

## Code of Meeting Practice – Riverina Joint Organisation

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## Code of Meeting Practice – Riverina Joint Organisation

**PART 1****INTRODUCTION**

This Code applies to all meetings of the Joint Organisation (JO) and committees of the JO of which all the members are Board Members (committees of the JO). JO committees whose members include persons other than Board Members may adopt their own rules for meetings unless the Board determines otherwise.

JO's must adopt a Code of Meeting Practice that incorporates the mandatory provisions of the Model Meeting Code.

A JO and a committee of the JO of which all the members are Board Members must conduct its meetings in accordance with the Code of Meeting Practice adopted by the Joint Organisation.

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## PART 2

## MEETING PRINCIPLES

JO Board and committee meetings should be:

- 2.1.1. **Transparent** - Decisions are made in a way that is open and accountable.
- 2.1.2. **Informed** - Decisions are made based on relevant, quality information.
- 2.1.3. **Inclusive** - Decisions respect the diverse needs and interests of the local community.
- 2.1.4. **Principled** - Decisions are informed by the principles prescribed under Chapter 3 of the Act.
- 2.1.5. **Trusted** - The community has confidence that Board Members and staff act ethically and make decisions in the interests of the whole community.
- 2.1.6. **Respectful** – Board Members, staff and meeting attendees treat each other with respect.
- 2.1.7. **Effective** - Meetings are well organised, effectively run and skilfully chaired.
- 2.1.8. **Orderly** – Board Members, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting

**PART 3****BEFORE THE MEETING****Timing of ordinary Board meetings**

- 3.1. The JO Board shall, by resolution, set the frequency, time, date and place of its ordinary meetings.
- 3.2. The JO Board must at a minimum meet four (4) times per year.

**Extraordinary meetings**

- 3.3. If the Chair receives a request in writing, signed by at least two (2) Voting Board Members the Chair must call an extraordinary meeting of the JO to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request.
- 3.4. The Chair or the Executive Officer (EO), in consultation with the Chair, may call an extraordinary meeting without the need to obtain the signature of two (2) Voting Board Members to consider urgent business.
- 3.5. For the purpose of clause 3.4, urgent business is any matter that, in the opinion of the Chair or the Executive Officer, requires a decision by the Board before the next scheduled ordinary meeting of the JO.

**Notice to the public of Board meetings**

- 3.6. The JO Board must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the JO.
- 3.7. For the purposes of clause 3.6, notice of a meeting of the JO Board and of a committee of the JO is to be published before the meeting takes place. The notice must be:
  - 3.7.1. published on the JO's website, and
  - 3.7.2. published:
    - 3.7.2.1. where practicable, in a local newspaper or in a newspaper circulating throughout the state (or both), as determined by the Board, or
    - 3.7.2.2. in such other manner as is determined by the Board, with the object of bringing notice of the meeting to the attention of as many people as possible.
- 3.8. For the purposes of clause 3.6, notice of more than one (1) meeting may be given in the same notice.

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**Notice to Board Members of ordinary Board meetings**

- 3.9. The EO must send to each Board Member, at least three (3) days before each meeting of the Board, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.
- 3.10. The notice and the agenda for, and the business papers relating to, the meeting may be given to the Board in electronic form, but only if all Board Members have facilities to access the notice, agenda and business papers in that form.

**Notice to Board Members of extraordinary meetings**

- 3.11. Notice of less than three (3) days may be given to Board Meetings of an extraordinary meeting of the JO Board in cases of emergency.

**Giving notice of business to be considered at Board meetings**

- 3.12. A Board Member may give notice of any business the Board Member wishes to be considered by the Board at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted 5 business days before the meeting is to be held.
- 3.13. A Board Member may, in writing to the Executive Officer, request the withdrawal of a notice of motion submitted by the Board Member prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.

**Questions with notice**

- 3.14. A Board Member may, by way of a notice submitted under clause 3.12, ask a question for response by the Executive Officer about the performance or operations of the JO.
- 3.15. A Board Member is not permitted to ask a question with notice under clause 3.14 that comprises a complaint against the Executive Officer or a member of staff of the JO, or a question that implies wrongdoing by the Executive Officer or a member of staff of the JO.
- 3.16. The Executive Officer or their nominee may respond to a question with notice submitted under clause 3.14 by way of a report included in the business papers for the relevant meeting of the JO or orally at the meeting.

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**Agenda and business papers for ordinary meetings**

- 3.17. The Executive Officer must cause the agenda for a meeting of the Board or a committee of the JO to be prepared as soon as practicable before the meeting.
- 3.18. The Executive Officer must ensure that the agenda for an ordinary meeting of the Board states:
- 3.18.1. all matters to be dealt with arising out of the proceedings of previous meetings of the JO, and
  - 3.18.2. if the Chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
  - 3.18.3. all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
  - 3.18.4. any business of which due notice has been given under clause 3.12.
- 3.19. Nothing in clause 3.18 limits the powers of the Chairperson to put a minute to a meeting under clause 8.6.
- 3.20. The Executive Officer must not include in the agenda for a meeting of the Board any business of which due notice has been given if, in the opinion of the Executive Officer, the business is, or the implementation of the business would be, unlawful. The Executive Officer must report, without giving details of the item of business, any such exclusion to the next meeting of the JO.
- 3.21. Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the Executive Officer, is likely to take place when the meeting is closed to the public, the Executive Officer must ensure that the agenda of the meeting:
- 3.21.1. identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
  - 3.21.2. states the grounds under section 10A(2) of the Act relevant to the item of business.
- 3.22. The Executive Officer must ensure that the details of any item of business which, in the opinion of the Executive Officer, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to the Board for the meeting concerned. Such details must not be included in the business papers made available to the public, and must not be disclosed by a Board Member or by any other person to another person who is not authorised to have that information.

**Availability of agenda and business papers to the public**

- 3.23. Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the Board and committees of the JO, are to be published on the JO's website, and must be

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made available to the public for inspection, or for taking away by any person free of charge at the offices of the JO, at the relevant meeting and at such other venues determined by the JO.

- 3.24. Clause 3.23 does not apply to the business papers for items of business that the Executive Officer has identified under clause 3.21 as being likely to be considered when the meeting is closed to the public.
- 3.25. For the purposes of clause 3.23, copies of agendas and business papers must be published on the JO's website and made available to the public at a time that is as close as possible to the time they are available to Board Members.
- 3.26. A copy of an agenda, or of an associated business paper made available under clause 3.23, may in addition be given or made available in electronic form.

**Agenda and business papers for extraordinary meetings**

- 3.27. The Executive Officer must ensure that the agenda for an extraordinary meeting of the Board deals only with the matters stated in the notice of the meeting.
- 3.28. Despite clause 3.29, business may be considered at an extraordinary meeting of the Board, even though due notice of the business has not been given, if:
  - 3.28.1. a motion is passed to have the business considered at the meeting, and
  - 3.28.2. the business to be considered is ruled by the chairperson to be of great urgency.
- 3.29. A motion moved under clause 3.30.1 can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.
- 3.30. Despite clauses 10.19–10.27, only the mover of a motion moved under clause 3.30.1 can speak to the motion before it is put.
- 3.31. A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.30.2 on whether a matter is of great urgency.

**PART 4****COMING TOGETHER****Attendance by Board at meetings**

- 4.1. All Board Members must make reasonable efforts to attend meetings of the Board and of committees of the JO of which they are members.
- 4.2. Board Members can participate in a Board meeting or a committee meeting either in person or through electronic means.
- 4.3. Where a Board Member is unable to attend one or more ordinary meetings of the Board, the Board Member should request that the Board grant them a leave of absence from those meetings. This clause does not prevent a Board Member from making an apology if they are unable to attend a meeting. However the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.
- 4.4. A Board Member's request for leave of absence from Board meetings should, if practicable, identify (by date) the meetings from which the Board Member intends to be absent and the grounds upon which the leave of absence is being sought.
- 4.5. The Board must act reasonably when considering whether to grant a Board Member's request for a leave of absence.
- 4.6. A Board Member's office will become vacant if the Board Member is absent from three (3) consecutive ordinary meetings of the Board without prior leave of the Board, or leave granted by the Board at any of the meetings concerned, unless the holder is absent because he or she has been suspended from office under the Act, or because the Board has been suspended under the Act, or as a consequence of a compliance order under section 438HA.
- 4.7. A Board Member who intends to attend a meeting of the Board despite having been granted leave of absence should, if practicable, give the general manager at least two (2) days' notice of their intention to attend.

**The quorum for a meeting**

- 4.8. The quorum for a meeting of the Board is a majority of the voting members of the Board.
- 4.9. Clause 4.8 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the Board.

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- 4.10. A meeting of the Board must be adjourned if a quorum is not present:
- 4.10.1. within half an hour after the time designated for the holding of the meeting, or
  - 4.10.2. at any time during the meeting.
- 4.11. In either case, the meeting must be adjourned to a time, date and place fixed:
- 4.11.1. by the chairperson, or
  - 4.11.2. in his or her absence, by the majority of the voting members present, or
  - 4.11.3. Failing that, by the Executive Officer.
- 4.12. The Executive Officer must record in the Board's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the Board, together with the names of the voting members present.

**Entitlement of the public to attend Board meetings**

- 4.13. Everyone is entitled to attend a meeting of the Board and committees of the JO. The Board must ensure that all meetings of the Board and committees of the JO are open to the public.
- 4.14. Clause 4.13 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.
- 4.15. A person (whether a Board Member or another person) is not entitled to be present at a meeting of the Board or a committee of the JO if expelled from the meeting:
- 4.15.1. by a resolution of the meeting, or
  - 4.15.2. by the person presiding at the meeting if the Board has, by resolution, authorised the person presiding to exercise the power of expulsion.

**Attendance of the Executive Officer and other staff at meetings**

- 4.16. The Executive Officer is entitled to attend, but not to vote at, a meeting of the Board or a meeting of a committee of the JO of which all of the members are Board Members.
- 4.17. The Executive Officer is entitled to attend a meeting of any other committee of the JO and may, if a member of the committee, exercise a vote.
- 4.18. The Executive Officer may be excluded from a meeting of the Board or a committee while the Board or committee deals with a matter relating to the standard of performance of the Executive Officer or the terms of employment of the Executive Officer.



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- 4.19. The attendance of other JO staff at a meeting, (other than as members of public) shall be with the approval of the Executive Officer.

**PART 5****THE CHAIRPERSON****The chairperson at meetings**

- 5.1. The Chairperson presides at meetings of the Board.
- 5.2. If the Chairperson is absent, a Board Member elected to chair the meeting by the Board present presides at a meeting of the Board.

**Election of the chairperson in the absence of the elected Chair**

- 5.3. If the Chairperson cannot be present at a meeting of the Board, the first business of the meeting must be the election of a chairperson to preside at that Board meeting.
- 5.4. The election of chairperson must be conducted:
  - 5.4.1. by the Executive Officer or, in the Executive Officers absence, an employee of the JO designated by the Executive Officer to conduct the election.
- 5.5. If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.
- 5.6. For the purposes of clause 5.5, the person conducting the election must:
  - 5.6.1. arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
  - 5.6.2. then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.
- 5.7. The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.
- 5.8. Any election conducted under clause 5.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

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**Chairperson to have precedence**

5.9. When the chairperson rises or speaks during a meeting of the Board:

- 5.9.1. any Board Member then speaking or seeking to speak must, if standing, immediately resume their seat, and
- 5.9.2. every Board Member present must be silent to enable the chairperson to be heard without interruption.

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## PART 6

### MODES OF ADDRESS

- 6.1. The Chairperson is to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.
- 6.2. A Board Member is to be addressed as 'Board Member [surname]'.
- 6.3. A JO officer is to be addressed by their official designation.

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## PART 7

### ORDER OF BUSINESS FOR ORDINARY BOARD MEETINGS

- 7.1. At a meeting of the Board, the general order of the business is as fixed by resolution of the Board.
- 7.2. The order of business as fixed under clause 7.1 may be altered for a particular meeting of the Board if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.
- 7.3. Despite clauses 10.19–10.27, only the mover of a motion referred to in clause 7.2 may speak to the motion before it is put.

**PART 8****CONSIDERATION OF BUSINESS AT BOARD MEETINGS****Business that can be dealt with at Board meetings**

- 8.1. The Board must not consider business at a meeting of the Board:
  - 8.1.1. unless a Board Member has given notice of the business, as required by clause 3.12, and
  - 8.1.2. unless notice of the business has been sent to the Board in accordance with clause 3.9 in the case of an ordinary meeting and clause 3.11 in the case of an extraordinary meeting.
- 8.2. Clause 8.1 does not apply to the consideration of business at a meeting, if the business:
  - 8.2.1. is already before, or directly relates to, a matter that is already before the Board, or
  - 8.2.2. is the election of a chairperson to preside at the meeting, or
  - 8.2.3. subject to clause 8.9, is a matter or topic put to the meeting by way of a Chairperson minute, or
  - 8.2.4. is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the JO.
- 8.3. Despite clause 8.1, business may be considered at a meeting of the Board even though due notice of the business has not been given to the Board Members if:
  - 8.3.1. a motion is passed to have the business considered at the meeting, and
  - 8.3.2. the business to be considered is ruled by the chairperson to be of great urgency.
- 8.4. A motion moved under clause 8.3.1 can be moved without notice. Despite clauses 9.18–9.26, only the mover of a motion referred to in clause 8.3.1 can speak to the motion before it is put.
- 8.5. A motion of dissent cannot be moved against a ruling by the chairperson under clause 8.3.2.

**Chairperson minutes**

- 8.6. The chairperson at a meeting of the Board, may, by minute signed by the Chairperson, put to the meeting without notice any matter or topic that is within the jurisdiction of Board, or of which the Board has official knowledge.

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- 8.7. A Chairperson's minute, when put to a meeting, takes precedence over all business on the Board's agenda for the meeting. The chairperson may move the adoption of a minute without the motion being seconded.
- 8.8. A recommendation made in a Chairperson's minute is, insofar as it is adopted by the Board, a resolution of the Board.
- 8.9. A Chairperson's minute must not be used to put without notice matters that are routine and not urgent, or matters for which proper notice should be given because of their complexity.

## Staff reports

- 8.10. A recommendation made in a staff report is, insofar as it is adopted by the Board, a resolution of the Board.

## Reports of committees of JO

- 8.11. The recommendations of a committee of the JO are, insofar as they are adopted by the Board, resolutions of the Board.
- 8.12. If in a report of a committee of the JO distinct recommendations are made, the Board may make separate decisions on each recommendation.

## Questions

- 8.13. A question must not be asked at a meeting of the Board unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.12 and 3.14.
- 8.14. A Board Member may, through the chairperson, put a question to another Board Member about a matter on the agenda.
- 8.15. A Board member may, through the Executive Officer, put a question to a JO employee about a matter on the agenda. JO employees are only obliged to answer a question put to them through the Executive Officer at the direction of the Executive Officer.
- 8.16. A Board Member or JO employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to documents. Where a Board Member or JO employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the Board.

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- 8.17. The Board Member must put every such question directly, succinctly and without argument.
- 8.18. The Chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a Board Member or JO employee.



**PART 9****RULES OF DEBATE****Motions to be seconded**

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

**Notices of motion**

- 9.2. A Board Member who has submitted a notice of motion under clause 3.11 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 9.3. If a Board Member who has submitted a notice of motion under clause 3.11 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to Board Members, the Board Member may request the withdrawal of the motion when it is before the Board.
- 9.4. In the absence of a Board Member who has placed a notice of motion on the agenda for a meeting of the Board:
- 9.4.1. any other voting member of the Board may move the motion at the meeting, or
- 9.4.2. the chairperson may defer the motion until the next meeting of the Board at which the motion can be considered.

**Chairperson's duties with respect to motions**

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

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**Amendments to motions**

- 9.9. An amendment to a motion must be moved and seconded before it can be debated.
- 9.10. An amendment to a motion must relate to the matter being dealt with in the original motion before the Board and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 9.11. The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 9.12. If an amendment has been rejected, a further amendment can be moved to the motion to which the rejected amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before Board at any one time.
- 9.13. While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 9.14. If the amendment is carried, it becomes the motion and is to be debated. If the amendment is rejected, debate is to resume on the original motion.

**Foreshadowed motions**

- 9.15. A Board Member may propose a foreshadowed motion without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
- 9.16. Where an amendment has been moved and seconded, a Board Member may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the Board at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 9.17. Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

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**Limitations on the number and duration of speeches**

- 9.18. A Board Member who, during a debate at a meeting of the Board, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and to any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 9.19. A Board Member, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 9.20. A Board Member must not, without the consent of the Board, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time. However, the chairperson may permit a Board Member who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the Board Member to make a statement limited to explaining the misrepresentation or misunderstanding.
- 9.21. Despite clauses 9.18 and 9.19, a Board Member may move that a motion or an amendment be now put:
- 9.21.1. if the mover of the motion or amendment has spoken in favour of it and no Board Member expresses an intention to speak against it, or
- 9.21.2. if at least two (2) Board Members have spoken in favour of the motion or amendment and at least two (2) Board Members have spoken against it.
- 9.22. The chairperson must immediately put to the vote, without debate, a motion moved under clause 9.21. A seconder is not required for such a motion.
- 9.23. If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 9.18.
- 9.24. If a motion that the original motion or an amendment be now put is rejected, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 9.25. All Board Members must be heard without interruption and all other Board Members must, unless otherwise permitted under this code, remain silent while another Board Member is speaking.
- 9.26. Once the debate on a matter is closed and a matter has been dealt with, the chairperson must not allow further debate on the matter.

**PART 10****VOTING****Voting entitlements of Boardors**

- 10.1. Each Board Member is entitled to one (1) vote.
- 10.2. The Chairperson does not have a casting vote.

**Voting at Board meetings**

- 10.3. A Board Member who is present at a meeting of the Board but who fails to vote on a motion put to the meeting is taken to have voted against the motion.
- 10.4. If a Board Member who has voted against a motion put at a Board meeting so requests, the Executive Officer must ensure that the Board Members dissenting vote is recorded in the JO's minutes.
- 10.5. The decision of the Chairperson as to the result of a vote is final, unless the decision is immediately challenged and not fewer than two (2) Board Members rise and call for a division.
- 10.6. When a division on a motion is called, the Chairperson must ensure that the division takes place immediately. The Executive Officer must ensure that the names of those who vote for the motion and those who vote against it are recorded in the JO's minutes for the meeting.
- 10.7. When a division on a motion is called, any Board Member who fails to vote will be recorded as having voted against the motion in accordance with clause 10.3 of this code.
- 10.8. Voting at a meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

**PART 11****COMMITTEE OF THE WHOLE**

- 11.1. The Board may resolve itself into a committee to consider any matter before the Board.
- 11.2. All the provisions of this code relating to meetings of the Board, insofar as they are applicable, extend to and govern the proceedings of the Board when in committee of the whole, except the provisions limiting the number and duration of speeches.
- 11.3. The Executive Officer or, in the absence of the Executive Officer, an employee of the JO designated by the Executive Officer, is responsible for reporting to the Board the proceedings of the committee of the whole. It is not necessary to report the proceedings in full but any recommendations of the committee must be reported.
- 11.4. The Board must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the Board's minutes. However, the Board is not taken to have adopted the report until a motion for adoption has been made and passed.

**PART 12****CLOSURE OF BOARD MEETINGS TO THE PUBLIC****Grounds on which meetings can be closed to the public**

- 12.1. The Board or a committee of the JO may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
  - 12.1.1. personnel matters concerning particular individuals (other than Board Members),
  - 12.1.2. information that would, if disclosed, confer a commercial advantage on a person with whom the Board is conducting (or proposes to conduct) business,
  - 12.1.3. commercial information of a confidential nature that would, if disclosed:
    - 12.1.3.1. prejudice the commercial position of the person who supplied it, or
    - 12.1.3.2. confer a commercial advantage on a competitor of the JO, or
    - 12.1.3.3. reveal a trade secret,
  - 12.1.4. information that would, if disclosed, prejudice the maintenance of law,
  - 12.1.5. matters affecting the security of the Board, Board Members, JO staff or JO property,
  - 12.1.6. matters that may affect members,
  - 12.1.7. advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
  - 12.1.8. information concerning the nature and location of a place or an item of Aboriginal significance on community land,
  - 12.1.9. alleged contraventions of the Board's code of conduct.
- 12.2. The Board or a committee of the JO may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

## Code of Meeting Practice – Riverina Joint Organisation

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**Matters to be considered when closing meetings to the public**

- 12.3. A meeting is not to remain closed during the discussion of anything referred to in clause 12.1:
- 12.3.1. except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
  - 12.3.2. if the matter concerned is a matter other than a personnel matter concerning particular individuals or a trade secret – unless the Board or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.
- 12.4. A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 12.1.6 unless the advice concerns legal matters that:
- 12.4.1. are substantial issues relating to a matter in which the Board or committee is involved, and
  - 12.4.2. are clearly identified in the advice, and
  - 12.4.3. are fully discussed in that advice.
- 12.5. If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 12.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 12.1.
- 12.6. For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:
- 12.6.1. a person may misinterpret or misunderstand the discussion, or
  - 12.6.2. the discussion of the matter may:
    - 12.6.2.1. cause embarrassment to the Board or committee concerned, or to Boardors or to employees of the Board, or
    - 12.6.2.2. cause a loss of confidence in the Board or committee.
- 12.7. In deciding whether part of a meeting is to be closed to the public, the Board or committee concerned must consider any relevant guidelines issued by the Chief Executive of the Office of Local Government.

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**Notice of likelihood of closure not required in urgent cases**

12.8. Part of a meeting of the Board, or of a committee of the JO, may be closed to the public while the Board or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:

12.8.1. it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 12.1, and

12.8.2. the Board or committee, after considering any representations made under section 12.9, resolves that further discussion of the matter:

12.8.2.1. should not be deferred (because of the urgency of the matter), and

12.8.2.2. should take place in a part of the meeting that is closed to the public.

**Representations by members of the public**

12.9. The Board, or a committee of the JO, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

12.10. A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.

12.11. Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 12.9, members of the public must first make an application to the JO in the approved form. Applications must be received by two (2) days before the meeting at which the matter is to be considered.

12.12. The Executive Officer (or their delegate) may refuse an application made under clause 12.11.

12.13. No more than three (3) speakers are to be permitted to make representations under clause 12.9.

12.14. If more than the permitted number of speakers applies to make representations under clause 12.9, the Executive Officer or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the Board. If the speakers are not able to agree on whom to nominate to make representations under clause 12.9, the Executive Officer or their delegate is to determine who will make representations to the Board.

12.15. The Executive Officer (or their delegate) is to determine the order of speakers.



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- 12.16. Where the Board or a committee of the JO proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the Chairperson is to invite representations from the public under clause 12.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than three (3) speakers to make representations in such order as determined by the Chairperson.
- 12.17. Each speaker will be allowed seven (7) minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers are to confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to so digress. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

**Expulsion of non-Board Members from meetings closed to the public**

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

**Information to be disclosed in resolutions closing meetings to the public**

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

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### **Resolutions passed at closed meetings to be made public**

- 12.21. If the Board passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the Chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 12.22. Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the Chairperson under clause 12.21 during a part of the meeting that is webcast.

**PART 13****KEEPING ORDER AT MEETINGS****Points of order**

- 13.1. A voting Board Member may draw the attention of the Chairperson to an alleged breach of this Code by raising a point of order. A point of order does not require a seconder.
- 13.2. A point of order must be taken immediately it is raised. The Chairperson must suspend business before the meeting and permit the voting Board Member raising the point of order to state the provision of this code they believe has been breached. The Chairperson must then rule on the point of order – either by upholding it or by overruling it.

**Questions of order**

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

**Motions of dissent**

- 13.7. A Board Member can, without notice, move to dissent from a ruling of the Chairperson on a point of order or a question of order. If that happens, the Chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 13.8. If a motion of dissent is passed, the Chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been discharged as out of order, the Chairperson must restore the motion or business to the agenda and proceed with it in due course.

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- 13.9. Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

**Acts of disorder**

- 13.10. A Board Member commits an act of disorder if the Board Member, at a meeting of the Board or a committee of the Board:
- 13.10.1. contravenes the Act or any regulation in force under the Act or this code, or
  - 13.10.2. assaults or threatens to assault another Board Member or person present at the meeting, or
  - 13.10.3. moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the Board or the committee, or addresses or attempts to address the Board or the committee on such a motion, amendment or matter, or
  - 13.10.4. insults or makes personal reflections on or imputes improper motives to any other JO official, or alleges a breach of the JO's code of conduct, or
  - 13.10.5. says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the JO or the committee into contempt.
- 13.11. The Chairperson may require a Board Member:
- 13.11.1. to apologise without reservation for an act of disorder referred to in clauses 13.10.1 or 13.10.2, or
  - 13.11.2. to withdraw a motion or an amendment referred to in clause 13.10.3 and, where appropriate, to apologise without reservation, or
  - 13.11.3. to retract and apologise without reservation for an act of disorder referred to in clauses 13.10.4 and 13.10.5.

**How disorder at a meeting may be dealt with**

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

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**Expulsion from meetings**

- 13.13. A Board Member may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the Board for having failed to comply with a requirement under clause 13.11. The expulsion of a Board Member from the meeting for that reason does not prevent any other action from being taken against the Board Member for the act of disorder concerned.
- 13.14. A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the Board for engaging in or having engaged in disorderly conduct at the meeting.
- 13.15. Where a Board Member or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.
- 13.16. If a Board Member or a member of the public fails to leave the place where a meeting of the Board is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the Board or person presiding, may, by using only such force as is necessary, remove the Board Member or member of the public from that place and, if necessary, restrain the Board Member or member of the public from re-entering that place.

**Use of mobile phones and the unauthorized recording of meetings**

- 13.17. Board Members, JO staff and members of the public must ensure that mobile phones are turned to silent during meetings of the Board and committees of the JO.
- 13.18. A person must not use a tape recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the Board or a committee of the Board without the prior authorisation of the Board or the committee.
- 13.19. Any person who makes a recording or attempts to make a recording of a meeting of the Board or a committee of the Board in contravention of clause 13.18, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 13.20. If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorized for the purpose by the Board or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from reentering that place.

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## PART 14

### CONFLICTS OF INTEREST

- 14.1. All Board Members and, where applicable, all other persons, must disclose and manage any conflicts of interest they may have in matters being considered at meetings of the Board and committees of the Board in accordance with the JO's Code of Conduct.

**PART 15****DECISIONS OF THE BOARD****Board decisions**

- 15.1. A decision supported by a majority of the votes at a meeting of the Board at which a quorum is present is a decision of the Board.
- 15.2. Decisions made by the Board must be accurately recorded in the minutes of the meeting at which the decision is made.

**Rescinding or altering Board decisions**

- 15.3. A resolution passed by the Board may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.12.
- 15.4. If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.
- 15.5. If a motion has been rejected by the Board, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.12.
- 15.6. A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been rejected by the Board, must be signed by three (3) Board Members if less than three (3) months has elapsed since the resolution was passed, or the motion was rejected.
- 15.7. If a motion to alter or rescind a resolution has been rejected, or if a motion which has the same effect as a previously rejected motion is rejected, no similar motion may be brought forward within three (3) months of the meeting at which it was rejected. This clause may not be evaded by substituting a motion differently worded, but in principle the same.
- 15.8. The provisions of clauses 15.5–15.7 concerning rejected motions do not apply to motions of adjournment.
- 15.9. A notice of motion submitted in accordance with clause 15.6 may only be withdrawn under clause 3.13 with the consent of all signatories to the notice of motion.
- 15.10. A motion to alter or rescind a resolution of the Board may be moved on the report of a committee of the Board and any such report must be recorded in the minutes of the meeting of the Board.

**PART 16****AFTER THE MEETING****Minutes of meetings**

- 16.1. The Board is to keep full and accurate minutes of the proceedings of meetings of the Board.
- 16.2. At a minimum, the EO must ensure that the following matters are recorded in the Board's minutes:
- 16.2.1. details of each motion moved at a Board meeting and of any amendments moved to it,
  - 16.2.2. the names of the mover and seconder of the motion or amendment,
  - 16.2.3. whether the motion or amendment was passed or lost, and
  - 16.2.4. such other matters specifically required under this code.
- 16.3. The minutes of a Board meeting must be confirmed at a subsequent meeting of the Board.
- 16.4. Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 16.5. When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.
- 16.6. The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed.
- 16.7. The confirmed minutes of a Board meeting must be published on the JO's website. This clause does not prevent the Board from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

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

- 16.8. The Board and committees of the Board must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.
- 16.9. Clause 16.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.



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- 16.10. Clause 16.8 does not apply if the Board or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.
- 16.11. Correspondence or reports to which clauses 16.9 and 16.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

**Implementation of decisions of the Board**

- 16.12. The EO is to implement, without undue delay, lawful decisions of the Board.

**PART 17****BOARD COMMITTEES****Application of this Part**

17.1. This Part only applies to committees of the Board whose members are all voting Board Members.

**Board committees whose members are all voting Board Members**

17.2. The Board may, by resolution, establish such committees as it considers necessary.

17.3. A committee of the Board is to consist of the Chairperson and such other Board Members as are elected by the Board or appointed by the Board.

17.4. The quorum for a meeting of a committee of the Board is to be:

17.4.1. such number of members as the Board decides, or

17.4.2. if the Board has not decided a number – a majority of the members of the committee.

**Functions of committees**

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

**Notice of committee meetings**

17.6. The EO must send to each Board Member regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:

17.6.1. the time, date and place of the meeting, and

17.6.2. the business proposed to be considered at the meeting.

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

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**Attendance at committee meetings**

- 17.8. A committee member (other than the Chairperson) ceases to be a member of a committee if the committee member:
- 17.8.1. has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
  - 17.8.2. has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.
- 17.9. Clause 17.8 does not apply if all of the members of the Board are members of the committee.

**Non-members entitled to attend committee meetings**

- 17.10. A Board Member who is not a member of a committee of the Board is entitled to attend, and to speak at a meeting of the committee. However, the Board Member is not entitled:
- 17.10.1. to give notice of business for inclusion in the agenda for the meeting, or
  - 17.10.2. to move or second a motion at the meeting, or
  - 17.10.3. to vote at the meeting.

**Chairperson and Deputy Chairperson of Board committees**

- 17.11. The chairperson of each committee of the Board must be:
- 17.11.1. the Chairperson of the Board, or
  - 17.11.2. if the Chairperson of the Board does not wish to be the Chairperson of a committee, a member of the committee elected by the Board, or
  - 17.11.3. if the Board does not elect such a member, a member of the committee elected by the committee.
- 17.12. The Board may elect a member of a committee of the Board as Deputy Chairperson of the committee. If the Board does not elect a Deputy Chairperson of such a committee, the committee may elect a Deputy Chairperson.

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- 17.13. If neither the Chairperson nor the Deputy Chairperson of a committee of the Board is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting Chairperson of the committee.
- 17.14. The Chairperson is to preside at a meeting of a committee of the Board. If the Chairperson is unable or unwilling to preside, the Deputy Chairperson (if any) is to preside at the meeting, but if neither the Chairperson nor the Deputy Chairperson is able or willing to preside, the acting Chairperson is to preside at the meeting.

**Procedure in committee meetings**

- 17.15. Subject to any specific requirements of this code, each committee of the Board may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the Board unless the Board or the committee determines otherwise.
- 17.16. Without limiting clause 17.15, whenever the voting on a motion put to a meeting of the committee is equal, the Chairperson of the committee is to have a casting vote as well as an original vote.
- 17.17. Voting at a Board committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

**Closure of committee meetings to the public**

- 17.18. The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the Board to the public in the same way they apply to the closure of meetings of the Board to the public.
- 17.19. If a committee of the Board passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the Chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the Board. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.

**Disorder in committee meetings**

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

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**Minutes of Board committee meetings**

- 17.21. Each committee of the Board is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:
- 17.21.1. details of each motion moved at a meeting and of any amendments moved to it,
  - 17.21.2. the names of the mover and seconder of the motion or amendment,
  - 17.21.3. whether the motion or amendment was passed or lost, and
  - 17.21.4. such other matters specifically required under this code.
- 17.22. The minutes of meetings of each committee of the Board must be confirmed at a subsequent meeting of the committee.
- 17.23. Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 17.24. When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.
- 17.25. The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed.
- 17.26. The confirmed minutes of a meeting of a committee of the Board must be published on the JO's website. This clause does not prevent the Board from also publishing unconfirmed minutes of meetings of committees of the Board on its website prior to their confirmation.

## Code of Meeting Practice – Riverina Joint Organisation

**PART 18****IRREGULARITIES**

18.1. Proceedings at a meeting of a Board or a Board committee are not invalidated because of:

18.1.1. a vacancy in the Board, or

18.1.2. a failure to give notice of the meeting to any Board Member or committee member, or

18.1.3. any defect in the election or appointment of a Board Member or committee member, or

18.1.4. a failure of a Board Member or a committee member to disclose a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a Board or committee meeting in accordance with the JO's Code of Conduct, or

18.1.5. a failure to comply with this code.

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## PART 19

## DEFINITIONS

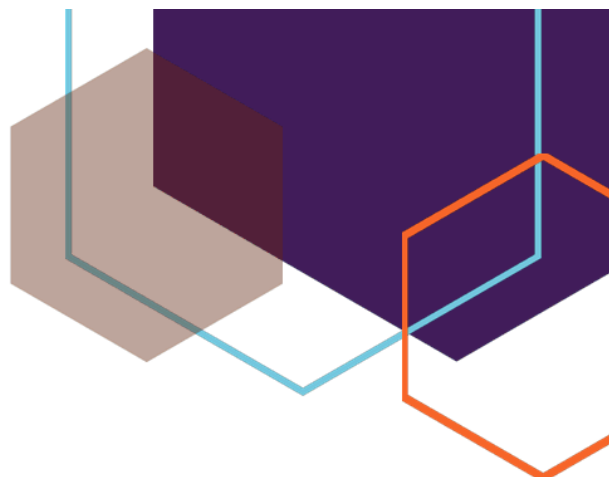
<b>the Act</b>	means the <i>Local Government Act 1993</i>
<b>act of disorder</b>	means an act of disorder as defined in clause 15.10 of this code.
<b>amendment</b>	in relation to an original motion, means a motion moving an amendment to that motion.
<b>Board</b>	means the joint organisation board, consisting of the mayors of each member Board, any additional voting representatives of these member Boards appointed under section 400T of the Act and any other non-voting representatives who may attend, but are not entitled to vote at, a meeting.
<b>business day</b>	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales.
<b>Chairperson</b>	means the person, who is a mayor, elected to the office of chairperson by the voting representatives on the board from among the voting representatives who are mayor.
<b>this code</b>	means the Board's adopted code of meeting practice
<b>committee of Board</b>	means a committee established by the Board in accordance with clause 20.2 of this code (being a committee consisting only of Board Members) or the Board when it has resolved itself into committee of the whole under clause 12.1.
<b>Board official</b>	has the same meaning as in the Model Code of Conduct for Local Boards in NSW and includes Board Members, administrators, Board staff, Board committee members and delegates of the Board.
<b>day</b>	means calendar day.
<b>division</b>	means a request by two Board Members under clause 11.6 of this code requiring the recording of the names of the Board Members who voted both for and against a motion.

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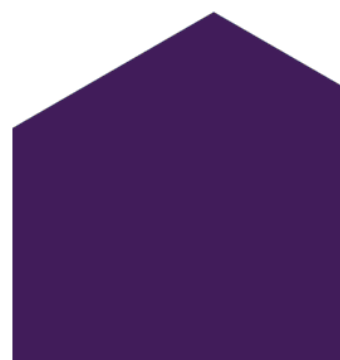
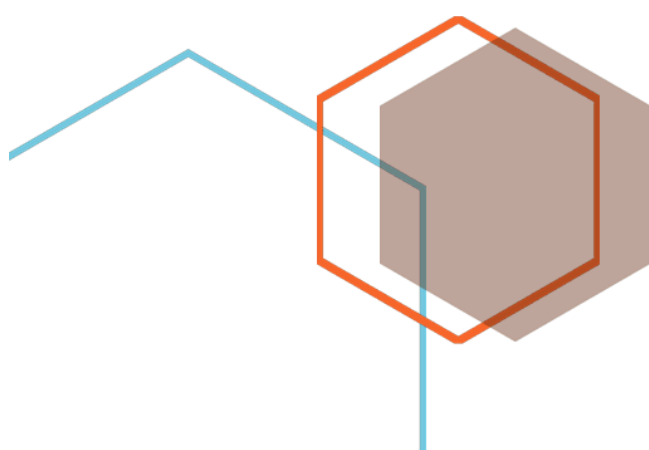
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<b>Executive Officer</b>	means the person employed by the joint organisation to conduct the day-to-day management of the joint organisation in accordance with strategic regional priorities and other plans, programs, strategies and policies of the joint organisation and to implement without delay the lawful decisions of the joint organisation.
<b>foreshadowed amendment</b>	means a proposed amendment foreshadowed by a Boardor under clause 10.17 of this code during debate on the first amendment.
<b>foreshadowed motion</b>	means a motion foreshadowed by a Board Member under clause 10.16 of this code during debate on an original motion.
<b>Member Board</b>	means those Boards proclaimed under the Act to be part of the Riverina Joint Organisation.
<b>open voting</b>	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means.
<b>planning decision</b>	means a decision made in the exercise of a function of a Board under the Environmental Planning and Assessment Act 1979 including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 2A of Part 6 of that Act.
<b>performance improvement order</b>	means an order issued under section 438A of the Act.
<b>quorum</b>	means the minimum number of Board Members or committee members necessary to conduct a meeting.
<b>the Regulation</b>	means <i>the Local Government (General) Regulation 2005</i>
<b>tape recorder</b>	includes a video camera and any electronic device capable of recording speech, whether a magnetic tape is used to record or not.
<b>year</b>	means the period beginning 1 July and ending the following 30 June.





## BOARD EXPENSES AND FACILITIES POLICY



## Board Expenses and Facilities Policy – Riverina Joint Organisation

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## Board Expenses and Facilities Policy – Riverina Joint Organisation

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## PART 1

## POLICY SUMMARY

- 1.1. This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to Board Members to help them undertake their Joint Organisation (JO) Board duties.
- 1.2. It ensures accountability and transparency, and seeks to align expenses and facilities with good governance expectations.
- 1.3. The policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and *Local Government (General) Regulation 2005* (the Regulation), and complies with the Office of Local Government's Guidelines for the payment of expenses and provision of facilities to elected officials in NSW.
- 1.4. The policy sets out the maximum amounts the JO will pay for specific expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed.
- 1.5. The main expenses and facilities are summarised in the table below. All monetary amounts are exclusive of GST.

Expense or facility	Maximum amount	Frequency
Travel, accommodation and meals directly associated with an approved representation on behalf of the JO Board.	\$320 – Room \$100 a day	Per meal/night

- 1.6. Board Members must provide claims for reimbursement within three months of an expense being incurred. Claims made after this time may not be approved.
- 1.7. Detailed reports on the provision of expenses and facilities to Board Members will be publicly tabled at a JO Board meeting every six months and published in full on the JO's website. These reports will include expenditure summarised by individual Board Member and as a total for all Board Members.

## Board Expenses and Facilities Policy – Riverina Joint Organisation

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## PART 2

## INTRODUCTION

- 2.1. The provision of expenses and facilities enables Board Members to fulfil their duties as the elected representatives of the JO Board.
- 2.2. The purpose of this policy is to clearly state the facilities and support that are available to Board Members to assist them in fulfilling their duties.
- 2.3. This policy recognises that Board Members are in receipt of expenses and facilities from the Member Council in their role as a councillor.

## Policy objectives

- 2.4. The objectives of this policy are to:
  - 2.4.1. enable the reasonable and appropriate reimbursement of expenses incurred by Board Members while undertaking their Board duties
  - 2.4.2. enable facilities of a reasonable and appropriate standard to be provided to Board Member to support them in undertaking their Board duties
  - 2.4.3. ensure accountability and transparency in reimbursement of expenses and provision of facilities to Board Members
  - 2.4.4. fulfil the JO's statutory responsibilities.

## Principles

- 2.5. The JO Board commits to the following principles:
  - 2.5.1. **Proper conduct** – the Board and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions
  - 2.5.2. **Reasonable expenses** - providing for Board Members to be reimbursed for expenses reasonably incurred as part of their role in representing the JO Board
  - 2.5.3. **Equity** - there must be equitable access to expenses and facilities for all Board Members

## Board Expenses and Facilities Policy – Riverina Joint Organisation

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- 2.5.4. **Appropriate use of resources** - providing clear direction on the appropriate use of JO resources in accordance with legal requirements
- 2.5.5. **Accountability and transparency** - clearly stating and reporting on the expenses and facilities provided to Board Members.

**Private or political benefit**

- 2.6. Board Members must not obtain private or political benefit from any expense or facility provided under this policy.
- 2.7. Board Members should avoid obtaining any greater private benefit from the JO than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of the JO facilities does occur, Board Members must reimburse the JO.

**PART 3****EXPENSES****General expenses**

- 3.1. All expenses provided under this policy will be for a purpose specific to the functions of holding a Board position. Allowances for general expenses are not permitted under this policy.
- 3.2. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

**Specific Expenses**

- 3.3. General travel arrangements and expenses will only be paid by the JO where the expense is incurred while undertaking approved representative duties on behalf of the JO.
  - 3.3.1. All travel by Board Members should be undertaken using the most direct route and the most practicable and economical mode of transport.
  - 3.3.2. Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the *Local Government (State) Award*.
  - 3.3.3. Board Members seeking to be reimbursed for use of a private vehicle must keep a log book, recording the date, distance and purpose of travel being claimed. Copies of the relevant log book contents must be provided with the claim.
- 3.4. Travel expenses
  - 3.4.1. For interstate and long distance intrastate journeys by air of less than three hours, the class of air travel is to be economy class.
  - 3.4.2. For interstate journeys by air of more than three hours, the class of air travel may be premium economy.
  - 3.4.3. Bookings for approved air travel are to be made through the Executive Officer's office.
  - 3.4.4. For air travel that is reimbursed as JO business, Board Members will not accrue points from the airline's frequent flyer program. This is considered a private benefit.

## Board Expenses and Facilities Policy – Riverina Joint Organisation

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*Travel expenses not paid by the JO*

- 3.5. The JO will not pay any traffic or parking fines or administrative charges for road toll accounts.

*Accommodation and meals*

- 3.6. In circumstances where it would introduce undue risk for a Board Member to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the Executive Officer (EO). This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the Board Member lives more than 50 kilometres from the meeting location.
- 3.7. The JO will reimburse costs for accommodation and meals while Board Members are undertaking prior approved travel outside the Eastern Riverina.
- 3.8. The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.
- 3.9. Board Members will not be reimbursed for alcoholic beverages.

*Refreshments for JO related meetings*

- 3.10. Appropriate refreshments will be available for Board meetings, committee meetings, briefings, approved meetings and engagements, and official functions as approved by the EO.
- 3.11. As an indicative guide for the standard of refreshments to be provided at Board related meetings, the EO must be mindful of Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.

**Insurances**

- 3.12. In accordance with Section 382 of the *Local Government Act*, the JO is insured against public liability and professional indemnity claims. Board Members are included as a named insured on this Policy.
- 3.13. Insurance protection is only provided if a claim arises out of or in connection with the Board Member's performance of his or her Board duties, or exercise of his or her functions as a Board Member. All insurances are subject to any limitations or conditions set out in the policies of insurance.
- 3.14. The JO shall pay the insurance policy excess in respect of any claim accepted by the JO's insurers, whether defended or not.
- 3.15. Appropriate travel insurances will be provided for any Board Member travelling on approved interstate travel on Board business.

## Board Expenses and Facilities Policy – Riverina Joint Organisation

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**Legal assistance**

- 3.16. The JO may, if requested, indemnify or reimburse the reasonable legal expenses of:
- 3.16.1. a Board Member - defending an action arising from the performance in good faith of a function under the Act provided that the outcome of the legal proceedings is favourable to the Board Member
  - 3.16.2. a Board Member - defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the Board Member
  - 3.16.3. a Board Member - for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the Board Member.
- 3.17. In the case of a Code of Conduct complaint made against a Board Member, legal costs will only be made available where the matter has been referred by the EO to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Board Member.
- 3.18. Legal expenses incurred in relation to proceedings arising out of the performance by a Board Member of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Board Member has done during his or her term in office. For example, expenses arising from an investigation as to whether a Board Member acted corruptly would not be covered by this section.
- 3.19. The JO will not meet the legal costs:
- 3.19.1. of legal proceedings initiated by a Board Member under any circumstances;
  - 3.19.2. of a Board Member seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation;
  - 3.19.3. for legal proceedings that do not involve a Board Member performing their role as a Board Member.
- 3.20. Reimbursement for reasonable legal expenses must have Board approval by way of a resolution at a Board meeting prior to costs being incurred.



**PART 4****FACILITIES****General facilities for Board Members***Facilities*

- 4.1. The JO will not provide facilities to Board Members

*Stationery*

- 4.2. The JO will provide the following stationery to the Board Chairperson each year:

- 4.2.1. Letterhead and envelopes, to be used only for correspondence associated with the JO Board
- 4.2.2. business cards
- 4.2.3. up to 100 ordinary postage stamps. Stamps shall only be used to support the Chairperson's duties.

*Administrative support*

- 4.3. The JO will provide administrative support to the Chairperson to assist the Chair with their duties only.

**PART 5****PROCESSES****Approval, payment and reimbursement arrangements**

- 5.1. Expenses should only be incurred by Board Members in accordance with the provisions of this policy.
- 5.2. Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 5.3. Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:
  - 5.3.1. local travel relating to the conduct of official business
- 5.4. Final approval for payments made under this policy will be granted by the EO or their delegate.

*Direct Payment*

- 5.5. The JO may approve and directly pay expenses. Requests for direct payment must be submitted to the EO for assessment against this policy using the prescribed form, with sufficient information and time to allow for the claim to be assessed and processed.

*Reimbursement*

- 5.6. All claims for reimbursement of expenses incurred must be made on the prescribed form, supported by appropriate receipts and/or tax invoices and be submitted to the EO.

*Advance payment*

- 5.7. The JO will not make cash advances to Board Members for any activity.

## Board Expenses and Facilities Policy – Riverina Joint Organisation

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*Notification*

- 5.8. If a claim is approved, the JO will make payment directly or reimburse the Board Member through accounts payable.
- 5.9. If a claim is refused, the JO will inform the Board Member in writing that the claim has been refused and the reason for the refusal.

*Reimbursement to the JO*

- 5.10. If the JO has incurred an expense on behalf of a Board Member that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this policy:
  - 5.10.1. the JO will invoice the Board Member for the expense
  - 5.10.2. the Board Member will reimburse the JO for that expense within 14 days of the invoice date.
- 5.11. If the Board Member cannot reimburse the JO within 14 days of the invoice date, the Board Member is to submit a written explanation to the EO.

*Timeframe for reimbursement*

- 5.12. Unless otherwise specified in this policy, Board Members must provide all claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

**Disputes**

- 5.13. If a Board Member disputes a determination under this policy, the Board Member should discuss the matter with the EO.
- 5.14. If the Board Member and the EO cannot resolve the dispute, the Board Member may submit a notice of motion to a Board meeting seeking to have the dispute resolved.

## Board Expenses and Facilities Policy – Riverina Joint Organisation

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**Return or retention of facilities**

- 5.15. All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a Board Member ceasing to hold office or at the cessation of their duties.

**Publication**

- 5.16. This policy will be published on JO's website.

**Reporting**

- 5.17. The JO will report on the provision of expenses and facilities to the Board as required in the Act and Regulations.
- 5.18. Detailed reports on the provision of expenses and facilities to Board Members will be publicly tabled at a Board meeting every six months and published in full on the JO's website. These reports will include expenditure summarised by individual Board Member and as a total for all Board Members.

**Auditing**

- 5.19. The operation of this policy, including claims made under the policy, will be included in the JO's audit program and an audit undertaken at least every two years.

**Breaches**

- 5.20. Suspected breaches of this policy are to be reported to the EO.
- 5.21. Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

## PART 6

## APPENDICES

## Appendix I: Related legislation, guidance and policies

*Relevant legislation and guidance:*

- 6.1. Local Government Act 1993, Sections 252 and 253
- 6.2. Local Government (General) Regulation 2005, Clauses 217 and 403
- 6.3. Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009
- 6.4. Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities
- 6.5. Local Government Circular 05-08 legal assistance for Councillors and Council Employees.

*Related JO policies:*

- 6.6. Code of Conduct
- 6.7. Code of Meeting Practice
- 6.8.

## Appendix II: Definitions

The following definitions apply throughout this policy.

Term	Definition
<b>accompanying person</b>	Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a councillor
<b>appropriate refreshments</b>	Means food and beverages, excluding alcohol, provided by council to support councillors undertaking official business
<b>Act</b>	Means the <i>Local Government Act 1993</i> (NSW)
<b>Board</b>	Means the Joint Organisation board, consisting of the mayors of each member council, any additional co-opting representatives of these member councils appointed under section 400T of the Act and any other non-voting representatives who may attend, but are not entitled to vote at, a

## Board Expenses and Facilities Policy – Riverina Joint Organisation

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	meeting.
<b>Chair</b>	Means the person, who is a mayor, elected to the office of chairperson by the voting representatives on the board from among the voting representatives who are mayor
<b>clause</b>	Unless stated otherwise, a reference to a clause is a reference to a clause of this policy
<b>Code of Conduct</b>	Means the Code of Conduct adopted by Council or the Model Code if none is adopted
<b>Executive Officer</b>	Means the person employed by the Joint Organisation to conduct the day-to-day management of the joint organisation in accordance with strategic regional priorities and other plans, programs, strategies and policies of the joint organisation and to implement without delay the lawful decisions of the joint organisation
<b>incidental personal use</b>	Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct
<b>Joint Organisation</b>	Means the organisation established under Part 7 Chapter 12 of the <i>Local Government Act 1993</i> , that represents the Member Councils.
<b>long distance intrastate travel</b>	Means travel to other parts of NSW of more than three hours duration by private vehicle
<b>maximum limit</b>	Means the maximum limit for an expense or facility provided in the text and summarised in Appendix 1
<b>Member Council</b>	Means those councils proclaimed under the Act to be part of the Riverina Joint Organisation
<b>NSW</b>	New South Wales
<b>official business</b>	Means functions that the Board are required or invited to attend to fulfil their legislated role and responsibilities for the JO or result in a direct benefit to the JO, and includes: <ul style="list-style-type: none"> <li>• meetings of council and committees of the whole</li> <li>• meetings of committees facilitated by the JO</li> <li>• receptions hosted or sponsored by the JO</li> <li>• meetings, functions, workshops and other events to which attendance by a Board Member has been requested or approved by the Board</li> </ul>
<b>Regulation</b>	Means the Local Government (General) Regulation 2005 (NSW)
<b>year</b>	Means the financial year, that is the 12 month period commencing on 1 July each year

**10.4 POLICIES PROCEDURES REVIEW****File Number:** REP18/1242**Author:** Executive Assistant**Authoriser:** General Manager

**Attachments:**

1. C1 - Use & Hire of Mobile Stage [!\[\]\(8d0f0e0fe25b320c33272c52aec1fbca\_img.jpg\)](#) [!\[\]\(c1e4487e48462435243c9e117557e045\_img.jpg\)](#)
2. C15 - Art Acquisition, Management & Decommissioning Policy [!\[\]\(8823fcf8e90563a144be0b7cea058423\_img.jpg\)](#) [!\[\]\(38006c13f313e4b0b98e8b2a7226a5e4\_img.jpg\)](#)
3. C20 - Communications Policy [!\[\]\(595a15aafd07edeab1c6610af4a59852\_img.jpg\)](#) [!\[\]\(1e08df403f10e7d8b1ad99531560691e\_img.jpg\)](#)
4. EW13 - Road Verge and Nature Strip Policy [!\[\]\(41c5e00e78da40d8550fc6bf217cebde\_img.jpg\)](#) [!\[\]\(9c4615fb16380549470a58dd185b159b\_img.jpg\)](#)
5. G3 - Procurement Procedure [!\[\]\(3ce62345ceff016cd81b8d43e2991d29\_img.jpg\)](#) [!\[\]\(dd678913c37533450803b1c43d043de7\_img.jpg\)](#)
6. G5 - Complaints Disclosure Reporting Procedure [!\[\]\(b4d0afa90661a9ff4fe3f44a147e6c1a\_img.jpg\)](#) [!\[\]\(0460462690d856d2e2556a1c8c33f4ef\_img.jpg\)](#)
7. G8 - Code of Practice Section 355 Committees [!\[\]\(32deb586898928d590640151ac2a9149\_img.jpg\)](#) [!\[\]\(62af45f8c8152d578dfd5ddef0d783bb\_img.jpg\)](#)
8. HR6 - Staff & Council Presentation [!\[\]\(64e6b9287b4570da4dbd14bc34371938\_img.jpg\)](#) [!\[\]\(6f0afc08187be5c76b27e4a6f28ca3f0\_img.jpg\)](#)

**REPORT**

The attached policies/procedures were presented to the September meeting of Council and it was resolved that the policies be discussed by Councillors at a workshop, and the changes be brought back to a future meeting of Council for adoption.

The workshop was held on Monday 29 October, 2018 and the policies/procedures are now presented for adoption.

**RESOLUTION 279/2018**

Moved: Cr Dennis Sleigh

Seconded: Cr Kenneth Smith

It was resolved that Council approve the policies and place on public exhibition for 28 days.

**CARRIED**

*Report by Gary Lavelle*

Function: Community

Temora Shire Council

Policy Number: C1

## TEMORA SHIRE COUNCIL



TEMORA  
*The Friendly Shire*

### USE AND HIRE OF MOBILE STAGE

**ACTIVE**

Revision Number: 2  
[November 2018](#)  
File Name: Use and Hire of Mobile Stage

Revision Date: [17 December 2015](#)  
Page Number: Page 1 of 8



Function: Community

Temora Shire Council

Policy Number: C1

## Review Details

### ABOUT THIS RELEASE

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

### REVIEW

Revision	Date	Revision Description	Date approved by Council	General Managers Endorsement
17/12/2015	November 2018	Added Adjoining Council Hiring category New Stage	17 December 2015	GCL

### PLANNED REVIEW

Planned Review Date	Revision Description		Review by
September 2018	Review		GCL
2019			

Revision Number: 2  
 November 2018  
 File Name: Use and Hire of Mobile Stage

Revision Date: 17 December 2015  
 Page Number: Page 2 of 8

Function: Community

Temora Shire Council

Policy Number: C1

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

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

### 1. Definition

**a. Private Hirers** are defined as any business, individual or organisation that does not have not for profit community service as its primary focus.

**b. Community Hirers** are defined as non profit or organisations with a substantially community focus within Temora Shire Council area. Council will be the final arbitrator on the status of applicants.

~~c. Adjoining Council Hirers are defined as those councils that have a physical border with Temora Shire Council and are members of the Riverina Joint Organisation. That is, the councils of Bland, Coolamon, Cootamundra and Junee.~~

### 2. Hirers

2.1 The stage is available for hire for functions held within the boundary of the Shire of Temora ~~(unless hired by an Adjoining Council).~~

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

### 3. Private Hirers

Will be subject to the following conditions:

3.1 Community hiring's will take precedence over Private Hirings ~~and Adjoining Council Hirings~~ in accordance with clause 2.2

3.2 Private Hirers must pay a ~~\$500-1000~~ refundable deposit (cleaning/damage deposit).

3.3 The cost to hire the stage is set out in Council's Management Plan

3.4 ~~A delivery fee applies as set out in Council's Management Plan for the hire of the Prime Mover.~~ The hirer is responsible for the collection and return of the stage in a clean and undamaged condition

3.5 The hirer must nominate an accredited responsible person to operate the stage

3.6 The equipment checklist and feedback form must be completed and returned with the stage

Revision Number: 2

November 2018

File Name: Use and Hire of Mobile Stage

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Temora Shire Council

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- 3.57 The stage will not be hired if the event is held outside the Temora Shire Council boundary (~~refer 6.7~~)

#### 4. Local Community Hirers

- 4.1 Community hiring's will take precedence over private hiring's in accordance with clause 2.2.
- 4.2 Community hirers must pay a \$~~400~~ 500 refundable deposit (cleaning/damage deposit).
- 4.3 The cost to hire the stage is set out in Council's Management Plan.
- 4.4 The stage will not be hired if the event is held outside the Temora Shire Council boundary (refer 6.7)
- 4.5 The hirer is responsible for the collection and return of the stage in a clean and undamaged condition
- 4.6 The hirer must nominate an accredited responsible person to operate the stage
- 4.7 The equipment checklist and feedback form must be completed and returned with the stage

#### 5. ~~Adjoining Council Hire~~

##### 5. ~~Accredited Persons~~

- 5.1 In accordance with 3.5 and 4.6, all hirers must have an accredited person to take delivery of the stage
- 5.2 To achieve accreditation, the accredited person must undergo a training program (approximate time 2hrs) to be familiar with the operations of the stage.
- 5.3 The person who is undergoing accreditation must meet the cost of the training. The cost of the training is detailed in the council Fees and Charges Schedule, determined annually.
- ~~In the case of an Adjoining Council Hire, the stage may be hired subject to the following:~~
- ~~5.1 Community Hirings will take precedence in accordance with clause 2.2~~
- ~~5.2 The event must be auspiced by the hiring council. Community hirings or private hirings outside the Temora Shire boundary will not be approved (refer clause 6.7).~~
- ~~5.3 The hirer must return the stage in good condition. If damage is caused, whether by fault of the hirer or not, the damage must be rectified. This includes 'consumable' items such as tyres.~~
- ~~5.4 The cost for hire of the stage is set out in the current Fees and Charges schedule of Temora Shire Council~~
- ~~5.5 It is the responsibility of the hirer to collect and return the stage. A prime mover is required.~~

Revision Number: 2

November 2018

File Name: Use and Hire of Mobile Stage

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## 6. Usage

- 6.1 Users of the stage ~~may must either arrange~~ transport ~~of the stage themselves or Council can arrange transport at a cost set out in the Council Management Plan.~~
- 6.2 ~~If a user chooses to transport the stage themselves, the arrangements must be suitable to Council. The stage will not be permitted to leave the depot until an appropriate vehicle is provided by the hirer. The vehicle must have a towing capacity of 3.5t and be fitted with electronic brakes.~~
- 6.3 Users of the stage ~~may either must~~ set up the stage themselves ~~utilising an accredited person or use Council staff (costs incurred).~~ ~~If the user chooses to set up the stage then The hirer must nominate an accredited person prior to the hire to operate the stage the person in charge of the set up must have been trained by Council staff. This clause does not apply to Adjoining Council Hirings.~~
- ~~6.4 Charge is on a per day basis.~~
- 6.5.4 The stage must be returned in a clean and damage free state with all equipment intact. Users will be charged for any cleaning/repairs required. Hirers must complete the equipment checklist and feedback form which will be provided at the time of collection.
- 6.6 Hirers must complete a checklist before and after each hire which will be counterchecked by the Plant Manager (or his delegate) on return. Any anomalies must be reported
- 6.7 The Temora Shire Council, at a general meeting, may make individual exceptions to this policy, upon application in writing, in exceptional circumstances.

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November 2018  
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Function: Community

Temora Shire Council

Policy Number: C1

**APPLICATION TO HIRE MOBILE STAGE****HIRER DETAILS**

Name..... Organisation .....

Address .....

Telephone ..... Fax ..... Mobile .....

Is the organisation a private hirer or community group .....

**Details of Hire**

Date..... Time .....

Pickup Date..... Return Date.....

Location.....

Event Details.....

For what purpose will the stage be used. (please specify) .....

Is the Public Address System (PA) required ..... Yes/No

Is power required by the hirer (if available) ..... Yes/No

**Delivery**Council ☐ Private ☐ If private, arrangements approved  
by Plant Manager ☐**Set Up**Council ☐ Private ☐ Please specify .....Responsible Person:..... Accredited Number:.....  
(Who will oversee erection — not applicable if Council)I understand that I require a towing vehicle with a tow capacity of 3.5t and fitted with  
electric brakes.

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**Vehicle Details**

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Vehicle Brand:..... Model:.....

Rego No:..... Towing Capacity:.....

Formatted: Font: 12 pt

Revision Number: 2

November 2018

File Name: Use and Hire of Mobile Stage

Revision Date: 17 December 2015

Page Number: Page 6 of 8

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

I agree that I will take full responsibility for the erection and dismantling of the Mobile Stage and that I will be in attendance during this time.

Signature: .....

**OFFICE USE ONLY**

Entered..... Applicant advised .....

**Arrangements**

Hire Fee: ..... Receipt No:..... Deposit (if required).....

Revision Number: 2  
[November 2018](#)  
File Name: Use and Hire of Mobile Stage

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## CONFIRMATION OF HIRE

<date>

<Contact>  
<Organisation>  
<Address>

Dear

### RE: HIRE OF MOBILE STAGE

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

<Function Details>  
<Function Date>

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

Yours faithfully

G C Lavelle  
GENERAL MANAGER

Revision Number: 2  
[November 2018](#)  
File Name: Use and Hire of Mobile Stage

Revision Date: [17 December 2015](#)  
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*Function: Community*

*Temora Shire Council*

*Policy Number: C15*

## TEMORA SHIRE COUNCIL



### ART ACQUISITION, MANAGEMENT & DECOMMISSIONING POLICY

ACTIVE

*Revision Number: 1*  
*File Name: Art Acquisition, Management & Decommissioning Policy*

*Revision Date: 15 November 2018*  
*Page Number: 1*



*Function: Community**Temora Shire Council**Policy Number: C15*

<b>Review Details</b>
-----------------------

**ABOUT THIS RELEASE**

**DOCUMENT NAME:** Art Acquisition, Management & Decommissioning Policy  
**CODE NUMBER:** C15  
**AUTHOR:** Temora Shire Council  
**ENDORSEMENT DATE:** December 2013

**REVIEW**

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement
December 2013	New Policy	1	19 December 2013	GCL
15 November 2018	Review Policy	2		

**PLANNED REVIEW**

Planned Review Date	Revision Description		Review by
September 2021	Review		Community & Cultural Services Officer

*Revision Number: 1*  
*File Name: Art Acquisition, Management & Decommissioning Policy*

*Revision Date: 15 November 2018*  
*Page Number: 2*

*Function: Community**Temora Shire Council**Policy Number: C15***ART ACQUISITION, MANAGEMENT & DECOMMISSIONING POLICY****PURPOSE**

To provide guidelines for the effective acquisition, management and decommissioning of the Temora Shire Council's Art collection.

**Definitions**

**Art:** Artistic works designed and created from many different materials and forms, which may include (but not be limited to): paintings, sculpture, mosaic, stained glass, textiles, ceramics, photography, prints mixed media and contemporary Art including electronic, computer and other genres of generated artistic installations and art shows including light, sound and 3D.

The types of art covered under this policy are:

- Public art, community art and ephemeral art.
- Public Art Artistic works designed or created by an artist/s and situated in an accessible place for the public.
- Community Art **projects** involving the active participation of community members in its design or creation and often facilitated by an artist/s or community arts worker.
- ~~Ephemeral Art Artistic works designed and created for a short life span. e.g. Light shows, pyro-technics, ice or sand sculptures, water jets.~~

**POLICY****Purpose of Art Collection**

The purpose of the Temora Shire Council's Art Collection is to:

- Maintain and enhance an artistic movement within the Temora Shire for the benefit of our community, both current and future.
- Contribute to the Temora Shire's cultural development through encouraging diversity in artistic and cultural expression.
- Provide, through the artistic medium, an insight into the historical context and future visions of the Temora Shire.

*Revision Number: 1*  
*File Name: Art Acquisition, Management & Decommissioning Policy*

*Revision Date: 15 November 2018*  
*Page Number:3*

*Function: Community**Temora Shire Council**Policy Number: C15*

## 1. ART ACQUISITION

The Temora Shire Council's Art Collection (which if appropriate will include long-term loaned art, bequeathed art and travelling exhibitions etc.) aims to promote the development of art and artists by acquiring significant artworks both traditional and contemporary.

The following criteria will be used to determine the suitability of all art being considered for acquisition by the Temora Shire Council:

- a. Artworks that build on the strengths and address the gaps in the Shire's collection.
- b. Artworks designed or created by artists living, working in, or who have a strong connection to the Temora Shire.
- c. Artworks with themes relating to the Temora Shire.
- d. Artworks intended to excite the imagination of the public and increase the understanding and enjoyment of art.
- e. Artworks that assist to create a vibrant community and enhance the potential for cultural tourism.
- f. Artworks designed or created through processes of group or community artistic expression
- g. Artworks that reflect the diversity of contemporary art practice in Australian visual art.
- h. The condition of the artwork (where applicable).
- i. The overall artistic merit of the artwork.
- j. The cost and community value of the artwork.
- k. The ongoing maintenance costs of the artwork.
- l. The ongoing insurance for works over \$10,000 (indexed annually)

## 2. ART ACQUISITION METHODS

- 2.1 Artworks can be acquired by the Temora Shire through the methods Sections 3 and 4, subject to compliance with this Policy and the availability of funds in the budget.
- 2.2 If needed professional advice may be made available to guide all art acquisition methods by the Temora Shire Arts Advisory Committee **(to be established)**. Members of this committee will be chosen for their art related skills, the Council Officer who advises on Cultural matters and or a professional Artist/s.
- 2.3 Members of the Temora Shire Arts Advisory Committee **(to be established)** to be chosen on merit and experience, knowledge relevant to the media of the artworks.
- 2.4 Final decisions are to be made at the discretion of the Council of the day.

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### **3. Art Acquisitions through Art Awards, Competitions and Exhibitions**

The following information relates to art acquisitions through Temora Shire Council's awards and exhibitions where the artwork is valued at \$5,000 ex GST or less.

- 3.1 Awards - artworks can be acquired by the Temora Shire Council as awards. Where the Temora Shire Council is the organiser of the exhibition, the selection of award recipients will be determined by the Temora Shire Arts Advisory Committee **(to be established)** or their appointed Judge/s.
- 3.2 Art Exhibition - Non Temora Shire Council Award Acquisition. Artworks can be acquired by the Temora Shire through exhibitions, other than those artworks acquired as awards. The selection of works will be determined by the Temora Shire Arts Advisory Committee **(to be established)**
- 3.3 In exceptional circumstances, where there is insufficient time to convene a meeting of the Public Art Committee and there is a significant opportunity to acquire an important artwork, the GM and Mayor may approve an acquisition which complies with the criteria set out in clause 1 of this Policy.
- 3.4 **Individual or community executive art works may be short term acquisitions (one month to one year) for community, social and cultural benefit.**

For art acquisitions through awards and exhibitions valued at more than \$5,000 ex GST, the Temora Shire Arts Advisory Committee **(to be established)** will be convened to consider and make recommendations to Council on the selection of such artworks.

### **Art**

#### **4. Art Acquisitions through Donations and Bequests**

**4.1 Artworks can be acquired by the Temora Shire through donations/bequests in line with the acquisition criteria in clause 1.**

The following information relates to art acquisitions through donations and bequeaths where the artwork is valued at \$5,000 ex GST or less.

- 4.1.1 The selection process will be undertaken by the Temora Shire's Public Art Committee.
- 4.1.2 The Temora Shire Council reserves the right to decline the offer for art acquisitions through donations and bequeaths.
- 4.1.3 The Temora Shire Arts Advisory Committee **(to be established)** will be convened to consider and make recommendations to Council on the selection of such artworks.

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#### **4.2 Commissioned Artwork Projects**

Artworks can be acquired by the Temora Shire through commissioning an artist/s in line with the acquisition criteria in clause 1.

Depending on the size, complexity and cost of the artwork project, the following general criteria will be used to guide the commissioning process:

- a. Comprehensive knowledge of public art and project management of public art
- b. Design and creativity of concept
- c. Proposed ideas are high quality, engaging and integrated into the site design
- d. Cost for proposed artwork
- e. Maintenance for proposed artwork
- f. Experience in comparable projects and artistic disciplines.
- g. Compatibility to criteria outlined in the artist brief
- h. Experience in collaborating with architects and other professionals
- i. Quality of submission including visuals
- j. Previous experience working within project timelines and budgets
- k. Previous projects were conducted safely and were technically feasible
- l. Experience in undertaking projects requiring community consultation.

#### **4.3 Commissioned Artwork Projects**

4.3.1 Where the commissioned artworks have a budget of \$5,000 ex GST or less, the Temora Shire Arts Advisory Committee (**to be established**) will be convened to consider the artworks and make determination in accordance with Delegation Number 3.3

4.3.2 Commissioned Artwork Projects with a budget of more than \$5,001 ex GST  
Where the commissioned artworks have a budget of \$5,001 ex GST (2013) the Temora Shire Arts Advisory Committee (**to be established**) will be convened to consider the matter and make recommendations to the full Temora Shire Council on the selection of such artworks.

In all cases the Director of Finance and or the General Manager will be requested to provide an assessment of the submitted quote/s for guidance of Council.

4.3.3 Commissioned Artwork Projects with a budget of \$10,000 or more ex GST  
For the acquisition of all Artworks Acquisitions and Public Artwork projects with a budget of \$10,000 or more, a public tender process will be used in accordance with the Local Government Act rules and guidelines for the Procurement of Goods or Services.

Given the unique nature of the services required in developing public artworks, the Temora Shire Council shall first invite Expressions of Interest with respect to the provision of public artworks with a budget of \$10,000 ex GST or more.

Each of the persons or entities considered capable of supplying the services required will then be invited to submit a formal tender to undertake the public art project.

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#### 4.3.4 Art Acquisitions through Temora Shire Council Infrastructure Projects (Where there is a Percentage for Art Commission Projects imbedded in the project)

Where the Temora Shire undertakes an infrastructure project that has a total value in excess of \$1 million, the Temora Shire may choose to contribute an additional percentage of the calculated project value toward the provision of public art within the project's precinct.

Temora Shire Arts Advisory Committee (**to be established**) will be convened to consider and make recommendations to Council on the selection of such artworks.

#### 4.4.4 The support of existing and emerging artists and arts groups

Temora Shire recognises the existing Arts and Crafts groups and will continue to work with these community groups to enhance the artistic opportunities and skills within the Temora Shire. Temora Shire Council supports Art in Schools and provides public spaces for annual and ad hoc exhibitions. The Temora Shire also sponsors and Annual Temora Art Prize Exhibition.

### 5. ART COLLECTION MANAGEMENT

The management of the Temora Shire Public Art Collection shall be through the work of the Temora Shire Arts Advisory Committee (**to be established**).

#### 5.1 An inventory of all artwork owned by or under the care of the Temora Shire, linked to its Asset Registers.

- a. The inventory shall include information that reflects the context of the artwork as provided by the artist, as well as details of the funding sources and where available valuations.
- b. A program of reasonable care and maintenance for the collection.
- c. A scheduled program to circulate moveable artworks throughout the Temora Shire's communities and staffed facilities, to maximise access to the collection.
- d. An annual or bi-annual program of cleaning and maintenance works.
- e. A rotating schedule will be provided by the Temora Shire Public Art Committee of artworks to be hung in the Council Chambers, Committee Room, Mayor's office and Foyer.

#### 5.2 Annual report

On an annual basis, a report shall be provided to Council of all acquisitions and decommissioning activities with the Temora Shire Council's art collection.

#### 5.3 Composition of the Committee

### 6. DECOMMISSIONING ART

- 6.1 Decommissioning is defined for the purposes of this policy as the formal process to remove art from its active status, including (but not limited to): relocation, storage, sale, donation or disposal/destruction.
- 6.2 Where the value of the artwork being considered for decommissioning is \$5,000 ex GST or less, the decommissioning will be considered and decided by the Temora Shire Arts Advisory Committee (**to be established**).

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- 6.3 Where the value of the artwork being considered for decommissioning is in excess of \$5,001 ex GST, the Temora Shire Arts Advisory Committee (to be established) will consider it and make a recommendation to Council.
- 6.4 In all cases the appointed officer's assessment for the decommissioning of the artwork/s shall be provided for guidance to Council.

**7. GOVERNANCE REFERENCES**

- Statutory Compliance
- Local Government Act
- Local Government Regulations
- Organisational Compliance
- Council Policies

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*File Name: Art Acquisition, Management & Decommissioning Policy*

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*Function: Community*

*Temora Shire Council*

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# TEMORA SHIRE COUNCIL



**TEMORA**  
*The Friendly Shire*

## Communications Policy

**ACTIVE**

*Revision Number: 2*  
*File Name: Communications Policy*

*Revision Date: 15 November 2018*  
*Page Number: Page 1 of 7*



*Function: Community**Temora Shire Council**Policy Number: C20*

Review Details
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**ABOUT THIS RELEASE**

**DOCUMENT NAME:** Communications Policy  
**CODE NUMBER:** C 20  
**AUTHOR:** Temora Shire Council  
**ENDORSEMENT DATE:** March 2017

**REVIEW**

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement
March 2017	New Policy	1	March 2017	GCL
15 November 2018	Refresh	2		

**PLANNED REVIEW**

Planned Review Date	Revision Description		Review by
September 2020	Revision		Communications Officer

*Revision Number: 2*  
*File Name: Communications Policy*

*Revision Date: 15 November 2018*  
*Page Number: Page 2 of 7*

Function: Community

Temora Shire Council

Policy Number: C20

**1) POLICY OBJECTIVES**

- (a) To outline the role and use of the Communications Officer as a publicity and information provider
- (b) To determine which forums are applicable to which **individuals and organisations** as a platform for advertising and promotion **and relaying of information**
- (c) To clarify the relationship between council staff, **individuals, councillors** and organisation seeking promotion

**2) SCOPE OF POLICY**

- (a) Committees and Events set up under the "council" umbrella
- (b) **Temora Shire Councillors**
- (c) **Temora Shire Staff**
- (d) All individuals seeking promotion through the Communications Officer specifically in relation to the use of council's forums such as:
  - Narraburra News
  - Temora Shire Facebook page
  - Temora Recreational Centre Facebook page
  - Temora Ambulance Museum's Facebook page
  - Temora Rural Museum Facebook page
  - Temora Youth Facebook page
  - Temora Airport and Airpark Facebook page
  - Temora Visitor's Information Facebook page
  - Temora Shire Website ([www.temora.nsw.gov.au](http://www.temora.nsw.gov.au))
  - Temora Tourism Website ([www.temora.com.au](http://www.temora.com.au))
  - #visitemora Instagram page
  - #temorayouth Instagram page
  - Temora Shire Council Twitter page
  - **Temora Shire Council YouTube channel**

**3) DEFINITIONS**

<b>Organisation</b>	An organized group of people with a particular purpose, such as business, government department or volunteer group.
<b>Committees</b>	A group of people appointed for a specific function by a larger group and typically consisting of members of that larger group.
<b>Communications Officer</b>	Head of communications, contact with external media outlets, public affairs and all communications in the form of websites, social media and written publications.
<b>Social Media</b>	Social websites such as Facebook, Instagram and Twitter where people socialize and receive immediate information, usually on their smart phone, that is relevant to them.
<b>Publications</b>	Any form of information going out to the public. This could include, but is not limited to, written documents, leaflets, flyers, websites, social media pages, booklets, media releases and letters.
<b>Individuals</b>	<b>Any individual person from the community, within council employment or Councillors of Temora Shire</b>

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<b>Event</b>	An event is a planned and organized occasion with an intent to entertain, educate or inform
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#### 4) KEYWORDS AND CROSS REFERENCING

Committee	Organization	Communications
Publications	Social Media	Media Outlets
Individuals		

#### 5) OVERVIEW

Council is committed to providing the community with the best possible service delivery. To achieve this requires a high level of commitment and competence from all those who provide that service, including organisations and individuals (including councillors and staff) seeking promotion through the council publications.

This communications policy addresses the need to formalize the role of the Communications Officer and the content applicable to each of the publications or media outlets.

#### 6) RESPONSIBILITIES

- (a) The Communications Officer is responsible and will be held accountable for ensuring that:
- (i) Council programs and policies are communicated with residents transparently and promptly in the most appropriate forum, with consideration to appropriate content and size of the document in question.
  - (ii) Determining whether the size and content of the request is suitable for publication in each forum. Facebook posts should be limited to 100 words and one image. "List My Events" should be registered through the online application, contain an image and be brief and direct. News items for the website should be submitted as a media release and contain an image. Decisions about the relevance and appropriateness of each item will ultimately sit with the Communications Officer.
  - (iii) Council events are promoted through all the mediums available including
    - Narraburra News
    - Websites
    - Facebook
    - YouTube
    - Other forms of advertising
  - (iv) The council publication "The Narraburra News" is used to communicate council events and news only, with the exception of the "What's On" section where other organisations may apply to advertise their events.
  - (v) Priority will be given to events that have a tourism and/or community focus. Events that discriminate or exclude particular sections of the community will not be listed.
  - (vi) Regular meetings of community groups, churches or other special interest groups will not be listed. (See "Get involved" section of the website [www.temora.com.au](http://www.temora.com.au) for ongoing events.

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- (vii) The Temora Tourism website ([www.temora.com.au](http://www.temora.com.au)) is used as a platform to list upcoming events from ANY organisation that submit a "Get Listed" application, as well as ongoing events and meetings in the "Get Involved" section of the website.

**Temora Shire Council** are responsible for:

- (i) Ensuring their events, documents, policies and actions remain transparent to the community and will be done so largely through the Communications Officer.
  - (ii) Supporting local events by assisting with the hire of council facilities and ensuring the correct procedures are followed when planning an event through communication between event organisers and council.
- (b) **The organisation, individual or committee** are responsible for:
- (i) Remaining transparent with council regarding creating any event so council can assist in the most appropriate way (road closures, hire of facilities etc)
  - (ii) Their own advertising, which can include a request to be listed in "What's On" which is shown on council's websites and the back page of the Narraburra News
  - (iii) Ensuring Facebook posts are limited to 100 words and one image. List My Events" are registered though the online application, contain an image and be brief and direct. News items for the website are submitted as a media release and contain an image. Decisions about the relevance and appropriateness of each item will ultimately sit with the Communications Officer.

## 7) DOCUMENTATION / COUNCIL AND EXTERNAL REFERENCES

Temora Alive – Our Cultural Plan 2014  
Schedule of Fees and Charges 2018  
Operational Plan

## 8) PROCEDURES

- (a) Individuals or organisations that require the assistance of the Communications Officer must make contact with the Communications Officer via the following outlets:
  - "List my Event" on the tourism website ([www.temora.com.au/get-listed.aspx](http://www.temora.com.au/get-listed.aspx))
  - By email at [temshire@temora.nsw.gov.au](mailto:temshire@temora.nsw.gov.au)
  - Phone (02) 69801100
- (b) Individuals and organisations should note that advertising of events by council is limited to:
  - "List my Event" on the tourism website.
  - "What's On" on the back page of the Narraburra News
  - Temora Shire Council Facebook page – as long as information is limited to approximately 100 words and is accompanied by an appropriate image.

## 9) POLICY PREPARED BY - Kate Slapp, Communications Officer

## 10) MANAGER AUTHORISATION TO IMPLEMENT - Gary Lavelle

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**11) LIFE OF POLICY OR DATE FOR REVIEW: 2020**

*Revision Number: 2*  
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*Temora Shire Council*

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*Revision Number: 2*  
*File Name: Communications Policy*

*Revision Date: 6 September 2018*  
*Page Number: Page 7 of 7*

*Function: Engineering*

*Temora Shire Council*

*Policy Number: EW13*

## TEMORA SHIRE COUNCIL



## ROAD VERGE AND NATURE STRIP POLICY

**ACTIVE**

*Revision Number:*  
*File Name: Road Verge and Nature Strip Policy*

*Revision Date: 15 November 2018*  
*Page Number: Page 1 of 16*

Function: Engineering

Temora Shire Council

Policy Number: EW13

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

**DOCUMENT NAME:** Road Verge and Nature Strip Policy  
**CODE NUMBER:** EW13  
**AUTHOR:** Temora Shire Council  
**ENDORSEMENT DATE:**

**REVIEW**

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement
September 2017	General Review	1	N/A	GCL
15 November 2018	General Review	2		

**PLANNED REVIEW**

Planned Review Date	Revision Description		Review by
September 2020	Review		Engineering Technical Services Manager

Revision Number:  
 File Name: Road Verge and Nature Strip Policy

Revision Date: 15 November 2018  
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*Function: Engineering**Temora Shire Council**Policy Number: EW13*

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### **Annexure 1**

Sample Memorandum of Understanding

*Revision Number:*

*File Name: Road Verge and Nature Strip Policy*

*Revision Date: 15 November 2018*

*Page Number: Page 3 of 16*

Function: Engineering

Temora Shire Council

Policy Number: EW13

## PART A Introduction

### Objectives

This policy is aimed at fulfilling the following objectives:

- (a) Set out Temora Shire Council's expectations in relation to the use and maintenance of road verges and nature strips by individuals, landowners, utility service providers and Council officers;
- (b) Specify which activities require notification to Council prior to undertaking, under what circumstances no notification is required, and which activities are prohibited;
- (c) Provide details about Council's role in maintaining areas of publicly owned land that are under Council's care and control;
- (d) Provide details about the provision of legal access to properties.

## PART B Nature Strips

### Definitions

A **nature strip** is an area of grass, beside a roadway, possibly with trees and shrubs, including the footpath, if there is one, lying between the trafficked roadway (carriageway) and the property boundary.

For the purposes of this policy, a **nature strip is located in an urban zone area** alongside residential, commercial or industrial properties, including villages, whilst a road verge is located alongside rural properties.

An **urban zone** is land that is zoned R1 General Residential, R5 Large Lot Residential, RU5 Village, B2 Local Centre, B4 Mixed Use, B6 Enterprise Corridor, IN1 General Industrial, RE1 Public Recreation, or RE2 Private Recreation.

Refer to Part D for further controls that relate to land zoned R5 Large Lot Residential.

**Council** means Temora Shire Council.

### Role of Nature Strips

Nature Strips are public property, but adjoining owners are often required to maintain this land.

The benefits of nature strips are visual amenity, public safety for pedestrians, space for street lights and amenities such as sewerage, water pipes, telecommunications, electricity and gas, and have an important role in managing urban runoff.

The nature strip also acts as a buffer between road vehicles and pedestrians and private property.

### Resident's Role

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- A nature strip is publicly owned land. However, services located within the nature strip may benefit the property owner/s and/or tenant.
- Council relies on residents to maintain the nature strips adjacent to their house, which are a logical extension of their own private property. This is a common, accepted practice throughout Australia.
- **Generally, this residential maintenance involves weeding, mowing and edging turf.**
- Residents should report any concerns they have with street trees to Council. Maintenance of street trees by residents is not permitted.
- Residents are not permitted to close off any part of Council's road, nature strip or footpath, for instance due to building or construction works, or in an attempt to manage through traffic, without the approval of Council. Residents must comply with any conditions of consent to ensure that worksites are safe.

#### Council's Role

- **Council does not generally carry out maintenance** (including mowing and watering) of nature strips that adjoin private property.
- If grass on the nature strip is over 20 cm or there is rubbish dumped on the nature strip by the landowner, Council may issue a letter of request to the relevant landowner, requesting that they comply with maintaining and clearing the nature strip.
- Council will take appropriate action to rectify problems in relation to tripping hazards or safety issues. **Where the hazard is identified as being the result of landowner action**, Council officers will write to the relevant property owner requesting that they attend to the identified problem.
- Any feature within the nature strip that is deemed by Council to be an immediate risk to the public may be removed from the nature strip without consultation or warning, at the owner's cost.

#### Development on the nature strip

Table 1 below details development types that are permitted in the nature strip and the controls that apply.

**Table 1: Development permitted in the nature strip**

Development	Permitted	Controls
Vegetation	Lawn (seeding) Turf	Must not inhibit rubbish bin collection, sight distance for vehicles, or vehicle door opening from the street. Must maintain access to the footpath. Existing low garden beds shall be reviewed and may be required to be made safe to the satisfaction of Council. This may include total removal.

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Maintenance	Routine garden maintenance (eg. mowing, edging, weeding)	Works such as driveway modification or storage of materials such as skip bins require Council permission
Trees	Prune trees located on the landowner's property	Landscaping must not be permitted to obstruct the footpath
Street Trees located on the nature strip	No private maintenance permitted	Council is responsible for pruning, planting or replacing trees. Contact Council with any concerns
Gutter bridges/ramps	Requires Council permission. Gutter bridges/ramps are discouraged and will only be considered as a last resort	Installations to provide access from a road to a residential property must be constructed by approved Council contractors
Building works	Requires Council permission	Protect street tree/s and grassed nature strip during construction. Any barriers to be installed during construction require approval from Council prior to works commencing.

Prohibited development on the nature strip

Table 2 below details the types of development that are prohibited in the nature strip.

**Table 2: Prohibited development in the nature strip**

Development	Prohibited	Controls
Hard surface materials	Concrete Pavers Asphalt Stepping stones, or similar	Where a hard surface is required for vehicular access purposes, an application for a gutter crossover and/or driveway must be submitted to Council for approval, prior to commencement of work
Hard landscaping works	Rocks Raised edges Railway sleepers Retaining wall, or similar	These works are potential trip hazards and are therefore prohibited in nature strips
Irrigation systems	Hoses Drip irrigation systems or similar	These works are potential trip hazards and are therefore prohibited in nature strips
Lighting	Temporary or permanent electrical wiring	Must not be installed in the nature strip area (eg lighting of street trees is prohibited)
Vehicle Parking	Parking on nature strips or footpaths	Partially or fully parking a vehicle on a nature strip or footpath may attract a fine from Council to the owner of that vehicle

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Vegetation	Low garden beds	Planting of low garden beds within the nature strip is prohibited, as such plantings are potential trip hazards
Letterboxes	On private property only	Must provide suitable access to Australia Post delivery

- Under the Roads Regulation 2008 and the Local Government Act 1993 the adjoining property owner may be fined and or ordered by Council to remove any nature strip treatments which are installed contrary to these guidelines, and may be requested to replace them with an approved nature strip treatment. Such work is to be carried out by the adjoining property owner at their own cost.

## PART C Road Verges

### Definitions

A **road verge** is an area of grass, beside a roadway, possibly with trees and shrubs, (including the footpath, if there is one) lying between the trafficked roadway (carriageway), and the property boundary.

**Road verges are generally located in a rural area**, that is, land that is zoned RU1 Primary Production, RU3 Forestry, E1 National Parks and Nature Reserves, SP1 Special Activities and SP2 Infrastructure.

### Role of Road Verges

The role of road verges in rural areas are to provide a buffer between the road and private property, as a location of services such as electricity, gas and water supply, and to assist with managing stormwater runoff.

Rural road verges often contain remnant vegetation that has remained after adjoining land has been cleared. This vegetation is managed through roadside vegetation management plans.

### Resident's Role

- Any fire breaks must be located on the landowner's property and not located on the road verge.
- A resident wishing to graze stock on the road reserve must do so in accordance with Council's policy C9 Grazing of Stock on Council Roads. Livestock must be personally supervised at all times and the landowner must have \$20 million public liability insurance in place, with Temora Shire Council as an interested party. The landowner must use temporary warning signs and must also obtain a permit to graze from Local Land Services.
- Residents are not permitted to close off any part of Council's road, or road verge, without the approval of Council. Residents must comply with any conditions of consent to ensure that worksites are safe.

### Council's Role

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- Council has a program of roadside vegetation mowing for rural road verges. Roadside mowing is carried out for road user safety and fire risk management reasons.
- Council may slash rural road verges as required, in the following locations:
  - the road shoulder of bitumen sealed roads is to be serviced by a tractor/slasher combination where the terrain permits.
  - slashing is to be restricted to the immediate shoulder adjacent to the bitumen edge. The typical width of slashing will be 1.0 – 2.0 metres in width. Council does not require slashing of the road reserve to the fenced boundary at level areas or over the top of cuttings.
  - the following exceptions will apply (increased interventions):
    - intersections - mow area to ensure adequate sight distance for motorists and pedestrians for safety
    - rural school bus stop pick up and drop off areas – mow area to ensure adequate sight distance for motorists and passengers for safety
    - on state roads which form the major entrances to Temora, Ariah Park and Springdale, for aesthetic reasons
    - rail crossings and private land entrances
- Council has a weed management program to manage noxious and environmental weeds

#### Development in the Road Verge

Table 3 below details development types that are permitted in the road verge and the controls that apply.

**Table 3: Development permitted in the road verge**

Development	Permitted	Controls
Roadside vegetation	Mowing/slashing/weed spraying is permitted along the property frontage, 5 metres from the formed road edge	Alert Council to any urgent concerns about roadside vegetation, such as fallen trees across roads
Native vegetation	Planting of native vegetation is permitted with the approval of Council	Application must advise of the species, location and quantity of proposed planting

#### Prohibited Development in the Road Verge

Table 4 below details development that is prohibited in the road verge

**Table 4: Prohibited development in the road verge**

Development	Prohibited	Controls
Roadside vegetation	It is prohibited to clear, fell, poison, ringbark or burn native vegetation located in the road verge	Advise Council of any concerns relating to pruning, or imminent risks that vegetation poses to personal injury or property.
Grazing of stock	Unsupervised grazing of the road reserve by stock is	Refer to Council Policy C9 Grazing of stock on Council

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	prohibited.	roads for details of circumstances where supervised grazing by stock of Council road verges is permitted.
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## PART D Large Lot Residential Areas

### Definitions

**Large lot residential areas** are zoned R5 under the Temora Local Environmental Plan 2010 and are considered to be urban areas. As these areas are located on the fringe of the urban area, this part covers the management of these particular urban areas.

### Resident's Role

- As large lot residential areas are considered to be urban areas, it is generally the responsibility of the adjoining resident to maintain the nature strip that adjoins their property.
- As large lot residential properties, by their nature, have large frontages, it is likely that maintenance carried out by or on behalf of the landowner would involve the use of a ride on lawn mower or tractor.
- Residents are not permitted to close off any part of Council's road, nature strip or footpath, for instance due to building or construction works, without the approval of Council. Residents must comply with any conditions of consent to ensure that worksites are safe.

### Council's Role

- As is the case for General residential areas, **Council does not generally carry out renovation or maintenance** (including mowing and watering) of nature strips that adjoin large lot residential areas. **Council may at its discretion carry out maintenance from time to time.**
- Council may mow nature strips located in large lot residential areas alongside roads that are speed limited above 70km/hour. This is due to resident and motorist safety concerns.
- Council may provide additional maintenance at intersections and school bus stop drop off and pick up areas for safety reasons, and on state roads which form the major entrances to Temora, Arianah Park and Springdale, for aesthetic reasons.

### Development in Large Lot Residential Areas

- The controls set out in Table 1 also apply in Large Lot Residential areas.

### Prohibited development in Large Lot Residential Areas

- The controls set out in Table 2 also apply in Large Lot Residential Areas.

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## **PART E Utilities and Maintenance Work**

### Definitions

**Utility companies** are infrastructure providers, including electricity, gas, telecommunications and water supply providers.

For purposes of this policy, “**routine maintenance**” is defined as inspections and minor works that do not require excavation or part or full road or nature strip/road verge closures.

**Major works** is defined as works that will involve part or full closure of a road, footpath, nature strip or road verge. This includes closing of access for pedestrians or vehicles to use part of a road, footpath, nature strip or road verge due to excavation, the installation of a temporary structure or similar works.

### Utilities' Role

- Utility companies may require access to the nature strip/road verge to perform maintenance work from time to time.
- Utility companies must notify Council in writing of their intention to carry out development on Council infrastructure and must take into consideration any comments received from Council within 21 days of notice being given.
- State Environmental Planning Policy (SEPP) (Infrastructure) 2007 sets out the notification requirements for public authorities in relation to impacts upon Council infrastructure or services. This includes impacts that relate to:
  - o Stormwater management
  - o Traffic generation
  - o Sewerage systems
  - o Water supply
  - o Installation of a temporary structure
  - o Enclosure of public place
  - o Excavation of a road or footpath
- Refer to Regulation 13 of this SEPP for further information
- Under the Roads Act 1993, a person must have the consent of the appropriate roads authority when carrying out any work on a public road, including:
  - o Erect a structure or carry out work in, on or over a public road
  - o Dig up or disturb the surface of a public road
  - o Remove or interfere with a structure, work or tree on a public road
  - o Pump water into a public road from any land adjoining the road
  - o Connect a road (whether public or private) to a classified road
- Refer to Section 138 of the Roads Act 1993 for further information
- Where emergency works are required, the utility service provider must notify Council of these works, as soon as practically possible.
- The companies are required to make good the road and nature strip/road verge following maintenance work. This is enforced by relevant legislation.

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- Utility companies must warrant the quality of their works for 12 months following completion of their works projects.
- Council will not be responsible for replacing plants or landscaping as a result of such works by others.
- Statutory Authorities undertaking routine maintenance works on their own assets are not required to notify Council prior to works commencing. Council will seek to secure a Memorandum of Understanding with utility companies operating within Temora Shire, to ensure their agreement to abide by standard workplace health and safety practices.

#### Council's Role

- Council will require notification by the utility service provider of planned major works involving Council roads, footpaths, nature strips and road verges, prior to commencement.
- This is to enable Council officers to inspect traffic management procedures, as well as sites of proposed and commenced works, and completed rectification works.
- Council will seek to secure an agreement with utility providers about the notification and inspection procedures.

#### Notification of Major Works

- Notification to Council of Major Works planned by utility service providers shall involve completion and submission of the notification form to Council. The form shall be submitted to Council at least three weeks prior to the works commencing.
- The completed form shall detail the location of the proposed works, their expected duration and the nature of the planned interruption to Council's infrastructure (part or full road, footpath, nature strip or road verge closure, works as detailed in the Infrastructure SEPP above), impact upon Council infrastructure (such as excavation), traffic management plans, inspections of work stages and completion of the project with final inspection.
- Relevant Council officers shall be informed by phone or email that works have commenced to allow Council officers the opportunity to inspect the worksite during the program of work, to ensure satisfactory traffic management and full repair of the site after works are complete.

## **PART F Gutter Crossovers and Driveways**

#### Definitions

A **gutter crossover** or layback is the section of the kerb in front of the property front boundary that is used to cross a vehicle from the road to the nature strip or road verge.

#### Resident's Role

- Residents wishing to modify or install a gutter crossover must make an application to Council. **Gutter crossover and driveway modification maintenance and/or upgrade shall be at the full cost of the landowner.**

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- Construction of driveways are by application to Council. Driveway construction costs are the responsibility of the property owner.
- Residential properties must be accessed by full concrete driveways, as part of the Construction Certificate.

#### Council's Role

- Council will provide one legal access to an existing residential property, being a gutter crossover.
- Legal access may be provided by the main property access or by rear lane access.
- Newly created residential allotments must have legal access provided by the developer, at their cost, to Council's standard.
- Gutter crossovers, footpaths and driveways can be constructed by either Council directly or by a Council approved Contractor, to ensure that construction is to a reasonable standard and uniformity.
- A Council is not responsible to accommodate all vehicles that may need to access a private property via a 'special' crossing, (Section 218, Roads Act 1993). This would include when a land owner buys a new vehicle and accessing their property is difficult or causes damage to the vehicle.
- The Council may wish to approve of the construction of a 'fillet' on the road side of the layback, which would assist by affectively flattening the horizontal profile. This would be at the property owner's cost. The reference profile is shown in Australian Standard AS/NZS 2009.1: 2004. Landowners must make application to Council for these works.
- Council is responsible for ensuring vehicular access when it initially establishes road levels, not on a continuing basis.
- Where Council makes a decision to change levels of a road due by establishing a 'new' longitudinal profile, Council is obliged to accommodate all vehicles owned by a property owner at that time.

## **PART G Rural Property Access**

### Definitions

A **rural property access** is the physical legal access to a rural property.

### Resident's Role

- It is the responsibility of the owner of the rural property to arrange the provision of access to a rural property, by making application to Council.
- Any modifications **or maintenance required** to provide, **maintain** or upgrade physical access to a rural property **shall be** at the landowner's cost.

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- For maintenance within the public road verge, Council or a Council Contractor must carry out the work.

#### Council's Role

- Council may specify the location of the rural property access, such as, in order to limit the number of accesses to major roads, or to reduce costs due to the need to install culverts across existing table drains. This matter shall be discussed with Council officers at the pre-lodgement meeting for a new development or subdivision, to ensure suitable building design and siting.
- Council will specify access details when a rural property is subdivided, and the access infrastructure, such as, culverts, gravel, or headwalls, to be provided at the developers cost.
- Council is not responsible for providing legal access to rural allotments. This includes where an existing rural allotment is sold without requiring subdivision consent. A rural property access can be constructed by either Council directly, as private works or by a Council approved Contractor, to ensure that construction is to a reasonable standard and uniformity.
- A list of Council approved contractors can be obtained by contacting Council's Engineering department.

## **PART H Firewood Collection**

#### Definitions

**Firewood Collection** means the gathering of fallen timber for the purposes of private home heating.

#### Owner's Role

- An owner of private land may collect firewood on their own property for personal or commercial use, and may give permission to others to collect firewood for personal or commercial use.

#### Council's Role

- Temora Shire Council does not issue permits for the collection of firewood from road verges, nor for collection of firewood from Crown Land or Public Land under the care and control of Council.
- For road safety reasons, Council encourages residents to collect wood from private property, with the landowner's permission.
- The felling of trees on Council road verges is an offence.

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*Function: Engineering**Temora Shire Council**Policy Number: EW13***Annexure 1****Sample Memorandum of Understanding****Temora Shire Council****Road Verge and Nature Strip Policy****Memorandum of Understanding****between Temora Shire Council and <insert utility service provider name>**

This Memorandum of Understanding (MOU) highlights the objectives and management arrangements of notification to Council under the Temora Shire Council Road Verge and Nature Strip Policy. It details communication, information sharing and consultation processes. It is not a legal document, however it is an agreement to co-operate and collaborate.

**1. Rationale**

The purpose of this MOU is to formalise arrangements for notification of Council by <insert utility service provider name> under the Temora Shire Council Road Verge and Nature Strip Policy.

**2. Definitions**

*Utility companies* are infrastructure providers, including electricity, gas, telecommunications and water supply providers.

*Routine maintenance* is defined as inspections and minor works that do not require excavation or part or full road or nature strip/road verge closures.

*Major works* is defined as works that will involve part or full closure of a road, footpath, nature strip or road verge. This includes closing of access for pedestrians or vehicles to use part of a road, footpath, nature strip or road verge due to excavation, the installation of a temporary structure or similar works.

*Council* is Temora Shire Council

*Council infrastructure* is Council owned assets including local roads, nature strips, road verges, and footpaths.

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### 3. Goals and objectives

The goals and objectives of the MOU are to:

- ensure the timely notification of Temora Shire Council by utility companies of proposed major works that may impact upon Council infrastructure or services.
- allow Temora Shire Council to comment on proposed major works prior to their commencement, and for those comments to be considered by utility companies.
- enable Temora Shire Council the opportunity to inspect worksites relating to this MOU and ensure safe work practices and traffic management are occurring.
- provide quality workmanship by requiring utility service providers to warrant the quality of their works for 12 months following completion of their works projects.

### 4. Partner organisations

The Memorandum of Understanding is between:

- Temora Shire Council, and
- <insert utility service provider name>

### 5. Roles and Responsibilities

The role of both parties in this MOU is:

- timely communication of proposed works and responding comments
- notification of works commencement and completion
- notification of inspections
- sharing communication of this MOU across all relevant staff and contractors

### 6. Governance structure and reporting

Reporting of proposed major works shall be via the Road Verge and Nature Strips online form, to be completed and submitted on Council's website.

Notification of works commencement and completion shall be to Council's Engineering Secretary phone 6980 1101 or email [secretary@temora.nsw.gov.au](mailto:secretary@temora.nsw.gov.au)

Questions about proposed works shall be directed to Council's Engineering Works Manager Mr Bimal Shah, phone 6980 1106 or email [bshah@temora.nsw.gov.au](mailto:bshah@temora.nsw.gov.au)

### 7. Annexure

Details of the MOU that are specific to <insert utility service provider name> are included in the Annexure

### 8. Authorisation

The signing of this MOU is not a formal undertaking. However, the signatories will strive to reach the objectives stated in the MOU, to the best of their ability.

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Temora Shire Council:

Name

Title

Date

<insert utility service provider name>:

Name

Title

Date

Annexure

Details of the MOU that are specific to <insert utility service provider name> are included below:

- <insert details where relevant of agreements specific to this utility service provider>
- Example – emergency works notification

Signature of Authorised Temora Shire Council Representative

Signature of Authorised <insert utility service provider name> Representative

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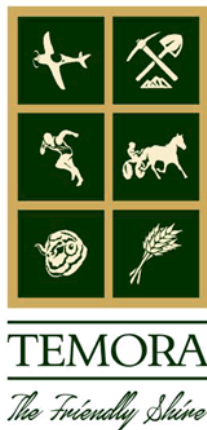
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## TEMORA SHIRE COUNCIL



## PROCUREMENT PROCEDURE

DRAFT

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File Name: G3 - Procurement Procedure~~Draft G3 - Procurement Procedure.doc~~

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## Review Details

### ABOUT THIS RELEASE

DOCUMENT NAME: Procurement Procedure  
 CODE NUMBER: G3  
 AUTHOR: Temora Shire Council  
 ENDORSEMENT DATE: 19 April 2012

### REVIEW

Revision Date	Revision Description	Date approved by Council	General Managers Endorsement
March 2012	Initial revision	19 March 2012	Gary Lavelle
July 2017	General revision	20 July 2017	Gary Lavelle
<u>September 2018</u>	<u>Review of content due to shortcomings identified by staff and Councillors</u>		

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### PLANNED REVIEW

Planned Review Date	Revision Description		Review by
July 2018	General revision		
<u>September 2020</u>	<u>General Revision</u>		

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## 1. PURPOSE

The Local Government Act and Regulations covers the procurement of all goods and services and is binding on all Local Government Authorities.

The purpose of this Procedure is to provide clear guidelines for the procurement of goods and services, valued at under \$150,000, and for tenders over \$150,000. This Procedure will assist Temora Shire Council in ensuring best value for money, good management practices, legislative compliance, transparency, probity and environmental performance.

## 2. SCOPE

This Procedure applies to all Councillors, employees of Temora Shire Council and to any external entity overseeing, or having any involvement in, the procurement of goods and services for Council.

## 3. OBJECTIVES

To ensure purchasing arrangements comply with the following principles.

- comply with Local Government Act and Regulations
- efficient and effective use of Council resources
- open and effective competition
- value for money
- enhancement of the capabilities of local business and industry
- sustainable procurement
- environmental protection, and
- ethical behaviour and fair dealing, including chain of responsibility

## 4. PROCEDURE

### 4.1 GENERAL INFORMATION

#### 4.1.1 Basic Purchasing Principles

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

- The purchasing system should be designed to provide the best value for money, given social and community imperatives;
- The procedures used must be, and must be believed-perceived to be, able to withstand public scrutiny;
- Purchasing procedures should ensure open competition and no individual supplier should be given advantage over others; and
- Purchasing procedures should comply with all of Council's policies, including sustainable management of the environment and chain of responsibility
- That Council should not be exposed to risks

#### Value for Money

The best way of obtaining value for money is to ensure that there is a strong element of competition in the allocation of orders or awards of contracts. This is ensured by obtaining competitive quotations wherever practicable. Council has a number of 'Preferred/Approved' Supplier arrangements' for which a competitive

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tender has already been undertaken. Staff are directed to use a supplier from this arrangement unless they are able to obtain better value for money from an alternative supplier.

The degree of detail with which procurement is performed depends on the value, complexity and sensitivity of the goods and services being purchased. It is not good practice to use excessive time and paperwork on simple purchases of low value. 'Best value for money' does not imply that the lowest quotation must be selected uncritically. Other criteria such as the degree of compliance with specified quality standards, known performance and capacity of suppliers as well as maintenance, impact on the environment and whole of life costing must be taken into account.

#### **Withstanding Public Scrutiny**

To be able to withstand public scrutiny, it is important that activities, such as the selection of quotations and approvals be carried out and documented meticulously. Staff engaging in procurement, for even small purchases, must be mindful of any conflict of interest. Information provided to the Council should be treated as **commercial – in – confidence**, restricted to persons concerned with the specific purchase or contract and care should be taken that it is not inadvertently displayed or otherwise communicated to competitors in the course of supplier evaluation.

#### **Opportunity to Participate**

In respect of procurement outside the tender process there is no requirement that all potential suppliers be given the opportunity to participate. However, every effort should be made to comply with Clause 4.2.3 of this plan. The onus is on staff to ensure that the suppliers selected to provide quotes are representative of the market. All persons invited to quote for Council business should be given equal information.

#### **Environmental sustainability and Chain of Responsibility**

Council requires that procurement decisions incorporate environmentally sound policies and ethical and safety considerations. Staff must carefully consider these issues when planning both service levels and the required standards of goods. Expected and desired environmental performance and chain of responsibility outcomes are to be documented, where practical, in the specifications and evaluation of contracts.

#### **4.1.2 Delegated Levels of Authority**

Only those Council staff with Delegated Authority from the General Manager to authorise expenditure, subject to the nominated monetary limitations, may enter into purchasing agreements. The nominated monetary limits vary depending on each individual's level of authority and role within Council.

The levels of authority for those Council staff with authority to incur and approve expenditure can be found under "Council Policies - Staff Delegations" on Council's [Intranet site delegation system](#).

The limits put in place are to be strictly adhered to with the onus being on the individual employee to ensure that they do not abuse their authority level. Under no circumstances are orders to be split so that the total value of the order falls under the amount of the individual's authority level.

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Staff authority to requisition, order and approve purchases is governed by Staff Delegations of Authority made by the General Manager. This includes the specific upper limits on purchasing approvals permitted by individual staff positions. No staff must act outside their delegation of authority.

**Staff with Delegations of Authority to purchase must adhere to the procedures relating to the obtaining of quotes, use of Purchase Orders, and the obtaining of invoices as detailed in this Procurement Plan.** Staff with Delegations of Authority to purchase must have regard to budget considerations and the management of existing resources when making purchasing decisions. Managers and supervisors shall oversee their reporting staff member's use of Council resources.

## 4.2 PURCHASING

### 4.2.1 Purchasing of Goods In Excess of \$150,000 (Excluding GST)

For purchases with a value in excess of \$150,000 (excl. GST) formal Tenders are to be invited by public advertisement. The requirements for tendering are contained in Section 55 of the Local Government Act 1993 Part 7 of the Local Government (General) Regulation 2005; and Council's Tendering Procedures.

The Tenders received are to be submitted, [in summary form](#) to Council, together with [a comprehensive tender evaluation and](#) a recommendation from the General Manager or appropriate Council Director/Manager. Exemptions from the requirement to Tender are available for purchases made under;

- an existing annual tender, during the term of the tender,
- Local Government Procurement,
- emergency/exceptional circumstances (as per Council resolution),
- public auction,
- a contract for purchase/sale of land, if within valuation, and
- a contract for employment of Council staff.

*Note: "Order splitting" where the cost of an order is split into a number of smaller values designed to fall below the Tender contract value is not permitted.*

### Procedure for Tendering

The following procedure is provided to ensure that tenders dealt with by Council are treated in transparent and equitable manner. This Procedure will ensure that Council staff and businesses tendering are aware of the Council expectations regarding the tendering process.

The following shall apply.

1. The provision of the Local Government ~~(Tendering) Regulation 1993~~[\(General\) Regulation 2005](#) are to be observed at all times, particularly noting;
  - (a) Upon receipt tenders must be placed [unopened](#) in the tender box. [If a tender is accidentally opened, it should be resealed and an explanatory note placed on the envelope.](#)

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(b) After the close of tenders the tenders must be opened in the presence of at least two people. ~~Councillors, members of the public and tenderers are invited to be present at the opening. The opening will should be advised on the Hub informing Council, inviting interested Councillors to be present at the opening.~~

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(c) Officer opening the tenders must record the names of the tenders and the amounts that appear to be tendered for the contract and prepare a tender list specifying in descending order of amount tendered the names of the tenderers. (Note: The tender list should not include the tendered amount.)

(d) Immediately after preparing the tender list, the appropriate person must arrange for the list to be displayed on the ~~information kiosk~~ notice board in the foyer of the Council offices.

2. The report of the Council officer regarding the tender is to be included in the confidential section of the Council Business Paper.
3. After decision by Council, the name of the successful tenderer and tendered price is to be displayed on the Council notice board for a period of 7 days.
4. Details of the successful tenderer and price only is to be made available upon request to any unsuccessful tenderer. Other details submitted in a tender document are confidential and not to be released without the written consent of the tenderer.
5. Details of unsuccessful tenders are not to be released under any circumstances.
6. Contact by a tenderer in relation to the tender, with any Councillor prior to consideration of the matter by Council will render the tender ineligible to be considered by Council.
7. Councillors must not make contact with tenderers in relation to the tender prior to consideration of the matter by Council. Councillors may upon request to the General Manager view the tender document submitted. If further questions are required in relation to the tender, the General Manager may invite all tenderers to be available at the Council meeting for these questions to be asked. ~~Contact between a Councillor and tenderer regarding a tender will render the tenderer ineligible.~~
8. Tenders not received on the appropriate Council tender form will be ruled ineligible for consideration;

#### 4.2.2 Purchasing of Goods and Services Below \$150,000

The calling of formal tenders for goods and services with a value below \$150,000 is NOT a legislative requirement; however, the following procedures and conditions apply.

##### Step 1

- (a) Decide if the supply is to go to tender?

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- **Yes**, Purchase in accordance with the Local Government Act and Tendering Regulations.

**Triggers for deciding to call tenders**

- i) ~~is there more than one service available in Temora;~~
- ii) ~~is there sufficient time between calling tenders and requiring the service;~~
- iii) ~~is a larger number of prices required to gauge local competitiveness and value for money;~~ is there potential for a better outcome through a tendering process;
- iv) ~~if service not available in Temora Shire, are all suppliers known; and~~
- iv) ~~is Council disposing of land, plant or materials.~~
- v) Could there be a perception of favouritism or pecuniary interest

- **No**, Purchase in accordance with Step 2 guidelines.

(b) Is the supply available under Local Government Contract?

- **Yes**, Purchase goods and services via a Council Purchase Order (see clause 4.2.3 Levels of Purchase and 4.3 Purchase Orders), taking into account the assessment of quotations at Step2 (3).

- **No**, Purchase in accordance with Step 2 guidelines.

(c) Is the purchase a direct plant or labour hire purchase from the Council Preferred/Approved Supplier Register under the value of \$15,000?

- **Yes**, Purchase goods and services via a Council Purchase Order (see clause 4.4.1 Preferred/Approved Supplier Register, 4.2.3 Levels of Purchase and 4.3.1 Purchase Order Administration).

- **No**, Purchase in accordance with Step 2 guidelines.

(d) Is the purchase required for an emergency event?

- **Yes**, Obtain approval from the General Manager prior to proceeding with purchase.

*The reasons are to be documented for the purpose of this Procedure. An emergency shall be defined as:*

*The immediate non supply of the goods or service would pose a health, safety or financial risk to the Council and /or the community.*

- **No**, Purchase in accordance with Step 2 guidelines

**Step 2**

Purchasing shall be undertaken in accordance with the following procedures and and the procedures detailed in clause 4.3-22.3 (Levels of Purchase). Council officers are to ensure that procurement of goods and services providers are selected based on overall best value to Council.

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1. Council Specification

Quotations shall be called based upon the requirements as detailed in Councils quotation specification. The criteria for assessment of the quotation shall be established in the specification.

2. Submission of Quotation

At least seven (7) days is to be allowed for the submission of the quotation, unless deemed urgent by the Director/Manager responsible

Quotations for goods and services may be forwarded by fax, email, or in writing, so as to reach the responsible officer by the closing date specified in the quotation specification.

Procurement records may be kept by the responsible Authorised Delegate, but must be scanned as a record within Councils records management system.

If for any reason conditions of Clause 4.2.3 of this plan cannot be achieved in the quotation process, the Authorised Delegate must note accurately on the Quotation Record Form, reasons why the conditions have not been achieved.

3. Assessment of Quotations

A formal evaluation of quotations shall be undertaken for purchases valued at between \$50,000 and \$150,000, noting that formal assessment can be undertaken for quotations valued below \$50,000 at the Authorised Delegates discretion.

An Authorised Delegate shall approve the assessment process and have regard to, but not limited to, the following criteria;

- (a) Track record of company, its general reputation for work competence, delivery, service etc.
- (b) Product quality, quality standards, suitability etc.
- (c) Technical expertise, credential of key personnel, systems and techniques, depth and nature of support.
- (d) Time performance, ability to provide goods and services on time.
- (e) Price, type of fee, contingencies, terms and conditions.
- (f) The price should not be limited to up front price alone, as this may distort the true long term cost to Council. Price should also include consideration of the life cycle costs and incorporating issues such as cost of installation, maintenance, replacement and disposal.
- (g) The ability of the provider to demonstrate that they can comply with current Workplace Health and Safety, Workers Compensation and Environmental Legislation applicable to the contracted works.

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- (h) The ability of the contractor to demonstrate that they can meet the provisions of Temora Shire Councils Workplace Health, Safety and Environmental Policies and Procedures
- (i) Enhancement of the capacity of local business, goods and services supplied locally. Is the quotation in accordance with the Local Purchase Policy of Council
- (j) Degree to which the goods and services meet Councils sustainable procurement principles outlined in clause 4.7 of this Procedure.

For the purpose of the assessment a weighting is to be assigned to the attributes within the assessment criteria.

A quotation evaluation form for contracts below \$150,000 is located in Appendix C.

#### 4. Acceptance of Quotations

A record of the quotation is to be made on the Council files.

Successful and unsuccessful tenderers are to be notified as soon as possible after the contract is awarded. In purchase transactions below \$50,000 where a notifying letter is not required, the issue of a Council Purchase Order will constitute acceptance of the quotation.

- (a) If the assessment of quotations recommends not accepting the lowest price, then the reasons must be documented on the Quotation Record Form and considered by a Delegated Authority.
- (b) The Delegated Authority may reject or approve this recommendation. If rejected, then the entire process is recommenced or the Delegated Authority may decide to accept another quotation, in which case full justification for this decision must be documented and recorded.

#### 4.2.3 Levels of Purchase

Council's purchasing levels and associated process and records are displayed in Table 1 Levels of Purchase. Council officers may authorise up to a level consistent with their Delegated Authority.

Table 1 Levels of Purchase

Value of Goods & Services	Process Summary	Purchase Records
Up to \$2,000	<ul style="list-style-type: none"> <li>✓ Minimum of one verbal quote, or use tendered rates from <u>Preferred/Approved</u> Supplier Register.</li> <li><i>Note: Quote and/or Preferred/Approved Supplier selection must be deemed reasonable by a Delegated Authority.</i></li> </ul>	<ul style="list-style-type: none"> <li>✓ Purchase Order Form.</li> <li>✓ Quotation Record Form for Goods &amp; Services over \$500.</li> <li>✓ Plant &amp; Labour Hire Contractor Time Sheet</li> </ul>
\$2,001 - \$5,000	✓ Minimum of 1 written quote, or	✓ Purchase Order Form.

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Value of Goods & Services	Process Summary	Purchase Records
	use tendered rates from <a href="#">Preferred/Approved</a> Supplier Register. <i>Note: Quote and/or <a href="#">Preferred/Approved</a> Supplier selection must be deemed reasonable by a Delegated Authority.</i>	✓ Quotation Record Form. ✓ Written quote. ✓ Plant & Labour Hire Contractor Time Sheet
\$5,001 - \$15,000	✓ Minimum of 2 written quotes, or use tendered rates from <a href="#">Preferred/Approved</a> Supplier Register. <i>Note: Quote and/or <a href="#">Preferred/Approved</a> Supplier selection must be deemed reasonable by a Delegated Authority.</i>	✓ Purchase Order Form. ✓ Quotation Record Form. ✓ 2 written quotes. ✓ Plant & Labour Hire Contractor Time Sheet
\$15,001 - \$50,000	✓ Basic specification development. ✓ Distribution via email to <a href="#">Preferred/Approved</a> Suppliers and other suitable suppliers. ✓ Minimum of 3 written quotes.	✓ Purchase Order Form. ✓ Quotation Record Form. ✓ 3 written quotes. ✓ Process documentation.
\$50,001 - \$150,000	✓ Detailed specification development. ✓ Distribution via email to <a href="#">Preferred/Approved</a> Suppliers and other suitable suppliers. ✓ 3 written quotes.	✓ Purchase Order Form. ✓ Quotation Record Form ✓ 3 written quotes. ✓ Declaration of Interest Form. ✓ Quotation Evaluation Form. ✓ Process documentation. ✓ Letter notifying suppliers of outcome.
\$150,000 and above	✓ Formal tender process.	✓ Compliance with clause 4.2.2 & Appendix A Tender Assessment.

#### 4.2.4 Purchase Order Administration

Council Purchase Orders are to be issued in respect of any purchase entered into by Council with the exception of acquisitions made using credit cards, [Council Purchase Cards](#) or contracts entered into by Council, which are repetitive in nature e.g. utility accounts. [Credit Card usage is to be strictly in accordance with Policy G9 – Corporate Credit Card Usage.](#)

[Where a Council purchase card is used, the purchase must be backed by a Council Purchase Order, completed prior to the purchase.](#)

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Management of Council Purchase Orders booklets shall be restricted to the Council Procurement Officer, Councils executive management, or a delegate of the executive (secretary). Council Purchase Orders shall be issued in strict accordance with the following procedure;

1. Obtain agreement from a staff member with the appropriate Delegated Authority, that satisfactory purchasing process and compliance with this Procedure have been achieved and that purchasing may proceed.
2. Acquire the Purchase Order booklet from the Delegated Authority and complete the Purchase Order Form.

Information recorded should include;

- (a) the business name and address of the supplier,
  - (b) the date of the requisition to purchase,
  - (c) an estimated quantity of goods or service being purchased,
  - (d) a description of the goods or service being purchased,
  - (e) a delivery address for the goods or service (if applicable),
  - (f) a job number relating to the purchase,
  - (g) an estimate of the purchase price, excluding GST or a notation that GST is included for each individual item,
  - (h) the name of the Council officer requisitioning the order, and
  - (i) a signature from the authorised delegate.
3. Provide a copy of the signed Purchase Order Form to the supplier as confirmation to proceed with the purchase.  
*Note: For orders under the value of \$15,000 the Purchase Order number may be verbally conveyed to the supplier, at the supplier's discretion.*
4. Attach appropriate purchase records listed in Table 1 Levels of Purchase to the original Purchase Order Form and forward to the Records Officer, Secretary, or Procurement Officer for electronic filing within Councils records management system.
5. Following completion of the contract, the supplier shall quote the Purchase Order number on the tax invoice and forward to [accounts@temora.nsw.gov.au](mailto:accounts@temora.nsw.gov.au) for processing.
6. Invoices received shall be matched by Purchase Order numbers and distributed to the appropriate Delegated Authority for reconciliation.
7. The Delegated Authority shall reconcile the invoice with the Purchase Order Form and return the invoice and the blue carbon copy of the Purchase Order Form to the accounts section of Council. The Delegated Authority shall state the words "OK to Pay", along with his or her signature on the Purchase Order Form to confirm payment can be processed.

Notes:

1. "Order splitting" where the cost of an order is split into a number of smaller values designed to fall below a particular purchase level is not permitted.

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2. No orders are to be placed with suppliers without an official Purchase Order being supplied by Council first.
3. All suppliers are instructed not to supply goods unless they make reference to an official Temora Shire Council Purchase Order number.
4. Multiple plant and labour hire purchases from the [Preferred/Approved](#) Supplier Register may be combined into one rolling Purchase Order provided the following conditions are met;
  - a. The combined purchase is from an individual contractor.
  - b. The value of the combined purchase does not exceed \$15,000.
  - c. The maximum length of the rolling purchase order is 10 working days (two weeks)
  - d. Each individual purchase is verbally approved by a delegated authority.
5. If a provider supplies goods/services without a Purchase Order number, and produces an invoice to Council without reference to an official Purchase Order number, Council reserves the right to refuse payment for those goods or services.

### 4.3 [PREFERRED/APPROVED](#) SUPPLIER ARRANGEMENTS

#### 4.3.1 [Preferred/Approved](#) Supplier Register

Council has developed a register of goods and service suppliers that meet specified WHS criteria in relation to insurance, registration and licensing, along with a commitment to compliance with Council's adopted policies and procedures. The [Preferred/Approved](#) Supplier Register is also used as a tool to rank plant and labour hire suppliers based on overall value of service.

Council will adopt biennial renewal of the [Preferred/Approved](#) Supplier Register, with suppliers successfully meeting the specified WHS criteria being established/re-established on the [Preferred/Approved](#) Supplier Register. Successful plant and labour hire suppliers will be grouped in like service fields (electrical, plumbing, etc.) and evaluated and ranked based on value.

The [Preferred/Approved](#) Supplier Register is intended to allow high volume, low value plant and labour hire purchases to be made by authorised delegates without calling for quotations up to a value of \$15,000.

Procurement of plant and labour hire suppliers to perform such work, shall be selected from the [Preferred/Approved](#) Supplier Register, and shall be selected in descending order from the highest ranked supplier down.

The intention of this arrangement is to allow market tested, plant and labour hire support to Councils existing resource base that is efficient to administer, through elimination of the need to obtain multiple, duplicate quotations for high volume, routine purchases of low value.

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

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

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Procurement of plant and labour hire suppliers from the [Preferred/Approved](#) Supplier Register shall be undertaken consistent with clause 4.3.1 Purchase Order Administration, and further, plant and labour hire suppliers shall complete a Daily Plant and Labour Hire Contractor Time Sheet to be signed by a Council supervisor and submitted with invoice for payment.

The Daily Plant and Labour Hire Contractor Time Sheet is located in Appendix D.

#### 4.3.2 Preference for Local Providers

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

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

#### Preference for Local Provider Policy

- 1 When considering tenders and quotations, preference shall be given to local suppliers where, taken into consideration:

- (a) Price (including freight)
- (b) Availability of goods and services;
- (c) Availability and access to after-sales service and maintenance;
- (d) Competence and ability to supply the goods and services to specification;
- (e) Quality and type of the product;
- (f) Long term benefits of a competitive market place and local economic effect of the decision.

[\(g\)](#) All other factors relevant to consideration of the particular tender or quotation

[\(g\)\(h\)](#) [Consideration of the specialist nature of supply.](#)

- 2 In considering purchasing options, a local purchase preference, to a value of 5% or \$500, whichever is the lesser value, will be given where a product is available locally. Quotations should be sourced from the local supplier, except in the following instances:

[\(a\)](#) Unavailability of a business that is a core supplier of the product or service required. That is the business should be specifically established to provide expertise in the area required. An example would be where Council requires a service such as a landscape design, there are several individuals and businesses who provide facets of the requirement but do not provide a total solution. In this instance no local quotation would be sought.

[\(a\)](#) [Where an item is provided in accordance with NSW Government procurement contract by a local provider, the local purchase policy will not apply and the conditions of the contract will be strictly applied.](#)

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(c)  
(b)(d) Past Pricing Experience. Council are fortunate to be able to access government contracts which in reality local business cannot generally compete with. After initially establishing this by quotation, there will be no need to test each subsequent purchase within a 12-month period.

(e)(e) Availability of Expertise. Some local businesses can access goods and services however these are not core lines, hence knowledge, advice and assistance can be lacking. An example could be high end electronic technology with which significant advice on product could be required. In this instance the immediate approach would be to the experts in the field.

(d)(f) Expediency. Where a delay occurs in the delivery of a local product, Council ~~will~~ may seek alternative supplies.

(e)(g) Materiality. Where an item is insignificant or part of a larger project contracted externally, expediency dictates that the item will be purchased externally.

(f)(h) In the case of fuel supply, preference will be given at the following rate:

- i) \$0.05 per litre where a company has wholesale storage facilities within the shire of Temora and operates a distribution point from that facility.
- ii) \$0.01 per litre where a company, not having wholesale distribution facilities within Temora Shire Council area employs a local contractor to distribute the fuel.

3 Council will not negotiate with local suppliers to reduce the pricing structure after considering the market. That is, all suppliers are expected to supply their best price initially, and Council will operate on this assumption.

4 Council purchasing staff must be prepared to justify to Council external purchases where a similar product is available locally. It is expected that justification will be in the form of written record detailing conformity with this Procedure.

5 Tenderers for major projects should be advised that where possible, local services should be used and preference will be given to tenderers utilising local contractors.

6 All tenderers should be advised of this Procedure when tenders are called;

#### 4.4 ETHICAL STANDARDS

Temora Shire Council has developed a [document G15 - "Statement of Business Ethics for External Parties"](#) which clearly defines Councils ethical standards, and sets out the expectations of the standards that the providers of goods and services will meet.

~~The G17 - "Code of Conduct"~~ which has been adopted ~~developed~~ by Council aims to deliver integrity, ethical conduct and accountability throughout the ~~o~~Organisation. Staff and Councillors are expected to act in accordance with this Code and to maintain high standards of ethical behaviour consistent with the positions they hold.

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Equally, providers of goods/services and contractors are expected to demonstrate the equivalent behavioural standards. Providers who align their business practices with Council's ethical expectations can expect to:

- compete for business on an even playing field,
- establish practices that will put them in good stead in competing for works with other public sector agencies, and
- provide services in accordance with relevant Chain of Responsibility Codes of Practice

This statement of business ethics does form part of the purchasing process and subsequent contractual arrangements with Council. The consequences of non-compliance for Council staff could include investigation and disciplinary action.

For suppliers/contractors it could include termination of contracts or exclusion from tendering.

Under no circumstances is a provider to approach a Councillor, or a member of Council's staff, during a period where a product submission or tender/quotation has been submitted for evaluation, for the purpose of seeking more information, favourable treatment, or for the purpose of offering certain inducements and gifts that may influence the evaluation of the products and/or tender. If there is any evidence of corrupt behaviour from a provider, Council staff member or Councillor, then all parties involved will be reported to the appropriate authorities.

Should you believe you have encountered unethical behaviour in your dealings with Council, then you should notify Council's General Manager and you will be given protection under the "Protective Disclosure Act".

#### 4.5 CONFLICT OF INTEREST

Where a Council officer is involved in procurement activity, whether it be on a daily basis, or as part of Tender Evaluation Committee, or as the person actually responsible for inviting tenders, he/she are obliged to declare any interest or bias he/she may have in regard to a particular supplier.

This conflict of interest could range from a pecuniary interest, to a personal interest such as a family member being involved in that business. The individual is obliged to declare this interest at the outset of the process to avoid any supplier being treated in any way other than fairly and without bias. [If an interest exists or is perceived to exist, the individual must remove themselves from the process.](#)

It is of paramount importance to Temora Shire Council that all suppliers be treated in an equitable manner and that all dealings are transparent and can withstand public scrutiny.

[The simple practice to follow is – If an individual is in any doubt, they should remove themselves from the process.](#)

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**4.6 OCCUPATIONAL WORKPLACE HEALTH & SAFETY**

All providers must comply with current [Occupational Workplace](#) Health and Safety, Worker's Compensation and Environmental legislative requirements and regulations when applicable.

The relevant Council Officer in charge of the contract is to ensure all providers comply with the provisions of Temora Council's, Contractor Safety Management Procedures.

**4.7 SUSTAINABLE PROCUREMENT**

Temora Shire Council is committed to the principles of Ecologically Sustainable Development (ESD). Sustainable procurement will help achieve triple bottom line objectives to deliver better environmental, social and economic outcomes that will assist Council in:

- eliminating unnecessary inefficiency, waste and expenditure;
- contributing to the combined purchasing power of local government to further stimulate demand for sustainable products, including materials able to be collected by community groups through kerbside collection;
- increasing awareness about the range and quality of products available;
- delivering its commitments in relation to ESD and other environmental and social objectives;
- playing a leadership role in advancing long term social and environmental sustainability;
- supporting local businesses and organisations.

To meet the desired outcomes listed above, responsible officers should always give consideration to goods and services that;

- contain recycled content;
- reduce unnecessary packaging
- are reused or recycled at end of life;
- reduce greenhouse gas emissions;
- save water and/or energy;
- are non-toxic;
- help protect biodiversity and habitat;
- minimise unnecessary purchasing;
- support local jobs;
- provide long term value for money.

**4.8 INTERNAL AUDIT**

Council's Policy and Procedures allow all those staff who have Delegated Authority to authorise expenditure to actively purchase goods and services required for their Department/Section.

There is a need for strict controls related to purchasing. To support and reinforce these controls, the purchasing of goods and services will be the subject of internal audits in respect of matters such as –

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- compliance with Plan objectives
- quotation process (incl. assessment)
- quotation documentation
- orders documentation

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#### 4.9 RELATED POLICIES

~~Staff – Occupational Health & Safety Policy~~

~~G5 - Staff Complaint Reporting~~ ~~Complaints Disclosure Reporting Procedure~~ ~~G5~~

~~G6 - Fraud Reporting~~ ~~G6 Control Policy~~

~~G9 - Staff – Corporate Credit Cards~~ ~~G9~~

~~G15 – Statement of Ethics~~

~~G17 - Code of Conduct~~ ~~G17~~

~~Privacy Management Policy~~ ~~G18~~

~~G20 - Internal Audit Charter and Committee Charter~~ ~~G20~~

~~Internal reporting of corruption, mal-administration and serious and substantial waste.~~

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#### APPENDIX A - TENDER ASSESSMENT

The lowest price is not automatically accepted, the Tender Evaluation process applies weighting for criteria such as, skills, quality, experience and previous performance in a manner to ensure value for money.

To assess tenders, the criteria/s intended to encapsulate the quality of the product or the competence of the tendering organisation to undertake a particular. The selection criteria are used to rate each of the tenders.

The criteria is a combination of the following:

- relevant experience;
- appreciation of the task;
- past performance;
- management and technical skills;
- resources;
- management systems;
- methodology;
- product life maintenance costs
- quality
- price, or
- other criteria that relate to the service being contracted.

The Tender Evaluation should have a combination of at least four of these criteria plus the price.

The selection criteria MUST be nominated in the tender document, so that a tenderer is aware how the tender will be evaluated.

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### Relevant Experience

Previous experience of the tenderer must be assessed, to achieve the intended outcomes of the project. Recent experience is more valuable than historic experience. Information required should include a list of relevant projects undertaken and for each project provide:

- description and relevance to the tendered project;
- role of the tenderer;
- project cost; and
- duration of project.

### Past Performance

The tendering organisation's performance in completing past projects to the quality standards required, time performance, within budget, claims history, project management, and product value must be assessed.

Extension to the contract completion date and claims for variations also give an indication of performance capability. Similarly, the satisfaction of previous clients regarding the management of the project and project outcome provide useful subjective information on performance of the tenderer.

The information required should include the following information on each project:

- project name;
- client's project manager (name and phone/fax numbers);
- quality standards, target performance levels;
- tender price, variations and final cost;
- completion date and extensions of time granted; and
- details of WHS records.

### Technical Skills

The competence of key management, professional and technical personnel that the tenderer proposes to employ on the project needs to be assessed with particular emphasis on the skills and experience in technical areas comparable to the project.

The information required should include the following details of the proposed project team:

- names;
- function;
- technical expertise; and
- CV's to be provided.

### Management Skills and Systems

The availability within the tenderers organisation of personnel with appropriate management skills together with effective management systems and methods appropriate to the successful management of the project.

The information required should include the following:

- quality system;

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- project management tools;
- program software;
- environmental management system; and
- WHS management system.

### Resources

The equipment, including facilities and intellectual property, which the tenderer proposes to use on the project need to be assessed.

The information required should include the following:

- specialist equipment;
- labour, by trade skills; and
- facilities.

### Methodology

The procedures or innovative methods the tenderer proposes to use to achieve the specified end results, or the special processes detailed in tender documents. The tenderer should be able to demonstrate its capability to bring the contract to a satisfactory conclusion by describing the methodology of approach to accomplish the project's required outcomes.

The information required shall include the following:

- program of works;
- key performance indicators;
- division of works into subcontracts;
- innovative procedures to be used;
- reporting and recording systems; and
- Quality Plan.

### Price

The price is the sum that the agency would be required to pay to the tenderer for the work or service provided. This must include all costs over the duration of the contract. Depending on the contract, this could include:

- fixed capital cost;
- variable tender costs during the contract period;
- special adjustments during the contract period;
- maintenance costs; and
- operating costs.

Weighting on the tender price normally exceeds 60%. A lower weighting on tender price would represent extraordinary circumstances. Evaluation Committees adopting a weighting Tender Evaluation using Weighted Criteria of less than 60% will be required to justify their decision to their agency Procurement Review Committee

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**Tender Documents****Selection Criteria and Weighting**

The criteria and weightings to be used must be selected so that the most appropriate criteria are used to review the tenders. The best value for money outcome is the one that reflects the requirements of the particular project. If the project is highly technical or difficult, emphasis should be placed on the weightings of the total of the non-price criteria and the sub-attributes of technical skills and methodology.

If the project is made up of multiple separable parts and requires a number of trade skills as subcontracts, then a higher weighting should be given to management skills. Selection criteria must be comprehensive and cover all the information required to allow the Tender Evaluation to take place. Only information provided by the tenderer in response to the selection criteria, and other information requested in the tender documents, is permitted to be used in the tender evaluation.

**Criteria Notification**

Selection Criteria, which will be used in the Tender Evaluation process, must be included in the Conditions of Tendering (clause 1.17), together with the weighting to be assigned to the criteria. The tender documents may also require that additional information is to be provided for use in the tender evaluation.

**Weighting**

When assigning weights, the Project Manager must ensure that:

- all selection criteria to be used are assigned a weight;
- criteria weightings are to be within the range outlined below; and
- the sum of all weights totals 100.

The weighting range for Selection Criteria should be within the following:

Criteria Item	Percentage	Criteria	Range
Non-Price	10 – 40%	Relevant Experience	5 – 20%
		Past Performance	5 – 20%
		Technical Skills	0 – 20%
		Resources	0 – 20%
		Management Skills	0 – 20%
		Methodology	0 – 20%
Price	60 – 90%		60 – 90%

**Tender Evaluation**

A Tender Evaluation Committee comprising three members, two of whom should be the Project Manager and the intended Superintendent or Superintendent's Representative, will assess the tender bids in accordance with the procedures noted below.

The tenders are scored according to the information provided. Only that information submitted at the time of close of tender and lodged with the tender bid shall be used in the evaluation.

**Scoring “Non-Price” Criteria**

The evaluation procedures are as follows:

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1. Add the individual scores for each non-price criterion. Each criterion is given a point score from 0 (poor) to 5 (excellent) in increments of 0.5.
2. Weigh the individual scores for each non-price criteria according to the pre-determined weightings. The weighted score is calculated by multiplying the score by the weight. In the example given below, the weighted score for tender 1, criteria 1 is calculated as  $9 \times 10\% = 0.90$
3. The sum of non-price scores for each tender is then normalised to 5. Normalising is a transformation applied uniformly to each element in a set of data so that the set has some statistical property.
4. The following formula is applied to normalise the non-price scores:  

$$\frac{\text{Sum of non-price score for each tender} \times 5}{\text{Highest sum of non-price scores}}$$
5. This score is then adjusted for the total weighting of all the non-price criteria to obtain the overall weighted non-price score.

The example below shows how the weighted score is calculated and normalise non-price scores:

NON PRICE	Weighting %	SCORE			WEIGHTED SCORE		
		Tender 1	Tender 2	Tender 3	Tender 1	Tender 2	Tender 3
Past Performance	10	9.0	8.0	7.5	0.90	0.80	0.75
Technical Skills	10	7.0	8.0	8.0	0.70	0.80	0.80
Resources	10	8.5	8.0	9.0	0.85	0.75	0.90
Methodology	10	8.5	8.5	8.0	0.85	0.85	0.80
TOTAL NON PRICE CRITERIA					3.30	3.20	3.25
NORMALISE NON PRICE					$\frac{3.30 \times 5}{3.30}$	$\frac{3.20 \times 5}{3.30}$	$\frac{3.25 \times 5}{3.30}$
					5.00	4.85	4.92
WEIGHTED NON PRICE	40%				2.00	1.94	1.97

### Scoring Price

Scores for price are based on the following method: (Note that the lower the price, the higher the score.)

$$\text{Normalised Price} = \frac{\text{Lowest tender price} \times 5}{\text{Tender price}}$$

TENDERER	TENDER PRICE	NORMALISED PRICE
Tender 1	\$1,282,000	5.00
Tender 2	\$1,333,000	4.81
Tender 3	\$1,925,000	3.33

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NON PRICE	Weighting %	SCORE			WEIGHTED SCORE		
		Tender 1	Tender 2	Tender 3	Tender 1	Tender 2	Tender 3
Past Performance	10	9.0	8.0	7.5	0.90	0.80	0.75
Technical Skills	10	7.0	8.0	8.0	0.70	0.80	0.80
Resources	10	8.5	8.0	9.0	0.85	0.75	0.90
Methodology	10	8.5	8.5	8.0	0.85	0.85	0.80
TOTAL NON PRICE CRITERIA					3.30	3.20	3.25
NORMALISE NON PRICE					$\frac{3.30 \times 5}{3.30}$	$\frac{3.20 \times 5}{3.30}$	$\frac{3.25 \times 5}{3.30}$
					5.00	4.85	4.92
WEIGHTED NON PRICE	40%				2.00	1.94	1.97
TOTAL PRICE CRITERIA					5.00	4.81	3.33
WEIGHTED PRICE	60%				3.00	2.89	2.00
TOTALS	100%				5.00	4.83	3.97

In the above case tenderer 1, would be the successful tender.

#### Equivalency

When the difference between the first and second ranked scores is less than 3% the lowest price tender of the two is taken as the preferred tender unless there are extraordinary reasons for not doing so. The "3% rule" is based on a statistical review of the variances in the subjectivity of the evaluation committees' individual scoring.

#### Tender Checklist

Tender Checklist				
Contract				
Contract Sum				
DOCUMENTATION				
1.	Evidence Council selected open or selective tendering method (clause 166), together with reasons, recorded on file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
2.	Copy advertisement for tenders is on file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
3.	Copy of any other invitation to bid is on file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
4.	Copy of all documents provided to tenders on file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
5.	Documents provided to tenderers include: <ul style="list-style-type: none"><li>• Details of work, facilities or services</li><li>• Closing date and tender lodgment requirements</li><li>• Outline of policies applicable to the procurement</li><li>• Evaluation criteria and methodology</li><li>• Specify contact person</li><li>• Proposed terms and conditions of contract</li><li>• Specify criteria on which tenders will be assessed</li><li>• A statement that unethical or inappropriate conduct will result in the tender being disqualified</li><li>• Include information on interaction between council and tenderers including prohibition on contacting Councillors</li></ul>	Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/>	N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/>
6.	Record of all requests for tender documents on file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
7.	Record of staff involved in preparing and issuing tender documents?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
8.	Declaration of conflicts of interest for all staff involved on file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
9.	Written records of all communications between tenderers and council	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

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staff on file (including records of advertising, attendance and information provided at any briefing sessions)?			
10. Full documentation of any changes made to tender specifications (including who made the change and why)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
11. Evidence any changes to tendering specifications communicated to all tenderers or potential tenderers and that no tenderer or potential tenderer was disadvantaged on file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
12. Records of any variation to closing date (including reasons and identity of who made the decision)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
13. All tenders date and time stamped?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
14. Records of tender opening carried out in accordance with clause 175 of the Regulation (two persons also present/members of public able to attend)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
15. Records of receipt for facsimile and electronic delivery with tenders submitted by fax or electronically?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
16. Documentation recording the acceptance of any late tenders, including when received and why accepted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
17. Documented tender assessment criteria on file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
TENDER ASSESSMENT DOCUMENTS			
18. Details of any non-complying tenders and why they were assessed as non-complying?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
19. Documented tender assessment matrix completed for every member of assessment panel?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
20. Recommendation for preferred tenderer is in line with assessment documents?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

<b>Contract</b>			
<b>Contract Sum</b>			
<b>DOCUMENTATION</b>			
<ul style="list-style-type: none"><li>• Background information on the performance of the previous contractor, if any</li></ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<ul style="list-style-type: none"><li>• A summary of the tender process</li></ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<ul style="list-style-type: none"><li>• Details of tenders received and details of any non-complying tenders</li></ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<ul style="list-style-type: none"><li>• Financial analysis of the comparative tenders based on unit price/service price/annual cost/total contract cost</li></ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<ul style="list-style-type: none"><li>• Details of assessment criteria used together with weightings</li></ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<ul style="list-style-type: none"><li>• Conclusion and recommendation based on analysis of assessment criteria results</li></ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<ul style="list-style-type: none"><li>• If recommendation is not to accept any tender, the reasons for that recommendation</li></ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
22. Evidence contract entered by council is in accordance with the tender?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
23. Where council enters into negotiations with one or more unsuccessful tenderers, council resolution includes reasons for that decision, including the choice of tenders with whom it negotiates?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
24. Evidence council advised all tenderers of outcome of process and copy of notice displayed at council advising of outcome (clause 179 of the Regulation)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

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SUCCESSFUL TENDERER	REASON FOR SELECTION

<b>Name:</b>	<b>Signature</b>	<b>Date:</b>
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**Temora Shire Council – Tender Evaluation Form**

NON PRICE	Weighting %	SCORE			WEIGHTED SCORE	
TOTAL NON PRICE CRITERIA						
NORMALISE NON PRICE						
WEIGHTED NON PRICE						

$$\text{Normalised Price} = \frac{\text{Lowest tender price} \times 5}{\text{Tender price}}$$

TENDERER	TENDER PRICE	NORMALISED PRICE
Tender 1		
Tender 2		
Tender 3		

TOTAL PRICE CRITERIA						
WEIGHTED PRICE	60%					
TOTAL WEIGHTED NON PRICE = PRICE	100%					

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## APPENDIX B – RECORD OF QUOTATION FORM

## RECORD OF QUOTATION

QUOTATION FOR: (Describe Goods or Service)		
SUPPLIER	RATE PER ITEM	ESTIMATED COST
<b>Total</b>		

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SUCCESSFUL QUOTATION	REASON FOR SELECTION
	1.
	2.
	3.
	4.
	5.

<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
--------------	-------------------	--------------

## Notes:

1. Attach completed Record of Quotation Form to Council Purchase Order
2. Further Information available in Procedure G3 Procurement

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## APPENDIX C – Quotation Evaluation Form (&lt;\$150,000)

Quotation Evaluation Form < \$150,000										
Quotation Number	Contractor Business Name	Quotation Notes	Quoted Price/Rate (\$)	Assessment (1 Low-5 High)				Score	Ranking	Comments
				Price (40%)	Product Quality/Technical Expertise (20%)	Availability/Reliability (15%)	WHS Compliance (15%)			
1								0	1	
2								0	1	
3								0	1	
4								0	1	
5								0	1	
Assessment Criteria										
		Description								Assessment Ranking
		Price = Total price, type of fee, contingencies, establishment, terms and conditions								1 = Very Poor
		Product Quality/Technical Expertise = Product quality, quality standards, suitability / technical expertise, credential of key personnel, systems and techniques, depth and nature of support.								2 = Poor
		Availability/Reliability = Ability to provide goods and services on time / track record of delivery								3 = Fair
		WHS Compliance = Ability to comply with WHS standards (insurances, registration, licensing, etc) / Ability to meet TSCVWHS policy and procedure								4 = Good
		Sustainability = Recycled content, recyclable packaging, waste minimisation, water or energy saving, reusable, reduced emissions.								5 = Excellent
Successful Quotation		Total Price								Notes:
		Justification								1. Complete blank cells.
										2. Attach completed and signed quotation evaluation to purchase order
		Name								3. Further information is available in Procedure G3 Procurement, Clause 4.2.2
		Signature								
		Date								


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Function: Engineering

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**APPENDIX D – Daily Plant and Labour Hire Contractor Time Sheet**

Contractor Plant/Labour Hire Sheet							
Company : _____							
							
Sr	Date	Job No	Job Description	Plant/ Labor Details	Hrs	Rate	Total (Incl Gst)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
					Total Incl GST		
TSC Representative Signature				Contractor Signature			

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*Function: Governance**Temora Shire Council**Policy Number: G5*

## TEMORA SHIRE COUNCIL



## COMPLAINTS/DISCLOSURE REPORTING PROCEDURE

**ACTIVE**

*Revision Number: 3*  
*File Name: Complaints Reporting Mechanism*

*Revision Date: 15 November 2018*  
*Page Number: Page 1 of 5*

Function: Governance

Temora Shire Council

Policy Number: G5

## Review Details

### ABOUT THIS RELEASE

**DOCUMENT NAME:** Complaints/Disclosure Reporting Procedure  
**CODE NUMBER:** G5  
**AUTHOR:** Temora Shire Council  
**ENDORSEMENT DATE:** November 2011

### REVIEW

Revision Date	Revision Description	Date approved by Council	General Managers Endorsement
November 2011	<i>New requirement of Public Interest Disclosures Act Amendment 2011</i>	17.11.2011	GCL
30 August 2017	Changes to terminology	N/A	GCL
15 November 2018	Review		

### PLANNED REVIEW

Planned Review Date	Revision Description	Review by
September 2020	General Review	GCL

Revision Number: 3  
 File Name: Complaints Reporting Mechanism

Revision Date: 15 November 2018  
 Page Number: Page 2 of 5

*Function: Governance**Temora Shire Council**Policy Number: G5*

**GOAL:** The goal of this code is to ultimately improve customer service in all areas through response to feedback and provide a mechanism for the reporting of corrupt conduct.

**GENERAL:** Temora Shire Council welcomes feedback, whether complaints or compliments as a way of improving services to and safety of the community.

- All staff are prepared to receive complaints in person, in writing or by telephone. They will listen courteously, record faithfully and initiate appropriate action immediately.
- All complaints will be recorded on a request database and examined so that action can be taken to avoid the problem occurring again, and ensure we provide service that meets or exceeds local community needs.
- If we are unable to resolve a complaint, the complainant will be referred to an appropriate authority or advised of the reason for not complying.
- Council will support fully the investigations of ICAC, the state ombudsman, Office of Local Government and other specialist agencies.
- Council will ensure through the *Public Interest Disclosures Act 1994* (The Act) that complainants reporting corrupt conduct are protected.

**PROCEDURE:**

**HOW TO LODGE COMPLAINTS:**

Complaints can be lodged in person, by telephone, by e-mail or by written correspondence. It is preferred, and in some cases essential that the complainant gives their name and contact details.

**RESPONDING TO COMPLAINTS:**

**Verbal Complaints:** The process for verbal complaints will be:

1. Receive complaint and register in **Content Manager**. **If the complaint contains a specific request this should be registered in Customer Request Module (CRM).**
2. Register in Content Manager database.
3. Refer to relevant officer.

**Written Complaints:** The process for written complaints will be:

1. Receive complaint and register in Customer Request Module (CRM).
2. Acknowledge receipt of letter.
3. Register in Content Manager database.
4. Refer to relevant officer.
5. Advise complainant of actions taken.

Revision Number: 3  
File Name: Complaints Reporting Mechanism

Revision Date: 15 November 2018  
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*Function: Governance**Temora Shire Council**Policy Number: G5*

**Urgent Complaint:** The process for urgent complaints where a dangerous situation currently exists will be:

1. Receive complaint and register in **Content Manager**. **If the complaint contains a specific request this should be registered in Customer Request Module (CRM).**
2. Ensure relevant officer is made immediately aware.
3. Register in Content Manager database.
4. Follow up to ensure action is taken.

**Serious Complaint:** (Refer *Public Interest Disclosures* Section)  
When a complainant wishes to make a serious complaint involving corrupt conduct, maladministration, serious & substantial waste, government information contravention or local government pecuniary interest contravention:

1. Receive complaint and insist on the matter being put in writing and register in **Content Manager**.
2. The General Manager will report the matter to the Independent Commission Against Corruption (ICAC) *and the Commissioner of Police*.
3. *Acknowledge receipt of the disclosure and send a copy of the policy to the complainant within 45 days.*
4. Advise the **Office** of Local Government of pecuniary interest complaint **and refer the matter for information to the Internal Audit Committee.**
5. Advise complainant in writing of result of investigation.

**Competitor Complaint:** For complaints regarding improper or inappropriate practices by Council, the procedure shall be:

1. Receive complaint and insist on written statement and register in Content Manager database.
2. Refer the matter to General Manager.
3. The General Manager will report the matter to the Australian Competition Council, if warranted.
4. Advise complainant of result of investigation.

#### **RESPONSIBILITIES:**

##### **STAFF**

It is the responsibilities of staff to ensure:

1. All complaints and requests are registered on the computerised database.
2. Prioritise the complaint to ensure that urgent matters, that is, matters that place community at risk are afforded a high priority.
3. Appropriate actions are taken to redress the problem and minimise the possibility of reoccurrence.
4. All normal complaints are referred to the appropriate officer within 24 hours.
5. All complaints are registered on the database at the time of receipt.

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*File Name: Complaints Reporting Mechanism*

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6. For field staff, a written summary to be received by office staff with 24 hours.
7. Internal complaints should be maintained as confidential.

### **PUBLIC INTEREST DISCLOSURES**

Complainants are advised that the *Public Interest Disclosures Act 1994* (The Act) provides a mechanism to encourage and facilitate the disclosure, in the public interest of corrupt conduct, maladministration serious and substantial waste in the public sector by –

- a) enhancing and augmenting established procedures for making disclosures concerning such matters and
- b) protecting persons from reprisals that might otherwise be inflicted on them because of these disclosures and
- c) providing for these disclosures to be properly investigated (Sect 3)

The protection against reprisals provides (Sect 20) that a person who takes detrimental action against another person that is substantially in reprisal for the other person making a protected disclosure is guilty of an offence (50 penalty points and 12 months imprisonment), detrimental action may include injury, damage or loss, intimidation or harassment, discrimination, disadvantage or adverse treatment in relation to employment, dismissal from or prejudice in employment or disciplinary proceedings.

*Amendments to the Public Interest Disclosures Act 1994 required that the following actions be taken.*

1. *The Public Officer will be responsible for receiving disclosures on behalf of Temora Shire Council.*
2. *All staff of the Council will be provided with a copy of the policy and re-issued after each amendment.*
3. *Temora Shire Council will report to the Ombudsman each 6 months (30 June & 31 December) any statistical information relating to the Act (Section 6C1A)*

Revision Number: 3  
File Name: Complaints Reporting Mechanism

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*Function: Governance**Temora Shire Council**Policy Number: G8*

## TEMORA SHIRE COUNCIL



TEMORA  
*The Friendly Shire*

## CODE OF PRACTICE – SECTION 355 COMMITTEES

**ACTIVE**

*Revision Number: 4*  
*File Name: Code of Practice – Section 355 Committee*

*Revision Date: 15 November 2018*  
*Page Number: Page 1 of 54*

Function: Governance

Temora Shire Council

Policy Number: G8

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

**DOCUMENT NAME:** Code of Practice – Section 355 Committees  
**CODE NUMBER:** G8  
**AUTHOR:** Temora Shire Council  
**ENDORSEMENT DATE:**

**REVIEW**

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement
October 2015	Updating S355 Committees	1	15 October 2015	Gary Lavelle
September 2016	Updating S355 Committees	2	20 September 2016	Gary Lavelle
September 2017	Updating S355 Committees	3	21 September 2017	Gary Lavelle
15 November 2018	Review	4		

**PLANNED REVIEW**

Planned Review Date	Revision Description		Review by
September 2019	Annual Review		Gary Lavelle

Revision Number: 4  
 File Name: Code of Practice – Section 355 Committee

Revision Date: 15 November 2018  
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*Function: Governance**Temora Shire Council**Policy Number: G8*

## INTRODUCTION

Temora Shire Council recognise the important part volunteers and community groups play in providing and managing Council facilities or services. There are a number of committees which are constituted under the powers provided by the Local Government Act 1993 and this document refers to these committees.

This manual provides comprehensive guidelines on the management responsibilities, functions and operation of a community committee and clarifies Council's role in this partnership. Upon formal approval of a community committee by Council, its members are required to adopt and adhere to the conditions set out in this document. Adherence will ensure Council and committee members are aware of the responsibilities and adequately covered by insurance.

The manual is divided into 4 sections, namely:

- 1     Scope of Power: Describes the delegation of function, how committees are established and types of committees.
- 2     Responsibility: Outlines the responsibility undertaken by committees including care, control and management, limitations of power and code of conduct.
- 3     Committee: Provides details of establishment, representation and membership.
- 4     Key Issues: Includes insurance, finances, legal, pecuniary interest, health and safety and employment.

Committee members who seek clarification of any issue raised in this document should contact the General Manager of Temora Shire Council on 69801100.

*Revision Number: 4*  
*File Name: Code of Practice – Section 355 Committee*

*Revision Date: 15 November 2018*  
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*Function: Governance**Temora Shire Council**Policy Number: G8***SECTION 1: POWER OF COMMITTEES****1.1 Delegation of Function**

Under the Local Government Act 1993 Council is able to delegate some of its functions to a committee of Council. Council uses this delegation and appoints community people to manage its facilities or functions through a committee of management.

**1.2 Why Does Council Have Community Committees?**

The committees provide a mechanism by which interested persons can have an active role in the provision/management of Council facilities or services. This provides a twofold benefit by giving protection to the committee operating under the banner of Council, and by providing Council with assistance in the carrying out of its functions.

**1.3 How are Community Committees Established?**

Community committees are established under Section 355 with delegations from Council under the provision of Section 377 of the Local Government Act. Section 355 allows Council to exercise a function of Council and Section 377 allows Council to delegate functions of Council. These terms refer to the Section of the Local Government Act in which the authority for such a committee to be formed is identified. (The two extracts of the Act are reproduced in Appendix 6 and 7).

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## **SECTION 2: RESPONSIBILITY**

### **2.1 Responsibility**

The community committee will be responsible for activities as determined when the committee is established. This responsibility will be conveyed to the committee and is listed in Appendix 3.

### **2.2 Limitation of Powers**

The committee may not make decisions concerning the following:

- (a) Fixing of charges or fees (the committee may submit recommendations for approval by Council in relation to the fixing of charges and fees for use of the facility under its control).
- (b) Borrowing of any monies without the express written consent of Council on each such occasion.
- (c) The sale, lease or surrender of any land and or other property vested in its care under the provisions of the Local Government Act 1993 (as amended).
- (d) The acceptance of tenders which are required to be called by Council. (The committee may invite and accept quotations for minor works, goods and services covered within the scope of its authority or as agreed with Council).
- (e) The payment or making of any gift, to its members. This includes the payment of allowances or travelling expenses incurred whilst attending committee meetings.
- (f) The payment of any monies outside the scope of the Committees function.
- (g) The carrying out of any works on or to the facility including alterations, reconstructions or construction without the prior consent of Council (Does not include minor maintenance works).
- (h) Unreasonably withholding consent for the letting of the facility to any organisation which agrees to comply with and adhere to the rules adopted for use of the facility, providing an acceptable letting period is available.
- (i) Vote monies for expenditure on the works, services or operations of Council.

The exercise by the Committee of its power and functions will be subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of the Council or in writing by the General Manager to the Committee. The Committee will observe any Rules and Regulations made by the Council, in relation to the facility/function under its management and control.

If at any time the Committee is deemed to be functioning outside the limits of its powers as described herein, all powers may be revoked by written notice to the Committee signed by the General Manager or his/her representative.

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### **2.3 Code of Conduct**

Temora Shire Council has adopted a Code of Conduct that is applicable to both elected Councillors and employed staff. This Code of Conduct sets out the principles to ensure the business of Council is carried out in an efficient, honest and impartial way.

As Community Committees are operating as Council, it is important for committees to be aware of and abide by this Code of Conduct. (Copies are distributed to all Community Committees).

Council's Community Committees have the responsibility to ensure the following:

- 1 Access is available to the entire community and is not denied because of ethnicity, gender, disability or religion.
- 2 Priority of use should be given to non-profit making community groups and organisations.
- 3 That the facility not be aligned with, or advocate or advertise for or on behalf of, any political party or person/s.

### **2.4 Accountability**

The committees need to be aware that accountability is required to Council, user groups and the general community. To facilitate this accountability, the committees are required to:

- (a) Hold an Annual General Meeting annually that is advertised.
- (b) Provide reports and minutes to Council.
- (c) Ensure that affected persons are aware of the committee meeting details.

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### SECTION 3: COMMUNITY COMMITTEES

Council aims to appoint committees which are representative of the local community or interest groups for the function which the committee manages.

#### 3.1 Appointment

- To hold office and be responsible for the management of a Council facility, all committee members must be appointed by Council.
- New members must also be appointed by Council before being able to vote and take part in meetings of the Committee.
- Any such committee may be dissolved by the Council at any time.
- The term of office for community committees will be the same term as the current Council, with the addition of an extra three months after the General Election of Councillors, unless as a sunset committee, ie, with a finite time specified.

All nominations for Community Committees are formally submitted in writing to Council for appointment.

#### 3.2 Committee Membership

The Community Committee membership will number not less than four (4) and not more than twelve (12) members as appointed by Council including office bearers unless otherwise decided by council. Council reserves the right to appoint at least one of its members to each committee.

Whilst no particular qualifications are necessary, a commitment to the activities of the committee and a willingness to be actively involved in committee issues is essential.

#### 3.3 Dissolution of Committee

The Committee may be dissolved by the Council at any time.

Committees are formally appointed by the Councillors in office, therefore, three months after the General Election of Councillors, all Community Committee members will cease to hold office.

All committee members are eligible for re-appointment. Committees can either resubmit the nominations in writing to the newly elected Council; or hold a meeting to re-elect the committee and then forward the nominations to Council for approval.  
(This action does not rule out committees holding an Annual General Meeting).

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### **3.4 Vacation of Office**

The office of any member of office bearer of the Committee will become vacant in the following circumstances.

- (a) upon the death of the member; or
- (b) if the member becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his or her creditors or make an assignment of his or her remuneration for their benefit; or
- (c) if the member becomes a mentally incapacitated person; or
- (d) if the member resigns membership by notice in writing to the Committee; or
- (e) if the member is absent for more than three consecutive meetings without leave of the Committee; or
- (f) if the member ceases to be a member of the organisation which he/she represents, (representatives of organisations will be given preference) unless the committee otherwise resolves; or
- (g) while serving a sentence (whether or not by way of periodic detention) for a felony or any other offence, except a sentence imposed for a failure to pay a fine.

### **3.5 Representation on Committee**

Committee membership should reflect the community organisations, which use the facility, and must be open to representatives of user groups and interested community members.

Equal representation of each user group is recommended. Where there is a dispute on representation a final determination will be made by Council.

### **3.6 Committee Positions**

Community Committees consist of office bearers (also known as the Executive) and other committee members. The committee elects at its first meeting and thereafter at each Annual general Meeting, office bearers and committee members. Particulars of all appointments, eg, committee position, name, address, contact number and the user group represented, must be notified in writing to council as soon as possible after appointment is made.

Community Committee members need to have a certain degree of commitment to their role as committee members. One of the advantages of community committees is that the workload can be shared between the different committee members. It is important each member understands this role and what is expected by the community.

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### **3.6.1 Office Bearers/Executive**

Office bearers do not have greater decision making powers than other committee members, other than the chairperson who has a casting vote in the event of a tied vote. Whilst office bearers usually have defined roles, each committee member plays an important part in the functioning of the committee.

At a minimum the committee must have:

- **Chairperson/President**  
The Chairperson is usually the spokesperson for the organisation and therefore needs to be certain that the organisation is running smoothly and achieving its aims and objectives. (Refer Appendix 9(I))
- **Secretary**  
(One person may fill the joint position of Secretary/Treasurer)  
The Secretary is often the key contact point for the organisation, that is, for correspondence, phone messages, etc. and is required to record the 'minutes' for each meeting. (Refer Appendix 9(II)).
- **Treasurer**  
The Treasurer is responsible for looking after the committee's financial business records and is required to present a report of all receipts, payments and other transactions to each committee meeting. (Refer appendix 9(III)).

### **3.7 Meeting Procedures**

Meetings are to be conducted to standard guidelines, which are detailed in the following section and include:

- (a) that a quorum be present
- (b) that appropriate notice is given
- (c) that business on the agenda is properly conducted
- (d) that correspondence and minutes are recorded.

#### **3.7.1 A Quorum**

This refers to the minimum number of members who must be in attendance to transact business.

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Council regulations state:

- (a) A quorum will consist of **one half of the total number** of elected members plus one,
- (b) If a quorum is not present within half an hour after the appointed starting time, the meeting will be adjourned to a time fixed by president; or those present can hold an informal meeting to discuss matters. However, any decisions taken by the committee are not recognised until they have been ratified by a meeting where a quorum is present.

### 3.7.2 Agenda

The agenda is an organised list of headings of all the major items, in order, that will be discussed at the meeting. A copy of the agenda is distributed to all the committee members at the commencement of the meeting, or before if it is possible. Late matters can be added to the agenda at the opening of the meeting as the chairperson calls for discussion on the agenda.

Each item of business to discussed at the meeting needs to be put on the agenda. Unfinished business and reports on actions taken since previous meetings are included in the agenda under 'Business arising from previous minutes'. If any items on the agenda are not discussed due to limitations of time, they are carried over to the next meeting agenda.

### 3.7.3 Conduct of Business

Each item of business is discussed in the order in which it appears on the agenda. Allow adequate time for discussion on important issues. Ensure all relevant information on the matter under discussion is available at the meeting.

### 3.7.4 Correspondence

A list of correspondence received (**Inwards**) is present at the Committee meeting by the Secretary. This action is to inform members of any new issues that may have arisen and to report on letters received in response to matters raised at previous meetings. A list of correspondence sent out (**Outwards**) is provided to inform the members of any action taken on their behalf. All correspondence will be suitably filed together for future reference.

### 3.7.5 Election of Committee

At the AGM all members of the committee stand down and their positions are declared vacant. A Returning Officer, appointed at the meeting, takes the chair and calls for nominations for the positions of office bearers (also known as the Executive) and committee members.

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### 3.7.6 Procedures for Election

Nominations can be accepted in two ways:

- in writing, duly seconded, and signed by nominee, prior to the AGM; or
- verbally from the floor to the Returning Officer.

If two or more persons are nominated for a single positions a vote must be taken. Persons nominated for election are entitled to vote for themselves. If a tied ballot occurs, the name of each candidate is written on a separate, identical piece of paper and draw 'from the hat' by the Returning Officer (or an impartial observer), takes place. The first name drawn is the elected member.

A list of duly elected office bearers / executive and committee members must be recorded together with the names of nominators and seconders. Minutes of the AGM with the list of duly elected committee members must be sent to Council for approval within 5 working days.

### 3.8 Voting

Voting allows members to express their agreement or disagreement. Voting can be conducted in one of three ways.

- (a) Vote verbally**  
The chairperson asks people to say 'for' or 'against' and then decides which group is the largest.
- (b) Vote by show of hands**  
The chairperson asks people in favour of a decision to raise their hands, firstly those in favour, counts hands and announces the total, and does the same for those against.
- (c) Vote by secret ballot**  
Members vote on paper and put into general pool, the secretary and a member not standing for any position, count the votes. (Requests by members for secret ballot cannot be denied.)

For all motions, the committee needs to have an agreement concerning the way a vote will be decided, eg. For the vote to be carried, you will need a simply majority (more than half); for changes to the Constitution, you will need two-thirds majority of those present.

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## **KEY ISSUES**

### **4.1 Insurance**

#### *4.1.1 Industrial Special Risks*

All council facilities are covered for risks such as fire, theft and malicious damage. Committees should be aware of the excess applicable to these policies.

#### *4.1.2 Public Liability*

The Committee is covered by the public liability policy of Council (currently \$100 million). This insurance does not preclude the committee from due diligence and all council policies must be adhered to

#### *4.1.3 Personal Accident*

Committee members are covered when injured whilst undertaking duties relating to their role in the committee.

#### *4.1.4 Motor Vehicle*

In the event that a committee member utilises a Council vehicle, the motor vehicle policy of Council will provide cover.

### **4.2 Purchasing**

Under the Local Government Act, Council can assist committees by purchasing goods to be used in association with the committee approved function. The benefit to the committee is that the item would be free of sales tax & utilise the purchasing power of Council to reduce costs.

The Council policy on purchasing for non-core Council functions is that the goods are

- 1 for the purpose of physically monitoring or developing a Council asset, or
- 2 for the use of emergency or community service operations auspiced by the Council including State Emergency Service or Home and Community Care, and
- 3 The goods are of a significant or substantial nature and approved in each instance by the General Manager. Goods purchased for use in facilities operated by Council are not affected by the policy.

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### **4.3 Legal Issues**

From a legal perspective it is important for Committees of Council to be aware that they are in fact acting on Council's behalf. Legally, the committee is 'Council' and any action which the committee undertakes is Council's responsibility.

Committees sometimes believe they are responsible in their own right and that their actions are independent of Council. This is not the situation. Council delegated its authority to the committee to act on Council's behalf and Council can withdraw this delegation if it deemed it to be necessary.

#### *4.3.1 Records of Committee*

Most of the records of Council Committees should be kept for at least 7 years. In particular the committee needs to be aware of the importance of minutes because of their legal status and their liabilities to subpoena in court cases.

#### *4.3.2 Pecuniary Interest (Refer Appendix 8)*

Pecuniary Interest may be defined as an interest that a committee person has in a matter, as a member or employee of a company or other body, because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person, or another person with whom the person is associated. Such other person includes the spouse or de-facto partner or relative of the committee person.

### **Disclosure of Pecuniary Interests**

(a) If

- (i) committee member has a direct or indirect pecuniary interest in a matter being considered or about to be considered at a meeting; or
- (ii) the interest appears to raise a conflict with the proper performance of the member's duties in relation to the consideration of the matter,

the member must, as soon as possible after the relevant facts have come to the member's knowledge, disclose the nature of the interest at the meeting.

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- (b) A committee must ensure that –
  - (i) Particulars of any disclosure made under this clause are recorded in a book kept for the purpose; and
  - (ii) That book is kept open at all reasonable hours to inspection by any person.
- (c) After a member of a committee has disclosed the nature of an interest in any matter, the member must not,
  - (i) be present during any deliberation of the committee with respect to the matter; or
  - (ii) take part in any decision of the committee with respect to that matter.
- (d) For the purposes of the making of a determination by a committee under subclause (4), a member who has a direct or indirect pecuniary interest in a matter to which the disclosure relates must not –
  - (i) be present during any deliberation for the purpose of making the determination.

#### **4.4 Correspondence**

Correspondence from the committee is effectively correspondence from the Council as the committee acts on Councils behalf. Hence stringent conditions are required to ensure appropriate use of Councils name.

##### **4.4.1 Letterhead**

- (a) There are some occasions when the Council letterhead may be used on behalf of the committee. In these instances, the letter must be approved and signed by the Councils General Manager.
- (b) The use of separately designed letterhead is limited to those Council Committees and areas of activities which:-
  - (i) may have a benefit in being identified in a slightly different way to normal Council activities and where a separate image or presentation may be appropriate, and
  - (ii) may be strongly community based.
- (c) In all instances the letterhead design must be approved by Council and indicate that the function is a committee of Temora Shire Council.

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#### **4.4.2 Purpose of Correspondence**

Usage is limited to the activities of each specific authorised functional area and specifically limited to: -

- provision and seeking of information
- extension of invitation
- thank you's
- seeking of sponsorship ( after approval of General Manager)
- general correspondence not committing the Council or making public comment.

#### **4.4.3 Filing**

Copies of all correspondence from the committee must be placed in Councils filing system within 1 day of the letter being sent.

#### **4.4.4 Signatures**

The signing of correspondence being limited to the Mayor, General Manger, a member of staff duly authorised by the General Manager, or a chairperson of the committee duly authorised by Council.

### **4.5 Sub Committees**

The committee may appoint working groups to report back to the committee. These 'sub committees' have no legal standing and must recommend back to the committee for ratification.

Members of sub committees must be duly appointed members of the community committee and will be covered in accordance with this policy.

### **4.6 Clerical Support**

It is not the normal practice of Council to provide clerical support to community committees. A committee may however apply for support and Council will make a determination on whether assistance will be forthcoming.

In general terms, clerical support will only be offered if a Council employee is a member of the committee and the assistance is an extension of the employees duties.

If support is offered, the level of assistance will be subject to negotiation between the committee and Council and strict duties established. Council supports the principle that a committee should be self-reliant and provide its own office bearers.

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#### **4.7 Financial Issues**

Community Committees are given authority to operate by Council and are subject to the same rules and regulations. These rules are set out in the Local Government Act, and Local Government Regulations and Accounting standards and must be adhered to.

Community Committees are, as the name suggests, established to benefit the community and are made up of members of the community. And funds raised, received or spent are subject to public scrutiny, just the same as Council. The concept of public accountability involves a responsibility to ensure that committee funds are used in the manner for which they were intended and that a clear and full disclosure of the committees financial activities is available.

##### *4.7.1 Accounting*

The following conditions are required by Council in relation to community committees:

- a) A Cheque account must be opened at any branch of a recognised bank or Credit Union with an office in the Shire of Temora. Such account will be in the name of the committee.
- b) All monies received by the committee must be banked within 1 week of receipt.
- c) The committee is authorised to draw on its account for such sums as it may require in the performance of delegated function but under no circumstances will the account be overdrawn.
- d) A suitable cash book, receipt book, bank deposit book and petty cash will be maintained and kept up to date. All such records will be submitted to Council no later than the 31<sup>st</sup> March in each year for audit purposes. (The financial year will be from 1 July to 30 June).
- e) Receipts, in the name of the Committee, will be issued for all charges and other monies received and duplicates of all receipts will be retained for audit.
- f) Payment will be made by crossed Cheque or EFT and in every case evidence of the need for the payment will be obtained and attached to payment records.
- g) The Committee may authorise its president, treasurer and one other person to sign on its behalf on the basis that two signatures are required on each Cheque or two authorisers of EFT.
- h) All records and books will be made available for inspection whenever required by any inspector of local government accounts, Council's auditor or any authorised officer of Council.

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- i) The Committee will be entitled to spend all monies raised in the management of the facilities under their control, provided that all such monies together with the Committee on their operations, will be expended strictly in accordance with any conditions imposed by the Council and only upon the facility of the Council for which the Community Committee has been constituted.
- j) In the event that the Committee receives a financial contribution from Council, this payment will be made in the form of a grant and appropriate expenditure certification will be required by Council.

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1. Council Committees
2. Committee Memberships
3. Committee Responsibilities
4. Procedure for Establishment of Committees
5. Financial Institutions Approved
6. Section 355 Local Government Act (Community Committees)
7. Section 377 Local Government Act (Delegations)
8. Section 441-443 Local Government Act (Pecuniary Interest)
9. Sample Reports and Specifications
  - Responsibilities of Chairperson
  - Responsibilities of Secretary
  - Responsibilities of Treasurer
  - Responsibilities of Committee Members
  - Standard Format – Ordinary Meeting Agenda
  - Standard Format – Annual General meeting Agenda
  - Standard Format – Correspondence
  - Standard Format – Minutes
  - Procedures for Motions

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## **Appendix 1**

### **COUNCIL COMMUNITY COMMITTEES AS AT 20/09/2018**

#### **Access & Equity Committee**

Aerodrome Users Committee  
Ariah Park Advisory Committee  
Ariah Park Pool Committee  
Temora Shire Australia Day Committee  
Bundawarra Centre Management  
Film Club  
Friends of Temora Shire Cemeteries  
Heritage Committee  
Imagine Temora  
Lake Centenary Management Committee  
Mary Gilmore Cultural Festival Committee  
Pinnacle Community Service Advisory Committee  
Positive Ageing Committee  
Promotions & Visitation Committee  
Springdale Progress Association Committee  
Temora Agriculture Station  
Temora Business Enterprise Group - TBEG  
Temora & District Sports Council  
Temora Fight the Fruit Fly Committee  
Temora's Own Arts & Crafts  
Temora Women's Network  
Temora Youth Team  
Town Hall Theatre

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## Appendix 2

### COUNCIL COMMUNITY COMMITTEES MEMBERSHIP As at 20/09/2016

#### Access & Equity Committee

- Tracey Chalmers
- Michael Floyd
- Jo Kalms
- Annette Letson
- Di Scott
- (Cr Wiencke, Cr Sleigh, Cr McLaren)

#### Aerodrome Users Committee

- Robert Maslin
- Grant Johnson
- Murray Kear
- Peter Harper
- Frank Lovell
- (Cr Judd, Cr Firman, Cr Wiencke)

#### Ariah Park Advisory Committee

- Rowan Bromfield
- Allen Penfold
- Terry Walker
- Dominica Walker
- Tracey Chalmers
- Anna Tidd
- Toni Leiper
- Jillian Edis
- Deborah Rees
- Terence Ryall
- Kathryn Roberts
- Tim Sanders
- Robyn Wall
- (Cr Nigel Judd (Chairman))

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### **Ariah Park Pool Committee**

- Peter Harper
- Toni McCormack
- Chloe Tidd
- Phil Davey
- Allen Edis
- Karrin Walker
- (Cr Judd)

### **Temora Shire Australia Day Committee**

- Beth Firman
- Gareth Otley
- Daryl Kemp
- Pam Buerckner
- Di Monkerud
- (Cr Firman, Cr Sinclair (Chairperson), Cr Oliver)

### **Bundawarra Centre Management Committee**

- Ken Hewett
- Eddie Sams
- Neil Martin
- Ken Davis
- John Harris
- Howard Ruth
- (Cr Smith & Cr Oliver)

### **Film Club**

- Sue James
- Nula Kamath
- Robert James
- Deb Pattison
- Nancy White
- (Cr Reinhold)

### **Friends of Temora Shire Cemeteries**

- Ian Preston

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- Tracey Robinson
- Meryl Greenberger
- Errol Schmetzer
- Ray Perry
- Darryl Sutherland
- Leonie Weir
- Betty Brabin
- Barb Harmer
- Val Haines
- Pam Buerckner
- Allan Terlich
- Harold Fritsch
- Rick Taylor
- Pat Taylor
- Wilma McCubbin
- Keith Cassidy
- (Cr Sleigh & Cr Reinhold)

#### **Heritage Committee**

- David Scobie
- Jason Goode
- Wilma McCubbin
- Ken McCubbin
- Ros Hartwig
- Rita Bromfield
- Meryl Graham
- Michael Collins
- Temora Family History
- (Cr Oliver, Cr Judd)

#### **Imagine Temora**

- Andrew Robbins
- Susan Jeri
- Libby Hanlon
- Hannah Turner
- Bob Brabin
- Scott Howie
- (Cr Reinhold)

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### **Lake Centenary Management Committee**

- Marty Moses
- Brett Cornford(Chairman)
- Amanda Blachut
- Amanda Moses
- Paul Mahon
- Adam Blachut
- **Simon Forsyth**
- (Cr Sinclair & Cr Oliver )

### **Mary Gilmore Cultural Festival Committee**

- **Chris Mutton**
- Allen Penfold
- **Margaret Speirs**
- Robyn Wall
- Julie Colwill
- **Jane Sanders**
- Frances Dwyer
- Patty Vearing
- **Cheryl Goff**
- (Cr Judd)

### **Pinnacle Community Services Advisory Committee**

- Fred Meale
- Jill Johnstone
- Pat Thomas
- Steve Firth
- Michelle Kelly
- Caleb Smith
- Jean Schulz
- Michael Floyd
- Temora Hospital Representative
- Ian Kotthoff
- (Cr Reinhold, Cr Sleigh, Cr McLaren)

### **Positive Ageing Committee**

- Kris Dunstan
- Steve Firth

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- Kate Slapp
- Craig Sinclair
- Michelle Doolan
- Amanda Gay
- Sheree Axtell
- Corrina Lindsay
- Gail Lynch
- (Cr Sleigh, Cr McLaren)

#### **Promotions & Visitation Committee**

- Peter Harper
- Jone Pavelic
- Elaine Costello
- Phil Taylor
- Rhonda Casey
- Bob Costello
- (Cr Judd, Cr Smith, Cr Oliver, Cr Firman)

#### **Springdale Progress Association Inc**

- Thelma Reid (President)
- Lorraine Lyons
- Tom Reid
- Vinni Reid
- Annie Thorne
- Pat Thorne
- John Woodley
- Christine Walton
- Les Buckley
- Bill Poulton
- Margaret Poulton
- Olivia Skadiang
- Vernon Skadiang
- Jessica Reid
- Samantha Reid
- Pauline Proper
- Maree Sumner
- (Cr Smith, Cr Oliver)

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### **Temora Agricultural Innovation Centre**

- Steve Firth
- Robert Allen
- Alex Goesch
- Peter Lott
- Bernard Hart
- Cindy Cassidy
- (Cr Sinclair, Cr Wiencke)

### **Temora Business Enterprise Group – TBEG**

- Mel Gallagher
- Michael Harper
- Deb Davidge
- Liz Grant
- Bev Pellow
- Andrew Parr
- Helen Krause
- Ben Rayner
- Jess McShane
- Bonita Pellow
- Hayley Krause
- Richard Seymour
- (Cr Reinhold)

### **Temora & District Sport & Recreation Council**

- Judy Gilchrist
- Denise Breust
- John Morton
- Tony Stringer
- Nominee from each Member Sporting Body
- (Cr Oliver, Cr Firman)

### **Temora Fight the Fruit Fly Committee**

- Kevin Pellow
- Maxi Hoskinson
- Jean Groth
- Keith Cassidy

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- Ken Morton
- Barry Neasmith
- Christine Bett
- Ken Davis
- Rose Davis
- Mavis Cassidy
- Fay Pellow
- Pat Neasmith
- Michael Manning
- Penny Edger
- Hazel Allen
- Margaret Sleigh
- (Cr Reinhold)

#### **Temora's Own Arts & Crafts**

- June Coleman
- **Alison Bushell**
- Vicki Sproule
- Pat Neasmith
- Jeanette Player
- Narelle Williams
- Viv Leary
- (Cr Smith)

#### **Temora Women's Network**

- Libby Hanlon
- Catherine Thompson
- Susan Jeri
- Alison Swanston
- Lyn Cartwright
- Norma Howard
- Jean Gunn
- Dianne Scott
- (Cr Reinhold)

#### **Temora Youth Team**

- Carly Turner
- Mikayla McGuirk-Scolora
- **Hayden McGuigan**

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- Shania Corby
- Kaitlin Jones
- Phoebe Bushell
- Ben Rayner
- Kaysie Elliott
- Emily Fogarty

**Town Hall Theatre**

- Ross Devereux
- Beth Firman
- Sue James
- Leanne Nixon
- Guy Piltz
- Jan Gilchrist
- Jim Cahill
- (Cr Reinhold)

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### Appendix 3

#### COMMUNITY COMMITTEE RESPONSIBILITIES

##### Access & Equity Committee

- To advocate on behalf of people with disability, older persons and parents with infants
- To promote wellbeing and a sense of belonging for the above residents by raising awareness of issues that may be facing them
- To ensure services and facilities in the community are accessible to all residents (within reason and with regard to regional and rural limitation)

##### Aerodrome Users

- To promote the future development of Temora Aerodrome and provide a forum for consultation with aerodrome users

##### Ariah Park Advisory Committee

- To promote and maintain the facilities of Ariah Park for the benefit of the community.

##### Ariah Park Swimming Pool Committee

- To promote optimum usage of the Ariah Park Pool.
- To ensure cooperation between users of the facility.
- To ensure equitable allocation of the usage of the facility.

##### Temora Australia Day Committee

- To organise an appropriate event to celebrate Australia's National Day in Temora.
- To participate in the ambassador program and ensure that the ambassador is appropriately utilized.

##### Bundawarra Centre Management Committee

- The Community museum managements responsibility to maintain the rural museum on behalf the community and historical society
- To promote heritage tourism within the shire
- To facilitate restoration of local significant heritage artifacts

##### Film Club

- To promote the use of the Town Hall Cinema for non-mainstream movies

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### **Friends of Temora Shire Cemeteries**

- To advise Council on issues relating to the maintenance and development of Council owned cemeteries.
- To assist in the maintenance of Council owned cemeteries in Temora Shire Council areas.

### **Heritage Committee**

- To protect and conserve areas and items of historic and landscape heritage value

### **Imagine Temora**

- To promote cultural diversity and to satisfy artist needs of community
- To foster performing artists
- To bring performances to the Shire

### **Lake Centenary Management Committee**

- To encourage and foster the sport of sailing and the use of all classes of power boats and generally boating of all types and such aquatic sports as determined by the General Committee.
- To encourage sailing and boat races by the promotion of regattas and the giving of prizes and by any other means which may from time to time be determined by the General Committee, and to charge admission prices to any such races or regattas and to donate such proportion of the proceeds as may be determined by such Committee.
- To encourage all types of Aquatic Sports by Junior Members for the purpose of training efficient Senior Members.
- To administer the rules and regulations as set down by the General Committee in relation to the use of Lake Centenary and to generally promote Water Safety.
- Generally to promote fellowship among its members.

### **Mary Gilmore Music Festival Committee**

- To promote the aim of bringing the community together in social activities
- To bring tourism to the shire

### **Pinnacle Community Services Advisory Committee Committee**

- To provide policy guidance for the delivery of Pinnacle programs to frail aged and disabled in Temora Shire.

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- To provide a mechanism for feedback from stakeholders on Pinnacle Services.

#### **Positive Ageing Committee**

- The group provides information, awareness and communication about Council and Government Services, including how to access services, who can access services through electronic means and written flyers
- The Group is working on a folder to contain series of flyers about services for residents across a range of the themes, including medical, transport, home support services, volunteering opportunities, home modifications, cultural and recreation opportunities. Flyers will also be available on Councils website
- Support for additional aged care services in Temora (in partnership with Whiddon Group)

#### **Promotions and Visitation Committee**

- To provide promotion and tourism support and advice to Temora Shire Council

#### **Springdale Community Hall Committee**

- To promote optimum usage of the Springdale Hall including responsibility for booking of the hall;
- To ensure that the hall is maintained in good condition;
- To ensure the safety of the patrons of the hall.

#### **Temora Agriculture Station**

- To provide ongoing research for farming
- Encourage users to hold field days

#### **Temora Business Enterprise Group – TBEG**

- To promote the business communities interests in Temora.

#### **Temora & District Sport & Recreation Council**

- To foster, where possible, active participation of the people of the Temora Shire in all forms of sport.
- To advise Council on matters relating to the utilisation of Council Sporting facilities.

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- To promote an annual sportsperson and junior sportsperson of the year award presented at the Annual Sports Council Dinner.
- To advise Council on capital development priorities of sporting grounds.
- To develop scholarship programs and provide awards or financial rewards to any person or sporting organisation.
- To recommend to Council the priority rating for NSW Department of Sport, Recreation and Racing sporting facilities grants.
- To do any other things as authorised by Council, within the power vested by the Committee from time to time in accordance with the provisions of Section 377 of the Local Government Act.

#### **Temora Fight the Fruit Fly Committee**

- To create awareness amongst citizens and provide education towards the control of fruit fly in the shire

#### **Temora's Own Arts & Crafts**

- To promote cultural diversity by selling goods for local residents
- To provide a social outing for local residents
- Providing a shopfront in the main street

#### **Temora Women's Network**

- To provide networking and support for women in the community
- Provide information on women's issues for the Temora Shire Council Social Plan

#### **Temora Youth Team**

- To provide a safe, social network for the youth of Temora Shire

#### **Town Hall Theatre**

- To provide a venue to host small movies, seminars, concerts, lectures.
- To provide a social outing to all residents of the shire

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- 1 The group must make written application to Council detailing reasons / purpose for establishment.
- 2 A report to be presented to Council including
  - information to support the committees establishment including role, function and life
  - recommendation from General Manager
  - specific authority being delegated by Council
- 3 A motion to be passed by Council worded thus:

It was resolved that 'xyz committee' be established as a Council Community Committee in accordance with Section 355 of the Local Government Act 1993, such committees to be bound by the conditions laid out in the Council Code of Practice for Community Committees.
- 4 The committee will be notified of the decision of Council and if adopted, a copy of the Code of practice for Council Committees will be forwarded to the committee.

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All-States Discount Limited  
AMP Discount Corporation Limited  
AUC Discount Limited  
Australia and New Zealand Banking Group Limited  
Australia and New Zealand Savings Bank  
Australia Bank Limited  
Australian Resources Development Bank Limited  
Bank of New Zealand  
Bank of New Zealand Savings Bank Limited  
Banque Nationale de Paris  
Capel Court Securities Limited  
Commonwealth Development Bank of Australia  
Delfin Discount Company Limited  
First Federation Discount Company Limited  
National Australia Savings Bank Limited  
National Commercial Banking Corporation of Australia Limited  
National Discount Corporation Limited  
Primary Industry Bank of Australia Limited  
Reserve Bank of Australia  
Short Term Acceptance Limited  
State Bank of New South Wales  
State Building Society of New South Wales  
Trans City Discount Limited  
Westpac Banking Corporation  
Westpac Savings Bank Limited  
Greater Newcastle Permanent Building Society Limited  
Hume Permanent Building Society Limited  
Illawarra Mutual Building Society Limited  
Newcastle Permanent Building Society Limited  
NSW Building Society Limited  
St George Building Bank  
United Permanent Building Society Limited

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## **Appendix 6**

### **SECTION 355 LOCAL GOVERNMENT ACT COMMUNITY COMMITTEES**

#### ***355 How does a council exercise its functions?***

A function of a council may, subject to this Chapter, be exercised:

- (a) by the council by means of the councillors or employees, by its agents or contractors, by financial provision, by the provision of goods, equipment, services, amenities or facilities or by any other means, or
- (b) by a committee of the council, or
- (c) partly or jointly by the council and another person or persons, or
- (d) jointly by the council and another council or councils (including by means of a Voluntary Regional Organisation of Councils of which the councils concerned are members), or
- (e) by a delegate of the council (which may, for example, be a Voluntary Regional Organisation of Councils of which the council is a member).

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## Appendix 7

### SECTION 377 LOCAL GOVERNMENT ACT (DELEGATION)

#### **377 General power of the council to delegate**

- (1) A council may, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council, other than the following:
- the appointment of a general manager
  - the making of a rate
  - a determination under section 549 as to the
  - levying of a rate
  - the making of a charge
  - the fixing of a fee
  - the borrowing of money
  - the voting of money for expenditure on its works, services or operations
  - the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment)
  - the acceptance of tenders which are required under this Act to be invited by the council
  - the adoption of a management plan
  - the adoption of a financial statement included in an annual financial report
  - a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6
  - the fixing of an amount or rate for the carrying out by the council of work on private land
  - the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work

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- the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the Environmental Planning and Assessment Act 1979
  - the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194
  - a decision under section 356 to contribute money or otherwise grant financial assistance to persons
  - the power of the council under section 455 in relation to attendance at meetings
  - the making of an application, or the giving of a notice, to the Governor or Minister
  - this power of delegation
  - any function under this or any other Act that is expressly required to be exercised by resolution of the council.
- (2) A council may, by resolution, sub-delegate to the general manager or any other person or body (not including another employee of the council) any function delegated to the council by the Director-General except as provided by the instrument of delegation to the council.

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## Appendix 8

### SECTION 441-443 LOCAL GOVERNMENT ACT (PECUNIARY INTEREST)

#### PART 1 CONDUCT

##### 439 Conduct of councillors, staff and delegates

- (1) Every councillor, member of staff of a council and delegate of a council must act honestly and exercise a reasonable degree of care and diligence in carrying out his or her functions under this or any other Act.
- (2) Although this section places certain duties on councillors, members of staff of a council and delegates of a council, nothing in this section gives rise to, or can be taken into account in, any civil cause of action.

##### 440 Code of conduct

- (1) Every council must prepare or adopt a code of conduct to be observed by councillors, members of staff of the council and delegates of the council.
- (2) The Minister may prepare and issue a model code of conduct. A council may, but need not, adopt the model code.
- (3) A council must, within 12 months after each ordinary election, review its code of conduct and make such changes to it, as it considers appropriate.
- (4) This section does not apply if the regulations prescribe a code of conduct to be observed by councillors, members of staff of the council and delegates of the council.

##### 441 Who are “designated persons”?

For the purposes of this Chapter, **designated persons** are:

- the general manager
- other senior staff of the council
- a person (other than a member of the senior staff of the council) who is a member of staff of the council or a delegate of the council and who holds a position identified by the council as the position of a designated person because it involves the exercise of functions under this or any other Act (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the person's duty as a member of staff or delegate and the person's private interest
- a person (other than a member of the senior staff of the council) who is a member of a committee of the council identified by the council as a committee whose members are designated persons because the functions of the committee involve the exercise of the council's functions under this or any other Act (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member's duty as a member of the committee and the member's private interest.

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#### 442 What is “pecuniary interest”?

- (1) For the purposes of this Chapter, a **pecuniary interest** is an interest that a person has in a matter because of a reasonable likelihood or expectation or appreciable financial gain or loss to the person or another person with whom the person is associated as provided in section 443.
- (2) A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter or if the interest is of a kind specified in section 448.

#### 443 Who has a pecuniary interest?

- (1) For the purposes of this Chapter, a person has a pecuniary interest in a matter if the pecuniary interest is the interest of:
  - (a) the person, or
  - (b) another person with whom the person is associated as provided in this section.
- (2) A person is taken to have a pecuniary interest in a matter if:
  - (a) the person's spouse or de facto partner or a relative of the person, or a partner or employer of the person, has a pecuniary interest in the matter, or
  - (b) the person, or a nominee, partner or employer of the person, is a member of a company or other body that has a pecuniary interest in the matter.
- (3) However, a person is not taken to have a pecuniary interest in a matter as referred to in subsection (2):
  - (a) If the person is unaware of the relevant pecuniary interest of the spouse, de facto partner, relative, partner, employer or company or other body, or
  - (b) just because the person is a member of, or is employed by, a council or a statutory body or is employed by the Crown, or
  - (c) just because the person is a member of, or a delegate of a council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.

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**444 What disclosures must be made by a councillor?**

A councillor:

- (a) must prepare and submit written returns of interests in accordance with section 449, and
- (b) must disclose pecuniary interests in accordance with section 451.

**445 What disclosures must be made by a designated person?**

A designated person:

- (a) must prepare and submit written returns of interests in accordance with section 449

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*Function: Governance**Temora Shire Council**Policy Number: G8***Appendix 9(i)****RESPONSIBILITIES OF THE CHAIRPERSON**

The Chairperson generally has the following specific duties, which make up the major part of their responsibility;

(i) Before a meeting

- prepares the agenda (in consultation with the Secretary or members or can delegate this role to the Secretary), setting out the items of business to be considered.
- ensures meeting is properly convened in accordance with the organisation's rules ie. proper notice of a meeting is given and a quorum is present.

(ii) During the meeting

- chairs all meetings, opens meeting, welcomes and introduces members and guests, subject to the right of the Mayor at his/her discretion, to take the chair at any meeting he/she attends
- keeps individuals and the meeting focused on the topics being discussed and encourages all members to participate, ensuring adequate opportunity is given to members who wish to speak
- ensures correct meeting procedures are followed and control of the meeting is maintained, keeping track of time (or delegates to someone to do this)
- makes sure members are aware of decisions being made and that the minute taker has recorded decisions of the meeting
- acts impartially and uses discretionary powers in the best interests of members and in accordance with the agreed standing orders ie. method of conducting meetings, and ensures all statutory regulations and organisation's rules are observed
- closes meeting after business at hand has been properly concluded.

The Chairperson needs to be aware of certain issues and procedures and the importance of establishing and maintaining a working relationship with Council, particularly in regards to Government funding, the Centre budget, Council and community involvement and requirements.

The chairperson is responsible for providing assistance to all members of the management committee and ensuring that they fulfil their respective roles. The chairperson is the 'spokesperson' for the organisation and is the one to communicate with government departments and other relevant bodies.

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The organisation's secretary usually carries a great deal of responsibility and often has more knowledge than anyone else on what is happening.

(j) Before a meeting

- draws up the agenda, (in consultation with the Chairperson)
- makes copies of the agenda if required

(ii) During the meeting

- takes minutes
- reads minutes of previous meeting if necessary
- provides a list of correspondence in order and summarises any important points
- records any motions and/or decisions of the meeting including, mover and seconder.

(iii) After the meeting

- types the minutes and distributes to committee members as soon as possible
- ensures that accurate minutes are kept in the Minute book
- writes any letters as decided (this can be a shared role with another committee member).

(iv) Outside of meetings

- keep a register of correspondence that has come in and gone out, and file copies of all letters written
- in between meetings inform other committee members of any correspondence requiring urgent attention.

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To establish an effective financial system, Committees will need to maintain the following books and forms

- 1 Cheque Book
- 2 Expenditure documentation
- 3 Receipt Books
- 4 Cash Book
- 5 Bank Deposit Book

**1 Cheque Book**

The Cheque book should normally be held by the treasurer and must only be drawn upon with the joint signatures of two of the executive.

All payments on behalf of the Committee for amounts in excess of \$50.00 will be made by cheque which will be crossed and marked "Not Negotiable".

All cheques drawn will have some form of supporting documentation.

All cheques drawn will be authorised by the Community Committee.

All payments must be entered in the Cash Book under the appropriate cost heading.

**2 Expenditure Documentation**

All payments should have supporting documentation, preferably an Invoice. These should be kept in payment order and noted with the cheque number and date of payment for easy reference and to prevent double payment. Where documentation is not available, a notation should be provided detailing the payment and explaining why documentation is not provided.

**3 Receipt Books**

All receipt books must bear the Committee's name (a stamp will do), have a fixed duplicate copy and be numbered. A receipt must be issued for every payment received and monies should be banked regularly. The receipt of cash is an area where strict control is required. The safest method is to have only a limited number of approved people who have the responsibility for receiving funds, issuing receipts and banking monies.

Keep a record of receipt books detailing the number and location (ie. in use or not). Record receipt number in the Cash Book and on the Deposit form retained by you. Never give change for a cheque payment.

Avoid altering amounts on receipts. If it is necessary to alter a receipt, cross through the incorrect entry and insert the correct amount. Initial all alterations. It is more acceptable to cancel a receipt and retain both the original and duplicate in the book, than to alter a receipt.

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#### **4 Cash Book**

This book is sometimes called the Journal or Ledger. The Cash Book is the organisation's record of what money is received and spent, the transactions (both incoming and outgoing) that have occurred, and how much cash is on hand at any one time.

A twelve (12) or eighteen (18) column cash book gives most committees enough room for details. It is essential to have receipts and payment of separate pages or in some cases, separate section of the cash book. Across the page the columns are headed to allow the date, receipt or cheque number, cost or income allocation and totals. Have appropriate and sufficient cost or income headings for frequent transactions, try not to have too many items under sundries or miscellaneous – it makes things difficult when preparing end of year figures.

Update the Cash Book on a regular basis so it does not become a big job. The totals down the page should always equal the totals across the page – do this each time you rule off a page. Check that the totals carried forward onto the next page are correct.

**Bank fees, interests**, etc. wherever possible should be written in the Cash Book in the month they were raised or when bank statements are received. This assists with reconciling the cash book to the Bank statements.

Show all cheques written during the month in the cash book whether they have been presented or not. Show all income received during the month whether banked or not.

**Reconciliation** – Check off the amounts received and cheques written out in the cash book against the bank statement figures. From this, you can compile a list of outstanding deposits or unpresented cheques and it also verifies that an incorrect figure does not appear in either records. Tick or cross entries only once – there is no need for multiple marks against each entry. Simply compare the cash book entry against the bank statement and if they agree, mark each once only. If the bank reconciliation does not agree, find the discrepancy. It will be either a mistake in the Cash Book or on the statement.

#### **5 Bank Deposit Book**

This book is supplied by the bank you have nominated and it is where all income is recorded for deposit into the organisation's account.

##### **Keeping the books**

All Community Management Committees are required to keep complete and accurate records.

The following guidelines and procedures have been prepared to give members of Community Committees a greater understanding of the tasks they have undertaken.

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*Function: Governance**Temora Shire Council**Policy Number: G8***Steps Required to Keep Complete and Accurate Records**

- 1 Open a cheque account in the committee's name.
- 2 Make as many payments as you can by cheque. Avoid paying cash.
- 3 Record details on the cheque butt.
- 4 Bank all cash receipts promptly into the cheque account.
- 5 Record all details on the receipt book butt.
- 6 Write up the cash book regularly – at least monthly.
- 7 Reconcile the bank account regularly – generally monthly or each time a bank statement is received and at the end of the financial year.
- 8 Keep a wages book (if applicable).
- 9 Retain supporting documentation or evidence for all cheques drawn.

**Writing up the Cash Book**

Temora Shire Council will establish a set of essential books for issue to all Community Committees upon establishment. Cash books are available in various sizes from stationers and office supplies such as Newsagents.

**a. Cash Payments**

- Enter appropriate headings in the book, ensuring the first column is "Bank" and the last one "Sundries".
- Enter cheques in cheque number order.
- Ensure every cheque is recorded in the book.
- Record cancelled cheques, but at no value.

**b. Cash Receipts**

- The same procedures as for cash payments.
- All amounts received must be receipted.

**c. Reconciliation**

Bank reconciliations need to be performed regularly because:

- i. they keep track of cheques that are outstanding and possibly lost
  - ii. they ensure that a complete record is kept of all transactions
  - iii. they enable your accountant to prepare a balance sheet and accounts for your committee, and can therefore save you considerable money in professional fees.
- Take the monthly bank statement and write all items such as bank fees, direct debits, etc. into the cash book.
  - Total up the columns, ensure they add the same across as well as down.
  - Tick off all items appearing in the cash book against the bank statements, noting any that are outstanding.

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Finally, to complete reconciliation:

Take – total Cash Book balance (brought forward from previous financial year)  
Plus – Income received to date in current financial year,  
Less – payments to date in the current financial year,  
This should equal – the balance on the bank statement; - (less any unrepresented  
cheques) – (plus any unbanked deposits).

d. Retention of Records

The Income Tax Assessment Act requires records to be retained for five years. It is important to retain all invoices and other supporting documentation.

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## **Appendix 9(iv)**

### **RESPONSIBILITIES OF COMMITTEE MEMBERS**

Committee members' role is important and ensures the democratic process is followed. Members' responsibilities are:

- a. attend most committee meetings;
- b. participate in meetings – this involves;
  - being on time
  - sticking to the agenda
  - contributing to the discussion where appropriate
  - being objective, listening to others' views
  - volunteering to do some of the necessary tasks required.
- c. support the office bearers in carrying out their jobs
- d. assist in organising the Annual General Meeting
- e. attend and participate in any planning days that may be held
- f. make sure the function is being maintained and run smoothly.

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## Appendix (v)

### STANDARD FORMAT – ORDINARY MEETING AGENDA

#### 1. Open Meeting

Action: The Chairperson welcomes members and visitors, declares the meeting open, ensures everyone has an agenda, and asks for any extra items suggested by members.

#### 2. Attendance and Apologies

Action: The Secretary records those present and any apologies. An attendance list or book may be circulated.

#### 3. Confirmation of minutes of the previous meeting

Action: Two committee members in attendance at the last meeting are asked to confirm that the record of minutes is a true and correct one. Any amendments or changes need to be recorded and included in this meeting's minutes.

#### 4. Business arising from previous minutes

Action: Deal with any matters that have arisen or were to be completed since the last meeting.

#### 5. Correspondence

Action: Includes both Inwards and Outwards correspondence. A member, usually the Secretary, reads out in full or in summary any letters received or sent since the last meeting. Any business arising from these letters is dealt with as it is read, and recorded in the minutes.

#### 6. Treasurer's Report

Action: The Treasurer gives a report on the financial position of the group, including income and expenditure since the last meeting and gives an overview of future budget estimates.

#### 7. Other Reports

Action: Reports from other office bearers.

#### 8. General Business

Action: Items on the agenda are discussed. Also remind members of any coming events.

**Note:** *General Business often contains the important discussions and decisions. Efficient meetings work through the early business quickly to leave sufficient time for general business. Specific items that arise in items (1) to (5) can be deferred to General Business if appropriate.*

#### 9. Close Meeting

Action: Establish the date and time of next meeting. Chairperson thanks members and visitors for attending and declares the meeting finished or closed.

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*Function: Governance**Temora Shire Council**Policy Number: G8***Appendix 9(vi)****STANDARD FORMAT – ANNUAL GENERAL MEETING AGENDA****1. Commence/Open Meeting**

Chairperson/President presides over the following items:

- a. Welcome
- b. Apologies
- c. Minutes of previous AGM
- d. Reading Reports, ie. Chairperson, Treasurer, etc.

All positions are declared vacant and the Returning Officer appointed by the meeting takes the chair and presides over the following items:

- a. Election of Office Bearers
- b. Acceptance of nomination from user groups and community members.
- c. Appointment of Solicitor (if required)
- d. Recommending Annual Fees

Returning Officer then hands the chair over to the newly elected Chairperson who is responsible for:

- a. Thanking the Returning Officer
- b. Welcoming New Committee
- c. Consider recommendations “carried” by way of motion from the floor
- d. Getting agreement on meeting dates for coming year.

Closure of AGM Meeting

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## Appendix 9(vii)

### STANDARD FORMAT FOR CORRESPONDENCE

1. Keep a copy of all correspondence sent out on behalf of committee.
2. Set up a correspondence book to record all correspondence of the committee.

This should include:

- A section for **Inwards** correspondence/mail
  - A section for **Outwards** correspondence/mail
  - A space to record the date of receipt or despatch of mail
  - A numbering system for both Inwards and Outwards to enable any correspondence to be easily located if the need should occur
  - A space to identify whose responsibility it is to act on, eg Secretary.
3. Enter all correspondence in the relevant section of the book ensuring date and number are recorded.
  4. Place letter received since the last meeting in a folder marked, Correspondence Inwards, for the meeting.
  5. Record any action required and which committee is responsible for this action.
  6. Establish and maintain a filing system for all mail, both In and Out.
  7. Correspondence can be filed numerically or by subject.
  8. Related items of correspondence can be placed together.

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*Function: Governance**Temora Shire Council**Policy Number: G8***Appendix 9(viii)****FORMAT FOR GOOD MINUTES**

1. Keep them short, clear and concise, and consistent.
2. Set them out – not too cramped, use headings, and underlining so the subjects, decisions and actions to be taken (and by whom) stand out and are easy to read. Use the Agenda as a basis for the format of minutes.
3. Don't try to record every statement made at the meeting. The minutes are a record of the decisions made – each decision or resolution must be accurately recorded.
4. A copy of the minutes without error or additions (unless initialled and signed by the Secretary and Chairperson, after adoption at the meeting) should be pasted into the specially supplied Minutes Book as a permanent record of meetings. It is the Chairperson's responsibility to see the minutes are unaltered after adoption and are signed as an accurate record.
5. You can record the names of the mover and seconders of each motion or amendment. Record the numbers for and against if specifically requested by those present.
6. List correspondence, business arising and items for general business by number. Organise all your papers in this order and try and see that the agenda follows this order. Shuffling reams of paper, lost items and trying to take minutes while finding the next item is a hassle. Decisions can also be noted on the business papers and then transferred to the minutes later.
7. If minute-taking is a shared or revolving duty, allow each person to perfect their skills by taking minutes for at least 3-4 consecutive meetings.
8. Draft minutes can be viewed with the chairperson, or if done by the minutes secretary, with the secretary. Two heads are better than one to remember events.
9. Remember, minutes should communicate and assist evaluation. They ensure accountability and are a permanent record of the group's activities.
10. Send them out as soon as possible after the meeting, so that follow-up action is more easily taken.
11. Include a record of the place, date and time of the next meeting.

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*Function: Governance**Temora Shire Council**Policy Number: G8***Appendix 9 (ix)****PROCEDURE FOR MOTIONS**

A motion needs to be lawful, productive, relevant, appropriate, easily understood and be positive in its intent, eg. *"I move that the facility be an alcohol free zone"*. If the motion does not meet these requirements, it can be rejected by the Chairperson. Reasons must be given for this decision.

Any motion must be **"seconded"** before it can be accepted by the chairperson and opened for debate. There is no legal requirement to record mover and seconder however; it can be done at the committee's discretion. If there is no seconder, the matter lapses. Once a motion has been moved and seconded, the order of debate is –

- Mover (raised original motion)
- Secunder (allows debate on the motion)
- Speaker against the motion
- Speaker for the motion
- Speaker against the motion
- Speaker for the motion.

The debate continues in this manner until there are no further speakers. A member of the committee may speak no more than once to each motion or amendment at the meeting. The mover may then speak again, but in doing so closes the debate. Once the mover has closed the debate the chairperson must put the motion to a vote.

**Amendments**

Amendments may be made after the motion. The amendment must:

- be clear and be part of the motion being considered
- have a seconder
- not exceed the power of the meeting
- not be a direct negative of the motion
- be put to the vote before the motion

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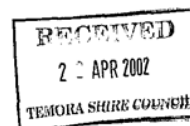
Function: Governance

Temora Shire Council

Policy Number: G8

**Appendix 10****LIABILITY EXPOSURES OF SECTION 355 COMMITTEES & VOLUNTARY WORKERS**

JARDINE LLOYD THOMPSON



11 April 2002

Attention: Ms Cathy New

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

**Risk Services Division**

Jardine Lloyd Thompson Pty Ltd  
ABN 69 009 098 864  
Unit 5, 3rd Floor, 33 Macquarie Street  
Dubbo NSW 2830  
PO Box 609  
Dubbo NSW 2830  
<http://www.jlta.com.au>  
Telephone 02 9320 2700  
Facsimile 02 6884 6747  
Direct Dial 02 6884 6744  
Email [tonks@jlta.com.au](mailto:tonks@jlta.com.au)

Dear Sir,

**LIABILITY EXPOSURES OF SECTION 355 COMMITTEES AND VOLUNTARY WORKERS**

It is well-known that at present many community groups are experiencing difficulty in obtaining Public Liability insurance, and that where insurance can be purchased by the groups then the premium costs have risen considerably. The Statewide Mutual Board has become aware that some Councils are establishing such community groups as section 355 committees, or nominating the members of the community groups as "voluntary workers" of Council, in an attempt to include the groups under Council's Statewide Mutual protection.

Statewide Mutual has prepared a letter, which is attached, pointing out that the establishment of a new section 355 committee will constitute a new activity by Council and must be advised to (and agreed by) Statewide Mutual. As Brokers to Council, we also bring to your attention that any claim which arises from the activities of a section 355 committee will be subject to your Public Liability/ Professional Indemnity excess, which is payable by Council. Any new sub-committee must be established and managed in accordance with the Local Government Act, and can only operate in accordance with its delegated authority from Council. A committee established under the Local Government Act will become part of Council, and you should carefully consider your obligations to that committee, including those under the Occupational Health and Safety Act. Also, Council has responsibilities for the actions of its voluntary workers, who are under your control and who may cause personal injury or property damage to third parties for which Council will have a liability.

**PERSONAL ACCIDENT COVER FOR VOLUNTARY WORKERS**

Where Council agrees to engage further voluntary workers, it should not be assumed that Council's Personal Accident cover will automatically apply to such voluntary workers. This particularly applies where the activities of the new voluntary workers fall outside the usual interpretation of "local government activities". You should notify JLT so that we may obtain the agreement of the insurer, and if necessary negotiate an extra premium.

If the activity is hazardous, insurers may decline to provide cover. An example might be where a Council's Events Co-ordinator arranges for entertainers or persons demonstrating a sport to appear at a Council-organised function. It is doubtful that they can be considered to be "voluntary workers" of Council, or that insurers will agree that they may be included under the Personal Accident scheme for local government.

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In addition, Council should be aware that it has obligations in respect of its voluntary workers. They should be engaged in connection with a Council-organised activity and be registered as volunteers by Council. The Occupational Health and Safety regulations applicable to paid employees should be used in connection with voluntary workers; you are required to ensure that all voluntary workers are suitably trained for their duties, have suitable clothing and are appropriately managed during the voluntary activity.

#### **HOLD HARMLESS AGREEMENTS AND INDEMNIFICATION OF OTHER PARTIES**

Council will be aware that contract Wordings which Council is requested to sign may contain "Hold Harmless", "Release" or "Indemnity" clauses, or other clauses which seek to impose liabilities upon Council or which require Council to provide indemnity to outside parties or to release outside parties from liabilities. The clauses are intended to alter the Common Law rights of the parties involved.

As a general rule, the coverage provided by your Public Liability insurance policy (or by your Local Government Scheme Liability protection provider, such as Statewide Mutual) may be reduced or totally negated if the insurer or scheme protection provider is prejudiced by your acceptance of alterations, either to your own or your insurer's Common Law rights, without first obtaining their permission.

It is not practical to list all the types of contracts and agreements which may be involved; however, some of the more common examples include joint ventures, leases, hire, service, maintenance, franchise, cartage, sale and purchase order agreements. The contracts and agreements may be drafted and presented to Council for signature by companies with whom you conduct business, or by authorities such as electricity or communications organisations.

For your protection, please ensure that all contracts and agreements are reviewed prior to execution to identify whether the effects of any clauses are to:

- ♦ impose liabilities on you which would otherwise not arise; or
- ♦ require you to release another party from its liability to you.

Where such clauses are included in an agreement, please notify our office so that we can refer the clauses to your insurers. Please note that generally insurers will **not** agree to provide protection in respect of liabilities which fall outside the policy wordings.

#### **ACCREDITED PLANT LOCATORS**

Councils rely on Telstra and other authorities for information on the location of underground cables. Where a Council relies on such information and it is found to be incorrect, then generally Council can successfully defend any action by the authority for damage to the cables and for subsequent losses resulting from the disruption. Where a Council applies to become an accredited plant locator, then that Council should ensure that it does not sign any agreement whereby it agrees to accept liabilities arising from the activity or to indemnify the authority in respect of any liabilities which may arise. We remind Council that the Statewide Mutual Board has already advised that liabilities arising from any "accredited cable location" activities will not be covered by Statewide.

Notwithstanding that **no coverage** will be provided by Statewide, if Council still wishes to pursue accreditation, then it is imperative that you obtain legal advice to ensure that you do not sign contracts or agreements which impose liabilities upon Council or which remove Council's ability to recover from other parties. In fact, all contracts and agreements should be perused by your legal advisers prior to signature by Council.

Document2

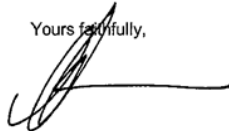
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In summary, we urge Council to notify us of any new activities, or changes in your activities, so that appropriate insurance arrangements can be made where possible. Please feel free to pass a copy of this letter to all sections at Council which may be involved in the issues raised above. If you have any enquiry regarding any of the matters, please contact us and we will be pleased to assist you.

Yours faithfully,



Scott Tonkin  
Regional Manager

Encl:

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*Function: Human Resources*

*Temora Shire Council*

*Policy Number: HR6*

## TEMORA SHIRE COUNCIL



TEMORA  
*The Friendly Shire*

## STAFF AND COUNCIL PRESENTATION

**ACTIVE**

*Revision Number: 2*  
*File Name: Staff and Council Presentation*

*Revision Date: 15 November 2018*  
*Page Number: Page 1 of 4*



*Function: Human Resources**Temora Shire Council**Policy Number: HR6*

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

**DOCUMENT NAME:** Staff and Council Presentation  
**CODE NUMBER:** HR6  
**AUTHOR:** Temora Shire Council  
**ENDORSEMENT DATE:**

**REVIEW**

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement
2.9.2017	Refresh & renewal of transition arrangements	1	21.9.2017	Gary Lavelle
15 November 2018	Review	2		

**PLANNED REVIEW**

Planned Review Date	Revision Description		Review by
September 2020	General Review		General Manager

*Revision Number: 2*  
*File Name: Staff and Council Presentation*

*Revision Date: 15 November 2018*  
*Page Number: Page 2 of 4*

*Function: Human Resources**Temora Shire Council**Policy Number: HR6*

- 1 The purpose of this policy is to provide equitable recognition of the efforts of long serving employees of Council.
- 2 The policy will apply to all full-time permanent employees.
- 3 This policy applies to continuous service only.
- 4 **LONG SERVICE AWARDS:**

- Upon reaching 10 years service with Council - Framed Certificate;
- Upon reaching 20 years service with Council - Plaque.
- Upon reaching 30 years service with Council – Gift \*

The 10 & 20 year service awards will be presented at the Christmas Party or suitable function annually. The 30 year service awards will be presented annually at the Councillors Christmas Function. An individual employee may receive one of each of the above awards.

*\* The gift will have a nominal value of \$800 and will be agreed to prior to purchase by Council. The gift must be purchased from a local Temora business and be a single item of a permanent nature i.e.; a presentation item. Council will not provide a gift voucher, payment of account or provide a store credit.*

#### 5 FAREWELLS

When an employee leaves the employment of Council, the following shall apply:

- a. Up to 5 years service – Gift at discretion of Council.
- b. 5-10 years service - Contribution to function and Gift 1
- c. 10-20 years service - Contribution to function and Gift 2
- d. Over 20 years service - Contribution to function and appropriate Council Gift.
- e. Over 30 years' service – additional to above benefits, invitation to appropriate council function

Note: The contribution to the Social Club function will be limited to finger food. Arrangements to be made by office staff.

- Gift 1 - Silver Watch or presentation gift of similar value
- Gift 2 - Gold Watch or presentation gift of similar value

#### 6 COUNCILLORS

The above policy is extended to Councillors who serve terms as a Councillor on the Shire of Temora as follows:

- One (1) Term - option b
- Two (2) Terms - option c
- Three (3) or more terms - option d

*Function: Human Resources*

*Temora Shire Council*

*Policy Number: HR6*

**7 WAIVER**

Council reserves the right to vary the above conditions in respect of individual circumstances.

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File Name: Staff and Council Presentation*

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**11 ENGINEERING SERVICES****11.1 OLD COOTAMUNDRA ROAD CRM****File Number:** REP18/1369**Author:** Senior Engineering Technical Officer**Authoriser:** Engineering Technical Manager**Attachments:** 1. Old Cootamundra Road Audit Details 15.2km to Shire Boundary  **REPORT**

Council is in receipt of some further email correspondence on the 7<sup>th</sup> of November as per below sent through to the office of the Mayor following a request on this matter previously in July 2017;

OVER 18 MONTHS AGO, I WROTE AND SENT PHOTOS AND VIDEO TO COUNCIL, EXPLAINING THE NEAR MISSES ON OLD COOTAMUNDRA ROAD WHERE VEHICLES WERE OVERTAKING ON CRESTS OF ROAD.

IT WAS INDICATED LINE MARKING AND SIGNAGE TO THE EFFECT OF NO OVERTAKING, CREST WOULD BE ERECTED.

PLUS NEXT TIME THE LINE MARKERS WHERE IN AREA, THERE WOULD BE INDICATORS PUT ON THIS PART OF ROAD.

AGAIN THIS MORNING, I AGAIN WAS OVERTAKEN ON THIS PART OF THE ROAD, WITH ON COMING TRAFFIC, IT IS NO EXAGGERATION THAT AN ACCIDENT IS WAITING TO HAPPEN. COULD THIS ALSO BE ADDRESSED AGAIN.

**Response;**

Thanks for your note, .....

I've asked the General Manager to provide a response to your queries.

I'm sure you would appreciate, however, that we're doing our best with the funds we have.

We will keep you posted.

Kind regards,

.....

**Further customer response;**

Thank you for reply, just clarify to me though your reference to funding, if funding is an issue regarding the blackspot on old Cootamundra road, maybe council could meet me on sight, and be pro-active for funding so an accident does not happen.

The fact is, it was indicated as work to be done by Rob Fisher, to rectify the dangerous crest has never been done.

And I am concerned that a request for a couple of signs that possibly are already at the works depot and road marking is going to cause a budget blow out.

I understand that Gary is on leave, but I look forward to a more positive outcome on both issues.

After Councils Engineering Department looked into this matter it was determined that this original request formed part of the rural linemarking and curve advisory assessment audit that was undertaken in early 2018 for class 2.1 roads.

To assist in clarifying this matter of what would be a higher risk location in comparison to majority of assessed sites within the audit costings associated have been calculated based on audit details just for this location for consideration.

Audit details attached for Old Cootamundra Road past the Combaning Road intersection to the Shire Boundary. (Attachment 1)

### **Budget Implications**

#### Curve Advisory Signage

12 signs at \$120 per sign in materials plus labour of 1.5 hrs per sign at \$105 p/h including work vehicle and travel time.

$$12 \times 120 = \$1,440$$

$$1.5 \times 12 = 18 \text{ Hours} \times \$105 = \$1,890$$

#### Linemarking

4,550 metres of single coat centreline double barrier (BB) linemarking @ \$1.25 per linear metre inclusive of establishment and setout.

$$4550 \times \$1.25 = \$5,687.50$$

**Total Budget Implication = \$7,577.50**

### **RESOLUTION 280/2018**

Moved: Cr Claire McLaren

Seconded: Cr Max Oliver

Council resolved to undertake line marking on the affected area from Combaning Road to the boundary.

**CARRIED**

***Report by Alex Dahlenburg***

Road Name	Measured From Road	Change of Curve	Speed	Curve Radius		Average	Linemarking		L/m	Guideposting	Comments
				Direct	Advisory		(m)	(m)			
Cld Cootamundra Road	Jurees Road	EB	15226	Left	75	176	134	180	X	1100	2 x curve only signs
Cld Cootamundra Road	Jurees Road	WB	15862	Right	95	356		356	X		70km/hr curve advisory sign x 2
Cld Cootamundra Road	Jurees Road	EB	16565	Left	95	330	334	332	X	1800	Currently no signage; start 1/m approx CH15300
Cld Cootamundra Road	Jurees Road	EB	18920	Right	75	243	278	261	X	1050	Currently no signage; start 1/m approx CH13575
Cld Cootamundra Road	Jurees Road	EB	20692	Left	85	280		280	X		Currently no signage
Cld Cootamundra Road	Jurees Road	EB	21129	Right	85	314	357	336	X	600	Currently no signage

**12 ENVIRONMENTAL SERVICES****12.1 TEMORA LOCAL ENVIRONMENTAL PLAN 2010 - LAND USE TABLE AMENDMENT**

**File Number:** REP18/1123  
**Author:** Town Planner  
**Authoriser:** Director of Environmental Services  
**Attachments:** Nil

**REPORT**Background

Councillors will recall reports in March 2018 where Council received an update on the Temora Local Environmental Plan (LEP) 2010 Review.

Within this report, Council officers stated that they will seek to include a broader scope of land uses that may be permitted with consent within the land zones, preferably though listing only selected uses to be prohibited and all other uses to be permitted with consent. The exact details to be presented in a future report to Council.

This report expands on this earlier officer statement.

Temora LEP Land Use Table

Following recent discussions about this issue with Council's Regional Department of Planning and Environment contact, it was advised not to bundle many proposed changes to the Temora LEP, involving permitted uses, heritage, land classification and proposed zoning changes into a single review. This is because too many changes can be overwhelming and confusing. Instead it was suggested that the project be split into several amendments.

One of the more pressing issues is that of the land use table, and the permissibility of land uses within the various zones.

Currently, the situation for the Temora LEP is known as a "closed zone" land use table. This means that any land uses that are permitted either with or without consent are listed, and all other land uses are prohibited. The land uses are defined by a dictionary that is consistent with all Councils throughout NSW.

This approach, whilst it does give some certainty to landowners, is a problem where a proposed use is not specifically listed as being permitted with consent, yet the proposed use is suitable for the site and offers wider community benefits. In order for the development proceed, it requires an amendment to the LEP to permit the use. This is the approach that was taken to support the Sporting Shooters development at Trungley Hall. As the site was zoned RU1 Primary Production, with outdoor recreation facility not listed as a use that is permitted with consent, the development required an amendment to the Temora LEP to allow the use on the site. If, instead of being a "closed zone" LEP, the Temora LEP was an "open zone" LEP, only listing the uses that should rightly be prohibited and all other uses permitted with consent, the Sporting Shooters Development would likely have been approved at least 12 months earlier and for far less cost of preparing detailed reports to support the amendment.

This approach has benefits for a rural Council like Temora where the levels of development are relatively low and Council is capable to guiding and controlling development for the economic, social and environmental benefit of the Shire.

Where there are special environmental reasons, some zones within an LEP can continue to be “closed zones” in order to protect these areas from the risk of unsuitable development occurring.

Proposed amendment

In order to support a wider range of future developments within Temora Shire, it is proposed that the Temora LEP be changed from a “closed zone” LEP to a predominantly “open zone” LEP.

It is proposed that the current Temora Land Use Table be replaced with the revised table attached.

This amendment will require the initial support of NSW Planning and Environment in order to proceed to the public exhibition stage.

Following community consultation, the outcomes of the public exhibition will need to be reported back to Council.

**RESOLUTION 281/2018**

Moved: Cr Max Oliver

Seconded: Cr Graham Sinclair

A workshop on LEP Permitted and Prohibited Users will be held on the 29<sup>th</sup> November 2018 in the Council Chamber.

**CARRIED**

***Report by Claire Golder***



**12.2 EASY TO DO BUSINESS PROGRAM**

**File Number:** REP18/1235  
**Author:** Director of Environmental Services  
**Authoriser:** Director of Environmental Services  
**Attachments:** Nil

**REPORT**

The *Easy to do Business* program is a joint initiative between the Department of Premier and Cabinet, the Customer Service Commissioner, the Office of NSW Small Business Commissioner, and Service NSW that brings together agencies, local councils, and industry bodies to make the process of opening or expanding a small business simpler and faster.

The initiative was initially piloted at the City of Parramatta Council in May 2016 focusing on the café, restaurant and small bar sector and in February 2017 the pilot program was expanded to incorporate

Rural and Regional Councils also. The pilot program has been a success and demonstrated that a business can open in 90 days rather than 18 months and is now available for other Councils to join as partners.

In accordance with the *Service NSW (One-stop access to Government Services) Act 2013*, a resolution of Council is required to allow Council to enter into a Service Partnership Agreement and to delegate the relevant customer service functions related to the administration of the Easy to do Business program to the Chief Executive Officer, Service NSW.

**DISCUSSION**

The *Easy to do Business* program is a free program that brings together agencies, local Councils, and industry bodies to make the process of opening or expanding a small business simpler and faster.

The program is currently focussed on the café, small bar and restaurant sector and through the program Service NSW provides a digital platform and upfront information regarding what is required by a potential new business owner from all the approval authorities, including Council.

A single digital form replaces the 48 existing forms and a business concierge service (staffed by Service NSW), via a single phone number, is also provided to support customers through the process. The program brings a range of additional benefits including improving the quality of information provided to Council, which in turn helps to reduce development application processing and assessment times.

Participating in the Easy to do Business program has four main phases as follows:

1. Passing of a Council Resolution – The Service NSW Act requires a resolution of Council to allow Service NSW to support Council's customer service functions.
2. Operational Readiness – Operational readiness workshop with Council and the Service NSW Business Concierge team to understand each other's requirements and role.
3. Launch and Announcement – Go live with the *Easy to do Business* service for the café, small

bar and restaurant sector.

4. Maintain and Build – Work to maintain and build the capability to include other subsectors such as clothing retail, housing construction, print businesses and road freight etcetera in the future.

### **Budget Implications**

The Easy to do Business program is a free service with no cost to Council to sign up and participate in the program.

### **RESOLUTION 282/2018**

Moved: Cr Graham Sinclair

Seconded: Cr Dennis Sleigh

It was resolved that Council enter into a Service Partnership Agreement and to delegate the relevant customer service functions related to the administration of the Easy to do Business program to the Chief Executive Officer, Service NSW.

**CARRIED**

### **Report By Kris Dunstan**

**12.3 REQUEST TO REIMBURSE DEVELOPMENT APPLICATION FEE - ARIAH PARK PRESCHOOL****File Number:** REP18/1291**Author:** Town Planner**Authoriser:** Director of Environmental Services**Attachments:** 1. Correspondence from Ariah Park Preschool  **REPORT**

Council has received correspondence from the President of the Ariah Park Preschool, requesting that Council reimburse the Development Application Fee associated with assessing an application to construct a new preschool at Ariah Park.

The development is subject to receiving funds through a grant before it will proceed.

**Budget Implications**

The Development Application fee paid is \$2,258.80. This includes \$334.20 in State Government Fees.

Additional fees would apply if the project proceeds to construction stage, including Construction Certificate, Building Inspections, Section 94A levy and State Government Fees, totalling \$6,372.50 (includes \$1,835.20 in State Government fees).

**RESOLUTION 283/2018**

Moved: Cr Nigel Judd

Seconded: Cr Lindy Reinhold

That Council reimburse the Ariah Park Preschool the development application fee of \$2,258.80 less the \$334.20 for the State Government Fee.

**CARRIED**

**Report by Claire Golder**

1 November 2018

Ariah Park Preschool  
Memorial Hall  
Pitt Street  
Ariah Park NSW 2665

Mr Kris Dunstan  
Temora Shire Council  
Temora NSW 2666

Dear Kris

**RE: Request for reimbursement of Development Application fee for Grant application to build a new preschool**

Thank you for your support in principle for our application to build a new preschool at Ariah Park.

We have lodged the Development Application for this project as part of our grant application process and paid the fee of \$2,258.80.

Would Council consider reimbursing this fee and waiving the other fees attached on the basis of the following:

1. Ariah Park Preschool is a not for profit organisation.
2. The preschool has managed to save the necessary \$35,000 required to contribute to the new preschool project (being 5% of the project cost) through many years of fundraising and generous donations from local community groups such as the Ariah Park Community Caterers and Ariah Park B&S Committee.
3. Ariah Park Preschool is run by a Management Committee of volunteers which have completed the grant application.

We look forward to your reply.  
Yours faithfully



Jillian Edis  
President

Ariah Park Preschool - 5 Hopetoun St.xlsx

	A	B	C	D
7	DA/CDC No. (Office Use Only)			
8	Applicant	Ariah Park Preschool		
9	Development Description	Construct new preschool		
10	Estimated Value of Development		530,000	
11			530000	
12	Indicate if your development is Complying or Notifying (i.e. DA)/Designated/Integrated			
13	<u>Complying Development -</u> <i>If applicable</i> enter a digit 1 in the boarded cell			
14	<u>Development Application</u> <u>Notify/Designated/Integrated -</u> <i>If applicable</i> enter a digit 1 in the boarded cell			
15	<u>Section 94A Contribution</u>		1	\$ 1,769.
16			1	\$ 2,650.
17		<u>Sub Total</u>		\$ 4,419.
18	<u>Advertising -</u> If applicable enter a digit 1 in the boarded cell	<u>Advertising Fee</u>	1	\$ 150.
19		<u>Sub Total</u>		\$ 150.
20	<u>Inspections -</u> <i>If applicable enter</i> the number of inspections required in the boarded cell			
21		<u>Footings</u>	1	\$ 80.
22		<u>Slab</u>	1	\$ 80.
23	<u>Examples of Number of Inspections as per Development Description</u>	<u>Frame</u>	1	\$ 80.
24	<u>Carport - Footings, Stormwater &amp; Occupation = 3</u>	<u>Wet Areas</u>	1	\$ 80.
25	<u>Garage - Footings, Stormwater &amp; Occupation = 3</u>	<u>Stormwater</u>		
26		<u>Internal Drainage</u>	1	\$ 80.
27		<u>External Drainage</u>	1	\$ 80.
28	<u>House on Slab - Footings, Slab, Frame, Wet Areas, Stormwater, Internal Drainage, External Drainage &amp; Occupation = 8</u>	<u>Occupation Inspection</u>	1	\$ 150.
29		<u>Sub Total</u>		\$ 630.
30	<u>Drainage - (Sewer/Septic) -</u> <i>If applicable enter</i> a digit 1 in the boarded cell			
31		<u>Septic Tank Installation</u>	1	\$ 250.
32		<u>Connection to Councils Sewer System</u>		
33		<u>Alteration to Septic/Sewer System</u>		
34		<u>Sub Total</u>		\$ 250.
35				
36		<u>Construction Certificate</u>	1.00	\$ 987.
37				
38	<u>Government Levies</u>	<u>Long Service Levy</u>		\$ 1,835.
39		<u>LSL Council Remittance</u>		\$ 19.
40		<u>Strategic Planning Levy</u>		\$ 334.
41		<u>SPL Council Remittance</u>		\$ 5.
42		<u>Sub Total</u>		\$ 2,194.2
43				
44		<b>TOTAL</b>		<b>\$ 8,631.30</b>

Sheet1 Sheet2

**13 ADMINISTRATION AND FINANCE****13.1 QUARTERLY BUDGET REVIEW STATEMENT FOR PERIOD 1.7.2018 TO 30.9.2018****File Number:** REP18/1371**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Quarterly Budget Review  **RESOLUTION 284/2018**

Moved: Cr Graham Sinclair

Seconded: Cr Kenneth Smith

It was resolved that the Quarterly Budget Review for the period ending 30 September 2018 be adopted.

**CARRIED*****Report by Steve Firth***



Temora Shire Council

**Quarterly Budget Review Statement**  
for the period 01/07/18 to 30/09/18

**Report by Responsible Accounting Officer**

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

**30 September 2018**

It is my opinion that the Quarterly Budget Review Statement for Temora Shire Council for the quarter ended 30/09/18 indicates that Council's projected financial position at 30/6/19 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed:



date: 9-11-2018

Steve Firth  
Responsible Accounting Officer

## Temora Shire Council

Quarterly Budget Review Statement  
for the period 01/07/18 to 30/09/18

## Income &amp; Expenses Budget Review Statement

Budget review for the quarter ended 30 September 2018

## Income &amp; Expenses - Council Consolidated

(\$000's)	Original Budget 2018/19	Approved Changes			Revised Budget 2018/19	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Sep QBR	Dec QBR	Mar QBR					
<b>Income</b>									
Rates and Annual Charges	5,381,875				5,381,875			5,381,875	5,321,172
User Charges and Fees	7,850,864				7,850,864	19,000	2	7,869,864	731,065
Interest and Investment Revenues	136,400				136,400			136,400	52,581
Other Revenues	3,810,435				3,810,435			3,810,435	911,923
Grants & Contributions - Operating	6,586,455				6,586,455	(1,443,628)	1	5,142,827	1,356,553
Grants & Contributions - Capital	3,240,500				3,240,500			3,240,500	574,264
Net gain from disposal of assets					-			-	108,284
<b>Total Income from Continuing Operations</b>	<b>27,006,529</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>27,006,529</b>	<b>(1,424,628)</b>		<b>25,581,901</b>	<b>9,055,842</b>
<b>Expenses</b>									
Employee Costs	6,710,817				6,710,817	31,000	2	6,741,817	2,002,695
Borrowing Costs	67,245				67,245			67,245	230
Materials & Contracts	9,575,237				9,575,237	27,000	2	9,602,237	1,961,513
Depreciation	4,706,955				4,706,955			4,706,955	1,233,606
Other Expenses	2,633,255				2,633,255			2,633,255	867,108
Net Loss from disposal of assets	14,775				14,775			14,775	-
<b>Total Expenses from Continuing Operations</b>	<b>23,708,284</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>23,708,284</b>	<b>58,000</b>		<b>23,766,284</b>	<b>6,065,152</b>
<b>Net Operating Result from Continuing Operation</b>	<b>3,298,245</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,298,245</b>	<b>(1,482,628)</b>		<b>1,815,617</b>	<b>2,990,690</b>
Discontinued Operations - Surplus/(Deficit)					-			-	
<b>Net Operating Result from All Operations</b>	<b>3,298,245</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,298,245</b>	<b>(1,482,628)</b>		<b>1,815,617</b>	<b>2,990,690</b>
<b>Net Operating Result before Capital Items</b>	<b>57,745</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>57,745</b>	<b>(1,482,628)</b>		<b>(1,424,883)</b>	<b>2,416,426</b>

This statement forms part of Council's Quarterly Budget Review Statement (QBR) for the quarter ended xx/xx/xx and should be read in conjunction with the total QBR report



Temora Shire Council

**Quarterly Budget Review Statement**  
for the period 01/07/18 to 30/09/18**Income & Expenses Budget Review Statement**  
**Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

**Notes Details**

---

1 FAGS allocation adjusted for prepayment made in June 2018.

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2 Warbirds Downunder - Caravan Park takings for Warbirds were \$61k (budget \$42k); Event expenses were \$141k (budget \$83k).

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## Temora Shire Council

## Capital Budget Review Statement

Budget review for the quarter ended 30 September 2018

## Capital Budget - Council Consolidated

(\$000's)

## Capital Expenditure

## New Assets

- Plant &amp; Equipment

- Office Equipment

- Furniture &amp; Fittings

- Infrastructure

Land &amp; Buildings

Other Structures/Swimming Pools/Open Space &amp; Recreational

Roads, Bridges, Footpaths

Other Infrastructure

Sewerage Network

- Other Assets

Renewal Assets (Replacement)

- Plant &amp; Equipment

- Office Equipment

- Land Improvements

- Infrastructure

Land &amp; Buildings

Other Structures/Swimming Pools/Open Space &amp; Recreational

Roads, Bridges, Footpaths

Sewerage Network

Other Infrastructure

Loan Repayments (Principal)

Development of Real Estate

Carrying Amount of Assets Sold

Cost of Real Estate Assets Sold

Transfers to Reserves

Total Capital Expenditure

## Capital Funding

Rates &amp; Other United Funding

Capital Grants &amp; Contributions

Reserves:

- External Restrictions/Reserves

- Internal Restrictions/Reserves

New Loans

Receipts from Sale of Assets

- Plant &amp; Equipment

- Real Estate Assets Held for Resale

Repayments by Long Term Debtors

Total Capital Funding

## Net Capital Funding - Surplus/(Deficit)

Quarterly Budget Review Statement  
for the period 01/07/18 to 30/09/18

	Original Budget 2018/19	Approved Changes				Revised Budget 2018/19	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs					
	6,000	-	-	-	-	6,000	-	-	6,000	225
	3,000	-	-	-	-	3,000	-	-	3,000	-
	2,000,000	-	-	-	-	2,000,000	33,991	1	2,033,991	1,554,177
	180,000	-	-	-	-	180,000	10,073	2	190,073	105,412
	418,050	-	-	-	-	418,050	-	-	418,050	63,402
	97,500	-	-	-	-	97,500	-	-	97,500	601
	106,500	-	-	-	-	106,500	50,865	3	50,865	50,865
	1,032,000	-	-	-	-	1,032,000	10,197	4	116,697	10,197
	27,500	-	-	-	-	27,500	-	-	27,500	17,173
	121,000	-	-	-	-	121,000	-	-	121,000	10,447
	1,692,000	-	-	-	-	1,692,000	192,838	5	1,884,838	309,504
	641,000	-	-	-	-	641,000	-	-	641,000	4,883
	2,181,000	-	-	-	-	2,181,000	-	-	2,181,000	640,212
	370,000	-	-	-	-	370,000	-	-	370,000	1,287
	294,500	-	-	-	-	294,500	270	-	294,770	361
	537,155	-	-	-	-	537,155	-	-	537,155	76,480
	90,000	-	-	-	-	90,000	387,616	6	477,616	385,808
	412,523	-	-	-	-	412,523	-	-	412,523	-
	176,979	-	-	-	-	176,979	-	-	176,979	185,473
	521,720	-	-	-	-	521,720	1,399,436	7	1,921,156	2,393,828
	10,908,427	-	-	-	-	10,908,427	2,085,286	-	12,993,713	5,971,106
	4,299,400	-	-	-	-	4,299,400	408,358	-	4,707,758	1,485,397
	3,240,500	-	-	-	-	3,240,500	-	-	3,240,500	101,112
	424,250	-	-	-	-	424,250	-	-	424,250	97,426
	361,550	-	-	-	-	361,550	1,676,928	8	2,038,478	2,023,217
	2,000,000	-	-	-	-	2,000,000	-	-	2,000,000	2,001,085
	305,000	-	-	-	-	305,000	-	-	305,000	259,868
	269,727	-	-	-	-	269,727	-	-	269,727	3,000
	8,000	-	-	-	-	8,000	-	-	8,000	-
	10,908,427	-	-	-	-	10,908,427	2,085,286	-	12,993,713	5,971,105
	-	-	-	-	-	-	-	-	-	(0)

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended xxxxxx and should be read in conjunction with the total QBRs report

**Quarterly Budget Review Statement**  
for the period 01/07/18 to 30/09/18

Budget Variations being recommended include the following material items:

[illegible]

## Temora Shire Council

## Cash &amp; Investments Budget Review Statement

Budget review for the quarter ended 30 September 2018  
Cash & Investments - Council Consolidated

(\$000's)

Externally Restricted <sup>(1)</sup>

Sewerage Services  
Domestic Waste Management  
HACC Unexpended Grants  
**Total Externally Restricted**

(1) Funds that must be spent for a specific purpose

Internally Restricted <sup>(2)</sup>

Airport Hanger Driveway & Retaining Walls  
Ariah Park Youth Hall Revote  
Digital Two Way Radio  
Employee Leave Entitlements  
Gravel Royalty  
Industrial Development  
Infrastructure  
Infrastructure - Airpark Estate  
Izumizaki Donation  
Lake Centenary - Repair Bank Erosion and Sand  
Local Roads  
Mapinfo/GIS Upgrades  
Medical Complex  
Mobile Stage  
Plant & Vehicle  
Stormwater Drainage Flood Studies & Construction Programs  
Roads Reserve  
Temora West Sportsground Dressing Shed & Toilets Revote  
**Total Internally Restricted**

(2) Funds that Council has earmarked for a specific purpose

Unrestricted (ie. available after the above Restrictions)

## Total Cash &amp; Investments

Quarterly Budget Review Statement  
for the period 01/07/18 to 30/09/18

Original Budget 2018/19	Approved Changes				Revised Budget 2018/19	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
	Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs					
1,080,137	-	-	-	-	1,080,137	-		1,080,137	1,340,086
867,297	-	-	-	-	867,297	-		867,297	873,014
856,664	-	-	-	-	856,664	-		856,664	681,153
<b>2,804,098</b>	-	-	-	-	<b>2,804,098</b>	-		<b>2,804,098</b>	<b>2,894,253</b>
6,402	-	-	-	-	6,402	-		-	9,500
25,000	-	-	-	-	25,000	-		6,402	5,628
358,014	-	-	-	-	358,014	-		25,000	12,500
616,930	-	-	-	-	616,930	-		358,014	1,758,014
197,603	-	-	-	-	197,603	-		616,930	610,307
776,010	-	-	-	-	776,010	-		197,603	197,603
194,734	-	-	-	-	194,734	-		776,010	461,607
2,152	-	-	-	-	2,152	-		194,734	-
-	-	-	-	-	-	-		2,152	2,152
428,411	-	-	-	-	428,411	-		-	69,909
17,700	-	-	-	-	17,700	-		428,411	779,518
45,870	-	-	-	-	45,870	-		17,700	17,700
28,179	-	-	-	-	28,179	-		45,870	47,306
269,392	-	-	-	-	269,392	-		28,179	3,722
71,871	-	-	-	-	71,871	-		269,392	443,906
985,603	-	-	-	-	985,603	-		71,871	115,159
<b>4,023,871</b>	-	-	-	-	<b>4,023,871</b>	-		985,603	283,747
	-	-	-	-		-		<b>4,023,871</b>	<b>4,952,438</b>
<b>6,827,969</b>	-	-	-	-	<b>6,827,969</b>	-			<b>7,897,826</b>

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended xx/xx/xx and should be read in conjunction with the total QBRs report

Temora Shire Council

**Quarterly Budget Review Statement**  
for the period 01/07/18 to 30/09/18

**Cash & Investments Budget Review Statement**

**Comment on Cash & Investments Position**

Not Applicable

**Investments**

Investments have been invested in accordance with Council's Investment Policy.

**Cash**

The Cash at Bank figure included in the Cash & Investment Statement totals \$417,683

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.  
The date of completion of this bank reconciliation is 02/10/18

**Reconciliation Status**

The YTD Cash & Investment figure reconciles to the actual balances held as follows:		<b>\$ 000's</b>
Cash at Bank (as per bank statements)		250,667
Investments on Hand		7,701,174
less: Unpresented Cheques	(Timing Difference)	(6,938)
less: Unpresented Payroll	(Timing Difference)	(221,031)
add: Undeposited Funds	(Timing Difference)	17,134
less: Identified Deposits (not yet accounted in Ledger)	(Require Actioning)	157,552
add: Identified Outflows (not yet accounted in Ledger)	(Require Actioning)	
less: Unidentified Deposits (not yet actioned)	(Require Investigation)	(732)
add: Unidentified Outflows (not yet actioned)	(Require Investigation)	
<b>Reconciled Cash at Bank &amp; Investments</b>		<b>7,897,826</b>
<b>Balance as per Review Statement:</b>		<b>7,897,826</b>
Difference:		0

**Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

**Notes   Details**

## Temora Shire Council

**Contracts Budget Review Statement**

Budget review for the quarter ended 30 September 2018

**Part A - Contracts Listing** - contracts entered into during the quarter

Contractor	Contract detail & purpose	Contract Value	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
Nil						

**Quarterly Budget Review Statement**  
for the period 01/07/18 to 30/09/18

## Notes:

1. Minimum reporting level is 1% of estimated income from continuing operations of Council or \$50,000 - whatever is the lesser.
2. Contracts listed are those entered into during the quarter being reported and exclude contractors on Council's Preferred Supplier list.
3. Contracts for employment are not required to be included.

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended xx/xx/xx and should be read in conjunction with the total QBRs report

**Quarterly Budget Review Statement**  
for the period 01/07/18 to 30/09/18

[illegible]

Temora Shire Council  
 Budgeted Capital Expenditure  
 For the Year Ended 30th June 2019  
 As at 30th September, 2018

Description	Work Order	Original Budget	Approved Sub-Vote	Total Approved Budget	Actual YTD	Est. Remainder of Year	Revised Estimate	Variance this Quarter
<b>Council Buildings</b>								
Administration Building - Replace Fluro Lights with LED's	2566	9,000		9,000		9,000	9,000	
Administration Building - Reception Area Renovations	1798	20,000		20,000		20,000	20,000	
Bundawarra Centre - Construct Bridge over Dam	2379	22,000		22,000		22,000	22,000	
Bundawarra Centre - Improved Tourism Signage for VIC	2583	10,000		10,000		10,000	10,000	
Bundawarra Centre - Design Changes (18/19 - design only)	2584	5,000		5,000		5,000	5,000	
Ariah Park Swimming Pool - Concrete Northern End (incl drainage)	2635	30,000		30,000		30,000	30,000	
Ariah Park Youth Hall	1954	0		0	774	0	774	774
Temora Swimming Pool - new pool blanket	2567	20,000		20,000		20,000	20,000	
Tourism Information Bays	1653	0		0	10,073	0	10,073	10,073
Town Hall Upgrade - Lighting & Sound, Main Hall Refurbishment	1737	220,000		220,000	818	219,182	220,000	
Town Hall - Main Hall Refurbishment	2503	0		0	1,800	0	1,800	1,800
Town Hall Upgrade - Foyer Development	2504	680,000		680,000		678,200	678,200	(1,800)
Town Hall Upgrade - Replace Asbestos Roof	2575	100,000		100,000		100,000	100,000	
NRCC House - Library Kitchen & Toilet Upgrade	2588	13,000		13,000		13,000	13,000	
NRCC House - Install Card System Access/Security	2577	0		0	9,570	0	9,570	9,570
Depot Purchase	2375	2,000,000		2,000,000	1,520,186	479,814	2,000,000	
Railway Station - Kitchen Fitout	2300	0		0	1,262	0	1,262	1,262
Recreation Centre Amenities Upgrade	2587	220,000		220,000	88,885	131,115	220,000	
Recreation Centre - Olympic Pool Redevelopment	2586	20,000		20,000	262	19,738	20,000	
Scout Hall Purchase and Development	2746	0		0	18,517	0	18,517	18,517
The Springdale Boys	2713	0		0	10,228	0	10,228	10,228
<b>Technology</b>								
Computer Purchases	1629	27,500		27,500	17,173	10,327	27,500	
Implement Inspection Reporting Module	2572	15,000		15,000		15,000	15,000	
Theatre to Council IT System & CCTV Upgrade		6,000		6,000		6,000	6,000	
Internal Audit Online Portal	2546	81,500		81,500		81,500	81,500	
<b>Parks &amp; Gardens</b>								
Temora Town Entrance Beautification Project	2170	121,000		121,000	10,447	110,553	121,000	
Davey Park Toilet Upgrade	2621	30,000		30,000		30,000	30,000	
The Pines - Timber Bollard Installation	2622	8,000		8,000		8,000	8,000	
Lake Centenary - Off Leash Area	2620	15,000		15,000		15,000	15,000	
Lake Centenary - Swimming & Ski Area Sand	2320	10,000		10,000		10,000	10,000	
Lake Centenary - Repair Northern Bank Erosion	2322	90,000		90,000	91	89,909	90,000	
Lake Centenary - Fire Pits	2571	15,000		15,000	14,286	714	15,000	
Lake Centenary - Replace Play Equipment	2321	125,000		125,000		125,000	125,000	
Hillview Park - Revitalisation	2298	5,000		5,000	608	4,392	5,000	
Hillview Park - Toilet Block Construction	2638	0		0	15,474	0	15,474	15,474
<b>Sporting Grounds</b>								
Temora West Sportsground Upgrade	2109	245,000		245,000	840	244,160	245,000	
Temora Tennis Courts - Resurface 4 Courts (SCCD Project)	2623	80,000		80,000		80,000	80,000	
Nixon Park - Top Dressing & Reshape Nixon #2	2,655	3,000		3,000	225	2,775	3,000	
Nixon Park - Upgrade	2,656	384,000		384,000	4,621	379,379	384,000	
Nixon Park - Play Equipment, Softfall & Fencing	2,287	85,000		85,000	80,445	4,555	85,000	
Ariah Park Recreation Ground - Toilet Refurbishment	2,611	150,000		150,000	24,323	125,677	150,000	
Ariah Park Recreation Ground - Skate Park Upgrade	2,570	22,000		22,000		22,000	22,000	
The Oval Resurface Netball Courts	2096	85,000		85,000		85,000	85,000	
<b>Sewerage</b>								
Effluent Re-use Scheme	1661	20,000		20,000		20,000	20,000	
Relining Sewer Mains	1781	300,000		300,000	1,160	298,840	300,000	
Treatment Works Pump Upgrade	2636	50,000		50,000	127	49,873	50,000	
TAIC Dam Construction	2446	0		0	50,865	0	50,865	50,865
<b>Roads &amp; Transport</b>								
Plant Purchases	7540.777	1,012,000		1,012,000	160,771	851,229	1,012,000	
Cycleway Construction Program	7305.777	77,000		77,000		77,000	77,000	
Kerb & Gutter Program	7310.746	124,050		124,050		124,050	124,050	
Footpath Construction Program/Taxirank	7300.76	217,000		217,000	63,402	153,598	217,000	
Rural Unsealed Roads	7360.74	425,000		425,000	91,691	333,309	425,000	
Urban Sealed Roads	7330.74	340,000		340,000	20,416	319,584	340,000	
Urban Unsealed Roads	7331.74	30,000		30,000		30,000	30,000	
Rural Sealed Roads	50.74/7400 p	871,000		871,000	451,287	419,713	871,000	
Regional Roads	7340.74	515,000		515,000	76,818	438,182	515,000	
<b>Stormwater Drainage</b>								



Temora Shire Council  
 Budgeted Capital Expenditure  
 For the Year Ended 30th June 2019  
 As at 30th September, 2018

Description	Work Order	Original Budget	Approved Sub-Vote	Total Approved Budget	Actual YTD	Est. Remainder of Year	Revised Estimate	Variance this Quarter
<b>Aerodrome</b>								
Aerodrome Master Plan	2033			0	627	0	627	627
Airport Hangar - driveway & retaining wall	2291	9,500		9,500		9,500	9,500	
Remediation Works Runway 05/23 & Taxiway Linemarking	618/7510.77	50,000		50,000		50,000	50,000	
Aerodrome - Agricultural Loading Apron	2701	47,500		47,500	404	47,096	47,500	
Skyfuel Hardstand & Aeroclub Refuel Area	2360	0		0	270	0	270	270
<b>Temora Agricultural Innovation Centre</b>								
Building Upgrades	2447-2449	0		0	180,574	0	180,574	180,574
<b>Cemetery</b>								
Temora Burial Plinth	1756	50,000		50,000	197	49,803	50,000	
Northern Drainage	2316	10,000		10,000		10,000	10,000	
Heavy Patching & Resealing of Internal Road	2286	50,000						
<b>Development</b>								
Apollo Place		90,000		90,000	(1,808)	91,808	90,000	
Saleyards Subdivision	2677	0		0	387,616	0	387,616	387,616
<b>Transfer to Reserves</b>								
Sewerage Reserve		122,545		122,545	255,644	(133,099)	122,545	
Two Way Radio - Upgrade to Digital		15,000		15,000	2,500	12,500	15,000	
Section 94 Contributions		26,000		26,000		26,000	26,000	
Medical Complex Maintenance Reserve		10,000		10,000	9,436	0	9,436	(564)
Infrastructure Replacement Reserve		300,000		300,000		300,000	300,000	
Stormwater Management		48,175		48,175		48,175	48,175	
Waste Reserves		0		0	130,916	(130,916)	0	
Employee Leave Reserve		0		0	1,400,000	0	1,400,000	1,400,000
Local Roads Reserve		0		0	404,369	(404,369)	0	
Plant & Vehicle		0		0	182,321	(182,321)	0	
Stormwater Drainage - Flood Studies & Construction Projects		0		0	8,642	(8,642)	0	
		9,781,770	0	9,781,770	5,709,153	6,157,903	11,867,056	2,085,286
<b>New Assets</b>								
Office Equipment		6,000	0	6,000	0	6,000	6,000	0
Furniture & Fittings		3,000	0	3,000	225	2,775	3,000	0
<b>Infrastructure:</b>								
Buildings - non specialised		2,000,000	0	2,000,000	1,554,177	479,814	2,033,991	33,991
Other Structures		65,000	0	65,000	10,681	64,392	75,073	10,073
Roads		124,050	0	124,050	0	124,050	124,050	0
Footpaths		294,000	0	294,000	63,402	230,598	294,000	0
Sewerage Network		0	0	0	50,865	0	50,865	50,865
Other open space/recreational assets		115,000	0	115,000	94,731	20,269	115,000	0
Other Infrastructure		97,500	0	97,500	601	96,899	97,500	0
Other		106,500	0	106,500	10,197	106,500	116,697	10,197
<b>Renewal Assets</b>								
Plant & Equipment		1,032,000	0	1,032,000	160,771	871,229	1,032,000	0
Office Equipment		27,500	0	27,500	17,173	10,327	27,500	0
Land Improvements		121,000	0	121,000	10,447	110,553	121,000	0
<b>Infrastructure:</b>								
Buildings - non specialised		1,692,000	0	1,692,000	309,504	1,575,334	1,884,838	192,838
Other Structures		394,000	0	394,000	4,621	389,379	394,000	0
Roads		2,181,000	0	2,181,000	640,212	1,540,788	2,181,000	0
Sewerage Network		370,000	0	370,000	1,287	368,713	370,000	0
Swimming Pools		20,000	0	20,000	262	19,738	20,000	0
Other open space/recreational assets		227,000	0	227,000	0	227,000	227,000	0
Other Infrastructure		294,500	0	244,500	361	244,409	244,770	270
Other								
		9,170,050	0	9,170,050	2,929,517	6,538,767	9,468,284	298,234
Aerodrome Estate & Industrial Land		90,000	0	90,000	385,808	91,808	477,616	387,616
Transfers to Reserves		521,720	0	521,720	2,393,828	(472,672)	1,921,156	1,399,436
		9,781,770	0	9,781,770	5,709,153	6,157,903	11,867,056	2,085,286

**14 CORRESPONDENCE****14.1 ST PAUL'S ANGLICAN CHURCH - CAROLS 2018****File Number:** REP18/1260**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. St Paul's Anglican Church  **REPORT**

St Pauls' Anglican Church is organising Carols 2018 and is requesting the following:

- Sprinklers deactivated on the day
- Booking of Temora Town Hall in the event of inclement weather
- Banner across Hoskins Street in the week leading up to the event.

**Note:** The street banner already has a booking for this week that is requested. The organisers will need to look at an alternative to advertise the event.

**Cr Firman declared a non-pecuniary interest in relation to item 14.1 , due to being a member of St Paul's Anglican Church.**

**RESOLUTION 285/2018**

Moved: Cr Graham Sinclair

Seconded: Cr Lindy Reinhold

It was resolved that the Council approve the above requests.

**CARRIED**



PO Box 125  
Temora 2666  
Email:  
[sue.pike@bigpond.net.au](mailto:sue.pike@bigpond.net.au)  
Phone: 0407 017 471

68009

21<sup>st</sup> October 2018

Mr Gary Lavelle  
Temora Shire Council  
105 Loftus Street  
TEMORA NSW 2666

Dear Mr Lavelle

This year on behalf of the Temora Christian Leaders, St Pauls Anglican Church is organising Carols at the Amphitheatre for 2018.

The date for this community event is Sunday 9<sup>th</sup> December, and will begin at 7.30pm and conclude at approximately 9pm.

We wish to make the following requests:

- To arrange for the parks sprinklers to be deactivated on the day.
- To book the Town hall for the same date as a backup in the event of rain/inclement weather.
- The placement of the banner across the main street for the week leading up to the event. (We will undertake the altering of the banner beforehand).

We thank you in advance for your assistance in these matters and we look forward to your response and to a joyful Christmas community event.

Yours sincerely

Sue Pike  
Rectors Warden  
Temora Anglican Church

**14.2 TEMORA HIGH SCHOOL - PRESENTATION DAY 2018****File Number:** REP18/1277**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Temora High School  **REPORT**

Temora High School is seeking Councils support for sponsorship for the Annual Presentation Day 2018 to the value of \$150.00.

Note: Donations have been made in previous years.

**RESOLUTION 286/2018**

Moved: Cr Max Oliver

Seconded: Cr Claire McLaren

It was resolved that Council approve a donation of \$200 for the 2018 presentation day.

**CARRIED**



## *Temora High School*

Anzac Street, TEMORA NSW 2666

Telephone: 02 69771988 Fax: 02 69774197

Email: [temora-h.school@det.nsw.edu.au](mailto:temora-h.school@det.nsw.edu.au)

Website: [www.temora-h.schools.nsw.edu.au](http://www.temora-h.schools.nsw.edu.au)

16th October, 2018



Mr Steve Firth  
Temora Shire Council  
Loftus Street  
TEMORA NSW 2666

Dear Mr Firth,

With our Annual Presentation Day fast approaching, we would like to take this opportunity to invite you to again sponsor our awards. Last year Temora Shire Council provided three Diligence Awards for Year 7 students who show demonstrate a great work ethic in their studies.

We hope that you will be able to do the same in 2018.

We also hope to see you at Presentation Day on **Tuesday, 18th December**. Photographs will be taken of award winners and sponsors from 8.30am, with award presentations to commence at 9:30am. Would you please notify as soon as possible if you are able to attend so that we can include you in the program.

Yours faithfully

Mrs Kylea Rowing  
Rel. Principal

Email: [temora-h.school@det.nsw.edu.au](mailto:temora-h.school@det.nsw.edu.au)



**TEMORA HIGH SCHOOL**  
**ANZAC STREET**  
**TEMORA NSW 2666**

Phone: 02 6977 1988  
 Fax: 02 6977 4197  
[www.temora-h.schools.nsw.edu.au](http://www.temora-h.schools.nsw.edu.au)  
 Email: [temora-h.school@det.nsw.edu.au](mailto:temora-h.school@det.nsw.edu.au)

## **TAX INVOICE**

No: 10500

Date: 18 Oct 2018

Invoice to: Mr Steven Firth  
 Temora Shire Council  
 PO Box 262  
 Temora NSW 2666

ABN:

Description	Qty	Price per Item	Total
Sponsorship Diligence Awards 2018	3	50	\$150.00
GST			na
Invoice Total			\$150.00

### *Payment Options :*

Cheque or  
 using the website link: <http://www.temora-h.schools.nsw.edu.au/> and choose the

☐ \$ Make a payment tab on the beige bar home page. Please use your invoice number as your description

**14.3 TEMORA PUBLIC SCHOOL - PRESENTATION DAY 2018****File Number:** REP18/1279**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Temora Public School  **REPORT**

Temora Primary School is seeking Councils support for sponsorship for the Annual Presentation Day 2018 to the value of \$200.00.

Note: Donations have been made in previous years.

**RESOLUTION 287/2018**

Moved: Cr Claire McLaren

Seconded: Cr Lindy Reinhold

It was resolved that Council approve a donation of \$200 for the 2018 presentation day.

**CARRIED**



## Temora Public School

119 DeBoos Street, TEMORA NSW 2666  
Telephone: 02 6977 2877 Fax: 02 6977 2132  
Email: [temora-p.school@det.nsw.edu.au](mailto:temora-p.school@det.nsw.edu.au)  
Website: [www.temora-p.schools.nsw.edu.au](http://www.temora-p.schools.nsw.edu.au)  
ABN 54 075 856 481



23<sup>rd</sup> October, 2018

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

Dear Mr Lavelle

**Re: Temora Public School Presentation Day**

This year our Presentation Day will be held on Monday, 17<sup>th</sup> December. We are presently organising Awards and Certificates and would appreciate if, once again, Temora Shire Council would be kind enough to contribute towards these Awards.

In past years, Temora Shire Council has kindly contributed \$200-00 in the form of 2 x \$100-00 Scholarships which are presented to 2 Year 6 Students at our annual Presentation Day ceremony.

These scholarships are presented in the form of a Certificate to the students. We request cheques be made out to Temora High School, where funds are used towards the cost of school fees for these students.

We thank you in advance for your continued support of Temora Public School and our Students.

Yours sincerely

Sharon Reardon  
Principal



**14.4 ARIAH PARK CENTRAL SCHOOL - PRESENTATION DAY 2018****File Number:** REP18/1281**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Ariah Park Central School [↓](#) **REPORT**

Ariah Park Central School is seeking Councils support for sponsorship for the Annual Presentation Day 2018 to the value of \$200.00.

Note: Donations have been made in previous years.

**RESOLUTION 288/2018**

Moved: Cr Kenneth Smith

Seconded: Cr Nigel Judd

It was resolved that Council approve a donation of \$200 for the 2018 presentation day.

**CARRIED**

**Anne Rands**

---

**From:** Aria Park Central School Admin <ariahpark-c.admin@det.nsw.edu.au>  
**Sent:** Friday, 19 October 2018 11:00 AM  
**To:** Anne Rands  
**Subject:** Aria Park Central School - Presentation Night 2018

The General Manager  
Mr. G. Lavelle  
Temora Shire Council  
105 Loftus Street  
TEMORA NSW 2666

Dear Mr. Lavelle

We would like to thank Temora Shire Council for their sponsorship of two of our major awards in the past.

We would like to request your continued support of the Primary Citizenship and Secondary Citizenship awards at our 2018 Presentation Night.

Please reply by email at your earliest convenience, or phone Ellen Edis on 02 69741105 if you would like to discuss.

Thanks and kind regards,

**Ellen Edis**  
School Administration Officer  
Aria Park Central School  
Phone 02 69741105, Fax 02 69741017

\*\*\*\*\*  
This message is intended for the addressee named and may contain  
privileged information or confidential information or both. If you  
are not the intended recipient please delete it and notify the sender.  
\*\*\*\*\*

**14.5 ST ANNE'S SCHOOL - PRESENTATION DAY 2018**

Kris Dunstan left the room and took no further part in the discussion.

**File Number:** REP18/1296

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. St Anne's School  

**REPORT**

St Anne's Central School is seeking Councils support for sponsorship for the Annual Presentation Day 2018 to the value of \$200.00.

Note: Donations have been made in previous years.

**Cr Dennis Sleigh declared a non-pecuniary interest in relation to item 14.5 , due to being a member of St Anne's Church.**

**Kris Dunstan declared a pecuniary interest in relation to item 14.5 , due to being a member of the board of St Anne's School.**

**RESOLUTION 289/2018**

Moved: Cr Lindy Reinhold

Seconded: Cr Graham Sinclair

It was resolved that Council approve a donation of \$200 for the 2018 presentation day.

**CARRIED**



## ST ANNE'S CENTRAL SCHOOL, TEMORA

*Archdiocese of Canberra and Goulburn*

2<sup>nd</sup> November 2018

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

Dear Gary,

St Anne's Central School would like to take advantage of the Temora Shire Council's annual offer of sponsorship to provide a prize to the sum of \$200 for our presentation award day.

With your generous offer we will be able to present the 'Temora Shire Mary MacKillop' award which your sponsorship has provided for us over many years.

We would be honoured if a representative could attend our presentation on Wednesday 19<sup>th</sup> December at 1.00pm at the Temora Ex-Services Memorial Club to present this award.

Please find attached an official invitation to attend the presentation day.

Kind regards

*Kathy Holding*

Principal – St Anne's Central School

---

Po Box 68, 125 DeBoos Street, Temora NSW 2666, Ph: 0269771011, Fax: 0269774075,  
Email: [office.stannes@cg.catholic.edu.au](mailto:office.stannes@cg.catholic.edu.au), ABN 21 651 478 993.

*"Let us all have courage"*



ST ANNE'S CENTRAL SCHOOL

2018

# Awards Presentation

St Anne's Central School  
would like to invite

**Temora Shire Council**  
to our

**Annual Awards Presentation**

to be held on

Wednesday, 19th December, 2018

1.00pm

Temora Ex-Services Club

RSVP: Friday 14th December 2018

Phone: 69771011

Email: [office.stannes@cg.catholic.edu.au](mailto:office.stannes@cg.catholic.edu.au)

**14.6 SACRED HEART PARISH - CHRISTMAS EVE MASS 2018****File Number:** REP18/1305**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Sacred Heart Parish [↓](#) **REPORT**

Sacred Heart Parish is requesting the use of Callaghan Park and the mobile stage for the annual Christmas Eve Mass on Monday 24 December 2018 at 6:00pm.

**RESOLUTION 290/2018****Moved:** Cr Max Oliver**Seconded:** Cr Lindy Reinhold

It was resolved that Council approve the request by the Sacred Heart Parish to use both Callaghan Park and the mobile stage for the annual Christmas Eve Mass on Monday, 24<sup>th</sup> December 2018.

**CARRIED**

# SACRED HEART PARISH TEMORA

Parish Priest: Fr Sijo Jose

St Mary's Presbytery  
Phone: 02 69772104  
Email: [temora@cg.org.au](mailto:temora@cg.org.au)

PO Box 78  
111 Loftus Street  
TEMORA NSW 2666

29<sup>th</sup> October 2018

Mr Gary Lavelle  
Temora Shire Council  
105 Loftus Street  
TEMORA NSW 2666

Dear Mr Lavelle

RE: USE OF CALLAGHAN PARK & MOBILE STAGE

We are writing to you to request permission to hold our annual Christmas Eve Mass in Callaghan Park on Monday 24<sup>th</sup> December 2018 at 6 pm. We would also appreciate it if we were able to use Council's mobile stage for the Mass.

We look forward to hearing from you.

Yours sincerely



Fr Sijo Jose  
Parish Priest

**14.7 ARIAH PARK COMMUNITY PROJECTS - ECHOES OF ARIAH PARK RATE REDUCTION 2018/2019****File Number:** REP18/1307**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. 75-77 Coolamon Street  **REPORT**

Ariah Park Community Projects is applying for a rate rebate for the Echoes of Ariah Park Shop 75-77 Coolamon Street, Ariah Park for the 2018/2019 rates.

This year's 25% donation would equal \$67.02.

Note: 25% of the general rates were given in 2017-2018 to the amount of \$65.52.

**Cr Judd declared a non-pecuniary interest in relation to item 14.7 , due to being a member of the Ariah Park Community Projects Committee.**

**RESOLUTION 291/2018**

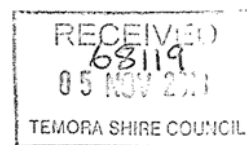
Moved: Cr Claire McLaren

Seconded: Cr Dennis Sleigh

It was resolved that Council approve the rate reduction of 25% as requested for the Echoes of Ariah Park.

**CARRIED**





ARIAH PARK  
COMMUNITY PROJECTS INC.  
HERITAGE COMMITTEE

24 Hopetoun Street  
ARIAH PARK NSW 2665  
29.10.2018

The General Manager,  
Temora Shire Council,  
Temora, NSW 2665

Dear Sir,

Re: Rate Assessment No: 4442  
For 75-77 Coolamon St, Arianh Park  
Rate Amount -\$495.91

The Arianh Park Community Projects Heritage Committee would like to apply for assistance with the rates assessed for 75-77 Coolamon St, Arianh Park.

This is the premises where we conduct the 'Echoes of Arianh Park Museum' and the 'Second Glance' Opportunity Shop, all run on a voluntary basis.

We have appreciated Councils assistance in the past, and hope council will be able to assist again.

Yours faithfully,

---

Jennifer Walker

Treasurer

BSB 032-763 ACC 117-342



# The Council of the SHIRE OF TEMORA

ABN 55 048 860 109  
PO Box 262 TEMORA NSW 2666  
The office of the Council situated at 105 Loftus St, Temora  
will be open for receipt of rates on Monday to Friday.

## RATE NOTICE

Office Hours: 9.00 am to 5.00 pm  
Monday to Friday

Phone: (02) 6980 1100  
Fax: (02) 6980 1138



Ariah Park Community Projects  
C/- Jennifer Walker  
24 Hopetoun Street  
ARIAH PARK NSW 2665

\*494265862102 44428



DEFT Reference Number  
265862102 44428

In accordance with the Local Government Act 1993 Notice is hereby given that the undermentioned land has been rated by the Council as shown hereunder:

**Assessment Number:** 4442  
**Rating Year:** 01/07/2018 to 30/06/2019  
**Issue Date:** 24/07/2018  
**Due Date:** 31/08/2018  
**Valuation Date:** 01/07/2016

**Description and Location of Property**  
75-77 Coolamon Street ARIAH PARK NSW 2665  
12/1071146

**Area:** 0.0222 Hectares  
**Rateable Value:** 3040

PARTICULARS OF RATES AND CHARGES	UNIT	CENTS IN \$	AMOUNT
Business Ariah Park	3040.00	0.01572700	\$47.81
Business Ariah Park Base Rate	1.00	220.30	\$220.30
Trade Waste Charge	1.00	227.80	\$227.80
NET AMOUNT DUE			\$495.91

Please deduct any payments made since 19/07/2018

ARREARS OF RATES INCLUDED IN 1ST INSTALMENT ARE DUE AND PAYABLE IMMEDIATELY  
ANY OVERDUE AMOUNTS WILL ATTRACT INTEREST CHARGES OF 7.5% PA CALCULATED ON A DAILY BASIS

GC Lavelle  
GENERAL MANAGER

1ST INSTALMENT	2ND INSTALMENT	3RD INSTALMENT	4TH INSTALMENT	TOTAL AMOUNT
\$126.91 Due 31/08/2018	\$123.00 Due 30/11/2018	\$123.00 Due 28/02/2019	\$123.00 Due 31/05/2019	\$495.91

PROPERTY HAS BEEN CATEGORISED AS Business

**DEFT**  
PAYMENT SYSTEMS

PLEASE TURN OVER FOR HOW TO PAY

**B** **PAY** Biller Code: 96503  
Ref: 265862102 44428

\*494265862102 44428



DEFT Reference Number  
265862102 44428

The Council of the  
SHIRE OF TEMORA

PLEASE SIGN HERE IF A RECEIPT IS REQUIRED

Name: Ariah Park Community Projects  
Assessment Number: 4442  
Total Amount: \$495.91  
Instalment Amount Due: \$126.91  
Due Date: 31/08/2018

AMOUNT PAID: \$495.91

+265862102 44428

000049591<2+

**14.8 ARIAH PARK MEMORIAL HALL - RATE REDUCTION 2018/2019****File Number:** REP18/1309**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Ariah Park Memorial Hall [!\[\]\(cbe2492b119e39e02a1dab2af4a4b296\_img.jpg\)](#) **REPORT**

Applying for rate rebate for the Ariah Park Memorial Hall at 17 Pitt Street, Ariah Park for the 2018-2019 rating year.

The property is controlled by public hall trustees and is not a Council property.

Note: In 2017/2018 Council made a donation of 25% of rates.

25% of the rates would equate to \$82.97.

**Cr Nigel Judd declared a non-pecuniary interest in relation to item 14.8 , due to being a member of the Ariah Park Hall Committee.**

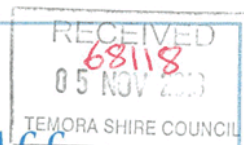
**RESOLUTION 292/2018**

Moved: Cr Graham Sinclair

Seconded: Cr Kenneth Smith

It was resolved that Council approve 100% of the rate reduction being \$331.89 for the Ariah Park Memorial Hall.

**CARRIED**

*ARIAH PARK MEMORIAL HALL**Westella, 267 Walker's Lane**Ariah Park NSW 2665**29.10.2018**To the General Manager**Temora Shire Council**Dear Sir**Re: Rate Assessment No:2942**For: The Ariah Park Memorial Hall 17 Pitt St 2665**Rate Amount: \$331.89**We are requesting to be considered for reimbursement of our Shire Rates, as we are a not for profit organisation.**Our committee strives to maintain our beautiful hall with little funds, so if you could help us out with this request, we would be most grateful.**Thankyou,**Dominica Walker**Treasurer of Ariah Park Memorial Hall.**BSB: 032 738**ACC: 121 251*



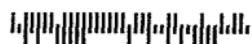
# The Council of the SHIRE OF TEMORA

ABN 55 048 860 109  
PO Box 262 TEMORA NSW 2666  
The office of the Council situated at 105 Loftus St, Temora  
will be open for receipt of rates on Monday to Friday.

## RATE NOTICE

Office Hours: 8.00 am to 4.30 pm  
Monday to Friday

Phone: (02) 6980 1100  
Fax: (02) 6980 1138



Ariah Park Community Projects  
C/- Dominica Walker  
267 Walker's Road  
ARIAH PARK NSW 2665

\*494 265862102 29426



1555000000000

DEFT Reference Number  
265862102 29426

In accordance with the Local Government Act 1993 Notice is hereby given that the undermentioned land has been rated by the Council as shown hereunder.

**Assessment Number:** 2942  
**Rating Year:** 01/07/2018 to 30/06/2019  
**Issue Date:** 24/07/2018  
**Due Date:** 31/08/2018  
**Valuation Date:** 01/07/2016

**Description and Location of Property**  
17 Pitt Street ARIAH PARK NSW 2665  
18/8/758030  
**Area:** 0.1163 Hectares  
**Rateable Value:** 10100

PARTICULARS OF RATES AND CHARGES	UNIT	CENTS IN \$	AMOUNT
Residential - Ariah Park	10100.00	0.01413300	\$142.74
Residential Ariah Park Base Rate	1.00	189.15	\$189.15
NET AMOUNT DUE			\$331.89

Please deduct any payments made since 19/07/2018

ARREARS OF RATES INCLUDED IN 1ST INSTALMENT ARE DUE AND PAYABLE IMMEDIATELY  
ANY OVERDUE AMOUNTS WILL ATTRACT INTEREST CHARGES OF 7.5% PA CALCULATED ON A DAILY BASIS

GC Lavelle  
GENERAL MANAGER

1ST INSTALMENT	2ND INSTALMENT	3RD INSTALMENT	4TH INSTALMENT	TOTAL AMOUNT
\$85.89 Due 31/08/2018	\$82.00 Due 30/11/2018	\$82.00 Due 28/02/2019	\$82.00 Due 31/05/2019	\$331.89
PROPERTY HAS BEEN CATEGORISED AS		Residential		

**DEFT**  
PAYMENT SYSTEMS

PLEASE TURN OVER FOR HOW TO PAY

**B** **PAY** **Code** **Ref**  
Biller Code: 96503  
Ref: 265862102 29426

\*494 265862102 29426



DEFT Reference Number  
265862102 29426

The Council of the  
SHIRE OF TEMORA

PLEASE SIGN HERE IF A RECEIPT IS REQUIRED

Name Ariah Park Community Projects  
Assessment Number 2942  
Total Amount \$331.89  
Instalment Amount Due \$85.89  
Due Date 31/08/2018

paid: 28-8-18 ✓

AMOUNT PAID 331.89

+265862102 29426 <

000033189<2+

**14.9 EVENT APPLICATION - 2018 NYE CELEBRATIONS****File Number:** REP18/1298**Author:** Secretary Engineering**Authoriser:** General Manager

**Attachments:** 1. Request Letter  

2. Fireworks approval  

**REPORT**

The promotions & visitation Committee Temora has lodged an event application to hold 2018 NYE Celebration on 31<sup>st</sup> December, 2018 at the Temora Railway Precinct. They have requested the following as in-kind assistance from Council:-

- Use of the Railway Precinct, including the sound shell, Federal Park and toilet facilities at the Railway Station
- Delivery, collection and disposal of approx. 15 red Council wheelie bins
- Use of electricity and water on site, including platform Y
- Closure of the Freedom Camp for the evening to allow a fireworks demonstration
- The 3 stand mobile toilet
- Four trestle tables and ten plastic chairs to be delivered and collected from the Railway Station
- Two traffic barricades to assist with health and safety of pedestrians on site

The costs associated with the event are listed below:

Task	Time	Rate	Cost
Hire of the Sound Shell			\$150
Closure of Freedom Camp (2 staff)- set up	2 hours	\$35	\$140
- removal	2 hours	\$35	\$140
Tables & Chairs - delivery and collection			\$30
Traffic Barricades – delivery and collection			\$30
3 Stand Toilet – hire			\$250
delivery, installation & pickup			\$250
15 red event bins including delivery and collection @ \$4 each			\$60
Large event application fee			\$100
TOTAL:			\$1150

**For Council's Decision****RESOLUTION 293/2018**

Moved: Cr Max Oliver

Seconded: Cr Claire McLaren

It was resolved that Council approve the requests as stated above regarding the 2018 NYE Celebration.

**CARRIED**

17<sup>th</sup> October 2018

Gary Lavelle  
General Manager  
Temora Shire Council  
105 Loftus Street  
Temora NSW 266

**RE: Support for the 2018 NYE Celebration**

Dear Gary

I am writing to seek the financial support of the Temora Shire Council to assist in supporting the Promotions & Visitation Committee to host the 2018 New Year's Eve Celebration to be held at the Temora Railway Precinct on 31<sup>st</sup> December 2018.

The event will be open to residents and visitors of Temora Shire and surrounds looking to celebrate New Year's Eve as a community. We anticipate around 300 adults and 300 children to attend. Entertainment will include live music, fireworks, children's activities, and food vendors. There will be a fee of \$15 per adult and \$5 aged pension to assist with covering costs. Children will be free to enter. CASE IH Parts and Services have generously donated \$3000 towards the cost of the fireworks display. Please find attached the major event application form which provides full details of the event.

We are seeking the following in-kind assistance from Temora Shire Council:

- Use of the Temora Railway Precinct, including the sound shell, Federal Park and toilet facilities at the Railway Station
- Delivery, collection and disposal of approximately 15 red council event wheelie bins
- Use of electricity and water on the site, including from Platform Y
- Closure of the Freedom Camp for the evening to allow for the detonation of fireworks
- Three stand toilet mobile ablution block to be installed behind the sound shell
- Four outdoor trestle tables and ten plastic outdoor chairs to be delivered to and collected from the railway station
- Two traffic barricades to assist with health and safety and pedestrian access to the site

I would be grateful if all of the items could be delivered to the storage container in the sound shell prior to Council closing at Christmas, and the key provided to me for the container and Platform Y on Wednesday 19<sup>th</sup> December.

The support that can be provided to the Promotions and Visitation Committee by the Temora Shire Council for this initiative would be greatly appreciated and we would kindly welcome your response to the proposal.

Please do not hesitate to contact me if you have any questions

Kind Regards

Rhonda Casey  
PVC Member  
0429 772 122  
rhonda\_casey@hotmail.com

01.11.2018 13:22

PAGE. 1/ 1

## **Fireworks Display NYE 2018**

Temora Police  
Fax: 02 6977 2317  
Temora Fire Brigade  
Fax: 02 6978 1069  
Temora Shire Council  
Fax: 02 6980 1138

To Whom It May Concern:

ACT Fireworks will be conducting a fireworks display for NYE 2018.

NSW WorkCover has been notified and please let this letter act as notification to you.

Following are the details for our forthcoming event:-

**Location:** Federal Park  
Crowley Street, Temora, NSW 2666

**Date:** 31<sup>st</sup> December 2018

**Start Time:** 9.00pm –9.45pm

**Event Organisers Contact Details:** TEMORA PROMOTIONS & VISITATION  
COMMITTEE

Rhonda Casey

PH: 0429 772 122

**ACT FIREWORKS**

PH: 0412 621 930

Fax 02 6299 4447

**Pyrotechnician-** Gail Upton

PH: 0412 621 930



**14.10 EVENT APPLICATION - PRIVATE CHRISTMAS PARTY****File Number:** REP18/1325**Author:** Secretary Engineering**Authoriser:** General Manager**Attachments:** 1. Applicant request letter  **REPORT**

Council has received an event application to hold a private Christmas party on 15<sup>th</sup> December, 2018 at Federal Park. Nothing has been requested of Council however as a Jumping Castle (amusement device) will be erected this event needs to have the permission of Council.

Insurance held by Jumping Bean Castle Hire has been provided.

The applicant has been advised that being a Council Park will not grant exclusive use for the Christmas Party.

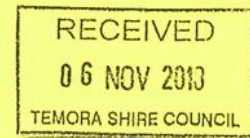
**For Council's Decision****RESOLUTION 294/2018**

Moved: Cr Dennis Sleigh

Seconded: Cr Claire McLaren

It was resolved that Council approve the Christmas party request for the 15<sup>th</sup> December at Federal Park.

**CARRIED**



5 November 2018

Temora Shire Council,

Please find my major event management application attached. I'm writing this letter to ask for leniency with the eight week application timeframe as I was unaware this existed. I am planning on having a Christmas BBQ for my family day care children at the Temora Skate Park on the 15th of December at 11am. I was hoping to hire a toddlers jumping castle also. As it is only four weeks until this date I will it meet the timeframe. There will only be around 20 people coming to the BBQ.

I am hiring the jumping castle through Jumping Beans Fun For Hire in Wagga Wagga. They have told me that they have done many jumping castles in Temora and all of their insurance details are on file with the council.

I hope to hear from you soon with a positive result.

Sincerely yours,

[Redacted signature]

**14.11 EVENT APPLICATION - ACTIVE FARMERS****File Number:** REP18/1327**Author:** Secretary Engineering**Authoriser:** General Manager

**Attachments:**

1. Letter from Active Farmers  
2. Project overview  
3. Active Farmers Map  

**REPORT**

Temora Shire Council has received an event application to hold an Active Farmers Games on 23<sup>rd</sup> March, 2019 at Lake Centenary. The proposal is to hold a competition for about 27 teams of 3 to complete 10 obstacles situated around the lake. Kid's activities and quest speakers will also be a part of the day. Food will be available and drink stations will be placed the course.

I have attached documentation received from Ginny Stevens, founder and CEO of Active Farmers.

On approval of the event Temora Shire Council will be added as an interested party on the current insurance policy held by Active Farmers, the applicant is aware the minimum amount required for public liability is \$20 million.

At this stage it is difficult to cost this event as Active Farmers are only seeking an acknowledgement of approval to move forward with planning.

**Additional Notes**

Active Farmers have sought approval from the Lake Centenary Management Committee; this has been granted with the following conditions:

- The LCMC cannot authorise the use of the Jet Boat compound. The LCMC recommend that the Active Farmers contact the Jet Boat Association to seek their approval for use of the facility.
- The LCMC recommended that the Active Farmers consult with the Temora Shire Council to determine the types of obstacles required, there location and construction.
- They recommend the Active Farmers keep a check on the Lakes water levels with the LCMC or Council prior to the event, as it would appear to be a "dry" season and the closure of the main lake body appears imminent.

Council will advise Active Farmers they require approval from the Australian Jetsprint Association for use of the facilities. This event does not collide with any programmed Jet Boat meetings to be held in Temora in 2019.

Although not yet requested, Active Farmers may ask Council for the supply of:

Additional garbage bins (5 bins @\$4/bin)	\$20
Additional garbage collection	\$?
<b>Total</b>	<b>\$</b>

A further report will be provided to Council if approval is granted and further relevant information is provided.

**NOTE**

This matter was approved through the November Assets & Operations Committee.

***Report by Renae Sinclair***



"Gundouran"  
Mangoplah  
NSW 2652  
P: 0439 343 925  
E: [ginny@activefarmers.com.au](mailto:ginny@activefarmers.com.au)  
W: [www.activefarmers.com.au](http://www.activefarmers.com.au)

Temora Shire Council  
105 Loftus Street  
Temora NSW 2666

31<sup>st</sup> October 2018

**Subject: Active Farmers Games @Temora**

Dear Councillors,

I am writing to seek your approval and consent to run an exciting event at Lake Centenary, Temora, March 23<sup>rd</sup> 2019.

By way of introduction, Active Farmers, a NFP Health Promotion Charity is a service that brings together farmers and the local community through regular group fitness classes. The classes are designed to suit all levels of fitness and ability in a fun and interactive environment. Please find attached a [5 minute video](#) to help explain who Active Farmers are and what we are trying to achieve.

Originating in the nearby township of Mangoplah, Active Farmers has expanded from servicing 2 to 31 small farming communities in NSW, QLD, Vic & Tas over the past 18 months. We plan to service as many communities as possible and our ultimate goal is to improve the mental health of farmers and farming communities, by building stronger and more resilient communities.

*Research suggests that regular exercise and social interaction combined have a profound benefits not only to physical health, but also to mental health and resilience needed to face the challenges of modern day farming.*

One of our current challenges is inspiring more people, and in particular men to come to our classes. This is how the Active Farmers Games were born, springing from the creative mind of John Harper. We believe we can inspire many more people to join our existing classes and above all take their physical & mental health seriously by participating an event that encourages team work, comradeship, physical & mental toughness. We also recognise that the current seasonal conditions are tough, therefore believe this event will provide something for the community to work towards and to look forward to/raise spirits.

We propose to run a 'tough mudder' like competition with a rural flavour, involving 27 teams of three, March 23<sup>rd</sup> 2019 at Lake Centenary. We believe this is the perfect venue for our event, and it is also a central place to many of our existing communities (refer map attached). We would also like to utilise this opportunity to not only raise the importance of physical and mental health, and your team/community, but we would also like to raise some additional funds to help our organisation continue to grow and develop. Please find attached our Games Proposal Document, containing all the details of our proposed event.

In addition to seeking approval for use of Lake Centenary, but would like to identify an possibility of working in partnership with your council to make this wonderful event as successful as possible. We are expecting at 81 participants, plus support crew, spectators and volunteers, amounting to 150-200 people. We therefore also see the Games as a great opportunity to showcase Temora as a great place to visit and live.

I thank you for your consideration and look forward to hearing from you after your April meeting. In the meantime, please do not hesitate to contact me anytime for additional information. .

Many Thanks,

Ginny Stevens  
Founder & CEO  
Active Farmers  
[www.activefarmers.com.au](http://www.activefarmers.com.au)



## Active Farmers Games Project Overview

### Proposal

*This document contains a formal proposal to the Temora Council & Lake Centenary Advisory Committee to request use of Lake Centenary to host Active Farmers Games in March 2019.*

### Active Farmers Origin

Active Farmers is a Not For Profit Organisation and Health Promotion Charity and was founded by Ginny Stevens at Mangoplah NSW in 2015, in response to her concerns about mental health in farming areas, and growing isolation from expanding farm technology, rising labour costs, and the dearth of health and wellbeing activities in small farming communities.

Active Farmers proactively addresses rural and remote community access issues through regular group fitness in a fun and supportive environment, facilitated by qualified personal trainers.

Designed especially for small farming communities with limited or no local access to fitness expertise and equipment, our motivational and interactive training sessions help promote physical and mental health and wellbeing, foster social interaction and enhance community connectedness.

Regular fitness sessions are supplemented by access to nutrition and mindfulness workshops run locally, accredited mental health first aid training, online mental health consultations and special events tailored to local communities.

These activities address five of the Royal Flying Doctor Service's 10 recommended key components for mental health programs in rural and remote Australia.

### Active Farmers Games

#### The concept – Why?

Think Tough Mudder with a rural spin!

Research suggests that regular exercise and social interaction combined have a profound benefits not only to physical health, but also to mental health and resilience. Given the nature of farming and living in rural and remote areas we have been and are going to be faced with tough and challenging times, whilst living in the best place in the world, country Australia. We currently run regular group fitness classes in 30 small farming communities in Qld, NSW, Vic & Tas (largely populated around Temora – map attached), however we believe that we can inspire many more people to join our existing classes, start Active Farmers and above all take their physical & mental health seriously. We also believe that the current levels of suicide in farming communities is far too high and needs to change. We believe by running an event that encourages team work, comradeship, physical & mental



toughness provides an opportunity for our existing network and abroad to work towards something and take their health seriously, and build resilience within their community, organisation or family.

We also recognise that the current seasonal conditions are tough, therefore believe this event will provide something for the community to work towards and look forward to/raise spirits.

### The Games Outline

The proposed course is designed to be completed in teams of three, whereby teams register online and require each other to complete the course. We would like to commence the course at the canteen, and complete an anticlockwise lap of the lake. We have identified 10 obstacles to be completed during the lap;

- Obstacle 1: Jet Boat – utilising channels
- Obstacle 2: Jet Boat – utilising channels
- Obstacle 3: Push tractor tyres up a hill
- Obstacle 4: Balance on a suspended log
- Obstacle 5: Tube across the water (near Farm Link)
- Obstacle 6: Push a square hay bale
- Obstacle 7: Climb a hay bale stack
- Obstacle 8: Crawl through a tunnel
- Obstacle 9: Drag a weighted wheelie bin
- Obstacle 10: Climb up a slope and slide down a blow up slide

*\*Please note that these are 'proposed' obstacles and we are more than happy to alter them upon any requirements and/or be open to any suggestions.*

We do request that the lake be closed for the event from the hours of 7am – 12noon. We anticipate the course will take approximately 1-2 hours to complete, however the set-up and pack-down will require additional time.

We will have volunteers placed at each obstacle, drink stations, ambulance officers around the course and will take the safety of all participants very carefully.

### Proposed Dates

We proposed the 16<sup>th</sup> or 23<sup>rd</sup> March 2019, starting at 9am and concluding by 1pm. (including food and presentations)

### Size of the event

We propose to open the event to 27 teams of three / 81 participants, plus support crew, spectators, volunteers & caterers. We anticipate that filling 27 teams may not be very difficult given we will be opening the event up for not only Active Farmers participants, but also to the general public such as local businesses or sporting clubs.





### **Catering**

We intend on utilising a local charity/organisation (John Harper has been in contact with a local mental health charity) to cater for the event.

### **Ambulance**

We propose to contact a local organisation such as St Johns Ambulance and/or seek advice from the Temora hospital.

### **Entertainment**

We have Gordon Bray, 'the voice of rugby' pencilled in as our MC. We also intend on providing some entertainment for kids (potentially a mini kids competition) and a DJ.

### **Insurance**

We have had preliminary conversations with the Temora council and will work with their current insurer, as well as the Active Farmers insurer to confirm that the insurance for the event is more than adequate.

### **Flow on effects**

As well as the above mentioned aim of the event, we believe there will be multiple flow on effects to the Temora township and community. As mentioned previously we believe we will fill 27 teams of three (81 participants). These participants will more than likely come with their families, support crew and/or friends, potentially bringing 160+ people to the area. Not only will we be utilising a local organisation for the event catering, we would be delighted to promote local accommodation, cafes, eateries and sites in Temora and surrounds as part of the attraction of coming to the Active Farmers Games. We will be engaging with a PR and marketing firm (TBA) and endeavour to work very hard to ensure we have maximum publicity of both Active Farmers Games, and Temora as a fantastic host. We will be utilising a combination of print, social media, radio and television to broadcast our event.

In addition to promoting Temora as a fantastic location, we anticipate there will be another very important benefit, and that is to inspire more farmers and community members to get moving, take their physical and mental health seriously and look out for their community. We are striving to make a real difference to the health, and in particular mental health of farming communities and strongly believe that the Active Farmers Games have the capacity to raise a lot of awareness and get a lot of people moving!





### Council Involvement & Sponsorship opportunities

We will be seeking sponsorship for the Active Farmers Games and would love to offer the Temora Shire Council and Lake Centenary advisory committee an opportunity, should our proposal be approved to be involved in whichever capacity should be of interest. Our Active Farmers Games Event committee are more than happy to organise a time to meet face to face to explore opportunities to work together in bringing this event to Temora.

### In summary

We are extremely excited about running this event and believe there will be endless benefits, not only for the participants but for all the people inspired by the event, and the Temora community at large.

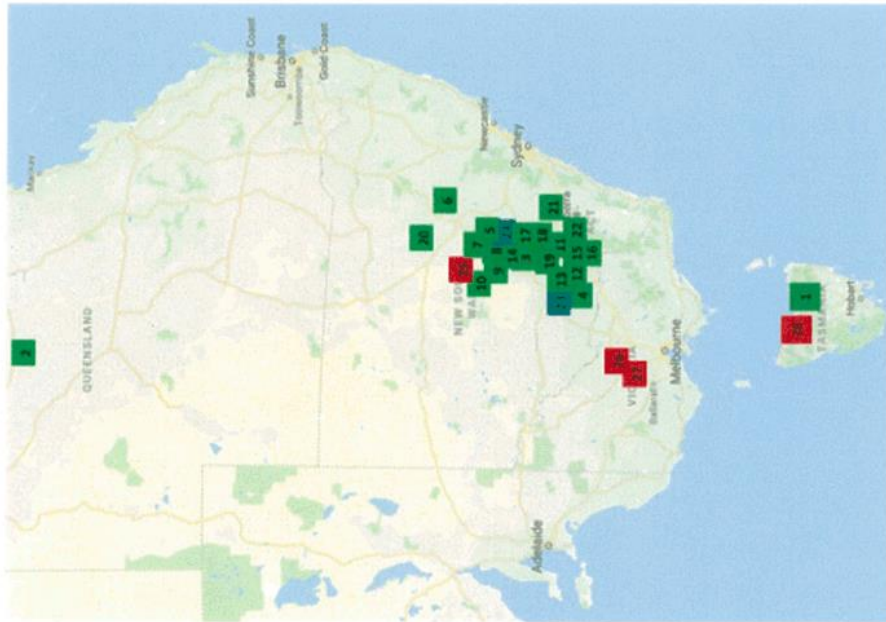
We thank you for your consideration for allowing the Active Farmers Games to proceed at your fantastic venue, Lake Centenary and will be more than happy to provide additional information should you require it.

We look forward to hearing from you.

Kind Regards,

Active Farmers Games Event Organising Committee



Ginny Stevens  
Founder & CEO Active Farmers  
P: 0439 343 925  
E: [ginny@activefarmers.com.au](mailto:ginny@activefarmers.com.au)  
[www.activefarmers.com.au](http://www.activefarmers.com.au)



### ACTIVE FARMERS COMMUNITIES

1. Hagley, TAS:
2. Hughenden, QLD:
3. Arian Park, NSW:
4. Burrumbuttock, NSW
5. Gooloogong, NSW:
6. Dunedoo, NSW:
7. Eugorwa, NSW:
8. Grenfell, NSW:
9. Quandialla, NSW:
10. Caragabal, NSW:
11. Jugiong, NSW:
12. Mangoplah, NSW:
13. Uranquinty, NSW:
14. Wirrinya, NSW:
15. Ladysmith, NSW:
16. Book Book, NSW:
17. Stockinbingal, NSW:
18. Illabo, NSW:
19. Eurongilly, NSW:
20. Coonamble, NSW:
21. Collector, NSW:
22. Tarcutta, NSW:
23. Lockhart, NSW:
24. Murringo, NSW:
25. Trundle, NSW: coming soon
26. Pretty Pine, NSW: coming soon
27. Bridgewater on Loddon, VIC: coming soon
28. Burnie, TAS: coming soon

**14.12 EVENT APPLICATION - THE GREAT QUACK QUEST**

**File Number:** REP18/1346  
**Author:** Secretary Engineering  
**Authoriser:** General Manager  
**Attachments:** 1. Traffic Control  

**REPORT**

As posted on the HUB (24<sup>th</sup> October, 2018), Councillors will be aware of The Great Quack Quest taking place in Temora on the 25 November, 2018.

**The cost estimate for The Great Quack Quest filming:**

Traffic control - \$2599.00 as per attached  
Flat Deck Truck – 6hr X \$70.00 = \$420.00 (includes operator)  
Scissor lift – transport & hire charges = \$ 520.00 + \$ 225 = \$745  
Lighting tower = \$ 90.00 / day + Transport included above  
Generator will be available  
Private hire of the Temora Swimming Pool - \$120.00  
Life guard provided for 3.5 Hours @\$50.00 per hour - \$175.00  
Temora Recreation Centre – Stadium hire – 1 day, 1 court – 185.00

**Total = \$4334.00 + Diesel and consumables (Approx. \$100.00)**

**RESOLUTION 295/2018**

Moved: Cr Graham Sinclair

Seconded: Cr Dennis Sleigh

It was resolved that Council approve the request as stated above.

**CARRIED**





- Part-Road Closure Point
  - Full Road Closure Point
  - Manned Closure Points
  - Staff / Volunteer Parking along Aurora Street
  - Temporary Country Link Bus Stop / Loftus Street Taxi Rank
  - Meeting / Marshalling Point
- (1x per person Hoskins St intersection, 1x per person both sides of Deboos Street Intersection and 1x per person near Bowling Club Lane)

**Quack Quest – Traffic Control Requirements and Costing****Sunday 25<sup>th</sup> November 2018***Closure requested 2pm to 7pm (This will mean road closure between 1:30pm and 7:30pm)*

Traffic Management Plan (TCP, Traffic/Pedestrian Risk Assessment and Approvals)  
4 hours @ \$65 p/h = \$260

Advertising in Newspaper (Legal Requirement 2 weeks notification)  
\$72 per ad x 2 editions (Tuesday and Friday) = \$144

Letters to affected residents via Letterbox drop (Development, printing and delivery)  
2 hours @ \$65 p/h = \$110

Country Link Coach Service notification – 2 weeks prior required

**Traffic Control**

Setup – Friday – 2x staff and 1 truck for 2 hours @ \$105 p/h = \$210

Event – Sunday – 3x staff and 2 vehicles for 6 hours

2 hours @ 1.5 normal rate being @ \$232.50 p/h = \$465

4 hours @ 2 x Normal rate being @ \$300 p/h = \$1,200

Removal – Monday – 2x staff and 1 truck for 2 hours @ \$105 p/h = \$210

**Total Traffic Control Related Costs = \$2,599**

**14.13 EVENT APPLICATION - ARIAH PARK CHRISTMAS TREE**

Cr Nigel Judd declared a non-pecuniary interest in relation to item 14.13, due to being a member of the Aria Park Projects Committee.

**File Number:** REP18/1365  
**Author:** Secretary Engineering  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT**

Temora Shire Council has received an event application from the Aria Park Projects Committee Inc. to hold The Aria Park Christmas Tree on 19<sup>th</sup> December, 2018 at Davey Park.

Insurance from the Aria Park Community Inc. and Jumping Beans Castle Hire has been received.

The Aria Park Projects Committee Inc. have requested:-

- Road Closure of Coolamon Street (between the Post Office and the wheat truck)
- Waiving of any associated fees

The costs associated with the event are listed below:

**Cost to Council: \$775**

Task	Time	Rate	Cost
Road Closure/ Detour (Wednesday 4PM until Thursday 7AM)			
Set up 4 hours setup x 4 staff	4 hours	\$40/hr	\$320
4 hours removal x 4 staff	4 hours	\$40/hr	\$320
Road Closure Advertisement in the Temora Independent			\$60
Large Event Application Fee			\$75
<b>TOTAL:</b>			<b>\$775</b>

**Cr Nigel Judd declared a non-pecuniary interest in relation to item 14.13, due to being a member of the Aria Park Projects Committee.**

**RESOLUTION 296/2018**

Moved: Cr Graham Sinclair  
 Seconded: Cr Kenneth Smith

It was recommended that Council approve the request for the Aria Park Christmas Tree.

**CARRIED**

**15 NOTICE OF MOTION**

Nil

**16 BUSINESS WITHOUT NOTICE****1 CR MCLAREN**

Aux. Plates & Emergency Services Vehicles (40kms) to be raised with the Member for Cootamundra, Steph Cooke at the December Council Meeting.

**2 CR MAX OLIVER**

Raising concerns about business owners parking in Hoskins Street.

Raising community concerns regarding small business in Temora not being able to provide adequate services to maintain local business.

**17 COUNCILLORS INFORMATION PAPER****RESOLUTION 297/2018**

Moved: Cr Graham Sinclair

Seconded: Cr Kenneth Smith

It was resolved that the Information Reports be received.

**CARRIED**

**17.1 NOTICE BOARD - NOVEMBER 2018**

**File Number:** REP18/1316

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** Nil

**NOVEMBER 2018**

9 Nov – 2 Dec Bald Archy Exhibition – Bundawarra Centre

11 Remembrance Day – Callaghan Park

15 Meet the Author – Temora Library 10:30am

29 New Residents Dinner – Bundawarra Centre  
6:30pm



**17.2 TOWN HALL - INCOME & EXPENDITURE OCTOBER 2018**

**File Number:** REP18/1368  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

<b>INCOME</b>	<b>\$</b>
Balls	
Bar	
Cleaning	70.00
Concerts	87.50
Credit Notes	
Crockery Hire	27.27
Dance Prac	70.00
Dance Concert	210.00
Hall	377.27
Kitchen	63.63
Meeting	140.00
Piano Hire	38.18
Performances	
Presentation Nights	
Reunions	
Stage Hire	363.00
Supper Room	101.14
Workshops	

**TOTAL INCOME** **\$1,547.99**

<b>EXPENDITURE</b>	<b>\$</b>
<b>Utilities</b>	
Gas	
Water	178.20
Electricity	1253.56
Rates	
<b>Cleaning</b>	
Supplies	
Wages	520.00
<b>Maintenance</b>	
Includes Plant, Stores, Handyman's Wages	210.45
<b>Administration</b>	
Wages	1328.44
Miscellaneous	
<b>TOTAL EXPENDITURE</b>	<b>\$3490.65</b>

**17.3 WORKS REPORT - NOVEMBER 2018**

**File Number:** REP18/1339  
**Author:** Secretary Engineering  
**Authoriser:** General Manager  
**Attachments:** Nil

**Main Roads**

- Mr57 - inspection & routine maintenance
- Mr84 - inspection & routine maintenance
- Mr84 - heavy patching
- Mr57 - sealing
- Mr84 - prep for sealing

**Local Roads**

- Morangarell Road sealing
- Trungley Hall Road culverts
- Fergusons Lane
- Maxwell Lane
- Trewins gravel re-sheet
- Rogers Road

**Urban Temora & Ariah Park**

- Warbirds
- Sealing town streets
- Play equipment Nixon Park
- Slashing
- Depot upgrade
- Footpath maintenance

**WORKS PLANNED FOR NEXT MONTH**

- Trungley Hall culverts
- Sealing main roads & town streets
- Mary Gilmore Way box culvert replacement
- Maintenance grading
- Depot upgrade

**FOR COUNCIL INFORMATION**

***REPORT BY MICK MANNION***

**17.4 BUILDING APPLICATIONS - OCTOBER 2018**

**File Number:** REP18/1355  
**Author:** Secretary Engineering  
**Authoriser:** General Manager  
**Attachments:** Nil

**DEVELOPMENT CONSENTS ISSUED**

- ✓ DA/CC 62/2018 – Lot 2; DP 1233275; 96 Kitchener Road, Temora – Dwelling House
- ✓ DA/CC 63/2018 – Lot 2; DP 773926; 39 Deutcher Street, Temora – Dwelling House
- ✓ SUB 65/2018 – Lot 13; DP 751424; 3433 Goldfields Way, Temora – Rural Subdivision
- ✓ DA 67/2018 – Lot 34; DP 1082604; 27 Tigermoth Avenue, Temora – Front fence
- ✓ DA/CC 68/2018 – Lot 3; DP 758957; Section 17; 117 Crowley Street, Temora – Storage Premises

**COMPLYING DEVELOPMENT ISSUED**

- ✓ CDC 38/2018 – Lot 40; DP 750864; 1260 Old Wagga South Road, Bectric – Private Swimming Pool
- ✓ CDC39/2018 – Lot 141; DP 1246137; 3B Kurrawong Street, Temora – Dwelling House
- ✓ CDC 40/2018 – Lot 11; DP 1236963; 8 Leary Place, Temora – Dwelling House
- ✓ CDC 41/2018 – Lot 10; DP 1207345; 8 John Rands Place, Temora – Dwelling House
- ✓ CDC 42/2018 – Lot 8; DP 1070894; 77 Crowley Street, Temora – Residential Storages Sheds/Garages

**17.5 REGULATORY CONTROL - OCTOBER 2018****File Number:** REP18/1367**Author:** Environmental Secretary**Authoriser:** General Manager**Attachments:** Nil

Item	Investigate Incidents	Orders Issued Y/N	Penalty Infringement Y/N	Notes
Illegal Parking	12	No	No	Campers moved on at Airport & Lake
Hoskins Street	5	No	No	Warnings, double parking, broken down, disable parking no ticket
Scooters & Bikes	20	No	No	3 warnings given
School Zones	40	No	No	
Noise	3	No	No	Advice Given
Air Quality	1	No	No	Fixed
Illegal Dumping/Littering	2	No	No	Unable to contact transport carrier
Overgrown/Untidy Blocks	3	No	No	Ongoing
Impoundments (other)	1	No	No	Vehicle Redmond Street
Lake Walking Track – leashed animals	20 Visits	No	No	
Animal Welfare	8	No	No	Dogs, sheep, horse
Dangerous Dogs	4	No	No	
Impounded – Dogs	4	No	No	3 Claimed
Noise Animals	3	No	No	Ongoing
Nuisance Animals – Trapping	8	No	No	Cats, birds, snakes, echidna
Dead Animal Removal	0	No	No	
Keeping of Horses in Residential Areas	4	No	No	Monitored
Main Street Sign Approvals Inspections	0	No	No	
Rural Stock Incidents	4	No	No	Horses, sheep, steer
Fruit Fly	1	No	No	Bagged Oranges
Euthanised	0	No	No	
Rabbits	1			Airport Road, Ongoing

Ranger is currently working with RSPCA on animal welfare and the resident is currently receiving an account.

Two residents issued accounts relating to rural stock incidents.


Teal Street gates left open.

**Report by Ross Gillard**

**17.6 TEMORA TOWN HALL CINEMA REPORT - OCTOBER 2018****File Number:** REP18/1356**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Cinema - October [!\[\]\(0aff635c4179ba9e710b00f4b01d3b20\_img.jpg\)](#) 

**TOWN HALL THEATRE**  
**Operating Statement**

	July	August	September	October	Total YTD
<b>Candy Bar</b>					
Income	5,748	1,670	2,348	4,724	14,490
Purchases	(1,329)	(1,625)	(577)	(440)	(3,971)
	4,419	45	1,771	4,284	10,519
<b>Admissions</b>					
Income	13,176	4,874	5,760	10,824	34,633
Audio Visual Purchases	(6,018)	(3,271)	(3,344)	(3,597)	(16,231)
	7,158	1,602	2,415	7,227	18,403
<b>Other Income</b>					
Facility Hire	610	468	491	545	2,114
Sale of Advertising	182	182	182	182	727
Event Catering	36	55	36	36	164
	828	705	709	764	3,005
<b>Other Costs</b>					
Advertising	(175)	(299)	(400)	-	(873)
Bank Fees	(85)	(160)	(86)	(85)	(415)
Cleaning	(210)	(517)	(244)	(437)	(1,407)
Computer Costs	(220)	-	(492)	(245)	(958)
Event Catering Expenses	-	-	(78)	(65)	(143)
Freight	(67)	(152)	(113)	(26)	(358)
General Maintenance	(914)	-	-	-	(914)
Materials Purchased	(12)	(2)	(171)	(31)	(216)
Rates & Electricity	(1,114)	(1,511)	-	(1,175)	(3,800)
Stationery & Office Consumables	-	-	-	(23)	(23)
Employee Costs	(2,326)	(4,600)	(3,310)	(3,148)	(13,384)
Sundry Expenses	10	(22)	(15)	(10)	(37)
Telephone & Internet	(82)	(85)	(82)	(83)	(332)
Depreciation	-	-	(527)	-	(527)
	(5,195)	(7,347)	(5,519)	(5,329)	(23,389)
<b>Total Cinema Result</b>	<b>7,210</b>	<b>(4,995)</b>	<b>(624)</b>	<b>6,946</b>	<b>8,537</b>

**17.7 RATES COLLECTION - OCTOBER 2018****File Number:** REP18/1240**Author:** Finance Officer**Authoriser:** Director of Administration & Finance**Attachments:** 1. Rates Collection [!\[\]\(8d0f0e0fe25b320c33272c52aec1fbca\_img.jpg\)](#) 

Rates Collections											
Rates 2018/19											
Category	Arrears	Levies including Interest & Legals	Total	Pension Rebates	Adjusted Total	Payments	Rates		Rates		same period last year
							Outstanding 29/10/2018	% 29/10/2018	Outstanding 2/11/2017	% 02/11/2017	
Fairland	22,314.84	1,857,733.56	1,880,048.40	-4,384.16	1,875,664.24	-594,644.06	1,281,020.18	68%	1,222,800.87	67%	
Residential Temora Occupied	36,019.90	1,199,116.03	1,235,135.93	-83,596.30	1,151,539.63	-426,955.93	724,583.70	63%	722,622.93	65%	
Residential Temora Vacant	6,260.86	67,693.28	73,954.14	-5.07	73,949.07	-29,946.43	44,002.64	60%	38,543.38	68%	
Residential Ariah Park	9,176.05	69,535.20	78,711.25	-7,214.30	71,496.95	-25,527.38	45,969.57	64%	39,333.97	58%	
Residential Springdale	223.60	9,224.24	9,447.84	-1,340.51	8,107.33	-3,367.23	4,740.10	58%	5,944.97	64%	
Rural Residential	6,011.68	146,087.27	152,098.95	-9,832.66	142,266.29	-69,920.38	72,345.91	51%	71,634.91	51%	
Residential - Temora Avaliation	-738.40	37,465.66	36,727.26	-340.98	36,386.28	-19,587.87	16,798.41	46%	16,846.24	59%	
Business Temora - Hoskins Street	9,395.65	242,680.31	252,075.96		252,075.96	-96,773.26	155,302.70	62%	147,276.13	61%	
Business Temora - Town	2,272.72	250,293.29	252,566.01		252,566.01	-134,817.01	117,749.00	47%	113,410.60	47%	
Business Temora - Aviation	0.00	26,120.39	26,120.39		26,120.39	-21,273.59	4,846.80	19%	4,979.88	21%	
Business Ariah Park	185.29	15,822.17	16,007.46		16,007.46	-10,701.84	5,305.62	33%	3,940.51	25%	
Business Other	0.00	9,651.95	9,651.95		9,651.95	-6,953.36	2,698.59	28%	2,274.12	24%	
Residential Sewer	35,378.30	852,487.89	887,866.19	-39,353.50	848,512.69	-346,643.39	501,869.30	59%	493,914.39	62%	
Non-Residential Sewer	2,757.05	94,402.65	97,159.70		97,159.70	-49,629.35	47,530.35	49%	40,505.92	44%	
Storm Water Levy	2,080.23	48,483.04	50,563.27		50,563.27	-19,270.26	31,293.01	62%	30,466.45	61%	
Domestic & Rural Waste	24,804.18	513,877.70	538,681.88	-37,163.02	501,518.86	-196,621.57	304,897.29	61%	289,879.53	61%	
Trade Waste	4,283.97	115,344.50	119,628.47		119,628.47	-58,584.62	61,043.85	51%	55,810.29	50%	
	\$160,425.92	\$5,556,019.13	\$5,716,445.05	-\$183,230.50	\$5,533,214.55	-\$2,111,217.53	\$3,421,997.02	62%	\$3,300,185.09	62%	



**17.8 CASH & INVESTMENTS FOR PERIOD ENDED 31 OCTOBER 2018****File Number:** REP18/1301**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Cash & Investments  



Temora Shire Council

**Cash & Investments**

For the period ended 31st October, 2018

	Original Budget 2018/19	Revised Budget 2018/19	Actual YTD Figures
<b>Externally Restricted</b>			
Sewerage Services	1,080,137	1,080,137	1,288,375
Waste Management	867,297	867,297	824,033
S94 Contributions	0	0	0
<b>HACC</b>			
HACC Unexpended	711,785	711,785	757,394
HACC-ELE	144,879	144,879	144,879
<b>Total HACC</b>	<b>856,664</b>	<b>856,664</b>	<b>902,273</b>
<b>Total Externally Restricted</b>	<b>2,804,098</b>	<b>2,804,098</b>	<b>3,014,682</b>
<b>Internally Restricted</b>			
Leave Reserves	358,014	358,014	1,758,014
Roads Reserve	985,603	985,603	588,482
Local Roads	428,411	428,411	752,510
FAGS Received in Advance	0	0	0
Industrial Development	197,603	197,603	197,603
Plant & Vehicle	269,392	269,392	576,191
Izumizaki Donation	2,152	2,152	2,152
Gravel Royalty	616,930	616,930	612,367
Medical Complex Development	45,870	45,870	47,306
Infrastructure	776,010	776,010	487,262
Infrastructure - Airpark Estate	194,734	194,734	(0)
MapInfo/GIS Upgrades	17,700	17,700	17,700
Ariah Park Youth Hall Revote	6,402	6,402	5628
Stormwater Drainage Flood Studies & Construction Programs	71871	71,871	108260
Temora West Sportsground Upgrade Dressing Shed & Toilets Rev	0	0	131085
Mobile Stage Upgrade Revote	28179	28,179	3722
Town Entrance Beautification Revote	0	0	0
Digital Two Way Radio Upgrade	25000	0	13333
Computer Upgrade	0	0	0
Lake Centenary Repair Bank Erosion and Sand	0	0	69909
Airport Hangar Driveway and Retaining Walls	0	0	9500
<b>Total Internally Restricted</b>	<b>4,023,871</b>	<b>3,998,871</b>	<b>5,381,024</b>
<b>Total Reserves</b>	<b>6,827,969</b>	<b>6,802,969</b>	<b>8,395,706</b>
<b>Cash &amp; Investments</b>			
Westpac Cheque Account			2,701,785
Macquarie Bank DEFT Account			17,286
Bank of Queensland			500,000
BankWest			500,000
BankWest			500,000
Bankwest			0
NAB			500,000
ME Bank Term Deposit			500,000
BOQ			500,000
Bankwest			0
AMP Term Deposit			576,989
AMP Term Deposit			502,762
AMP Business Saver Account			31,399
AMP Notice Account			3,477
NAB Term Deposit (24-701-8261)			519,113
NAB Term Deposit (77-177-3095)			500,000
AMP Term Deposit			545,976
Bank of Queensland			500,000
BankWest			0
Westpac Cash Reserve			4,942
<b>Total Cash &amp; Investments</b>	<b>6,827,969</b>	<b>6,802,969</b>	<b>8,903,729</b>
<b>Available for Operating Expenditure</b>			<b>508,023</b>

I certify that the investments have been made in accordance with the Act, the Regulations and Council's actual Investment Policy.

Steve Firth  
Responsible Accounting Officer

**17.9     ARIAH PARK SWIMMING POOL COMMITTEE - ANNUAL GENERAL MEETING MINUTES  
2018****File Number:**        REP18/1303**Author:**             Executive Assistant**Authoriser:**        General Manager**Attachments:**       1.     Ariah Park Swimming Pool  

**ARIAH PARK MEMORIAL SWIMMING POOL**  
**ANNUAL GENERAL MEETING**

**DATE:** 27<sup>th</sup> September, 2018 at 6.30pm, Ariah Park Bowling Club

**MEETING OPEN:** 7.00pm

**APOLOGIES:** Rhonda Johnstone; Suse Furphy & Sam Dart

**PRESENT:** Peter Harper, Toni McCormack, Debbie & John Worland, Allan Edis, Alice French, Brian Johnstone, Phil Davey, Nathan Chalmers & Chloe Tidd

**MINUTES:**

Read by: Peter Harper

Move that the minutes from the previous meeting be accepted by: Toni McCormack

Motion seconded by: Debbie Worland  
aro

**BUSINESS ARISING FROM PREVIOUS MINUTES:**

\*Contact Craig Leiper to register for the Butts for Bucks wool program. Toni is to chase up.

\*Peter spoke with Ned Fisher with regards to a raise in our fee for doing the B & S cleanup due to the increase in rubbish especially big items. It was also noted that the fee hadn't been increased in many years. Ned agreed to this & we have received \$1500 for the past 2 yrs.

**TREASURERS REPORT: (see attached report)**

\* The mother's day raffle that Alice & Rhonda organised raised \$1600.

\*General Admissions were down slightly whilst our memberships totaled \$10,000 which is an increase.

\*The canteen made a profit of \$2500 approx which is an increase on last season.

\*Our fundraising profit was \$1500 B& S; Can Shoot \$1000; Swim Club \$600 & Donations \$3400.

It was noted that our wage increase also means we need to be much more proactive with our fundraising.

It was also moved by Chloe Tidd to go ahead & pay our caretaker's contribution which is 2 weeks wages for work done in readiness for the season. Phil Davey seconded this & it was passed unanimously.

There was also a brief discussion on why we no longer receive our start up contribution from council. It was noted that we used to have a council budget of \$25,000 & we would get a percentage of that to get us up & running. It was also noted that perhaps we should request a statement with our budget, expenses & remaining figures clearly listed.

**It was moved that the treasurer's report be accepted by: Chloe Tidd  
& the motion was seconded by: Phil Davey**

***PRESIDENTS REPORT:***

Peter offered up his thanks to our wonderful pool staff Alice; Frenchie; Nodsa & Rhonda on the way the pool is ran & maintained it's a credit to them all the grounds are incredible. He thanked our fill in lifeguards as well for their commitment. Also many thanks to the volunteers that give their time for the working bees, can shoot, raffles; pool clean ups & battery drive. A special vote of thanks must go to the Arianh Park branch of the Returned Servicemen's League for thinking of us as the recipient of their donation in the event of them folding. Our new sign is a true testament to our pool's history. A general vote of thanks to everyone for the support he has received whilst being president.

Peter wanted the following noted. I attended an onsite council meeting with Nodsa & representatives of the shire to outline to them our concerns & plans for the next 5 years. This is something that was requested by council after communication with the Arianh Park Advisory Committee. I must say I found council's response to this meeting & our concerns extremely disappointing especially with regards to the state of the concrete around the kiosk area & the medium pool. Phil Davey & I also attended an information meeting at council chambers regarding the new 355 guidelines. This means we are required to forward our minutes to council; where possible have a council representative present at meetings & hold a minimum of 4 meetings which maybe formal or informal in nature. These requirements are being enforced so that everyone including council can be held accountable for their actions or lack of action, whatever the case may be.

***COMMITTEE ELECTIONS:***

*(All positions are declared open & nominations are called for. Allan Edis takes the chair & declares all positions vacant.)*

**PRESIDENT:** Brian Johnstone nominates Peter Harper who declines. Chloe Tidd nominates Phil Davey who also declines. Chloe Tidd nominates Nathan Chalmers who accepts this is 2<sup>nd</sup> by Phil Davey.

**VICE PRESIDENT'S:** 1. Brian Johnstone nominates Peter Harper. This is accepted & seconded by Allan Edis.

2. Peter Harper nominates Craig Leiper. This is accepted by Phone & seconded by Debbie Worland.

3. Peter Harper nominated Phil Davey who accepts & this is seconded by Debbie Worland.

4. Debbie Worland nominates Allan Edis who accepts & this is 2<sup>nd</sup> by Brian Johnstone.

**SECRETARY:** Debbie Worland nominates Toni McCormack the nomination is accepted & the motion is seconded by Alice French.

**TREASURER:** Debbie Worland nominates Chloe Tidd the nomination is accepted & seconded by Brian Johnstone.

*(Nathan Chalmers takes the chair as the new president.)*

***POOL ATTENDANTS & WAGES:***

Alice, Rhonda & Brian are happy to continue on. It was moved by Chloe Tidd that the wages remain as is at \$1050 per week. This was seconded by Peter Harper & passed unanimously.

***CANTEEN:***

This will stay as last year with volunteers operating it. It is to be enforced again that only high school students are to serve with no more than 2 in there at a time. Community members are to be urged to assist especially in busy periods.

***EXPECTED OPENING DATE:*** Monday 5th November, 2018

***OPERATING HOURS:***

Weekdays during school term: 3.30-6pm

Weekends during school term: 2-7pm

Holidays: 10am-12pm (Sat Only) & 3-8pm (Mon-Sun)

During January when swimming lessons are going the pool is often open from 10am til close.

***FEES: (19/20 SEASON)***

***SEASONAL:***

***FAMILY:*** \$165

***SINGLE:*** \$95

***PENS/CHILD:*** \$65

***DAILY:***

***ADULT 18YRS+:*** \$4.00

***CHILD 5YRS+:*** \$2.50

***CHILD 18MTH-5YRS:*** \$1.00

***NON SWIMMING:*** \$1.00

***FAMILY DAY PASS:*** \$13.00

***SCHOOL FEES:*** \$400

***CLUB & HOLIDAY MEMBERSHIPS ARE AVAILABLE UPON REQUEST.***

Alice French moved these fees be accepted this was seconded by Peter Harper & passed unanimously.

A friendly reminder that children must be 10yrs old to attend the pool unsupervised. If under 10yrs they are required to have the supervision of someone 15yrs or older.

***CORRESPONDENCE: (read by the secretary)***

\*General product promotions & swimming news material.

\*A phone call message to Peter from Colin Harper regarding a fundraising opportunity in February to cater for a field day he is having.

\*Invites to various functions & meetings from Temora Shire Council, Education Fund & Sports Council.

***WORKING BEE:***

Sunday the 21<sup>st</sup> of October. Jobs are to include mowing; hedges; toilets; whipper snipping; emptying & cleaning the pool as well as any other general maintenance.

***FUNDRAISING:***

It was noted that we need to increase our fundraising efforts this year to replenish our funds & assist with the raise in wages & other expenses.

\*Our Xmas raffle will be reinstated this year on a smaller scale with a wheelbarrow to be placed at SPAR for donations to be dropped in. Donations donot have to be just groceries can include other products like earrings by Dear Friday or candles from Kildary Aromatics as examples.

\*We have a battery drive up & running that is being coordinated by Phil Davey. Phil is to approach Terry Ryall to use the hardware as our in town drop off point. Phil will then advertise this in the town diary.

\*We have also been contacted by Colin Harper with an opportunity to cater for a field day he is running in February 2019. Peter Harper will keep us updated on this.

\*It was also suggested that maybe we can volunteer on a fly in weekend in Temora. Peter Harper from Temora is to be contacted about this.

\*We will also again be doing the B & S clean-up & Beckom Can Shoot.

***GENERAL BUSINESS:***

\*A letter of thanks is to go to the local RSL via Glenn Weise thanking them for their continual support & for the sign. Toni to draft for approval.

\*Our next meeting is to be an informal one at the pool working bee on Sunday 21<sup>st</sup> October with a BBQ lunch.

\*Lap swimming will go ahead Monday, Wednesday & Friday mornings or by prior arrangement. This is for financial members only. An indemnity & competency form must be filled out & submitted to Alice or Rhonda. These are available from the canteen. This priviledge is for adults & supervised highschool students only. There are to be no minors at the pool during this time.

**MANY THANKS FOR COMING TONIGHT**

**MEETING CLOSED: 8.42pm**



**17.10 LAKE CENTENARY MANAGEMENT COMMITTEE - AMENDMENTS TO AGM MINUTES**

**File Number:** REP18/1311

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. LCMC  



Thursday, 3 August 2017

Mr Gary Lavell  
Temora Shire Council  
Loftus St  
Temora N.S.W. 2666

Dear Gary

The Lake Centenary Management Committee (LCMC) wish to address and clarify the Minutes of the Annual General Meeting (AGM) held at the Temora Hotel on the 12.7.2018.

The Minutes of the Meeting omitted Mrs Kaylene Cornford from being present at the meeting. The Committee would like to clarify that Mrs Kaylene Cornford was present and contributed to the AGM dated 12.7.18.


The AGM minutes dated 12.7.18 do not clearly state that Mr Marty Moses and Mr Paul Mahon were elected to the Committee of the LCMC.

The LCMC committee as elected at the AGM dated 12.7.18 are;

Chairperson:	Brett Cornford
Vice Chairperson:	Adam Blachut
Treasurer:	Amanda Blachut
Secretary:	Amanda Moses
Publicity Officer:	Simon Forsyth
Committee:	Marty Moses Paul Mahon

Yours sincerely

Brett Cornford  
Chairperson LCMC

**17.11 TBEG - MINUTES OF 27 SEPTEMBER 2018****File Number:** REP18/1313**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. TBEG Minutes [!\[\]\(cbe2492b119e39e02a1dab2af4a4b296\_img.jpg\)](#) 

Executive Committee meeting of  
TEMORA BUSINESS ENTERPRISE GROUP



## MINUTES

**Date:** Thursday September 27<sup>th</sup> 2018

**Venue:** Temora Hotel

<b>ITEM 1 – Meeting Open 4.35pm</b>	<b>Chaired by: Mel Gallagher</b>
1.1 Present: Michael Harper (MH), Mel Gallagher (MG), Bev Pellow, (BP), Craig Sinclair (CS – acting EO - minutes), Andrew Parr (AP), Hayley Krause (HK), Bonita Pellow (BP), Ben Rayner (BR)	
1.2 Apologies: Jess McShane, Cr Lindy Reinhold, Deb Davidge, Dee Watson, Richard Seymour	
1.3 MOVED - AP minutes of previous meeting (30/8/18) be accepted and date set for draw of 24 <sup>th</sup> December; second BP; carried.	
<b>ITEM 2 – BUSINESS</b>	
<b>2.1 BREED Update</b> – candidate for EO position identified a preferred candidate who will be offered the role once lease negotiations for the Meagher Building are finalised. Official opening agreed to coincide with the November Beers n Business on 29 <sup>th</sup> November.	
<b>2.2 Main street working group update:</b>	
<ul style="list-style-type: none"> <li>Site visit to Cooma (Birds Nest store) attended by four people from Deb’s Jewellery and Gypsy Girl Beauty. Very insightful and worthwhile exercise.</li> <li>Debra Templar workshop “Future Proofing your retail business on 23/10 with workshop and individual consultations are booking well.</li> <li>Survey – over 120 respondents. Results yet to be analysed and shared.</li> <li>Unearthed 3.0 to showcase Deb Davidge and Amanda Blachut</li> </ul>	
<b>2.3 Warbirds update :</b>	
<ul style="list-style-type: none"> <li>Food zone operators finalised</li> <li>License application for Top Gun filmed approved at \$300</li> <li>Council approval for assistance for event and in-kind support</li> <li>Helpers agreed for set up and pack up of events</li> <li>Promo flyers distributed</li> </ul>	
<b>2.4 Murray – Riverina Business Awards:</b>	
There was no additional feedback to add to the list provided to the organisers. Send a congratulations card to Fairview Off Grid Camping for progressing to State. Send a card to Marie Cooke for her long term membership in TBEG.	
<b>2.5 Event Sharing:</b> MOVED DD to share business / professional development events between neighbouring shires / business chambers with TBEG members; seconded MH; Carried.	
<b>2.6 Randwick City Council</b> – Will provide \$3000 donation to Temora Salvation Army to be distributed to locals via the Temora Gift Card to assist with drought relief	
<b>ITEM 3 – Administration</b>	
3.1 Membership & KPI Report (provided)	
3.2 Treasurers Report (report tabled) – MOVED AP; second MH; carried.	
3.3 Correspondence (provided)	
3.4 Review Action Items – done.	
<b>ITEM 4 – CURRENT Projects &amp; Sub Committee Updates</b>	
4.1 Gift Card Program - Total load value to end July \$40,357.	

Executive Committee meeting of  
**TEMORA BUSINESS ENTERPRISE GROUP**



4.2 Digital Hub – no update
4.3 Christmas Street Fair. Date to be selected for late night shopping event only.
4.4 Youth report – Ben Rayner: Report delivered verbally.
4.5 Beers n Business October: Ask Peter James to attend plus Warbirds wrap up at Temora Hotel
<b>ITEM 5 – Media:</b>
5.1 Temora Independent and Narraburra News– Business Awards; Warbirds Downunder; Gift Card
5.2 Social media/website – Business Awards, Gift Card; Beers n Business activities .
<b>ITEM 6- GENERAL BUSINESS and new ideas</b>
6.1 MOVED BP – to participate in the NSWBC Energy Opportunity Program and promote it to members; seconded AP; carried.
<b>ITEM 7 – DORMANT Projects &amp; Sub Committee Items (To be raised/discussed only if time allows)</b>
<b>MEETING CLOSED: 5.34pm</b>

### 3.1 Action Items

ID	Assign	Action	Status
AUG 06	DD	Follow up Christmas late night shopping plans/proposal.	
AUG 08	MH, AP, MG	IbVogt sponsorship invoice	
SEP 01	EO	Coordinate street numbering competition with draw date of 24 <sup>th</sup> December for \$50 gift card	
SEP 02	EO	Send card to Fairview Off Grid Camping to congratulate them making State Business Awards	
SEP 03	EO	Send card to Marie Cooke re: sale of business and commitment to TBEG	
SEP 04	JM	Invite Peter James to October Beers n Business	
SEP 05	EO	Advise NSWBC we will participate in Energy Opportunity program and promote to members	
SEP 06	MG	Contact disgruntled member to resolve issue	
SEP 07	MH	Speak to Dee about her intentions / ability to stay on the Exec	
SEP 08	EO	Add to the agenda for next meeting: <ul style="list-style-type: none"> <li>- Social media channels + closed facebook group for member communications</li> <li>- Welcome pack for new members</li> </ul>	

**17.12 INTERNAL AUDIT MEETING MINUTES HELD 7 NOVEMBER 2018**

**File Number:** REP18/1340

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Internal Audit November 2018 [!\[\]\(5a132f13505a6571904d622757b7a8f0\_img.jpg\)](#) 

**TEMORA SHIRE COUNCIL  
INTERNAL AUDIT COMMITTEE MINUTES  
MEETING HELD WEDNESDAY 7 NOVEMBER 2018 IN THE COUNCIL CHAMBERS.**

**PRESENT:** James Davis (June) Chair, Keith White (June), Ian Roberts (Black Adder & Associates), Cr Max Oliver, Cr Claire McLaren, Shayne Perrott, Cr Nigel Judd, Cr Ken Smith, Steve Firth

**APOLOGIES:** Gary Lavelle, Cr Rick Firman

The meeting commenced at 2:00pm

The Minutes of the Internal Audit Meeting held on 4 July 2018 were adopted on the motion of Shayne Perrott and Keith White

**Recommendations from Previous Audits**

The recommendations from previous reports on Fraud Control and Policy maintenance and Delegations were considered and the current progress was noted on the motion of Keith White and Shayne Perrott.

**Report on Purchasing and Procurement**

The Internal Auditor Mr Ian Roberts presented the findings of the audit of Council Purchasing and Procurement Policy. It was indicated that

- Council Purchasing and Procurement Procedures are working well
- No evidence was found of inappropriate purchases and all appropriate authorisations have been provided

The recommendations of the report are:

1. Council ensure that the Procurement Policy and Procedures are reviewed on a regular basis with the procurement thresholds and procedural requirements a focus of these reviews.
2. Consideration be given to introducing the completion and signing of requisitions forms into the procurement process to provide a degree of certainty for those with authority to sign official orders that the purchase is genuinely required as part of Council's activities.
3. Instructions be issued to all staff reminding them to ensure that all relevant documentation is saved onto the official Council procurement files.

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

**Methodology for the next report on**

- Legislative compliance framework
- Contract Management Methodology

The proposed Methodology was adopted with the inclusion of a review to be conducted of the current Council Contract Management on the motion of Shayne Perrott and Cr Oliver.

**Notification of**

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

The Director of Administration and Finance, Steve Firth advised that Council had no matters to report in relation to Incidents of Fraud, Ombudsman or ICAC requests.

**External Audit Reports from the NSW Audit Office**

These reports were presented to the Committee and all relevant details were discussed. Councils Financial Accountant Mrs Elizabeth Smith attended during this discussion.

The presentation of the reports were noted on the motion of Cr Oliver and Keith White.

**Meeting Schedule**

The next meeting is to be scheduled in the first week of March 2019.

Meeting closed at 2:25PM.



**17.13 TEMORA SHIRE ARTS COUNCIL MINUTES 9 OCTOBER 2018****File Number:** REP18/1321**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Arts Council Minutes October [!\[\]\(e3f8612927870f2e0f9f5989e6dd3064\_img.jpg\)](#) 

**Temora Shire Arts Council Meeting held 9<sup>th</sup> October, 2018**

**Present:** Susan Jeri, Fran Cahill, Dennis Sleigh, Fay Webb Annie Thorne

**Apologies:** Dorothy Anderson, Josie Holloway, Nita McIntyre, Fay Hodge

**Minutes:** Have been distributed, and taken as read and accepted.

**Correspondence:**

**Treasurer's Report:**

Bills for piano tuning@ \$295 each: \$590

Deposit from Variety Night: \$556.50

Deposit from Music Marathon: \$284.05

**Total: \$840.55**

We resolved to give donations of \$420 To Red Kite and \$420 to Can Assist.

**Balance at end of September: \$4,944.32**

We have a cheque from Council of \$150 for the String Family Concert in April, 2017. It should have been \$180, but we have had such difficulty getting anything, that we decided to bank it and forgo the difference.

Accounts will come in for the Wong Concert advertising.

**Business Arising from the minutes:**

**Wong Concert, 2pm Sunday 21<sup>st</sup> October in the Memorial Town Hall:**

Susan will pick up the key, and admit Geoffrey Hyde Sunday morning.

Fran to get purchase orders from Amanda for advertisements in The Independent, Cootamundra Herald and West Wyalong Advocate.

Fran will leave a cake with Dorothy, as she will be away.

Annie will make sandwiches, and Susan will bring slices. Fay Webb will bring scones. Dorothy has slices in the freezer from the last function.

Fran will check with Grace what time they want to get in the hall.

Susan will ring Janet at Greenstone.

**General business:**

No general business this month.

**Next meeting: 6<sup>th</sup> November, or if there won't be a quorum, Fran will notify everyone it will be 13<sup>th</sup>.**

**Meeting closed:** 6.45 pm

**17.14 TEMORA SHIRE ARTS COUNCIL MINUTES 6 NOVEMBER 2018****File Number:** REP18/1323**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Arts Council Minutes November  

**Temora Shire Arts Council Meeting held 6<sup>th</sup> November, 2018**

**Present:** Susan Jeri, Fran Cahill, Fay Webb, Annie Thorne, Josie Holloway, Dorothy Anderson

**Apologies:** Dennis Sleigh

**Minutes:** Have been distributed, and taken as read and accepted.

**Correspondence:**

**Treasurer's Report:**

Paid bills for piano tuning@ \$295 each: \$590

Deposit from Wong Concert: \$510

**Balance at end of October: \$4,944.32**

Still to pay: Artists Fees (Wongs): \$800 and Red Kite\$420, Can Assist \$420.

The council usually pays our advertising.

**Business Arising from the minutes:**

**Wong Concert, 2pm Sunday 21<sup>st</sup> October in the Memorial Town Hall:**

Attendance: 35 including 8 from Greenstone.

The chairs were filthy when returned after Warbirds, so Susan and Harold spent ages cleaning them.

Leonie and Merrill helped with afternoon tea.

**General business:**

No date has been set for work to commence on the Town Hall.

Christmas Party: To be held at Susan and Arturo's, 7 pm Wednesday 12<sup>th</sup> December.

Bring your own meat and drinks and some nibbles, and either a salad or dessert to share.

Invitations to partners and Ruth and Harold Fritsch.

Fran to Email Red Kite details to Dorothy.

**Next meeting: 5<sup>th</sup> February, 2019**

**Meeting closed:** 6.30 pm

**17.15 MICHAEL MCCORMACK MP - AUSTRALIAN ELECTORAL COMMISSION****File Number:** REP18/1253**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Michael McCormack MP [!\[\]\(0aff635c4179ba9e710b00f4b01d3b20\_img.jpg\)](#) 

Advising of response received from the Hon Alex Hawke, Special Minister of State, outlines that the Australian Electoral Commission uses Australia Post's priority mail service for sending postal voting material to voters and for the return of postal votes without any cost to the voter.

# Michael McCormack MP

Federal Member for Riverina  
Deputy Prime Minister of Australia  
Minister for Infrastructure and Transport  
Leader of the Nationals



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

*Gary*  
Dear Mr Lavelle

I write to inform you that I have received a response to the representation I made on behalf of the Aria Park Community Projects. Please accept my apologies for the delay in reply.

As you will note from the enclosed, the Hon Alex Hawke, Special Minister of State, outlines that the Australian Electoral Commission uses Australia Post's priority mail service for sending postal voting material to voters and for the return of postal votes without any cost to the voter.

The Special Minister of State also indicates for voters who are enrolled at addresses more than 20km from a polling place may register as General Postal Voters, who receive ballot papers after candidates for an election have been announced.

In regards to extending postal voting deadlines and computerised voting, the Special Minister of State advises these are policy matters which would require changes to the electoral laws.

Please find a copy of Special Minister of State Hawke's response enclosed with this correspondence. I appreciate you taking the time to write to me with your concerns. I trust the Special Minister of State's response is of assistance to you.

Yours sincerely

*Michael McCormack*

**Michael McCormack MP**  
**Federal Member for Riverina**

16 11 2018  
mm.sm.wga

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PO Box 6022 Parliament House  
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THE NATIONALS for Regional Australia



**THE HON ALEX HAWKE MP**  
Special Minister of State

REF: MC18-000004

The Hon Michael McCormack MP  
Deputy Prime Minister  
Minister for Infrastructure, Transport and Regional Development  
Member for Riverina  
Suite 2, 11-15 Fitzmaurice Street  
WAGGA WAGGA NSW 2650

Dear Mr McCormack

A handwritten signature in dark ink, appearing to read 'Michael', with a long horizontal stroke extending to the right.

Thank you for your letter of 27 July 2018 to Senator the Hon Bridget McKenzie, Minister for Regional Services, Sport, Local Government and Decentralisation, regarding the concerns raised by the Ariaiah Park Community Projects Inc and the Temora Shire Council in relation to voting access. Your letter was referred to me as the minister responsible for electoral matters.

In your letter, you identified a number of concerns raised by the Temora Shire Council including priority delivery of postal voting material, extending the deadlines applicable to postal voting and implementing computerised voting.

In relation to priority delivery of voting material, the Australian Electoral Commission (AEC) currently utilises Australia Post's priority mail service for sending postal voting material to voters and for the return of postal votes. This system operates without any cost incurred by voters, and helps to ensure a successful and timely delivery of ballot papers within Australia.

To expedite the postal voting process, voters may apply for an early postal vote following the announcement of an election. Furthermore, certain voters (such as those that are enrolled at an address more than 20 kms from a polling place) may register as General Postal Voters. General Postal Voters automatically receive ballot papers in the mail after candidates for an election have been announced, and do not need to re-apply for future elections. Information on early postal votes and becoming a General Postal Voter (including eligibility requirements and application forms) can be found on the AEC website: [www.aec.gov.au](http://www.aec.gov.au).

In relation to extending the deadlines applicable to postal voting and implementing computerised voting, I note that these are policy matters which would require changes to electoral laws.

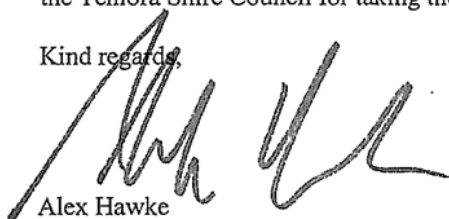
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Parliament House, Canberra ACT 2600 Telephone: (02) 6277 7760 ~

Historically, Government consideration of changes to electoral laws have followed recommendations from the Australian Parliament's Joint Standing Committee on Electoral Matters (JSCEM). It is customary for a JSCEM to be appointed soon after Parliament first sits following an election. These inquiries are an open process and any interested person may lodge a submission to contribute to the inquiry. Further information concerning the JSCEM, including reports of its previous inquiries, is available on the Australian Parliament House website: [www.aph.gov.au/em](http://www.aph.gov.au/em)

The AEC has a strong focus on electoral integrity and voter services and is committed to identifying where further improvements and efficiencies can be made for voting services provided to Australians who are unable to attend a polling place on election day. I thank the Temora Shire Council for taking the time to raise these issues.

Kind regards,



Alex Hawke  
Special Minister of State

Sc October 2018



**18 CONFIDENTIAL REPORTS****RECOMMENDATION**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993 at 6:40pm :

**18.1 Confidential Minutes of the Assets & Operations Committee Meeting held on 6 November 2018**

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

**18.2 Notes on Dry Times Preparedness Working Group meeting held 29 October 2018**

This matter is considered to be confidential under Section 10A(2) - b 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 discussion in relation to the personal hardship of a resident or ratepayer.

**18.3 Staff/Councillors Developments**

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

**18.4 Temora Memorial Town Hall - Upgrade**

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

**18.5 Nixon Park Clubhouse - Alterations and additions - Tender Evaluation**

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

**18.6 Narraburra Hall - Possible Legal Action**

This matter is considered to be confidential under Section 10A(2) - g of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

**18.7 Supported independent living accommodation Tonkin Street**

This matter is considered to be confidential under Section 10A(2) - c of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be

contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

#### **18.8 Companion Animals Management - Cats**

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

#### **18.9 Cleaning Contract**

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

**19 MEETING CLOSE**

The Meeting closed at 8:07PM.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 15 November 2018 .

.....  
**GENERAL MANAGER**

.....  
**CHAIRMAN**