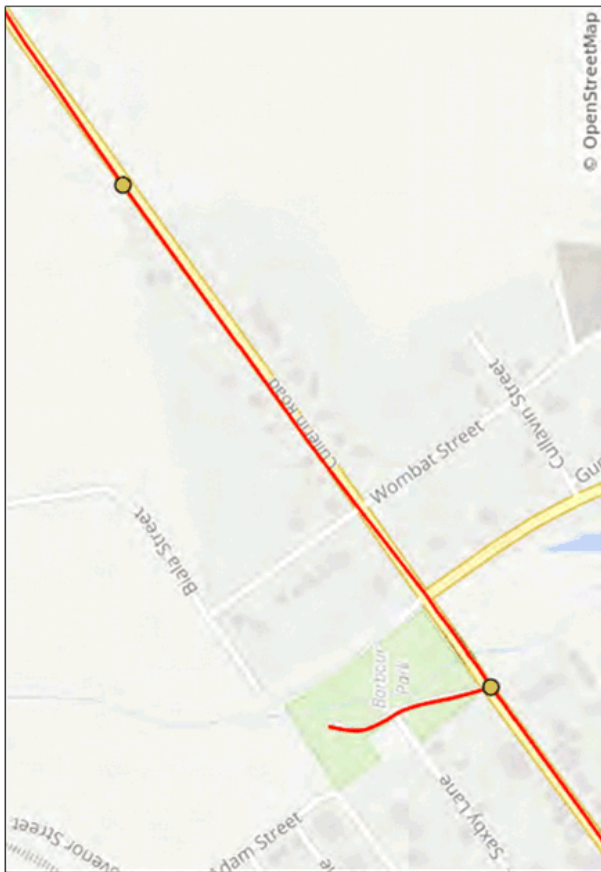


| Num | Dist | Type | Note |
|-----|------|------|---------------------------|
| 9. | 75.6 | ← | L to stay on Gurrundah Rd |
| 10. | 91.1 | ← | L onto Mullins Creek Rd |

24.6 kilometers. +327/-135 meters

| Num | Dist | Type | Note |
|-----|-------|------|-----------------------|
| 11. | 99.1 | ← | L onto Mutmutbilly Rd |
| 12. | 101.7 | → | R onto Cullerlin Rd |

10.6 kilometers. +12/-4 meters

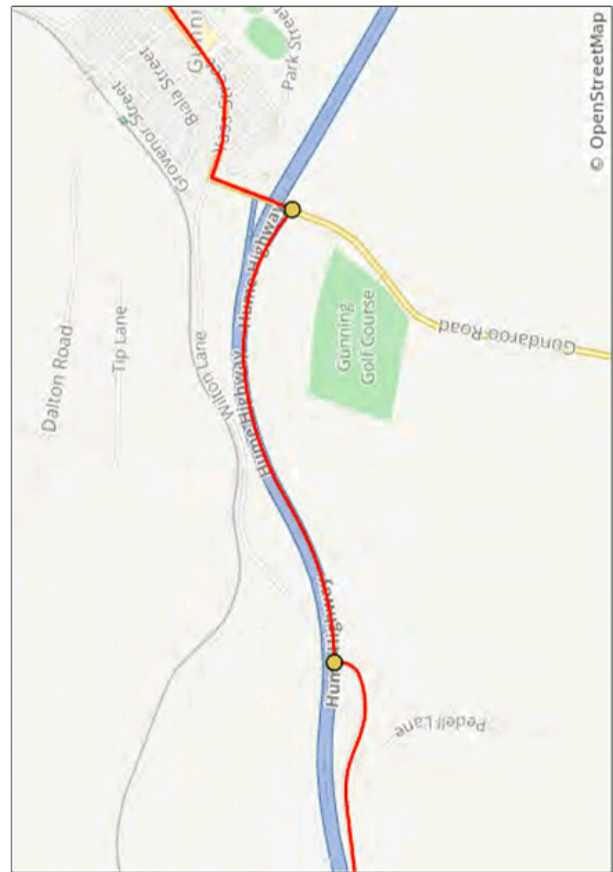
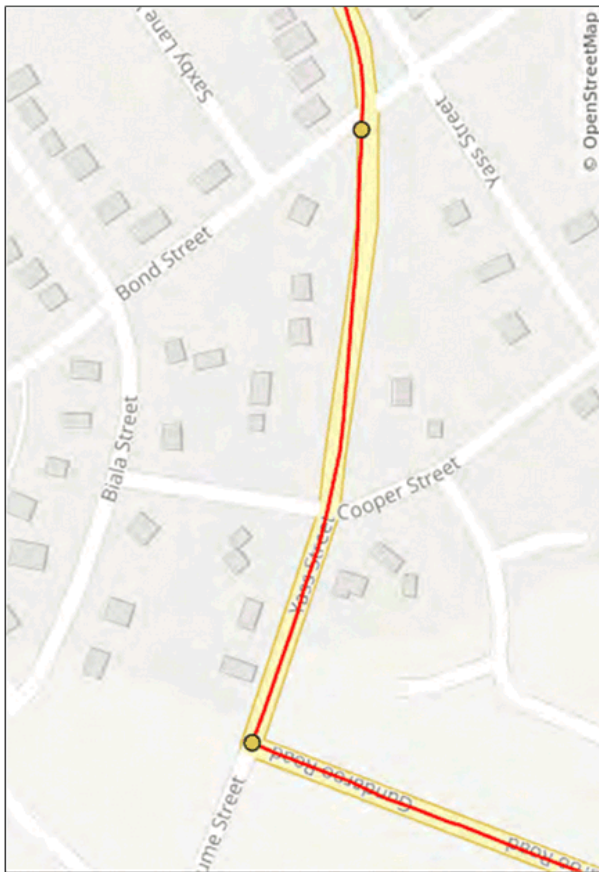


| Num | Dist | Type | Note |
|-----|-------|------|-----------------------|
| 13. | 124.5 | ↑ | Continue onto Yass St |
| 14. | 125.3 | → | R |

23.6 kilometers. +0/-16 meters

| Num | Dist | Type | Note |
|-----|-------|------|----------------|
| 15. | 125.5 | ↑ | Make a U-turn |
| 16. | 125.7 | → | R onto Yass St |

0.4 kilometers. +0/-1 meters

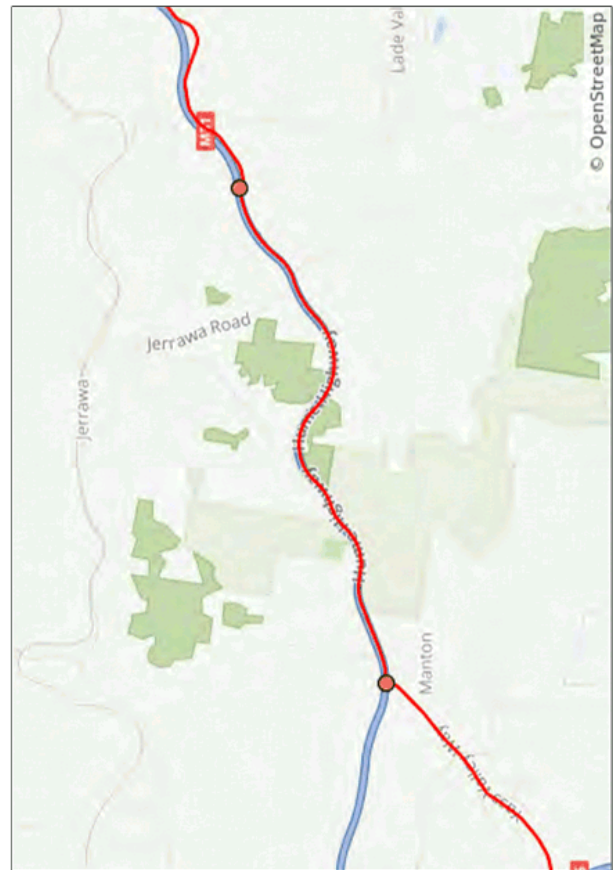
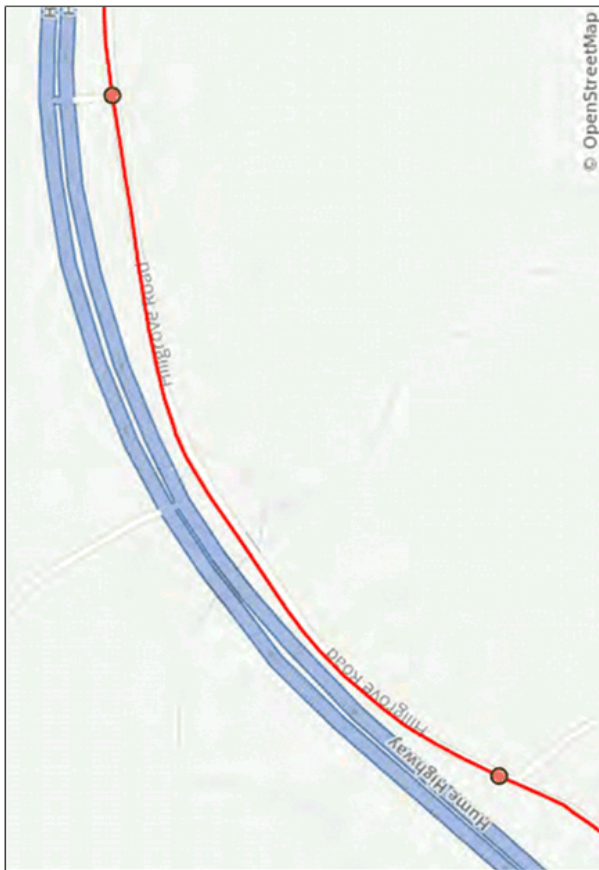


| Num | Dist | Type | Note |
|-----|-------|------|-----------------------|
| 17. | 126.4 | ↑ | Continue onto Hume St |
| 18. | 126.8 | ← | L onto Gundaroo Rd |

1.1 kilometers. +4/-4 meters

| Num | Dist | Type | Note |
|-----|-------|------|-------------------------------------------|
| 19. | 127.3 | ↑ | R to merge onto Hume Hwy/M31 towards Yass |
| 20. | 129.7 | ← | L onto Veterans Rd |

2.8 kilometers. +47/-14 meters

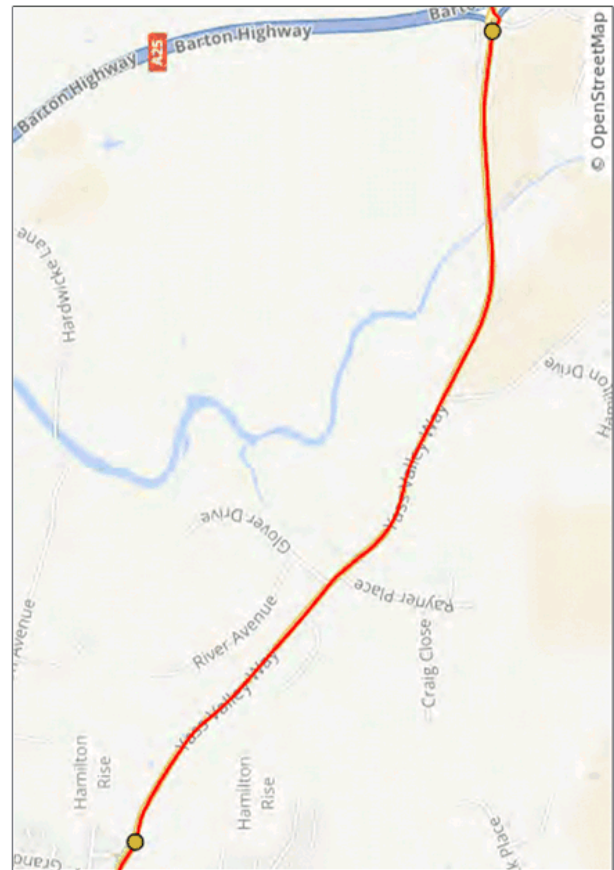
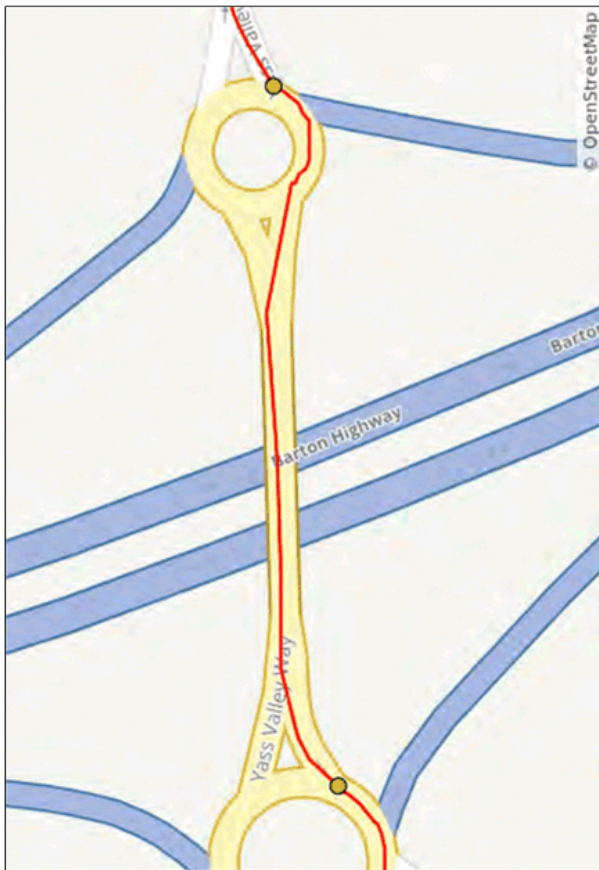


| Num | Dist | Type | Note |
|-----|-------|------|----------------------------|
| 21. | 138.6 | ↑ | Continue onto Hillgrove Rd |
| 22. | 139.6 | ↑ | Continue straight |

10.0 kilometers. +7/-9 meters

| Num | Dist | Type | Note |
|-----|-------|------|-------------------------------------------------|
| 23. | 141.1 | ← | L at the 1st cross street onto Hume Hwy/ M31 |
| 24. | 152.2 | ← | L onto Yass Valley Way |

12.6 kilometers. +181/-156 meters

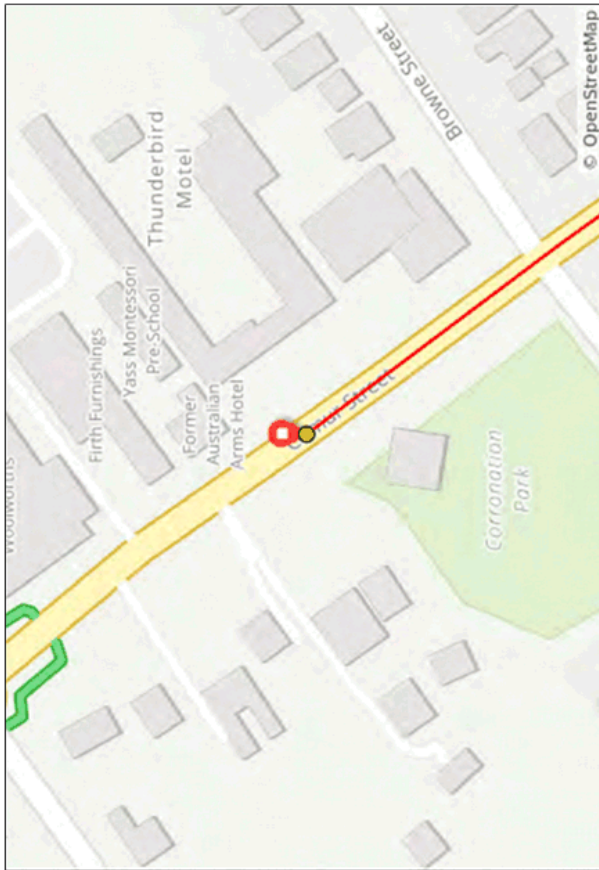


| Num | Dist | Type | Note |
|-----|-------|------|-----------------------------------------------------------------|
| 25. | 157.6 | ↑ | At the roundabout, continue straight to stay on Yass Valley Way |
| 26. | 157.8 | ↑ | At the roundabout, take the 2nd exit |

5.6 kilometers. +0/-2 meters

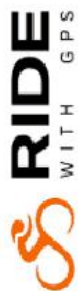
| Num | Dist | Type | Note |
|-----|-------|------|-------------------------------|
| 27. | 157.9 | ↑ | Continue onto Yass Valley Way |
| 28. | 162.5 | ↑ | Continue onto Cornur St |

4.7 kilometers. +59/-52 meters



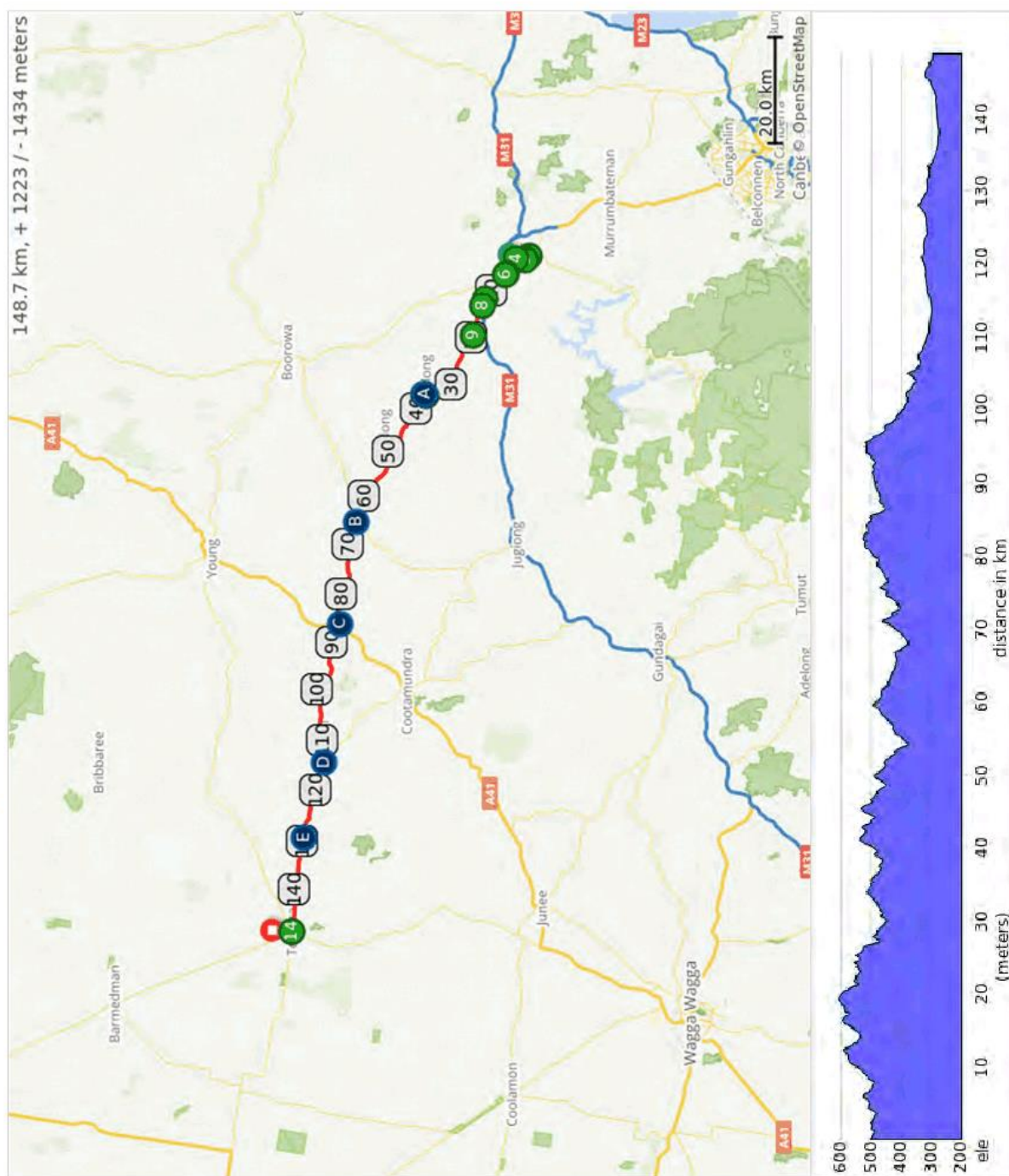
| Num | Dist | Type | Note |
|-----|-------|------|--------------|
| 29. | 163.4 | 📍 | End of route |

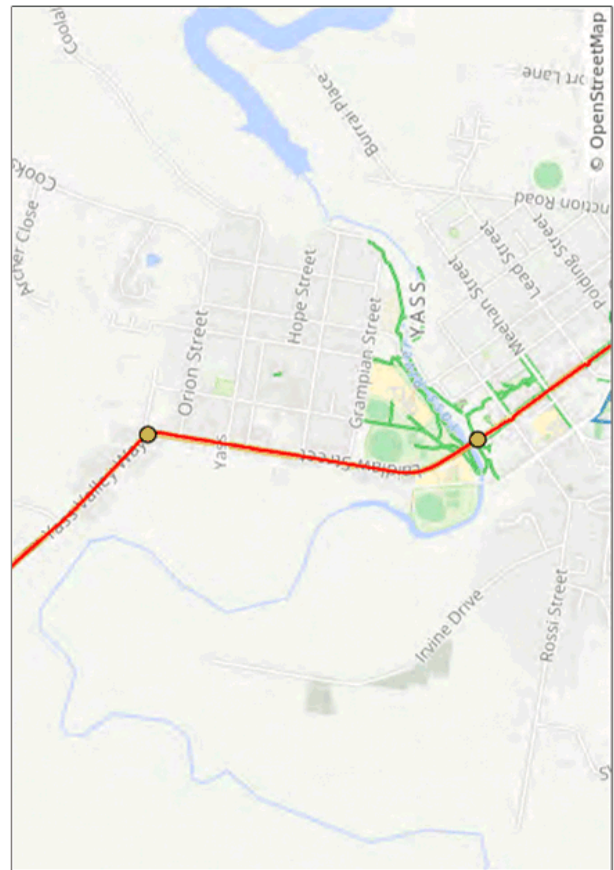
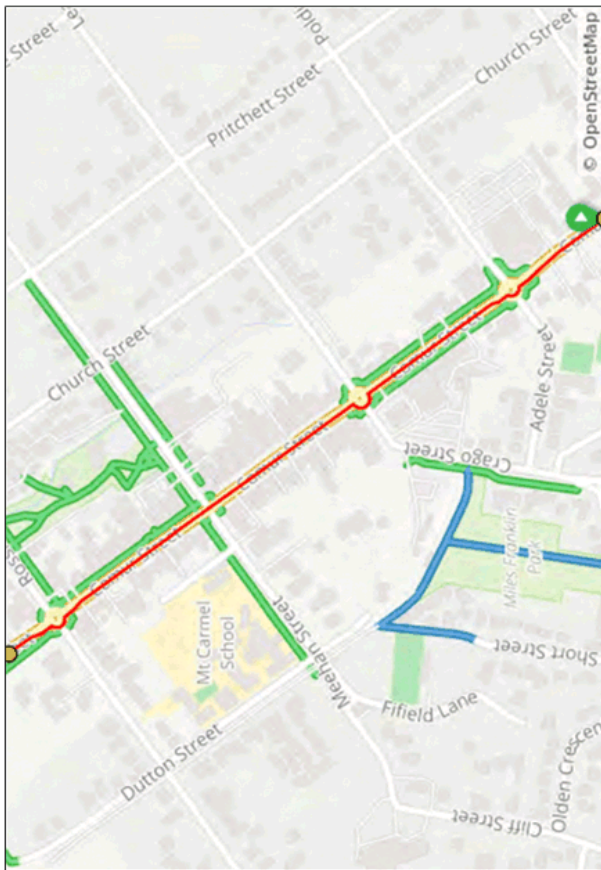
0.8 kilometers. +0/-0 meters



| | |
|----|-----------------------------|
| A. | Morning Tea - 36.8k |
| B. | Toilet Stop - 66.2k |
| C. | Toilet Stop - 86.5k |
| D. | Lunch - 114.5k |
| E. | Optional Toilet Stop - 130k |

Bondi2Barossa - Day 3 Yass to Temora



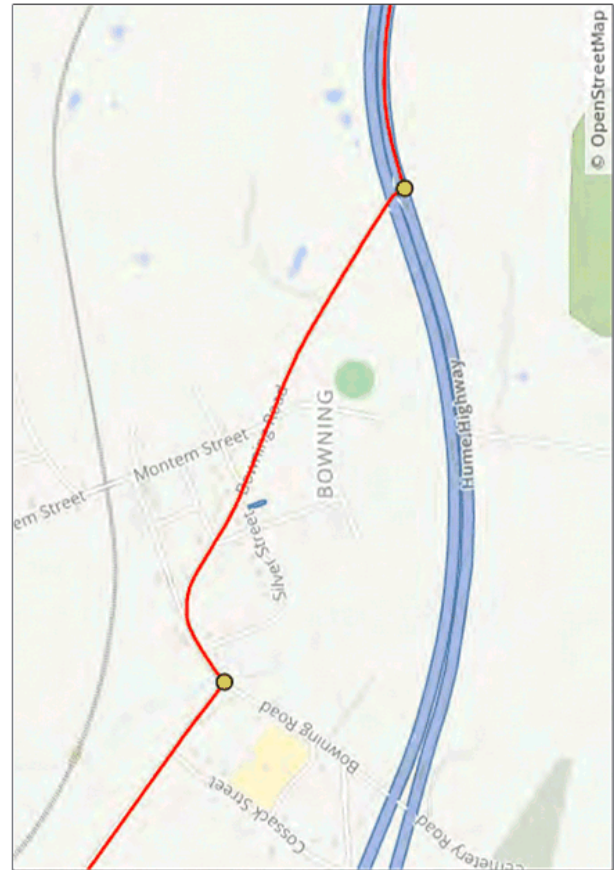


| Num | Dist | Type | Note |
|-----|------|------|----------------------------|
| 1. | 0.0 | 📍 | Start of route |
| 2. | 0.9 | ➡ | Keep R to stay on Comur St |

0.9 kilometers. +0/-15 meters

| Num | Dist | Type | Note |
|-----|------|------|-------------------------------|
| 3. | 1.1 | ⬆ | Continue onto Laidlaw St |
| 4. | 2.8 | ⬆ | Continue onto Yass Valley Way |

1.8 kilometers. +18/-13 meters

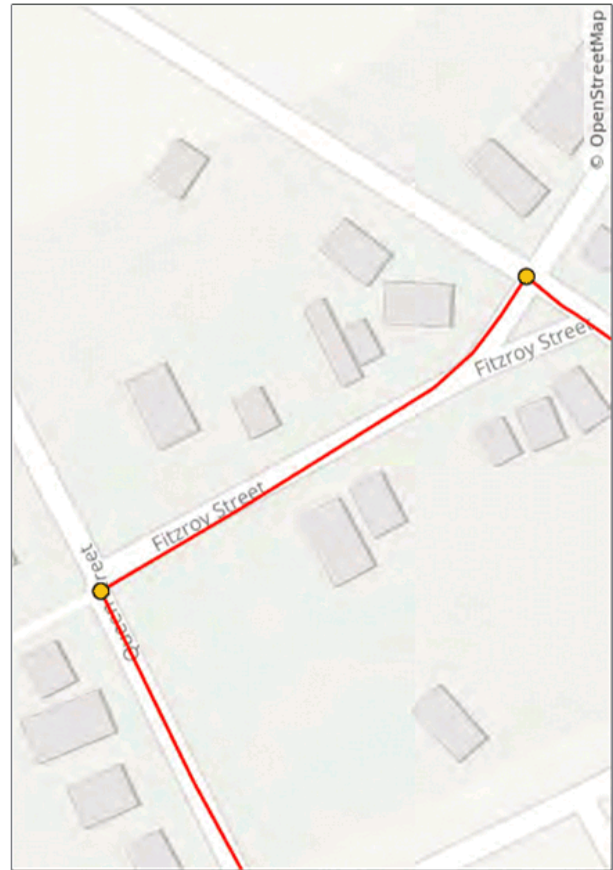
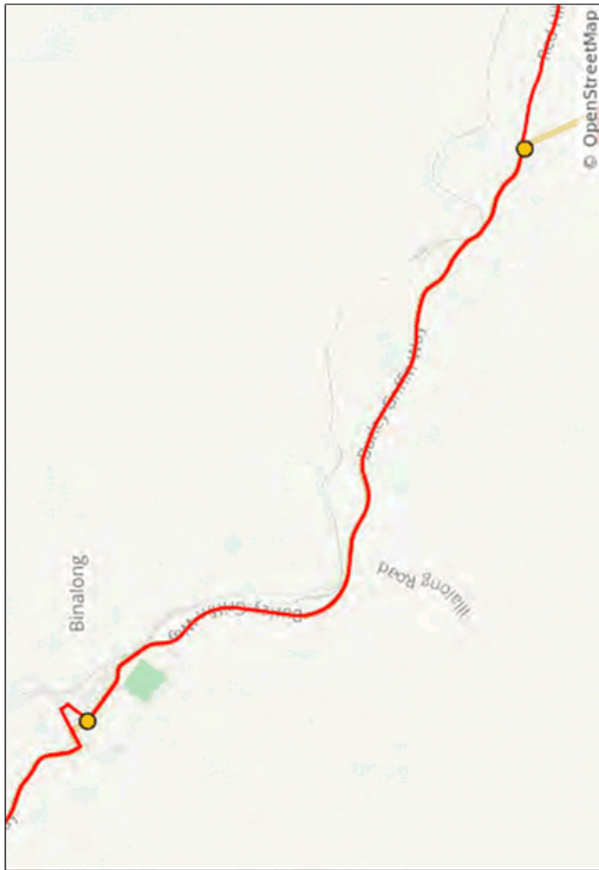


| Num | Dist | Type | Note |
|-----|------|------|------------------------------------------------------------------|
| 5. | 6.0 | ↑ | At the roundabout, take the 1st exit and stay on Yass Valley Way |
| 6. | 6.4 | ↑ | Merge onto Hume Hwy/M31 via the ramp to Gundagai/Melbourne |

3.7 kilometers. +0/-14 meters

| Num | Dist | Type | Note |
|-----|------|------|--------------------|
| 7. | 12.6 | ↑ | R onto Bowning Rd |
| 8. | 14.0 | ↑ | R onto Red Hill Rd |

7.6 kilometers. +0/-38 meters

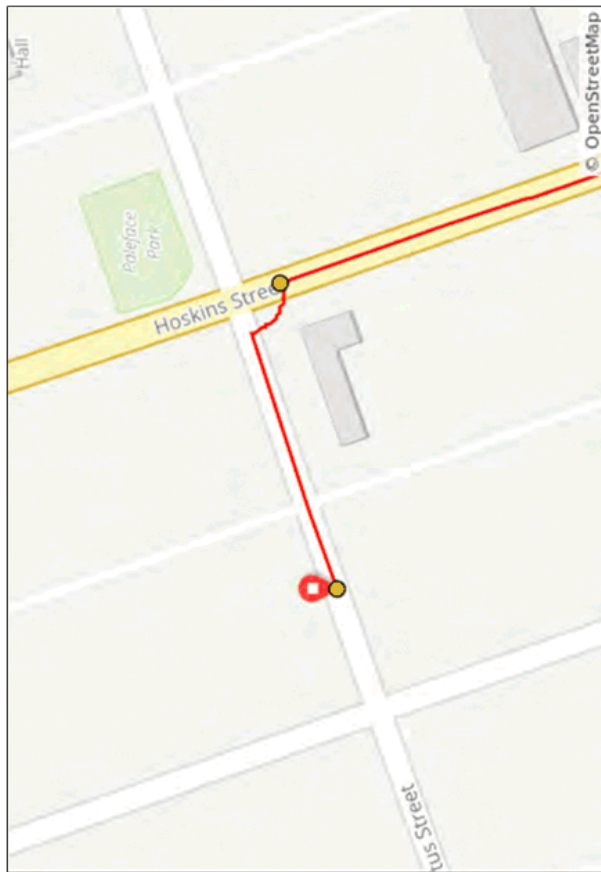


| Num | Dist | Type | Note |
|-----|------|------|-------------------------------|
| 9. | 19.9 | → | R onto Burley Griffin Way/B94 |
| 10. | 36.1 | → | R onto Wellington St |

22.1 kilometers. +134/-243 meters

| Num | Dist | Type | Note |
|-----|------|------|-----------------------------------------|
| 11. | 36.6 | ← | L onto Fitzroy St |
| 12. | 36.8 | ← | L at the 1st cross street onto Queen St |

0.7 kilometers. +0/-2 meters



| Num | Dist | Type | Note |
|-----|-------|------|-----------------------------------------------------|
| 13. | 148.6 | ↑ | At the roundabout, take the 1st exit onto Loftus St |
| 14. | 148.7 | 📍 | End of route |

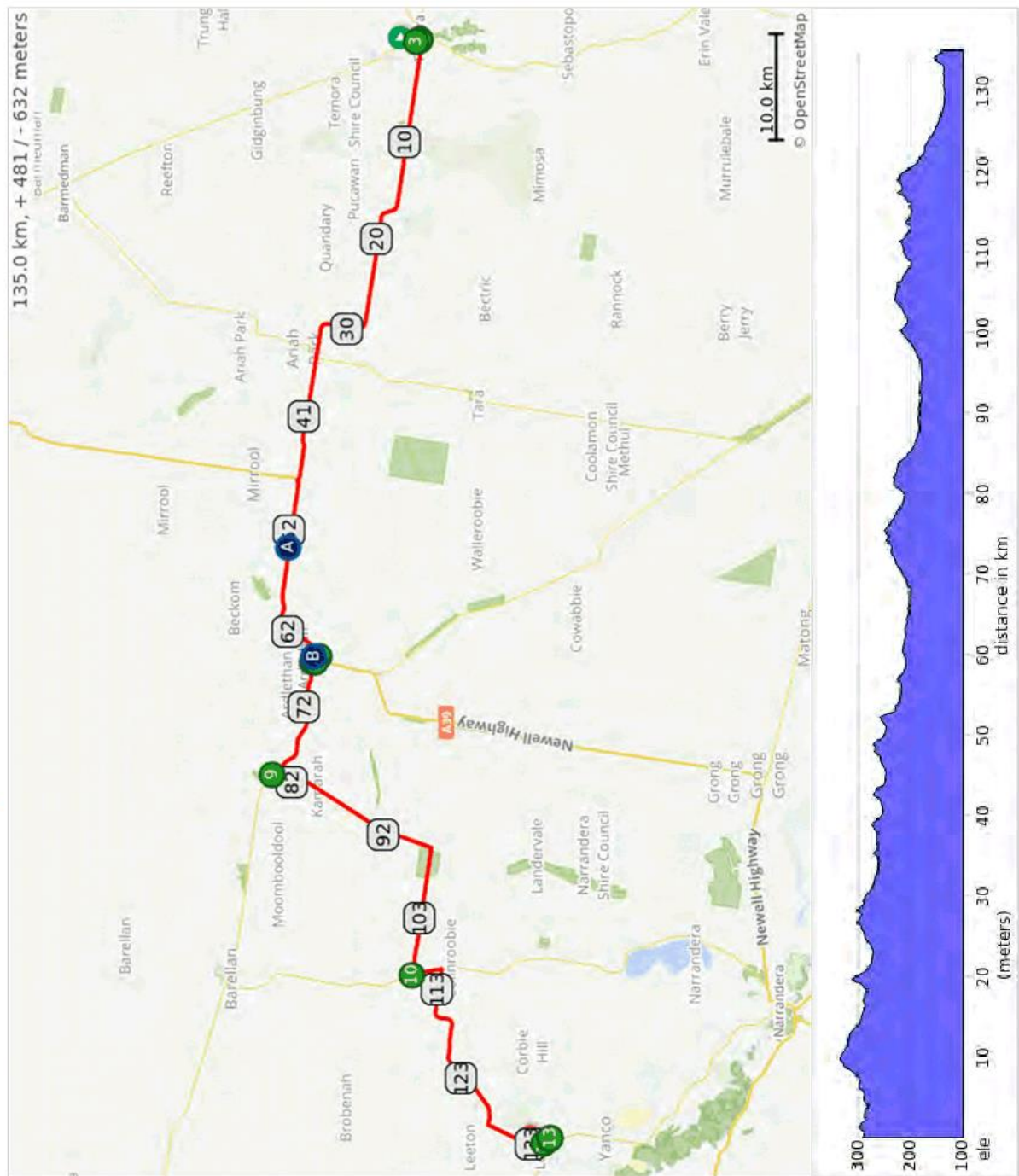
111.9 kilometers. +0/-0 meters

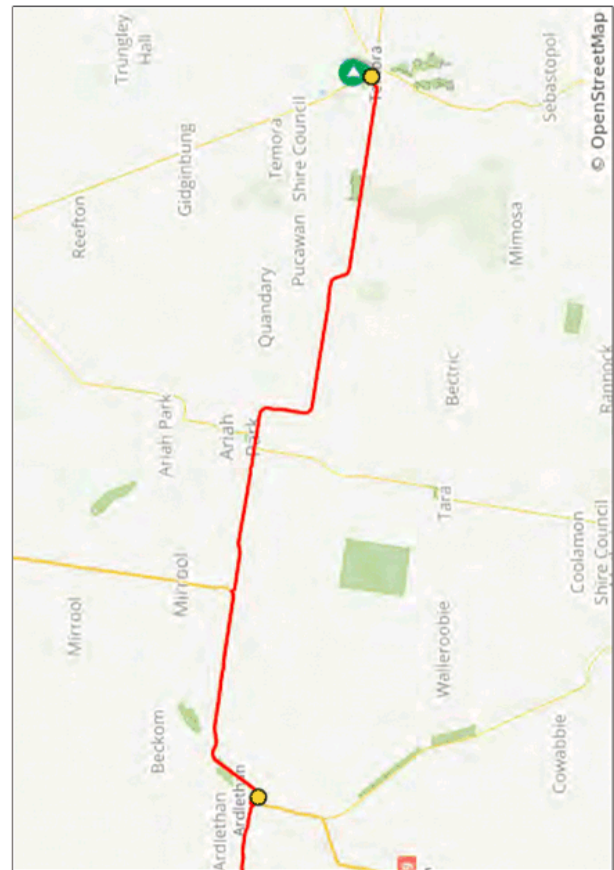
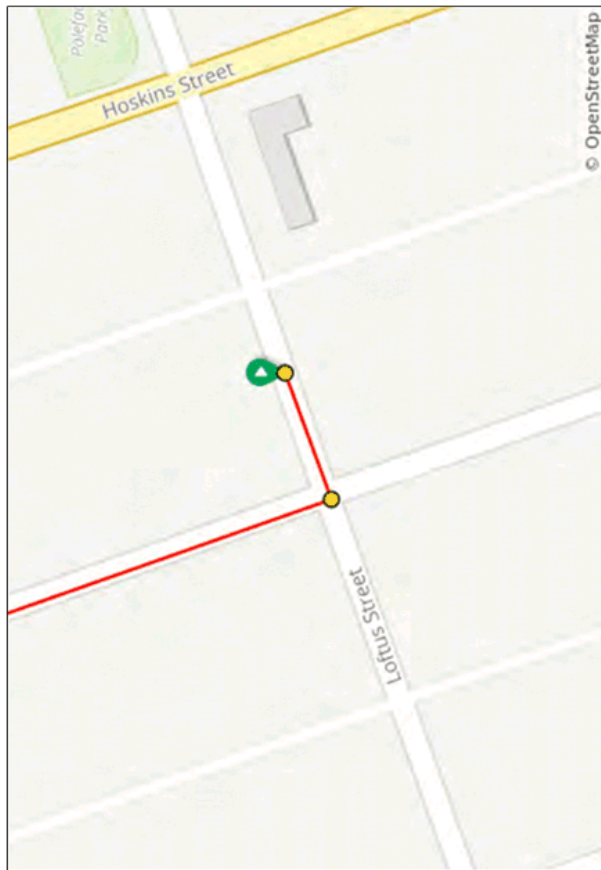
Bondi2Barossa - Day 4 Temora to Leeton



Toilet Stop - 53.7k

Morning Tea - 67.1k



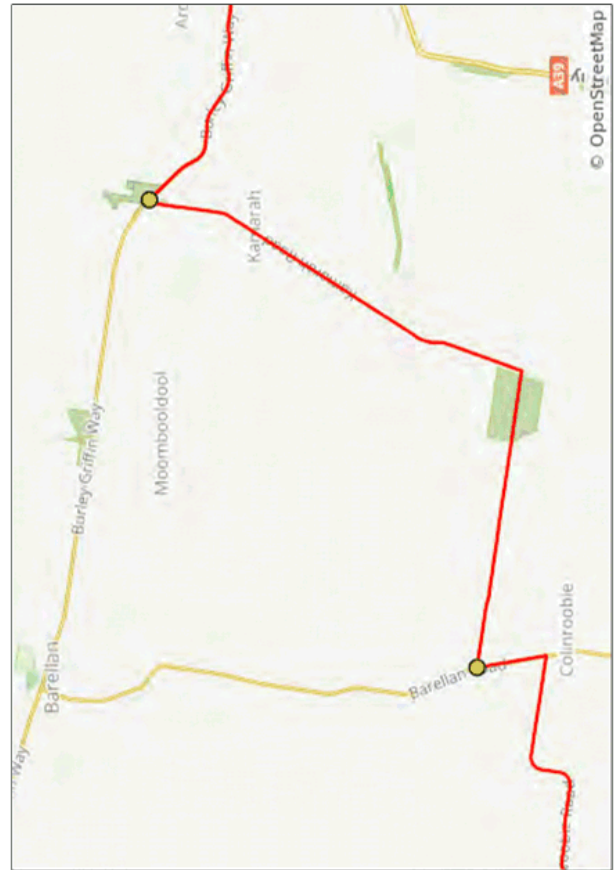
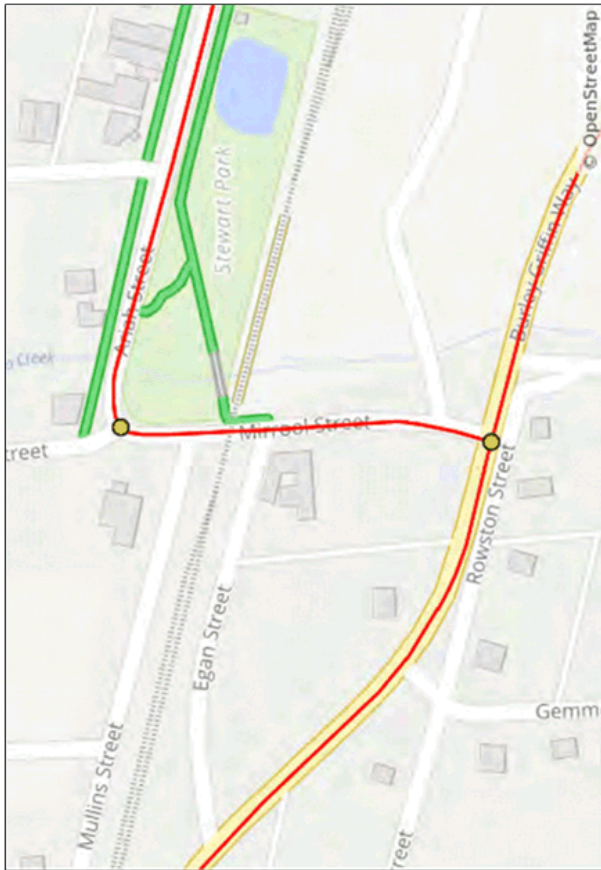


| Num | Dist | Type | Note |
|-----|------|------|-----------------------------------------|
| 1. | 0.0 | 📍 | Start of route |
| 2. | 0.0 | ➡ | R at the 1st cross street onto Baker St |

0.0 kilometers. +0/-0 meters

| Num | Dist | Type | Note |
|-----|------|------|--------------------------------|
| 3. | 0.5 | ⬅ | L onto Polaris St |
| 4. | 65.8 | ➡ | R onto Burley Griffin Way, B94 |

65.7 kilometers. +236/-321 meters

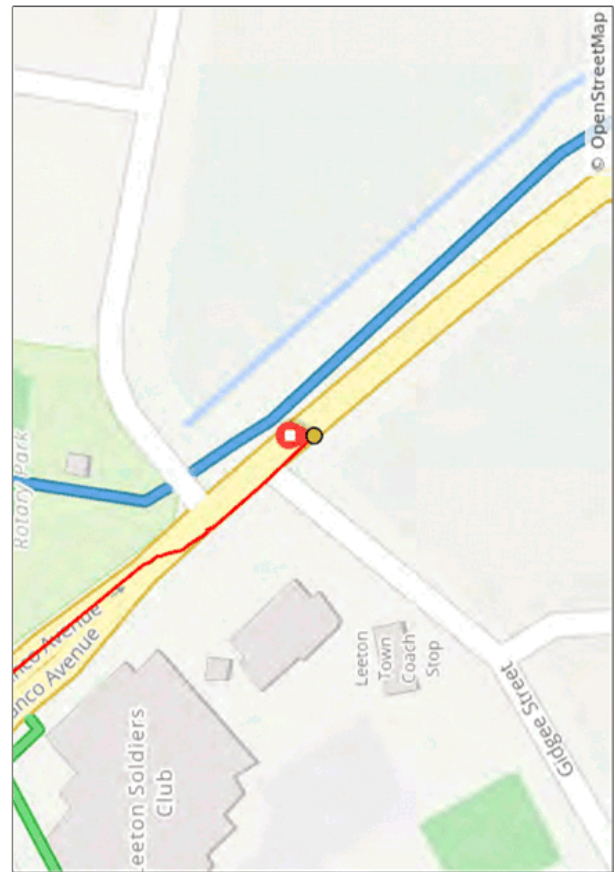
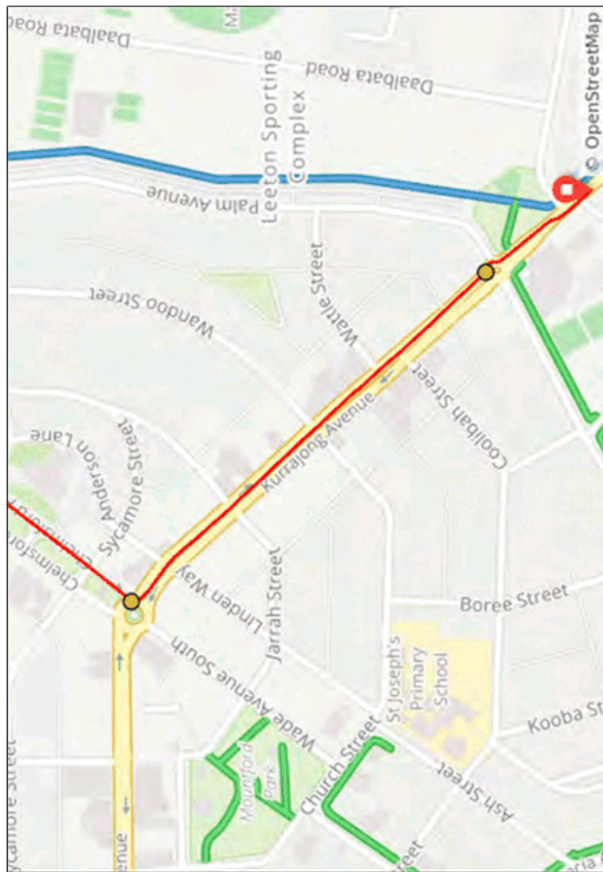


| Num | Dist | Type | Note |
|-----|------|------|-------------------------------------------|
| 5. | 66.4 | → | R onto Mirrool St |
| 6. | 66.6 | → | R onto Ariaiah St |
| 7. | 67.6 | ← | Ariaiah St turns L and becomes Mirrool St |
| 8. | 67.8 | → | R onto Burley Griffin Way/B94 |

2.0 kilometers. +3/-3 meters

| Num | Dist | Type | Note |
|-----|-------|------|----------------------|
| 9. | 79.9 | ← | L onto Kamarah Road |
| 10. | 108.6 | ← | L onto Barellan Road |

40.8 kilometers. +100/-114 meters



| Num | Dist | Type | Note |
|-----|-------|------|---------------------------------------------------------|
| 11. | 134.2 | ↑ | At the roundabout, take the 1st exit onto Kurrajong Ave |
| 12. | 134.8 | ↑ | At the roundabout, continue straight onto Yanco Ave |

26.3 kilometers. +0/-10 meters

| Num | Dist | Type | Note |
|-----|-------|------|--------------|
| 13. | 135.0 | 📍 | End of route |

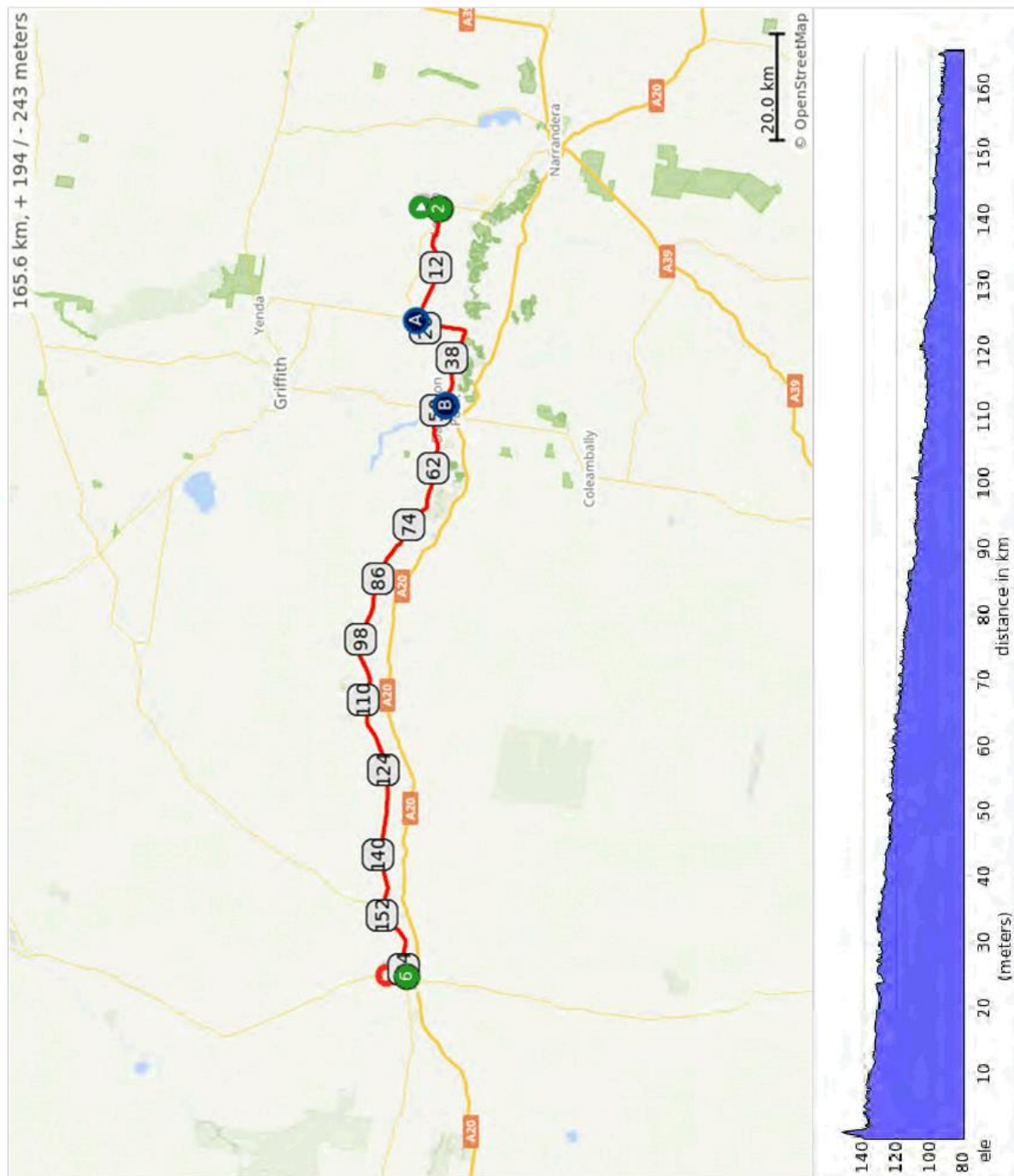
0.2 kilometers. +0/-0 meters

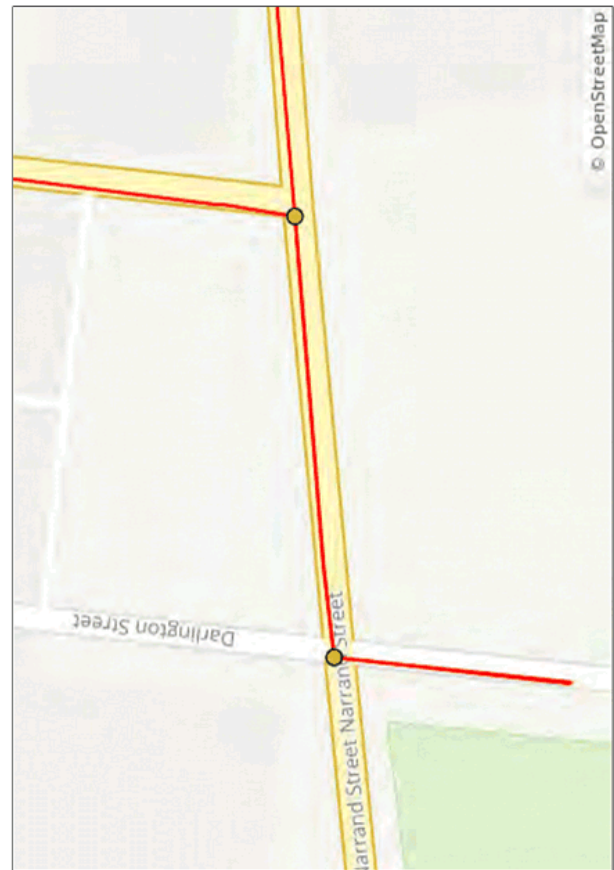
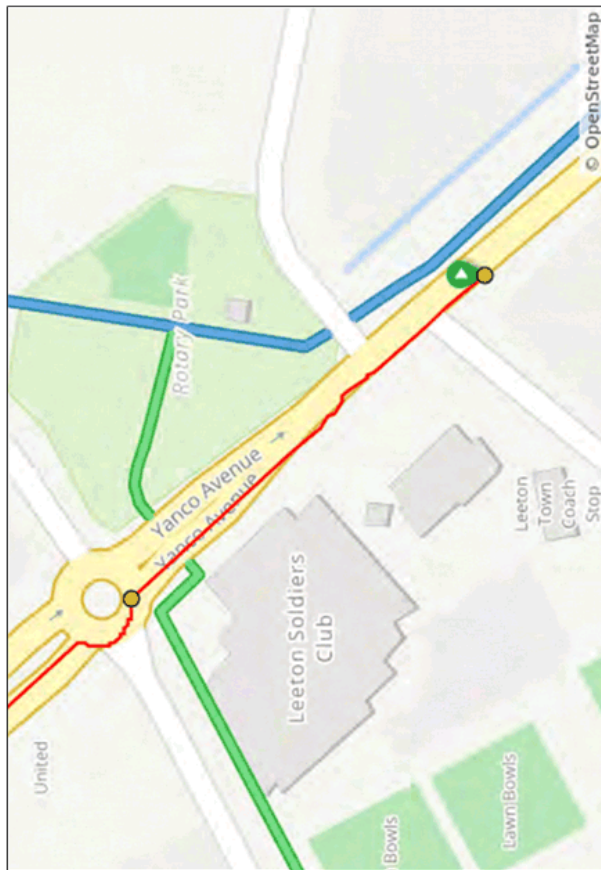


A. Toilet Stop - 23.5k

B. Morning Tea - 48k

Bondi2Barossa - Day 5 Leeton to Hay



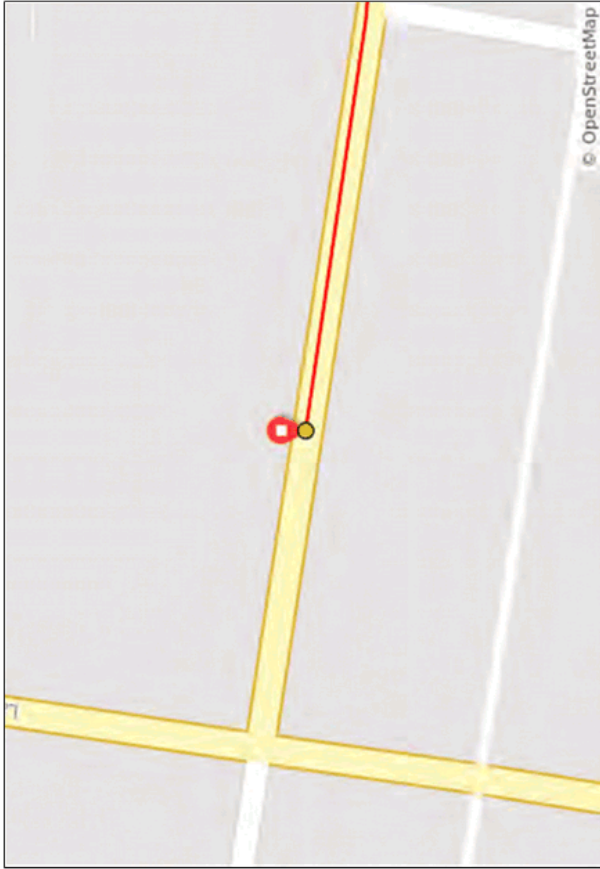


| Num | Dist | Type | Note |
|-----|------|------|---------------------------------------------------------|
| 1. | 0.0 | 📍 | Start of route |
| 2. | 0.2 | ↑ | At the roundabout, continue straight onto Kurrajong Ave |

0.2 kilometers. +0/-0 meters

| Num | Dist | Type | Note |
|-----|------|------|-----------------------------------------------|
| 3. | 48.1 | ↩ | L onto Darlington St |
| 4. | 48.2 | ➡ | R at the 1st cross street onto Narrand St/B87 |
| 5. | 48.4 | ↩ | L onto Uri St/B87 |

48.2 kilometers. +0/-0 meters



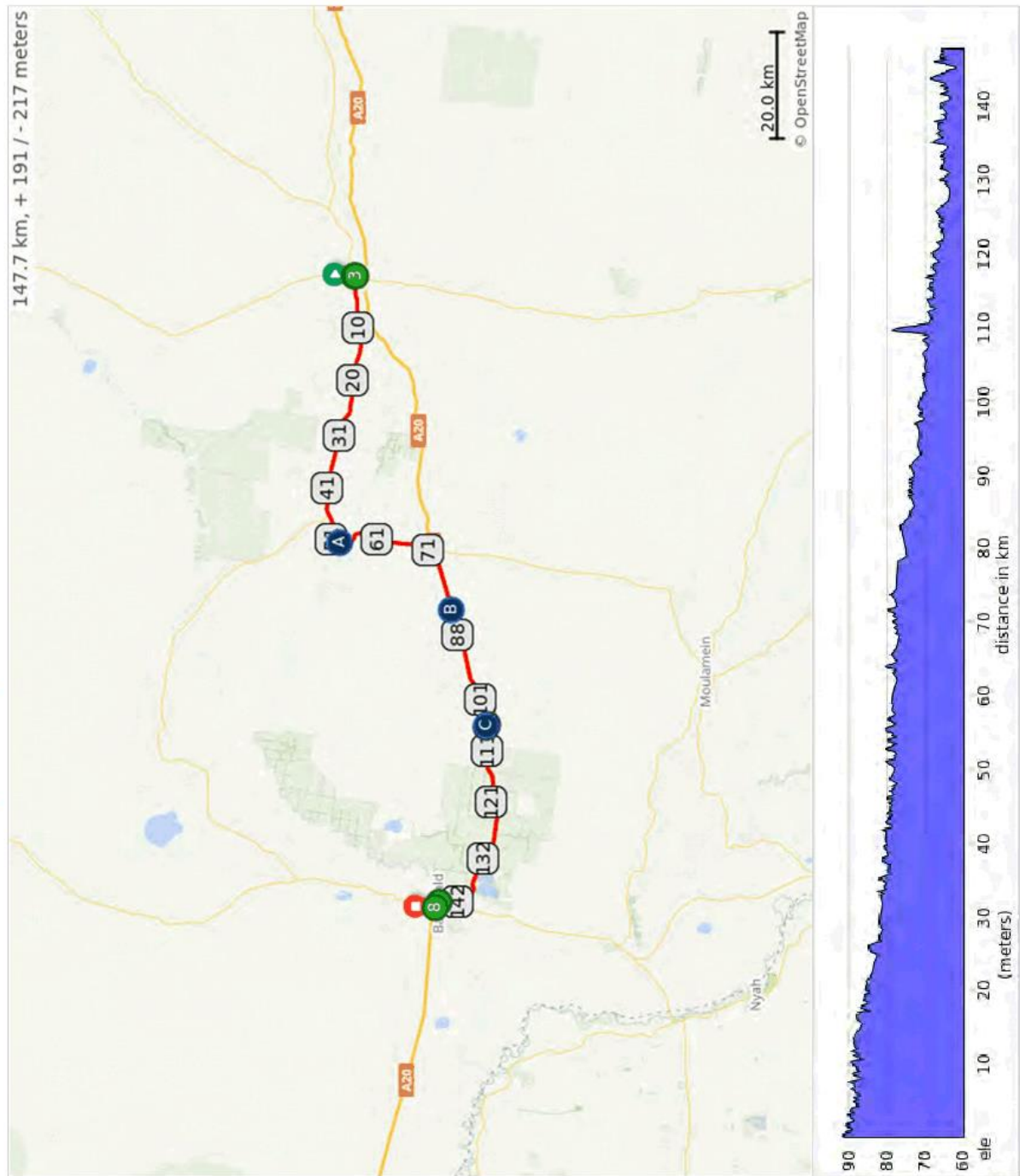
| Num | Dist | Type | Note |
|-----|-------|------|--------------|
| 6. | 165.6 | 📍 | End of route |

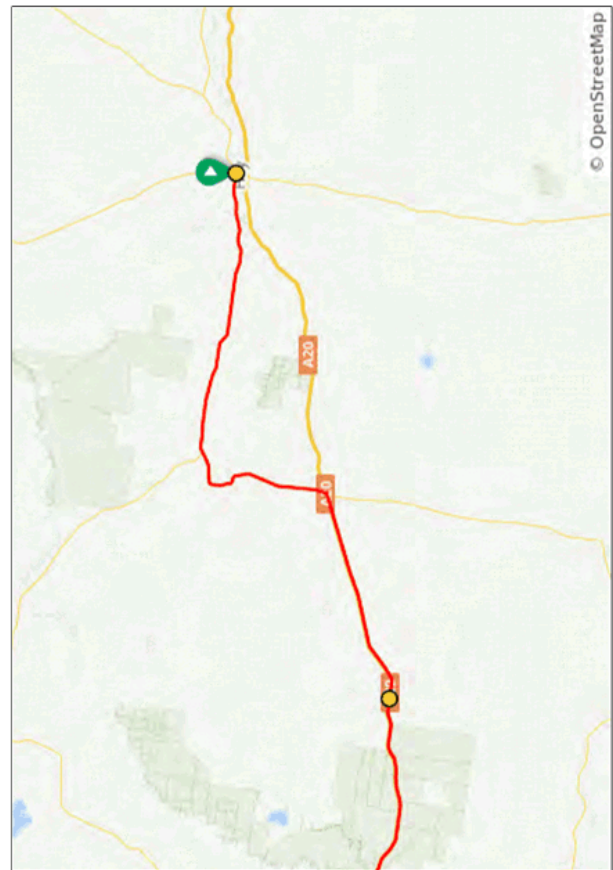
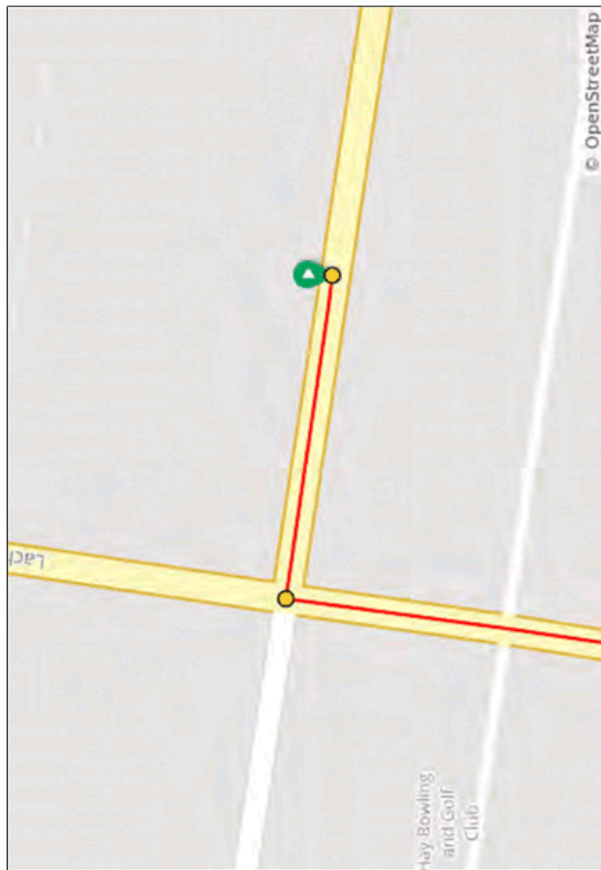
117.3 kilometers. +0/-0 meters



| | |
|----|--------------------------|
| A. | Morning Tea - 52.8k |
| B. | Optional Rest Area - 83k |
| C. | Lunch - 106.6k |

Bondi2Barossa - Day 6 Hay to Balranald



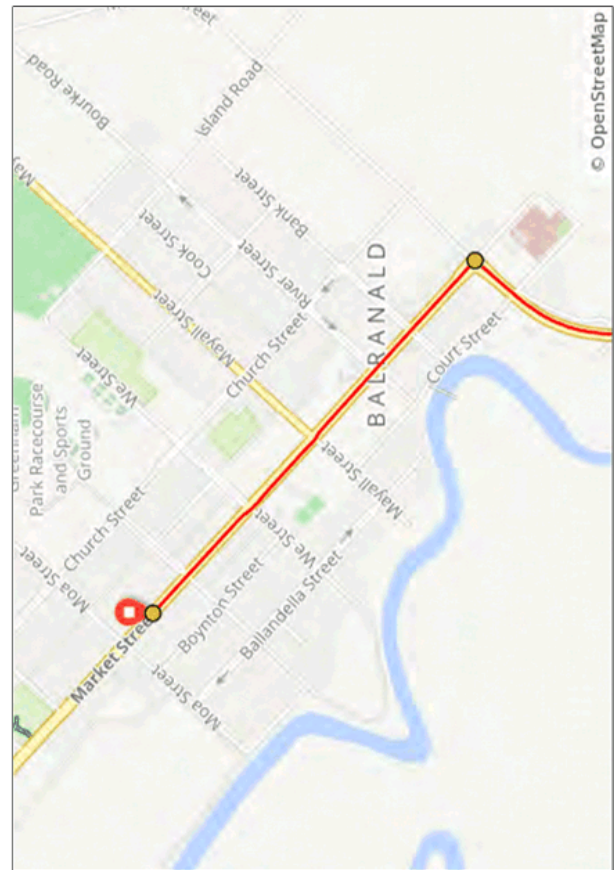
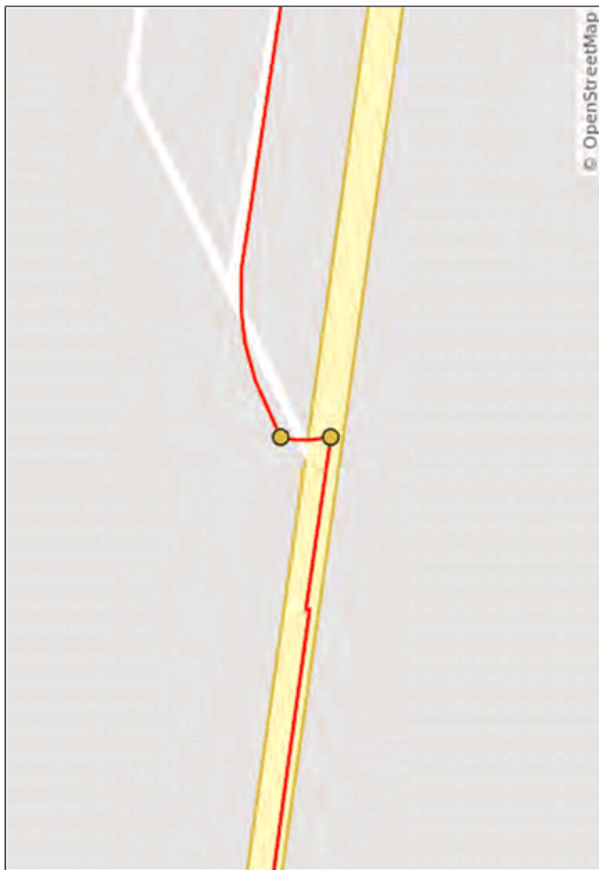


| Num | Dist | Type | Note |
|-----|------|------|----------------------------------------------------------------------------|
| 1. | 0.0 | 📍 | Start of route |
| 2. | 0.1 | ↩ | L at the 1st cross street onto Cobb Hwy/ Lachlan St/Mid Western Hwy/B75 |

0.1 kilometers. +0/-0 meters

| Num | Dist | Type | Note |
|-----|-------|------|------------------|
| 3. | 0.5 | ➡ | R onto Cadell St |
| 4. | 106.5 | ➡ | Slight R |

106.4 kilometers. +108/-127 meters



| Num | Dist | Type | Note |
|-----|-------|------|-------------------------|
| 5. | 106.8 | ← | L towards Sturt Hwy/A20 |
| 6. | 106.8 | → | R onto Sturt Hwy/A20 |

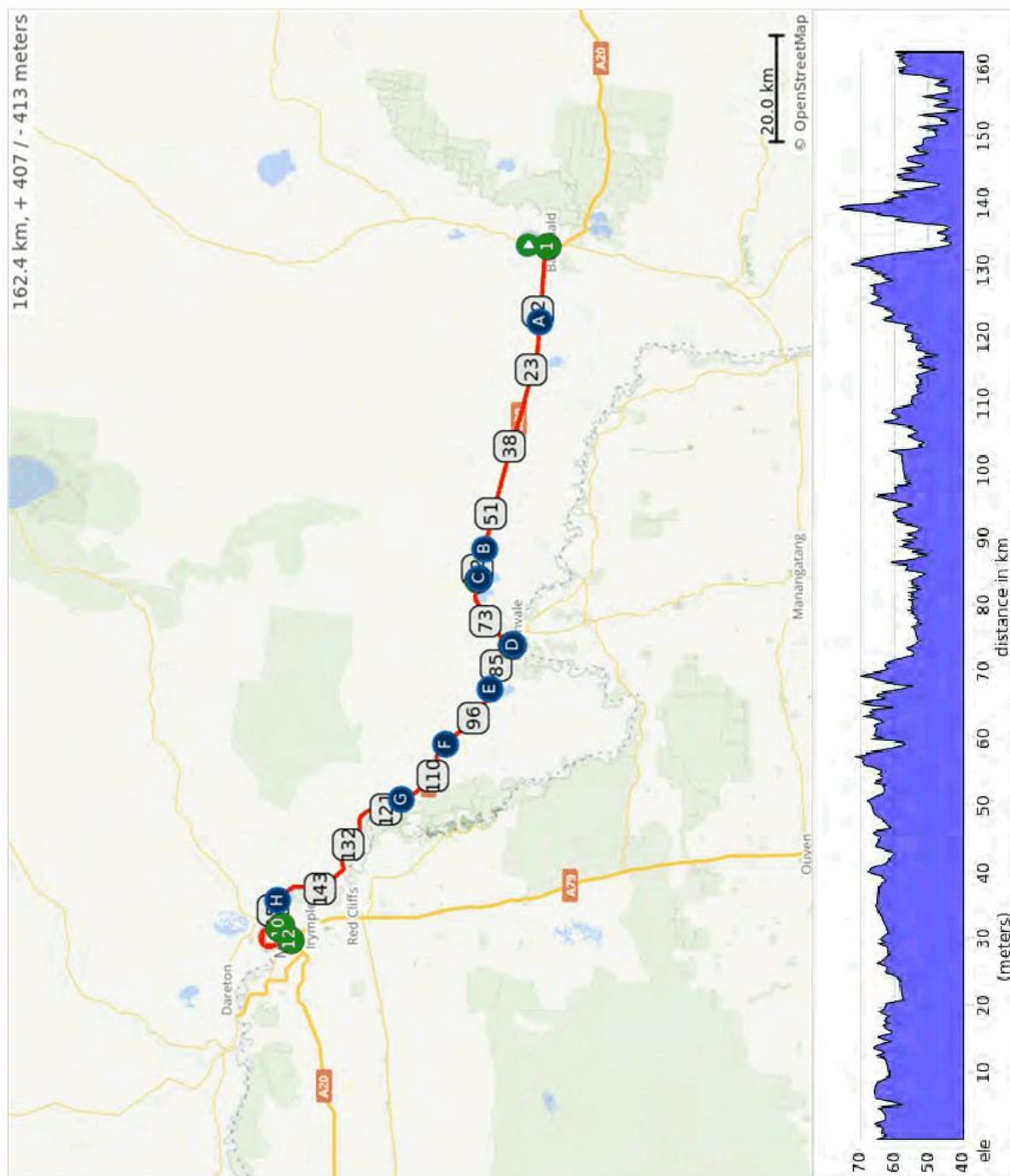
0.3 kilometers. +0/-0 meters

| Num | Dist | Type | Note |
|-----|-------|------|--------------------------------|
| 7. | 146.6 | ← | L onto Market St/Sturt Hwy/A20 |
| 8. | 147.7 | 📍 | End of route |

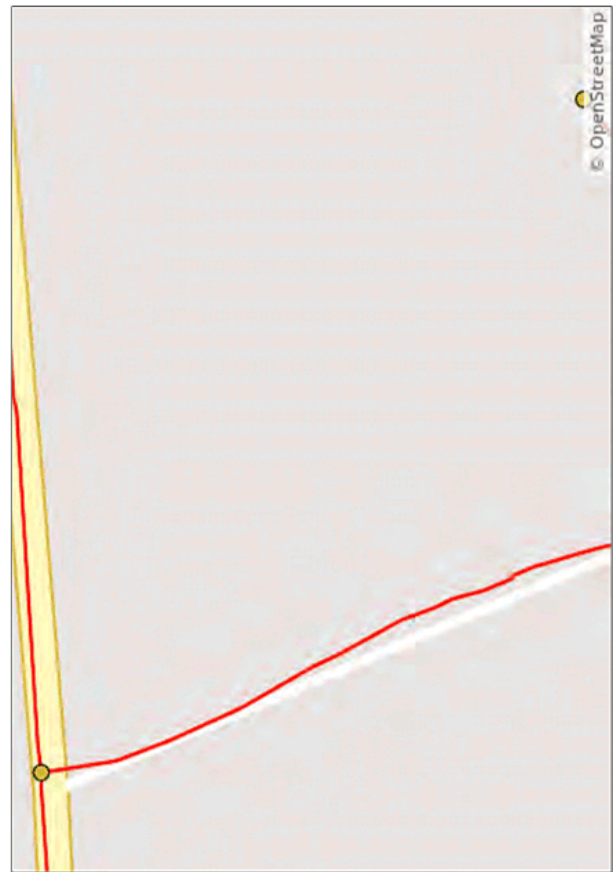
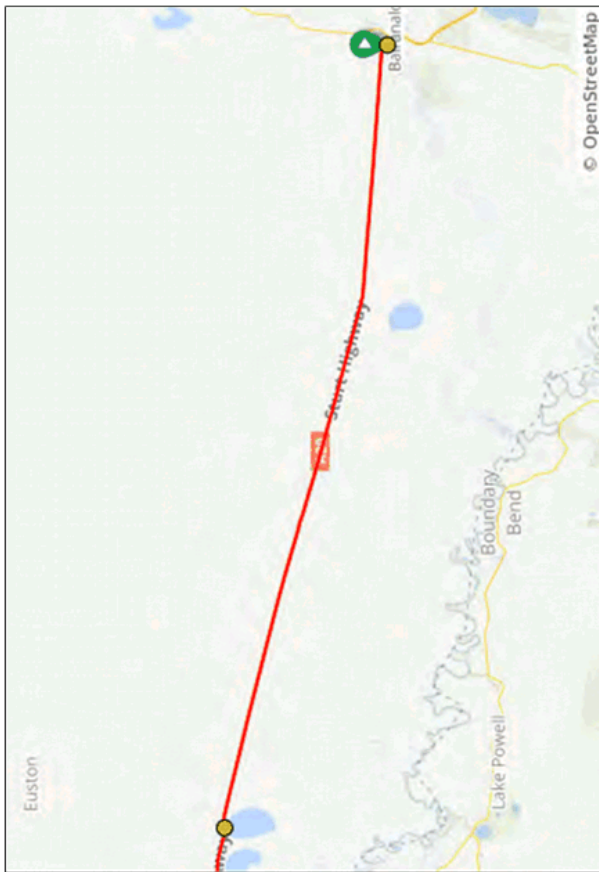
40.9 kilometers. +1/-1 meters



Bondi2Barossa - Day 7 Balranald to Mildura



| | |
|----|-------------------------------|
| A. | Optional Rest Stop - 14.4k |
| B. | Optional Rest Stop - 58k |
| C. | Morning Tea - 64.4k |
| D. | Toilet Stop - 80k |
| E. | Optional Rest Stop - 89.9k |
| F. | Toilet Stop - 103.8k |
| G. | Lunch - 118k |
| H. | Optional Toilet Stop - 152.2k |

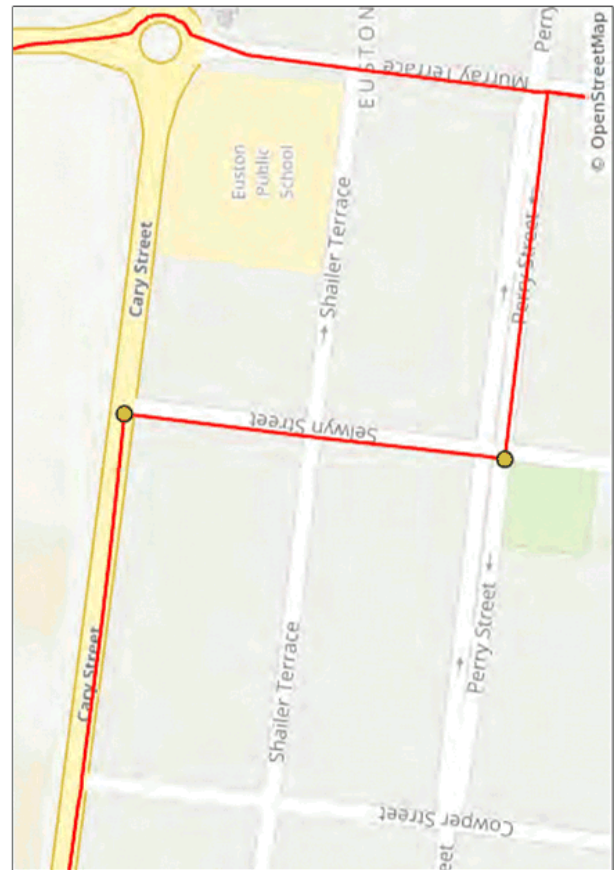
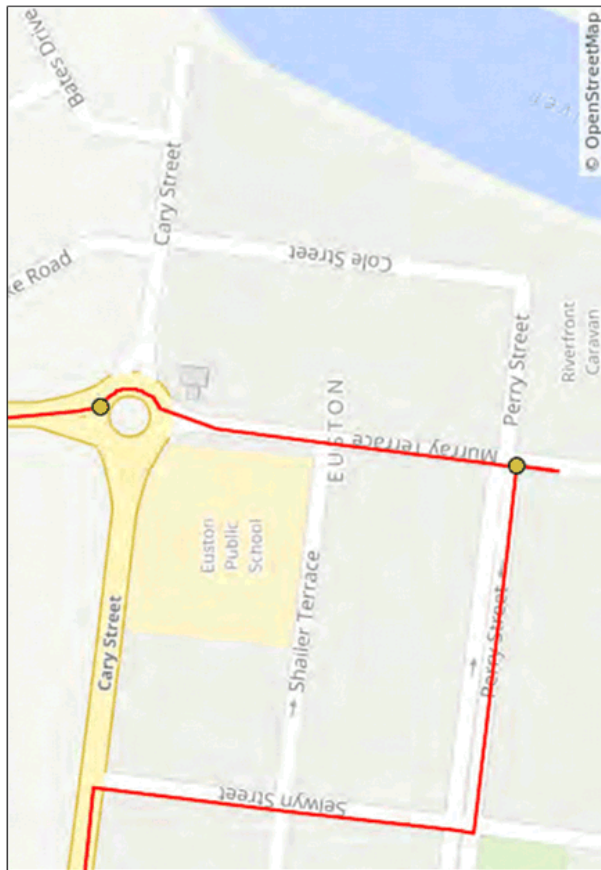


| Num | Dist | Type | Note |
|-----|------|------|----------------|
| 1. | 0.0 | 📍 | Start of route |
| 2. | 64.1 | ↩ | L |

64.1 kilometers. +97/-96 meters

| Num | Dist | Type | Note |
|-----|------|------|----------------------|
| 3. | 64.5 | ↑ | Make a U-turn |
| 4. | 64.8 | ↩ | L onto Sturt Hwy/A20 |

0.7 kilometers. +6/-0 meters

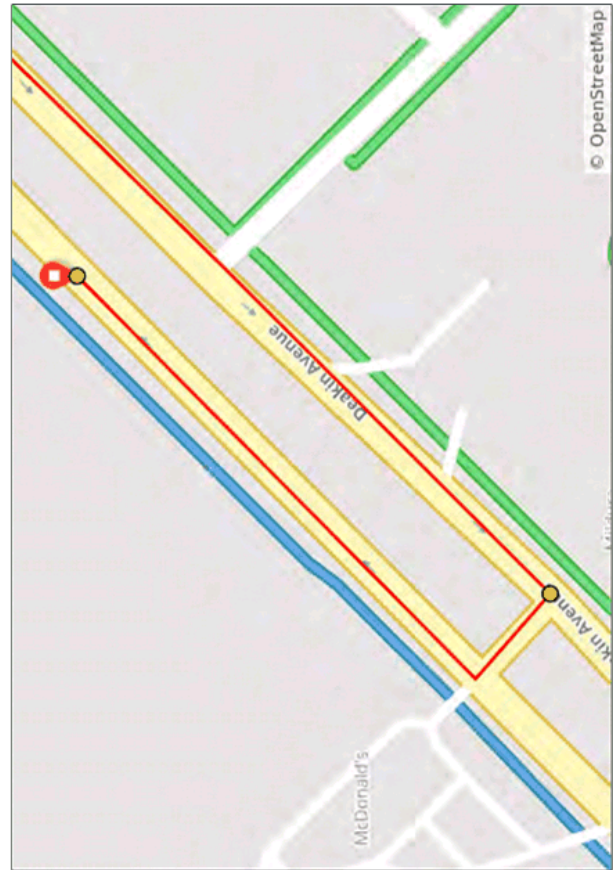
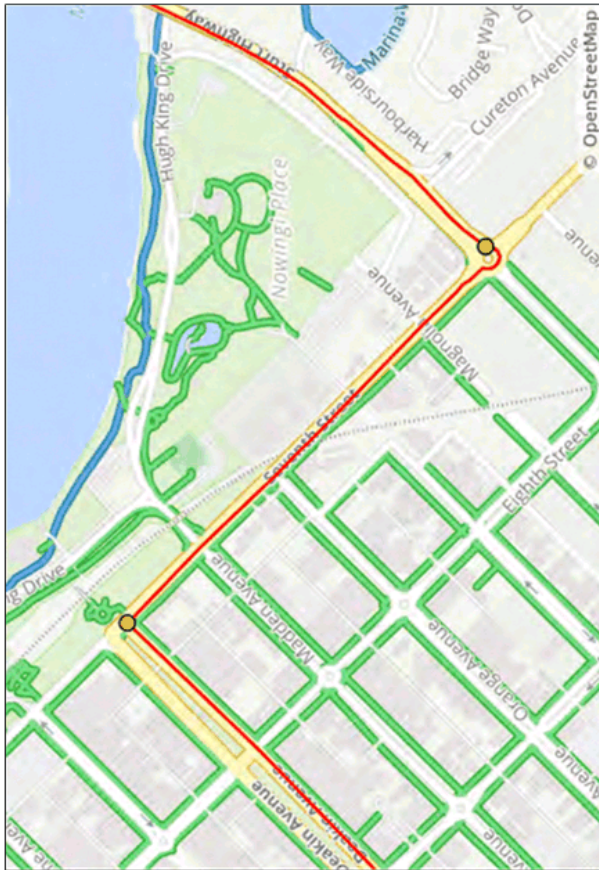


| Num | Dist | Type | Note |
|-----|------|------|----------------------------------------------------------|
| 5. | 79.8 | ↑ | At the roundabout, take the 2nd exit onto Murray Terrace |
| 6. | 80.1 | ← | L onto Perry St |

15.2 kilometers. +1/-0 meters

| Num | Dist | Type | Note |
|-----|------|------|-------------------------------|
| 7. | 80.3 | → | R onto Selwyn St |
| 8. | 80.6 | ← | L onto Carey St/Sturt Hwy/A20 |

0.5 kilometers. +0/-0 meters

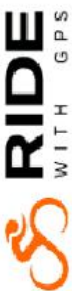


| Num | Dist | Type | Note |
|-----|-------|------|-----------------------------------------------------------------------|
| 9. | 158.5 | ↑ | At the roundabout, take the 3rd exit and stay on National Highway A20 |
| 10. | 159.2 | ← | L to stay on National Highway A20 |

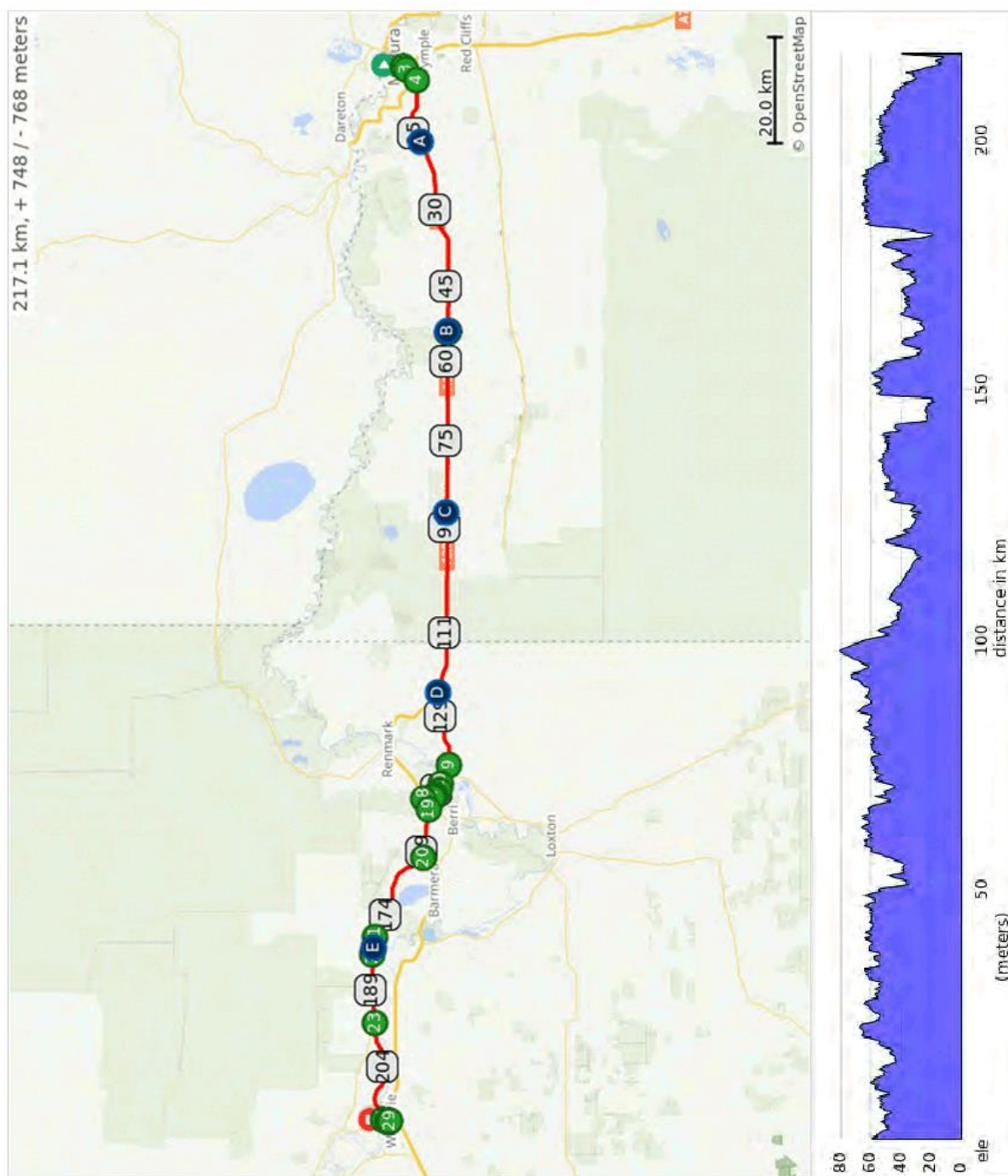
78.6 kilometers. +6/-0 meters

| Num | Dist | Type | Note |
|-----|-------|------|---------------|
| 11. | 162.2 | ↑ | Make a U-turn |
| 12. | 162.4 | 📍 | End of route |

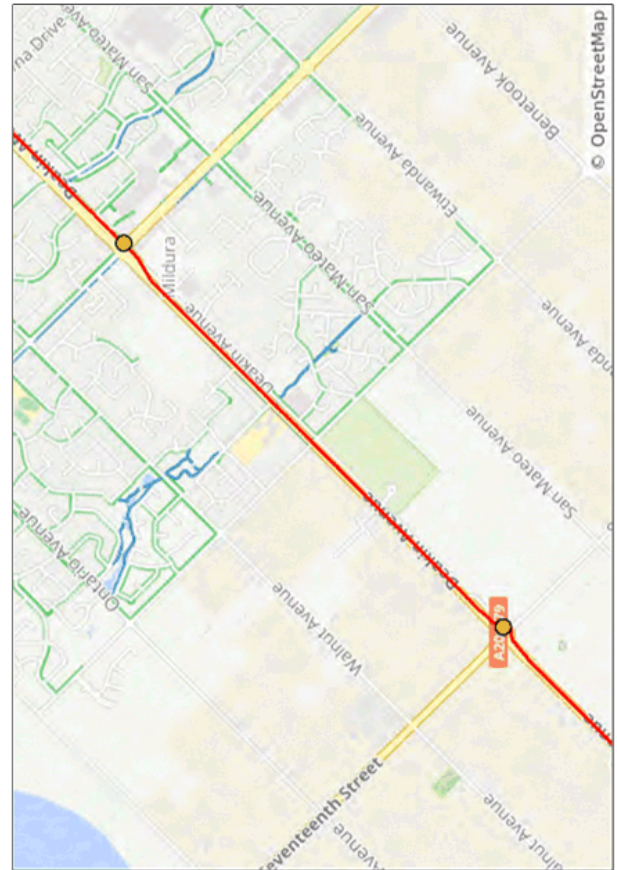
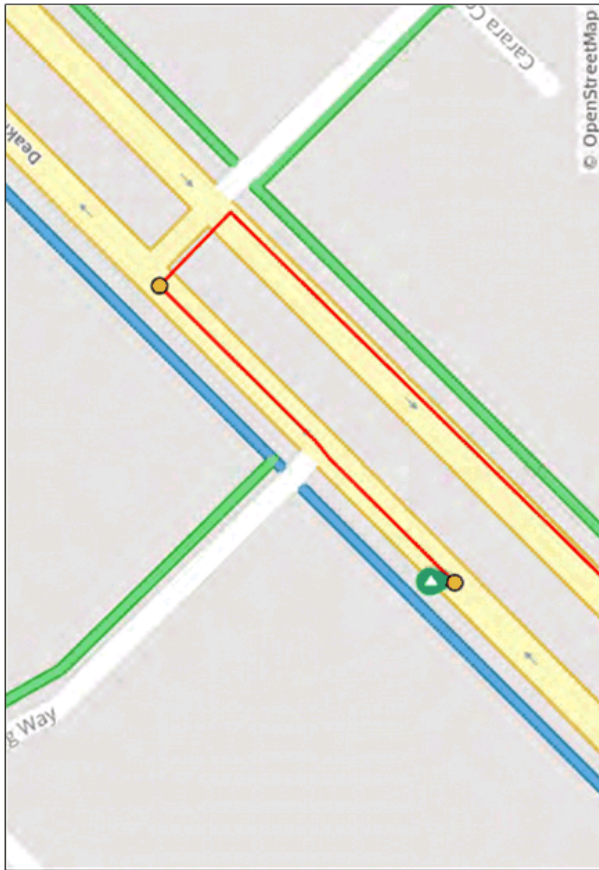
3.3 kilometers. +0/-0 meters



Bondi2Barossa - Day 8 Mildura to Waikerie (Option 2)



| | |
|----|------------------------------------------------|
| A. | Optional Toilet - 17.1k |
| B. | Morning Tea - 54.4k |
| C. | Optional Stop - 88.4k (NO TOILET) |
| D. | Lunch - 122.8k |
| E. | Afternoon Tea - 181.2k (Overland Corner Hotel) |

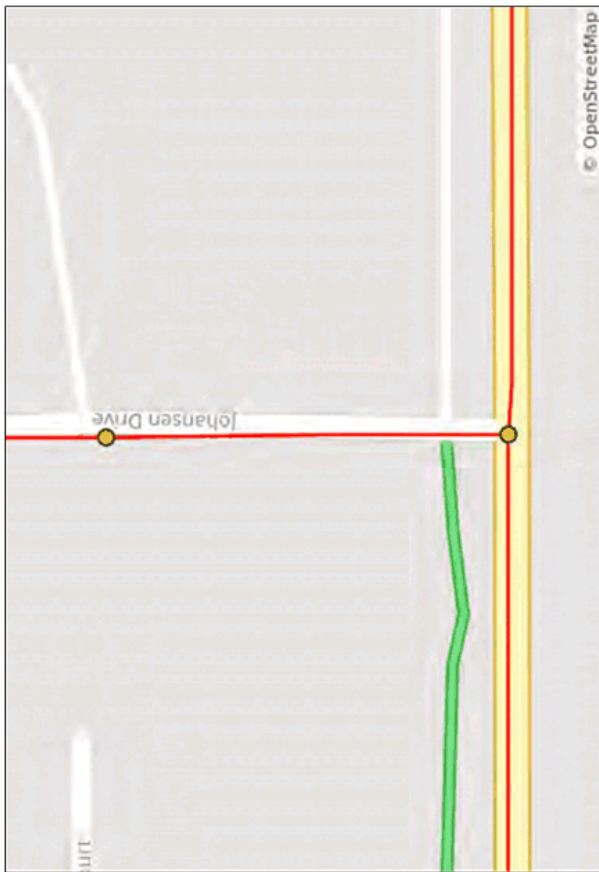


| Num | Dist | Type | Note |
|-----|------|------|-----------------------------|
| 1. | 0.0 | 📍 | Start of route |
| 2. | 0.1 | ↑ | Make a U-turn at Aldinga Dr |

0.1 kilometers. +0/-0 meters

| Num | Dist | Type | Note |
|-----|------|------|-----------------------------------------------------------------------|
| 3. | 1.0 | ↑ | At the roundabout, take the 2nd exit and stay on National Highway A20 |
| 4. | 3.8 | ↑ | At the roundabout, take the 2nd exit and stay on National Highway A20 |

3.6 kilometers. +5/-10 meters

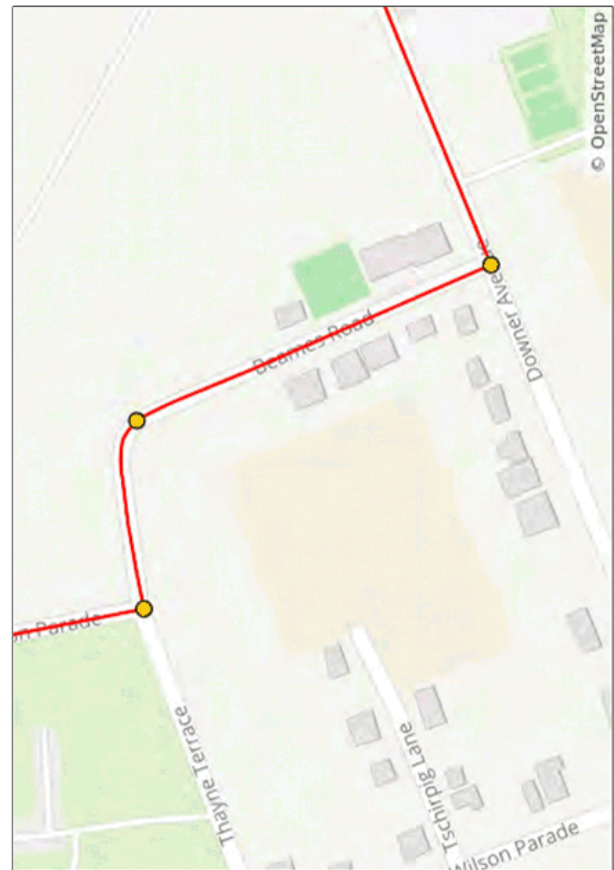
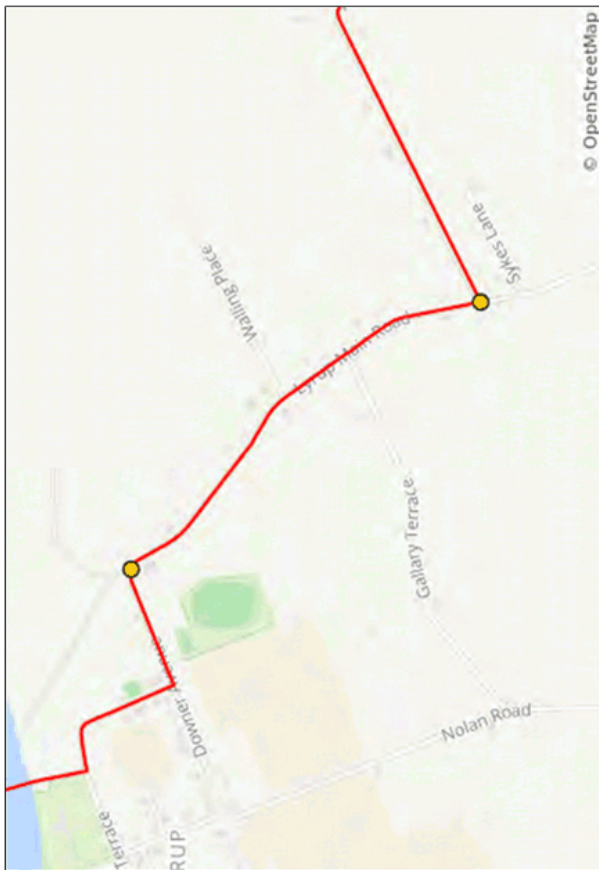


| Num | Dist | Type | Note |
|-----|------|------|------------------------------------|
| 5. | 54.0 | → | R onto Johansen Dr |
| 6. | 54.1 | ↑ | Continue onto Lake Park Rd |
| 7. | 54.7 | ↑ | Continue straight onto Johansen Dr |
| 8. | 54.8 | → | R onto National Highway A20 |

51.0 kilometers. +5/-6 meters

| Num | Dist | Type | Note |
|-----|-------|------|----------------------|
| 9. | 139.0 | ↑ | R onto Pike Creek Rd |
| 10. | 143.1 | ↑ | R onto Weaver Rd |

88.3 kilometers. +13/-19 meters

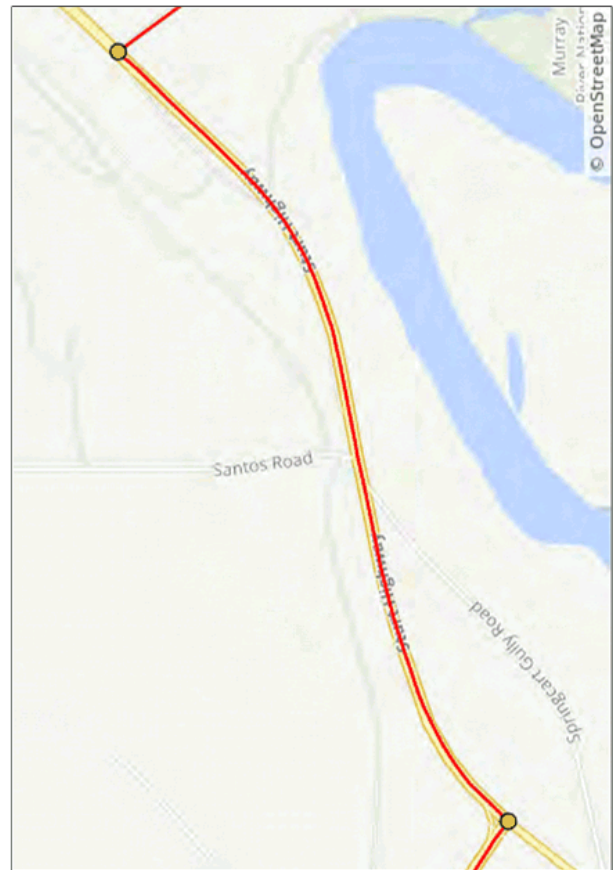
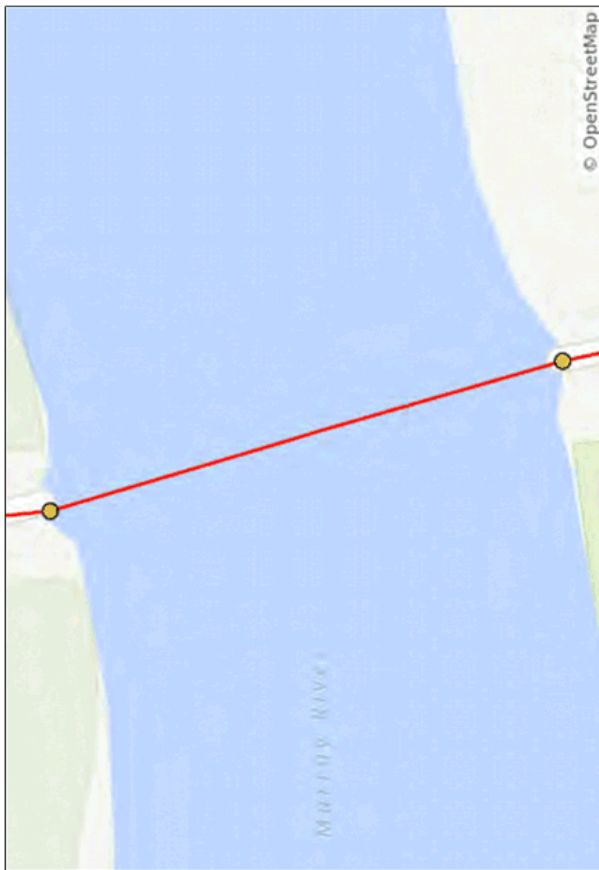


| Num | Dist | Type | Note |
|-----|-------|------|--------------------------|
| 11. | 144.7 | → | R onto Lyrup Main Rd |
| 12. | 145.9 | ↑ | Continue onto Downer Ave |

2.8 kilometers. +3/-1 meters

| Num | Dist | Type | Note |
|-----|-------|------|------------------------------|
| 13. | 146.2 | → | R onto Beames Rd |
| 14. | 146.4 | ↑ | Continue onto Thayne Terrace |
| 15. | 146.5 | → | R onto Wilson Parade |

0.7 kilometers. +0/-0 meters

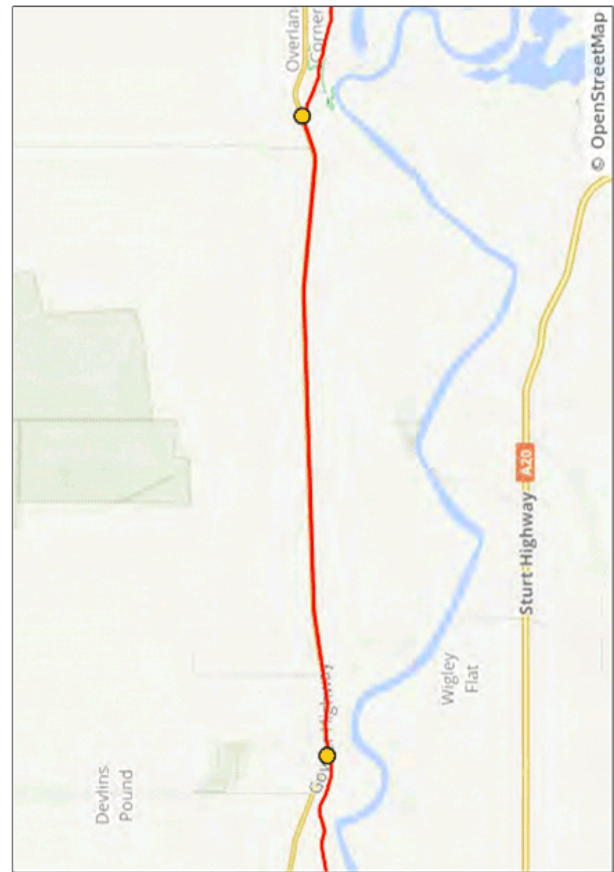
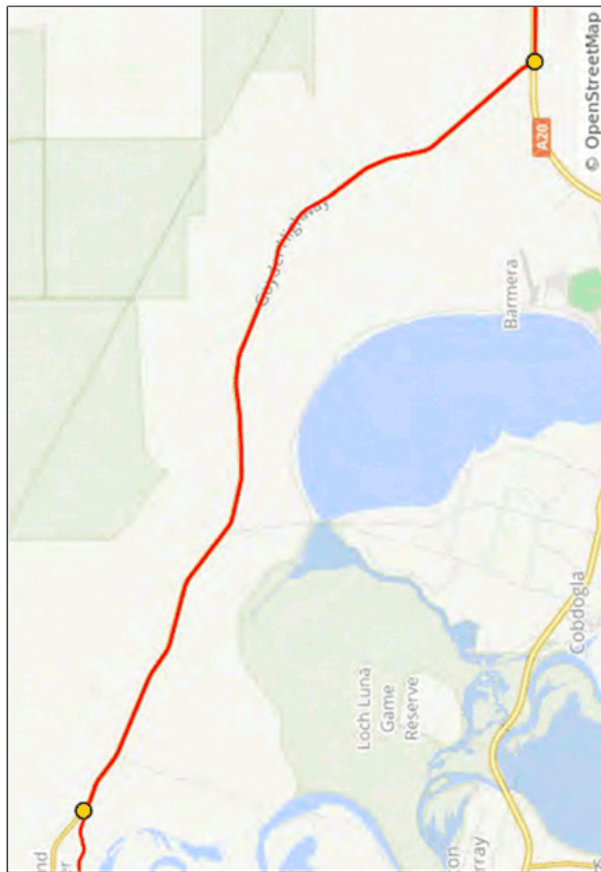


| Num | Dist | Type | Note |
|-----|-------|------|---------------------------------|
| 16. | 146.7 | ↑ | Ferry to Monash |
| 17. | 146.8 | ↑ | Continue straight onto Lyrup Rd |

0.3 kilometers. +0/-0 meters

| Num | Dist | Type | Note |
|-----|-------|------|-----------------------------------|
| 18. | 148.8 | ↔ | L onto National Highway A20 |
| 19. | 151.0 | → | R to stay on National Highway A20 |

4.2 kilometers. +8/-5 meters

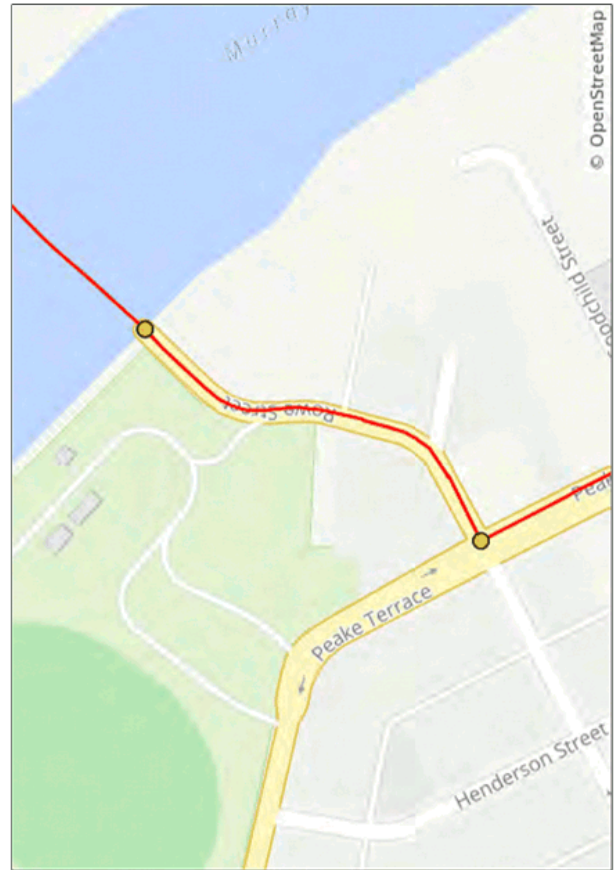
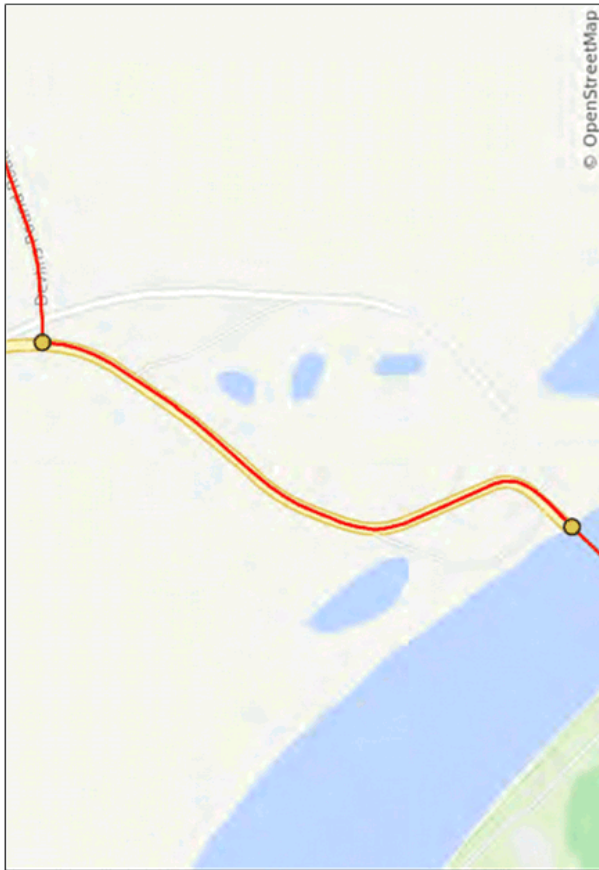


| Num | Dist | Type | Note |
|-----|-------|------|-----------------------|
| 20. | 160.4 | → | R onto Goyder Hwy/B64 |
| 21. | 179.2 | ← | L onto Old Coach Rd |

28.1 kilometers. +82/-63 meters

| Num | Dist | Type | Note |
|-----|-------|------|------------------------|
| 22. | 182.6 | ← | L onto Goyder Hwy/B64 |
| 23. | 195.5 | ← | L onto Devils Pound Rd |

16.3 kilometers. +32/-35 meters

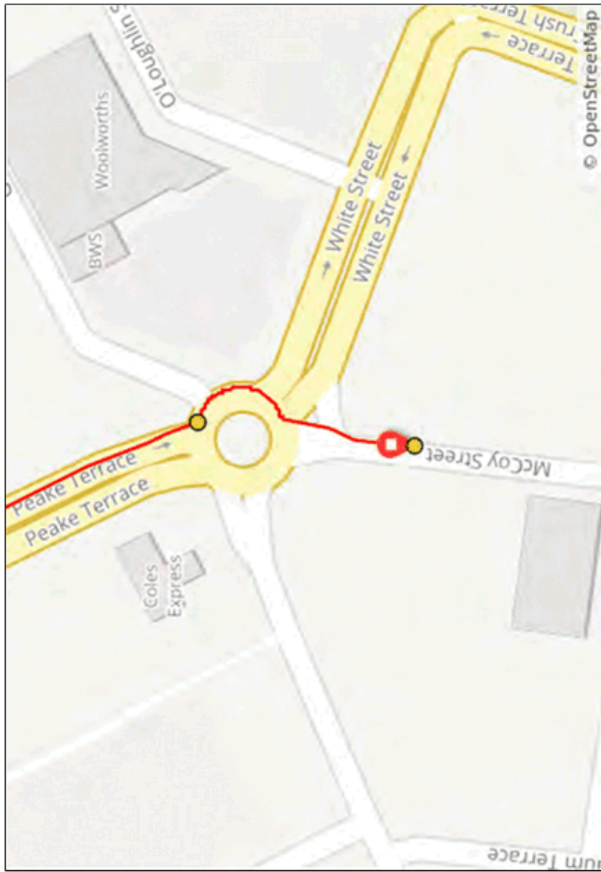


| Num | Dist | Type | Note |
|-----|-------|------|----------------------------|
| 24. | 215.6 | ← | L onto Taylorville Rd |
| 25. | 216.4 | ↑ | Waikerie Ferry to Waikerie |

20.9 kilometers. +0/-5 meters

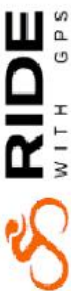
| Num | Dist | Type | Note |
|-----|-------|------|----------------------------------------------|
| 26. | 216.6 | ↑ | Continue straight onto Rowe St |
| 27. | 216.8 | ← | L at the 1st cross street onto Peake Terrace |

0.4 kilometers. +12/-0 meters



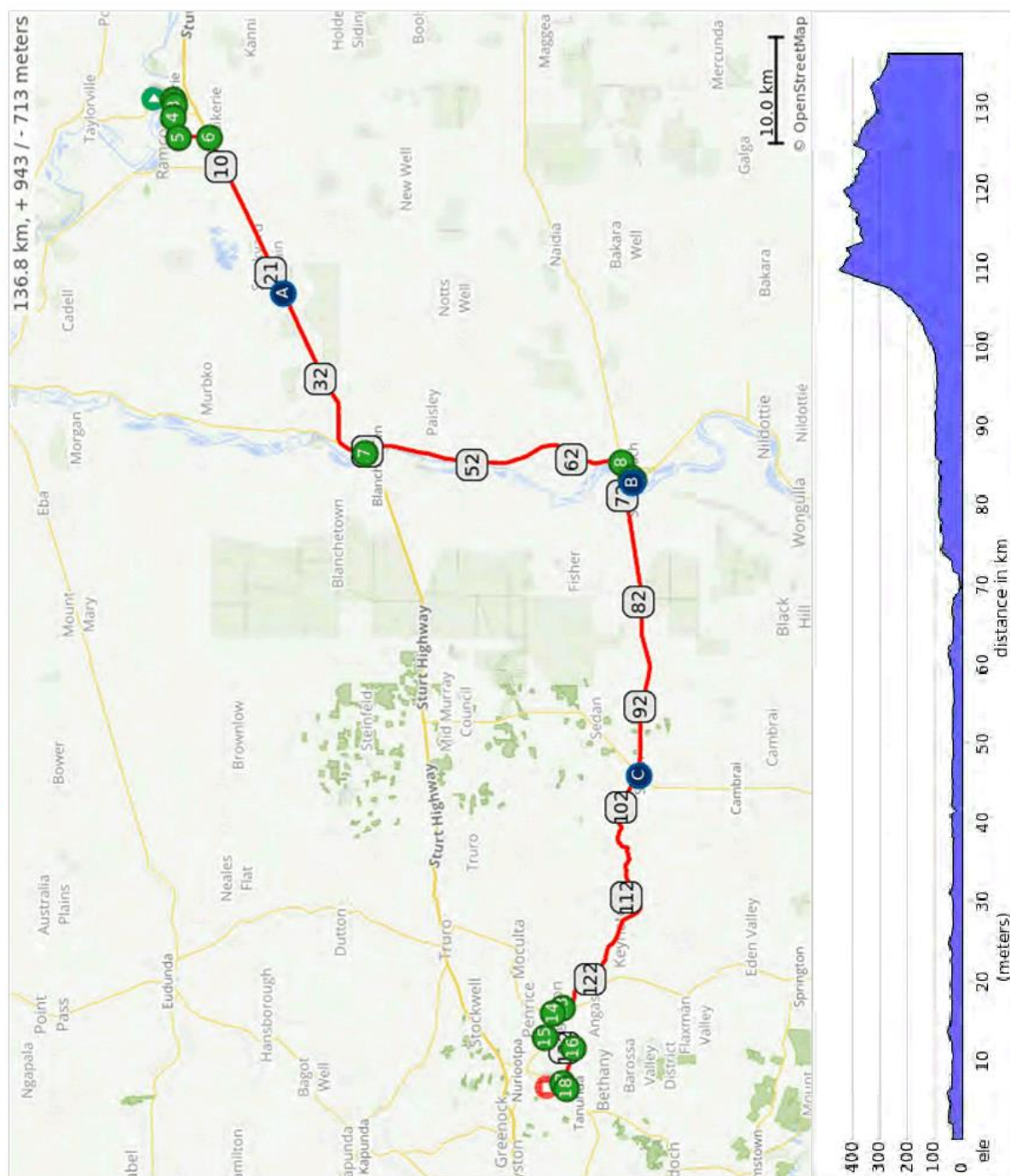
| Num | Dist | Type | Note |
|-----|-------|------|----------------------------------------------------|
| 28. | 217.0 | ↑ | At the roundabout, take the 3rd exit onto McCoy St |
| 29. | 217.1 | 📍 | End of route |

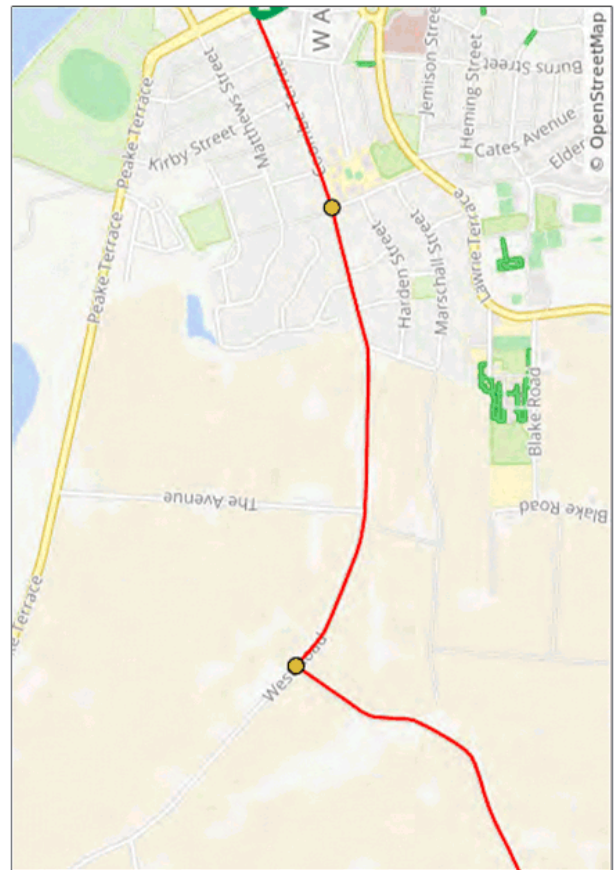
0.2 kilometers. +1/-0 meters



| | |
|----|-------------------------------------------|
| A. | Optional Rest Stop - 23.1k (NO TOILET) |
| B. | Morning Tea - 68.9k |
| C. | Toilet Stop - 98.8k |

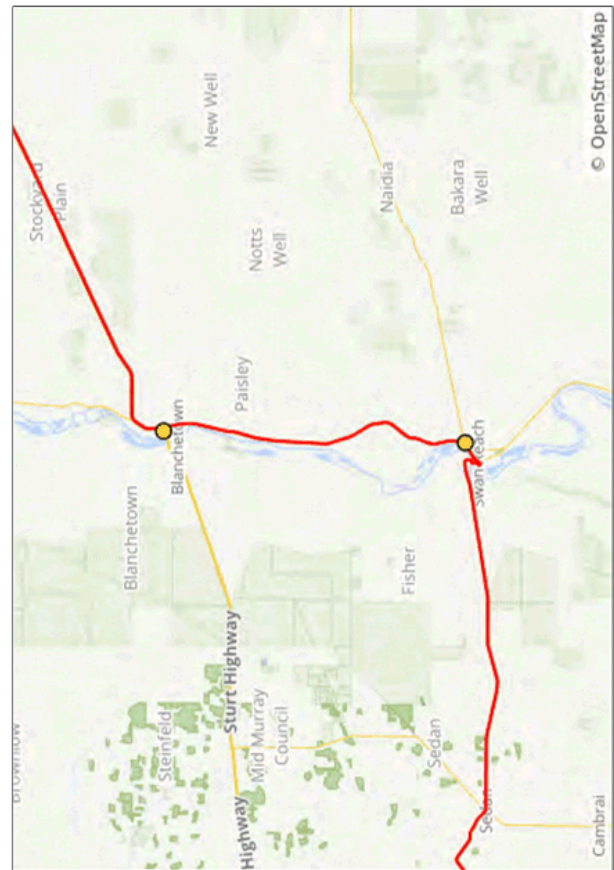
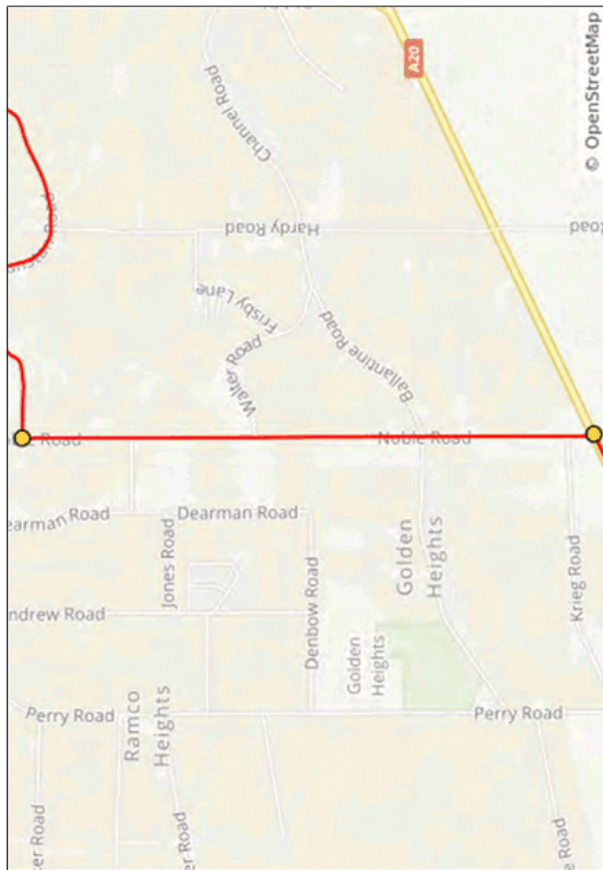
Bondi2Barossa - Day 9 Waikerie to Barossa Valley (Option 2)





| Num | Dist | Type | Note |
|-----|------|------|-----------------------|
| 3. | 0.6 | ↑ | Continue onto West Rd |
| 4. | 1.8 | ← | L onto Dunstan Rd |

1.8 kilometers. +2/-4 meters

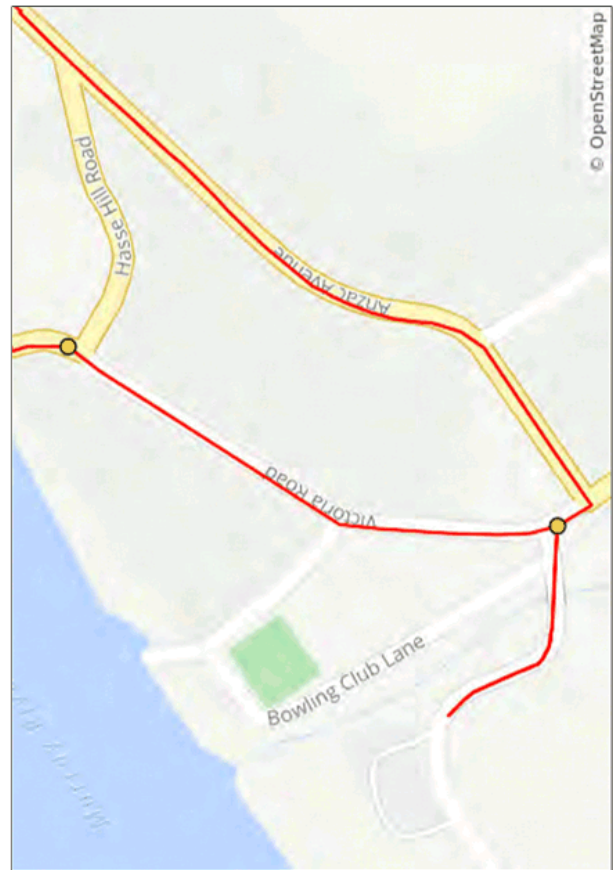
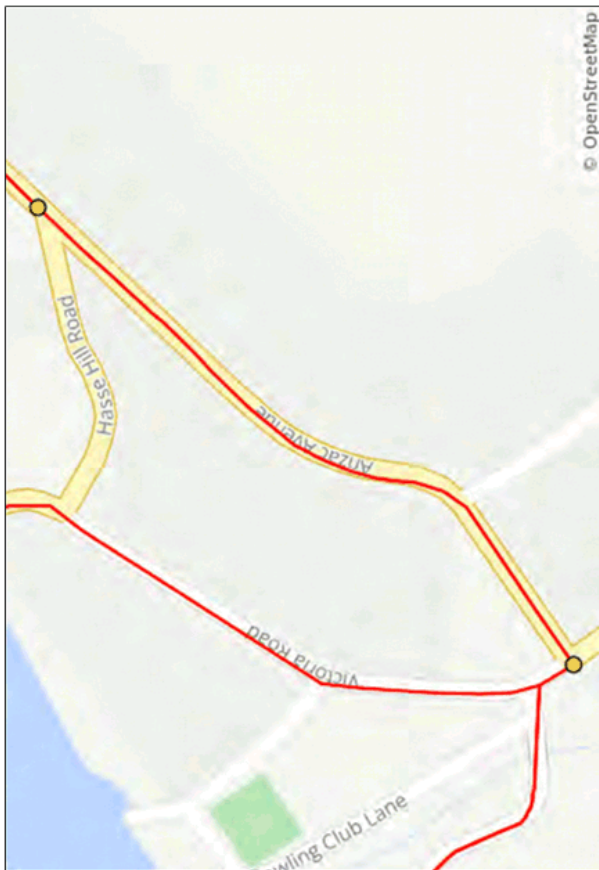


| Num | Dist | Type | Note |
|-----|------|------|-----------------------------|
| 5. | 4.2 | ← | L onto Noble Rd |
| 6. | 7.1 | → | R onto National Highway A20 |

5.3 kilometers. +14/-17 meters

| Num | Dist | Type | Note |
|-----|------|------|----------------------|
| 7. | 41.4 | ← | L onto Hunter Road |
| 8. | 66.7 | → | R onto Stott Highway |

59.6 kilometers. +99/-83 meters

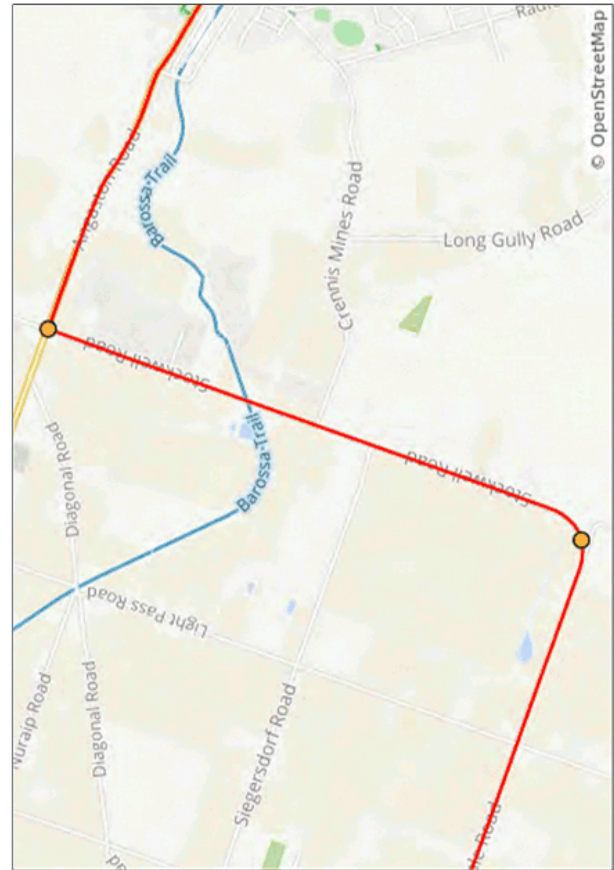
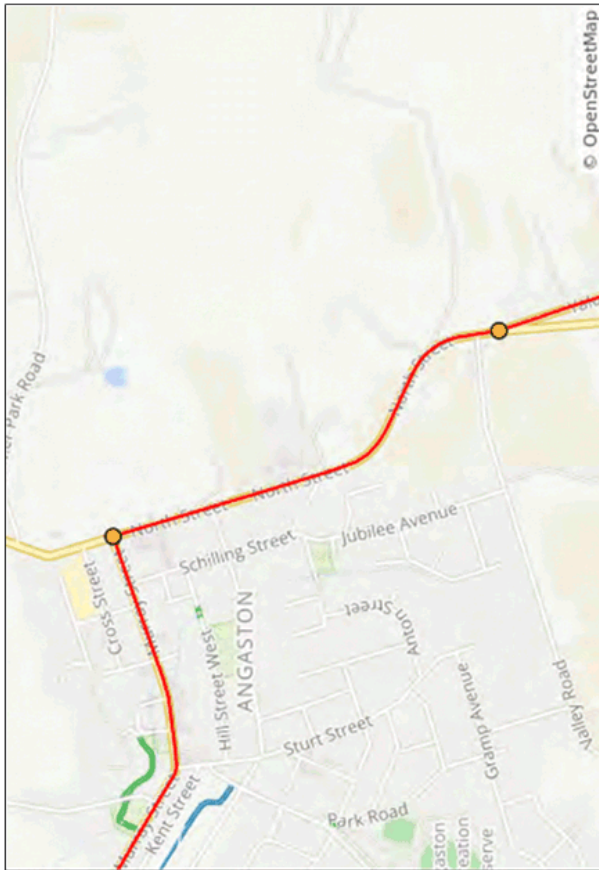


| Num | Dist | Type | Note |
|-----|------|------|---------------------------------|
| 9. | 68.3 | ← | Keep L to continue on Anzac Ave |
| 10. | 68.8 | → | R onto Nildottie Rd |

2.1 kilometers. +/-13 meters

| Num | Dist | Type | Note |
|-----|------|------|--------------------|
| 11. | 69.1 | ← | L onto Victoria St |
| 12. | 69.4 | ← | L onto Stott Hwy |

0.7 kilometers. +/-1 meters

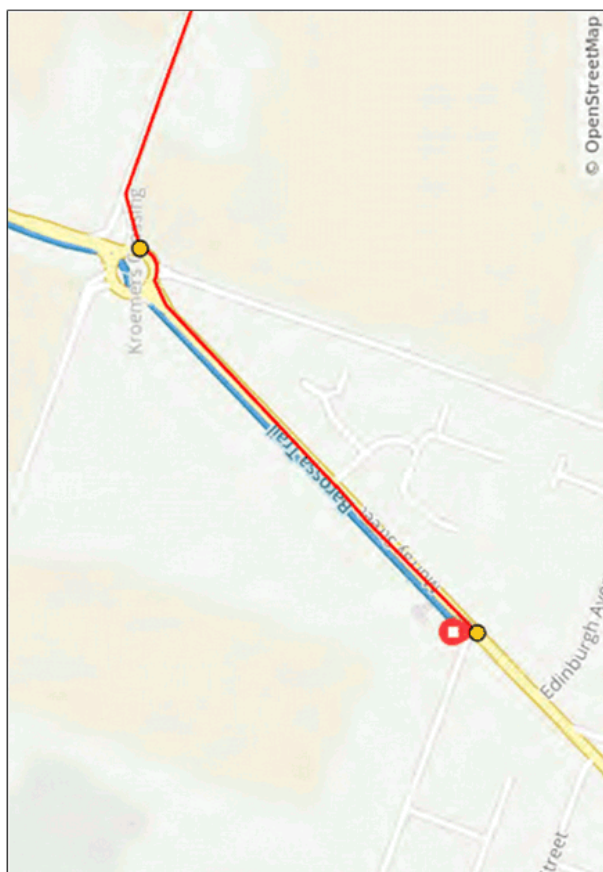


| Num | Dist | Type | Note |
|-----|-------|------|---------------------------------|
| 13. | 126.2 | ↑ | Continue onto North Street, B10 |
| 14. | 127.4 | ← | L onto Murray Street, B10 |

57.9 kilometers. +4/-13 meters

| Num | Dist | Type | Note |
|-----|-------|------|---------------------------------------------|
| 15. | 129.9 | ← | L at the 1st cross street onto Stockwell Rd |
| 16. | 132.8 | ↑ | Continue straight onto Vine Vale Rd |

5.4 kilometers. +26/-5 meters



| Num | Dist | Type | Note |
|-----|-------|------|----------------------------------------------------------------------------|
| 17. | 136.2 | ↑ | At the roundabout, take the 2nd exit onto Barossa Valley Way/Murray St/B19 |
| 18. | 136.8 | 📍 | End of route |

4.0 kilometers. +1/-2 meters

ON ROAD EVENTS RISK REGISTER

| RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS | | | | | | | | |
|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|---|---|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---------------|
| REF | HAZARD | L | C | INITIAL RISK | RISK CONTROL PLAN | L | C | RESIDUAL RISK |
| 1 | Severe Weather Conditions eg Rain – Hail – Heavy Fog - Severe Winds – Excessive Heat encountered at the commencement/during event. | 4 | 3 | Medium | <ul style="list-style-type: none">With no control over the weather we cannot reduce the LikelihoodMonitor weather forecast dailyContact relevant Bureau of Meteorology Regional Office if concerns are identified to gather more information<ul style="list-style-type: none">NSW - (02) 9296 1555VIC – (03) 9669 4956SA - (08) 8366 2600Should the weather become severe the riders would be transferred directly to the next accommodation stopShould the weather be a threat to the immediate area the riders and support crew would be transported in the support vehicles to a safe location & relevant emergency services will be notified of our position | 4 | 2 | Medium |

| RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS | | | | | | | |
|-------------------------------------------------|------------------------------------------------------------------------------------------------------|---|---|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----------|
| REF | HAZARD | L | C | INITIAL RISK | RISK CONTROL PLAN | L | C |
| 2 | Participant's health deteriorates during the event as a result of dehydration – sunburn – frostbite. | 2 | 2 | Low | <ul style="list-style-type: none"> Sunscreen will be provided to the participants throughout the day by the support crew All riders & support crew will be reminded each morning to eat and drink throughout the day to stay hydrated and fuelled to keep up their energy. Rest stops will occur approx every 2hrs and support crew will ensure riders have full drink bidons with water & electrolyte drinks and are offered food Should the weather turn extremely cold participants will be provided with appropriate cold weather clothing to keep them warm in the elements | 1 | 1 |
| | | | | | | | Very Low |

RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS

| REF | HAZARD | L | C | INITIAL RISK | RISK CONTROL PLAN | L | C | RESIDUAL RISK |
|-----|-----------------------------------------------------------------------------------|---|---|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---------------|
| 3 | Participant involved in an incident during the event resulting in serious injury. | 2 | 4 | Medium | <ul style="list-style-type: none"> Support cars will warn drivers that cyclists are on the road ahead via signage and flashing orange lights on the roof One of the support cars will be travelling directly behind the riders to shield them from potential dangers whilst they are cycling on the road The riders will wear bright coloured clothing to ensure they are clearly visible The event will be conducted during daylight hours to ensure the cyclists are clearly visible unless there is a forecast for extreme heat that day. If this is the case, we may elect to start very early in the morning to avoid the heat of the day and all bikes will be fitted with front and rear lights Emergency services will be contacted on 000 immediately should an incident occur | 1 | 4 | Low |

RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS

| REF | HAZARD | L | C | INITIAL RISK | RISK CONTROL PLAN | L | C | RESIDUAL RISK |
|-----|--------------------------------------------------------------------------------------------------------------------------------|---|---|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---------------|
| 4 | Participant involved in an incident during the event resulting in a non-serious injury that requires some degree of attention. | 2 | 3 | Low | <ul style="list-style-type: none"> Support cars will warn drivers that cyclists are on the road ahead via signage and flashing orange lights on the roof One of the support cars will be travelling directly behind the cyclists to shield them from potential dangers whilst they are cycling on the road The riders will wear bright coloured clothing to ensure they are clearly visible The event will be conducted during daylight hours to ensure the cyclists are clearly visible unless there is a forecast for extreme heat that day. If this is the case, we may elect to start very early in the morning to avoid the heat of the day and all bikes will be fitted with front and rear lights A medical support role will be traveling with the team to monitor the participants physical health & provide any treatments as required | 1 | 3 | Low |

| RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS | | | | | | | | |
|-------------------------------------------------|-------------------------------------------------------------------------------------------|---|---|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---------------|
| REF | HAZARD | L | C | INITIAL RISK | RISK CONTROL PLAN | L | C | RESIDUAL RISK |
| 5 | Participants come across poor road conditions – road blocked/impassable during the event. | 2 | 2 | Low | <ul style="list-style-type: none"> Should there be any road works or road closures along the planned course the team will be directed around this area or if the distance is too great, they will be transported around this area in the support vehicles | 1 | 1 | Very Low |
| 6 | Participants come across severe accent/descent on the road network during the event. | 1 | 1 | Very Low | <ul style="list-style-type: none"> Where there are steep descents a lead rider will ride at the front of the peloton, the riders will be instructed to ride single file and increase the gap to the rider in front to 3m. They will be instructed that nobody is allowed to pass the lead rider, who will be restricting the speed to a very safe pace Should a rider not be able to ride up an accent they will be placed inside the follow vehicle and their bike placed on the roof until we are passed the steep section of road Should road work or road closures prevent us from following the planned route and the alternative route identified has severe accents/descents the team will be transported up/down these areas in the support vehicles | 1 | 1 | Very Low |

| RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS | | | | | | | | |
|-------------------------------------------------|-----------------------------------------------------------------------|---|---|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---------------|
| REF | HAZARD | L | C | INITIAL RISK | RISK CONTROL PLAN | L | C | RESIDUAL RISK |
| 7 | Participants have limited/no experience in participating in an event. | 2 | 2 | Low | <ul style="list-style-type: none">All participants will be provided with training advice in the months leading into the event to ensure they start the event in good shape to be able to cope with the ride each dayShould a rider be identified that they represent a risk to themselves or to others they will be asked to get into one of the support vehicles | 1 | 2 | Low |
| 8 | Participants loose their way during the event. | 1 | 1 | Very Low | <ul style="list-style-type: none">Two support cars will be travelling with the participants at all timesThe support cars will be fitted with GPS units with the planned course loaded to keep them on trackPrinted turn by turn maps will also be provided to the passenger in the lead vehicle to ensure they have the correct directions should there be any issues with the GPS unitsThe lead riders will also have the course loaded onto their bike GPS units | 1 | 1 | Very Low |

| RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS | | | | | | | |
|-------------------------------------------------|-----------------------------------------------------------------------------------------|---|---|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----------|
| REF | HAZARD | L | C | INITIAL RISK | RISK CONTROL PLAN | L | C |
| 9 | Participant's equipment/vehicle becomes unserviceable or unroadworthy during the event. | 1 | 1 | Very Low | <ul style="list-style-type: none"> All bikes will be checked by a bike mechanic before each rider is allowed to join the team on the road Mechanical support will be provided each day The support cars will carry an extensive range of parts to fix most issues. There will also be 2 spare bikes available should the issue not be fixable on the road | 1 | 1 |
| | | | | | | | Very Low |

| RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS | | | | | | | |
|-------------------------------------------------|--------------------------------------------------------------------------------|---|---|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----------|
| REF | HAZARD | L | C | INITIAL RISK | RISK CONTROL PLAN | L | C |
| 10 | Participants suffer a mechanical/equipment breakdown/failure during the event. | 1 | 1 | Very Low | <ul style="list-style-type: none"> All bikes will be checked by a bike mechanic before each rider is allowed to join the team on the road Mechanical support will be provided each day If a rider experiences a mechanical issue they call loudly 'mechanical' and the other riders allow this person to make their way to the left shoulder of the road The mechanic who is riding at the rear of the peloton stops with the person with the mechanical and helps them fix the issue with their bike. The follow vehicle stops behind the rider with the mechanical and the mechanic The rest of the peloton slows to around 10-15kmph Once the mechanical has been fixed the mechanic then provides the rider who had the mechanical a draft back to the main peloton Once they have reached the rear of the peloton the group resumes its normal pace The support cars will carry an extensive range of parts to fix most issues. There will also be 2 spare bikes available should the issue not be fixable on the road | 1 | 1 |
| | | | | | | | Very Low |

| RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS | | | | | | | |
|-------------------------------------------------|----------------------------------------------------------------------------|---|---|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----------|
| REF | HAZARD | L | C | INITIAL RISK | RISK CONTROL PLAN | L | C |
| 11 | Pilot/rear escort vehicle/s suffers mechanical breakdown during the event. | 2 | 3 | Low | <ul style="list-style-type: none"> Support cars will be checked prior to event start for any mechanical faults Should one of the support cars break down during the event the baggage van (used to carry gear and set up rest stops) will take the place of the follow or lead car until this vehicle is repaired Should the car not be fixable in time to return to the event a replacement car will be hired and brought in to replace the broken-down car | 1 | 1 |
| | | | | | | | Very Low |

| RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS | | | | | | | | |
|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|---|---|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---------------|
| REF | HAZARD | L | C | INITIAL RISK | RISK CONTROL PLAN | L | C | RESIDUAL RISK |
| 12 | Support vehicle/s suffers mechanical breakdown during the event. | 2 | 3 | Low | <ul style="list-style-type: none">Support cars will be checked prior to event start for any mechanical faultsShould one of the support cars break down during the event the baggage van (used to carry gear and set up rest stops) will take the place of the follow or lead car until this vehicle is repairedShould the car not be fixable in time to return to the event a replacement car will be hired and brought in to replace the broken-down carShould the breakdown occur to the gear van the other vehicles will fill in for that vehicle until it is back on the road. Once again, should the vehicle not be fixable a replacement vehicle will be hired | 1 | 1 | Very Low |
| 13 | Participant attempts/participates in event when not authorised/licensed to drive/ride a vehicle, motor bike or boat. | 1 | 1 | Very Low | <ul style="list-style-type: none">All drivers must provide proof of license to drive the specific vehicle before being handed the keys for the vehicle | 1 | 1 | Very Low |

| RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS | | | | | | | |
|-------------------------------------------------|---------------------------------------------|---|---|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----------|
| REF | HAZARD | L | C | INITIAL RISK | RISK CONTROL PLAN | L | C |
| 14 | Approved route unable to be travelled upon. | 1 | 1 | Very Low | <ul style="list-style-type: none"> The route has been driven to ensure all roads are able to be ridden on road bikes Should there be an issue with being able to follow the approved route the Tour Director from Connect Sport Australia Pty Ltd will plan an alternative route | 1 | 1 |
| | | | | | | | Very Low |

| RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS | | | | | | | |
|-------------------------------------------------|-----------------------------------------|---|---|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----------|
| REF | HAZARD | L | C | INITIAL RISK | RISK CONTROL PLAN | L | C |
| 15 | Event cancelled prior/during the event. | | | | <ul style="list-style-type: none"> • All relevant permits and approvals will be secured • All local councils will be contacted • Connect Sport Australia Pty Ltd has been appointed to run the event and they have an excellent record in running charity cycling events for over 11 years • Should the event be cancelled prior all relevant authorities will be contacted and advised • Should the event be cancelled during the event all relevant authorities will be contacted and advised and all participants will be transported back to the city where they started the event. All bikes and baggage will also be transported back | | |
| | | 1 | 4 | Medium | | 1 | 1 |
| | | | | | | | Very Low |

| RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS | | | | | | | | |
|-------------------------------------------------|----------------------------------------------------------------------------------------------|---|---|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---------------|
| REF | HAZARD | L | C | INITIAL RISK | RISK CONTROL PLAN | L | C | RESIDUAL RISK |
| 16 | Connect Sport Managing Director (Tour Director) incapacitated and unable to attend the event | 1 | 2 | Low | <ul style="list-style-type: none"> Managing Director will not be taking unreasonable risks in the lead up to the event Connect Sport Staff in lead car will take on the role of Ride Director and manage the event. Nick Young (Bondi2Berry Incorporated) will take on additional responsibilities to manage the peloton on the road. All operational plans are documented in a central document accessible via Google Docs. | 1 | 1 | Very Low |
| 17 | Police pull the event off the road | 1 | 4 | Medium | <ul style="list-style-type: none"> A full event plan and route has been sent to the relevant authorities and approval of the event has been sort Tour Director carry a copy of the approval and if needed will contact the Police representatives who provided approval to seek clarification for the local police. | 1 | 1 | Very Low |
| 18 | Two-way radio failure | 1 | 1 | Very Low | <ul style="list-style-type: none"> Spare units, batteries and earpieces will be carried at all times Should a unit fail it will be replaced at the earliest opportunity | 1 | 1 | Very Low |

RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS

| REF | HAZARD | L | C | INITIAL RISK | RISK CONTROL PLAN | L | C | RESIDUAL RISK |
|-----|--------------------------------------------------------------------|---|---|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---------------|
| 19 | Accommodation Venue is unavailable | 1 | 3 | Medium | <ul style="list-style-type: none"> All accommodation venues have been booked and will be contacted again in the weeks leading up to the event. Should the venue be unavailable for any reason (it may burn down the day we arrive) the support crew will secure alternate accommodation before the team arrives in that town | 1 | 1 | Very Low |
| 20 | High speeds can be reached riding down steep descents in mountains | 4 | 3 | High | <ul style="list-style-type: none"> Riders will be briefed to increase the gap between themselves and the riders in front from 1 metre to a minimum of 3 metres and ride single file. Ride Captains will commence the descent at the front of each group and control the speed of the descent to ensure the speed is controlled and safely within the groups riding ability. Riders will be reminded of the above rules by the Ride Captains before they begin every steep descent on the course. | 1 | 2 | Very Low |

| | | | | | | | | |
|----|------------------------------------------------------------------------------|---|---|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|----------|
| 21 | Single lane, winding mountain roads could cause issues for other road users. | 4 | 3 | High | <p>HOW WE MANAGE THE GROUP ON WINDING COUNTRY ROADS</p> <ul style="list-style-type: none"> • We will have a lead vehicle travelling approx. 250mtrs ahead of the riders. • We will also have a follow vehicle that will travel behind the peloton of riders. • There will be 3 ride captains within the peloton with 2-way radio communication with the support vehicles. • All the riders are experienced, have undertaken a number of multi day events and have been training hard to prepare for the challenging rides across the 4 days of the tour. • The follow car keeps a constant eye on the build-up of following traffic. If there are straight stretches of road and the lead vehicle says the road ahead is clear the follow car will allow the following cars to pass the ride group. However, if there is a build-up of traffic behind the follow car and there are no straight stretches of road ahead, we will ask the lead car to find a safe place where the riders can pull off the road and allow the traffic to pass. The riders will then pull off the road completely, along with our follow car and allow the following traffic to clear. • In the event that we have a rider struggling to stay with the group due to fatigue or injury they will be asked to take a break in the support vehicle until the next rest stop. <p>HOW WE MANAGE THE GROUP ON THE STEEP CLIMBING SECTIONS</p> <ul style="list-style-type: none"> • Cyclists will be climbing at much slower speeds up longer climbs and there will be stronger riders who can climb faster and riders who aren't as strong who will ride up the climbs at a slower pace. | 2 | 1 | Very Low |
|----|------------------------------------------------------------------------------|---|---|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|----------|

[illegible]

L = LIKELIHOOD
C = CONSEQUENCE

16.2 BUSINESS WITH NOTICE - NSW PLANNING PORTAL & LOCAL GOVERNMENT NSW

File Number: REP23/51
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

REPORT

Cr Nigel Judd requesting the following Business with Notices

- Request that the Temora Shire Council's Director of Environmental Services and the Town Planner report on the effects that the new NSW Planning Portal is having on the approval of Building and Development Applications in the Temora Shire.

Note:

This issue was raised by a number of Councils at the recent LGNSW Annual Conference at Cessnock.

Cowra Council – NSW Planning Portal

1. That Local Government NSW writes to the NSW Planning Minister and the Shadow Minister expressing the major concerns NSW Councils and the community are having with the NSW Planning Portal and urging the Government to make urgent changes to improve its operation for Council staff and the community.
2. That the NSW Government provide additional funds to councils who are supporting their community to submit plans.

The Director of Environmental Services and the Town Planner advise the following in response:

- **Agree that the NSW Planning Portal is not user friendly**
 - **Taking away customer contact that occurred under the previous system, when forms had to be lodged in person at the counter, makes lodging applications inefficient at times, such as the wrong type of application selected, incorrect or missing information. Council officers are then requiring applicants to amend or withdraw and resubmit their applications at times.**
 - **Council officers have seen some developments commencing without consent, which may be related to applicants avoiding using the planning portal**
 - **The solution that Council officers see is that the NSW Planning Portal must become more user friendly – avoiding applicants needing to re-enter the same information multiple times, which is time consuming, providing more information to applicants to help them complete forms correctly and more insistence on pre-lodgement contact and meetings with Council officers so that applicants are better prepared to submit their applications.**
- Request the Temora Shire Council Executive report on the present effectiveness of Local Government NSW as a lobby organisation now that the NSW Country Mayor's Association is becoming a strong voice representing local government in NSW.

The General Manager, Mr Gary Lavelle, provided a report on the effectiveness of LGNSW as a lobby organisation.

RESOLUTION 22/2023

Moved: Cr Nigel Judd

Seconded: Cr Jason Goode

It was moved that Council make representations to State Member for Cootamundra, Riverina
JO, REROC and Country Mayors Association raising concerns with the Planning Portal.

CARRIED

16.3 BUSINESS WITH NOTICE - VARIOUS REQUESTS

File Number: REP23/78
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

REPORT

Cr Anthony Irvine requesting the following Business with Notices

1. Please provide status of Street Tree Policy information gathering. Please provide anticipated processes and timeline for 2023 Street Tree Policy Review.

Engineering Technical Officer advised that Mark McCrone has commenced the tree audit and it is expected that this process may be completed around April (pending Mark's availability over this time). Following completion of the audit the Street Tree Policy will be reviewed/updated.

2. Please provide status of design and costings of stormwater infrastructure relative to Temora Industrial Subdivision, Highfields Estate, Melaleuca Business Park and other related developments with respect to agreements such as Development Infrastructure Deferred Payment Policy and additional Developer Contributions.

Kris Dunstan, Director Environmental Services advised that Council is still waiting to receive a final stormwater design from Maker Engineering (Highfields Estate and Melaleuca Business Park engineers), to integrate with existing development and planned stormwater infrastructure upgrades at Victoria Street. Once this is received, it can be costed. Following cost estimates, Council can formally consider the application from Highfields Estate for assistance with infrastructure delivery under the Development Infrastructure Deferred Payment Policy, as part of Council's overall budget considerations. Highfields Estate and Melaleuca Business Park (Stage 1) are already subject to developer contributions fees under Council's S7.12 plan (payable at the time of issuing a construction certificate). Additional S7.12 fees will be collected at the time of construction of future dwellings and industrial developments in these estates.

3. Please provide anticipated approximate date for HVAR workshop.

Director Administration & Finance, Elizabeth Smith advised that Council officers have tentatively scheduled a workshop for Friday 24th March 2023 at 12.30pm. A meeting request and agenda will be sent out in due course.

4. Please provide anticipated approximate dates for Hoskins Street carriageway upgrade planning completion and commencement of works.

Alex Dahlenburg, Engineering Works Manager, advised that indicative dates are in accordance with report to November Assets and Operations Committee. A further

report will be presented to February Assets & Operations Committee in relation to items which may require consideration for Council budget.

5. Please provide anticipated process and timeline for planning for Hoskins Street Northern and Southern streetscape upgrade.

Claire Golder, Town Planner, advised that Tonkin has been engaged to prepare construction plans and cost estimates. A site inspection has been arranged for early February with a project plan to be developed after that. Council officers are expecting to receive a draft engineering design during April/May.

6. Please provide anticipated date for completion of Temora Flood Study.

Claire Golder, Town Planner, advised that the Temora Floodplain Risk Management Plan had been scheduled for completion in August 2023, however the recent spate of flooding has hampered the resources of Lyall & Associates, so they are now running behind schedule.

7. Please provide progress and anticipated date for response from NSW Department of Planning relative to report on rezoning prepared as a result of Housing Strategy workshop held last year.

Claire Golder, Town Planner, advised that a preliminary response was received from DPE in August 2022, identifying that additional studies and information is required to support rezonings. These studies may need to be prepared by developers of the land, not Council. Council officers will raise the issue of additional studies as part of the South West Slopes Regional Housing Delivery Plan, which will be prepared by consultants appointed by the Department of Regional NSW, commencing next month. Council officers were advised of the commencement of this project on Friday 13 January.

8. Please advise anticipated date Department of Planning and Environment (DPIE) will finalise review of the draft IWCM Strategy. Further please outline next steps in process and approximate anticipated timeline.

Rob Fisher, Engineering Asset Manager, advised that the final IWCM has been submitted to DPIE but no advice has been received since. Rob to follow up when he returns from leave.

9. Please provide anticipated delivery date of report relating to proposal to establish 7:11 Developer Contributions plan/policy.

Claire Golder, Town Planner, advised that Council staff will attend to this in the second half of 2023.

10. Please provide anticipated commencement date and proposed timeline for progressing Open Spaces Strategy as per presentation received March 2022.

Elizabeth Smith, Director Administration & Finance advised that Council officers have tentatively scheduled a workshop for Monday 27th February 2023 at 12.30pm. A meeting request and agenda will be sent out in due course.

17 NOTICE OF MOTION**17.1 NOTICE OF MOTION - E-SCOOTERS****File Number:** REP23/68**Attachments:** 1. NOM - E-Scooters

I, Councillor Nigel Judd, give notice that at the next Ordinary Meeting of Council be held on 19 January 2023, I intend to move the following motion:-

RESOLUTION 23/2023

Moved: Cr Nigel Judd

Seconded: Cr Anthony Irvine

It was resolved that Temora Shire Council make enquiries with Transport for NSW about any plans with E-Scooters and Mobility Scooters.

CARRIED


nigeljudd@bigpond.com

To: Gary Lavelle (glavelle@temora.nsw.gov.au)
Cc: Anne Rands (arands@temora.nsw.gov.au)
Subject: Notice of Motion

Temora Shire Council

Notice of Motion

"Request that the Temora Shire Council Traffic Committee be asked to investigate and report back on the growing trend of E-Scooters, with particular reference to their use on footpaths and pedestrian crossings. This investigation to also include any need to regulate gophers and standard scooters.

Signed 

Cr. N. A. Judd
11/01/2023

Notes

This issue was raised at the recent LGNSW Annual Conference at Cessnock.

Albury City Council - Fast-track changes to policy & legislation that enables and regulates the use of e- scooters.

That Local Government NSW calls on the NSW Government to fast-track changes to policy and legislation that enables and regulates the use of e-scooters as a means of active transport on our pathways, streets and roads.

17.2 NOTICE OF MOTION - CARAVAN PARK COMMITTEE OF MANAGEMENT**File Number:** REP23/76**Attachments:** 1. NOM - Caravan Park Committee of Management

I, Councillor Anthony Irvine, give notice that at the next Ordinary Meeting of Council be held on 19 January 2023, I intend to move the following motion:-

RESOLUTION 24/2023

Moved: Cr Anthony Irvine

Seconded: Cr Nigel Judd

That Council hold a workshop to discuss potential improvements to Junee Road Caravan Park, and include current caretakers in the workshop and advertise this workshop as open to the community.

CARRIED

Notice of Motion:

That Council consider establishing a Committee of Management to oversee operations at Junee Road Caravan Park.

Councillors will be aware that Council had entered into a previous management agreement with a private operator that lapsed due to unfortunate and exceptional circumstances.

During the process to engage the licensee some innovative and sensible solutions were put forward which would provide benefits to Council, Park Visitors and Temora Shire Ratepayers.

I feel that it would be sensible to establish a Committee of Management consisting of interested Councillors, Council Officers and Casual Park Managers/Cleaners to progress a plan of improvements and to identify further opportunities. This Committee could also identify and apply for appropriate funding opportunities for investment in infrastructure such as solar, facility upgrades, expanded accommodation options etc. It could also explore opportunities to maximise marketing strategies.

The benefits of any increase in the standards of the facilities, cost offset strategies and improvements in visitor experience and increased visitation will benefit all stakeholders whether Council progress to leasing out or retaining this facility in the future. If Council were to lease out this facility in the future a higher rental/lease fee may be anticipated.

At present the facility is in what may be described as, caretaker mode, with Council's desire to lease to a private entity on hold. This facility has run at a financial loss over a long period of time. Failure to take any action will ensure this remains the case.

Cr. Anthony Irvine
12th January 2023



18 BUSINESS WITHOUT NOTICE**1 Cr Judd**

Have had two serious storms in Aria Park in recent days. Council staff have acted quickly to address fallen trees and damage.

Commend staff on this work.

Request that any other emergency works required be carried out.

19 COUNCILLORS INFORMATION PAPER

RESOLUTION 25/2023

Moved: Cr Jason Goode

Seconded: Cr Claire McLaren

It was resolved that the Information Reports be received.

CARRIED

19.1 ROAD SAFETY OFFICER - ACTIVITY REPORT DECEMBER 2022

File Number: REP23/45

Author: Secretary Engineering

Authoriser: General Manager

Attachments: 1. RSO Activity Report

REPORT – TEMORA – DECEMBER 2022**ACTIVITIES:**

- Organising January Fatigue campaign
- Emailed Kennards for VMS quotes and availability.
- Emailed TfNSW locations for approval
- Fatigue campaign will go over budget, have reached out to TfNSW for assistance.
- Delivered extra Plan B – Win A Swag resources to Terminus Hotel
- All staff email - Christmas Road Safety Message
- Speeding on local roads project completed and signed off in RSO database – Project was over budget, TfNSW paid excess project costs.
- Meeting with Cootamundra/Gundagai RSO and TfNSW Lead
- Free Cuppa For The Driver Campaign postponed for 2023 due to TfNSW refresh/strategize of 12 year old campaign.
- Contacted TfNSW for confirmation of funding for Road Safety Strategic Plan at the request of Coolamon council before they commit.
- Completed entries in Road Safety Database for 2022
- Confirmation from TfNSW they will assist with the budget for January speed campaign
- Working on 2023/24 Projects.
- After multiple emails to TfNSW it was confirmed council did not receive funding for Road Safety Strategic Plan. Plans tabled until funding becomes available.
- Holidays from 16th December 2022 – 9th January 2023

FACEBOOK POSTS:

- What's Your Plan B post x10
- Look out for children when reversing post x1
- Drive to the conditions post x1
- Plan B – Win A Swag posts x19
- Plan B video x8
- Don't forget the fatal five post x1
- Used car rating guide video x1
- Speed enforced by sniper post x1
- E-Scooter road rules video x1
- Drug and Alcohol post x1
- Fatigue post x1
- Set and forget your mobile this Christmas post x1
- NRMA Safer Driving School – Register Now , Bland Post x1
- Safety tips to help you plan your holiday trip video x1
- Level Crossing safety video x1
- Is June Ex- Memorial Club curtesy bus your Plan B? post x1
- Double Demerits post x2
- Double Demerits Video x3
- 40 year anniversary RBT NSW video x1
- Road Trip Ready Checklist video x1

- NSW Police Force Festive season safety on our roads reminder post x1
- Caravan Safety video x1
- Be Truck Aware video x1
- MotoCap safe riding video x1
- Safety around floodwaters video x1
- Fatigue video x1
- NSW Police Force – Live Traffic video x1
- Merry Christmas and Safe Travels message x1
- “Test your tired self” post x1
- Safety around playgrounds video x1
- NSW Police Force Fatigue message video x1
- Ezy-Az 1, 2, P Driving School post x1
- Travel Safe This Summer video x2
- Cowabbie Street Closure post x1
- There Is No Such Thing as Casual Speeding video x1
- Safety around heavy vehicles post x1
- Safe Travelling on your motorcycle video x1



EDITORIALS:

19.2 WORKS REPORT - DECEMBER 2022

File Number: REP23/44
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 - Heavy Patching
- Sealing of Heavy patches
- Major potholes dig out and repairs MR84

LOCAL ROADS

- Maintenance grading
- Flood damage repair to gravel roads
- Dig out patches on Mary Gilmore Way and Morangarell Road
- Urban streets resealing
- Slashing and Spraying
- Pipe Culvert Oak Street
- Table drain clearing Oak Street
- Gravel Resheet Racecourse Road (Formation preforming completed)
- Linemarking of urban reseals
- Rural local sealed road network inspections and scoping of pavement damage

URBAN TEMORA & ARIAH PARK

- Urban slashing and spraying
- Urban K & G repairs
- Urban footpath repairs
- Construction of New Road in Temora Lawn Cemetery
- Removal of Christmas Decorations Hoskins Street and Paleface Park

WORKS PLANNED FOR NEXT MONTH – JANUARY 2023

- Morangarell Road and Mary Gilmore Way trim and seal dig out patches to re-open roads

- MR 398 causeway (near Haddrills Road)
- Removal of Christmas Decorations Hoskins Street and Paleface Park
- Back Mimosa Road finish Subbase construction
- Maintenance and flood damage grading
- Weed spraying and slashing
- State Road bitumen resealing program preparation works (removal of reflectors)
- Urban Heavy Patching Temora (Cootamundra Road, Crowley Street, Polaris Street, internal road at Cemetery) and Aria Park (Coolamon Street, Davidson Street, Intersection Back Aria Park Road, Rees Street intersection)
- MR 84 Burley Griffin Way - Heavy Patching
- MR57 Goldfields Way – Heavy Patching
- Harmon Street Upgrade drainage works
- Gloucester Street concrete footpath construction
- Tara Bectric Rd Segment 4 & 5 widening works
- Tara Bectric Segment 7 Tree Removals
- MR398 Seg 1 and 2 widening project
- Racecourse Road Gravel Resheet
- Ness's Lane and Reynolds Road tree trimming and removals for preparation of Gravel resheeting
- Emulsion Tank repairs at council depot

Report by Pat Kay

19.3 BUILDING APPROVALS - DECEMBER 2022

File Number: REP23/43
Author: Environmental Secretary
Authoriser: General Manager
Attachments: Nil

BUILDING APPROVALS – DECEMBER 2022

- ✓ SUB 35/2022 – Lot 1; DP 385123; 63 Deutcher Street, Temora – Subdivision
- ✓ DA 52/2022 – Lot B; DP 309924; 141 Polaris Street, Temora – Stage 1: Additions to Existing Dwelling; Stage 2: Construct 4 x 3 Bedroom Units; Stage 3; Community Title Subdivision
- ✓ DA 79/2022 – Lot 1; DP 231058; 187 Kitchener Road, Temora – Multi Dwelling Housing
- ✓ DA/CC 82/2022 – Lot 12; Section 8; DP 758957; 140 Aurora Street, Temora – Convert Existing Shed into Secondary Dwelling

COMPLYING DEVELOPMENT ISSUED

- ✓ CDC 42/2022 – Lot A; DP 375334; 152 Britannia Street, Temora – Dwelling Alterations & Additions
- ✓ CDC 43/2022 – Lot 870; DP 750587; 23 Delavan Street, Temora – S/F Shed
- ✓ CDC 44/2022 – Lot 1100; DP 750587; 92 Goldfields Way, Temora – Construction of Mezzanine in Existing Facility
- ✓ CDC 45/2022 – Lot 1; DP 229359; 46 Hartwigs Road, Gidginbung – Secondary Dwelling Alterations & Additions
- ✓ CDC 46/2022 – Lot 44; DP 750587; 285 Burley Griffin Way, Temora – Dwelling Alterations & Additions

19.4 REGULATORY CONTROL - DECEMBER 2022**File Number:** REP23/49**Author:** Environmental Secretary**Authoriser:** General Manager**Attachments:** Nil

| Item | Inspection/ Incidents (Number) | Orders Issued Y/N | Penalty Infringement Y/N | Notes |
|-----------------------------------------|--------------------------------------|----------------------|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Illegal Parking | 8 | No | No | 4 x No Issues 1 x Nothing Found 3 x Cars moved on – Hoskins St |
| Scooters & Bikes | 1 | No | No | 1 x Child riding dangerously – Twynam St 1 x No Issues |
| School Zones | 26 | No | No | All schools checked – No Issues |
| Noise | 3 | Yes | No | 1 x Nothing Found 2 x Monitoring |
| Air Quality | | No | No | |
| Illegal Dumping/Littering | 5 | No | No | 1 x Mattress on Bartondale Rd 1 x Large Pile of Dirt on Back Mimosa Rd 1 x Graffiti on 3 signs at Lake 1 x Bag of Rubbish near Cemetery 1 x Bag of Prawn Shells at Temora West Park |
| Overgrown/Untidy Blocks | 7 | Yes | No | 2 x Letter 5 x Monitor |
| Lake Walking Track – leashed animals | 56 | No | No | 56 x No issues |
| Animal Welfare | 14 | No | No | 2 x Rescue 1 x RSPCA contact – Abused Animal 1 x RSPCA - Cats 5 x Monitor 2 x Dog to Pound 1 x Vets – Injured Dog 1 x Vets – Pick up cats 1 x Trap – Cats in Aurora St |
| Dangerous Dogs | 7 | Yes | No | 1 x Monitor 1 x Owner Found 1 x Issue Resolved 2 x Dogs escaped/helped owners 1 x Dog surrendered after attack 1 x Monitor – Dog Attack – Declared Dangerous |
| Impounded | 5 | No | No | 3 x Dog 2 x Cats - Rescue |
| Noise Animals | 4 | No | No | 1 x Nuisance Order 1 x Monitor 1 x Unable to contact owner |

| | | | | |
|----------------------------------------|----|----|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | | 1 x No Issue Found |
| Nuisance Animals / Trapping | 3 | No | No | 1 x Injured Cat to Vets 1 x Dispose Feral Cat 1 x Cat Trap |
| Dead Animal Removal | 5 | No | No | 1 x Cat 1 x Kangaroo 3 x Ducks |
| Keeping of Horses in Residential Areas | 1 | No | No | 1 x No Issue |
| Main Street Sign Approvals Inspections | 3 | No | No | 3 x Signs at Lake Defaced |
| Rural Stock Incidents | 4 | No | No | 4 x Nothing Found |
| Fruit Fly | | No | No | |
| Euthanised | 4 | No | No | 2 x Dogs |
| Other | 28 | No | No | 9 x Caravan Parks/Railway/Airport/Showground/ Parking Bays 11 x Pound Clean/Feed 2 x Teal Street Gate 1 x Housing Commission Contacted 1 x Remove Posters 1 x Crow caught in Tree – WIRES 2 x Dog Attacks |

Report by Ross Gillard

19.5 CASH AND INVESTMENTS FOR PERIOD ENDED 31 DECEMBER 2022

File Number: REP23/47

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Cash & Investments



Temora Shire Council
Cash & Investments
 For the period ended 31st December, 2022

| | Original Budget 2022/23 | Revised Budget 2022/23 | Actual YTD Figures |
|-----------------------------------------------------------|-------------------------------|------------------------------|--------------------------|
| Externally Restricted | | | |
| Sewerage Services | 2,855,590 | 2,855,590 | 3,095,307 |
| Domestic Waste Management | 1,245,567 | 1,245,567 | 1,215,116 |
| Stormwater Drainage Flood Studies & Construction Programs | 92,910 | 92,910 | 260,940 |
| \$94 Contributions | 245,892 | 245,892 | 308,772 |
| Unspent Restricted Grants | 491,670 | 797,919 | 596,698 |
| Pinnacle Externally Restricted | 946,449 | 946,449 | 1,566,473 |
| Total Externally Restricted | 5,878,078 | 6,184,327 | 7,043,305 |
| Internally Restricted | | | |
| Pinnacle Internally Restricted | 2,205,982 | 2,311,530 | 2,505,731 |
| Other Waste Management | 652,245 | 652,245 | 650,970 |
| Leave Reserves | 2,199,905 | 2,199,905 | 2,199,905 |
| Roads Reserve | 500,000 | 500,000 | 500,000 |
| Local Roads | 900,583 | 900,583 | 813,818 |
| 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 | 10,558 |
| Medical Complex Development | 28,605 | 28,605 | 10,570 |
| Infrastructure | 1,156,589 | 1,156,589 | 1,143,737 |
| Infrastructure - Airpark Estate | 0 | 0 | 206,908 |
| Digital Two Way Radio Upgrade | 80,000 | 80,000 | 80,000 |
| Computer Upgrade | 211,864 | 211,864 | 255,819 |
| Sports Council Requirements | 58,566 | 58,566 | 58,566 |
| Youth Donations | 3,436 | 3,436 | 0 |
| Revotes | 494,852 | 399,852 | 654,883 |
| Airside Maintenance | 137,600 | 137,600 | 129,655 |
| Temora Agricultural Innovation Centre Maintenance Reserve | 10,969 | 10,969 | 19,589 |
| Temora Pool Upgrade | 295,240 | 295,240 | (0) |
| Total Internally Restricted | 10,353,303 | 10,363,851 | 10,845,333 |
| Total Restricted Reserves | \$ 16,231,380 | \$ 16,548,177 | 17,888,639 |
| Cash & Investments | | | |
| Westpac Cheque Account | | | 1,111,305 |
| Macquarie Bank DEFT Account | | | 0 |
| AMP Business Saver Account | | | 307,452 |
| AMP Notice Account | | | 820,347 |
| Macquarie Bank Cash Management Accelerator Account | | | 507,455 |
| Westpac Cash Reserve | | | 502,963 |
| Term Deposits held with: | | | |
| Bank of Queensland | | | 1,000,000 |
| National Australia Bank | | | 8,137,544 |
| Commonwealth Bank of Australia | | | 1,000,000 |
| AMP Bank | | | 505,245 |
| Macquarie Bank | | | 2,522,606 |
| Westpac Bank | | | 500,000 |
| Northern Territory Treasury Bonds | | | 1,000,000 |
| ME Bank | | | 0 |
| Total Cash & Investments | \$ 16,231,380 | \$ 16,548,177 | 17,914,917 |
| Less Funds required for operational purposes | | | (1,000,000) |
| Cash & Investments Available for Reserves | 16,231,380 | 16,548,177 | 16,914,917 |
| Funding Deficit | | | (973,721) |

I certify that the investments have been made in accordance with the Act, the Regulations and Council's actual Investment Policy.

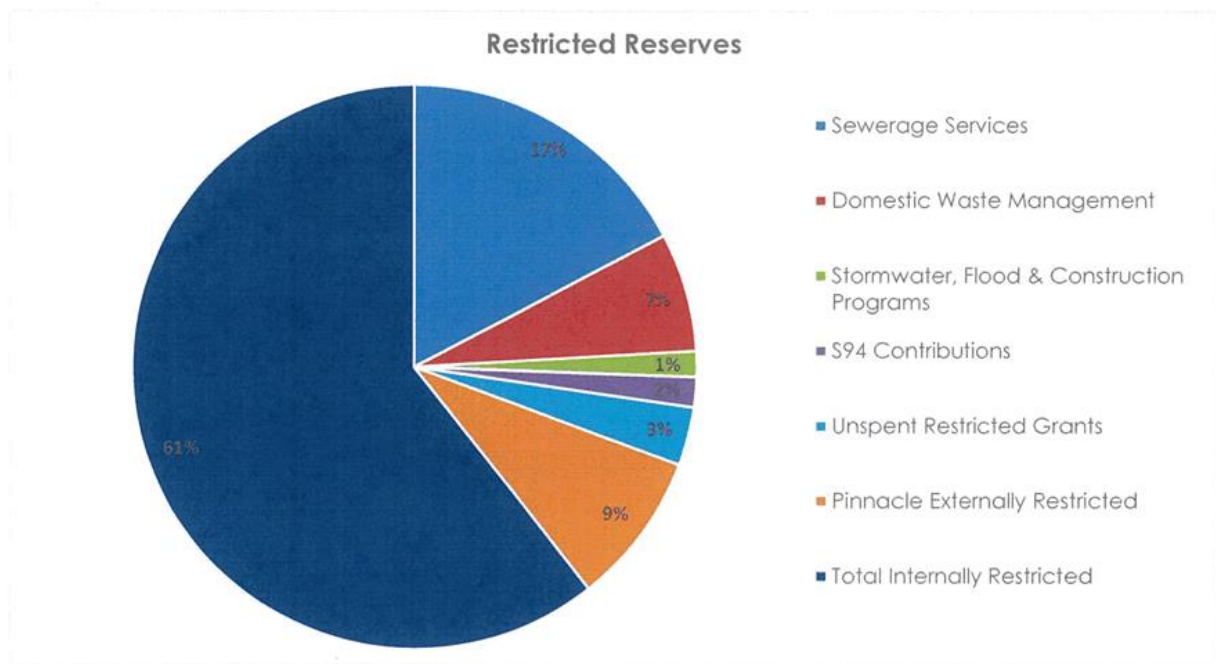

 Elizabeth Smith



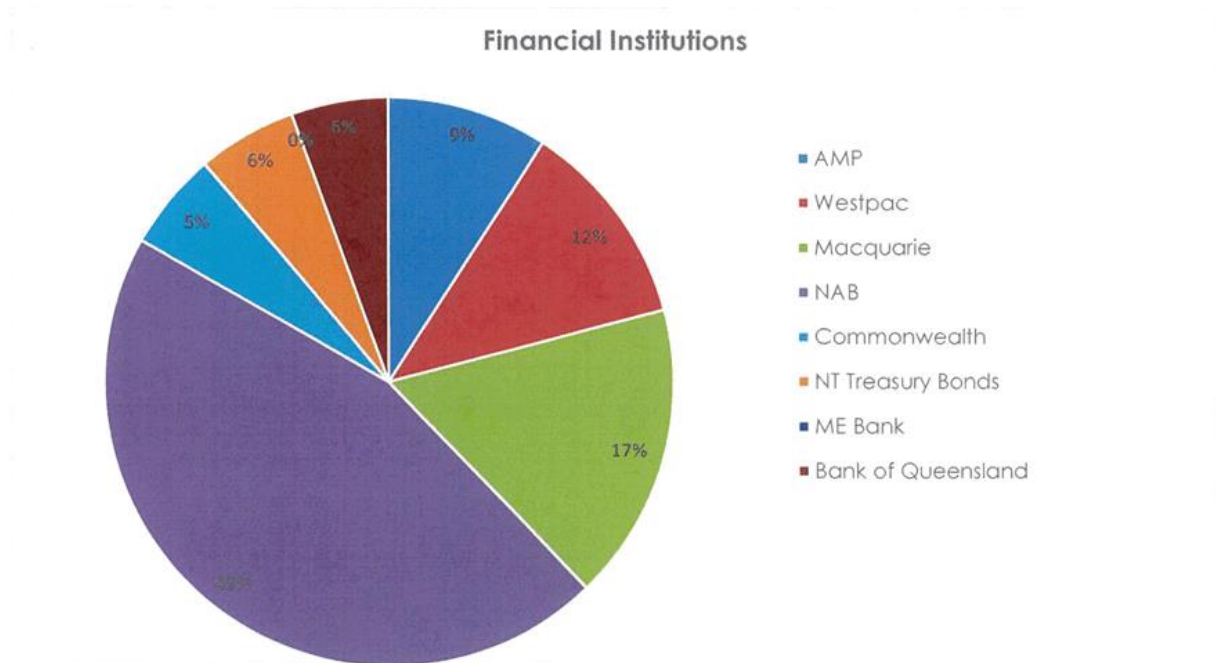
Temora Shire Council

Cash & Investments

For the period ended 31st December, 2022



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.

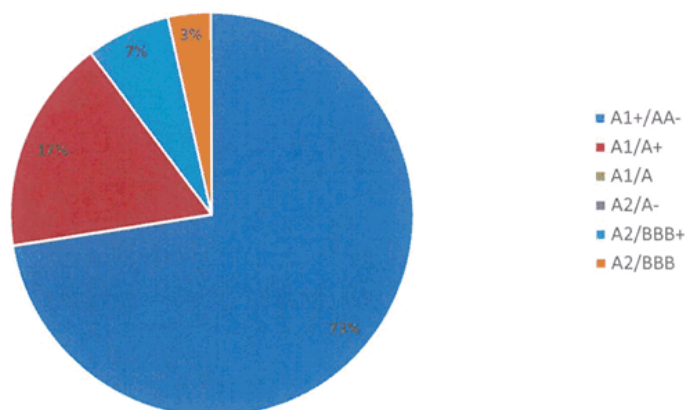


Temora Shire Council
Cash & Investments

For the period ended 31st December, 2022

| Institution | Rating | Type | Date Lodged | Rate | Term (days) | Maturity Date | Amount Invested | Institution Total |
|-------------------------------------|---------|-------------------------------------|-------------|-------|-------------|---------------|------------------------|----------------------|
| Cash Held | | | | | | | | |
| Westpac Bank | A1+/AA- | Cheque account | | 0.00% | | | 1,111,305.00 | |
| Westpac Bank | A1+/AA- | Cash Reserve | | 1.15% | | | 502,963.46 | 1,614,268.46 |
| Macquarie Bank | A1/A+ | Cash Management Accelerator Account | | 3.30% | | | 507,455.11 | 507,455.11 |
| AMP Bank | A2/BBB | Business Saver | | 1.50% | | | 307,452.12 | |
| AMP Bank | A2/BBB | 31 Day Notice Account | | 3.55% | | | 820,346.96 | 1,127,799.08 |
| | | | | | | | Total Cash Held | 3,249,522.65 |
| Investments Held | | | | | | | | |
| Bank of Queensland | A2/BBB+ | Term Deposit | 22/06/18 | 3.55% | 1825 | 22/06/23 | 500,000.00 | |
| Bank of Queensland | | Term Deposit | 21/06/19 | 2.35% | 1825 | 19/06/24 | 500,000.00 | 1,000,000.00 |
| National Australia Bank | A1+/AA- | Term Deposit | 19/12/22 | 0.69% | 367 | 7/06/23 | 500,000.00 | |
| National Australia Bank | | Term Deposit | 17/08/22 | 3.66% | 287 | 31/05/23 | 545,273.70 | |
| National Australia Bank | | Term Deposit | 19/01/22 | 0.71% | 365 | 19/01/23 | 513,473.03 | |
| National Australia Bank | | Term Deposit | 8/09/21 | 0.80% | 1097 | 9/09/24 | 504,415.11 | |
| National Australia Bank | | Term Deposit | 2/12/22 | 3.91% | 145 | 26/04/23 | 507,868.69 | |
| National Australia Bank | | Term Deposit | 21/12/22 | 4.13% | 154 | 31/05/23 | 513,013.59 | |
| National Australia Bank | | Term Deposit | 27/01/21 | 1.30% | 1461 | 20/10/25 | 504,622.90 | |
| National Australia Bank | | Term Deposit | 28/03/22 | 3.15% | 1824 | 26/03/27 | 530,000.00 | |
| National Australia Bank | | Term Deposit | 15/06/22 | 3.10% | 218 | 19/01/23 | 503,067.22 | |
| National Australia Bank | | Term Deposit | 28/03/22 | 2.80% | 1095 | 27/03/25 | 502,250.00 | |
| National Australia Bank | | Term Deposit | 14/09/22 | 3.96% | 281 | 22/06/23 | 502,264.53 | |
| National Australia Bank | | Term Deposit | 12/10/22 | 4.03% | 279 | 12/07/23 | 502,407.81 | |
| National Australia Bank | | Term Deposit | 6/04/22 | 1.75% | 365 | 6/04/23 | 500,000.00 | |
| National Australia Bank | | Term Deposit | 29/06/22 | 3.96% | 538 | 19/12/23 | 500,863.02 | |
| National Australia Bank | | Term Deposit | 10/11/22 | 4.26% | 202 | 26/07/23 | 1,008,024.66 | 8,137,544.26 |
| Commonwealth Bank | A1+/AA- | Term Deposit | 18/07/22 | 3.89% | 247 | 22/03/23 | 1,000,000.00 | 1,000,000.00 |
| AMP Bank | A2/BBB | Term Deposit | 3/03/22 | 1.00% | 349 | 15/02/23 | 505,244.60 | 505,244.60 |
| Macquarie Bank | A1/A+ | Term Deposit | 21/04/22 | 1.85% | 365 | 21/04/23 | 508,218.32 | |
| Macquarie Bank | | Term Deposit | 30/11/22 | 3.82% | 98 | 8/03/23 | 512,517.51 | |
| Macquarie Bank | | Term Deposit | 28/09/22 | 3.83% | 147 | 22/02/23 | 501,869.86 | |
| Macquarie Bank | | Term Deposit | 28/06/22 | 3.87% | 330 | 24/05/23 | 1,000,000.00 | 2,522,605.69 |
| Westpac Bank | A1+/AA- | Term Deposit | 29/08/22 | 4.16% | 367 | 29/08/23 | 500,000.00 | 500,000.00 |
| Northern Territory Treasury | A1+/AA- | Treasury Bonds | 24/03/21 | 0.80% | 1178 | 15/06/24 | 500,000.00 | |
| Northern Territory Treasury | | Treasury Bonds | 31/05/21 | 1.30% | 1841 | 15/06/26 | 500,000.00 | 1,000,000.00 |
| | | | | | | | 14,665,394.55 | 14,665,394.55 |
| Total Cash & Investments | | | | | | | | 17,914,917.20 |

Standard & Poors Short Term/Long Term Credit Ratings



Graph One - proportion of investments held by Standard & Poors credit ratings.

19.6 BORROWINGS

File Number: REP22/1638
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 @ 31/12/2022 | Term | End Date |
|-----------------------|-------------|---------------|-----------------------|----------------------|--------|----------|
| Depot Purchase | \$2,000,000 | 3.1% | \$283,242 | \$999,100 | 8 yrs | 2026 |
| SIL House | \$1,000,000 | 1.45% | \$132,616 | \$699,845 | 8 yrs | 2028 |
| Swimming Pool Upgrade | \$1,210,280 | 3.29 % | \$82,831 | \$1,177,755 | 20 yrs | 2042 |
| Totals | | | \$498,689 | \$2,876,700 | | |

19.7 RATES REPORT - DECEMBER 2022

File Number: REP23/39

Author: Executive Assistant

Authoriser: General Manager

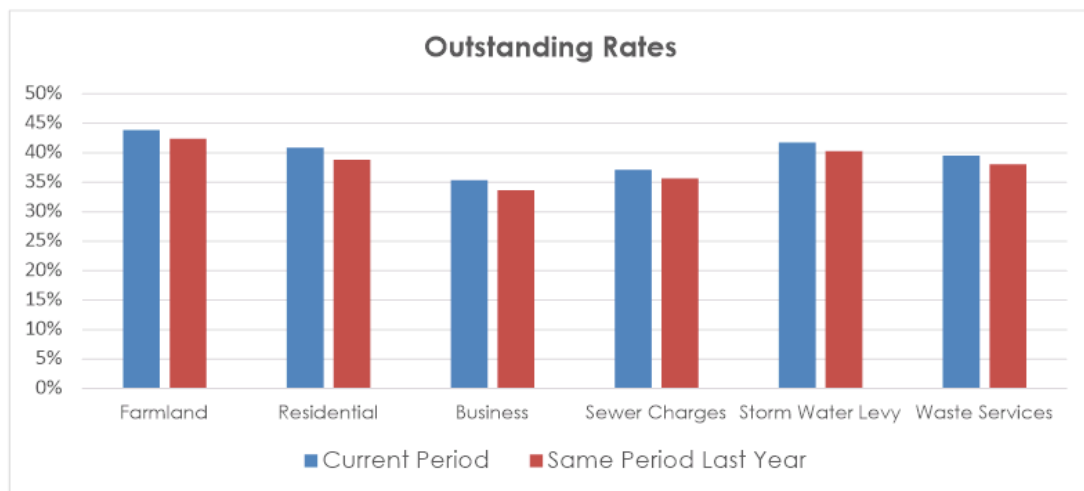
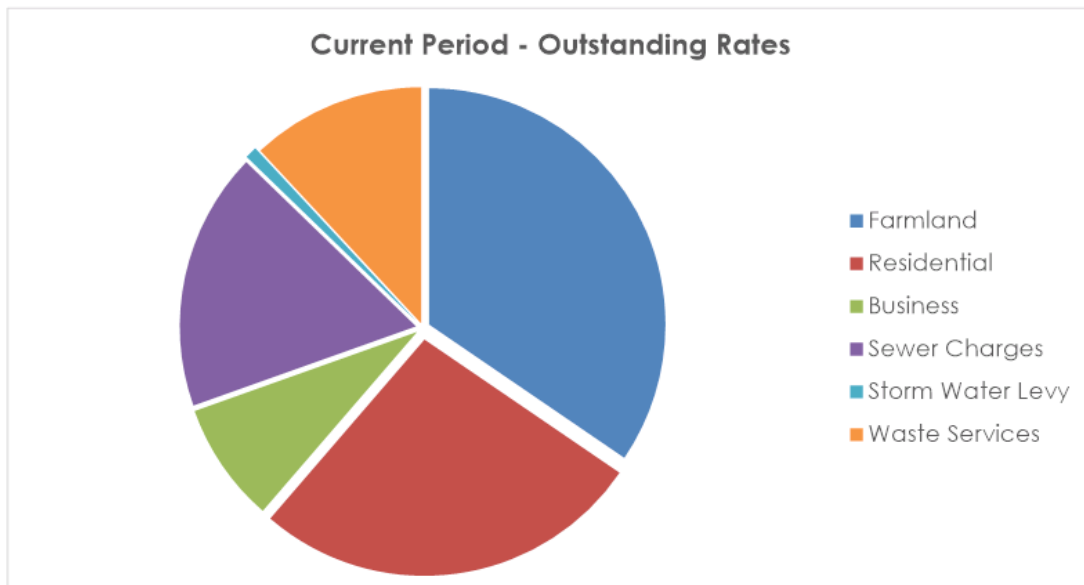
Attachments:

1. Rates Collection
2. Rates Chart



Temora Shire Council
Rates Collections
 For the period ended 31 December, 2022

| General Rates Category | Total Rates Levied (Incl Arrears) | Pension Rebates | Payments | Same Period last year | | |
|----------------------------------------------|--------------------------------------|---------------------|-----------------------|----------------------------|---------------------------|---------------------------|
| | | | | Rates Outstanding \$ | Rates Outstanding % | Rates Outstanding % |
| Farmland | 2,044,657.25 | (3,422.46) | (1,145,817.89) | 895,416.90 | 44% | 42% |
| Residential Temora - Occupied | 1,416,952.38 | (76,789.34) | (783,484.84) | 556,678.20 | 42% | 40% |
| Residential Temora - Vacant | 64,332.75 | 0.00 | (41,347.23) | 22,985.52 | 36% | 33% |
| Residential - Ariah Park | 88,557.38 | (5,979.80) | (44,756.94) | 37,820.64 | 46% | 41% |
| Residential - Springdale | 12,570.16 | (988.31) | (6,144.14) | 5,437.71 | 47% | 37% |
| Rural Residential | 165,236.52 | (9,575.95) | (100,494.48) | 55,166.09 | 35% | 33% |
| Residential - Temora Aviation | 45,433.56 | (688.44) | (28,117.66) | 16,627.46 | 37% | 36% |
| Business Temora - Hoskins Street | 265,687.07 | (161,783.46) | (103,903.61) | 103,903.61 | 39% | 38% |
| Business Temora - Town | 278,514.73 | (186,803.65) | (91,711.08) | 86,526.87 | 33% | 31% |
| Business Temora - Aviation | 27,854.66 | (18,471.45) | (9,383.21) | 9,383.21 | 34% | 28% |
| Business - Ariah Park | 21,512.35 | (13,995.96) | (7,516.39) | 7,516.39 | 35% | 25% |
| Business - Other | 10,070.39 | (9,033.97) | (1,036.42) | 1,658.94 | 10% | 17% |
| Services | | | | | | |
| Residential Sewer Charges | 1,118,735.89 | (37,523.21) | (644,793.71) | 436,418.97 | 40% | 39% |
| Non-Residential Sewer Access & Usage Charges | 153,771.50 | (131,771.95) | (21,999.55) | 21,999.55 | 14% | 10% |
| Storm Water Levy | 51,372.43 | (29,944.89) | (21,427.54) | 21,427.54 | 42% | 40% |
| Domestic & Rural Waste Services | 679,255.45 | (38,396.21) | (377,818.01) | 263,041.23 | 41% | 39% |
| Trade Waste Services | 142,441.82 | (96,010.92) | (46,430.90) | 46,430.90 | 33% | 34% |
| Overpayments | (102,962.41) | | 77,498.16 | (25,464.25) | | |
| Legal charges | 14,083.88 | | (2,645.63) | 11,438.25 | | |
| Total | 6,498,077.76 | (173,363.72) | (3,745,738.62) | 2,578,975.42 | 40% | 39% |



19.8 TEMORA MEMORIAL TOWN HALL - INCOME & EXEPNDITURE DECEMBER 2022

File Number: REP23/33

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Town Hall Income & Expenditure December 2022



Temora Shire Council

Temora Memorial Town Hall**Income & Expenditure**

For the period ended 31st December, 2022

| | Current YTD | Prior YTD |
|------------------------------------------|------------------|------------------|
| Income | | |
| Facility Hire | 21,521 | 9,672 |
| Other Sundry Income | - | - |
| Total Income | 21,521 | 9,672 |
| Expenditure | | |
| Utilities | | |
| Electricity & Gas | (5,132) | (3,114) |
| Rates | (4,313) | (4,129) |
| Water | (332) | (332) |
| Cleaning | (5,607) | (5,879) |
| Maintenance | (3,504) | (5,538) |
| Administration | | |
| Employee Costs | (2,932) | (3,486) |
| Depreciation | (29,456) | (52,657) |
| Insurance | (25,193) | (21,684) |
| Organisation Support Costs | (24,689) | (22,876) |
| Other/Miscellaneous | (8) | (1,611) |
| Total Expenditure | (101,166) | (121,306) |
| Total Town Hall Surplus/(Deficit) | (79,645) | (111,634) |
| Internal Hire/Donation | 2,717 | 2,138 |

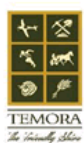
19.9 TOWN HALL THEATRE - OPERATING STATEMENT DECEMBER 2022

File Number: REP23/31

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Cinema - Operating Statement December 2022



Temora Shire Council

Temora Town Hall Theatre**Operating Statement**

For the period ended 31st December, 2022

| | Current YTD | Previous YTD |
|---------------------------------------|--------------------|--------------------|
| Candy Bar | | |
| Income | 15,579 | 15,093 |
| Purchases | (7,965) | (4,895) |
| | 7,614 | 10,198 |
| Admissions | | |
| Income | 29,035 | 24,553 |
| Gold Class Ticket Sales | 764 | - |
| Audio Visual Purchases | (21,778) | (14,509) |
| | 8,020 | 10,044 |
| Other Income | | |
| Facility Hire | 455 | 2,764 |
| Sale of Advertising | - | 364 |
| Donations | 25 | - |
| | 480 | 3,127 |
| Other Costs | | |
| Advertising | (50) | (434) |
| Bank Fees | (660) | (616) |
| Building Maintenance | (46) | - |
| Cleaning | (2,027) | (2,021) |
| Computer Costs | (2,529) | (2,554) |
| Freight | - | (130) |
| General Maintenance | (3,704) | - |
| Insurance | (6,614) | (5,706) |
| Licences & Permits | (773) | - |
| Materials Purchased | (1,148) | (666) |
| Rates & Electricity | (4,037) | (4,451) |
| Employee Costs | (15,722) | (19,669) |
| Sundry Expenses | 29 | 71 |
| Telephone & Internet | (605) | (804) |
| Volunteer Support | (700) | (501) |
| Depreciation | (250) | (1,465) |
| | (38,838) | (38,947) |
| Total Cinema Surplus/(Deficit) | (\$ 22,724) | (\$ 15,578) |
| Internal Hire/Donation | - | - |

19.10 FRIENDS OF THE TEMORA SHIRE CEMETERIES MINUTES HELD 5 DECEMBER 2022

File Number: REP23/18

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Friends of the Cemetery - Minutes

FRIENDS OF THE TEMORA SHIRE CEMETERIES

(Incorporated with the Temora Shire Council)

| | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| Ian Preston (Group Pres) 32 Gallipoli St Temora NSW 2666 Ph. 0428 729 410 Email us at: temshire@temora.nsw.gov.au | Pat Taylor (Hon Sec) 22 Lawson Rd Temora 2666 Merryl Graham (Hon Treas.) PO Box 251 Temora 2666 | Temora Shire Council PO Box 262 Temora NSW 2666 Ph. 02 6980 1100 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|

- be sure to direct it for our attention.

Minutes of the Friends of the Temora Shire Cemeteries Meeting

Monday 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, 2nd 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, 2nd 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

19.11 JO DRAFT BOARD MINUTES - DECEMBER 2022

File Number: REP22/1621

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. JO Board Minutes December 2022



Riverina Joint Organisation

Minutes

Board Meeting held

9 December 2022

**Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club,
Fernleigh Rd, Wagga Wagga on Friday 9 December 2022**

The meeting opened at 9:10am

Present

| | | |
|---------------------|---------------------------------------|-----------|
| Alison Balind | Bland Shire Council | Alternate |
| Cr David McCann OAM | Coolamon Shire Council | |
| Tony Donoghue PSM | Coolamon Shire Council | |
| Cr Charlie Sheahan | Cootamundra-Gundagai Regional Council | |
| Cr Tony Quinn | Greater Hume Shire Council | |
| Evelyn Arnold | Greater Hume Shire Council | |
| Cr Robert Callow | Junee Shire Council | Alternate |
| 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 Tim Koschel | Riverina Water County Council | |
| Andrew Crakanthorp | Riverina Water County Council | |
| Giles Butler | Department of Regional NSW | |
| Julie Briggs | Riverina Joint Organisation | |
| Andrew Trenaman | Riverina Joint Organisation | |

1. Apologies

RESOLVED on the motion of Cr T. Quinn seconded Cr C. Sheahan that the apologies of Cr N. Smith, Cr M. Stadtmiller, Cr B. Monaghan, Cr G. Sinclair, Cr D. Tout, G. Baker, L. McMahon, P. Thompson, A. Drenovski and C. Templeton be accepted.

2. Move to Committee of the Whole

RESOLVED on the motion of Cr D. McCann, seconded Cr T. Quinn 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 D. McCann, seconded Cr T. Quinn that the minutes of the 28 October 2022 Board meeting be confirmed as a true and accurate record.

5. Business Arising from Previous Board Meetings

A response to Senior Staff Contracts review was not lodged as the JO had already corresponded with the Minister regarding its stance on retaining the *status quo* in relation to the use of contracts or the Award for senior staff. It should be a matter for the individual council to decide.

6. Correspondence

Department of Planning Response to Exhibition Timeframes – correspondence in response to the JO's letter.

Chairman

CEO

**Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club,
Fernleigh Rd, Wagga Wagga on Friday 9 December 2022**

RESOLVED on the motion of Cr C. Sheahan seconded Cr T. Quinn that the Board write to LGNSW to determine what steps LGNSW is taking to advance the motion regarding exhibition and response timeframes that was passed at the LGNSW Conference.

RESOLVED on the motion of Cr D. McCann, seconded Cr G. Verdon that the Board receive and note the correspondence.

7. Chief Executive Officer Report

7.1 JO Funding Arrangements and Implementation Plan

JO Implementation Plan – noted. Cr Firman advised the Board that Mrs Ally Dench had resigned her position as Executive Director of OLG, her tenure will end in late January. She commenced with the OLG in October 2021.

7.2 JO Core Activities - Regional Planning

JO Capacity Building Funding Stage Two

- **Skills Shortages Project** – noted.
- **Leveraging Economic Development** – noted.

RESOLVED on the motion of Cr D. McCann, seconded Cr B. Callow that the Board:

1. Agree to participate in the RDA-Riverina's Workforce Histogram project and contribute \$10,000 toward the project providing the RDA is successful in securing the balance of the financial support required for the project
2. Note the Report on the Capacity Building Funding.

Regional Water Strategy – noted.

Riverina-Murray Regional Plan – noted

Regional Housing Shortage – noted

Draft Destination Riverina-Murray Tourism Plan – noted.

LGNSW-JO Committee on Local Water Utilities – the Board discussed the DPE proposal to make it easier for Local Water Utilities to issue dividends to councils. It was agreed that J. Briggs should approach CNSWJO to obtain a copy of their submission on the issue, if they had prepared one, for distribution to the JO Member Councils.

Review of the Regional Economic Development Strategies (REDS) – noted

7.3 JO Working Party Meetings

Working Parties have not met since the last Board meeting.

Chairman

CEO

**Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club,
Fernleigh Rd, Wagga Wagga on Friday 9 December 2022**

7.4 JO Core Activities – Advocacy and Lobbying

28 Day Response Time for Major Projects, State Significant Developments and Legislative Changes

– a letter on the issue was received from the Department of Planning which did not address matters beyond the minimum exhibition periods for planning issues. The Board agreed that the JO should write again following the March elections.

Closure of Sleeper Car Services on the XPT – noted.

Rate Peg Methodology Review

RESOLVED on the motion of Cr G. Verdon, seconded Cr B. Callow that the JO adopt the response to the Rate Peg Methodology Review.

RFS Assets Vested with Councils

RESOLVED on the motion of Cr C. Sheahan seconded Cr D. McCann that the JO write to LGNSW and Country Mayors to raise the issue of the legal exposure that councils face with regards to owning the RFS assets but not controlling them, requesting support for clarification on the issue.

Audit, Risk and Improvement Committee (ARIC) – noted.

7.5 JO Core Activities – Intergovernmental Co-operation

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. Verdon, seconded Cr T. Quinn that the Board receive the CEO's Report.

8. JO Chairman's Report

Meeting with Hon Paul Toole MP – noted

Joint JO Chairs' Forum Meeting – Cr Firman advised that the Minister, the Hon Wendy Tuckerman addressed the Chairs, advising that they want to encourage councils not in JOs to join or return. The Forum was also addressed by the Shadow Minister, Greg Warren who advised that one size does not fit all councils when it comes to collaboration. They are intending to facilitate whatever structure councils want to use for collaboration such as JOs, ROCs or alliances.

RESOLVED on the motion of Cr C. Sheahan, seconded Cr G. Verdon that the Board receive and note the Chairman's Report.

9. Finance Report

Year to Date Financials

RESOLVED on the motion of Cr D. McCann, seconded Cr B. Callow that the Board receive the Year-to-Date Finance Report

Chairman

CEO

**Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club,
Fernleigh Rd, Wagga Wagga on Friday 9 December 2022**

10. Governance

Annual Performance Statement

RESOLVED on the motion of Cr D. McCann, seconded Cr G. Verdon that the JO adopt the 2022 Annual Performance Statement and send same to the OLG and the Minister for Local Government, the Hon Wendy Tuckerman MP.

The Way Forward: One Organisation

RESOLVED on the motion of Cr D. McCann, seconded Cr T Quinn that the JO Board write to the Minister for Local Government, the Hon Wendy Tuckerman MP, to advise of the Board's decision to place the JO into hiatus with copies of the correspondence to local State Members, the Shadow Minister for Local Government, Greg Warren, LGNSW and Country Mayors.

Compliance Activities

RESOLVED on the motion of Cr G. Verdon, seconded Cr D. McCann that the JO Board:

1. Adopt the Board Expenses and Facilities Policy
2. Approve the structure for the JO's operations until 30 June 2023
3. Continue to pursue the Regional Priorities in the current listing with the addition of Regional Housing.

RESOLVED on the motion of Cr G. Verdon, seconded Cr C. Sheahan that the JO Board:

1. The amended Code of Meeting Practice be reviewed by the Governance Committee prior to being considered for adoption at the February Board meeting
2. The amended Code of Conduct be reviewed by the Governance Committee prior to be considering for adoption at the February Board meeting

Pecuniary Interest Returns – noted

2023 Meeting Board Meeting Dates – noted.

11. Urgent Business without Notice

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

RESOLVED on the motion of Cr T. Quinn, seconded Cr G. Verdon that the Board move out of Committee of the Whole.

13. Next Board Meeting

The Board of the Riverina JO will next meet on Friday, 24 February at The Rules Club, Wagga Wagga.

Meeting closed at 10.15 am

Chairman

CEO

19.12 REROC DRAFT BOARD MINUTES - DECEMBER 2022

File Number: REP22/1623

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. REROC Board Minutes December 2022

RIVERINA EASTERN REGIONAL ORGANISATION OF COUNCILS
MINUTES OF THE BOARD MEETING
held at The Rules Club, Fernleigh Rd, Wagga Wagga
Friday 9 December 2022

Meeting opened at 11:15am

PRESENT

| | | |
|---------------------|---------------------------------------|-----------|
| Alison Balind | Bland Shire Council | Alternate |
| Cr David McCann OAM | Coolamon Shire Council | |
| Tony Donoghue PSM | Coolamon Shire Council | |
| Cr Charlie Sheahan | Cootamundra-Gundagai Regional Council | |
| Cr Tony Quinn | Greater Hume Shire Council | |
| Evelyn Arnold | Greater Hume Shire Council | |
| Cr Robert Callow | Junee Shire Council | Alternate |
| 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 | |
| Julie Briggs | Riverina Joint Organisation | |
| Andrew Trenaman | Riverina Joint Organisation | |

APOLOGIES

Apologies for non-attendance were received from Cr N. Smith, Cr M. Stadtmiller, Cr B. Monaghan, G. Baker, L. McMahon, A. Drenovski and R. Whiting be accepted.

Moved Cr. C. Sheahan, seconded Cr. B. Callow that the apologies be accepted.

CARRIED

CONFIRMATION OF MINUTES

Moved Cr T. Quinn, seconded T. Donoghue that the minutes of the meeting held on 28 October 2022 be confirmed.

CARRIED

BUSINESS ARISING

Letter of Thanks has been sent to the Hon Mick Veitch.

Letter to Chris Minns, Leader of NSW Labour re rural and regional representation has been sent.

CORRESPONDENCE

Moved P. Veneris, seconded J. Davis that the correspondence be received.

CARRIED

CHIEF EXECUTIVE OFFICER'S REPORT

The report was tabled. J Briggs raised the following issues with Members:

Moving Forward: One Organisation

Moved Cr C. Sheahan, seconded T. Donoghue that the Board write to the Minister for Local Government, the OLG, the Shadow Minister for Local Government, Greg Warren MP to advise that the REROC Board accepts the decision of the JO Board to place the JO into hiatus and will from 1 July 2023 provide the three core functions previously provided by the JO. Copies to local members, LGNSW and Country Mayors.

CARRIED

Rates Methodology Review – noted.

Disaster Risk Recovery Funding

Moved Cr T. Quinn seconded T Donoghue that:

- 1. REROC signed the Funding Deed for the DRR funding; and*
- 2. The members of the Critical Events Co-ordination Committee be asked to form the Steering Committee for the project*

CARRIED

Southern Lights – noted.

AER Determination – noted

UGL Road-Rail Interface Agreements – noted.

Joint Organisation Net Zero Funding – noted.

Regional Housing Strategy - noted

Meeting Dates for REROC Board meetings – the dates for 2023 are as follows:

Friday, 24 February 2023

Friday, 28 April 2023

Friday, 23 June 2023

Friday, 25 August 2023

Friday, 27 October 2023

Friday, 8 December 2023

Moved P. Veneris, seconded Cr. G. Verdon 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 - noted

Workforce Development Group – noted.

Water and Wastewater Technical Group – noted.

Energy Management Group – noted.

Infrastructure/Engineers Group – noted.

Riverina Spatial Information Group (RIVSIG)

Moved Cr G. Verdon, seconded J. Davis that the Board move a motion of thanks to Andrew Trenaman for the work he undertook in the organisation of the Mapped Out Conference which was instrumental in the success of the event.

CARRIED

Moved G. Lavelle, seconded Cr C. Sheahan that the Resource Sharing report be received.

CARRIED

TREASURER'S REPORT

The report was tabled by T Donoghue.

Moved T. Donoghue, seconded A. Balind the Finance Report be received.

CARRIED

WASTE FORUM REPORT

The report was tabled. J. Briggs raised the following issues with Members:

Regional Waste Strategy – comments on the Strategy are to be sent to the J. Briggs by the end of next week.

New Procurement Service from the EPA – noted

ASPIRE Program – noted

Container Deposit Scheme: Return and Earn - noted.

E-Waste – noted.

Regional Contracts – noted

School Projects – noted.

Community Recycling Centres – noted.

Solar Farm Construction Waste – noted

Plastic Forest Expo: Circular Economy Procurement – noted

RENEW Meeting November 2022 – noted.

Moved E. Arnold, seconded G. Lavelle 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 – noted.

Moved A. Balind seconded Cr T. Quinn 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.

Bitumen Emulsion Tender – noted

Used Lead Acid Batteries Panel – noted.

Moved Cr G. Verdon, seconded P. Veneris 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:

Storage of Hazardous Materials and Floods – this issue has come to light following the severe floods in the north of the State. Hazardous materials had been stored in locations that were subject to flooding causing major problems. The Project is looking to arrange a workshop next year to share the learnings from flood impacted communities. This issue also has the potential to be included in the Disaster Risk Recovery project.

Moved Cr C. Sheahan, seconded T. Donoghue that the Contaminated Land Management Report be noted and received.

CARRIED

GENERAL BUSINESS

No General Business

NEXT MEETING

Friday 24 February 2023 at the Rules Club, Wagga Wagga, at 11.00.

CLOSURE

Meeting closed at 12:15pm

19.13 HERITAGE COMMITTEE MINUTES HELD 15 DECEMBER 2022

File Number: REP22/1643

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Heritage Committee December 2022

MINUTES OF THE MEETING OF THE TEMORA HERITAGE COMMITTEE

Meeting Held: Temora Shire Council Chambers on 15th December, 2022

Present: Kris Dunstan (Chair), David Scoble, Cr Nigel Judd, Michael Collins, Wilma McCubbin, Claire Golder, Ros Hartwig, Cr Claire McLaren, Cr Jason Goode, Meryll Graham, Earl Kotzur and Sally Hurst

Apologies: Dale Wiencke, Belinda Bushell, Rod Ballantyne

Commenced: 12.01 PM

| ITEM | | ACTION | DATE |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|----------|
| 1 | <p>Confirmation of Minutes –</p> <p>It was Moved by Ros Hartwig and Seconded by Meryll Graham that the minutes be accepted.</p> | | |
| 2 | <p>Business Arising –</p> <ul style="list-style-type: none"> • Interpretative Panel Book <ul style="list-style-type: none"> ➤ Requested Mark Rayner from Cuttlefish Designs to print 100 copies of the book. Cost totalling \$ 2,690.00 gst inclusive. ➤ We hope to have them ready within the first couple of months in 2023 and possibly launch in conjunction with DRENCH/Marie Narelle book. ➤ It was discussed to charge \$40.00 per book. ➤ Council could purchase as a gift for dignitaries. | Sal to follow up progress with Mark | Jan 2023 |

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| | <ul style="list-style-type: none"> • Satellite Airfield Tours <ul style="list-style-type: none"> ➤ Tours 1, 2 and 4 are done in draft format. ➤ Looking to drive around early next year (Feb) to ensure numbering is in sync. ➤ Text provided by Anna – we need to format Feb/Mar to match size of panel and erect at Aviation Museum. • Oral History Project <ul style="list-style-type: none"> ➤ Cr McLaren advised Rob Willis is up to the credits and acknowledgements at the end of the short film on David Schlunke. He is hoping to visit David again soon. Fourteen paintings have been selected and recordings taken describing each one approx. 1.1 ½ minutes long. In total there are approx. 3-4 hours of recorded material which can be used as a resource in the future. This will be stored at the Bundawarra Centre. ➤ Currently we have 10 people keen to undertake the training. No date has been set as yet for the training, we are hoping to hear from Rob early next year to secure a suitable day and time. • Main Street Verandah Restoration <ul style="list-style-type: none"> ➤ Need to make a case to Council early next year for support with this project. Looking to secure \$15,000.00 – concentrate on one project per year. ➤ Prepare a short audio visual list, as done at Broken Hill, placing | David, Wilma and Ros | Ongoing |
| | | | Ongoing |
| | | | Ongoing |

| | | | |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--|
| | verandah upgrades into categories, new verandahs, re-instatments, shop front tiles etc. | | |
| 3 | Heritage Fund Applications – ➤ No applications received. | | |
| 3 | Heritage Advisors Report – ➤ Reported and discussed by David | | |
| 4 | Meeting Notice – ➤ Current Projects – all moving along ➤ General Business from Notice – Sproules Lagoon – Grant Application was not ready in time for the cut off date. David sharpened up the proposal, is ready to go next time. Chinese Heritage – researching Chinese families. An interesting part of the Chinese family history is brothers and sisters have different surnames eg. Mee Ling and Wee Ling. Discussions with Peter Allen in regard to the 100 or so workers on their farm carrying out work such as dam building and ringbarking. Need to include all information and record in a sensitive manner. In particular the matter under the White Australia Policy that were derogative/controversial. The end goal is to have the information compiled printed and published. | Merryl and Ros | |
| 4 | General Business from the Meeting – • Cr Judd – spoke about the Forrest Hill Memorial Training School, a mural painted on a water tank features Temora and the Flying School. | | |

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| | | <p>Publicity posters for Subdivisions, Land Titles in Sydney brought out a brochure, Aiah Park featured on the front page. Looking into further research, will bring in what he has to share at the next meeting.</p> <ul style="list-style-type: none"> • Wilma – with help from Meryll and Ros the Quondary Run Interpretative Panel is now completed. Needs to be framed, will make contact with Mike Tucker from the Men's Shed to see if they can be of assistance. Looking to erect to panel on the wide verge in front of the homestead. Spoke of her disappointed in one of the original 4 street names having a section changed from Austral Street to Murphy Street. Possibly place a small sign under the street post sign of Murphy Street with – formerly Austral Street. Discuss further with the Engineering Department. • Meryll – Noted an apology printed in the Independent to the Friends of the Cemetery, a previous article had named the committee as the Heritage Committee. In reference to the article – WW1 headstone was damaged on the grave of William John Turner aged 23 years in 1918. Assistance was requested through the RSL Sub Branch, looking for \$600 to fund a plaque to be placed on the grave. Ended up with a \$6,000 headstone replacement, the work was carried out by a stone mason from Albury. • Kris – Passed around to meeting attendees a copy of a map of Temoras' street occupancy dating back to 1889. Members of Surveyors Institute come around and pick a town to focus on, they have offered to prepare a panel – at no cost to us. We pay for the frame – they erect it. Supported whole heartedly by the committee members. Looking for guidance where | | |
| | | | Kris to draft a letter | |

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| | is the appropriate place for the panel to be erected as a point of interest. Kris to draft a letter accepting the offer. Moved by Cr Goode and Seconded by Meryll Graham. | |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

Next Meeting: Thursday, 9th February, 2023 at the Temora Shire Council Chambers at 12 Noon.

Meeting Closed at 12.55 PM

19.14 LOCAL GOVERNMENT NSW - RURAL FIRE SERVICE ASSETS**File Number:** REP22/1645**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Local Government NSW

Local Government NSW would like to thank the Temora Shire Council for supporting the campaign against recognising Rural Fire Service Assets.



90879

Our ref: R90/1033-16 Out- 35193

5 December 2022

Mr Gary Lavelle PSM
General Manager
Temora Shire Council

By email: glavelle@temora.nsw.gov.au

Dear Mr Lavelle

Rural Fires Service assets

Thank you for your letter of 11 November 2022 in relation to Rural Fire Service (RFS) mobile assets and qualified audit opinions.

I commend Temora Shire Council for standing firm on this matter of both fact and principle. It is shameful that Temora, like the many other councils that have stood firm in refusing to accept RFS mobile assets as council assets, has been given a qualified audit opinion.

The NSW Government is now presiding over the highest number of qualified audits ever issued to NSW councils.

This situation could have easily been avoided if the NSW Government took the logical and appropriate step and recognised the Red Fleet as State-controlled assets.

Instead, the NSW Government has now loaded more uncertainty on councils at a time when rising costs and extreme weather are placing a huge strain on their finances. This is particularly the case in rural and regional areas like Temora.

As we have said from the beginning of this dispute, it is ludicrous that the NSW Government continues with the nonsensical notion that the Red Fleet should be recorded on councils' financial statements when we have no say in the acquisition, deployment or disposal of these assets.

There is also no rational reason for maintaining this anomaly for the Red Fleet when comparable assets held by Fire and Rescue NSW and the State Emergency Service are the responsibility of these organisations.

Local Government NSW is continuing its representations to the NSW Government, expressing our serious concerns about this latest development and imploring them to resolve this discrepancy as quickly as possible.

LOCAL GOVERNMENT NSW
GPO BOX 7003 SYDNEY NSW 2001
L8, 28 MARGARET ST SYDNEY NSW 2000
T 02 9242 4000 F 02 9242 4111
LGNSW.ORG.AU LGNSW@LGNSW.ORG.AU
ABN 49 853 913 882

I would like to once again thank Temora and the many other councils who have supported the campaign. A united stand places more pressure on the NSW Government to reconsider its nonsensical position.

If you have any queries about the latest developments please contact Shaun McBride, Chief Economist on 02 9242 4072 or email shaun.mcbride@lgnsw.org.au.

Yours sincerely

A handwritten signature in black ink, appearing to be 'SP' with a flourish.

Scott Phillips
Chief Executive

19.15 TEMORA CHRISTIAN LEADERS - THANK YOU**File Number:** REP23/20**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Temora Christian Leaders

Temora Christian Leaders thank Council for the assistance given for the Carols in the Park on 10 December 2022, and to staff member Josh McGee for his assistance in setting up the stage.

88985-2



Attn: Gary Lavelle
Temora Shire Council
105 Loftus Street
Temora NSW 2666

28th December 2022

Re: Christmas Carol Event Saturday December 10th 2022

Dear Gary,

On behalf of Temora Christian Leaders, please accept our sincere thanks for Council's assistance with the Christmas Carols event held on December 10th at Gloucester Park

The Temora Shire Council Employee (Josh McGee) who assisted on the day was most helpful and we appreciated his time and advice.

We thank you for your assistance in making this a wonderful community Christmas event which was thoroughly enjoyed by all who participated and attended.

Best wishes for 2023.

Kind Regards,

Patricia Morris

Past Chairman, Temora Christian Leaders

Temora Christian Leaders – Past Chairman: Ps Patricia Morris
email: temora.christian.leaders@gmail.com
Post: PO Box 137, Temora NSW 2666 Phone: 0458 772188

20 CONFIDENTIAL REPORTS**RESOLUTION 26/2023**

Moved: Cr Graham Sinclair

Seconded: Cr Max Oliver

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993 at 6:26PM:

20.1 General Manager's Performance Review Panel - Informal Review Report December 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).

RESOLUTION 4/2023

Moved: Cr Max Oliver

Seconded: Cr Jason Goode

It was resolved that the General Manager's Performance Review Panel report be noted.

CARRIED

20.2 Unauthorised use of Buildings

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.

RESOLUTION 5/2023

Moved: Cr Jason Goode

Seconded: Cr Lindy Reinhold

It was resolved that Council notes the report.

CARRIED

20.3 Regional Drought Resilience Planning (RDRP) Program

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

RESOLUTION 6/2023

Moved: Cr Jason Goode

Seconded: Cr Graham Sinclair

It was resolved that Council endorse the forming of a consortium with Bland Shire to apply for funding under the Regional Drought Resilience Planning Program.

CARRIED**20.4 Outstanding Signage Projects**

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

RESOLUTION 7/2023

Moved: Cr Graham Sinclair

Seconded: Cr Max Oliver

It was resolved that Council write to the Contractor requesting an update within two weeks from the date of the letter on the outstanding Signage Projects

AND FURTHER

Request a completion date for each project.

CARRIED**20.5 Notice of Rescission - Sale of Land Apollo Place**

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

RESOLUTION 8/2023

Moved: Cr Anthony Irvine

Seconded: Cr Nigel Judd

That the resolution 193/2022 relating to Sale of Land Apollo Place that was passed on 15 December 2022 meeting be rescinded.

CARRIED**20.6 Notice of Motion - Dr Parry Memorial Homes Apollo Place**

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

RESOLUTION 9/2023

Moved: Cr Anthony Irvine

Seconded: Cr Lindy Reinhold

That Council accept the offer received from Dr Parry Memorial Homes as presented in the Confidential Council meeting 15 December 2022.

The Offer is:

- **Payment of the offered price**
- **Five-year term interest free**
- **Road, kerb and guttering to be paid by Dr Parry Memorial Homes at a future date once**

design and costings are known

- Dr Parry Memorial Homes will be responsible for the removal of the two homes fronting Trungley Road
- Soil test is received to the satisfaction of the Dr Parry Homes Committee.

CARRIED

CARRIED

RESOLUTION 27/2023

Moved: Cr Lindy Reinhold

Seconded: Cr Max Oliver

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

CARRIED

21 MEETING CLOSE

The Meeting closed at 7:38 PM.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 16 February 2023.

.....
GENERAL MANAGER

.....
CHAIRMAN