



**Date:** Thursday, 20 September 2018  
**Time:** 4:03 PM  
**Location:** 105 Loftus Street  
TEMORA NSW 2666

# **MINUTES**

## **Ordinary Council Meeting**

**20 September 2018**

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**MINUTES OF TEMORA SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON THURSDAY, 20 SEPTEMBER 2018 AT 4:03 PM**

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

**IN ATTENDANCE:** Steve Firth (Director of Administration & Finance), Gary Lavelle (General Manager), Rob Fisher (Engineering Technical Manager), Bimal Shah (Engineering Works Manager), Kris Dunstan (Director of Environmental Services), Anne Rands (Executive Assistant), Claire Golder (Town Planner) Renelle Harrison (Media Officer), Jake Watson – Temora Independent

**1 OPEN AND WELCOME**

**4:03PM**

**PROCEDURAL TO STAND ASIDE STANDING ORDERS**

**RESOLUTION 187/2018**

Moved: Cr Max Oliver

Seconded: Cr Dennis Sleigh

That Council stands aside standing orders to listen to the following:

Mr Bob Costello – RSL Sub Branch – Remembrance Day ‘Poppies over Temora’

Mr Andrew McMaster – Airport Subdivision

**CARRIED**

**PROCEDURAL TO RESUME STANDING ORDERS**

**RESOLUTION 188/2018**

Moved: Cr Kenneth Smith

Seconded: Cr Dale Wiencke

That Council resumes standing orders.

**CARRIED**

**2 APOLOGIES**

Nil

**3 OPENING PRAYER**

The Opening prayer was conducted by Mr Bill Macauley from the Uniting Church.

**4 CONFIRMATION OF MINUTES**

August Meeting of Council

Resolution 174/2018

Moved: Cr Rick Firman

Seconded: Cr Dennis Sleigh

It was resolved that all sporting groups be banned from the conduct of future functions involving the consumption of alcohol by juniors and write to all sporting clubs advising that Council will not tolerate the consumption of alcohol by minors on Council property

**AND FURTHER**

That the team and officials meet with Council and Police and an appropriate fine be imposed if the perpetrators can be identified.

**MOTION**

Moved: Cr Kenneth Smith

Seconded: Cr Dennis Sleigh

That the minutes of the Ordinary Council Meeting held on 16 August 2018 be confirmed with the above change to Resolution 174/2018.

**General Manager, Mr Gary Lavelle conducted the election of Mayor and Deputy Mayor.**

**5 ELECTION AND DELEGATES****5.1 ELECTION OF MAYOR & DEPUTY MAYOR - 2018****File Number:** REP18/1059**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** Nil**REPORT**

Election of Mayor – Local Government (General) Regulations 2005, Clause 294, Schedule 7.

Under the Local Government Amendment (Governance and Planning) Bill 2016 the Local Government Act 1993, the Mayor is elected for a two year period.

The regulations provide for the following:-

- The General Manager (or a person appointed by the General Manager) is the returning officer
- A Councillor may be nominated without notice for election as Mayor
- A nomination is to be made in writing by two or more Councillors one of whom may be the nominee
- The nomination is not valid unless the nominee has indicated consent to the nomination in writing
- The nomination is to be delivered or sent to the returning officer
- The returning officer is to announce the names of the nominees at the Council meeting at which the election is to be held
- If only one Councillor is nominated that Councillor is deemed elected
- If more than one Councillor is nominated the Council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting
- The election is to be held at the Council meeting at which the Council resolves on the method of voting

Definition: Ballot has its normal meaning of secret ballot and open voting means voting by show of hands or similar means. Copies of the nomination forms for the use in respect of the election of Mayor have been distributed with this agenda.

**Election of Deputy Mayor – (Section 231)**

The position of Deputy Mayor is an optional position. The Deputy Mayor may exercise any function of the Mayor at the request of the Mayor or if the Mayor is prevented by illness, absence or otherwise excising the function or where as a casual vacancy in the office of Mayor. Council has traditionally elected such a person and the election procedures are the same as for Mayor, as per the nomination forms for Mayor forms have been distributed with this agenda in respect to the election of the Deputy Mayor.

Cr Rick Firman was the only nomination for the position of Mayor  
Cr Firman was declared elected as Mayor

Cr Graham Sinclair was the only nomination for the position of Deputy Mayor  
Cr Graham Sinclair was declared elected as Deputy Mayor

**RESOLUTION 189/2018**

Moved: Cr Dennis Sleigh  
Seconded: Cr Dale Wiencke

It was resolved that the position of Deputy Mayor be for a two year period.

**CARRIED**

**5.2 COMMITTEES & DELEGATES - 2018/2019**

**File Number:** REP18/1060  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT**

It has been the practice of Council to elect representatives on Council Committees and Delegates to various organisations at the September meeting of Council.

	<b>COMMITTEE</b>	<b>APPOINTED DELEGATE</b>
1	Environmental Liaison Committee	Cr Sinclair, Cr Oliver, Cr Smith
2	Local Emergency Management Officer	Alex Dahlenburg
3	Riverina Eastern Regional Organisation of Councils (REROC)	Cr Firman (Alternate Cr Judd) G Lavelle
4	Riverina Regional Library Service	Cr Sleigh (Alternate Cr Oliver) S Firth
5	Bland-Temora Bushfire Zoning Liaison Committee	Cr Sinclair (Alternate Cr Wiencke) G Lavelle & S Firth
6	Goldenfields Water County Council**	Cr Sinclair ** (4 year term)
7	Temora Traffic Committee	Cr Smith
8	Riverina Regional Weeds Committee	Cr Sinclair & Kris Dunstan

**1. COUNCIL COMMITTEES**

The Committees that require representation are as follows.

**ASSETS & OPERATIONS COMMITTEE (meet 2:00pm on committee days – unlimited membership)**

**Council Delegate:** Cr Firman, Cr Smith, Cr Judd, Cr Sinclair, Cr Oliver, Cr McLaren, Cr Wiencke

**Objective:** To consider issues at a Committee level that broadly falls under the portfolio of engineering services. This would include and not be limited to roads, drainage, footpaths, plant and civil works.

**PERFORMANCE REVIEW COMMITTEE**

**Council Delegate:** Cr Rick Firman (Mayor), Cr Graham Sinclair (Deputy Mayor), Cr Smith, Cr Judd

**Objective:** To approve and formalize the General Manager's employment contract and conditions of employment to undertake a performance appraisal in accordance with the General Managers performance agreement. To consult with the General Manager on an appropriate succession plan for senior staff and to consult with the General Manager on all staff issues and industrial relation at a strategic level.

**ECONOMIC DEVELOPMENT COMMITTEE**

**Council Delegate:** *Cr Firman, Cr Sinclair, Cr Judd, Cr Sleigh, Cr McLaren*

**Objective:** To develop Council Economic Development Strategies and review progress against the plan.

**ROADS HIERARCHY COMMITTEE**

**Council Delegate:** *Committee of the whole.*

**Objective:** To develop and maintain a methodology for the determination of road upgrade priorities.

**INTERNAL AUDIT COMMITTEE**

**Council Delegate:** *Cr Smith, Cr Oliver, Cr McLaren*  
*(Other members: James Davis, David Koren, Shayne Perrot)*

**Objective:** To develop an internal audit programme based on a risk assessment of all the functions of Council and to facilitate and promote improved operating procedures.

**LOCAL GOVERNMENT WEEK**

**Council Delegate:** *Cr Sleigh, Cr Sinclair, Cr Firman*

**Objective:** To develop a program promoting Local Government Week.

**RISK MANAGEMENT COMMITTEE**

**Council Delegate:** *Cr Wiencke, Cr Sinclair (alternate)*

**Objective:** To provide a safe working environment for staff, contractors, volunteers and the public that minimises the occurrence of accidents and promotes a culture of risk management best practice

**YOUTH ADVISORY COMMITTEE**

**Council Delegate:** *Cr Smith, Cr Sleigh, Cr Firman, Cr McLaren*

**Objective:** Advise Council in relation to youth issues and promote youth events.

**SIGNAGE COMMITTEE**

**Council Delegate:** *Crs Smith, Judd, Sleigh, McLaren, Reinhold*

**2. STATUTORY COMMITTEE****WORK HEALTH & SAFETY**

**Council Delegate:** *Cr Sleigh, Cr Sinclair, Apensia Tudulu, Sheree Axtell, Cathy New, Bimal Shah, Steve Firth, Gary Lavelle, Chris Campbell, Rob Fisher, Mel Hodgkins*

**Objective:** Council is required by law to have a Work Health & Safety Committee. The Committee is charged with various responsibilities under the WH &S Legislation and the Committee is required to meet these obligations.

**CONSULTATIVE COMMITTEE**

**Council Delegate:** *Mel Hodgkins, Graham Mackey, Kris Dunstan, Steve Firth, Cathy New, Gary Lavelle, Sheree Axtell, Rob Fisher*

**Objective:** Council is required to constitute a Consultative Committee. The committee is charged with the responsibility to determine issues of an industrial nature. It should be noted that the responsibility extends to positions not individual employees.

**CODE OF CONDUCT COMMITTEE**

It is recommended that Council appoint the General Manager of Coolamon Shire Council Mr Tony Donoghue, Corporate Services Director Mrs Courtney Armstrong and Director of Environmental Services to the committee.

**Objective:** The Council is required under the Code of Conduct to appoint a Code of Conduct committee. The committee must comprise of three or more persons independent of Council. Independent of Council means a person who is not an employee of the Council, has no current or ongoing contractual relationship with Council in the nature of services, retainer or contract for the provision of goods of any kind, or is not an employee of any entity with such a contractual relationship.

**3. SUNSET COMMITTEES****Aerodrome Multi-Purpose Building**

*Crs Judd, Sleigh*

**Transport Master Plan Committee**

*Crs Judd, Sinclair, Firman, Smith*

**Eastern Riverina Destination Management Organisation Committee**

*Cr Judd (Cr Reinhold alternate)*

**Scholarship/Career Committee – (Proposed New Committee)**

Crs Sleigh, Firman, Sinclair

**Health Matters**

Crs Sleigh, Firman, Judd, McLaren

**Floodplain Risk Management Committee**

Crs Wiencke, Oliver

**4. SECTION 355 COMMITTEE**

- **\*ACCESS & EQUITY COMMITTEE**

Tracey Chalmers (Ariah Park), Michael Floyd (People with Disability), Jo Kalms (Parents & Carers of Disability people), Annette Letson (Older persons & carers), Di Scott (Older persons)

Sheree Axtell – Pinnacle, Amanda Gay – Community & Cultural Services, Kris Dunstan – Environmental Services

***Council Delegates:*** *Cr Wiencke, Cr Sleigh and Cr McLaren*

**Objective:**

- **AERODROME USERS**

Temora Aero Club - Robert Maslin (alternate Graham Engel), Temora Gliding Club – Grant Johnson (alternate Geoff King), Temora Aviation Museum – Murray Kear & Peter Harper, Temora Airpark Estate Residents - Frank Lovell (alternate vacant), James Durham

***Council Delegates:*** *Cr Judd, Cr Firman, Cr Wiencke, Cr Sleigh*

**Objective:** To promote the future development of Temora Aerodrome and provide a forum for consultation with aerodrome users.

- **\*ARIAH PARK ADVISORY COMMITTEE**

Allen Penfold, Ian Sherwood, Terry Walker, Dominica Walker, Tracey Chalmers, Anna Tidd, Toni Leiper, Melissa Tidd, Rowan Bromfield, Jillian Edis, Deborah Rees, Terence Ryall, Kathryn Roberts, Keith Stevenson, Tim Sanders, Phil Ralph, Robyn Wall

***Council Delegates:*** *Cr Judd*

**Objective:** To promote and maintain the facilities of Aria Park for the benefit of the community.

- **ARIAH PARK POOL COMMITTEE**

Peter Harper, Toni McCormack, Chloe Tidd, Phil Davey, Allen Edis, Karrin Walker

**Council Delegates:** Cr Judd

**Objective:** To promote optimum usage of the Aria Park Pool; to ensure co-operation between users of the facility; to ensure equitable allocation for the usage of the facility

- **\* AUSTRALIA DAY COMMITTEE**

Pam Buerckner, Diane Monkerud, Gareth Otley, Darryl Kemp, Beth Firman

**Council Delegate:** Cr Firman, Cr Sinclair, Cr Sleigh, Cr Oliver

**Objective:** 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

- **\* BUNDAWARRAH CENTRE MANAGEMENT COMMITTEE**

Rural Museum Reps –Eddie Sams (Chair), John Harris, Ken Hewett

Men's Shed Reps – Howard Ruth

Family History Reps – Neil Martin

Radio Station – Ken Davis

Staff – Bill Speirs & Ann Pike

**Council Delegate:** Cr Smith, Cr Oliver

**Objective:** The community museum management's responsibility to maintain the rural museum on behalf of the community & the historical society; to promote heritage tourism within the shire; to facilitate restoration of local significant heritage artifacts

- **FILM CLUB**

Lindy Reinhold, Sue James, Nula Kamath, Robert James, Deb Pattison, Nancy White

**Council Delegates:** Cr Reinhold

**Objective:** To promote the use of the Town Hall Cinema for non-mainstream movies.

- **\* FRIENDS OF TEMORA SHIRE CEMETERIES**

Ian Preston, Meryl Graham, 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

***Council Delegates:*** Cr Sleigh, Cr Reinhold

**Objective:** 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**

Jason Goode, Michael Collins, Meryl Graham, Wilma McCubbin, Ken McCubbin, Ros Hartwig, Rita Bromfield, David Scobie  
Staff – Belinda Bushell, Kris Dunstan, Claire Golder, Bill Speirs

***Council Delegate:*** Cr Judd, Cr Oliver

**Objective:** To protect and conserve areas and items of historic and landscape heritage value.

- **IMAGINE TEMORA**

Andrew Robbins, Susan Jeri, Libby Hanlon, Hannah Turner, Bob Brabin, Scott Howie

***Council Delegate:*** Cr Sleigh

**Objective:** To promote cultural diversity and to satisfy artists needs of community; to foster performing artists; to bring performances to the shire.

- **\*LAKE CENTENARY MANAGEMENT COMMITTEE**

Brett Cornford – President, Adam Blachut – Vice Chairperson, Amanda Blachut - Treasurer, Amanda Moses – Secretary, Simon Forsyth, Marty Moses, Paul Mahon

***Council Delegates:*** Cr Sinclair, Cr Oliver (Alternate)

**Objective:** 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 purposes 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 CULTURAL FESTIVAL COMMITTEE**

Chris Mutton - President, Allen Penfold – Vice President, Margaret Speirs – Treasurer, Robyn Wall – Secretary, Patty Vearing, Francis Dwyer, Julie Colwill, Jane Sanders, Cheryl Goff

**Council Delegate:** *Cr Judd*

**Objective:** To promote the aim of bringing the community together in social activities; to bring tourism to the shire

- **PINNACLE COMMUNITY SERVICES ADVISORY COMMITTEE**

Fred Meale, Pat Thomas, Cathy Tucker, Maureen Taylor, Ian Kotthoff, Michael Floyd, Michelle Kelly, Jill Johnstone, Caleb Smith, Jean Schulz, Hospital Rep

**Council Delegate:** *Cr Reinhold, Cr Sleigh, Cr McLaren*

**Objective:** To provide policy guidance for the delivery of HACC programs to frail aged and disabled in Temora Shire; to provide a mechanism for feedback from stakeholders on HACC services

- **POSITIVE AGEING COMMITTEE**

Kris Dunstan, Steve Firth, Kate Slapp, Craig Sinclair, Michelle Doolan, Amanda Gay, Sheree Axtell, Corrina Lindsay, Gail Lynch

**Council Delegate:** *Cr Sleigh, Cr McLaren*

**Objective:** 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**

Peter Harper, Jone Pavelic, Elaine Costello, Phil Taylor, Rhonda Casey, Bob Costello

**Council Delegate:** *Cr Judd, Cr Smith, Cr Oliver, Cr Firman*

**Objective:** To provide promotion and tourism support and advice to Temora Shire Council

- **\*SPRINGDALE PROGRESS ASSOCIATION COMMITTEE**

Thelma Reid (President), Margaret Poulton (Assist to President), Pat Thorne (Vice President), John Woodley (Secretary/Treasurer), Annie Thorne, Les Buckley, Tom Reid, Vinnie Reid, Bill Poulton, Olivia Skadiang, Vernon Skadiang, Jessica Reid, Samantha Reid, Pauline Proper, Loraine Lyons, Maree Sumner, Christine Walton

**Council Delegate:** Cr Oliver, Cr Smith

**Objective:** 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 AGRICULTURAL INNOVATION CENTRE**

Rob Allen, Alex Goesch, Peter Lott, Bernard Hart, Cindy Cassidy

**Council Delegate:** Cr Sinclair, Cr Wiencke

**Objective:** To ensure the ongoing viability of Temora Agricultural Research & Advisory Station as a facility to assist the agricultural community.

- **\*TEMORA BUSINESS ENTERPRISE GROUP – TBEG**

Mel Gallagher (Chairman), Deb Davidge (Deputy Chair), Liz Grant (Executive Officer), Andrew Parr (Treasurer), Michael Harper, Bev Pellow, Ben Rayner, Dee Watson, Richard Seymour, Hayley Krause, Jess McShane, Bonita Pellow  
Craig Sinclair (Council Advisor)

**Council Delegate:** Cr Reinhold

**Objective:** To promote the business communities interests in Temora.

- **\*TEMORA & DISTRICT SPORTS COUNCIL**

Judy Gilchrist, Denise Breust, Tony Stringer, John Morton, Nominee from each Member Sporting Body

**Council Delegate:** Cr Firman, Cr Oliver

**Objective:** To foster, where possible, active participation of the people of the Temora and District in all forms of sport; to advise Council on matters relating to the utilisation of Council sporting facilities; 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**

Kevin Pellow, Maxi Hoskinson, Jean Groth, Keith Cassidy, Ken Morton, Barry Neasmith, Bill Manning, Errol Schmetzer, Trish Frazier, Christine Bett, Di Kemp, James Mills, Harold Fritsch, Ken Davis, Michael Mannion

**Council Delegate:** *Cr Sleigh*

**Objective:** To create awareness amongst citizens and provide education towards the control of fruit fly in the shire.

- **\*TEMORA'S OWN ARTS & CRAFTS**

June Coleman – Chairperson, Alison Bushell – Vice Chairperson , Vicki Sproule - Secretary, Pat Neasmith, Narelle Williams, Janette Player, Viv Leary

**Council Delegate:** *Cr Smith*

**Objective:** To promote cultural diversity by selling goods for local residents; to provide a social outing for local residents; providing a shop front in the main street

- **\*TEMORA WOMEN'S NETWORK**

Libby Hanlon, Catherine Thompson, Susan Jeri, Lyn Cartwright, Norma Howard, Di Scott, Jean Gunn, Alison Swanston

**Council Delegate:** *Cr Reinhold*

**Objective:** 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**

Hayden McGuigan – Gaming Group

Ben Rayner – Hospitality group

Shania Corby – Hospitality Group

Kaysie Elliott – Well Being Group

Emily Fogarty – Well Being Group

Kaitlin Jones – Culture and Performing Arts Group

Mikayla McGuirk-Scolora - Culture and Performing Arts Group

Carly Turner - Culture and Performing Arts Group

Phoebe Bushell - Culture and Performing Arts Group

- **\*TOWN HALL THEATRE**

Ross Devereux, Sue James, Susan Jeri, Leanne Waterson, Jan Gilchrist, Guy Piltz, Jim Cahill, Beth Firman

**Council Delegate:** *Cr Reinhold*

**Objective:** To provide a venue to host small movies, seminars, concerts, lectures; to provide a social outing to all residents of the Temora Shire

**RESOLUTION 190/2018**

Moved: Cr Max Oliver

Seconded: Cr Kenneth Smith

It was resolved that Council elects the delegates to the Committees with the following changes

Cr Sleigh withdrawing from Local Government Week, Australia Day Committee, Aerodrome Users Committee, Imagine Temora, Temora Fight the Fruit Fly Committee.

Cr Reinhold delegate for Temora Fight the Fruit Fly Committee and Imagine Temora Committee

Cr McLaren delegate for Temora Agriculture Innovation Centre

Cr Smith delegate to the Economic Development Committee

**CARRIED**

***Report by Gary Lavelle***

**6 MAYORAL MINUTES****6.1 MAYORAL MINUTE - SEPTEMBER 2018**

**File Number:** REP18/1114  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**FIRST HEADING**

1. I am pleased to advise Council that, after a great deal of work by many, the Riverina Joint Organisation (R-JO) will be holding its first Board meeting on Friday 19<sup>th</sup> October in Wagga. We are still waiting on Wagga Wagga to determine what they wish to do; however, we are proceeding as a seven-member JO. If Wagga Wagga City wishes to join, the R-JO Board will certainly welcome them. The Riverina Eastern Regional Organisation of Councils (REROC) will also hold its Annual General Meeting on the same day, with our Deputy Prime Minister, the Hon Michael McCormack MP as our special guest.
2. I wish to encourage every single Councillor, staff member and citizen of Temora Shire to continue our hope and prayers for continued rain. As we are all aware, Temora Shire is at somewhat of a 'crossroads' in terms of the drought. We are certainly, at this stage, much better off than many further north of NSW, however, there still remains the obvious concern that, some parts of the Shire will struggle to have a harvest. Having said that, there still remains genuine cause to continue our sense of optimism. Further to this, I am delighted Council is on the 'front foot' with the formation of what will be known as the 'Temora Shire Dry Preparedness Working Group'. No matter what happens with our Shire's scheduled harvest season – every one of us will stand by our farming and small business sectors. We will be here for each other, as is the Temora Shire way.
3. I advise Council of the generous offer from the Mayor and Councillors of our Sister City, Randwick City to assist our community, should the onset of drought occur. This is a most generous offer and we certainly appreciate this kind gesture. The recent Dry Preparedness Working Group meeting proposed we could ask them to consider sponsoring Temora Gift Cards for the Salvation Army to distribute, and/or encourage Council and residents to visit Temora Shire and support the various businesses. These Sister-City relationships are so very important and we are most grateful Randwick City is there for us.  
**RECOMMENDATION: That Council warmly accept the offer of our sister-city, Randwick City's generous offer,**  
**And Further;**  
**Endorse the advice from the Temora Shire's Dry Preparedness Working Group.**
4. Further to Randwick's offer of assistance, during this dry period, I have held a meeting with the Deputy Prime Minister, and our Federal Member for Riverina, the Hon Michael McCormack MP – in relation to the Federal Government's Drought Assistance package for local Shire Councils. This programme, as I understand it, is worth \$1 Million to each local government area to assist with stimulating the local economy. Deputy Prime Minister McCormack has asked me to inform Council and our community he is doing all he can to ensure we will be in receipt of the special funding allocation. I will keep Council and the community informed once a decision has finally been made.

5. Council will be pleased to see the Independent Pricing & Regulatory Tribunal (IPART) have made their determination earlier than usual, in relation to the rate pegging limit. For the 2019/20 year, the rate peg maximum increase is 2.7%. This sees an increase from last year's limit of 2.3%. Temora Shire Council has always lived within our means, however, in recent times, IPART, in our view, had not adequately reflected the ever increasing costs to Council in order to provide the facilities and services our community rightly expects. Council and I have been rather vocal critics of IPART over the last several years, and I don't regret any of our considered comments. Council thanks IPART for resolving on the increase of 2.7%, which is a more realistic figure, albeit a modest one.
6. Council will be pleased to note that I have been advised of further developments with regards to the cemetery desecration that occurred on 18<sup>th</sup> September, 2010. Inspector Robert Vergano has been exceptional in his communication with Council, which is most appreciated. This sickening act continues to hurt our community and we will never really heal until the culprit or culprits are brought to justice. Like many, I can never forget the tears I witnessed at family members who had their love ones headstones destroyed. Temora Shire Council remains 100% committed to working with the community and Police to make certain the guilty parties are dealt with – to the fullest extent of the law.'
7. Council are advised we have the Riverina Police District Commander, Supt Bob Noble as a special guest speaker at our October meeting. Supt Noble will be joined by Inspector Robert Vergano. We will also have a presentation from REROC's Chief Executive, Mrs Julie Briggs, who will provide Council with an update on the exciting Southern Lights Project.
8. I wish to thank Council for the very real privilege of being Mayor of Temora Shire for the past six years. I have never taken for granted the honour you have given me, and I remain grateful. I express my appreciation to our Deputy Mayor, Cr Graham Sinclair, for his strong support. I particularly thank my fellow Councillors, our General Manager, Directors and all Staff. I thank you for your outstanding commitment to the citizens of Temora Shire.

#### **RESOLUTION 191/2018**

Moved: Cr Dale Wiencke

Seconded: Cr Lindy Reinhold

That the Mayoral Minute and the recommendation as presented be adopted and the remainder of the report noted.

**CARRIED**

***Report by Mayor Rick Firman***

**7        REPORTS FROM COMMITTEES****7.1      MINUTES OF THE YOUTH ADVISORY COMMITTEE MEETING HELD ON 11 SEPTEMBER 2018**

**File Number:**        REP18/1052

**Author:**            Executive Assistant

**Authoriser:**        General Manager

**Attachments:**      1.    Minutes of the Youth Advisory Committee Meeting held on 11  
   September 2018

**RESOLUTION 192/2018**

Moved:     Cr Dennis Sleigh

Seconded: Cr Claire McLaren

It was resolved that the reports be received.

**CARRIED**

**RESOLUTION 193/2018**

Moved:     Cr Dennis Sleigh

Seconded: Cr Dale Wiencke

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

**CARRIED**



**Date:** Tuesday, 11 September 2018

**Time:** 11:00AM

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

# **MINUTES**

## **Youth Advisory Committee Meeting**

**11 September 2018**

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4    **Close Meeting** ..... **11**

**MINUTES OF TEMORA SHIRE COUNCIL  
YOUTH ADVISORY COMMITTEE MEETING  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON TUESDAY, 11 SEPTEMBER 2018 AT 11:05AM**

**PRESENT:** Cr Dennis Sleigh (Chair), Cr Kenneth Smith

**IN ATTENDANCE:** Steve Firth (Director of Administration & Finance), Melissa Carter (Youth Officer)

**1 OPEN MEETING**

11:05AM

**2 APOLOGIES**

**COMMITTEE RESOLUTION 10/2018**

Moved: Cr Kenneth Smith

Seconded: Cr Dennis Sleigh

That apologies from Cr Claire McLaren, Cr Rick Firman (Mayor), Gary Lavelle (General Manager), be received and accepted.

**CARRIED**

### 3 REPORTS

#### 3.1 SEPTEMBER 2018 WEEKLY ACTIVITIES

**File Number:** REP18/998  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

#### REPORT

It's been really busy with loads of participation and excitement at Platform Y.

The theme for term 3 for **Hospitality** is "Herbs". We have made mint chocolate ice blocks, pesto pasta, and a traditional Spanish dish called garlic bread soup.

**Culture and Performing Arts** are very excited to welcome Jo Jo as the new mentor. This group have added a few new warm-up games and working on their play call "Charlie to the checkout, please."

Mikalyla and Carly continue to impress at TemFM, while the boy's **Radio** group were very excited to have Mayor Rick Firman join them on their live show on the 9th August.

**Gaming** Group has gained some new members, with 15 young people attending every Friday afternoon.



**Other news:**

Kim Sandgren has returned in a mentoring and administrative capacity for 6 hours per week. We are excited to have her assistance and insight.

**COMMITTEE RESOLUTION 11/2018**

Moved: Cr Kenneth Smith

Seconded: Cr Dennis Sleigh

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

**CARRIED**

***Report by Melissa Carter***

### 3.2 PLATFORM Y KITCHEN - OFFICAL OPENING

**File Number:** REP18/999

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** Nil

#### REPORT

The Official Opening of the Platform Y Kitchen was held on Saturday 25 August 2018. Thank you to Steve Firth, Cr Max Oliver and Kim Sandgren for sharing this special event with us. The Youth Group's feedback was that they liked the idea of bringing their own plate of food and loved that we had to the chocolate fountain.



**COMMITTEE RESOLUTION 12/2018**

Moved: Cr Dennis Sleigh

Seconded: Cr Kenneth Smith

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

**CARRIED**

*Report by Melissa Carter*

### 3.3 TAKE CHARGE

**File Number:** REP18/1000  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

#### REPORT

The Take Charge event was held on the 29th August at the Town Hall.

Ms Amie Morris provided an excellent workshop called The Frank. The Frank workshop shows students how to become the CEO of their own career and life and how to drive their own success. Ms Morris delivered a fun, hands-on workshop.

Ms Anna Gannon provided The Mindful Warrior workshop that gives students tools and coping strategies that they can use in their everyday lives.

I had been working with two Youth members Hayden and Colby who successfully presented the achievements of the Temora Youth Team at Platform Y.

I am very proud of another two youth members Ben and Mille who had taken on the MC role for the day. Millie, Ben and I practiced the day before at the town hall.

We partnered with Combaning Larder to provide a healthy Mexican feast, which catered for a variety of dietary needs including gluten free and vegan options. The excellent feedback for the lunch we offered was overwhelming, a young person from Cootamundra shared "This looks so good, I have never had a lunch like this."



**COMMITTEE RESOLUTION 13/2018**

Moved: Cr Kenneth Smith

Seconded: Cr Dennis Sleigh

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

**CARRIED**

***Report by Melissa Carter***

### 3.4 FREIGHT TRAIN BLUES

**File Number:** REP18/1001

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** Nil

#### REPORT

The Youth group catered for the Freight Train Blues on Saturday 1st September 2018. I had organised for Ben and Amali to cook the pulled pork at their homes and Lizzy and JJ to cook the pulled lamb at their home. The Hospitality group prepared the homemade coleslaw. We had 12 youth members participating and two parents to help this catering opportunity go very smoothly. We made \$157 profit.



#### COMMITTEE RESOLUTION 14/2018

Moved: Cr Kenneth Smith

Seconded: Cr Dennis Sleigh

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

**CARRIED**

*Report by Melissa Carter*

**4 CLOSE MEETING**

The Meeting closed at 11:35AM.

This is the minutes of the Youth Advisory Committee meeting held on Tuesday 11 September 2018.

.....  
**GENERAL MANAGER**

.....  
**CHAIRMAN**

**7.2 MINUTES OF THE ASSETS & OPERATIONS COMMITTEE MEETING HELD ON 11 SEPTEMBER 2018**

**File Number:** REP18/1053

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Minutes of the Assets & Operations Committee Meeting held on 11 September 2018

**RESOLUTION 194/2018**

Moved: Cr Graham Sinclair

Seconded: Cr Nigel Judd

It was resolved that the reports be received.

**CARRIED**

**RESOLUTION 195/2018**

Moved: Cr Nigel Judd

Seconded: Cr Dennis Sleigh

It was resolved that the Council reallocate the \$5,000 funding from the Aria Park Skate Park to the Aria Park amenities block at the Recreation Ground.

**CARRIED**

**RESOLUTION 196/2018**

Moved: Cr Dennis Sleigh

Seconded: Cr Lindy Reinhold

Invite the Road Safety Officer to enhance efforts to make Seniors aware of speed limit and safety on Gophers.

**CARRIED**

**RESOLUTION 197/2018**

Moved: Cr Graham Sinclair

Seconded: Cr Max Oliver

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

**CARRIED**



**Date:** Tuesday, 11 September 2018  
**Time:** 2:00 PM  
**Location:** 105 Loftus Street  
TEMORA NSW 2666

# **MINUTES**

## **Assets & Operations Committee Meeting**

**11 September 2018**

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**MINUTES OF TEMORA SHIRE COUNCIL  
ASSETS & OPERATIONS COMMITTEE MEETING  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON TUESDAY, 11 SEPTEMBER 2018 AT 2:00 PM**

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

**IN ATTENDANCE:** Steve Firth (Director of Administration & Finance), Gary Lavelle (General Manager), Rob Fisher (Engineering Technical Manager), Bimal Shah (Engineering Works Manager), Kris Dunstan (Director of Environmental Services)

**1 OPEN MEETING**

2:00PM

**2 APOLOGIES**

**COMMITTEE RESOLUTION 84/2018**

Moved: Cr Kenneth Smith

Seconded: Cr Nigel Judd

That apologies from Cr Claire McLaren and Cr Dale Wiencke be received and accepted.

**CARRIED**

**3 REPORTS****3.1 COOLAMON STREET SHARED PATH LINES/SIGN REQUIREMENTS****File Number:** REP18/953**Author:** Senior Engineering Technical Officer**Authoriser:** Engineering Technical Manager**Attachments:** 1. Shared Path Requirements**REPORT**

During the 2017/18 financial budget Council completed the Western Side upgrade of Coolamon Street Arian Park under a 50% funding arrangement from RMS under the Active Transport Program – Cycleways (Shared Path).

This funding stream was chosen due to RMS not ever funding any form of pedestrian path through pedestrian facility funding, however Cycleway funding can be applied for to complete standalone Cycleways or shared paths being for pedestrians and bikes. Shared paths are required to be constructed at a width greater than 2.5m to meet standards, this being why Council applied for Coolamon Street western upgrade via this funding stream. This Active Transport funding stream was also the 50% funding approved for the Eastern Side of Coolamon Street upgrade undertaken in 2015/16 financial budget.

Following the completion of the project in 2017/18 RMS has completed a final inspection of the project noting that shared path linemarking and signage has not been installed. Council Engineering Staff spoke with RMS to try agreeing on signposting however not undertaking linemarking on the new concrete pavement. This was unsuccessful with RMS's Network and Safety Manager from the Wagga Wagga office informing that this is a requirement under the NSW Bicycle Guidelines Section 6.2 (Image 6.1) for the safety of pedestrians and cyclists.

RMS now request that both the Western and Eastern sides of Coolamon Street, Arian Park be marked accordingly to NSW Bicycle Guidelines as attached to this report as per correspondence received by Council Tuesday 21<sup>st</sup> August, 2018.

RMS is withholding final full payment of their overall 50% project funding contribution until linemarking is completed. Currently Council has been paid \$76,147 of a total original approved value of \$80,000 meaning \$3,853 has been withheld until linemarking/signage is completed.

**Budget Implications**

Item	Description	Cost
4 Signs (R8-2)	4 Signs inc. Posts, Brackets, etc. Labour 2x staff at \$65 p/h @ 8.5hrs	4 x \$80 = \$320 8.5 x \$65 = \$552.50
4 Sets of Pavement Symbols	8 markings @ \$40 each (4 x PS-4 and 4x PS-3)	8 x \$40 = \$320
Linemarking	500 metres centreline marking @ \$0.80 p/m	500 x \$0.80 = \$400
16 Arrow Pavement Symbols	16 Markings x \$22 each	16 x \$22 = \$352
<b>TOTAL</b>		<b>\$1,944.50</b>

**COMMITTEE RESOLUTION 85/2018**

Moved: Cr Rick Firman

Seconded: Cr Max Oliver

That the Committee recommend to Council to note the report.

**CARRIED**

**Report by Alex Dahlenburg**



## 6.2 Path linemarking and regulatory signage

*Austrroads – Part 14, Section 6* (Figures 6-17, 6-21 and 6-27) provides detailed information about the marking of the three principal types of off-road paths. Figure 6.1 provides a summary of this information.

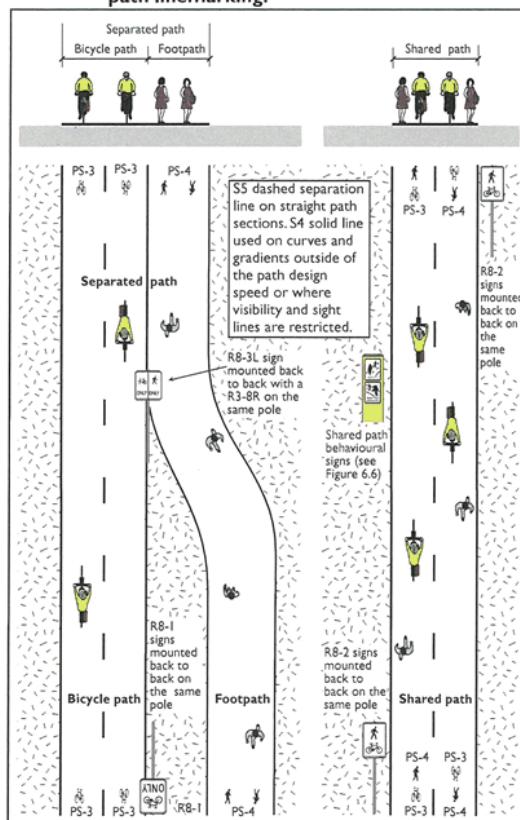
### Application

Off-road bicycle paths and shared paths are road related areas and should be marked with a centreline to separate two-way flows and to permit safe operation of the facility. Signage should be erected to regulate the type of permissible path usage.

### Design notes

Bicycle paths are regulated by the sign R8-1. PS-3 pavement symbols and PA-1 pavement arrows are used in an advisory capacity at intervals or adjacent to intersecting streets to indicate travel direction. Shared paths are regulated by the sign R8-2. PS-3 and PS-4 pavement symbols and PA-1 pavement arrows are used in an advisory capacity at 75m intervals or adjacent to intersecting streets to indicate travel direction. Solid edgelines can be used in areas of high bicycle and pedestrian traffic to precisely define the riding area or as an aid to navigation in low light conditions.

**Figure 6.1: Bicycle path, separated path and shared path linemarking.**



**Table 6.3: Path speed limiting devices.**

Device	Recommended	Comments
Speed humps	No	Can destabilise riders and increase hazards
Path narrowing	Yes	Minimum one-way width 1.4m. Warning signage and adequate linemarking required
Path deflection	Yes	Maximum deflection angle 10 degrees for high-speed path and 20 degrees for low-speed path
Path terminal deflection rails	No	Can destabilise riders and increase hazards if used as speed limiting device. Used only to prevent unauthorised vehicle entry
Rumble strips	No	Used only as a warning device to alert riders to changed conditions ahead
Warning signage	Yes	Used to warn of approaching hazard and to advise of need to reduce speed. Used in conjunction with other methods
Holding rails	No	Not recommended at all by these guidelines
Bollards	No	Not recommended as a speed control device. Only used to prevent unauthorised vehicle entry
Alternative paving	Yes	Use different materials and colours

## 6.3 Path speed controls

Bicycles sometimes operate at slow speeds though in most situations operate between 20 and 30km/h and are capable of speeds in excess of 50km/h. It is seldom necessary to impose on bicycle riders the level and type of speed controls that are often needed with motor vehicles. However, physical measures are sometimes needed to moderate speeds at the entry to paths and areas shared with pedestrians. *Austrroads – Part 14* does not provide guidance on speed limiting devices. The section below provides basic recommendations for use on bicycle paths and shared paths.

### Application

Speed limiting devices for bicycle paths and shared paths follow the same principles as those used to limit motor vehicle speeds. The device must provide a clear unambiguous direction to the road user; the device must not add a hazard and the device must be supported by adequate regulatory and advisory signage and line marking. Devices are applied to off-road paths in order to limit the speeds of bicycle riders to a level compatible with a changed path environment.

### Design notes

Table 6.3 provides a listing of the acceptable and unacceptable speed limiting treatments for bicycle paths and shared paths.

## 6.4 Prevention of illegal parking

In heavily populated cities and towns there is often a very high demand for on-street parking. The prevention of illegal parking over bike lanes and paths adjacent to roadways is of great concern to designers if the coherence and safety of the bicycle network is to be maintained. Often physical



## Delineation Section 12 Pavement Markings for Bicycle Facilities

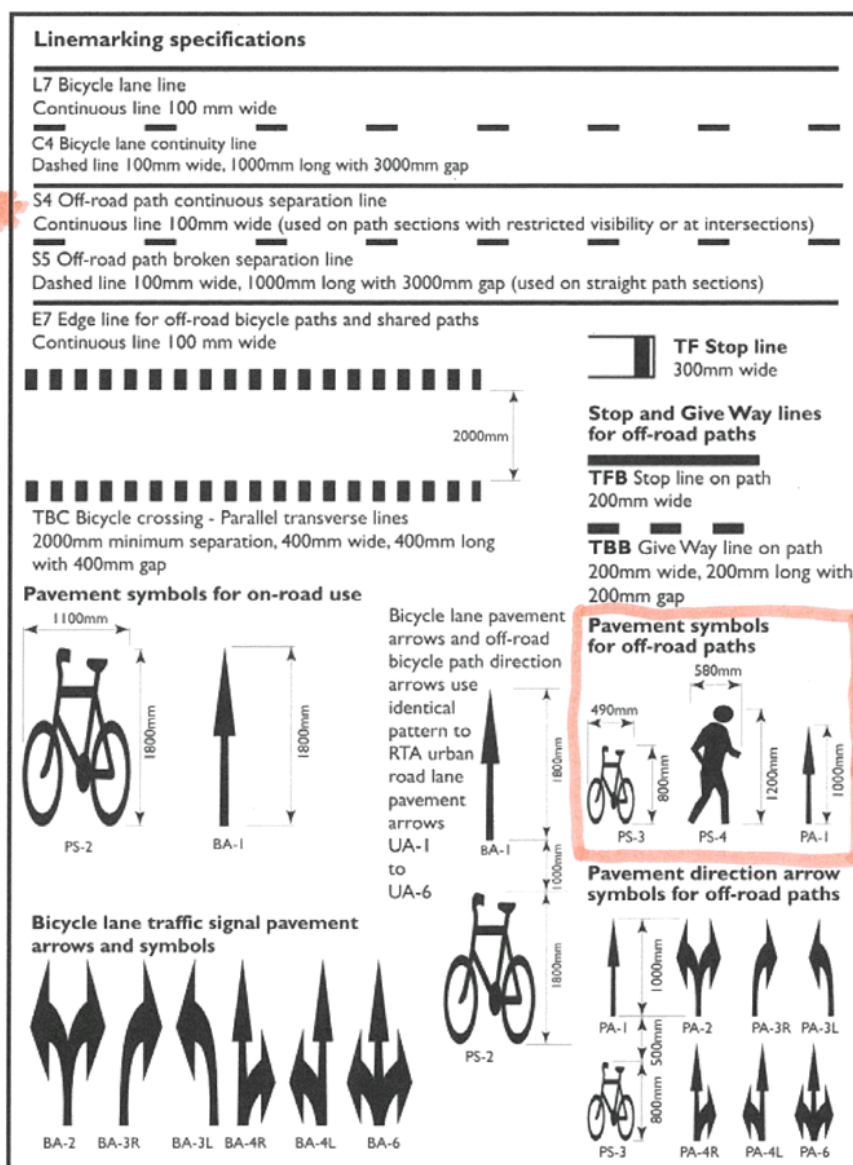
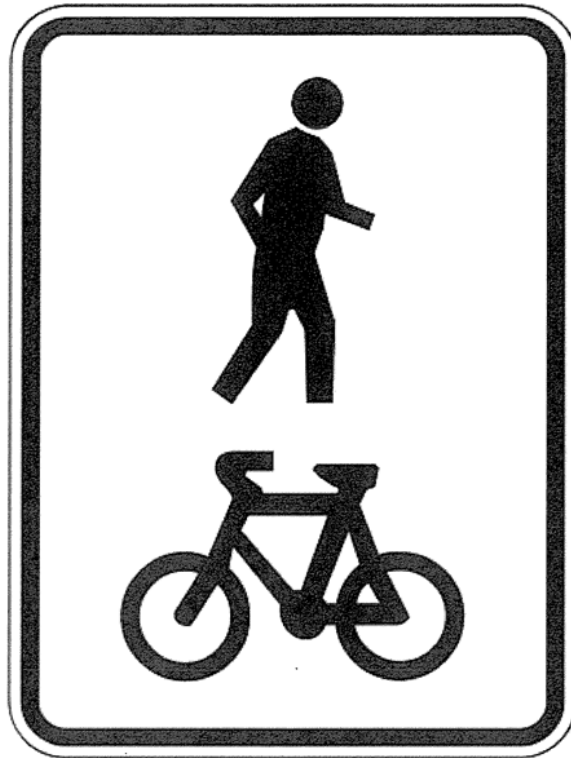


Figure 12.1: Pavement markings and symbols.



R8-2 Signs required

### 3.2 POLARIS STREET SAFETY BARRIERS

**File Number:** REP18/955  
**Author:** Senior Engineering Technical Officer  
**Authoriser:** Engineering Technical Manager  
**Attachments:** 1. Polaris Street Barriers

#### REPORT

In August 2018 there was an accident on the corner of Polaris and Baker Streets involving a vehicle crashing through the currently erected sub-standard barriers.

Councils Engineering Department has re-visited the need to upgrade the barriers protecting the open drains on Polaris Street at the intersections of Aurora Street and Baker Street to that of standard crash barrier like on the intersection of Polaris and Crowley Streets. This was previously investigated in 2015 following a car crashing through the sub-standard barrier on the corner of Polaris and Aurora Streets.

A guard rail installation company supplied a quote in 2015 of \$19,850 to undertake the upgrade of the barriers on both intersections, however due to general price rises of steel and labour a further quote would need to be sought for current pricing. It is estimated the cost would be in the region of \$25,000 to \$30,000.

As this barrier upgrade is related to safety concerns it may be possible to seek funding from RMS under the NSW Government Safer Roads Program which has the following sub-programs:

- State Black Spot
- High Risk Curves
- Fatigue
- Safe Systems Pedestrian Safety
- Local Government Road Safety (*Possibly Applicable*)
- Motorcycle Safety
- Intersection Safety (*Possibly Applicable*)
- Cycling Safety
- Fatal Crash Response
- Highway Route Review

Applications for the 2019/20 financial year projects have closed under the NSW Government Roads Program however Council can apply within a future round.

To proactively progress the upgrade of these Safety Barriers it is suggested Council consider including such upgrades in a future budget at earliest the 2020/21 financial year or later to allow for further ability to apply for funding. This does not mean construction would take place unless funding is sought however would allow further justification trying to source funding showing that this work has been considered in Councils Operational Plan.

#### Budget Implications

Estimated between \$25,000 to \$30,000

**COMMITTEE RESOLUTION 86/2018**

Moved: Cr Max Oliver

Seconded: Cr Kenneth Smith

That the Committee recommend to Council to refer this matter to the 2019/2020 budget estimates and persue possible grant funds.

**CARRIED**

***Report by Alex Dahlenburg***

### Barriers Requiring Upgrade to meet Safety Barrier Standards



Image 1: Polaris Street / Aurora Street Intersection



Image 2: Polaris Street / Baker Street Intersection

### Example of Intersection with Safety Barrier that is Standards Compliant



Image 3: Polaris Street / Crowley Street Intersection

**3.3 ROADS & MARITIME SERVICES - LOOK OUT BEFORE YOU STEP OUT****File Number:** REP18/957**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Roads & Maritime Services**REPORT**

Roads & Maritime Services (RMS) is inviting Councils in the South West Region to take part in the pedestrian safety program "Look out Before you Step Out".

The commitment for Council to be part of this campaign includes the following:

- Liaise with RMS in relation to site selection
- Installation of decals
- Ability to conduct an audit of decals after 3 months and remove if appropriate
- Support RMS public education strategies

The cost to Council would be in-kind and all material costs are covered by Roads and Maritime Services.

Roads & Maritime Services (RMS) are inviting Councils in the South West Region to take part in the pedestrian safety program "Look out Before you Step Out".

**Program Aim**

The overarching aim of the program centres on the need for pedestrians to pay attention and be mindful when crossing the road, by targeting the point of behaviour. The program involves installing vinyl decals at appropriate approaches to pedestrian facilities.

**Council Commitment**

The commitment for Council to be part of this campaign includes the following:

- Liaise with RMS in relation to site selection
- Installation of decals
- Ability to conduct an audit of decals after 3 months to ensure messaging is clearly visible and remove if appropriate
- Support RMS public education strategies

The cost to Council would be in-kind and all material costs are covered by Roads and Maritime Services.

**Vinyl Decals**

A template of the design is included below, with an example shown of a decal installed on a concrete surface. The size of the decal is a standardised size being 891mm x 483mm and it is recommended that two be installed at each chosen location.

The longevity depends largely on pedestrian traffic volumes, but as a general rule, the print and vinyl will last at least 3 months in heavy pedestrian traffic, and can last 6 months plus in low pedestrian traffic areas.



### Road Safety Officer

Council's Road Safety Officer has provided the following considerations on appropriate locations to place the decals:

Location	Qty
Hoskins Street pedestrian crossing – near Wylies Newsagent	2
Hoskins Street pedestrian crossing – near Hong Kong Chinese Restaurant	2
Victoria Street pedestrian crossing – near Roundabout Bakery	2
The Medical Complex – entrance from main road	2
The pedestrian crossing near the Town Hall Theatre	2
Other recommendations are near sporting fields, hospitals and schools	TBC

### COMMITTEE RESOLUTION 87/2018

Moved: Cr Kenneth Smith

Seconded: Cr Rick Firman

That the Committee recommends to Council to participate in the program and further collate a site selection list to liaise with RMS.

**CARRIED**

### COMMITTEE RESOLUTION 88/2018

Moved: Cr Nigel Judd

Seconded: Cr Max Oliver

That the Committee recommend to Council to apply for 30 Look Out before You Step Out Stickers.

**CARRIED**

*Report by Amanda Colwill*



Transport  
**Roads & Maritime  
Services**



SF2018/247679

Wednesday, 15 August 2018

Temora Shire Council  
Mr Gary Lavelle  
PO Box 262  
Temora NSW 2666

Dear Mr Lavelle,

**Invitation to participate in pedestrian road safety program  
Look Out Before You Step Out**

Roads and Maritime Services (RMS) invite councils in South West Region to take part in the pedestrian safety program 'Look Out Before You Step Out.'

This program aims to improve pedestrian safety, with the overarching core of the campaign focusing on the need for pedestrians to pay attention and be mindful when crossing the road.

This behavioural road safety strategy complements enforcement and engineering by installing vinyl decals at the point of behaviour; where the behaviour typically occurs. The decals are a visual reminder for pedestrians to take an extra moment to look out before you step out, and choose the safest place and time to cross.

The decals are placed where there are pedestrian facilities such as kerb ramps, traffic signals, pedestrian refuges and also areas where is a lot of pedestrian movements, for example around shopping precincts, schools and medical services.

The commitment for council to be a part of this campaign includes the following:

- Liaise with RMS in relation to site selection
- Installation of decals
- Ability to conduct an audit of decals after 3 months and removal if appropriate
- Support RMS public education strategies

The cost to council would be limited to in-kind, all material cost are covered by Roads and Maritime Services. We hope that this project will be adopted by your council and improve pedestrian safety in your local community.

For more information about this project, please contact Ms Kristy Campbell Road User Safety Project Officer on (02) 69236553.

Yours sincerely

**Jonathon Tasker**  
Acting Director  
South West  
NSW

93-195 Morgan Street, PO Box 484, Wagga Wagga, NSW 2650 | [www.rms.nsw.gov.au](http://www.rms.nsw.gov.au)

### 3.4 LONG VEHICLE PARKING

**File Number:** REP18/972

**Author:** Engineering Technical Manager

**Authoriser:** Engineering Technical Manager

**Attachments:** 1. Correspondence  
2. Blister Layout (relating to correspondence)

#### REPORT

Following Council consideration of long vehicle parking within urban Temora at the December 2017 Council meeting, there are two subsequent items that require further consideration by Council.

#### **First Item** – Available parking length in Victoria Street

##### December 2017 Resolution

*Long vehicle parking is preferred on Victoria Street between Little Crowley Street and Crowley Street, on both sides of the street, noting that this option will involve the removal of street trees at this location. Council officers to investigate that this area is of suitable length to accommodate long vehicles. It is preferred that street trees be retained between Baker Street and Little Crowley Street and this area is designated No Truck Parking. Council officers to report back to Council prior to making final decision.*

Following further investigation the following points are noted;

1. For limited kerb side truck parking, parallel parking is the only practical option
2. Minimum clearance from parallel parking to adjacent cross streets is 6m from the boundary line.
3. Based on a minimum 6m clearance there is 38m of allowable parking area at this location.
4. The longest heavy vehicle traversing urban Temora at this location is a 36m road train.
5. Parking would be suitable either side of Little Crowley Street between Crowley Street and Baker Street.

**Second Item** – Consultation with Intersales Temora regarding long vehicle parking in Hoskins street adjacent to Grey Street.

##### December 2017 Resolution

*Long vehicle parking is formalised on Hoskins Street between Grey Street and Intersales driveway, with Council staff to consult with Intersales. Parking south of Intersales driveway shall be informal long vehicle parking only*

Council staff have recently met with representatives of Intersales Temora regarding formalisation of long vehicle parking in Hoskins Street adjacent to their business. The general feeling received from the meeting is that Intersales have no major objections to the formalisation of heavy vehicle parking at the location proposed by Council. However, it was requested Council consider 2 issues associated with truck parking in this area (correspondence attached).

The issues communicated are;

- Visibility when exiting their premises onto Hoskins Street. Trucks often park both sides of Intersales main access and at times off the kerb close to the road shoulder. This causes sight distance difficulty when leaving Intersales and has the potential to cause an accident.
- Trucks blocking the Intersales main access. Informal parking of multiple trucks often occurs at this location and at times trucks completely block Intersales main customer access point.

Following consultation with Intersales and further investigation by Council staff, the following points are noted;

1. Based on a 6m clearance at the property boundary and a 6m clearance from Intersales main access there is 28m of available parking.
2. The longest heavy vehicle traversing urban Temora at this location is 26.5m.
3. Trucks parking off the kerb at this location will affect both Intersales access and the high traffic western section of Grey Street.
4. Installation of a raised blister island as indicated in the Intersales correspondence may impede a parking trucks ability to pull in against the kerb in the designated parking area.
5. Sight distance exiting Intersales driveway is a genuine issue that is exacerbated by trucks parking off the kerb.

#### Potential Solution Considerations

- Mark and signpost a 26.5m exclusive truck parking bay between Intersales access and Grey Street encouraging trucks to park within the marked bay and against the kerb.
- Consider removing parking south of Intersales driveway for a nominal distance of 10m and signpost the area 10m south of the driveway to the rear of designated Truck parking bay as no stopping.
- If non-compliance or access issues persist at the Intersales driveway location consider hatching the no parking area similar to at Woolworths and or consider removing additional parking south of the Intersales driveway.

#### Budget Implications

Subject to Council determination.

Hoskins Street

Estimate including raised concrete blister island: \$10,000 - \$15,000

Estimate for line marking and sign posting only: \$1,000 - \$1,500

#### COMMITTEE RESOLUTION 89/2018

Moved: Cr Rick Firman

Seconded: Cr Kenneth Smith

That the Committee recommend to Council to:

- Mark and signpost a 26.5m exclusive truck parking bay between Intersales access and Grey Street encouraging trucks to park within the marked bay and against the kerb.
- Consider removing parking south of Intersales driveway for a nominal distance of 10m and

signpost the area 10m south of the driveway to the rear of designated Truck parking bay as no stopping.

**CARRIED**

**COMMITTEE RESOLUTION 90/2018**

Moved: Cr Rick Firman

Seconded: Cr Max Oliver

That the Committee recommend to Council to confirm the resolution of December 2017 in relation to Long Vehicle Parking in Victoria Street as follows;

December 2017 Resolution

*Long vehicle parking is preferred on Victoria Street between Little Crowley Street and Crowley Street, on both sides of the street, noting that this option will involve the removal of street trees at this location. Council officers to investigate that this area is of suitable length to accommodate long vehicles. It is preferred that street trees be retained between Baker Street and Little Crowley Street and this area is designated No Truck Parking*

**CARRIED**

***Report by Rob Fisher***

Hi Rob,

In response to Councils proposal received via email on 17<sup>th</sup> August, we would like to thank you for the opportunity to review and respond to Councils idea to formalise a truck parking bay on the Northern side of our driveway.

While we agree with Councils proposal in part, we would like Council to investigate the installation of a small traffic island on the southern side of our driveway (example attached).

The two issues with the trucks are (photos attached):

1. Visibility when exiting our premises onto Hoskins st
2. Blocking the driveway with the rear trailer if the truck is not far enough forward.


Peter will call in to discuss with you regarding the above.

Thank you,



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**Created By:** Rob Fisher

**Projection:** GDA94 / MGA zone 55

**Date:** 17/08/2018 3:38 PM

**3.5 COOLAMON STREET BEAUTIFICATION****File Number:** REP18/976**Author:** Engineering Technical Manager**Authoriser:** Engineering Technical Manager**Attachments:** 1. Arian Park Advisory Committee Correspondence**REPORT**

Council has recently received a request from the Arian Park Advisory Committee regarding approval to commence a trial planting of ornamental grapevines at selected locations in the Coolamon Street CBD.

The concept of further Coolamon street beatification, including on street plantings, was proposed to Council by representatives of the Arian Park community via a presentation in the public forum at the February 2018 Council meeting. Subsequent to this presentation, Council considered the proposal at budget estimates and have included an item within Councils 2018/2019 Operational Plan for Council to work with the Arian Park community on planning Coolamon Street beautification works.

The committee is proposing utilising existing concrete flower beds to undertake the trial plantings and plan to undertake works at nil cost to Council. If the trial is proven a success, the vines could be transplanted at a later stage.

**Budget Implications**

Nil

**COMMITTEE RESOLUTION 91/2018**

Moved: Cr Rick Firman

Seconded: Cr Nigel Judd

That the Committee recommend to Council to approve the Committees requests.

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

Dear Rob,

At last night's Aria Park Advisory Committee meeting, it was decided to ask Council permission to start a trial of the Aria Park Coolamon Street Ornamental grapevine project.

Our volunteers are willing to start now with some grapevine cuttings, and get them started at 3-4 locations in the Main Street. The locations selected are where the shop owner has offered to look after them and water etc.

Our eventual idea is to have the grapevines in half wine barrels or something similar, but we were wondering if we could start by re-using the old Main Street concrete flower beds, which are stored around the back of Davey Park. There are 5.

Terry Ryall has offered to use his forklift to locate one near his shop, while we could do the other locations as well.

In summary, this trial will not cost Council anything. If Council wanted to help with potting mix or good grapevine soil, that may be appreciated.

If this trial is allowed and goes ahead and is successful, we can transfer the vines into more suitable containers next winter.

We have some younger members of our community who are keen to do things to add character to our street, and I am keen to get things rolling.

Feel free to forward this email onto the General Manager for comment.

Regards,  
Nigel

Cr. N.A. Judd,  
31/08/2018

**3.6 WHEELED RECREATIONAL VEHICLE EDUCATION AND ENFORCEMENT PROGRAM****File Number:** REP18/982**Author:** Engineering Technical Manager**Authoriser:** Engineering Technical Manager**Attachments:** 1. Meeting Minutes & Program Actions**REPORT**

Following a report in June 2018 relating to wheeled recreational vehicle non-compliance in Hoskins Street, Council resolved to seek arrangement of a meeting between Council and Police NSW to enable development and delivery of a joint education and enforcement program aimed at improving compliance in relation to this Council imposed ban.

Council staff met with Police NSW in August 2018 where an education and enforcement program was agreed upon. Delivery of the program has recently commenced with education and enforcement due to begin on the 14<sup>th</sup> September 2018 and run through until the end of the school holidays on the 13<sup>th</sup> October 2018.

**Budget Implications**

General operations expenditure

**COMMITTEE RESOLUTION 92/2018**

Moved: Cr Rick Firman

Seconded: Cr Max Oliver

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

**CARRIED**

***Report by Rob Fisher***

<b>DATE: 15 August, 2018</b>	<b>TIME: 10.30am</b>
------------------------------	----------------------

<b>1</b>	<i>Michelle Doolan</i>	<i>MD</i>	<i>Road Safety Officer</i>
<b>2</b>	<i>Rob Fisher</i>	<i>RF</i>	<i>Engineering Technical Manager</i>
<b>3</b>	<i>Ross Gillard</i>	<i>RG</i>	<i>Ranger</i>
<b>4</b>	<i>Trevor Krause</i>	<i>TK</i>	<i>NSW Police</i>

MEETING ITEMS			
	Discussed / Action	Responsibility	Due Date
<b>1</b>	<b>Apology from Rob Vergano – NSW Police</b>		
<b>2</b>	<p>RF :-</p> <ul style="list-style-type: none"> <li>• Provided background to recent Council report and resolution</li> </ul> <p>TK :-</p> <ul style="list-style-type: none"> <li>• Police advised have been conducting patrols of the main street and issuing infringements for some time</li> <li>• Police believe that 90% of kids are aware of the rules. That it is only a few kids that are offending and causing problems</li> </ul> <p>RG :-</p> <ul style="list-style-type: none"> <li>• Ranger advised he has been patrolling the main street and talking to kids on scooters and bikes when he sees them</li> </ul> <p>MD :-</p> <ul style="list-style-type: none"> <li>• Discussed road rules and latest changes to rules.</li> </ul>		
<b>3</b>	<p>Based on the information provided by attendees, it was determined to set in place a project to do the following:</p> <ul style="list-style-type: none"> <li>• Run a media, social media, educational, and enforcement 'blitz'</li> <li>• Include Council, NSW Police and Dept of Education</li> <li>• Conduct the blitz over a one month period which includes 2 weeks of the upcoming school holidays</li> <li>• Enforcement to include issue of infringements/fines</li> <li>• Review the process at the end of the month and prepare a report for Council</li> </ul>		
<b>4</b>	The following actions will be completed over the project time frame:-		
	<ul style="list-style-type: none"> <li>• Minutes of initial meeting distributed to attendees and relevant people</li> </ul>	<b>MD</b>	<b>15.08.2018</b>
	<ul style="list-style-type: none"> <li>• NSW Police School Liaison Officer to be contacted with view to running talks to Schools prior to school holidays starting</li> </ul>	<b>TK</b>	<b>24.08.2018</b>
	<ul style="list-style-type: none"> <li>• Media release prepared and draft distributed to attendees for review and comment</li> </ul>	<b>MD</b>	<b>31.08.2018</b>

	<ul style="list-style-type: none"> <li>Comments on draft media release with changes required, to be received by MD</li> </ul>	All	10.09.2018
	<ul style="list-style-type: none"> <li>Prepare social media drafts for Facebook and TSC websites and upload</li> </ul>	MD	14.09.2018
	<ul style="list-style-type: none"> <li>Distribute media release and relevant information to local schools for inclusion in school newsletters and on school social media pages</li> <li>Distribute media release to local newspaper</li> </ul>	MD	14.09.2018
	<ul style="list-style-type: none"> <li>Enforcement begins. Police to conduct regular patrols for one month</li> </ul>	TK	17.09.2018
	<ul style="list-style-type: none"> <li>Ranger to conduct regular patrols for one month</li> </ul>	RG	17.09.2018
	<ul style="list-style-type: none"> <li>(School holidays begin 30.09.2018 to 13.10.2018)</li> </ul>		
	<ul style="list-style-type: none"> <li>Meeting attendees to reconvene for project review and wrap up</li> <li>Police to provide details on number of infringements issued over project time frame</li> <li>Ranger to provide details on number of infringements issued over project time frame</li> </ul>	All TK RG	15.10.2018
	<ul style="list-style-type: none"> <li>Complete report for Council Meeting</li> </ul>	RF	18.10.2018
Meeting finished			

**3.7 REMEMBRANCE DAY 2018 - ROAD CLOSURE****File Number:** REP18/986**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Remembrance Day**REPORT**

Temora Anzac Day is requesting road closure for Remembrance Day 2018 as the event will be releasing 6,500 poppies from an aeroplane at the Cenotaph, in Callaghan Park.

The request is for the closure of Loftus Street from De Boos Street to Gardner Street and Aurora Street from Loftus Street to Victoria Street from 10:15am to 11:30am on Sunday 11 November 2018, with any associated costs waived. Depending on the day, the wind and how the poppies fall the use of the street sweeper may also be needed for the road cleanup, (this is currently an unknown).

This will allow for poppies to be picked up after the event.

QTY	DESCRIPTION	RATE	HOURS	TOTAL
<i>Required for Traffic Control (Road Closures) – SUNDAY EVENT</i>				
1	Staff Member at Overtime Rates	\$90 p/h	2	\$180
1	Work Vehicle	\$15 p/h	2	\$30
<b>TOTAL</b>				<b>\$210</b>
<i><b>NOTE:</b> The following is only if requested for Cleanup Assistance</i>				
1	Street Sweeper Truck for Cleanup	\$95 p/h	1	\$95
1	Staff Member at Overtime Rates	\$90 p/h	1	\$90
<b>TOTAL ADDITIONAL COST</b>				<b>\$185</b>

**COMMITTEE RESOLUTION 93/2018**

Moved: Cr Max Oliver

Seconded: Cr Nigel Judd

That the Committee resolved to recommend to Council to approve the request.

**CARRIED**

*Report by Alex Dahlenburg*

Chairperson:  
Peter James  
Ph: (02) 6977 1333

Secretary:  
ANNE RANDS  
Ph: 02 69772669



OF AUSTRALIA  
NEW SOUTH WALES BRANCH INCORPORATED  
"The price of liberty is eternal vigilance"  
IN CONJUNCTION WITH  
**THE TEMORA ANZAC DAY COMMITTEE**

67278

P.O. Box 195  
Temora, NSW  
2666

ABN:  
71 546 389 758

5 September 2018

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

Dear Gary

**RE: REMEMBRANCE DAY 2018 – POPPIES OVER TEMORA**

Temora Anzac Day Committee is requesting the street closure for Remembrance Day 2018 as the event will be having 6,500 poppies dropped from an aeroplane at the Cenotaph, Callaghan Park .

Requesting that Loftus Street from De Boos Street to Gardner Street and Aurora Street from Loftus Street to Victoria Street be closed from 10:15am to 11:30am on Sunday 11 November 2018.

This will allow for poppies to be cleaned up after the event.

Temora Anzac Day Committee is requesting Council to waive any associated costs for the road closure.

We look forward to a favourable response.

Regards

Anne Rands  
SECRETARY

**3.8 WALK & TALK SEPTEMBER 2018 - NORTHERN END**

**File Number:** REP18/993  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT**

The following are the comments from the Walk and Talk tour of the Northern End of Hoskins Street from Cr Graham Sinclair and Cr Ken Smith.

1. Variety Store - Pedestrian crossing at Wilkes is dangerous, needs improving.
2. Shell Service Station - two trees either side of drive way are a bit overgrown at time which hide shell sign.
3. Vinnies- putting up fence along back lane to stop rubbish being dumped at back of Shop.
  - would like to put signs out main roads asking for volunteers.
4. Temora woolshed- signs on closed businesses should be removed.
  - more shops should open on weekends.
  - rubbish in Woolworths car park, not a good look for visitors.
  - kids riding skateboards etc on footpath.
  - stalls for warbirds, do shop owners have to pay?
  - need signboards at caravan parks giving directions to chemist, newsagent etc.
  - travellers wanting access to heated pool early morning and weekends.
5. Millers- shop employers and staff parking in street all day.
  - kids riding bikes on footpath.
6. Furniture One- need roundabout at Polaris St intersection.
  - skate park fence, best thing!
  - Temora West School, Truskett Street need cut out for prams etc.
  - green waste at tip, could it be free delivery.
  - kids on bikes, people on gophers are dangerous on footpath.
  - where is H.V.A.R. up to?
7. Open Door Book Shop- disable access, does council have any funds for ramps?
  - 40 yrs in business, celebrations on the 28th Oct, actual birthday is the 3rd October.
8. Zest- graffiti along back lane, blue paint.
9. Under the Arches- Heated pool, is it possible to buy, say 10 passes, to be used over an extended period of time ?
10. Temora's Own- ramp for front step.
11. Fritsch Bros- would like concrete footpath along Parkes St one day.

Shops not listed had no issues or were not open. There were numerous positive comments (no negative) about Council. The parks and garden staff got the most accolades!

**At 3:05 pm, Cr Max Oliver left the meeting.**

**COMMITTEE RESOLUTION 94/2018**

Moved: Cr Kenneth Smith

Seconded: Cr Graham Sinclair

That the Committee resolved to recommend to Council to note the report and include the pram ramp at Truskett Street, access to Fritsch Bros and the disable parking in front of Council need investigation.

**CARRIED**

***Report by Cr Sinclair and Cr Smith***

**3.9 ARIAH PARK RECREATION GROUND - FUNDING****File Number:** REP18/994**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Northern Jets**REPORT**

Ariah Park Northern Jets Football and Netball Club are \$10,000 short in funding for stage 1 of the Ariah Park Recreation Ground upgrade to go ahead. The Club is able to put in \$5,000.00 and is requesting Council to match this funding.

**COMMITTEE RESOLUTION 95/2018**

Moved: Cr Rick Firman

Seconded: Cr Kenneth Smith

That the Committee resolved to recommend to Council to defer this matter subject to the Ariah Park Advisory Committee advice regarding Stronger Communities Fund allocation.

**CARRIED**

67279

TM &amp; D WALKER

'Westella' 267 Walkers Rd

Ariah Park NSW 2665

E: [westella5@bigpond.com](mailto:westella5@bigpond.com)

To the General Manager of the Temora Shire Council.

We at the Ariah Park Recreation Ground would like to thank Council for the work done so far and future proposed works. The Senior Football and Netball Club, The Junior Football and Netball Club, The Senior Ariah Park Cricket Club, The Junior Cricket Club, Auskick, Net Set Go, Ariah Park Central School and Camp Ground Patrons all benefit from your ongoing support in the Temora Shire.

We are proud of the improvements our football club has made in the past, funded almost entirely from our local community. i.e Canteen, Ground lights, clubrooms, netball courts, interchange sheds and seating around the ground.

After the successful application for a State Grant of \$100,000 and a further \$50,000, we were sure that this would see stage 1 completed, with most of stage 2 started also. Tenders were called by Kris Dunstan to build our Recreation ground upgrade and it is now evident that we are \$10,000 short just for stage 1 to go ahead.

We are able to put in \$5000 and are asking council to consider matching this so that our long-awaited upgrade will come to fruition.

Yours sincerely

Terry and Dominica Walker

On behalf of The Northern Jets Football and Netball Club.

28.08.2018

**3.10 ROAD NAMING - ACCESS LANE TO BOWLING CLUB**

**File Number:** REP18/1010  
**Author:** Engineering Technical Officer  
**Authoriser:** Engineering Technical Manager  
**Attachments:** Nil

**REPORT**

Council's Engineering Department have investigated the naming of a currently unnamed lane which currently provides access to the Temora Bowling Club, from Loftus Street..

The lane is located on private land (owned by TSC) however for it to be publically named it must still undergo a similar process to all roads located on public land. Once a name has been agreed upon for the outlined section of road, the below process must be followed as outlined in the *NSW Road Regulation 2008*.

Temora Shire Council as the roads authority when proposing to name or rename a road;

- a) Must publish notice of its proposal in a local newspaper, and
- b) Must serve notice of its proposal on the following persons or bodies
  - i) Australia Post
  - ii) The Registrar-General
  - iii) The Surveyor-General
  - iv) The Chief Executive of the Ambulance Service of NSW
  - v) NSW Fire Brigade
  - vi) NSW Rural Fire Service
  - vii) NSW Police Force
  - viii) The State Emergency Service
  - ix) The NSW Volunteer Rescue Association Incorporated

This notice must state that written submissions on the proposed name may be made to Temora Shire Council and must specify the address to which, and the date by which (minimum 28 days from notice), any such submissions should be made.

If no submissions are made Council can then proceed with the naming by submission to the Geographical Names Board. The above noted bodies must also be advised once the road is approved to inform the name change has taken place. The gazettal process is not a requirement when naming a road located on private land.

The below list outlines the approved list of urban road names for future naming:

Road Name	History
<b>Bluett</b>	Albert Robert Bluett was the Solicitor and Secretary to the Local Government Association and the Shires Association of NSW for many years. He literally "wrote the book" on how to run local government in

Road Name	History
	1920 and it is still in print in its umpteenth edition. The AR Bluett Award, which Temora Shire has won twice, is named for him.
<b>McCansh</b>	John Donald McCansh was employed by the Bank of Australasia when, along with Valentine Lawler, he took up the lease of “Temora” run for one of the bank’s directors, Severus Canute Salting, in 1847.
<b>Harmer</b>	Local identity, Les Harmer
<b>Bland</b>	Alderman Norman Bland as a local builder from 1911, Councillor on Municipal Council for 27 years and Deputy Mayor with Peter Meagher
<b>Wadey</b>	Mr. Fred and Mrs. Vicky Wadey, Temora’s long serving and well-remembered ambulance officers. Fred was Superintendent for 27 years, wife Vicky always raising funds for the new ambulance station.
<b>Brown</b>	Local identity, Max Brown. Temora’s first Citizen of the Year. The face of Anzac Day for many as the bugle player, and his commitment to music and the Salvation Army.
<b>Evans</b>	No information – Municipal Council
<b>Francis Hickey</b>	Frances Hickey’s association with Temora dates from the early days of the goldfield in 1880. He went on to become prominent in local business, property ownership and local government, serving as an alderman on the first Borough Council (1892) until early 1906.
<b>Leonard Henman</b>	Local identity, Len Henman a local plumber.
<b>Eric Weissel</b>	Prominent local sportsman, Eric Weissel (1903-1972) was born in Cootamundra. He played Rugby League at State and national level and played 5/8 for Temora (1927-34). He also represented the Riverina in Cricket.

It is also observed that there is precedence within urban Temora for roads to be named according to an establishment located on that road. This is illustrated by the naming of:

- Golf Club Road
- Airport Street
- Rifle Range Road

Based on this precedence the following establishments could be taken into consideration when selecting a road name:

- Bowling Club
- Callaghan Park
- Lions Club

**Map 1: Current Unnamed Road**

***Report by Amanda Colwill***

**COMMITTEE RESOLUTION 96/2018**

Moved: Cr Rick Firman

Seconded: Cr Kenneth Smith

It is recommended that the Committee recommend to Council that the road be named “Bowling Club Lane” and that this be placed on public exhibition for 28 days for comment.

**CARRIED**

**3.11 LAKE CENTENARY WALKING PATH****File Number:** REP18/1011**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Lake Centenary Walking Tack**REPORT**

Council is congratulated on the walking track from town to Lake Centenary.

Would like to raise concerns on the walking track at Lake Centenary from walkers regarding the eastern side of the road bridge, of the footpath provided and the fast moving traffic, noise wind blast and gravel flicking which is causing concern for walkers.

If Council could look at an alternative to that crossing area of the track

**COMMITTEE RESOLUTION 97/2018**

Moved: Cr Rick Firman

Seconded: Cr Kenneth Smith

That the Committee resolved to recommend to Council that the Engineering Team provide a report to a future meeting of Council to provide options for access.

**CARRIED**

66974  
14 th August 2018

Dear Councillors,

I am writing to congratulate you on the walking track from town, out to, and around, Lake Centenary.

I have been working out past the lake for about 5 weeks now and have been amazed at the number of people I see using the track. There are plenty of young mothers walking with their young family, and, often accompanied with other young families. Great to see!

So congratulations on another great initiative for Temora.

I have talked to a few of the young ladies and want to report back to you on a possible upgrade to relieve them of a concern. The lake walk requires the users to cross on the Eastern side of the road bridge on the footpath provided. The fast moving traffic, including large loaded trucks is very concerning to the Mums.

The noise, the wind blast and the flicking up of gravel etc take the edge off the pleasantness of their walk and cause them some anxiety for the safety of their family.

I would like for us to look at a possible safer alternative to that crossing area of the track with a view to allowing users to get home without having to be so close to the road.

Sorry about the “Butter - me – up and then Hit Me” letter, but I reckon it’s worth looking at.

Cheers

**3.12 PEDESTRIAN CROSSING - HOSKINS STREET****File Number:** REP18/1013**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Pedestrian Crossing and Disable Park**REPORT**

Resident raising concerns for senior and disabled residents if the pedestrian crossing is taken away in Hoskins Street, and you would then have to use the refuge. Enquiring if flashing lights would make the drivers more aware of the crossing.

Would also like Council to consider moving the disabled park in front of Council Chambers to around into the first park in De Boos Street with a cut out in the gutter to allow access to the footpath.

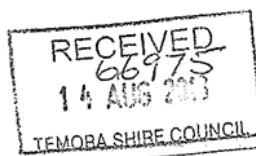
**COMMITTEE RESOLUTION 98/2018**

Moved: Cr Rick Firman

Seconded: Cr Kenneth Smith

That the Committee resolved to recommend to Council that the resident be advised that closure of the pedestrian crossing is not under consideration at this time.

**CARRIED**



Temora NSW 2666  
13<sup>th</sup> August 2018

Dear Mayor & fellow councillors,

I read with concern in a recent 'Independent' that you may have to consider closing the pedestrian crossing in Hoskins Street. Writing on behalf of the disabled and senior residents or walkers living in this town, we would like to think that this will not happen as we feel much safer to cross here than at the refuge points I suggested to Mr. Furman that maybe a maze of some description may be effective, but was told that this has already been discussed. Would flashing lights make drivers more aware that they are approaching the crossing?

There is another matter I would like to draw your attention to. The disabled park in front of the Shire Office is too steep I feel, and was wondering if it could be moved around the corner to the first car park in De Buss Street, with a cut out in the gutter to allow access to the footpath.

Thank you for your time in reading my letter.

Yours faithfully

**1        DISABLE PARKING**

Cr Smith raised that the disable park in front of Council is very steep.

Engineering Technical Manager advised that a review is being undertaken of all disable parking in Temora and this will be addressed in the review.

**COMMITTEE RESOLUTION 99/2018**

Moved:     Cr Kenneth Smith

Seconded: Cr Rick Firman

That the Committee resolved to recommend to Council that the disable parking in front of Council Chambers be included in the review currently being undertaken of disable parks.

**CARRIED**

**2        RURAL RATEPAYERS FORUM**

Cr Judd advised that the Rural Ratepayers forum will be held on Thursday 25 October 2018 at 10:00am at the Bectric Hall.

**4 CONFIDENTIAL REPORTS****COMMITTEE RESOLUTION 100/2018**

Moved: Cr Kenneth Smith

Seconded: Cr Nigel Judd

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993 at 4:08PM:

**4.1 Temora Library Signage**

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

**4.2 Irvine Signs**

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

**CARRIED**

**5 CLOSE MEETING**

The Meeting closed at 4:38PM.

This is the minutes of the Assets & Operations Committee meeting held on Tuesday 11 September 2018.

.....

**GENERAL MANAGER**

.....

**CHAIRMAN**

**7.3 MINUTES OF THE ECONOMIC DEVELOPMENT COMMITTEE MEETING HELD ON 11 SEPTEMBER 2018****File Number:** REP18/1055**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Minutes of the Economic Development Committee Meeting held on 11 September 2018**RESOLUTION 198/2018**

Moved: Cr Dennis Sleigh

Seconded: Cr Graham Sinclair

It was resolved that the reports be received.

**CARRIED****RESOLUTION 199/2018**

Moved: Cr Dennis Sleigh

Seconded: Cr Max Oliver

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

**CARRIED**



**Date:** Tuesday, 11 September 2018  
**Time:** 4:30PM  
**Location:** 105 Loftus Street  
TEMORA NSW 2666

# **MINUTES**

## **Economic Development Committee Meeting**

**11 September 2018**

**Order Of Business**

<b>1</b>	<b>Open Meeting .....</b>	<b>3</b>
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<b>3</b>	<b>Reports .....</b>	<b>4</b>
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3.2	Accessible Temora.....	9
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<b>4</b>	<b>Confidential Reports.....</b>	<b>21</b>
<b>5</b>	<b>Close Meeting .....</b>	<b>22</b>

**MINUTES OF TEMORA SHIRE COUNCIL  
ECONOMIC DEVELOPMENT COMMITTEE MEETING  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON TUESDAY, 11 SEPTEMBER 2018 AT 4:30PM**

**PRESENT:** Cr Rick Firman (Mayor)(Chair), Cr Nigel Judd, Cr Graham Sinclair (Deputy Mayor), Cr Ken Smith (Observer)

**IN ATTENDANCE:** Steve Firth (Director of Administration & Finance), Gary Lavelle (General Manager), Craig Sinclair (Economic Development Officer), Kris Dunstan (Environmental Services Director)

**1 OPEN MEETING**

4:39PM

**2 APOLOGIES**

**COMMITTEE RESOLUTION 24/2018**

Moved: Cr Nigel Judd

Seconded: Cr Graham Sinclair

That apologies from Cr Claire McLaren and Cr Dennis Sleight be received and accepted.

**CARRIED**

**3 REPORTS****3.1 BREED BUSINESS CENTRE****File Number:** REP18/988**Author:** Events**Authoriser:** Director of Administration & Finance**Attachments:**  
**1. BREED Business Centre Manager Advertisement - Draft**  
**2. BREED Business Centre Manager - Position Description****REPORT**

The board of directors at BREED approved to proceed with opening the BREED Business Centre in Temora. Final details of the lease agreement for the former offices of Auswild and Broad in the Meagher Building are being negotiated with the landlord along with the MOU.

BREED is moving ahead to prepare the building for occupancy with the goal to be operational by November 1st, if not earlier. A key ingredient is finding the right person to drive the BREED Temora Business Centre both in preparation and operation. A position description has been drafted for the new role of Manager of Temora Business Centre along with an advertisement for the position which will include Executive Officer duties for TBEG and support to the Economic Development function of Council (see attached). Liz Grant has resigned her position as TBEG Executive Officer, effective 31<sup>st</sup> August 2018.

A review panel will be established to secure the right applicant. The panel will also meet to advise on an on-going management of the Centre Manager, setting priorities on behalf of the three parties to the agreement, BREED, Council and TBEG. It is proposed for the panel to comprise:

- BREED CEO, Bob Turner
- Economic Development Manager, Craig Sinclair
- TBEG Chair, Mel Gallagher

Bob Turner will be in Temora on Friday the, 21st of September to progress the project and again during the Warbirds Downunder weekend.

As part of their community engagement strategy, proponents of the Sebastopol Solar Farm, ibVogt, have indicated their intention to sponsor TBEG's involvement in the BREED Business Centre to the tune of \$1,000. This money will assist TBEG's contribution toward funding the role of the BREED Business Centre Manager.

**COMMITTEE RESOLUTION 25/2018****Moved:** Cr Graham Sinclair**Seconded:** Cr Nigel Judd

That the Committee resolved to recommend to Council that the report be noted.

**CARRIED*****Report by Craig Sinclair***



**BREED Business Centre  
Operations / Facilities Manager - Temora**

BREED Australia is an independent not-for-profit organisation that works collaboratively with local schools, business and industry, parents and family and community groups to support student engagement, improve education and transition outcomes for youth as well as supporting the establishment and expansion of small business enterprises and economic development.

BREED Australia is expanding its successful Business Centre model located in Sydney to Temora in regional NSW. BREED Business Centre is a business incubator that offers small or new businesses the opportunity to establish and develop in a supportive environment.

We are looking for a dynamic and enthusiastic Operations Manager to oversee the day to day running of the centre as well as help to establish and develop the new Temora Business Centre. The ideal candidate will enjoy autonomy and diversity in the role. This is a unique position with BREED Australia supported by Temora Council and the Temora Business Enterprise Group (TBEG).

To be eligible for the role the essential criteria:

- Minimum 2 years' in an operations role or similar equivalent experience.
- Have strong business acumen, well developed planning and management skills, along with the insight to think outside the square.
- Proven ability to broker partnerships with, and collaborate effectively with a diverse range of stakeholders.
- Demonstrated initiative, self-motivation and goal setting.
- Excellent organisation and communications skills.
- Confident public speaker.
- High level computer skills.

If you are interested in applying please email [bturner@breedaustralia.com.au](mailto:bturner@breedaustralia.com.au) for an information kit which includes further details of the position.



### Application Package

Position:	BREED Business Centre – Operations / Facilities Manager - Temora
Hours:	Full-Time – 37.5 hrs per week. The role may at times, require "out of normal working hours" These additional hours will be remunerated with time off in lieu of additional payment or payment in accordance with award requirements.
Location:	Temora, NSW
Contract Period:	Until December 2019 – An extension is dependent on-going viability of the initiatives identified.
Responsible to:	BREED CEO
Salary Package:	Up to \$50,000 plus super + salary sacrificing – Remuneration will be reviewed after probation.

**The Application Package comprises the following:**

- Overview of the position
- Duty Statement

**Lodging the application:**

Email: [bturner@breedaustralia.com.au](mailto:bturner@breedaustralia.com.au) (preferred method)  
 Enquiries: Bob Turner – 02 9853 3200 or 0402 414 545

You should include the following in your application

- Resume
- Covering letter
- Two referees' contact details

Application closing date: 5 pm 14/09/2018

**Overview of Position:**

Thank you for your interest in our position.

BREED Australia is a not-for-profit organisation that offers a dynamic interaction between business and education, and provides an ideal environment for the establishment or development of new or expanding small business operations in a supportive environment. The BREED Business Centre provides office space for businesses and assists with office support services as their individual needs require. BREED Australia is expanding its successful Business Centre model into Temora in regional NSW.

The purpose of this unique position is to assist BREED's CEO, Temora Shire Council and the Temora Business Enterprise Group (TBEG) with the initial set up and establishment of the BREED Business Centre Temora.

You will be required to create and enhance business development and innovation opportunities for the organisation and work alongside Temora Shire Council, TBEG and BREED to fully subscribe tenancy at the Business Centre. Additionally, you will be required to develop business workshops, conferences and seminars to maximise the use of meeting rooms and available space.

In order to succeed you will need to have strong business acumen, well developed planning and management skills, along with the insight to think outside the square. You will be a natural organiser and have the ability to multi task.

**Duty Statement:***BREED Australia Responsibilities:*

- Identify, recruit and induct new tenants for the BREED Business Centre Temora
- Coordinate the management of property leasing agreements.
- Ensure that the resource and on site facilities systems are running efficiently and that all resources are booked out according to the Centre's Policy and Procedures.
- Manage maintenance requirements of the Business Centre as required.
- Liaise with contractors including security, cleaning, IT as required.
- Coordinate the ordering, purchasing and receiving of goods as required by the Centre.
- Create a hub of activity inclusive of educational seminars, workshops, and training facilities.
- Identify, research and develop potential profitable business opportunities for the organisation.
- Identify funding opportunities.
- Develop and maintain productive relationships with stakeholders.
- Attend networking functions, mornings, evenings and weekends when required.
- Organise marketing and catering for events, forums and other meetings as required.
- Have a knowledge of local business and industry, schools, training providers and community groups.
- Coordinating room bookings and setting up meeting & training rooms.
- Ensure accurate record keeping and documentation.
- Ensure that all offices are clean, safe and that individuals are able to utilise the work area for its designated purpose.
- Other duties as directed.

*TBEG Responsibilities:*

- Produce the agenda for TBEG Executive Committee meetings.
- Take and distribute minutes at TBEG Executive Committee meetings.
- Coordinate Executive Committee meetings – venue, catering, etc. Venue to be Temora BBC.
- Maintain the TBEG membership database.
- Coordinate membership renewals.
- Liaise with NSW Business Chamber regarding membership, benefits and programs.
- Coordinate TBEG events and initiatives.
- Provide to administrative support to sub-committees where required.
- Maintain the TBEG social media pages and website.
- Promote TBEG initiatives and membership within the Temora business community.
- Regularly network with local business owners.
- Act as the point of contact between TBEG and the NSW Business Chamber.
- Prepare media releases and marketing material.
- General administrative support to TBEG Executive Committee.
- Other duties as directed

*Council Responsibilities:*

- Support the Economic Development function by assisting with the development and implementation of initiatives that help to grow the economy

**3.2 ACCESSIBLE TEMORA**

**File Number:** REP18/1002  
**Author:** Events  
**Authoriser:** Director of Administration & Finance  
**Attachments:** Nil

**REPORT**

On 27<sup>th</sup> and 28<sup>th</sup> August, in partnership with Everywhere Venues, Council hosted two workshops designed to list as many bookable spaces in Temora on an online booking platform, [www.everywherevenues.com.au](http://www.everywherevenues.com.au). The platform is best described as Airbnb for bookable spaces. It provides the ability to search for and book a range of venues from meeting room and halls, to sporting facilities and the mobile stage.

Working with such a platform provides the following benefits:

- Residents and visitors can easily view, compare, book or request all available spaces on one platform 24/7
- Event organisers will no longer require local knowledge to understand what spaces are available and who to contact, making Temora a more attractive option for conferences / events
- Council venues listed on the site will no longer require manual processing of bookings and payments, reducing overheads and streamlining the booking process
- People with accessibility needs will be able to easily determine the accessibility features of each venue, which is of particular importance to the Shire's ageing population

Representatives from Everywhere Venues have visited many venues in Temora to capture 360 degree photos and engage venue owners. The workshops attracted 16 venue managers who were trained on how to use the website manager their own venues and bookings.

The site was presented to the August meeting of the Access and Equity Committee who showed unanimous support for the portal. Following this support, Everywhere Venues launched a program called Accessible Temora which works in conjunction with the committee and other stakeholders (such as Pinnacle and Kurrajong Waratah) to promote the accessibility features of venues through the portal.

ABC Riverina Radio attended the workshop and interviewed a range of participants as well as Jo Kalms from Kurrajong Waratah/ the Access and Equity Committee. The interviews were compiled into a story that aired on the radio on Friday 31<sup>st</sup> August. The story can also be viewed on the ABC website: <http://www.abc.net.au/news/2018-08-31/everywhere-venues-disability-accessibility-app/10169182>

**COMMITTEE RESOLUTION 26/2018**

Moved: Cr Graham Sinclair  
Seconded: Cr Nigel Judd

That the Committee resolved to recommend to Council that the report be noted.

**CARRIED**

***Report by Craig Sinclair***

**3.3 COUNTRY CHANGE EXPO 2018**

**File Number:** REP18/1003  
**Author:** Events  
**Authoriser:** Director of Administration & Finance  
**Attachments:** Nil

**REPORT**

Following a request by RDA Riverina for expressions of interest to host the Country Change Expo in 2018 the event was awarded to Cootamundra-Gundagai Regional Council. The Expo will take place on Saturday 20<sup>th</sup> October 2018 in conjunction with the Cootamundra Show.

The host Council will be joined by Temora, Junee and Coolamon shires, each of whom will be allocated a space in a pavilion within the showground site. As there is no cost for the venue hire, the cost for attending the Expo is \$2,000 which is being spent on a marketing campaign to attract attendees to the Expo. So far the campaign has resulted in over 20 people registering to attend.

Estate agents in Temora have been advised of the date of the Expo and once the size of the space in the pavilion that has been allocated to each LGA is confirmed, the configuration of Temora's stalls can be determined. Volunteers to man Temora's stand will be approached, particularly focusing on new residents who can share their experience of relocating to Temora.

Attendees to the Expo will be offered the opportunity to register for a town tour on the Friday before or Sunday after the event. It is anticipated that these tours will be delivered in cars and with bespoke itineraries depending on the needs of the attendees.

**COMMITTEE RESOLUTION 27/2018**

Moved: Cr Nigel Judd  
Seconded: Cr Graham Sinclair

That the Committee resolved to recommend to Council that the report be noted.

**CARRIED**

*Report by Craig Sinclair*

**3.4 DOCTOR ATTRACTION CAMPAIGN**

**File Number:** REP18/1004  
**Author:** Events  
**Authoriser:** Director of Administration & Finance  
**Attachments:** 1. Great Quake Quest Artwork

**REPORT**

Following Council's approval to support the Temora Medical Complex to launch a campaign to attract additional GPs to Temora, BlueClay have commenced planning for the campaign. The title of the campaign is 'Temora's Great Quack Quest' which will target GPs in metropolitan areas as well as the UK.

The campaign features a cartoon duck doctor (see attached) styled on Indiana Jones who is travelling the world in search of a community to call home. This tongue-in-cheek approach is designed to make the Temora campaign stand out in a very crowded space of communities large and small who are seeking medical professionals.

The campaign will also feature create a documentary style video showcasing a day in the life of a GP in Temora. The quality video will be filmed in the last week of September and produced by BlueClay who created Temora's previous Country Change videos. It will be supported by shorter videos produced by Council's communications officer which will include interviews with medical staff and the community.

At present there is sufficient funding for a 3 month campaign. Dr Christmas has requested that additional funds be diverted to the campaign from MLHD. If approved, the campaign duration will be extended and additional elements added to increase the reach and gain additional media attention.

**COMMITTEE RESOLUTION 28/2018**

Moved: Cr Nigel Judd  
Seconded: Cr Graham Sinclair

That the Committee resolved to recommend to Council that the report be noted.

**CARRIED**

*Report by Craig Sinclair*

TEMORA'S GREAT QUACK QUEST

BRANDING

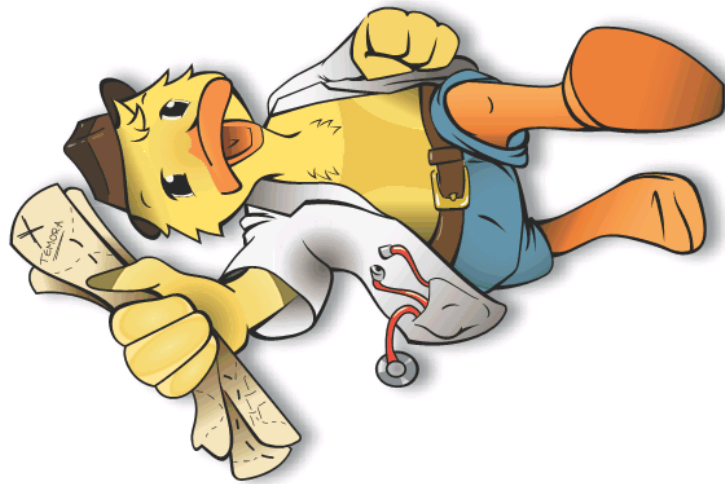
FINISHED ART



FINISHED ART



MASTER FULL COLOUR (EFFECTS)



QUACK QUEST CHARACTER FINAL



MASTER FULL COLOUR (EFFECTS) - WITH CHARACTER #1



MASTER FULL COLOUR (EFFECTS) - WITH CHARACTER #2



1 - COLOUR (FLAT) VERSIONS



IMAGE APPLICATION - EXAMPLE 1

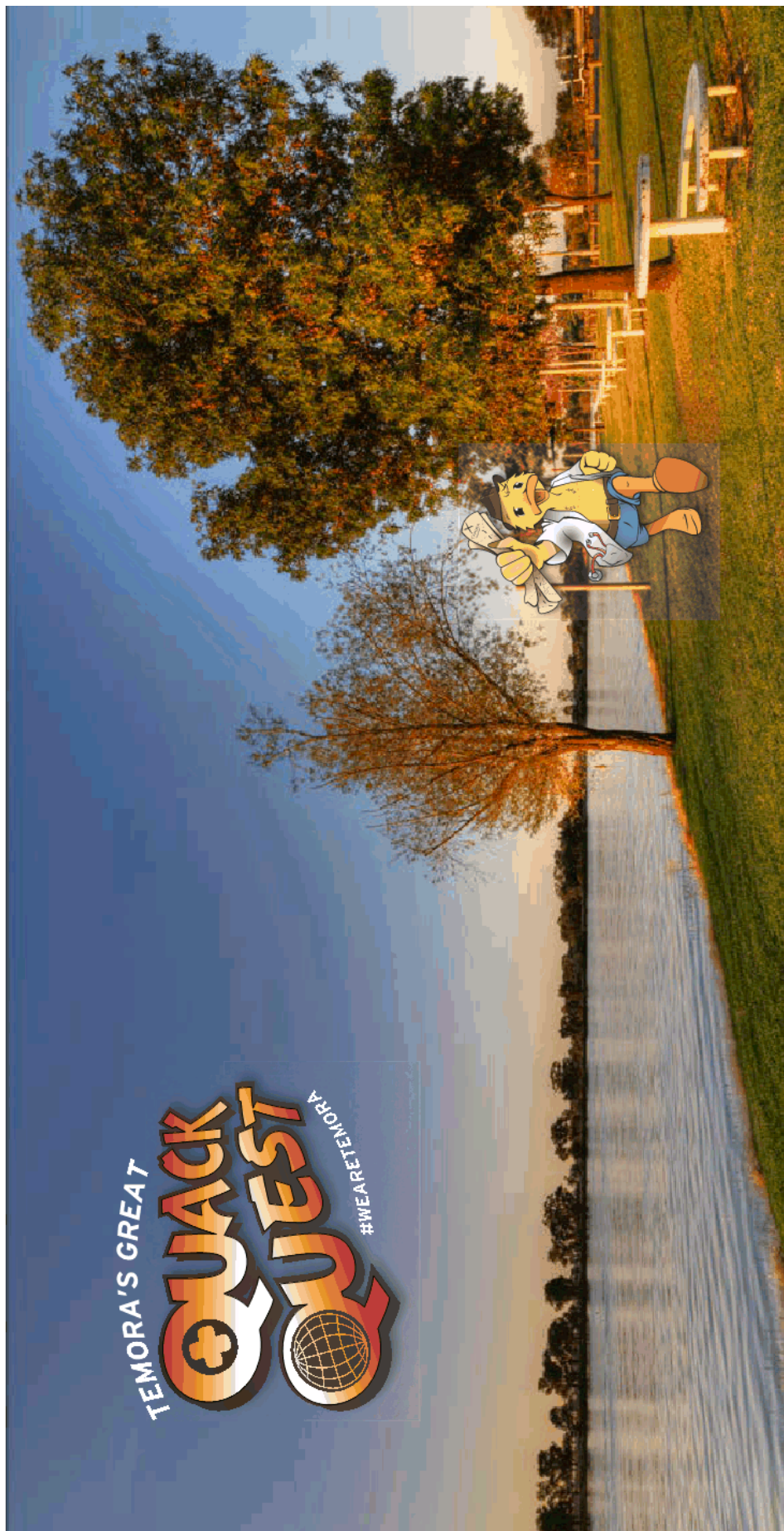


IMAGE APPLICATION - EXAMPLE 2

**4 CONFIDENTIAL REPORTS****COMMITTEE RESOLUTION 29/2018**

Moved: Cr Graham Sinclair

Seconded: Cr Nigel Judd

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993 at 4:50PM:

**4.1 Organic Waste Management**

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

**4.2 Pilot Training**

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

**4.3 Country Universities Centre**

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

**CARRIED**

**5 CLOSE MEETING**

The Meeting closed at 5:02PM.

This is the minutes of the Economic Development Committee meeting held on Tuesday 11 September 2018.

.....

**GENERAL MANAGER**

.....

**CHAIRMAN**

**8 DELEGATES REPORTS****1 CR SMITH**

Advised that the Temora Rural Museum is going well.

Temora Own Arts & Crafts is still looking at getting a ramp at the entrance and the new carpet has been laid.

The Rural Fire Fighting games presentations were organised well.

**2 CR SLEIGH**

Attended the Volunteer awards in Wagga recently, with Cr Smith & Mrs Claire Smith in attendance also. Mrs Janelle Green and Ms Di Monkerud received awards.

Shift – Welcomed everyone to the event on behalf of Council, and was well attended from all over NSW. It was very pleasing to have many people make comments on how wonderful Temora is.

Walk and Talk Tour – very welcoming by all businesses.

**3 CR OLIVER**

Attended two kitchen openings in the recent weeks – Platform Y and the Temora Lions Club. Both clubs were very happy with their kitchens.

**4 CR SINLCAIR**

Attended a drought roundtable hosted by Bland Shire Council and Steph Cooke Member for Cootamundra.

Attended the opening of the Narraburra Fire shed.

**5 CR MCLAREN**

Attended the Arianah Park Show on 9 September 2018.

**9 MAYORAL REPORT****9.1 MAYORS REPORT - AUGUST 2018****File Number:** REP18/961**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** Nil**REPORT**

**1<sup>st</sup> August** – Councillors, Senior Staff and I attended Paleface Park for an Information Day, as part of Local Government Week.

**2<sup>nd</sup> August** – I chaired the Riverina Eastern Regional Organisation of Councils (REROC) Board meeting, accompanied by the General Manager (Mr Gary Lavelle).

- The General Manager and I flew to Sydney to attend the NSW Country Mayors Association Dinner. We dined with the Mayor (Cr John Dalbroi) and General Manager (Mr Brett Stonestreet) of Griffith City, which was good fun!
- The Deputy Mayor (Cr Graham Sinclair) hosted the annual Careers Day for local students.

**3<sup>rd</sup> August** – The General Manager (Mr Gary Lavelle) and I attended the NSW Country Mayors Association Board meeting, held at Parliament House, Sydney. The Premier and Deputy Premier were our honoured guest speakers.

**7<sup>th</sup> August** – Councillors, Senior Staff and I attended Council Committee day.

- I attended Narraburra Lodge to acknowledge the staff of Temora's Frank Whiddon Masonic Homes staff, to extend our warm appreciation for their care of our Residents.
- The General Manager (Mr Lavelle) and I met with our new Media Content Officer (Mrs Renelle Harrison).

**8<sup>th</sup> August** – I chaired the Temora West School Council meeting, with special guest speaker Ms Carolynn Merchant (Riverina Director of Education).

**9<sup>th</sup> August** – The Mayor of Coolamon Shire, Cr John Seymour OAM and I met with the Mayor of Wagga City, Cr Greg Conkey OAM. We met at the Coolamon Cheese Factory, which was most enjoyable.

- I attended the Temora Disability Services Expo at the Council Chambers.
- I had an interview with Corey and Hayden, who co-host a radio program on TEM-FM. The boys program is called 'Word Vomit' and somehow, they felt that I would be an appropriate guest on their show...I wonder why?... I did have great fun and I commend the boys for giving up their free time to entertain the Temora District community. Well done to Mr Darryl Noack, who donates his time to act as the Youth Mentor.

**10<sup>th</sup> August** – I was appointed to be a Member of the Assessment Panel for the Deputy Prime Minister's Stronger Communities Grant Programme. The Panel will meet on Friday 24<sup>th</sup> August to consider the expressions of interest submitted.

**13<sup>th</sup> August** – Councillors, the General Manager and I attended the Temora District Hospital Theatre upgrade opening. It was a special occasion and congratulations to all involved, particularly Ms Steph Cooke MP (NSW Member for Cootamundra), and the entire Temora Shire community!

- I conducted an interview with Nine, Prime7 News and WIN re: opening of the theatre hospital
- I conducted an interview with ABC Riverina re: Hospital theatre upgrade.
- The Deputy Mayor (Cr Sinclair), Cr Judd & Cr Smith conducted the General Manager's performance annual review.

**14<sup>th</sup> August** – Like many, I was disgusted with the vandalism that occurred at Nixon Park, as part of an alleged 'Mad Monday' celebrations. This was an underage group, and I cannot understand how anyone who calls themselves a Citizen of Temora Shire could carry out such a disgraceful act.

**16<sup>th</sup> August** – The Deputy Mayor (Cr Sinclair), Cr Judd, Cr Smith & I had a meeting of the General Manager's Performance Review Committee.

- Councillors, Staff and I attended our monthly Council meeting

**17<sup>th</sup> August** – I attended the Council Chambers.

**20<sup>th</sup> August** – I held meetings at Council.

- I chaired a meeting of the Riverina-Joint Organisation Implementation Group in Wagga. The General Manager also attended.

**21<sup>st</sup> August** – I had a meeting with the General Manager.

**23<sup>rd</sup> August** – I had our 'Minute with the Mayor', with special guest, Mr Arthur Bradley OAM, re: their Drought Appeal.

- I had a meeting at the Chambers with a local couple.
- I attended a meeting of the Temora Disability Services Expo Organising Committee
- I chaired the Temora & District Education Fund Board meeting, with the Deputy Mayor, Cr Graham Sinclair also in attendance.

**24<sup>th</sup> August** – I had a meeting with REROC, Chief Executive, Mrs Julie Briggs.

- I had a meeting re: Federal Government's Stronger Community Grant Applications
- 

**27 August** – The Deputy Mayor, Cr Graham Sinclair presented a very special award to Young Citizen of the Year, Miss Shania Corby, at a Temora Girl Guides function.

- Cr Sleigh chaired the Local Hospital meeting for me.

**28<sup>th</sup> August** – I attended the Temora Shire Australia Day Council meeting, along with the Deputy Mayor (Cr Sinclair) and Cr Max Oliver. My Mother, Mrs Beth Firman is doing a particularly great job as Secretary!

- I attended the Temora Police & Community Committee annual meeting. Congratulations to the new Chairman, Col. Pat Thorne AM (Ret'd) on his election. Col. Thorne replaced former long-serving Councillor, Trevor Colwill's six-year reign. Cr Oliver was re-elected Treasurer and I was appointed Deputy Chairman.

**29<sup>th</sup> August** – I was 44 years old!...contrary to other views...

**30<sup>th</sup> August** – Cr Dennis Sleigh and Cr Ken Smith attended the Riverina Volunteer of the Year awards. Special congratulations are extended to Ms Dianne Monkerud and Mrs Janelle Green both of Temora Shire, on being nominated for the prestigious award.

**31<sup>st</sup> August** – Cr Nigel Judd OAM officiated at the Cameron's Crossing naming ceremony. Congratulations are extended to Mr & Mrs Gary Cameron and family, on the honour thus conferred.

- Cr Dennis Sleigh extended the official welcome to those attending the SHIFT arts and culture regional conference.

I thank the Deputy Mayor and Councillors for filling in for me the past week.

#### **RESOLUTION 200/2018**

Moved: Cr Dennis Sleigh

Seconded: Cr Kenneth Smith

It was resolved that the Mayors report be noted.

**CARRIED**

***Report by Mayor Rick Firman***

**10 STAFF REPORTS**



**RESOLUTION 201/2018**

Moved: Cr Nigel Judd

Seconded: Cr Graham Sinclair

It was resolved that Council receive Staff reports.

**CARRIED**

**11 GENERAL MANAGER****11.1 DELEGATIONS****File Number:** REP18/980**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Delegations  **REPORT**

In July 2017, the delegations provided by Council were adopted. These delegations were monitored within the Pulse Software, utilising legislative updates provided by Advent Manager.

Since that time, Council have adopted an integrated update system provided by Kell Moore Solicitors through the Pulse Software. The new system provides a seamless update of legislative changes biannually, ensuring that Council is using current information.

The system functions differently to the previous system and, whilst the information is the same, the delivery is different. Accordingly, the new delegations are provided in the attached report for adoption by Council.

Section 377 of the *Local Government Act 1993* empowers Council by resolution to delegate to the General Manager any of the delegable functions of the Council.

Section 377 states:

(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 under this or any other Act, other than the following:

- (a) the appointment of a general manager,
- (b) the making of a rate,
- (c) a determination under section 549 as to the levying of a rate,
- (d) the making of a charge,
- (e) the fixing of a fee,
- (f) the borrowing of money,
- (g) the voting of money for expenditure on its works, services or operations,
- (h) 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),
- (i) the acceptance of tenders to provide services currently provided by members of staff of the council,
- (j) the adoption of an operational plan under section 405,
- (k) the adoption of a financial statement included in an annual financial report,
- (l) a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6,
- (m) the fixing of an amount or rate for the carrying out by the council of work on private land,
- (n) 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,

- (o) 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\*](#),
  - (p) the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194,
  - (q) a decision under section 356 to contribute money or otherwise grant financial assistance to persons,
  - (r) a decision under section 234 to grant leave of absence to the holder of a civic office,
  - (s) the making of an application, or the giving of a notice, to the Governor or Minister,
  - (t) this power of delegation,
  - (u) any function under this or any other Act that is expressly required to be exercised by resolution of the council.
- (1A) Despite subsection (1), a council may delegate its functions relating to the granting of financial assistance if:
- (a) the financial assistance is part of a specified program, and
  - (b) the program is included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and
  - (c) the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and
  - (d) the program applies uniformly to all persons within the council's area or to a significant proportion of all the persons within the council's area.

Section 378 of the *Local Government Act 1993* empowers the General Manager to sub-delegate the functions of Council which Council has delegated to the General Manager to any person or body (including another employee of Council).

#### **RESOLUTION 202/2018**

Moved: Cr Graham Sinclair

Seconded: Cr Kenneth Smith

It was resolved that the Delegations outlined in the attached report be approved by Council and the Mayor be added to the Credit Card delegation.

**CARRIED**

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



TEMORA  
*The Friendly Shine*

# Delegations Report

Presented to Council  
20 September 2018

## Financial Matters

Code	Name	Description	Positions
DEG001	Award Contracts, Obtain Quotations and Authorise Purchase Orders	To obtain quotations and to authorise the purchase of, and issue official orders for goods, works and services required for the functioning of the Council and to incur expenditure for such goods, works and services (excluding that for the purchase of major items or works, plant, and/or motor vehicles) provided that and subject to: a) due provision has been made in the approved Budget for the incurring of such expenditure; b) or the incurring of such expenditure is otherwise authorised as per the Procurement and Tendering Policy and Manual; and c) the delegate not accepting tenders which are required by the Act to be invited by Council. In accordance with limits detailed in IPROC01, IPROC02, IPROC04, IPROC05, IPROC06, IPROC12, IPROC13	110 - Rural Overseer 31 - Director of Environmental Services 36 - Director of Administration and Finance 40 - Urban Overseer 482 - Engineering Technical Manager 54 - Plant Manager 58 - Procurement Officer 72 - Engineering Works Manager 9 - General Manager
DEG002		Award Tenders to a Value of \$500,000 in accordance with Section 377(1)(i) of the Act	
DEG003	Authorise Payment of Salaries and Wages	To authorise the payment of salaries and wages.	36 - Director of Administration and Finance 511 - Asset Administrator 8 - Human Resources Officer 9 - General Manager
DEG004	Sign and Countersign Electronic Funds Transfers (EFT), Direct Debits and Cheques drawn on Council's Bank Account		10 - Administration and Finance Manager 31 - Director of Environmental Services 36 - Director of Administration and Finance 482 - Engineering Technical Manager

Code	Name	Description	Positions
			72 - Engineering Works Manager 9 - General Manager
DEG005	Approve Payment to Contractors and Creditors	Applicable to officers function.	31 - Director of Environmental Services 36 - Director of Administration and Finance 482 - Engineering Technical Manager 72 - Engineering Works Manager 9 - General Manager
DEG006	Check and Certify the Annual Statutory Accounts		36 - Director of Administration and Finance 9 - General Manager
DEG007	Authorise Expenditure for Urgent Works outside Budget Approved by Council	To authorise expenditure outside the budget approved by Council in order to undertake urgent works to reduce or eliminate a significant health or safety hazard.	9 - General Manager
DEG008	Authority to Require the Lodgement of a Cash Bond or Bank Guarantee	Including the authority for the release of Cash Bonds or Bank Guarantees	9 - General Manager
DEG009	Negotiate Council's Overdraft Limit		36 - Director of Administration and Finance 9 - General Manager
DEG010	Sell or Dispose of Old Materials, Spoilt or Obsolete Equipment		9 - General Manager
DEG011	Write-Off Uncollectable Debt (for Charges and Sundry Debtors)	To authorise the writing off of uncollectable debts (for charges and sundry debtors) up to a maximum amount of \$20,000.	
DEG012	Authorise the Issue of Accounts for Services provided by Council		10 - Administration and Finance Manager 36 - Director of Administration and Finance 511 - Asset Administrator 9 - General Manager
DEG013	Apply for Borrowings from Financial Institutions	To apply for borrowings from financial institutions following a Resolution of Council in accordance with	36 - Director of Administration and Finance 9 - General Manager

Code	Name	Description	Positions
		section 377(1)(f) of the Act.	
DEG014	Engage Consultants to assist Council projects	Subject to compliance with the Act and the Law and budget.	10 - Administration and Finance Manager 31 - Director of Environmental Services 325 - Economic Development Officer 36 - Director of Administration and Finance 482 - Engineering Technical Manager 72 - Engineering Works Manager
DEG015	Arrange the Investment of Money not immediately required by Council	Arrange the investment of money as per Council's Investments Policy that is not for the time being required by the Council for any other purpose. Any money may only be invested in a form of investment notified by order of the Minister and published in the Government Gazette. In accordance with IFIN01 & IFIN02.	10 - Administration and Finance Manager 13 - Accountant 36 - Director of Administration and Finance 8 - Human Resources Officer 9 - General Manager
DEG016	Write off Accrued Interest on Rates and Charges	Write off accrued interest on rates and charges in accordance with section 567 of the Act.	
DEG017	Arrange for Payment by Instalment - Accounts Receivable	To make arrangements with debtor for payment to be made by reasonable and satisfactory instalments.	10 - Administration and Finance Manager 36 - Director of Administration and Finance 511 - Asset Administrator
DEG018	Refund of Over-Payments	To authorise the refund of all over-payments subject to appropriate certification.	10 - Administration and Finance Manager 36 - Director of Administration and Finance 511 - Asset Administrator 9 - General Manager
DEG019	Authorise the Refund of Development Application/Construction Certificate Application Fees	To authorise the refund of all or part of the fees paid for development or where the application is either not proceeded with or is	31 - Director of Environmental Services 9 - General Manager

Code	Name	Description	Positions
		withdrawn subsequent to assessment and where that application has been the responsibility of a more junior officer. Note: Authorising officer is not to be the officer recommending refund.	
DEG020	Grant Rebate of Rates	To grant rebates of rates to qualified rateable persons in accordance with the provisions of the Act.	10 - Administration and Finance Manager 36 - Director of Administration and Finance 511 - Asset Administrator 9 - General Manager
DEG021	Approve Credit Notes		36 - Director of Administration and Finance 9 - General Manager
DEG022	Refund Trust Fund Deposits	To refund trust fund deposits upon appropriate certification and recommendation.	36 - Director of Administration and Finance 9 - General Manager
DEG023	Complete all Financial Certifications	To complete all financial certifications required by the Act and Regulations.	36 - Director of Administration and Finance 9 - General Manager
DEG024	Authorise the waiver or reduction of non-business activity fees up to a maximum of \$20,000 in any one transaction	To waive or reduce non-business activity fees (as defined in section 610C of the Act) in accordance with those categories described in the current adopted Operational Plan - Statement of Revenue Policy and in line with the requirements of any applicable Council policy.	
DEG025	Authorise the reduction for water and wastewater consumption charges up to a maximum amount of \$10,000	To reduce water and wastewater consumption charges in accordance with the Undetected Leak Policy for Water and Wastewater Charges.	

## Governance

Code	Name	Description	Positions
DEG053	Make or Authorise Public and Media Statements involving Council in line with Council's Media Policy	(a) To make or authorise public statements (b) Issue media releases on matters involving the Council.	9 - General Manager 999 - Mayor
DEG054	Determine matters included in Business Papers of Council and Committees		9 - General Manager
DEG055	Exercise Discretion in Referring Correspondence	To exercise discretion in regard to referring correspondence to various officers for attention.	9 - General Manager
DEG056	Reply to and Sign all Routine Correspondence and Other Forms	(a) To reply to all routine correspondence that does not require the prior consideration of Council. (b) To exercise discretion in regard to referring correspondence to various Council officers for attention. (c) Pertaining to the officers responsibility	31 - Director of Environmental Services 36 - Director of Administration and Finance 482 - Engineering Technical Manager 72 - Engineering Works Manager 9 - General Manager
DEG057	Sign and Execute Documents under the Seal of Council	To sign and execute documents under the seal of Council in conjunction with either the Mayor or a Councillor.	36 - Director of Administration and Finance 9 - General Manager 999 - Mayor
DEG058	Sign Contracts, Deeds and Agreements that do not require the Council Seal	(a) Deeds of Release - to settle insurance compensation matters for damages under the value of the excess for any insurance policy. (b) Deductible Gift Recipient (DGR) Cultural Gift documentation, Cultural Collection Inward and Outward Loan Agreements, and Facility Hire Agreements as they relate to the activities of Cultural Services. (c) Cultural Services contracts for Creative Effort. (d) Variations and Acquittals to Cultural Services Grants. (e) Council contract for the supply of goods, works and/or professional services less than \$150,000 as required under the Procurement and Tendering Manual.	36 - Director of Administration and Finance 9 - General Manager 999 - Mayor
DEG059	Sign Funding Applications once approved by Council		31 - Director of Environmental Services 325 - Economic Development Officer 36 - Director of

Code	Name	Description	Positions
			Administration and Finance 9 - General Manager
DEG060	Negotiate and Enter into Leases, Licences and other Legal Transactions:	Authority to negotiate and enter into any form of Lease or Licence or other transaction for use of land or assets, subject to compliance with the Act, and subject to the General Manager making reasonable enquiries into the appropriate payments to be made to Council and consulting with Council's solicitor to determine the appropriate format of the legal agreement.	31 - Director of Environmental Services 325 - Economic Development Officer 36 - Director of Administration and Finance 482 - Engineering Technical Manager 9 - General Manager
DEG061	Invite Groups or Individuals to Address Council or Committee Meetings		
DEG062	Act as Council's Public Officer	To act as the Public Officer in relation to functions contained within section 343 of the Act.	36 - Director of Administration and Finance
DEG063	Approve the Destruction of Corporate Documentation	Authority to approve the destruction of corporate documentation or the transfer of corporate documentation to State Records in accordance with Council's Records Disposal Schedule and the State Records Act 1998.	36 - Director of Administration and Finance 9 - General Manager
DEG064	Manage the Renewal and Maintenance of Domain Names and IP Addresses		210 - Communications Officer 3 - IT Support Officer
DEG065	Manage the renewal and maintenance of Australian Communications and Media Authority radio transmission licences	Administer the provisions and functions as they apply to Council and in accordance with the Radio communications Act 1992.	482 - Engineering Technical Manager 54 - Plant Manager 9 - General Manager
DEG066	Appoint Staff to Consultative Committee and Health and Safety Committee	(a) Appoint management/employer representatives to the Staff Consultative Committee and the Health and Safety Committee (b) Consider and determine matters arising from the Staff Consultative Committee and the Health and Safety Committee.	9 - General Manager
DEG067	Respond to and Liaise with the Minister and the Department	To respond and liaise with the Minister and his/her representatives and the department in relation to correspondence, inquiries or	31 - Director of Environmental Services 36 - Director of Administration and Finance

Code	Name	Description	Positions
		requests for information.	9 - General Manager 999 - Mayor
DEG068	Determine Applications under the Government Information (Public Access) Act 2009	(a) Proactive release of information; (b) Informal access to information; (c) To determine formal applications for access to Council information under the Government Information (Public Access) Act 2009. (d) Review formal applications.	36 - Director of Administration and Finance 9 - General Manager
DEG069	Act as Code of Conduct Complaints Coordinator and Alternate Complaints Coordinator		9 - General Manager
DEG070	Receive and Investigate Complaints under the Internal Reporting – Public Interest Disclosures Policy	To authorise action to be taken by the appropriate officer in regard to any complaints or requests received.	36 - Director of Administration and Finance 9 - General Manager
DEG071	Receive and Investigate Privacy Complaints		36 - Director of Administration and Finance 9 - General Manager
DEG072	Receive Complaints and Authorise Investigation under Child Protection Policy	To receive complaints and authorise investigation and action to be taken by the appropriate officer in regard to any complaints or requests received.	36 - Director of Administration and Finance 9 - General Manager
DEG073	Investigate Complaints about Staff under Child Protection Policy		36 - Director of Administration and Finance 9 - General Manager
DEG074	Investigate Complaints about Family Day Carers under Child Protection Policy	(Note: Carers are also known as Educators)	36 - Director of Administration and Finance 9 - General Manager
DEG075	Authorise Action on General Complaints about Staff from an Internal Source	To authorise action to be taken by the appropriate officer in regard to any complaints or requests received, where the complaint is from an internal source. The Mayor may act where the complaint involves the General Manager.	9 - General Manager 999 - Mayor
DEG076	Authorise Action on General Complaints about Staff from an External Source	To authorise action to be taken by the appropriate officer in regard to any complaints or requests received, where the complaint is from an external source. The Mayor may act	9 - General Manager 999 - Mayor

Code	Name	Description	Positions
		where the complaint involves the General Manager.	
DEG077	Installation, operation and retrieval of CCTV cameras and their footage	(a) Approve the viewing and/or retrieval of stored CCTV footage; (b) Approve installation of new CCTV cameras (GM only); (c) Maintain the register of fixed CCTV camera locations.(d) ensure adherence to the CCTV Policy.	3 - IT Support Officer 9 - General Manager

## Governance/ Management

Code	Name	Description	Positions
ICACA01	Investigations by ICAC	Producing a statement of information if required by the Independent Commission Against Corruption (S21)	9 - General Manager
ICACA02	Investigations by ICAC	Producing documents to the Commission when required to do so by the Commission (S22)	9 - General Manager
ICACA03	Investigations by ICAC	Making available to the Commissioner or authorised officer such facilities as are necessary to enable their powers to enter and inspect premises, inspect documents and things therein and make copies of documents to be exercised	9 - General Manager
IGOV02	Speak to media	With explicit agreement of the General Manager speak on behalf of Council on matters that are in relation to the Officers area.	12 - Road Safety Officer 2 - Community Services Officer 201 - Rural Museum Manager 209 - Youth Officer 210 - Communications Officer 230 - Pinnacle Services Manager 31 - Director of Environmental Services 325 - Economic Development Officer 36 - Director of Administration and Finance 38 - Quality Assurance Officer 482 - Engineering Technical Manager 537 - Town Planner 72 - Engineering Works Manager
IGOV03	Signing of Correspondence	To sign outwards correspondence relating to the area for which the officer is responsible, on behalf of the General Manager except for correspondence: (a) to the Ombudsman and ICAC; (b) to the Prime Minister, Premier, Ministers (Federal or State); or Local Members. Note that the correspondence must note	10 - Administration and Finance Manager 12 - Road Safety Officer 230 - Pinnacle Services Manager 31 - Director of Environmental Services 325 - Economic Development Officer 36 - Director of Administration and Finance

Code	Name	Description	Positions
		"signed on behalf of General Manager.	40 - Urban Overseer 482 - Engineering Technical Manager 54 - Plant Manager 6 - VIC Manager 72 - Engineering Works Manager

## Internal - Financial

Code	Name	Description	Positions
IFIN01	Investment of funds	To invest Council funds, subject to the investment being in any security authorised by the Trustee Act 1925 or a form of investment notified by order of the Minister published in the Gazette to an investment of \$600k	10 - Administration and Finance Manager 13 - Accountant 36 - Director of Administration and Finance 8 - Human Resources Officer 9 - General Manager
IFIN02	Investment of Funds > \$600k	To invest Council funds, subject to the investment being in any security authorised by the Trustee Act 1925 or a form of investment notified by order of the Minister published in the Gazette.	36 - Director of Administration and Finance 9 - General Manager
IFIN07	Responsible Accounting Officer	To act as Council's Responsible Accounting Officer as prescribed by the Local Government (General) Regulation 2005.	36 - Director of Administration and Finance
IFIN08	Categorisation of land.	Determine and declare the categorisation of land for purposes of ordinary rates under Section 514 of the Local Government Act 1993.	10 - Administration and Finance Manager 36 - Director of Administration and Finance 9 - General Manager
IFIN09	Applications – determine categorisation	Determine applications to change the categorisation of rateable land in accordance with section 525 of the Local Government Act 1993.	10 - Administration and Finance Manager 36 - Director of Administration and Finance 9 - General Manager
IFIN10	Rate adjustment	Make an adjustment of rates following a change in the category of rateable land, pursuant to section 527 of the Local	10 - Administration and Finance Manager 36 - Director of Administration and Finance 9 - General Manager
IFIN12	Rates – issue a rate certificate	Issue a certificate as to rates and charges in accordance with section 603 of the Local Government Act 1993 (NSW).	31 - Director of Environmental Services 36 - Director of Administration and Finance 9 - General Manager
IFIN13	Sign declarations	Sign declarations for Fringe Benefit Tax and Business Activities Statements on behalf of the Council.	36 - Director of Administration and Finance

Code	Name	Description	Positions
			9 - General Manager
IFIN14	Westpac Corporate Online - Primary	Creator and Primary Authoriser with a daily limit of \$1.5M	10 - Administration and Finance Manager 13 - Accountant 8 - Human Resources Officer
IFIN17	Westpac Corporate Online - Secondary	Creator and Secondary Authoriser with a daily limit of \$750K	11 - Accounts Officer 409 - Accounts Payable Clerk 511 - Asset Administrator
IGRANT01	Funding acquittals	Forward funding acquittals and project reports to funding bodies.	36 - Director of Administration and Finance 9 - General Manager
IGRANT02	Funding certificates	To issue funding certificates.	36 - Director of Administration and Finance 9 - General Manager
IGRANT03	Sign Grant Applications	Power to sign grant applications on behalf of council. Applications must be detailed in Council Operational Plan or else a resolution of Council is required prior to application being made.	31 - Director of Environmental Services 36 - Director of Administration and Finance 482 - Engineering Technical Manager 72 - Engineering Works Manager 9 - General Manager
IPROC15	Credit Card - \$2000	To use allocated Council Credit Card to a limit of \$2000 provided receipts and proper acquittal is provided and in accordance with Policy G9	31 - Director of Environmental Services 36 - Director of Administration and Finance
IPROC16	Credit Card - \$10000	To use allocated Council Credit Card to a limit of \$10000 provided receipts and proper acquittal is provided and in accordance with Policy G9	9 - General Manager
IPROC17	To approve petty cash reimbursements.	To approve petty cash reimbursements up to an amount of \$50	10 - Administration and Finance Manager 13 - Accountant 230 - Pinnacle Services Manager 263 - Pinnacle Coordinator - Cootamundra 355 - Pinnacle

Code	Name	Description	Positions
			Coordinator - Leeton 36 - Director of Administration and Finance 8 - Human Resources Officer 9 - General Manager

## Internal - Governance

Code	Name	Description	Positions
IADMIN02	Make application for valuation of land	Exercise the Council's functions under the Valuation of Land Act 1916, including the making of applications for the valuation of land within the Council's local government area.	10 - Administration and Finance Manager 36 - Director of Administration and Finance 9 - General Manager
IADMIN03	Valuations - Objections	To object to valuations under the provisions of Section 31 of the Valuation of Land Act.	10 - Administration and Finance Manager 36 - Director of Administration and Finance 9 - General Manager
IADMIN06	Minutes	To supervise inspection of minutes of meetings of Council or committees.	10 - Administration and Finance Manager 36 - Director of Administration and Finance 9 - General Manager
IGOV08	Service NSW Transactions	Signing of documents required by Services NSW/ Roads and Maritime Services including: * Registration establishment, transfer or detail adjustment * Order of number plates * Disposal of vehicle * Unregistered vehicle permits * Fair Trading transactions	31 - Director of Environmental Services 36 - Director of Administration and Finance 482 - Engineering Technical Manager 9 - General Manager

## Internal - Human Resources

Code	Name	Description	Positions
IHC01	Higher Capacity - Staff	To act in a higher capacity in the absence of the relevant Director/ General Manager including delegations	10 - Administration and Finance Manager 28 - Environmental Health Officer 29 - Senior Technical Officer 36 - Director of Administration and Finance 537 - Town Planner
IHC02	Higher Capacity - Council	To act in a higher capacity in the absence or unavailability of the Mayor	998 - Deputy Mayor
IHR01	Finalise Workers Compensation Claims	Determine and finalise all workers compensation claims lodged by Council staff in consultation, where appropriate, with legal/professional advice, and subject to the requirement that any financial settlement, ie termination or lump sum, require the approval	36 - Director of Administration and Finance 8 - Human Resources Officer 9 - General Manager
IHR02	Interview expenses	To approve reimbursement of expenses incurred by an applicant for a position attending an interview, in accordance with Council's policy.	9 - General Manager
IHR04	Study leave	To approve study leave for staff in any operational area of Council in accordance with Council policy.	9 - General Manager
IHR05	Special leave	To approve special leave not exceeding one week for staff in any operational area of Council in accordance with Council policy.	10 - Administration and Finance Manager 230 - Pinnacle Services Manager 31 - Director of Environmental Services 36 - Director of Administration and Finance 482 - Engineering Technical Manager 72 - Engineering Works Manager 9 - General Manager
IHR06	Jury Service	To approve and authorise attendance by staff for Jury Service.	36 - Director of Administration and Finance 8 - Human Resources Officer 9 - General Manager
IHR07	Advertisement of position vacancies	To authorise the advertisement of position vacancies, in all operational areas of Council in accordance with Council policy,	10 - Administration and Finance Manager 230 - Pinnacle Services Manager

Code	Name	Description	Positions
		where approval has been given by the General Manager to fill the position.	31 - Director of Environmental Services 36 - Director of Administration and Finance 482 - Engineering Technical Manager 72 - Engineering Works Manager
IHR08	Conferences and Meetings	To approve staff attendance and payment of travel and other expenses for conferences and meetings within NSW and the ACT if included on training plan or approved by General Manager.	10 - Administration and Finance Manager 31 - Director of Environmental Services 36 - Director of Administration and Finance 482 - Engineering Technical Manager 72 - Engineering Works Manager 9 - General Manager
IHR10	Leave without pay	To approve leave without pay for staff for less than 4 weeks.	9 - General Manager
IHR11	Recognition of previous service	To approve the recognition of previous service for long service leave purposes in accordance with the award for staff in any operational area of Council.	8 - Human Resources Officer
IHR13	Retirement of staff	To approve the retirement of staff in any operational area of Council on the grounds of age or ill health.	9 - General Manager
IHR14	Rostered Days Off and rostered working times	To approve variations to rostered day off patterns and rostered working times.	10 - Administration and Finance Manager 230 - Pinnacle Services Manager 31 - Director of Environmental Services 36 - Director of Administration and Finance 482 - Engineering Technical Manager 72 - Engineering Works Manager 9 - General Manager
IHR15	Termination of staff	To reduce the term of employment of temporary Council or agency staff in any operational area of Council.	31 - Director of Environmental Services 36 - Director of Administration and Finance 482 - Engineering Technical Manager 72 - Engineering Works Manager 9 - General Manager

Code	Name	Description	Positions
IHR16	Timesheets	To authorise staff timesheets for employees under their control and in accordance with award conditions	230 - Pinnacle Services Manager 31 - Director of Environmental Services 36 - Director of Administration and Finance 482 - Engineering Technical Manager 72 - Engineering Works Manager 9 - General Manager
IHR17	Garnishees / Child Support orders	To approve the payment of a fixed sum of money in respect of court judgments and Child Support Agency directives applying Council employees.	8 - Human Resources Officer

## Internal - Procurement

Code	Name	Description	Positions
IPROC01	Calling and Consideration of Tenders	To fulfil the role of "Council" referred to in the Regulation, limited by the acceptance of tenders which cannot be delegated under the Act, but including entering into contracts on behalf of Council once a tender has been accepted.	31 - Director of Environmental Services 36 - Director of Administration and Finance 482 - Engineering Technical Manager 54 - Plant Manager 72 - Engineering Works Manager 9 - General Manager
IPROC02	Receive or deal with tenders submitted	Act as an appropriate person, within the meaning of clause 164 of the Local Government (General) Regulation 2005, to receive or deal with tenders submitted to Council.	31 - Director of Environmental Services 36 - Director of Administration and Finance 482 - Engineering Technical Manager 72 - Engineering Works Manager 9 - General Manager
IPROC04	Expenditure - operating budget up to \$2,000	To incur expenditure up to \$2,000, subject to the expenditure being provided for in Council's Annual Operational Plan and associated budget and also being within the Officers area of responsibility. Includes authority to sign orders up to the \$2,000 limit and in accordance with G3 - Procurement Policy.	110 - Rural Overseer 40 - Urban Overseer 58 - Procurement Officer
IPROC05	Expenditure - operating budget up to \$5,000	To incur expenditure up to \$5,000, subject to the expenditure being provided for in Council's Annual Operational Plan and associated budget and also being within the Officers area of responsibility. Includes authority to sign orders up to \$5,000 limit and in accordance with G3 - Procurement Policy.	54 - Plant Manager
IPROC12	Expenditure -	To incur expenditure	31 - Director of Environmental Services

Code	Name	Description	Positions
	operating budget up to \$149,999	up to \$149,999, subject to the expenditure being provided for in Council's Annual Operational Plan and associated budget, being within the Officers area of responsibility and in accordance with G3 - Procurement Policy.	36 - Director of Administration and Finance 482 - Engineering Technical Manager 72 - Engineering Works Manager 9 - General Manager
IPROC13	Expenditure - operating budget over \$150,000	To incur expenditure over \$150,000 (tenders), subject to the expenditure being provided for in Council's Annual Operational Plan and associated budget.	36 - Director of Administration and Finance 9 - General Manager
IPROC14	Credit Card - \$1000	To use allocated Council Credit Card to a limit of \$1000 provided receipts and proper acquittal is provided and in accordance with Policy G9	12 - Road Safety Officer 2 - Community Services Officer 209 - Youth Officer 230 - Pinnacle Services Manager 244 - Pinnacle Caseworker 263 - Pinnacle Coordinator - Cootamundra 287 - Administration/Caseworker - Cootamundra 325 - Economic Development Officer 482 - Engineering Technical Manager 54 - Plant Manager 58 - Procurement Officer 72 - Engineering Works Manager 888 - RFS Manager

## Operational

Code	Name	Description	Positions
DEG078	Issue or Carry on Proceedings, and to Act and Negotiate on behalf of Council on Legal Issues	(a) To lay information, to initiate or carry on, to act on behalf of Council and to negotiate on matters in issue between parties in any proceedings in any Court or Tribunal, including but not limited to, the Local, District or Supreme Courts of any State or Territory, any Industrial Relations Tribunal or Commission, and the Land and Environment Court; and (b) To instruct and engage Council's Solicitors and Counsel where considered necessary. (c) To authorise the issue or withdrawal of any penalty infringement notices or complaint or the institution of any proceedings for the recovery of any penalty or the making of any order for or in respect of any offence, nuisance, or any other matter or thing whatsoever which the Council might be entitled to recover or seek under any Act or Regulation.	31 - Director of Environmental Services 36 - Director of Administration and Finance 9 - General Manager
DEG079	Authorise an Approved Officer to lay Information before the Court for Non-Payment of Penalties		14 - Ranger 31 - Director of Environmental Services 36 - Director of Administration and Finance 9 - General Manager
DEG080	Lay information before the Court to Prosecute Offenders	To lay information to prosecute offenders under the relevant Acts and Regulations and any other applicable legislation.	36 - Director of Administration and Finance 9 - General Manager
DEG081	Authorise the Issue of On-the-Spot Penalty Notices	To authorise the issue of 'on-the-spot' penalty infringement notices and to commence Court proceedings where necessary.	14 - Ranger 31 - Director of Environmental Services 9 - General Manager
DEG082	Determine the Fee for the Provision of Council Employees as Witnesses and Information in Court Cases	To determine the fee to be charged for the provision of Council's employees as witnesses and/or the supplying of information for Court cases in accordance with Council's fees and charges adopted by Resolution of Council.	9 - General Manager
DEG083	Issue Notices of Intention to Issue	Issue Notices of Intention to Issue Orders and Orders under section	14 - Ranger

Code	Name	Description	Positions
	Orders and Orders under the Local Government Act 1993	124 and section 132 the Act for failing to manage excessive vegetation	31 - Director of Environmental Services 9 - General Manager
DEG084	Issue Notices of Intention to Issue Orders and Orders under the Environmental Planning and Assessment Act 1979		31 - Director of Environmental Services 9 - General Manager
DEG085	Issue Notices of Intention to Issue Orders and Orders under the Protection of the Environment Operations Act 1997		31 - Director of Environmental Services 9 - General Manager
DEG086	Issue Notices of Intention to Issue Orders and Orders under the Companion Animals Act 1998		14 - Ranger 31 - Director of Environmental Services 9 - General Manager
DEG087	Issue Notices of Intention to Issue Orders and Orders under the Roads Act 1993.		14 - Ranger 31 - Director of Environmental Services 482 - Engineering Technical Manager 9 - General Manager
DEG088	Determine Development Applications (including Section 4.55 and Modification Applications) and Complying Development Applications made under the Environmental Planning and Assessment Act 1979 and relevant Regulations	(a) To determine development applications (including applications made pursuant to Section 4.55 and Section 4.56 of the Environmental Planning and Assessment Act 1979, Complying Development Applications and Subdivision applications) that comply with relevant Acts and Regulations together with Council's LEP and DCP, any other relevant DCP and Council policies and no material objections have been received. (b) To determine development applications (including applications made pursuant to Section 4.55 and Section 4.56 of the Environmental Planning and Assessment Act 1979 and Subdivision applications as (a) above except where approval of the application would result in a material adverse impact on a person who made a written objection to the application due to non-compliance with a development standard in Council's LEP. Delegated approval is	31 - Director of Environmental Services 9 - General Manager

Code	Name	Description	Positions
		<p>permissible if that objection can be resolved through a condition of consent or has been addressed by way of amendment to plans. (c) Further to determine applications made pursuant to Section 4.55 and Section 4.56 of the Environmental Planning and Assessment Act 1979, and relevant Regulations, where objections have been received but those objections do not raise any issues not covered when the original application was determined (d) Further to determine applications made pursuant to and in accordance with Section 4.5 and Section 4.56 of the Environmental Planning and Assessment Act 1979, and relevant Regulations, where objections have been received but those objections do not raise any issues not covered when the original application was determined. (e) To determine Modification Applications pursuant to the Environmental Planning and Assessment Act 1979. Note: (1) Notwithstanding subclauses (a) and (b) above, any development application or application to modify a consent must be referred to Council for determination, following a written request from at least two Councillors to the General Manager. (2) Notwithstanding subclauses (a) and (b) above, any development application or application to modify a consent that, in the opinion of the Director Planning &amp; Environment, is of significant public interest or where any determination may result in major policy implications must be referred to Council for determination.</p>	
DEG089	Approve Storm Water Drainage Works Connections that Revert to Council	Where the Council has approved a subdivision/development subject to the construction of a storm water drainage works that revert to the care, control and management of Council by the applicant, to approve such works upon submission of all necessary plans and documentation.	31 - Director of Environmental Services 482 - Engineering Technical Manager

Code	Name	Description	Positions
DEG090	Approve Storm Water Drainage Work Connections from Private Property to Council's Storm Water Systems	To approve or refuse all connections from private property to Council's storm water systems where those works are for the sole benefit of the development and do not revert to the core control and management of the Council.	31 - Director of Environmental Services 482 - Engineering Technical Manager
DEG091	Implement the Adopted Operational Plan and Four-Year Delivery Program	To implement any work, service or action provided for in the adopted Delivery Program / Operational plan without further reference to Council except for: - the acceptance of tenders which are required under the Act to be invited by the Council, and - the determination of project priorities where lump sum funding for a program has been provided.	9 - General Manager
DEG092	Engage Contractors for the Removal of Derelict Vehicles from Roads, Road Reserves and Public Places	Authority to engage contractors to remove derelict vehicles from roads, road reserves and public places in accordance with the Impounding Act 1993.	14 - Ranger 31 - Director of Environmental Services 9 - General Manager
DEG093	Approve Applications for Street Activities, Street Stalls and Issue Busking Permits	<ul style="list-style-type: none"> <li>- To approve applications for street stalls, button days, appeals but excluding door-knock appeals.</li> <li>- To approve applications for street stalls within the area in accordance with Council's policy and practice provided that: (a) no more than three days are allotted to any one public charity; (b) approval not be given to organisations which are purely local in character to some other district and/or have no bearing directly with this area; (c) no lucky number competitions are permitted; (d) in regard to chocolate wheels, no more than twenty-six days annually be allotted to any one site.</li> <li>- To issue busking permits subject to Council's policies and conditions.</li> </ul>	28 - Environmental Health Officer 31 - Director of Environmental Services 9 - General Manager
DEG094	Approve Applications for Filming/Photographing in Parks, Reserves and Public Places	To approve applications to film/photograph in Council's parks, reserves and public places subject to the conditions and fees determined by Council.	31 - Director of Environmental Services 9 - General Manager
DEG095	Approve the Casual Use of Council Parks and Properties	To approve or refuse applications for the casual use of parks in accordance with policies and subject to approved fees (if any).	31 - Director of Environmental Services 36 - Director of Administration and

Code	Name	Description	Positions
			Finance 482 - Engineering Technical Manager 9 - General Manager
DEG096	Enforce the Payment of Rates	To issue notices under the Act for the recovery of rates. To approve alternative options for the collection of outstanding rates, including collection of rent in lieu of rates, issuing of proceedings, accepting exchange of land and such other alternatives available to Council under the Act.	10 - Administration and Finance Manager 36 - Director of Administration and Finance 511 - Asset Administrator 9 - General Manager
DEG097	Authorise Amendments to the Rate Register	Authority to: (a) amend the rate and valuation books/records where such amendment is necessary by reason of change of ownership, occupancy or address; (b) insert in the rate book the name of a rate or person whose land has not been valued because of an omission by the Valuer General in terms of the provisions of the Act; (c) insert the name of any person who ought to have been rated or who since the making of the rate has become liable to be rated; (d) strike out the name of any person who ought not to have been rated; (e) raise or reduce the sum rates owing due to error; (f) include any land which ought to have been rated; (g) to write off accrued interest to a maximum of \$50.	10 - Administration and Finance Manager 36 - Director of Administration and Finance 511 - Asset Administrator 9 - General Manager
DEG098	Take Legal Action for the Recovery of Unpaid Rates and Charges and Unpaid Sundry Debtors	To take all necessary legal action at any time for the recovery of unpaid rates and charges in accordance with the Act.	36 - Director of Administration and Finance 9 - General Manager
DEG099	Issue Notices to require the Payment of Rent in lieu of Rates	To issue notices under the Act for the recovery of outstanding rates by requiring the payment of rent to Council in lieu of rates.	36 - Director of Administration and Finance 9 - General Manager
DEG100	Resolve or Authorise Settlement of Liability Claims	To resolve claims on Council's behalf a) up to the excess on insurance policies b) above the level of the excess applicable to each insurance policy where an insurance claim is not made or an insurance claim is not accepted by the insurer, or c) there is no insurance in place.	9 - General Manager

Code	Name	Description	Positions
DEG101	Authorise and Sign Notices to Quit to Tenants of Council Properties	To authorise and sign notices to quit to tenants whose rent arrears exceed four weeks, or to take such alternative action necessary to manage tenants and recover outstanding rent or payments.	9 - General Manager
DEG102	Approve or Refuse to grant Council's consent to a third party development application that may traverse or impact upon Council Land		31 - Director of Environmental Services 9 - General Manager
DEG103	Authorise the Maintenance and Repair of Council Properties	To authorise repairs/maintenance of Council's buildings, equipment and plant within the limits approved in the annual budget.	31 - Director of Environmental Services 9 - General Manager
DEG104	Authorise Expenditure for Maintenance and Replacement of Council Motor Vehicles and Plant	To requisition and authorise the expenditure of funds for the repair, maintenance and replacement of Council's plant, equipment and vehicles. New vehicle purchase require General Manager approval.	31 - Director of Environmental Services 36 - Director of Administration and Finance 482 - Engineering Technical Manager 54 - Plant Manager 9 - General Manager
DEG105	Let or Hire Council Plant and Equipment and Determine Plant and Equipment Hire Rates	To let or hire any of the Council's public works plant, machinery and equipment in accordance with rates determined by Council.	482 - Engineering Technical Manager 54 - Plant Manager 9 - General Manager
DEG106	Suspend or cancel the operation of an Alcohol-Free Zone in accordance with section 645 of the Act.		
DEG107	Authorise Contribution to Cost of Dividing Fences on Council Property	Authority to contribute on behalf of Council half the cost of fencing a boundary common to land owned by Council or under the Council's care, control and management subject to two quotations being obtained and subject to compliance with the Dividing Fences Act 1991, where applicable.	31 - Director of Environmental Services 9 - General Manager
DEG108	Operate and Maintain the Council Airport in accordance with all Applicable Legislative Requirements		38 - Quality Assurance Officer 482 - Engineering Technical Manager 9 - General Manager
DEG109	Operate and Maintain Council's Waste Management Centre		31 - Director of Environmental

Code	Name	Description	Positions
	(Landfill) in accordance with all applicable legislative requirements		Services
DEG110	Operate and maintain Council's Cemetery/Crematorium in accordance with all applicable legislative requirements		28 - Environmental Health Officer 31 - Director of Environmental Services
DEG111	Operate and Maintain Council's Children's Services in accordance with all applicable legislative requirements		36 - Director of Administration and Finance 9 - General Manager
DEG112	Exercise the Powers of Council's Impounding Officer		14 - Ranger 31 - Director of Environmental Services 9 - General Manager
DEG113	Approve or Refuse Applications for Pruning or Removal of Trees	In accordance with Council's Tree Policy to approve or refuse applications from residents to prune, top, lop or remove trees either on the applicant's property or Council's property subject to the payment of any required fee.	40 - Urban Overseer 482 - Engineering Technical Manager 9 - General Manager
DEG114	Issue Parking Infringement Notices	To issue Parking Infringement Notices on behalf of the Council for offences listed in the Fixed Penalty handbook under the Self Enforcing Infringement Notice Scheme and in conjunction and as agreed with the Police Service.	14 - Ranger 31 - Director of Environmental Services 9 - General Manager
DEG115	Authorise Withdrawal of Penalty Infringement – Leniency	(a) To withdraw Penalty Infringement Notices where those notices are technically flawed. (b) To withdraw from prosecution proceedings relating to penalty infringement notices following consideration of representations. Note - Not to be the originator or signatory to the Penalty Notice.	
DEG116	Approve Temporary Road Closures	To approve temporary road closures where: - The temporary road closure is not more than two consecutive days. - Roads and Maritime Service approves the Traffic Management Plan and grants a road occupancy licence (as required). - The NSW Police approve the closure. - The application complies with Council's Conditions of Closure.	9 - General Manager

Code	Name	Description	Positions
DEG117	Make Sign Adjustments	To undertake the following sign adjustments: • Change existing parking restriction times to Council's standard times; • Move existing signs to a more visible location (for example, move a sign hidden behind a tree trunk); • Install "repeater"/additional signs (for example, where there are existing parking restrictions signs, install an additional sign in the middle to emphasise the restrictions). • Change old "No Standing" signs to "No Parking" signs as per the Australian Road Rules	482 - Engineering Technical Manager 9 - General Manager
DEG118	Install and Refuse Applications in Special Use Zones	To install and refuse an application for the following Special Use Zones: - Works Zones - Loading Zones - Mail Zones - Motorcycle Parking - Bus Zone - Taxi Zone - Police Vehicles Zone - Disabled Parking - Temporary Bus Zones (for example, railway buses). Approval for the installation of all these Special Use Zones will be granted only where the NSW Police agree to the installation. In addition, approval for the installation of Mail Zones will be granted only where Australia Post agree to the installation; and approval for the installation of Bus Zones will be granted where the State Transit Authority agree to the installation.	
DEG119	Approve the Installation of Traffic Facilities	To approve the installation of individual Traffic Facilities projects, where: - the individual Traffic Facility project forms part of that financial year's Traffic Facilities Program which has previously been approved. - after conducting a survey of local residents, the majority favours the proposed traffic facility design. - Subject to compliance with any applicable Council policies.	
DEG120	Approve the Installation of Warning Signs	To approve the installation of warning signs, where: - The definition of warning sign is as defined in the Australian Standard (AS1742.1-2003) - The proposed sign can be found in Section 3 Warning Signs of the Australian Standard (AS1742.1-2003) - The	

Code	Name	Description	Positions
		NSW Police agree with the installation.	
DEG121	Approve or Refuse an Application for Signs across Driveways	To approve or refuse an application for signs or line marking across a driveway, where the NSW Police agree with the approval or refusal.	
DEG122	Approve or Refuse an Application for Traffic Bollards		31 - Director of Environmental Services 482 - Engineering Technical Manager 9 - General Manager
DEG123	Approve the Construction of Vehicular Crossings and Footpath Restorations	To approve or refuse the construction of vehicular crossings and/or restoration works on Council land or over Council controlled road reserves.	31 - Director of Environmental Services 482 - Engineering Technical Manager 9 - General Manager
DEG124	Approve the Installation of Additional Street Lighting	To approve the installation of additional street lighting facilities and associated charges.	31 - Director of Environmental Services 482 - Engineering Technical Manager 9 - General Manager
DEG125	Endorse/Sign Positive Covenants, Easements and Section 88B Instruments under the Conveyancing Act 1919	- To approve and sign the grant or removal of a positive covenant or restriction contained in any positive covenant, easement and/or section 88B instrument under the Conveyancing Act 1919 - To suspend the operation of any regulatory instrument in reliance upon section 3.16 of the Environmental Planning and Assessment Act and subject to any Council Policy and the Law.	31 - Director of Environmental Services 9 - General Manager
DEG126	Determine Public Notification of Applications	(a) To determine whether an application should be exempted from notification in accordance with Council policy. (b) To determine such persons who own land or who reside in properties that may be detrimentally affected by the development and to ensure such persons are notified in accordance with Council's policy.	31 - Director of Environmental Services 9 - General Manager
DEG127	To Approve or Refuse Professional Certifications	To approve or refuse professional certification from an Accredited Certifier in respect of Complying Development or Building Certification where that Certifier is accredited to undertake that	9 - General Manager

Code	Name	Description	Positions
		particular type of work	
DEG128	Authorise Recommendations for Accreditation of Council Building Surveyors under the Building Professionals Act 2005	Authority under section 5 of the Building Professionals Act 2005 to make a recommendation on behalf of Council in support of an application to the Board for accreditation to carry out certification work (or the renewal of accreditation) on behalf of Council.	9 - General Manager
DEG129	Exercise Council's Power to Carry out Work on Private Land for an Amount fixed by Council	To exercise Council's power to carry out work on private land, subject to the consent of the owner and/or a legal right for Council to carry out the works.	31 - Director of Environmental Services 9 - General Manager
DEG130	Authorise One-off Variations of Working Hours on Building Work Sites where the Matter is one of Public Safety	To authorise a one-off variation to the restricted hours of building works where: (a) urgent building works to be carried out; (b) large cranes have to stand on streets; (c) the loading/unloading of materials and pouring of the concrete which would otherwise cause interference to traffic; and (d) the erection or removal of hoarding tower cranes, awnings and the like. Note: Delegation is only to be exercised where the matter is one of public safety and/or convenience, and subject to Item (b) being authorised by EPS.	
DEG131	Authorise Council Employees (or other persons) to Enter Premises for the purpose of enabling Council to exercise its functions under any Act		9 - General Manager
DEG132	Determine Water Restrictions	To impose water restrictions on fixed hoses and sprinklers and to lift such restrictions when appropriate.	
DEG133	Manage the Council's Motor Vehicle Fleet	To control Council's motor vehicle fleet in the following matters: (a) Authority to drive; (b) Private use of vehicles; (c) Council and user records; (d) Allocation of vehicles (e) Alternative user procedures initial equipment including tyres, general maintenance and cleaning of cars.	9 - General Manager
DEG134	Issue of Permits, Certificates or Approvals	To approve or refuse the issue of permits, certificates and approvals for activities that are required to be regulated under the provisions of	31 - Director of Environmental Services

Code	Name	Description	Positions
		the Act and the Environmental Planning and Assessment Act 1979 or related legislation; including, but not limited to: - Section 68 Approvals under the Act; - all building certificates, construction certificates, subdivision certificates, certificates of classifications and occupation certificates.	9 - General Manager
DEG135	Determine Extensions of Development Consent	To determine applications for extensions of time in regard to use or development consent in accordance with the provisions of the Environmental Planning and Assessment Act 1979 where the proposal generally complies with current planning controls.	31 - Director of Environmental Services 9 - General Manager
DEG136	Issue General Infringement/Penalty Notices	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Local Government Act 1993	14 - Ranger 31 - Director of Environmental Services 9 - General Manager
DEG137	Issue General Infringement/Penalty Notices	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Road Rules 2014	14 - Ranger 31 - Director of Environmental Services 9 - General Manager
DEG138	Issue General Infringement/Penalty Notices	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Companion Animals Act 1998	14 - Ranger 31 - Director of Environmental Services 9 - General Manager
DEG139	Issue General Infringement/Penalty Notices	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Companion Animals Regulations 2008	14 - Ranger 31 - Director of Environmental Services 9 - General Manager
DEG140	Issue General Infringement/Penalty Notices	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Road Transport (General) Regulation 2013	14 - Ranger 31 - Director of Environmental Services 9 - General Manager
DEG141	Issue General Infringement/Penalty Notices	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Roads Act 1993	14 - Ranger 31 - Director of Environmental Services 9 - General Manager
DEG142	Issue General Infringement/Penalty Notices	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme	14 - Ranger 31 - Director of

Code	Name	Description	Positions
		relating to Impounding Act 1993	Environmental Services 9 - General Manager
DEG143	Issue General Infringement/Penalty Notices	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Protection of the Environment Operations Act 1997	14 - Ranger 31 - Director of Environmental Services 9 - General Manager
DEG144	Issue General Infringement/Penalty Notices	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Protection of the Environment Operations (Clean Air) Regulation 2010	14 - Ranger 31 - Director of Environmental Services 9 - General Manager
DEG145	Issue General Infringement/Penalty Notices	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Protection of the Environment Operations (Noise Control) Regulation 2017	14 - Ranger 31 - Director of Environmental Services 9 - General Manager
DEG146	Issue General Infringement/Penalty Notices	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Protection of the Environment Operations (Waste) Regulation 2014	14 - Ranger 31 - Director of Environmental Services 9 - General Manager
DEG147	Issue General Infringement/Penalty Notices	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Swimming Pools Act 1992	14 - Ranger 28 - Environmental Health Officer 31 - Director of Environmental Services 9 - General Manager
DEG148	Issue General Infringement/Penalty Notices	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Road Transport (General) Regulation 2013	14 - Ranger 31 - Director of Environmental Services 9 - General Manager
DEG149	Issue General Infringement/Penalty Notices	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Rural Fires Act 1997	14 - Ranger 31 - Director of Environmental Services 888 - RFS Manager 9 - General Manager
DEG150	Issue General Infringement/Penalty Notices	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Rural Fires Regulation 2013	14 - Ranger 31 - Director of Environmental Services 888 - RFS Manager 9 - General Manager

Code	Name	Description	Positions
DEG151	Issue General Infringement/Penalty Notices	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Environmental Planning & Assessment Act 1979 - (Development not carried out in accordance with consent only)	31 - Director of Environmental Services 9 - General Manager
DEG152	Issue General Infringement/Penalty Notices	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Environmental Planning and Assessment Regulation 2000	31 - Director of Environmental Services 9 - General Manager
DEG153	Issue General Infringement/Penalty Notices	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Food Act 2003	28 - Environmental Health Officer 31 - Director of Environmental Services 9 - General Manager
DEG154	Issue General Infringement/Penalty Notices	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Food Regulation 2015	14 - Ranger 28 - Environmental Health Officer 31 - Director of Environmental Services 9 - General Manager
DEG155	Issue General Infringement/Penalty Notices	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Graffiti Control Act 2008	14 - Ranger 31 - Director of Environmental Services 9 - General Manager
DEG156	Issue General Infringement/Penalty Notices	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Crown Land Management Act 2016	14 - Ranger 31 - Director of Environmental Services 9 - General Manager
DEG157	Issue General Infringement/Penalty Notices	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Crown Land (General Reserves) By-law 2006	14 - Ranger 31 - Director of Environmental Services 9 - General Manager
DEG158	Issue General Infringement/Penalty Notices	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Public Health Act 2010	14 - Ranger 31 - Director of Environmental Services 9 - General Manager
DEG159	Issue General Infringement/Penalty Notices	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Public Health Regulation	14 - Ranger 31 - Director of Environmental Services

Code	Name	Description	Positions
		2012	9 - General Manager
DEG160	Issue General Infringement/Penalty Notices	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Boarding Houses Act 2012	14 - Ranger 31 - Director of Environmental Services 9 - General Manager
DEG161	Issue General Infringement/Penalty Notices	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Road Regulations 2008	14 - Ranger 31 - Director of Environmental Services 9 - General Manager
DEG162	Issue General Infringement/Penalty Notices	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Biosecurity Act 2015	14 - Ranger 31 - Director of Environmental Services 9 - General Manager
DEG163	Act on Council's behalf in all matters relating to the Companion Animals Act 1998	(a) To act on Council's behalf in all matters relating to the administration of the Dog Impounding contract and service provision in accordance with Council policy and guidelines. (b) To administer the provisions of the Companion Animals Act 1998 including the authorisations of prosecutions and consideration of appeals for leniency from on the spot fines.	14 - Ranger 31 - Director of Environmental Services 9 - General Manager
DEG164	Determine Applications for Parking Permits		
DEG165	Issue a Temporary Resident Parking Permit	To issue temporary resident parking permits in cases relating to carers' responsibilities or temporary medical restrictions, to a maximum of three months.	
DEG166	Approve or Modify the Number and/or Location of Resident Parking	To change the number and/or location of resident parking, up to a total of ten parking spaces, where: - There are existing resident parking restrictions in the street. - The number of resident parking permits issued in the street exceeds or is one, two or three less than the number of resident parking spaces. - The installation of such parking will not make the entire street resident parking. To refuse an application for additional resident parking where the number of resident parking permits issued in the street is less than the	

Code	Name	Description	Positions
		number of resident parking spaces.	
DEG167	Approve, Refuse or Condition Applications for School/Community Groups Visitation to Council Properties	To approve, refuse or condition any application for school and community group visitation to Council owned or controlled properties.	9 - General Manager
DEG168	Approve Applications for Charity Collections	To approve applications for charity collections in the local business district(s). Note: Maximum of two charities on any one day.	
DEG169	Order Supplies, Plant and Equipment Authorised under Requisition	To order all supplies, materials, plant, equipment and vehicles upon the issue of an appropriate authorised requisition as per the Procurement and Tendering Policy and Manual or in accordance with approved stock levels.	
DEG170	Manage Issues relating to Numbering of Buildings	To require owners or occupiers of land on which buildings are erected and which have frontages/entrances from roads, to mark the building, fence or road frontage with such numbers and in the manner and form that may from time to time be required.	
DEG171	Approve Applications for the Removal of Vehicular Crossings	To approve or refuse applications for the removal of vehicular crossings.	482 - Engineering Technical Manager 9 - General Manager
DEG172	Sign as Owner of Council Properties for Applications for Development/Building Consent		9 - General Manager
DEG173	Determine the Disposal Price and Time of Council Plant and Equipment by Auction	To determine the disposal price and time of disposal for Council's plant and equipment.	482 - Engineering Technical Manager 54 - Plant Manager 9 - General Manager
DEG174	Determine the Reserve Price and Disposal of Plant, Equipment and Vehicles by Public Auction, Tender or Trade-in	Authority to approve a sale price for Council plant, equipment or vehicles if: - the best offer is more than 10% below the reserve price; and / or - the reserve price has been set by consulting either a valuer, auctioneer, or professional book (ie, Red Book); and / or - results from previous auctions for similar plant, equipment or vehicles has been considered (a) determine the reserve price and disposal method for IT equipment	482 - Engineering Technical Manager 54 - Plant Manager 9 - General Manager
DEG175	Approve or Refuse an Application for Road Rules 2014 Compliance Signs	To approve or refuse an application for Road Rules 2014 compliance signs (for example, 10m "No Stopping" restrictions at	

Code	Name	Description	Positions
		intersections), where the NSW Police agree with the approval or refusal.	
DEG176	To Administer the Provisions of the Roads Act 1993, Road Transport Act 2013 and Road Rules 2014 as they apply to Council	Subject to any applicable standards, protocols and directions from State Government departments and/or NSW Police.	482 - Engineering Technical Manager 9 - General Manager
DEG177	Exercise Authority under the Roads Act 1993 in connection with the assessment of Development Applications, Construction Certificates and Complying Development Certificates	(a) Fix the levels of the public roads. (b) Determine levels of public roads after considering public submissions. (c) Direct restoration of road works. (d) Regulate traffic by means of barriers or notices. (e) Enter upon any land subject to the requirements of the Roads Act 1993. (f) Carry out inspections and investigations upon any land subject to the requirements of the Roads Act 1993. (g) Remove, place guard around any matter or thing within a road which in his opinion may be a danger to the public. (h) Direct any person causing an obstruction or danger in a road to remove such obstruction or danger (including the removal of redundant gutter crossing, kerbs and footpaths). (i) To approve or refuse the construction of vehicular crossings and/or restoration works. (j) Prevent the damage of or interface with any public road (k) Determine applications for hoarding permits.	14 - Ranger 31 - Director of Environmental Services 482 - Engineering Technical Manager 9 - General Manager
DEG178	Issue Approvals under Section 138 of the Roads Act 1993 where Public Safety is an Issue		9 - General Manager
DEG179	Issue of Orders and Emergency Orders under Section 124 of the Act	To issue Orders and Emergency Orders as prescribed by Section 124 of the Local Government Act 1993 and Schedule 5 of the Environmental Planning and Assessment Act 1979.	31 - Director of Environmental Services 9 - General Manager
DEG180	Sign Building Information Certificates and Related Correspondence – Environmental Planning and Assessment Act 1979		31 - Director of Environmental Services 9 - General Manager
DEG181	Approve or Refuse Applications for Construction Certificates	(a) To approve or refuse applications for Construction	31 - Director of Environmental

Code	Name	Description	Positions
		Certificates which comply in all respects with the requirements of the Building Code of Australia, the Local Government Act 1993, as amended by the Environmental Planning and Assessment Act 1979 and Regulations, Council's Planning Controls and Policies and do not depart from the conditions and plans of the development consent. (b) To refuse an application for Construction Certificate proposing the erection of a building which does not comply with the requirements of either Council's LEP, the Building Code of Australia, the Local Government Act 1993, the Environmental Planning and Assessment Act 1979 and Regulations 2000 there under or relevant conditions of development consent.	Services 9 - General Manager
DEG182	Issue Building Information, Classification / Occupancy Certificates	To approve, refuse and sign all building certificates and certificates of classifications and certificates of occupancies required under the Local Government Act 1993 the Environmental Planning and Assessment Act 1979 and Regulations and/or the Building Code of Australia.	31 - Director of Environmental Services 9 - General Manager
DEG183	Accept Structural and Mechanical Ventilation Drawings	To accept structural drawings, mechanical ventilation and other detailed drawings which comply with the requirements of the Building Code of Australia, Local Government Act 1993, the Environmental Planning and Assessment Act 1979 and Regulations and related Australian Standards where an Engineers certification has been submitted (by a practising Engineer or accredited certifier) certifying the design criteria used, and compliance with the relevant statutory codes.	31 - Director of Environmental Services
DEG184	Approve Applications for Strata/Subdivision Plans	To approve applications for strata/subdivision that comply with the Local Government Act 1993 and the Environmental Planning and Assessment Act 1979 and Regulations and the relevant provisions of the Strata Schemes Development Act 2015 and	31 - Director of Environmental Services 9 - General Manager

Code	Name	Description	Positions
		associated regulations; and any development consent issued (including release of the Subdivision plans and Certificates), including signature/endorsement of linen plans.	
DEG185	Review Notice of Determinations	To review Notice of Determinations issued under delegated authority in accordance with the requirements of the Local Government Act 1993, the Environmental Planning and Assessment Act 1979 and Regulations. Note: Reviewer is not to be original determiner or subordinate of original determiner in accordance with limitation imposed by Section 377(1)(o) of the Act.	31 - Director of Environmental Services 9 - General Manager
DEG186	Determine Matters relating to Minor Unauthorised Works	To determine matters relating to minor unauthorised works (as determined by the Director Planning & Environment) where initially identified by an objector or otherwise discovered by Council, where they would have likely received consent/approval if initially sought having regard to Council's controls.	31 - Director of Environmental Services 9 - General Manager
DEG187	Exercise all powers of Council under the Library Act 1939		36 - Director of Administration and Finance 9 - General Manager
DEG188	Authorise the Purchase, De-commissioning and Donation of Library Books		36 - Director of Administration and Finance 80 - Library Manager 9 - General Manager
DEG189	Select and Requisition the Purchase of Historical Resources	Authority to select and requisition the purchase of all historical resources within the amounts voted.	9 - General Manager
DEG190	Approve the Use of Community Buses	To approve all requests for the use of Council's community buses in accordance with Council's policy and fees and to grant discounts/rebates in accordance with policy.	230 - Pinnacle Services Manager 31 - Director of Environmental Services 9 - General Manager
DEG191	Approve the Consumption of Alcohol for Special Events at Council's Parks		9 - General Manager
DEG192	Perform the Functions in relation	Subject to the Minister delegating	31 - Director of

Code	Name	Description	Positions
	to Local Environment Plans	functions under Section 3.36 of the Environmental Planning and Assessment Act 1979 and subject to Council resolving to accept the Ministerial delegation. Only those functions identified in the Ministerial delegation may be carried out.	Environmental Services 9 - General Manager
DEG193	Exercise the Powers of the State Emergency and Rescue Management Act 1989	Delegated under Section 378 of the Act, to be the Chairperson of the Local Emergency Management Committee as per Schedule 3[25] of the Emergency Legislation Amendment Bill 2012.	29 - Senior Technical Officer 9 - General Manager
DEG194	Administer the Provisions and Functions of the following legislation as they apply to Council	Boarding Houses Act 2012	31 - Director of Environmental Services 9 - General Manager
DEG195	Administer the Provisions and Functions of the following legislation as they apply to Council	Children and Young Persons (Care and Protection) Act 1998	36 - Director of Administration and Finance 9 - General Manager
DEG196	Administer the Provisions and Functions of the following legislation as they apply to Council	Children (Education and Care Services National Law Application) Act 2010	36 - Director of Administration and Finance 9 - General Manager
DEG197	Administer the Provisions and Functions of the following legislation as they apply to Council	Community Land Development Act 1989	36 - Director of Administration and Finance 9 - General Manager
DEG198	Administer the Provisions and Functions of the following legislation as they apply to Council	Companion Animals Act 1998	31 - Director of Environmental Services 9 - General Manager
DEG199	Administer the Provisions and Functions of the following legislation as they apply to Council	Conveyancing Act 1919	36 - Director of Administration and Finance 9 - General Manager
DEG200	Administer the Provisions and Functions of the following legislation as they apply to Council	Crown Land Management Act 2016	36 - Director of Administration and Finance 9 - General Manager
DEG201	Administer the Provisions and Functions of the following legislation as they apply to Council	Environmental Planning and Assessment Act 1979	31 - Director of Environmental Services 9 - General Manager
DEG202	Administer the Provisions and	Fire Brigades Act 1989	36 - Director of

Code	Name	Description	Positions
	Functions of the following legislation as they apply to Council		Administration and Finance 9 - General Manager
DEG203	Administer the Provisions and Functions of the following legislation as they apply to Council	Fluoridation of Public Water Supplies Act 1957	31 - Director of Environmental Services 9 - General Manager
DEG204	Administer the Provisions and Functions of the following legislation as they apply to Council	Food Act 2003	31 - Director of Environmental Services 9 - General Manager
DEG205	Administer the Provisions and Functions of the following legislation as they apply to Council	Government Information (Public Access) Act 2009	36 - Director of Administration and Finance 9 - General Manager
DEG206	Administer the Provisions and Functions of the following legislation as they apply to Council	Graffiti Control Act 2008	9 - General Manager
DEG207	Administer the Provisions and Functions of the following legislation as they apply to Council	Health Records and Information Privacy Act 2002	36 - Director of Administration and Finance 9 - General Manager
DEG208	Administer the Provisions and Functions of the following legislation as they apply to Council	Heritage Act 1977	31 - Director of Environmental Services 9 - General Manager
DEG209	Administer the Provisions and Functions of the following legislation as they apply to Council	Impounding Act 1993	14 - Ranger 31 - Director of Environmental Services 9 - General Manager
DEG210	Administer the Provisions and Functions of the following legislation as they apply to Council	Library Act 1939	36 - Director of Administration and Finance 9 - General Manager
DEG211	Administer the Provisions and Functions of the following legislation as they apply to Council	Liquor Act 2007	31 - Director of Environmental Services 36 - Director of Administration and Finance 9 - General Manager
DEG212	Administer the Provisions and Functions of the following legislation as they apply to Council	Local Government Act 1993	31 - Director of Environmental Services 36 - Director of

Code	Name	Description	Positions
			Administration and Finance 9 - General Manager
DEG213	Administer the Provisions and Functions of the following legislation as they apply to Council	Local Government (General) Regulation 2005	31 - Director of Environmental Services 36 - Director of Administration and Finance 9 - General Manager
DEG214	Administer the Provisions and Functions of the following legislation as they apply to Council	Native Title (NSW) Act 1994	31 - Director of Environmental Services 36 - Director of Administration and Finance 9 - General Manager
DEG215	Administer the Provisions and Functions of the following legislation as they apply to Council	Plumbing and Drainage Act 2011	31 - Director of Environmental Services 9 - General Manager
DEG216	Administer the Provisions and Functions of the following legislation as they apply to Council	Privacy and Personal Information Protection Act 1998	36 - Director of Administration and Finance 9 - General Manager
DEG217	Administer the Provisions and Functions of the following legislation as they apply to Council	Protection of the Environment Operations Act 1997	31 - Director of Environmental Services 9 - General Manager
DEG218	Administer the Provisions and Functions of the following legislation as they apply to Council	Public Health Act 2010	31 - Director of Environmental Services 9 - General Manager
DEG219	Administer the Provisions and Functions of the following legislation as they apply to Council	Radio communications Act 1992	9 - General Manager
DEG220	Administer the Provisions and Functions of the following legislation as they apply to Council	Road Rules 2008 NSW Consolidated Regulations - Under the Road Transport Act	482 - Engineering Technical Manager 9 - General Manager
DEG221	Administer the Provisions and Functions of the following legislation as they apply to Council	Roads Act 1993	482 - Engineering Technical Manager 9 - General Manager
DEG222	Administer the Provisions and Functions of the following	Roads Transport Act 2013	482 - Engineering Technical Manager

Code	Name	Description	Positions
	legislation as they apply to Council		9 - General Manager
DEG223	Administer the Provisions and Functions of the following legislation as they apply to Council	Rural Fires Act 1997	36 - Director of Administration and Finance 9 - General Manager
DEG224	Administer the Provisions and Functions of the following legislation as they apply to Council	State Emergency and Rescue Management Act 1989	482 - Engineering Technical Manager 9 - General Manager
DEG225	Administer the Provisions and Functions of the following legislation as they apply to Council	State Records Act 1998	36 - Director of Administration and Finance 9 - General Manager
DEG226	Administer the Provisions and Functions of the following legislation as they apply to Council	Swimming Pools Act 1992	31 - Director of Environmental Services 9 - General Manager
DEG227	Administer the Provisions and Functions of the following legislation as they apply to Council	Unclaimed Money Act 1995	36 - Director of Administration and Finance 9 - General Manager
DEG228	Administer the Provisions and Functions of the following legislation as they apply to Council	Waste Avoidance and Resource Recovery Act 2001	36 - Director of Administration and Finance 9 - General Manager
DEG229	Administer the Provisions and Functions of the following legislation as they apply to Council	Water Management Act 2000	31 - Director of Environmental Services 482 - Engineering Technical Manager 9 - General Manager
DEG230	Administer the Provisions and Functions of the following legislation as they apply to Council	Work Health and Safety Act 2011	122 - Risk Management Officer 8 - Human Resources Officer 9 - General Manager
DEG231	Administer the Provisions and Functions of the following legislation as they apply to Council	Workers Compensation Act 1987	122 - Risk Management Officer 8 - Human Resources Officer 9 - General Manager
DEG232	Administer the Provisions and Functions of the following legislation as they apply to Council	Workplace Injury Management and Workers Compensation Act 1998	122 - Risk Management Officer 8 - Human Resources Officer 9 - General Manager

Code	Name	Description	Positions
DEG233	Administer the Provisions and Functions of the following legislation as they apply to Council	Biosecurity Act 2015	31 - Director of Environmental Services 9 - General Manager
DEG234	Administer the Provisions and Functions of the following legislation as they apply to Council	Public Interest Disclosures Act 1994	36 - Director of Administration and Finance 9 - General Manager
DEG235	Administer the Provisions and Functions of the following legislation as they apply to Council	Building Professionals Act 2005	31 - Director of Environmental Services 9 - General Manager
DEG236	Administer the Provisions and Functions of the following legislation as they apply to Council	Biodiversity Conservation Act 2016	31 - Director of Environmental Services 9 - General Manager
DEG237	Administer the Provisions and Functions of the following legislation as they apply to Council	Recreation Vehicles Act 1983	9 - General Manager
DEG238	Administer the Provisions and Functions of the following legislation as they apply to Council	State Emergency Services Act 1989	36 - Director of Administration and Finance 482 - Engineering Technical Manager 9 - General Manager
DEG239	Administer the Provisions and Functions of the following legislation as they apply to Council	Strata Schemes Development Act 2015	31 - Director of Environmental Services 9 - General Manager

## Staffing Matters

Code	Name	Description	Positions
DEG026	Recruitment	- Approve or refuse the appointment, engagement, or promotion of staff, subject to compliance with section 337 of the Act for Senior Staff - Approve or refuse the use of a recruitment consultant.	9 - General Manager
DEG027	Approve or Refuse Payment of Allowances and Employment Entitlements and Benefits	Approve or refuse payment of allowances and employment entitlements and benefits in accordance with the Local Government (State) Award 2017 and applicable employment contracts. As detailed in IHR04, IHR05, IHR06, IHR10	10 - Administration and Finance Manager 230 - Pinnacle Services Manager 31 - Director of Environmental Services 36 - Director of Administration and Finance 482 - Engineering Technical Manager 72 - Engineering Works Manager 9 - General Manager
DEG028	Approve Salary Step Progressions for Staff	Approve salary step progression for staff in accordance with the Agreement and Council's Reward and Recognition Framework Policy and the Local Government (State) Award 2017	9 - General Manager
DEG029	Approve Performance Bonus Payments for Staff	Approve Performance Bonus payments for staff in accordance with Council's Reward and Recognition Framework Policy.	
DEG030	Dismiss Employees	To dismiss employees or consultants/contractors on such terms that the General Manager deems appropriate, provided that prior to the dismissal of senior staff the General Manager consults with Council in accordance with section 337 of the Act. Refer also IHR15	9 - General Manager
DEG031	Approve or Refuse Career Enhancement Support	Approve or refuse education assistance to staff in accordance with Council's Career Enhancement Procedure.	9 - General Manager
DEG032	Approve or Refuse Flexible Work Arrangements	Approve or refuse flexible work arrangements for staff in accordance with Council's Flexible Work Arrangements Procedure.	9 - General Manager
DEG033	Approve a Report of Injury to Council's Workers Compensation Insurer		8 - Human Resources Officer 9 - General Manager
DEG034	Approve Leave	Approve or refuse leave having due regard to the proper functioning of the Council and maintenance of	10 - Administration and Finance Manager

Code	Name	Description	Positions
		appropriate levels of service to the public and compliance with Council's Leave Administration Procedure, including: (a) Long service (all types); (b) Annual; (c) Sick (Full Pay); (d) Carers; (e) Bereavement; (f) Jury service; (g) Trade union training leave; (h) Union conference leave; (i) Parental/maternity leave; (j) Emergency services (up to 5 days per calendar year); (k) Defence Force Reserve; (l) Study leave (if education assistance already approved); (m) Leave without pay; (n) Concurrent parental leave; (o) Purchased annual leave; (p) Approved leave of absence; (q) Sick (Half Pay); (r) Health and Wellbeing leave; and (s) Special leave with or without leave.	230 - Pinnacle Services Manager 31 - Director of Environmental Services 36 - Director of Administration and Finance 482 - Engineering Technical Manager 72 - Engineering Works Manager 9 - General Manager
DEG035	Approve Professional Development	Approve attendance at professional development programs and reasonable out of pocket expenses, with pay in the following cases: (a) Professional body where staff members are full members of a relevant professional body that is running a conference or meeting ; (b) Field days where it is considered that the machinery to be displayed is of some relevance to Council's operations, that senior staff directly associated with the purchase of Council's machinery be allowed to attend one day only; (c) Executive of a professional body where an employee is elected to the executive of a professional body, special leave must fit within the parameters laid down under the professional body category; (d) Attendance at refresher courses (for example, management courses) to be decided by Council in each particular case. In accordance with Council training plan and with agreement from General Manager.	10 - Administration and Finance Manager 230 - Pinnacle Services Manager 31 - Director of Environmental Services 36 - Director of Administration and Finance 482 - Engineering Technical Manager 72 - Engineering Works Manager 9 - General Manager
DEG036	Approve Travelling and Subsistence Expenses	(a) To approve or refuse the payment of domestic travel and subsistence expenses to staff in accordance with Council's Training and Development Policy and Procedure.	9 - General Manager
DEG037	Approve Claims for the Loss of Personal Property – Staff	To approve or refuse claims for the loss of personal property provided that such property was required for the normal performance of the staff member's duties in terms of Council's	9 - General Manager

Code	Name	Description	Positions
		policy and practice and the personal property was lost or destroyed in the course of employment through no fault or negligence of the employee.	
DEG038	Approve Employment Outside of Council	To approve or refuse staff to engage, for remuneration, in private employment or contract work outside of the Council. In accordance with the Private and Secondary Employment Policy	9 - General Manager
DEG039	Authorise Personal Use of Council Equipment by Staff	To determine any requests for personal use of Council equipment for the undertaking of any work, and to determine in consultation with the relevant executive officer appropriate rental/hire charges for such use.	
DEG040	Refuse, Approve or Conditionally Approve the Use of Intellectual Property Created in the Course of Employment with Council	To refuse, approve or conditionally approve any request by an existing or previous employee of Council for the non-exclusive use of intellectual property of the Council created by the employee during the course of their employment with Council, providing there is no monetary or commercial benefit to the employee.	9 - General Manager
DEG041	Approve Variations to Industrial Instruments for Leave, Allowances or Conditions of Employment for not less than conditions in the Local Government (State) Award 2017	Approve variations to the relevant industrial agreements for leave, allowances or conditions of employment for staff employed under the Local Government (State) Award 2017 in accordance with the relevant industrial relations legislation.	9 - General Manager
DEG042	Approve Council Employment Agreements in accordance with the Local Government (State) Award 2017	Approve Council Employment Agreements in accordance with the Local Government (State) Award 2017	9 - General Manager
DEG043	Approve or Refuse a Standard Appointment Recruitment Process	Approve the appointment, engagement, or promotion of staff in accordance with Council's Recruitment and Selection Policy and Procedure.	9 - General Manager
DEG044	Approve or Refuse an Exception Appointment Recruitment Process	Approve an appointment in accordance with Council's Recruitment and Selection Policy and Procedure where the conditions of offer have been enhanced in accordance with the Attraction and Retention Guidelines.	9 - General Manager
DEG045	Approve the Reclassification of Staff	To reclassify all staff in accordance with Council's Reward and Recognition Framework.	9 - General Manager

Code	Name	Description	Positions
DEG046	Approve Job Status Change/Higher Grade Salary for Short Term	Approve job status change/higher grade pay in short term acting situations in accordance with Council's Higher Duties Procedure.	8 - Human Resources Officer 9 - General Manager
DEG047	Approve Overtime Payments	Approve or refuse the payment of overtime in accordance with the Local Government (State) Award 2017, as relates to their function. Refer IHC01 & IHC02	230 - Pinnacle Services Manager 31 - Director of Environmental Services 36 - Director of Administration and Finance 482 - Engineering Technical Manager 72 - Engineering Works Manager
DEG048	Deal with Industrial Disputes	To deal with industrial disputes within the terms of existing Industrial Instruments.	9 - General Manager
DEG049	Hear Appeals by Employees regarding Employee Relations Issues	To hear appeals by employees against decisions of other employees, in accordance with Council's Employee Grievance Procedure.	9 - General Manager
DEG050	Employ Staff to fill Short Term Casual Vacancies		230 - Pinnacle Services Manager 31 - Director of Environmental Services 36 - Director of Administration and Finance 482 - Engineering Technical Manager 72 - Engineering Works Manager 9 - General Manager
DEG051	Provide a Reference to a Potential Employer	With the consent of a current or former employee: (a) Verbal references can be provided to a potential employer. (b) Written references on Council letterhead can only be provided by the General Manager and Directors. Without the consent of a current or former employee the only information that can be provided to a potential employer, is confirmation that the person has worked for Council, the duration of that work and the position occupied during that time.	10 - Administration and Finance Manager 230 - Pinnacle Services Manager 31 - Director of Environmental Services 36 - Director of Administration and Finance 482 - Engineering Technical Manager 72 - Engineering Works Manager 8 - Human Resources Officer 9 - General Manager
DEG052	Authorise and Co-		9 - General Manager

Code	Name	Description	Positions
	authorise Tax File Number (TFN) Declaration Forms		

## Technical

Code	Name	Description	Positions
IADMIN09	Provide Private Works Quotations	Sign off on quotations supplied for Private Works to third parties.	482 - Engineering Technical Manager 72 - Engineering Works Manager

#### SUB-DELEGATION OF GENERAL MANAGER FUNCTIONS TO EMPLOYEE POSITIONS OF TEMORA SHIRE COUNCIL

Section 377 of the *Local Government Act 1993* empowers Council by resolution to delegate to the General Manager any of the delegable functions of the Council.

By Council resolution dated 20 September 2018, Council:

- A. Recognises that certain functions are conferred on the General Manager by the *Local Government Act 1993*
- B. Delegates to the person holding the position of General Manager its functions under the *Local Government Act 1993* and any other legislation conferring functions on the Council administration.

Section 378 of the *Local Government Act 1993* empowers the General Manager to sub-delegate the functions of Council which Council has delegated to the General Manager to any person or body (including another employee of Council).

Section 49 (1) of the *Interpretation Act 1987* provides if an Act or instrument confers a power upon any person or body to delegate a function the person or body may in accordance with the Act or instrument delegate the function to a person or body by name or to a particular officer or the holder of a particular office by reference to the title of the office concerned.

In accordance with section 378 of the *Local Government Act 1993* I, Gary Lavelle, General Manager of Temora Shire Council hereby:

1. sub-delegate to the Council employee positions above the corresponding functions of the General Manager, subject to any specified limitations, for as long as the holder of the position occupies the position.
2. appoint and authorise the Council employee positions above to have the authority specified therein, subject to any specified limitations, for as long as the holder of the position occupies the position.
3. revoke all sub-delegations made prior to the date of signing this document.

These authorities shall commence and apply on the date of this instrument and remain in force until this instrument is altered or revoked by a subsequent instrument issued by the General Manager.

**11.2 CALENDAR OF EVENTS - SEPTEMBER 2018**

**File Number:** REP18/968  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT****September 2018**

3<sup>rd</sup> Walk & Talk  
5<sup>th</sup> Town Hall Theatre  
Committee Room – 6:00PM  
**DELEGATE: Cr Reinhold**  
6<sup>th</sup> Rural Museum AGM  
7:30PM Bundawarra Centre  
**DELEGATE: Cr Smith, Cr Oliver**  
11<sup>th</sup> Committee Meetings  
11<sup>th</sup> HVAR Workshop  
5:00PM  
**DELEGATE: Full Council**  
15<sup>th</sup> Temora's Own Arts & Crafts  
1:30PM - Shop  
**DELEGATE: Cr Smith**  
17<sup>th</sup> Imagine Temora Committee Meeting  
Council Chambers at 5:00 PM  
**DELEGATE: Cr Sleigh**  
19<sup>th</sup> Temora & District Sports Council Meeting  
Temora Ex-Services Club - 6:30 PM  
**DELEGATES: Cr Firman, Cr Oliver**  
20<sup>th</sup> Council Meeting  
27<sup>th</sup> TBEG Meeting  
Temora Hotel at 4:30 PM  
**DELEGATE: Cr Reinhold**

**October 2018**

3<sup>rd</sup> Town Hall Theatre  
Committee Room – 6:00PM  
**DELEGATE: Cr Reinhold**  
4<sup>th</sup> REROC Meeting  
9:30AM Wagga  
**DELEGATE: Cr Firman**  
9<sup>th</sup> Committee Meetings  
15<sup>th</sup> Imagine Temora Committee Meeting  
Council Chambers at 5:00 PM  
**DELEGATE: Cr Sleigh**

- 17<sup>th</sup>      Temora & District Sports Council Meeting  
            Temora Ex-Services Club - 6:30 PM  
            **DELEGATES: Cr Firman, Cr Oliver**
- 18<sup>th</sup>      Council Meeting
- 25<sup>th</sup>      TBEG Meeting  
            Temora Hotel at 4:30 PM  
            **DELEGATE: Cr Reinhold**

**RESOLUTION 203/2018**

Moved:     Cr Kenneth Smith

Seconded: Cr Dale Wiencke

It was resolved that the Calendar of Events be noted.

**CARRIED**

**11.3 SEALS - SEPTEMBER 2018**

**File Number:** REP18/1036  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT**

The Council Seal is required to be affixed to the following document.

- Contract – Part Lot 114; DP 1241006 – Taxiway behind 37 Tom Moon Avenue, Temora
- Contract – Lot 110 11 Spitfire Drive, Temora

**RESOLUTION 204/2018**

Moved: Cr Max Oliver  
Seconded: Cr Graham Sinclair

It was resolved that the Council Seal be affixed to the above documents.

**CARRIED**

***Report by Gary Lavelle***

**11.4 COMMUNITY STRATEGIC PLAN - ANNUAL REPORT 2017-2018****File Number:** REP18/1086**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Community Strategic Plan [!\[\]\(18569d183f428fd303d6b0a95ce89fc9\_img.jpg\) !\[\]\(a3792d4da3d28fef270c08efff82601f\_img.jpg\)](#)**REPORT**

An end of Term Report for the Community Strategic Plan 2017-2018 is presented for Councils consideration.

**RESOLUTION 205/2018**

Moved: Cr Dennis Sleight

Seconded: Cr Dale Wiencke

It was resolved that Council notes the report and place the document on the webpage.

**CARRIED**

*Report by Gary Lavelle*

# Annual Community Strategic Plan Report



## Retaining Our Quality of Life

### *Ensure there is a continuum of housing, services and care facilities for the aged*

DP Strategy Code	Action Name	Responsible Officer Position	Comments
1.1	Confirm the status of Pinnacle Services as an ongoing concern	Pinnacle Services Manager	Pinnacle has continued to develop programs to ensure currency and sustainability. NDIS certification achieved. Services are provided with no impact on Council budget.
1.1	Support the development of private Aged Care facilities	Pinnacle Services Manager	Strong advocacy on behalf of providers. This year funding has been announced for the replacement/expansion of Greenstone Lodge and Shipton Villas has opened.
1.1	Deliver Home and Community Care (HACC) services	Pinnacle Services Manager	Pinnacle Community Services continues to provide quality care across a range of council areas
1.1	Provide mechanism to allow interaction between stakeholders	Town Planner	Significant interaction occurs through formal and informal mechanisms
1.1	Assist the provision of Aged Care facilities within Temora Shire	Director of Administration and Finance	Advocacy on behalf of private providers and in kind support to developers leading to successful outcomes in the past year.
1.1	Promote Temora Shire as a retirement destination	Economic Development Officer	Positive Ageing Group reviewing all issues relating to ageing in a rural community
1.1	Supply Home Support Services to the communities of Temora, Cootamundra and Leeton Shires	Pinnacle Services Manager	Services continued to the local government areas identified
1.1	Supply Home Care Packages to the	Pinnacle Services	Services continued to the local government areas

DP Strategy Code	Action Name	Responsible Officer Position	Comments
	communities of Temora, Cootamundra and Leeton Shires	Manager	identified
1.1	Provision of My Aged Care Regional Assessment Service	Pinnacle Services Manager	Ongoing provision of service
1.1	Advise community of available transport options	Pinnacle Services Manager	Regular advertising of the availability transport services provided

*Improve public transport to regional centres*

DP Strategy Code	Action Name	Responsible Officer Position	Comments
1.2	Advise community of available transport options	Pinnacle Services Manager	Regular advertising of the availability transport services provided
1.2	Provide information about the ability of those who are transport disadvantaged to use the community bus	Pinnacle Services Manager	Regular advertising of the availability transport services provided

*Encourage the provision of education opportunities, including post school education*

DP Strategy Code	Action Name	Responsible Officer Position	Comments
1.3	Maintenance of Schools within Temora Shire	General Manager	Minimal advocacy required in past year.
1.3	Transport availability for CSU students	General Manager	No improvement in this area. Community bus does not generally suit timetables.
1.3	Support local students financially through scholarships	General Manager	4 scholarships provided by Council

DP Strategy Code	Action Name	Responsible Officer Position	Comments
1.3	Establish Youth Entrepreneurs Teams which develop a real product, service or business model, to take to market	Youth Officer	Still in development phase
1.3	Create a Youth Media and Promotions Team which market and promote youth activities and create a public voice for youth in the community	Youth Officer	Group operating effectively
1.3	Offer life skills workshop opportunities to both young people and the community	Youth Officer	Life skills are being offered as part of the various youth team
1.3	Build additional youth teams that allow groups of young people with a common interest to connect and advance their skills	Youth Officer	Teams have commenced and additional teams reviewed. Good participation levels.
1.3	Include Villages in youth activities	Youth Officer	Ariah Park is presented with opportunities to participate. Further development of the concept of on site presence is required.
1.3	Investigate the potential for Council designation as a registered training organisation	Community Services Officer	Work in progress. Investigations are currently being carried out.
1.3	Create a profitable, elite destination café and function centre that provides employment and experiential learning opportunities for young people	Youth Officer	Youth hospitality team created. Ongoing review of the effectiveness of the café concept.
1.3	Connect with school contacts and establish good working relationships	Director of Environmental Services	Close working relationship with schools in place.
1.3	Provide local businesses with the opportunity for training and coaching	Economic Development Officer	Far greater presence through training/ seminars provided via TBEG

DP Strategy Code	Action Name	Responsible Officer Position	Comments
1.3	Support community and visitor awareness and appreciation of Temora Shire's heritage through preservation and enhancement	Environmental Health Officer	Heritage committee has undertaken ongoing projects to ensure the appreciation of Heritage aspects in Temora Shire.
<i>Support and develop the provision of health services</i>			
DP Strategy Code	Action Name	Responsible Officer Position	Comments
1.4	Proactively support and promote community mental health facilities	Community Services Officer	Promoted through Direct Me Support for events
1.4	Maintenance of services at Temora Hospital	General Manager	Ongoing advocacy provided. Upgrade of operating theatre a major success in the past year.
1.4	Participate in multidisciplinary meetings relating to health and associated issue	Community Services Officer	Council staff have attended and been involved in all meetings
1.4	Aim to reduce stigma associated with disability	Community Services Officer	Ongoing project. Far higher profile given to the needs of disabled residents on Council social media
1.4	Provision of clear health service information linkages	Pinnacle Services Manager	Provision of 'Direct Me' information to residents
1.4	Provision of My Aged Care Regional Assessment Service	Pinnacle Services Manager	Ongoing provision of service
1.4	Supply Home Support Services to the communities of Temora, Cootamundra and Leeton Shires	Pinnacle Services Manager	Services continued to the local government areas identified
1.4	Supply Home Care Packages to the communities	Pinnacle Services	Services continued to the local government

DP Strategy Code	Action Name	Responsible Officer Position	Comments
	of Temora, Cootamundra and Leeton	Manager	areas identified
<b>Support Village Life</b>			
DP Strategy Code	Action Name	Responsible Officer Position	Comments
1.5	Retention of staff member at Ariaiah Park	General Manager	Ongoing
1.5	Adopt principle of the provision of services by outreach to Ariaiah Park	General Manager	Model adopted and working well
1.5	Maintain an adequate library service to Ariaiah Park	Library Manager	Mobile library service provided. Review indicated that this is the best option at present
1.5	Hold a committee meeting of Council, biennially at Ariaiah Park and Springdale	General Manager	Assets and Operations meeting held in Springdale
1.5	Improvement of drainage within Temora Shire	Engineering Technical Manager	Plans underway including Integrated Water Cycle Management Study and Flood Study for Temora. Applications in place for Springdale and Ariaiah Park.
1.5	Include Villages in youth activities	Youth Officer	Ariaiah Park is presented with opportunities to participate. Further development of the concept of onsite presence is required.
1.5	Provision of playgrounds in Temora Shire to a safe and contemporary standard New playground installations • Harper Park Other projects for future • Ariaiah Park Skate Park • Liberty Swing Ariaiah Park	General Manager	Playground masterplan including access provisions underway
1.5	Review heavy vehicle route around Ariaiah Park	Engineering Technical	Still under review

DP Strategy Code	Action Name	Responsible Officer Position	Comments
1.5	Maintain waste services in the village of Ariaiah Park	Manager	Ongoing provision
1.5	Maintenance of facilities within Ariaiah Park • Replace ageing concrete around swimming pool • Upgrade change room floor	Director of Environmental Services	Upgrades to several identified facilities to be included under Stronger Country Communities Program
1.5	Ensure adequate services to villages within Temora Shire	Engineering Technical Manager	Ongoing
1.5	Retention and upgrade of community halls in Temora, Springdale and Ariaiah Park	Director of Environmental Services	Temora Town Hall is undergoing a major renovation. Springdale has undergone significant maintenance and upgrade.
1.5	Provide public conveniences to a standard acceptable to the community • Harper Park – upgrade	Director of Environmental Services	Upgrade of Davey Park toilets and installation of new toilet at Ariaiah Park Cemetery
1.5	Improvement of drainage within Temora Shire • Development of a Floodplain Risk Management Plan including 10 year rolling works program	Engineering Technical Manager	Plans underway including Integrated Water Cycle Management Study and Flood Study for Temora. Applications in place for Springdale and Ariaiah Park.
1.5	Develop a Temora Land Use Strategy 2030	Director of Environmental Services	Project underway but slowed due to consideration of Temora HVAR

*Provision of Childcare to meet community needs*

DP Strategy Code	Action Name	Responsible Officer Position	Comments
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DP Strategy Code	Action Name	Responsible Officer Position	Comments
1.6	Support the improvement to existing and new child care services in Temora Shire	Director of Environmental Services	New childcare facility under construction by private developers
1.6	Promote available child care and early learning options in Temora Shire including preschools, long day care, family day care and playgroups	Director of Administration and Finance	New childcare facility under construction. Other services promoted by Council

*Ensure there is a continuum of housing, services and care for the disabled*

DP Strategy Code	Action Name	Responsible Officer Position	Comments
1.7	Ensure that the views of disabled people are represented to Council	Pinnacle Services Manager	Access and Equity Committee commenced operation
1.7	Ensure equality of access for disabled people	Pinnacle Services Manager	Current review of access issues to parks, sporting facilities and playgrounds. Report to be provided to council outlining a staged approach.
1.7	Provision of accommodation for disabled people	Director of Administration and Finance	Group home operational. Concept to be considered in future plans
1.7	Confirm the status of Pinnacle Services as an ongoing concern	Pinnacle Services Manager	Pinnacle has continued to develop programs to ensure currency and sustainability. NDIS certification achieved. Services are provided with no impact on Council budget.
1.7	Show commitment to Disability Services in Temora Shire	Pinnacle Services Manager	Developed and maintained Disability Inclusion Action Plan

DP Strategy Code	Action Name	Responsible Officer Position	Comments
1.7	Implementation of the National Disability Insurance Scheme In Temora Shire	Pinnacle Services Manager	Pinnacle Community Services is developing programs and services to support NDIS
1.7	Address access and inclusion in the sports facility strategy	Director of Environmental Services	Access and Equity Committee commenced operation
1.7	Provide sufficient accessible car parking spaces	Engineering Technical Manager	Access and Equity Committee commenced operation. To review adequacy.
1.7	Progress community based employment opportunities	Engineering Technical Manager	Currently under consideration
1.7	Improve Council employment conditions and opportunities for people with disabilities	Human Resources Officer	Currently under consideration
1.7	Participate in multidisciplinary meetings relating to health and associated issue	Community Services Officer	Council staff have attended and been involved in all meetings
1.7	Aim to reduce stigma associated with disability	Community Services Officer	Ongoing project. Far higher profile given to the needs of disabled residents on Council social media
1.7	Provision of clear health service information linkages	Pinnacle Services Manager	Provision of 'Direct Me' information to residents
1.7	Commitment to Imagine Temora as a means of communication with the Arts Community and delivering arts and cultural product	Pinnacle Services Manager	Support for Imagine Temora ongoing
1.7	Provide a welcoming community for new residents	VIC Manager	Several projects undertaken including new residents function, welcome packs, along with the introduction of programs aimed at integration.

DP Strategy Code	Action Name	Responsible Officer Position	Comments
1.7	Facilitate opportunities for volunteers to enhance the environment and community	Pinnacle Services Manager	Minimal activity at this stage
1.7	Commitment to Imagine Temora as a means of communication with the Arts Community and delivering arts and cultural product	Pinnacle Services Manager	Support for Imagine Temora ongoing
1.7	Address access and inclusion in the sports facility strategy	Director of Environmental Services	Access and Equity Committee commenced operation
1.7	Support for events within Temora Shire	Community Services Officer	Support given to Council events and others by resolution.
1.7	Provide a welcoming community for new residents	VIC Manager	Several projects undertaken including new residents function, welcome packs, along with the introduction of programs aimed at integration

*Provide a safe and supportive living environment for our residents*

DP Strategy Code	Action Name	Responsible Officer Position	Comments
1.8	Develop and implement a program aimed at educating residents of regulatory responsibilities	Director of Environmental Services	Ongoing education program in place through Narraburra News, Social Media and direct mail.
1.8	Ensure that Councillors are aware of regulatory activities	Ranger	Monthly report provided to Council
1.8	Provide footpath outdoor dining inspections and certificate approvals	Ranger	Approvals given annually

DP Strategy Code	Action Name	Responsible Officer Position	Comments
1.8	Utilise all avenues to re-home unwanted companion animals	Ranger	Proactive program to minimise euthanasia of animals through cooperation with local Vet.
1.8	Provide a monitoring program of regulated premises eg. beauticians, hairdressers and morticians health	Environmental Health Officer	Annual inspections provided
1.8	Provide a monitoring programme of food premises annually	Environmental Health Officer	Annual inspections provided
1.8	Regulate septic tanks in accordance with Office of Local Government requirements and Council's onsite sewer management policy	Environmental Health Officer	Systems in place to regulate septic tanks
1.8	Commitment to road safety and relationship with RMS and adjoining Councils	Road Safety Officer	Road Safety Officer program commitment for additional 3 years
1.8	Meeting, reporting, monitoring, evaluation and budget management requirements and responsibilities according to the LGRSP Agreement	Road Safety Officer	Ongoing program
1.8	Development and implementation of Road Safety Strategic Plan (RSSP)/Action Plan	Road Safety Officer	RSSP implemented
1.8	Conduct public education campaigns across major road safety issues as identified in the RSSP	Road Safety Officer	RSSP implemented
1.8	Conduct local public education campaigns across major road safety issues as identified in the RSSP	Road Safety Officer	RSSP implemented
1.8	Provision of road safety awareness	Road Safety Officer	Ongoing program
1.8	Undertake appropriate and acceptable approach to Road Safety Programs	Road Safety Officer	Ongoing program

DP Strategy Code	Action Name	Responsible Officer Position	Comments
1.8	Investigate the provision of street lighting within Temora Shire	Engineering Technical Manager	New Street Lighting Policy adopted
1.8	Undertake Footpath upgrade and renewal in accordance with the Footpath Capital Works Program	Engineering Technical Manager	Works in accordance with the approved program.
1.8	Provide emergency services to meet the needs of Temora Shire residents	Engineering Technical Manager	Support given to emergency services including RFS and SES
1.8	Undertake Cycleway upgrade and renewal in accordance with the Cycleway Capital Works Program	Engineering Technical Manager	Works in accordance with the approved program.
1.8	Undertake Rural Unsealed Roads upgrade and renewal in accordance with the Rural Unsealed Roads Capital Works Program	Engineering Technical Manager	Works in accordance with the approved program.
1.8	Undertake Rural Sealed Roads upgrade and renewal in accordance with the Rural Sealed Roads Capital Works Program	Engineering Technical Manager	Works in accordance with the approved program.
1.8	Undertake Urban Unsealed Roads upgrade and renewal in accordance with the Urban Unsealed Roads Capital Works Program	Engineering Technical Manager	Works in accordance with the approved program.
1.8	Undertake Urban Sealed Roads upgrade and renewal in accordance with the Urban Sealed Roads Capital Works Program	Engineering Technical Manager	Works in accordance with the approved program.
1.8	Undertake Pavement rehabilitation/ Widening in accordance with the Pavement Rehabilitation/Widening Capital Works Program	Engineering Technical Manager	Works in accordance with the approved program.

DP Strategy Code	Action Name	Responsible Officer Position	Comments
1.8	Undertake Fixing Country Roads/ Heavy Vehicle Safety and Productivity Program in accordance with the determined program	Engineering Technical Manager	Works in accordance with the approved program.
1.8	Undertake Regional Roads Program in accordance with the determined program	Engineering Technical Manager	Works in accordance with the approved program.
1.8	Provide safe and crime free streets for the residents of urban areas in Temora Shire	IT Support Officer	CCTV installation extended
1.8	Investigate the provision of access with Temora Shire, including footpaths, ramps and car parking provision	Road Safety Officer	Access and Equity Committee commenced operation and investigating
1.8	Retention of Lake Centenary as a premier water sports facility • Entrance upgrade (flag poles) • Sealing of pathway around Lake Centenary • Bitumen reseal internal roads and carparks • Replace playground at Lake Centenary	Urban Overseer	Continued upgrade of facility. New playground to be installed 2018/19
1.8	Develop an appropriate mechanism to deal with Environmental matters	Director of Environmental Services	Environmental matters are dealt with through the Environmental Services Department Procedures. Improvements have been made in terms of reporting from members of the public
1.8	Investigate the provision of access within Temora Shire, including footpaths, ramps and car parking provision	Engineering Technical Manager	Access and Equity Committee commenced operation and investigating
1.8	Investigate the provision of street lighting within Temora Shire	Engineering Technical Manager	New Street Lighting Policy adopted
1.8	Undertake Kerb and Gutter upgrade and renewal in accordance with the Kerb and Gutter Capital	Engineering Technical Manager	Works in accordance with the approved program

DP Strategy Code	Action Name	Responsible Officer Position	Comments
	Works Program		
1.8	To ensure residents are not adversely impacted upon by untidy or overgrown lots	Ranger	Regular program of inspections in place
1.8	To reduce the impacts of litter on our community	Environmental Health Officer	Ongoing follow up of incidents
1.8	Monitor illegal waste dumping hot spots within Temora Shire	Ranger	Ongoing follow up of incidents

*Provide services required for excellent liveability in a rural community*

DP Strategy Code	Action Name	Responsible Officer Position	Comments
1.9	Provision of services to meet the needs of residents	Director of Administration and Finance	Maintenance of services such as Service NSW, Pinnacle Community Services and maintain and extend the CCTV system
1.9	Investigate the provision of access within Temora Shire, including footpaths, ramps and car parking provision	Engineering Technical Manager	Access and Equity Committee commenced operation and investigating
1.9	Provide information about the ability of those who are transport disadvantaged to use the community bus	Pinnacle Services Manager	Regular advertising of the availability transport services provided
1.9	Investigate the provision of street lighting within Temora Shire	Engineering Technical Manager	New Street Lighting Policy adopted
1.9	Reinvigorate old pool entrance as Community Arts Centre	Community Services Officer	Not supported by Council
1.9	Review public art in Temora Shire	Community Services	Policy developed and submitted to Council

DP Strategy Code	Action Name	Responsible Officer Position	Comments
		Officer	
1.9	Investigate the potential for Council designation as a registered training organisation	Community Services Officer	Work in progress. Investigations are currently being carried out
1.9	Support for events within Temora Shire	Community Services Officer	Support given to Council events and others by resolution.
1.9	Continue to provide a high level of service to the community for all building and planning requirements	Director of Environmental Services	Systems developed and operating at best practice level
1.9	Continue to improve functionality of the cemetery. • Heavy patching and sealing of internal road	Director of Environmental Services	Ongoing upgrades undertaken
1.9	Maintain NRCC House as building suitable for use as a library	General Manager	Upgraded kitchen and meeting room facility.
1.9	Ensure adequacy of signage at NRCC House	Library Manager	Report presented to Council. Referred to budget
1.9	Determine the future strategic direction of Temora Library	Library Manager	Plan presented to Council
1.9	Provide public conveniences to a standard acceptable to the community • Harper Park – upgrade	Director of Environmental Services	Upgrade of Davey Park toilets and installation of new toilet at Arianh Park Cemetery
1.9	Provide facilities for parks and gardens in Temora Shire	Engineering Technical Manager	Ongoing development of facilities
1.9	Provide areas to enable pet owners to exercise pets	Director of Environmental Services	Dog off leash area approved

DP Strategy Code	Action Name	Responsible Officer Position	Comments
1.9	Maintain Temora Memorial Town Hall as a premium event destination • To construct entry/alfresco area at Temora Memorial Town Hall (subject to funding)	Director of Environmental Services	Major upgrade to be undertaken 2018/19
1.9	Retention of Lake Centenary as a premier water sports facility • Upgrade entrance • Sealing of pathway around Lake Centenary • Bitumen reseal internal roads and carparks • Replace playground at Lake Centenary	Urban Overseer	Continued upgrade of facility. New playground to be installed 2018/19
1.9	Provision of parks and gardens that meet the needs and expectations of the community Hillview Park revitalisation Callaghan Park – replace garbage bins Installation of Flying Fox in a Temora Park Callaghan Park – Beautification of Browns Dam Railway Precinct – Installation of garbage bins Railway Precinct – Park seating Edis Park – Replace shade sail Federal Park – Park Seating Federal Park – New shade sail over skate park Bradley Park – Replace shade sail	Director of Environmental Services	Ongoing upgrade program
1.9	Continue relationship with Eastern Riverina Arts	Community Services Officer	Membership maintained
1.9	Commitment to Imagine Temora as a means of communication with the Arts Community and delivering arts and cultural product	General Manager	Support for Imagine Temora ongoing
1.9	Support local arts through the conduct of exhibitions	General Manager	Support for exhibitions expanded
1.9	Provide a welcoming community for new	Community Services	Several projects undertaken including new

DP Strategy Code	Action Name	Responsible Officer Position	Comments
	residents	Officer	residents function, welcome packs, along with the introduction of programs aimed at integration
1.9	Review the operations of Temora Showground	General Manager	Ongoing project
1.9	Partner with individuals, organisations and companies to support new resident attraction	Economic Development Officer	Cooperative relationships with business and neighbouring shires
1.9	Provision of facilities for the conduct of arts and cultural events	Director of Environmental Services	Expansion of Council facility offering and decision to develop arts precinct
1.9	Commitment to the eradication of urban weeds and pests	Director of Environmental Services	Support for Fight the Fruit Fly Group
1.9	Provide support for external events held in Temora Shire	Community Services Officer	Support all events approved by Council
1.9	Facilitate opportunities for volunteers to enhance the environment and community	Environmental Health Officer	Minimal activity at this stage
1.9	To enrich and diversify the visitor experience	VIC Manager	Constant review of tourism offerings and communication
1.9	To attract grant funding to assist in the development of the Shire	Economic Development Officer	Regular applications made to maximise funding opportunities.
1.9	To encourage local industries to collaborate on new initiatives	Economic Development Officer	Improvements in communication and strengthening of TBEG is a priority
1.9	Provide a welcoming community for new residents	VIC Manager	Several projects undertaken including new residents function, welcome packs, along with the introduction of programs aimed at integration

## Engaging and Supporting the Community

### *Provision of Sport facilities that are well maintained, planned and meet the expectations of the community*

DP Strategy Code	Action Name	Responsible Officer Position	Comments
2.1	Provision of playgrounds in Temora Shire to a safe and contemporary standard • Investigate electronic playground maintenance management systems New playground installations • Flying Fox • Harper Park Other projects for future • Callaghan Park • Ariah Park Skate Park • Gloucester Park • Adventure Playground • Liberty Swing Ariah Park	Urban Overseer	Playground masterplan including access provisions underway
2.1	Retention of Lake Centenary as a premier water sports facility • Upgrade entrance • Sealing of pathway around Lake Centenary • Bitumen reseal internal roads and carparks • Replace playground at Lake Centenary	Urban Overseer	Continued upgrade of facility. New playground to be installed 2018/19
2.1	Reinvigorate old pool entrance as Community Arts Centre	Community Services Officer	Not supported by Council
2.1	Provide suitable policies to oversee the management of Council's sports facilities	Urban Overseer	Ongoing
2.1	Maintain sports facilities in a condition that meets the needs of users	Quality Assurance Officer	Ongoing
2.1	Address access and inclusion in the sports facility strategy	Director of Environmental	Access and Equity Committee commenced operation

DP Strategy Code	Action Name	Responsible Officer Position	Comments
2.1	Provision of sporting grounds that meet the needs of Temora Shire residents Future Sporting needs	Services Engineering Technical Manager	Future program implemented and scheduled

*Provide support for the development of arts and cultural activities*

DP Strategy Code	Action Name	Responsible Officer Position	Comments
2.2	Provision of facilities for the conduct of cultural events	Director of Environmental Services	Expansion of Council facility offering and decision to develop arts precinct
2.2	Retention and upgrade of community halls in Temora, Springdale and Ariaiah Park	Director of Environmental Services	Temora Town Hall is undergoing a major renovation. Springdale has undergone significant maintenance and upgrade
2.2	Support all arts and cultural events within the framework of the Communications Policy	Communications Officer	Support given in line with council decisions and policies
2.2	Review public art in Temora Shire	Community Services Officer	Policy developed and submitted to Council
2.2	Continue relationship with Eastern Riverina Arts	Community Services Officer	Membership maintained
2.2	Support for events within Temora Shire	Community Services Officer	Support given to Council events and others by resolution.
2.2	Provide support for external events held in Temora Shire	Community Services Officer	Support all events approved by Council
2.2	Commitment to Imagine Temora as a means of communication with the Arts Community and	Community Services Officer	Support for Imagine Temora ongoing

DP Strategy Code	Action Name	Responsible Officer Position	Comments
	delivering arts and cultural product		
2.2	Support local arts through the conduct of exhibitions	Community Services Officer	Support for exhibitions expanded
2.2	Support the Biannual National Gallery trip for museum volunteers and Council	Community Services Officer	Support given and arranged for 2018/19
2.2	Establishment of Youth event management, Youth culture and gaming teams	Youth Officer	Support ongoing
2.2	Reinvigorate old pool entrance as Community Arts Centre	General Manager	Not supported by Council

*Encourage a welcoming, caring, inclusive and tolerant community that welcomes new residents from all backgrounds*

DP Strategy Code	Action Name	Responsible Officer Position	Comments
2.3	Provide a welcoming community for new residents	Community Services Officer	Access and inclusion training to be provided to Council staff and Councillors
2.3	Build additional youth teams that allow groups of young people with a common interest to connect and advance their skills	Youth Officer	Teams have commenced and additional teams reviewed. Good participation levels.
2.3	Provide events to assist in the attraction of new residents	Community Services Officer	Ongoing program to provide eclectic mix of events
2.3	Commitment to the Council sister cities of: • Uppington – South Africa • Izumizaki, Japan • Randwick, Australia	Community Services Officer	Sister City Committee formed
2.3	Show commitment to Disability Services in Temora Shire	Pinnacle Services Manager	Inclusion in NDIS programming by Pinnacle Community Services

DP Strategy Code	Action Name	Responsible Officer Position	Comments
2.3	Provide sufficient accessible car parking spaces	Engineering Technical Manager	Access and Equity Committee commenced operation. To review adequacy
2.3	Progress community based employment opportunities	Engineering Technical Manager	Currently under consideration
2.3	Improve Council employment conditions and opportunities for people with disabilities	Human Resources Officer	Currently under consideration
2.3	Aim to reduce stigma associated with disability	Community Services Officer	Ongoing project. Far higher profile given to the needs of disabled residents on Council social media
2.3	Support all arts and cultural events within the framework of the Communications Policy	Communications Officer	Support given in line with council decisions and policies
2.3	Promote Temora Shire as a retirement destination	Communications Officer	Development of facilities to encourage retirement to Temora. Access and equity committee formed. Support given for private aged care. Positive Ageing Group formed.

***Support volunteers within the community***

DP Strategy Code	Action Name	Responsible Officer Position	Comments
2.4	Advise residents of specific volunteering opportunities within the community	Communications Officer	Advised through Narraburra News
2.4	Acknowledge the valuable role that volunteers play in the community	Communications Officer	Policy adopted to recognise volunteers
2.4	Acknowledge the efforts of young people both publicly and electronically	General Manager	Use of Social Media, Narraburra News and traditional print media

DP Strategy Code	Action Name	Responsible Officer Position	Comments
2.4	Facilitate opportunities for volunteers to enhance the environment and community	Environmental Health Officer	Minimal activity at this stage
2.4	Grow the number of local jobs available to an increasing population	Communications Officer	Included in Economic Development Plan
2.4	Support the Biannual National Gallery trip for museum volunteers and Council	Community Services Officer	Support given and arranged for 2018/19

*Support and develop the Youth of our community*

DP Strategy Code	Action Name	Responsible Officer Position	Comments
2.5	Support the establishment of food outlets favoured by Youth	Youth Officer	Little action taken in relation to this issue
2.5	Development of leadership within young people	Youth Officer	Prime focus of Youth teams
2.5	Explore opportunities to share resources and information between Councils (REROC)	Youth Officer	Regular attendance at Community Services and Youth meetings
2.5	Use social media to provide feedback on the needs of Youth	Youth Officer	Social Media is an integral part of the communications platform for Youth
2.5	Ensure Youth programs are equitable to all sections of the Temora Shire	Youth Officer	Ongoing commitment supported by Council policies and Access and Equity Committee
2.5	Connect with school contacts and establish good working relationships	Youth Officer	Ongoing liaison with schools to ensure identification and reaction to issues
2.5	Promote Platform Y as an inclusive and safe space for young people	Youth Officer	Platform Y operating effectively and well patronised by Youth
2.5	Acknowledge the efforts of young people both	Youth Officer	Use of Social Media, Narraburra News and

DP Strategy Code	Action Name	Responsible Officer Position	Comments
	publicly and electronically		traditional print media
2.5	Establishment of Youth event management, Youth culture and gaming teams	Youth Officer	Support ongoing
2.5	Continue to develop pathways to connect the Youth Officer to young people, parents and community	Youth Officer	Ongoing program
2.5	Investigate the potential for Council designation as a registered training organisation	Community Services Officer	Work in progress. Investigations are currently being carried out
2.5	Establish Youth Entrepreneurs Teams which develop a real product, service or business model, to take to market	Youth Officer	Still in development phase
2.5	Create a Youth Media and Promotions Team which market and promote youth activities and create a public voice for youth in the community	Youth Officer	Group operating effectively
2.5	Support local students financially through scholarships	General Manager	4 scholarships provided by Council
2.5	Build additional youth teams that allow groups of young people with a common interest to connect and advance their skills	Youth Officer	Teams have commenced and additional teams reviewed. Good participation levels.
2.5	Create a profitable, elite destination café and function centre that provides employment and experiential learning opportunities for young people	Youth Officer	Youth hospitality team created. Ongoing review of the effectiveness of the café concept.
2.5	Advise community of available transport options	Pinnacle Services Manager	Regular advertising of the availability transport services provided

DP Strategy Code	Action Name	Responsible Officer Position	Comments
2.5	Provide mechanism to allow interaction between stakeholders	Town Planner	Significant interaction occurs through formal and informal mechanisms
2.5	Offer life skills workshop opportunities to both young people and the community	Youth Officer	Life skills are being offered as part of the various youth team
2.5	Include Villages in youth activities	Youth Officer	Ariah Park is presented with opportunities to participate. Further development of the concept of onsite presence is required.

*Maintain regular communication with residents*

DP Strategy Code	Action Name	Responsible Officer Position	Comments
2.6	Continue Narraburra News and maintain Council website	Communications Officer	Currency of website maintained and Narraburra News produced
2.6	Ensure that feedback is available on the community view of Council service by a Resident Satisfaction Survey within the term of each Council	General Manager	Not produced or scheduled in current year
2.6	Hold a committee meeting of Council, biennially at Ariah Park and Springdale	General Manager	Assets and Operations meeting held in Springdale
2.6	Commitment to Section 355 Community Committees to provide communication avenue between Council and Community	General Manager	Maintained and supported S355 Committees recognising their important role as a conduit to the community and as custodians of Council facilities
2.6	Provide mechanisms to enable information flow between Council and residents	General Manager	Significant use of print, social media, newsletter, direct mail and surveys

DP Strategy Code	Action Name	Responsible Officer Position	Comments
2.6	Develop a strict Communications Policy that outlines the roles of websites, social media and publications	Communications Officer	Policy developed and will be adopted
2.6	Maintain currency of information on Council websites and Social Media	Communications Officer	Regular updates of electronic media
2.6	Commitment to digital media as a means of information flow with residents	Communications Officer	Strong digital presence
2.6	Support all arts and cultural events within the framework of the Communications Policy	Communications Officer	Support given in line with council decisions and policies
2.6	Develop an appropriate mechanism to deal with Environmental matters	Director of Environmental Services	Environmental matters are dealt with through the Environmental Services Department Procedures. Improvements have been made in terms of reporting from members of the public
2.6	Connect with school contacts and establish good working relationships	Director of Environmental Services	Ongoing liaison with schools to ensure identification and reaction to issues
2.6	Support for NBN and other carriers to provide improved coverage	Economic Development Officer	Council is working cooperatively with NBN Co. to deliver improved access
2.6	Promote Temora Shire as a retirement destination	Communications Officer	Development of a promotions plan detailing access to aged care services
2.6	Provision of clear health service information linkages	Pinnacle Services Manager	Provision of 'Direct Me' information to residents
2.6	Provide mechanism to allow interaction between stakeholders	Town Planner	Significant interaction occurs through formal and informal mechanisms
2.6	Provide information about the ability of those who are transport disadvantaged to use the	Pinnacle Services Manager	Regular advertising of the availability transport services provided

DP Strategy Code	Action Name	Responsible Officer Position	Comments
	community bus		
2.6	Advise community of available transport options	Pinnacle Services Manager	Regular advertising of the availability transport services provided
2.6	Ensure equality of access for disabled people	Economic Development Officer	Current review of access issues to parks, sporting facilities and playgrounds. Report to be provided to council outlining a staged approach.
2.6	To attract grant funding to assist in the development of the Shire	Economic Development Officer	Regular applications made to maximise funding opportunities.
2.6	Develop the facilities at the Temora Rural Museum and Bundawarra Centre • Erect new tractor shed • Construct bridge over dam • Create gold panning activity • Landscape Bundawarra Centre – Zone 1 • Temora Ambulance Museum – Plan and studies • Landscape zone 2 (western allotments) • Landscape zone 3 (eastern allotments) • Re-develop the Marge Fouracre Gallery • Temora Ambulance Museum construction • Museum virtual tour • Textile exhibition re-development Digital catalogue of Rural Museum collections	Community Services Officer	Fully supported, recognising the importance of the facility for local history and tourism. Dam bridge to be built 2018/19 and submissions made on Ambulance Museum development
2.6	Closure of Temora Saleyards	Engineering Technical Manager	Facility to close 2018
2.6	Ongoing support for Temora Agricultural Innovation Centre • Reseal internal sealed roads • Provide creek crossing to enable internal movement • Internal gravel road construction	Director of Administration and Finance	Ongoing development aided by GRDC grant

DP Strategy Code	Action Name	Responsible Officer Position	Comments
	from creek crossing Construction of new sheep yards		
2.6	Provision of Technology Plan for Temora Shire	Communications Officer	Under development
2.6	Take advantage of emerging trends and technologies	IT Support Officer	Ongoing program to upgrade technological options
2.6	Provide information about the ability of those who are transport disadvantaged to use the community bus	Pinnacle Services Manager	Regular advertising of the availability transport services provided
2.6	Continue to develop pathways to connect the Youth Officer to young people, parents and community	Communications Officer	Ongoing program

## Building our Shire Economy

### Improve telecommunications within the Shire

DP Strategy Code	Action Name	Responsible Officer Position	Comments
3.1	Support the provision of public Wi-Fi by private providers	Economic Development Officer	Currently under negotiation
3.1	Support for NBN and other carriers to provide improved coverage	Economic Development Officer	Council is working cooperatively with NBN Co. to deliver improved access

### Seek affordable housing options for all residents

DP Strategy Code	Action Name	Responsible Officer Position	Comments
3.2	Encourage the provision of affordable rental accommodation	Economic Development Officer	Included in Economic Development Plan
3.2	Investigate options for Council to assist with the provision of affordable housing	Director of Environmental Services	Purchase of affordable housing subdivision.
3.2	To plan for the possibility of a sudden upsurge in investment and population which may result from a large employer	Economic Development Officer	Included in Economic Development Plan

### Provide adequate parking to meet the needs of Temora Shire residents

DP Strategy Code	Action Name	Responsible Officer Position	Comments
3.3	Develop off street parking in Temora CBD	Engineering Technical Manager	Currently under review

DP Strategy Code	Action Name	Responsible Officer Position	Comments
3.3	Provide long vehicle parking in close proximity to Temora CBD	Engineering Technical Manager	Currently under review
3.3	Provide sufficient accessible car parking spaces	Engineering Technical Manager	Access and Equity Committee commenced operation. To review adequacy
3.3	Investigate the provision of access within Temora Shire, including footpaths, ramps and car parking provision	Engineering Technical Manager	Access and Equity Committee commenced operation and investigating
3.3	Investigate the provision of street lighting within Temora Shire	Engineering Technical Manager	New Street Lighting Policy adopted

*Ensure accommodation in Temora Shire meets standards in terms of quantity*

DP Strategy Code	Action Name	Responsible Officer Position	Comments
3.4	To enrich and diversify the visitor experience	VIC Manager	Constant review of tourism offerings and communication
3.4	Ensure quality and quantity of accommodation in Temora meets the needs of stakeholders	VIC Manager	Accommodation charter developed
3.4	Support the provision of a range of accommodations options within Temora Shire	Economic Development Officer	Accommodation charter developed
3.4	Assist the provision of Aged Care facilities within Temora Shire	Director of Administration and Finance	Strong advocacy on behalf of providers. This year funding has been announced for the replacement/expansion of Greenstone Lodge and Shipton Villas has opened.

*Strengthen the Temora Shire Economy*

DP Strategy Code	Action Name	Responsible Officer Position	Comments
3.5	Diversify the economy and provide employment by attracting non agriculture based industry	Economic Development Officer	Included in Economic Development Plan
3.5	Provide local businesses with the opportunity for training and coaching	Economic Development Officer	Far greater presence through training/ seminars provided via TBEG
3.5	Support local businesses at every opportunity Support of TBEG	Economic Development Officer	Ongoing support, financial and in kind for TBEG
3.5	Investigate the need and potential opportunities for Temora Shire to offer a multipurpose conferencing and events facility/s	Economic Development Officer	Investigation ongoing
3.5	To attract grant funding to assist in the development of the Shire	Economic Development Officer	Regular applications made to maximise funding opportunities.
3.5	To encourage local industries to collaborate on new initiatives	Economic Development Officer	Improvements in communication and strengthening of TBEG is a priority
3.5	To plan for the possibility of a sudden upsurge in investment and population which may result from a large employer	Economic Development Officer	Included in Economic Development Plan
3.5	To keep State and Federal members informed of Temora's needs and our strategies to meet those needs	Economic Development Officer	Ongoing liaison and discussion with local members
3.5	To maintain close links with relevant State and Federal Govt. Departments, agencies and Regional Offices.	Economic Development Officer	Commitment to maintenance of relationships with Government
3.5	To encourage the development or relocation of large industry in Temora Shire	Economic Development Officer	Included in Economic Development Plan

DP Strategy Code	Action Name	Responsible Officer Position	Comments
3.5	To proactively seek business opportunities for Temora Shire including its villages	Economic Development Officer	Included in Economic Development Plan
3.5	To maintain and strengthen collaboration with businesses and related associations	Economic Development Officer	Support for TBEG and business associations
3.5	Lobby for the continual improvement of , and equitable access to, services, transport, communications and utilities for Temora Shire	Economic Development Officer	Ongoing process
3.5	Review the operations of Temora Showground	General Manager	Ongoing project
3.5	Investigate the potential for Council designation as a registered training organisation	Community Services Officer	Work in progress. Investigations are currently being carried out
3.5	Improve Council employment conditions and opportunities for people with disabilities	General Manager	Currently under consideration
3.5	Provide events to assist in the attraction of new residents	Economic Development Officer	Ongoing program to provide eclectic mix of events
3.5	Partner with individuals, organisations and companies to support new resident attraction	Economic Development Officer	Cooperative relationships with business and neighbouring shires
3.5	Provision of facilities for the conduct of cultural events	Director of Environmental Services	Expansion of Council facility offering and decision to develop arts precinct
3.5	Support the development of private Aged Care facilities	Pinnacle Services Manager	Strong advocacy on behalf of providers. This year funding has been announced for the replacement/expansion of Greenstone Lodge and Shipton Villas has opened.
3.5	Promote Temora Shire as a retirement destination	Economic Development Officer	Development of facilities to encourage retirement to Temora. Access and equity

DP Strategy Code	Action Name	Responsible Officer Position	Comments
			committee formed. Support given for private aged care. Positive Ageing Group formed.
3.5	Progress community based employment opportunities	Engineering Technical Manager	Currently under consideration
3.5	Provide support for external events held in Temora Shire	Community Services Officer	Support all events approved by Council
3.5	Ongoing support for Temora Agricultural Innovation Centre • Reseal internal sealed roads • Provide creek crossing to enable internal movement • Internal gravel road construction from creek crossing Construction of new sheep yards	Director of Administration and Finance	Ongoing development aided by GRDC grant
3.5	Maintain support for Temora Food Network	Economic Development Officer	Program not progressing at this stage
3.5	Develop a Temora Land Use Strategy 2030	Director of Environmental Services	Project underway but slowed due to consideration of Temora HVAR

*Support Tourism acknowledging the value it brings to the Temora Shire economy*

DP Strategy Code	Action Name	Responsible Officer Position	Comments
3.6	Improvement of Tourism signage within the Temora Shire	Economic Development Officer	Ongoing review
3.6	Develop a new Tourism brochure for Temora Shire	VIC Manager	Brochure developed

DP Strategy Code	Action Name	Responsible Officer Position	Comments
3.6	Maintain accreditation of the Temora Visitor Information Centre	VIC Manager	Accreditation maintained
3.6	Ensure signage pertaining to AVIC and CMCA accreditation meet standards	VIC Manager	Signage audit conducted
3.6	Ensure VIC is modern and meets the needs of users.	VIC Manager	Review of VIC undertaken
3.6	Ensure quality and quantity of accommodation in Temora meets the needs of stakeholders	VIC Manager	Accommodation charter developed
3.6	Develop the facilities at the Temora Rural Museum and Bundawarra Centre • Construct bridge over dam • Erect new tractor shed • Create gold panning activity • Landscape Bundawarra Centre – Zone 1 • Temora Ambulance Museum – Plan and studies • Landscape zone 2 (western allotments) • Re-Landscape zone 3 (eastern allotments) • Re-develop the Marge Fouracre Gallery • Temora Ambulance Museum construction • Museum virtual tour • Textile exhibition re-development Digital catalogue of Rural Museum collections	General Manager	Fully supported, recognising the importance of the facility for local history and tourism. Dam bridge to be built 2018/19 and submissions made on Ambulance Museum development
3.6	To partner with individuals, organisations and companies to support the growth in the visitor economy	Economic Development Officer	Cooperative relationships with business and neighbouring shires
3.6	To enhance and support new and existing tourism events	Economic Development Officer	Council support forthcoming for tourism events subject to resolution of Council
3.6	To enrich and diversify the visitor experience	VIC Manager	Constant review of tourism offerings and communication

DP Strategy Code	Action Name	Responsible Officer Position	Comments
3.6	Support community and visitor awareness and appreciation of Temora Shire's heritage through preservation and enhancement	Environmental Health Officer	Heritage committee has undertaken ongoing projects to ensure the appreciation of Heritage aspects in Temora Shire.
3.6	To enrich and diversify the visitor experience	VIC Manager	Constant review of tourism offerings and communication
3.6	Provide tourism facilities to meet the needs of visitors Internal roads sealing and kerb and gutter upgrade at Temora Caravan Park	General Manager	Ongoing upgrade
3.6	Support the events within Temora Shire	Community Services Officer	Support given to Council events and others by resolution.
3.6	Provide support for external events held in Temora Shire	Community Services Officer	Support all events approved by Council
3.6	Support the provision of public Wi-Fi by private providers	Economic Development Officer	Currently under negotiation
3.6	Investigate the need and potential opportunities for Temora Shire to offer a multipurpose conferencing and events facility/s	Economic Development Officer	Investigation ongoing

## Preserving Our Beautiful Surrounds

### Create a network of heavy vehicle routes that met the needs of industry and residents

DP Strategy Code	Action Name	Responsible Officer Position	Comments
4.1	Undertake a program of network assessment	Engineering Technical Manager	Ongoing program
4.1	Develop a policy framework for heavy vehicle access	Engineering Technical Manager	Framework developed
4.1	Commitment to the Alternate Heavy Vehicle Route around Temora	Engineering Technical Manager	Ongoing commitment
4.1	Review heavy vehicle route around Ariah Park	Engineering Technical Manager	Still under review
4.1	Undertake Rural Unsealed Roads upgrade and renewal in accordance with the Rural Unsealed Roads Capital Works Program	Engineering Technical Manager	Works in accordance with the approved program.
4.1	Undertake Rural Sealed Roads upgrade and renewal in accordance with the Rural Sealed Roads Capital Works Program	Engineering Technical Manager	Works in accordance with the approved program.
4.1	Undertake Urban Unsealed Roads upgrade and renewal in accordance with the Urban Unsealed Roads Capital Works Program	Engineering Technical Manager	Works in accordance with the approved program.
4.1	Undertake Urban Sealed Roads upgrade and renewal in accordance with the Urban Sealed Roads Capital Works Program	Engineering Technical Manager	Works in accordance with the approved program.
4.1	Undertake Pavement rehabilitation/ Widening in accordance with the Pavement	Engineering Technical Manager	Works in accordance with the approved program.

DP Strategy Code	Action Name	Responsible Officer Position	Comments
	Rehabilitation/Widening Capital Works Program		
4.1	Undertake Fixing Country Roads/ Heavy Vehicle Safety and Productivity Program in accordance with the determined program	Engineering Technical Manager	Works in accordance with the approved program.
4.1	Undertake Regional Roads Program in accordance with the determined program	Engineering Technical Manager	Works in accordance with the approved program.
4.1	Undertake a program of network assessment	Engineering Technical Manager	Ongoing program
4.1	Develop a policy framework for heavy vehicle access	Engineering Technical Manager	Framework developed

*Introduce an environmentally, socially and economically responsible waste policies*

DP Strategy Code	Action Name	Responsible Officer Position	Comments
4.2	Consider the introduction of a kerbside collection service for recyclables	Director of Environmental Services	Reported to Council and under consideration
4.2	Respond to community and Government demands for the provision of suitable recycling services within Temora Shire	Director of Environmental Services	Reported to Council and under consideration
4.2	Maintain waste services in the village of Arianah Park	Director of Environmental Services	Ongoing provision
4.2	To reduce the impacts of litter on our community	Environmental Health Officer	Ongoing follow up of incidents

DP Strategy Code	Action Name	Responsible Officer Position	Comments
4.2	Monitor illegal waste dumping hot spots within Temora Shire	Ranger	Regular program of inspections in place

*Improve drainage within the Shire area*

DP Strategy Code	Action Name	Responsible Officer Position	Comments
4.3	Improvement of drainage within Temora Shire • Development of a Floodplain Risk Management Plan including 10 year rolling works program	Engineering Technical Manager	Undertaking Flood Study and Integrated Water Cycle Management Plan to inform process
4.3	Undertake Stormwater Drainage upgrade and renewal in accordance with the Stormwater Assets Capital Works Program	Engineering Technical Manager	Works in accordance with the approved program.
4.3	Undertake Kerb and Gutter upgrade and renewal in accordance with the Kerb and Gutter Capital Works Program	Engineering Technical Manager	Works in accordance with the approved program
4.3	Ensure sustainable operation and usage of precious water • Achievement of NSW Office of Water Best Practice	Engineering Technical Manager	Development of an Integrated Water Cycle Management Plan is the first step in this process and will be completed 2018/19

*Ensure local planning instruments meets the needs of the community*

DP Strategy Code	Action Name	Responsible Officer Position	Comments
4.4	Conduct a review to determine if the mix of building lot sizes will meet future demands and expectations	Town Planner	Included in 2030 Land Use Strategy

DP Strategy Code	Action Name	Responsible Officer Position	Comments
4.4	Develop a Temora Land Use Strategy 2030	Town Planner	Project underway but slowed due to consideration of Temora HVAR
4.4	Ensure availability of land for residential development that meets the needs of new and existing resident	Town Planner	Included as part of the 2030 Land Use Strategy

*Ensure an aesthetically pleasing urban environment*

DP Strategy Code	Action Name	Responsible Officer Position	Comments
4.5	Upgrade entrances to Temora	Engineering Technical Manager	Project approved for 2018/19
4.5	To ensure residents are not adversely impacted upon by untidy or overgrown lots	Ranger	Regular program of inspections in place
4.5	To reduce the impacts of litter on our community	Environmental Health Officer	Regular program of inspections in place
4.5	Monitor illegal waste dumping hot spots within Temora Shire	Ranger	Regular program of inspections in place
4.5	Ensure sustainable operation and usage of precious water • Achievement of NSW Office of Water Best Practice	Engineering Technical Manager	Development of an Integrated Water Cycle Management Plan is the first step in this process and will be completed 2018/19
4.5	Implement the actions from the 2017 Street Tree Audit	Urban Overseer	Ongoing program
4.5	Commitment to the eradication of urban weeds and pests	Director of Environmental Services	Support for Fight the Fruit Fly Group

DP Strategy Code	Action Name	Responsible Officer Position	Comments
4.5	Facilitate opportunities for volunteers to enhance the environment and community	Environmental Health Officer	Minimal activity at this stage
4.5	Develop an appropriate mechanism to deal with Environmental matters	Director of Environmental Services	Environmental matters are dealt with through the Environmental Services Department Procedures. Improvements have been made in terms of reporting from members of the public
4.5	Review the operations of Temora Showground	General Manager	Ongoing project
4.5	Support community and visitor awareness and appreciation of Temora Shire's heritage through preservation and enhancement	Environmental Health Officer	Heritage committee has undertaken ongoing projects to ensure the appreciation of Heritage aspects in Temora Shire.

## Embracing and Developing Aviation

### *Optimise telecommunications to the airport precinct*

DP Strategy Code	Action Name	Responsible Officer Position	Comments
5.1	Support for NBN and other carriers to provide improved coverage	Economic Development Officer	Council is working cooperatively with NBN Co. to deliver improved access

### *Retain and develop facilities at Temora Airport*

DP Strategy Code	Action Name	Responsible Officer Position	Comments
5.2	Develop comprehensive maintenance, drainage and signage programs	Engineering Technical Manager	Continues data collection and asset mapping of aerodrome assets in ongoing program. Drainage plan deferred to 2018/19
5.2	Investigate potential to provide improved weather monitoring	Engineering Technical Manager	Advocacy to government to reinstall TAF services
5.2	Review drainage at Temora Aerodrome	Engineering Technical Manager	Included as part of Aerodrome Master Plan
5.2	Development of a Multipurpose facility at Temora Airport	Economic Development Officer	Included as part of Aerodrome Master Plan
5.2	Investigate aircraft landing and movement areas	Engineering Technical Manager	Included as part of Aerodrome Master Plan. Significant development of facilities occurred during 2017/18

### *Ensure land use plans are developed to protect the future use of the airport*

DP Strategy Code	Action Name	Responsible Officer Position	Comments
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DP Strategy Code	Action Name	Responsible Officer Position	Comments
5.3	Develop a Temora Land Use Strategy 2030	Director of Environmental Services	Project underway but slowed due to consideration of Temora HVAR
<i>Provide a clear direction for the current use and future direction of Temora Airport</i>			
DP Strategy Code	Action Name	Responsible Officer Position	Comments
5.4	Adopt and implement an Airport Management Plan	General Manager	Plan adopted and implementation commenced
5.4	Review mechanisms by which the cost impost at Temora Aerodrome can be addressed	General Manager	Addressed in Aerodrome Management Plan
5.4	Consider the segregation of discrete airport users including agricultural use	General Manager	Agricultural use area constructed and airside security is currently under consideration
5.4	Update the Temora Airport Master Plan once policies relating to key issues are determined	General Manager	Management of aerodrome under review in line with Master Plan

**Maintenance of infrastructure to support agriculture**  
*Maintenance of infrastructure to support agriculture*

DP Strategy Code	Action Name	Responsible Officer Position	Comments
6.1	Maintain key bridges and roads	Engineering Technical Manager	Included in Transport Asset Management Plans
6.1	Create heavy vehicle routes to meet agricultural needs	Engineering Technical Manager	Included in HVAR negotiations
6.1	Closure of Temora Saleyards	Engineering Technical Manager	Facility to close 2018
6.1	Undertake a program of network assessment	Engineering Technical Manager	Ongoing program
6.1	Develop a policy framework for heavy vehicle access	Engineering Technical Manager	Framework developed
6.1	Undertake Rural Unsealed Roads upgrade and renewal in accordance with the Rural Unsealed Roads Capital Works Program	Engineering Technical Manager	Works in accordance with the approved program.
6.1	Undertake Rural Sealed Roads upgrade and renewal in accordance with the Rural Sealed Roads Capital Works Program	Engineering Technical Manager	Works in accordance with the approved program.
6.1	Continue Narraburra News and maintain Council website	Communications Officer	Currency of website maintained and Narraburra News produced
6.1	Undertake Pavement rehabilitation/ Widening in accordance with the Pavement Rehabilitation/Widening Capital Works Program	Engineering Technical Manager	Works in accordance with the approved program.
6.1	Undertake Fixing Country Roads/ Heavy Vehicle	Engineering Technical	Works in accordance with the approved

DP Strategy Code	Action Name	Responsible Officer Position	Comments
	Safety and Productivity Program in accordance with the determined program	Manager	program.
6.1	Undertake Regional Roads Program in accordance with the determined program	Engineering Technical Manager	Works in accordance with the approved program.
6.1	Commitment to the Alternate Heavy Vehicle Route around Temora	Engineering Technical Manager	Ongoing commitment

*Optimise the opportunities to develop agricultural industry*

DP Strategy Code	Action Name	Responsible Officer Position	Comments
6.2	Attraction of agricultural based industry	Economic Development Officer	Focus for Economic Development function. Attracted several new agricultural based industries in the past year
6.2	Develop a Temora Land Use Strategy 2030	Director of Environmental Services	Project underway but slowed due to consideration of Temora HVAR

*Commitment to the support of agriculture in Temora Shire*

DP Strategy Code	Action Name	Responsible Officer Position	Comments
6.3	Ongoing support for Temora Agricultural Innovation Centre • Reseal internal sealed roads • Provide creek crossing to enable internal movement • Internal gravel road construction from creek crossing • Construction of new sheep yards	Director of Administration and Finance	Ongoing development aided by GRDC grant



















DP Strategy Code	Action Name	Responsible Officer Position	Comments
6.3	Maintain support for Temora Food Network	Economic Development Officer	Program not progressing at this stage
6.3	Commitment to the eradication of urban weeds and pests	Director of Environmental Services	Support for Fight the Fruit Fly Group
6.3	Facilitate opportunities for volunteers to enhance the environment and community	Economic Development Officer	Minimal activity at this stage
6.3	Provide mechanisms to enable information flow between Council and residents	General Manager	Significant use of print, social media, newsletter, direct mail and surveys
6.3	Develop an appropriate mechanism to deal with Environmental matters	Economic Development Officer	Environmental matters are dealt with through the Environmental Services Department Procedures. Improvements have been made in terms of reporting from members of the public
6.3	To encourage local industries to collaborate on new initiatives	Economic Development Officer	Improvements in communication and strengthening of TBEG is a priority
6.3	To proactively seek business opportunities for Temora Shire including its villages	Economic Development Officer	Included in Economic Development Plan
6.3	To enrich and diversify the visitor experience	VIC Manager	Constant review of tourism offerings and communication

*Develop a strategy to cope with the consolidation of farming enterprises*

DP Strategy Code	Action Name	Responsible Officer Position	Comments
6.4	Develop a strategy to cope with the consolidation of farming enterprises	Economic Development Officer	Included in Economic Development Strategy

**11.5 POLICIES/PROCEDURES REVIEW****File Number:** REP18/1087**Author:** Executive Assistant**Authoriser:** General Manager

**Attachments:**

1. Policies  
2. C4 - Imagine Temora Procedure  
3. C15 - Art Acquisition Management & Decommissioning Policy  
4. C20 - Communications Policy  
5. EW4 - Chain of Responsibility Policy  
6. EW13 - Road Verge & Nature Strip Policy  
7. G3 - Procurement Procedure  
8. G5 - Complaints Disclosure  
9. G8 - Code of Practice Section 355  

**REPORT**

The ongoing review of Council policies and procedures at present, provide a very ad hoc approach to management of Council policy documents.

To assist in developing a formal framework for reviews, the following is proposed to provide an agreement on optimum rotation/ review. The report is predicated on the basis that a number of 'Policies' are actually operating procedures and do not require regular adoption by Council. These would include WHS and technical procedures (footpath construction standards etc). Where there is a community aspect to the Policy (eg Street Lighting), the policy would still be referred to Council.

The highlighted policies will require ongoing adoption by Council and include the proposed scheduled review cycle. Obviously if amendments are required due to legislative change or immediate action is needed due to other pressures, this cycle would be modified. Similarly, cosmetic changes, such as template changes or changes in terminology without change of intent (such as a change to the name of an Act) would be made without the requirement to undertake the normal submission process. The changes would still be advised to Council.

There are a number of policies that have had substantial amendment suggested. These are highlighted in Red. Changes are tracked within the document to enable Councillors to identify changes. Council may wish to consider if these Policies may be considered in greater detail at the October Assets and Operations Committee meeting.

To assist with transitioning to the new position, the Risk Management Officer has been provided with additional time to conduct a review of Policies applicable to that position. These will be undertaken by December.

**RESOLUTION 206/2018**

Moved: Cr Dennis Sleigh

Seconded: Cr Claire McLaren

It was resolved that Council refers pages 199 -345 for the consideration of policies to a separate workshop.

**CARRIED**

***Report by Gary Lavelle***

## Policies / Procedures Review

Policy Name	Action	Review Cycle	Next Review
C1 – Use and hire of Council Mobile Stage	To be reviewed prior to delivery of new stage	3 years	December 2018
C2 – Street Stalls	Review September 2019. No issues currently	3 years	September 2019
C3 – By laws and regulations for the use of Lake Centenary	Review September 2019. No issues currently	3 years	September 2019
C4 Imagine Temora Procedure	Provided for Council Consideration. New Policy.	2 years	September 2020
C5 - Street Banner	To be reviewed by Risk Officer	3 years	December 2018
C7 - Guidelines for Television And Film Production Shoots	Review September 2019. No issues currently	2 years	September 2019
C10 – CCTV Guidelines	Review September 2019. No issues currently	2 years	September 2019
C14 – Camping Policy Lake Centenary	Review September 2019. No issues currently	2 years	September 2019
C15 Art Acquisition, Management & Decommissioning Policy Amended policy provided for consideration		3 years	September 2021
C16 – Flag Protocol Policy	Review September 2019. No issues currently	2 years	September 2019
C17 – Event Management Application	Currently under review. Refer to Council 2019	2 years	September 2019
C18 – Disability Inclusion Action Plan	Review September 2019. No issues currently	2 years	September 2019
C19 – Sporting Fields Yearly Right of Use	To be referred to TDSC for consideration	2 years	December 2018
C20- Communications Policy	Provided for Council Consideration. New Policy	2 years	September 2020
EW2 – Footpath Maintenance & Construction	Internal Policy	2 years	December 2018
EW3 - Private Hire of Council Equipment	Due for review December 2018. Internal Policy	2 years	December 2018
EW4 – Chain of Responsibility Procedure	Provided for Council Consideration	2 years	September 2020

EW8 – Amenity Tree Management Plan	Currently under review	2 years	June 2019
EW9 – Engineering Environmental Management	Internal Policy. Currently being rewritten	2 years	December 2018
EW10 – Remote Supervision Signs	To be reviewed by Risk Officer. Internal Policy	2 years	December 2018
EW11 – Construction of Foot paving, Kerb and Gutter	Internal Policy	2 years	December 2018
EW12 – Street Lighting	New policy. Adopted August 2018	2 years	September 2020
EW13 – Road Verge and Nature Strip Policy	Provided for Council consideration	2 years	September 2020
F1 – Plant Replacement	Internal Policy	2 years	September 2020
F2 – Debt Recovery	Presented to Council – July	2 years	September 2020
F3 - Investments	Awaiting new Investment Order from OLG	Govt order	
G1 – Payment of Expenses & Provision of Facilities	Review September 2019. No issues currently	2 years	September 2019
G2 – Code of Meeting Practice	Awaiting new code from OLG	Govt order	
G3 - Procurement Procedure	Amended Policy provided for consideration	Annually	September 2020
G4 – Related Party Disclosures Policy	Due for review July 2019	2 years	July 2019
G5 – Complaints Disclosure Reporting Procedure	Provided for Council Consideration	2 years	September 2020
G6 – Fraud Control Policy	Due for review September 2019	2 years	September 2019
G7 – Provision of Information to Interaction between Councillors and Staff	Review September 2019. No issues currently	2 years	September 2019
G8 – Code of Practice Section 355 Committees	Provided for Council Consideration	Annually	September 2019

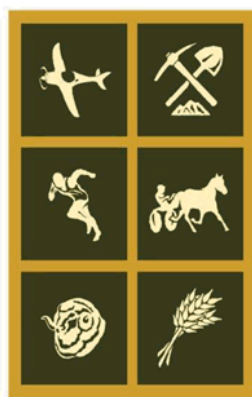
G9 – Corporate Credit Card	Internal Policy	2 years	September 2019
G10 – Model Privacy Management Plan for Local Government	Review September 2019. No issues currently	Govt order	
G11- Child Protection	Review September 2019. No issues currently	2 years	September 2019
G12 – Records and Information Management	Reviewed and cosmetic changes only. No issues	2 years	September 2020
G13 – Media Policy	Review September 2019. No issues currently	2 years	September 2019
G14 – Records Management Policy for Councillors	Review September 2019. No issues currently	2 years	September 2019
G15 – Statement of Business Ethics	Review September 2019. No issues currently	3 years	September 2019
G17 – Code of Conduct	Currently Model Code	Govt order	
G19 – Enforcement Policy	Cosmetic changes only. No current issues	2 years	September 2020
G20 – Internal Audit Charter & Committee Charter	Review September 2019. No issues currently.	2 years	September 2019
G21 – General Policies	Not subject to collective review		
HR1 – Hearing Conservation Policy	To be reviewed by Risk Officer. Internal Policy	2 years	December 2018
HR2 – Workplace Injury Management Procedures	To be reviewed by Risk Officer. Internal Policy	2 years	December 2018
HR3 – Infectious Diseases Policy	To be reviewed by Risk Officer. Internal Policy	2 years	December 2018
HR4 – Private or Secondary Employment Policy	No issues currently. Internal Policy.	2 years	September 2020
HR5 – Stress Policy for Employees and Councillors	To be reviewed by Risk Officer. Internal Policy	2 years	December 2018
HR6 – Staff and Council Presentation	Review September 2020. No issues currently.	2 years	September 2020
HR7 – Employee Incentive Scheme	Review September 2020. No issues currently	2 years	September 2018

HR8 – Email & Internet Usage	Reviewed September 2018. Internal Policy	2 years	September 2020
HR9 – First Aid Policy	To be reviewed by Risk Officer. Internal Policy	2 years	December 2018
HR10 – Protective Clothing & Protective Equipment	To be reviewed by Risk Officer. Internal Policy	2 years	December 2018
HR11 – Workplace Amenities	To be reviewed by Risk Officer. Internal Policy	2 years	December 2018
HR12 – Level 3 WHS Committee Constitution	To be reviewed by Risk Officer. Internal Policy	2 years	December 2018
HR13 – Manual Handling	To be reviewed by Risk Officer. Internal Policy	2 years	December 2018
HR14 – Working at Heights	To be reviewed by Risk Officer. Internal Policy	2 years	December 2018
HR15 – Volunteer Risk Management	To be reviewed by Risk Officer. Internal Policy	2 years	December 2018
HR16 – Critical Incident Response	To be reviewed by Risk Officer. Internal Policy	2 years	December 2018
HR17 – Disaster Workforce Recovery & Continuity	To be reviewed by Risk Officer. Internal Policy	2 years	December 2018
Business Plan	To be reviewed by Risk Officer. Internal Policy	2 years	December 2018
HR19 – Staff Training Policy			
HR20 – Staff Uniform	Reviewed September 2018	2 years	September 2020
HR21 – Alcohol and Other Drugs Policy	To be reviewed by Risk Officer. Internal Policy	2 years	December 2018
HR22 – Workplace Surveillance Policy	To be reviewed by Risk Officer. Internal Policy	2 years	December 2018
HR23 – Social Media Policy	Internal Policy	2 years	September 2019
HR24 – Bullying, Harassment & Discrimination Policy	To be reviewed by Risk Officer. Internal Policy	2 years	December 2018
HR25 – Equal Employment Opportunity Management			
Policy & Plan	Internal Policy	2 years	September 2019

HR26 – Motor Vehicle Policy for Private Use	Operational Policy	2 years	December 2019
HR27 – Staff Exit Policy	Internal Policy. Refreshed.	2 years	September 2019
HR28 – Private or Secondary Employment Policy	Managerial Policy	2 years	September 2020
PR1 Sewage Management Plan	Internal Policy	2 years	September 2020
PR2 – Home Based Business Policy and Guidelines	Internal Policy	2 years	September 2020
PR3 – Signage Policy & Guidelines	Internal Policy	2 years	September 2019
PR4 – Swimming Pool Safety Policy	Internal Policy	2 years	September 2019
PR5 – Local Orders Policy	Due for review September 2019	2 years	September 2019
PR6 - Liquid Trade Waste Regulation Policy	Internal Policy	2 years	September 2020
PR7 – Contaminated Lands Policy	Internal Policy. Govt policy amended May 2018	2 years	September 2020
RM1 – Gathering Information for Incident Managers	To be reviewed by Risk Officer. Internal Policy	2 years	December 2018
RM2 – Notification Plan for Pesticide Use	To be reviewed by Risk Officer. Internal Policy	2 years	December 2018
RM3 – Settlement of Minor Liability Claims	(Cathy)		
RM4 - Water Supply – Backflow Prevention	To be reviewed by Risk Officer. Internal Policy	2 years	December 2018
RM5 – Play Equipment Policy and Procedures	To be reviewed by Risk Officer. Internal Policy	2 years	December 2018
RM6 – Cemetery Safety Management Plan	To be reviewed by Risk Officer. Internal Policy	2 years	December 2018
RM7 – Contractor Management and Procedure	To be reviewed by Risk Officer. Internal Policy	2 years	December 2018
RM8 – Management of Flooded Road Procedures	To be reviewed by Risk Officer. Internal Policy	2 years	December 2018
RM9 – Incident Response Procedure	To be reviewed by Risk Officer. Internal Policy	2 years	December 2018

RM10 – Asbestos Procedures for Employees and Contractors	To be reviewed by Risk Officer. Internal Policy	2 years	December 2018
RM12 – Risk Management Policy	To be reviewed by Risk Officer. Internal Policy	2 years	December 2018
RM13 - Fire Protection for Council Facilities Buildings	To be reviewed by Risk Officer. Internal Policy	2 years	December 2018
RM14 – Footpath Café and Dining	Internal Policy	2 years	September 2020

## TEMORA SHIRE COUNCIL



TEMORA

*The Friendly Shire*

### Imagine Temora Procedure

DRAFT

Function: Community

Temora Shire Council

Policy Number: C4

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

**DOCUMENT NAME:** Imagine Temora Procedure  
**CODE NUMBER:** C4  
**AUTHOR:** Amanda Gay  
**ENDORSEMENT DATE:**

**REVIEW**

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement
September 2018	New Policy			

**PLANNED REVIEW**

Planned Review Date	Revision Description		Review by
1/3/2019	Initial Review		
1/3/2022	Programed Review		

Revision Number: 1  
 File Name: Imagine Temora Procedure

Revision Date: September 2018  
 Page Number: Page 2 of 6

*Function: Community**Temora Shire Council**Policy Number: C4***Table of Contents**

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DRAFT

*Revision Number: 1*  
*File Name: Imagine Temora Procedure*

*Revision Date: September 2018*  
*Page Number: Page 3 of 6*

*Function: Community**Temora Shire Council**Policy Number: C4*

## **1. Purpose**

Temora Shire Council support the growth of arts and culture in our community through the establishment of Imagine Temora, a sec 355 committee of Council. Imagine Temora is represented by delegates from active arts and cultural groups within Temora Shire.

This overarching structure was designed to create collaboration and eliminate soloing of community arts and cultural organisations. This structure is designed with the capacity to expand and become more diverse to meet community growth and change.

Through the mechanism of Imagine Temora, Council is guiding and directing arts and cultural groups to deliver activities and events that build capacity and are self-sustaining.

The purpose of this document is to encourage the goals of self-sustaining operations and to ensure capacity building within arts and cultural activities and events. This procedure provides clear guidance to Council staff and Imagine Temora in relation to:

- applying for funding assistance
- hire and use of Council facilities
- the delivery of administration/advertising

### **Member Benefits**

- arts and cultural collaboration and assistance
- Insurance (refer to Council staff for clarification of individual status)
- Venue/Facility Hire
- Hire of managed exhibition space
- Administrative assistance (limited)
- Assistance with advertising
- Council Social Media package
- Narraburra News – Highlight advertising in Events with picture (as space permits)
- Electronic ticketing (subject to prior agreement)

## **2. Scope**

This procedure applies to all Imagine Temora and all sub committees of Imagine Temora.

*Revision Number: 1  
File Name: Imagine Temora Procedure*

*Revision Date: September 2018  
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*Function: Community**Temora Shire Council**Policy Number: C4*

### **3. Objectives**

The objectives of this Policy are;

- Provide clear and equitable rules for all arts and cultural funding applications, both direct and in-kind.
- To ensure funding assistance is delivered with due governance..
- To ensure the appropriate use of all Council facilities.
- To ensure administration and or advertising requests are time appropriate.
- To provide clear guidelines for seed funding
- To provide clear guideline on the type of activities that may be funded

### **4. Roles and Responsibilities**

1. All Imagine Temora funding requests must be in writing and minuted through an Imagine Temora meeting prior to the event. The applications, provided to the secretary of Imagine Temora, should include the relevant section of the minutes of the subcommittee and detail the event and assistance required.
2. Funding requests will only be considered strictly in accordance with the funding guidelines (Section 5)
3. Seed funding – An amount of up to \$500 may be provided for an inaugural event for member organisations. Note that seed funding is only available once to a subcommittee.

### **5. Funding Guidelines**

Application for funding/assistance will be favourably considered by Council, subject to the following conditions/ limits:

1. The event must be a bona fide event of a subcommittee of Imagine Temora.  
The funding/ assistance may include:
  - a. Advertising of the event. Council will meet up to half of the cost of advertising the event to a limit of \$100
  - b. Hire of Council venue and use of facilities
  - c. Use of electronic ticketing systems (to be agreed prior to advertising)
  - d. Exposure through Council social media network

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File Name: Imagine Temora Procedure*

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- e. Highlighted advertising in the Narraburra News (subject to space requirements)
  - f. Limited administrative assistance subject to proper notice and available resources of Council.
2. All assistance is at the discretion of Council staff, after consideration of budget.
  3. Applications must take into consideration the provisions of the Council Code of Conduct as it applies to Pecuniary Interest

DRAFT

*Revision Number: 1*  
*File Name: Imagine Temora Procedure*

*Revision Date: September 2018*  
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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: 6 September 2018*  
*Page Number: 1*

Function: Community

Temora Shire Council

Policy Number: C15

Review Details
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**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	19 December 2013	GCL
September 2018	Review Policy		

**PLANNED REVIEW**

Planned Review Date	Revision Description	Review by
November 2017	Review	Community and Cultural Services Officer
September 2018	Review	Community and Cultural Services Officer

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

Revision Date: 6 September 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: 6 September 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.

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

*Revision Date: 6 September 2018*  
*Page Number: 4*

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

### **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.

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

*Revision Date: 6 September 2018*  
*Page Number: 5*

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

#### **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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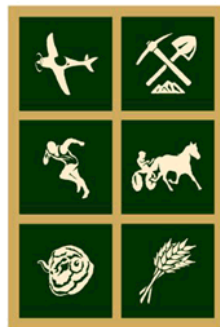
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*Temora Shire Council*

*Policy Number: C20*

# TEMORA SHIRE COUNCIL



TEMORA  
*The Friendly Shire*

## Communications Policy

ACTIVE

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

*Revision Date: 6 September 2018*  
*Page Number: Page 1 of 7*

*Function: Community**Temora Shire Council**Policy Number: C20***Review Details****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	March 2017	GCL
September 2018	Revision		

**PLANNED REVIEW**

Planned Review Date	Revision Description		Review by
September 2018	Revision		Communications Officer

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**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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**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.
  - (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"

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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

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

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**Events - Fees and Charges**

Description of Services	Cost minus GST	GST relevant	Cost plus GST
Road Closure Application	\$100	N	\$100
Event Application	\$100	N	\$100
Small Event Application	\$50	N	\$50
Road Signage	\$50	Y	\$55
Hire of Council Chambers/ Committee Room Community use	FREE		\$FREE
Commercial use including phone	\$90.00	Y	\$99
Commercial use excluding phone	\$60.91	Y	\$67
Hire of mobile stage, refundable deposit local hirer	\$400	N	\$400
Refundable deposit private hirer	\$500	N	\$500
Delivery and set-up costs, local hirer		Y	Actual Cost +GST
Street Store Caravan Hire – Charitable Group	\$29.09	Y	\$32.00
Commercial Group	\$95.45	Y	\$105
Function Room Hire Full Day	\$71.36	Y	\$78.50
Per hour	\$16.82	Y	\$18.50
<b>Town Hall charges</b>			
Bar Hire	\$100	Y	\$110
Bar Deposit	\$150	N	\$150
Chairs to non-profit organisations	\$0.91	Y	\$1
Cleaning costs per/hour	\$31.82	Y	\$35
Cleaning Deposit	\$400	N	\$400
Coolroom per day	\$31.82	Y	\$35
Crockery and Cutlery	\$27.27	Y	\$30
Wine Glass Hire Fee	\$54.55	Y	\$60
Entire facility 8 hours excluding bar and kitchen	\$250.00	Y	\$275
Foyer per hour	\$15.00	Y	\$16.50
Grand Piano – per session	\$18.18	Y	\$20
Hall only per hour	\$31.82	Y	\$35
Kitchen per hour	\$31.82	Y	\$35
Kitchen per day	\$118.18	Y	\$130.00
Stage only	\$15.00	Y	\$16.50
Supper Room only	\$15.00	Y	\$16.50
Tables to Not-for-profit organisations	\$2.73	Y	\$3.00
<b>Town Hall Theatre Fees</b>			
Hire of Theatre ½ day private	\$136.36	Y	\$150
Council	\$109.09	Y	\$120

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School/ Community group	\$109.09	Y	\$120
Projectionist per hour	\$45.45	Y	\$50
Cleaning fee (if required)	\$60	N	\$60
Accessory Hire (urn, tables etc)	\$27.27	Y	\$30
Refundable Bond	\$200	N	\$200

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*Function: Engineering*

*Temora Shire Council*

*Procedure Number: EW4*

## TEMORA SHIRE COUNCIL



TEMORA  
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## CHAIN OF RESPONSIBILITY PROCEDURE

**ACTIVE**

*Revision Number: 1*

*File Name: Chain of Responsibility Procedure*

*Revision Date: 6 September 2018*

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Function: Engineering

Temora Shire Council

Procedure Number: EW4

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

**DOCUMENT NAME:** Chain of Responsibility Procedure  
**CODE NUMBER:** EW4  
**AUTHOR:** Temora Shire Council  
**ENDORSEMENT DATE:** 21 December 2017

**REVIEW**

Revision Date	Revision Description	Date approved by Council	General Managers Endorsement
December 2017	New Policy	21 December 2017	GCL
September 2018	Review		

**PLANNED REVIEW**

Planned Review Date	Revision Description	Review by
September 2018	Review Policy	Engineering Technical Manager

Revision Number: 1

File Name: Chain of Responsibility Procedure

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## **1. Background**

Chain of Responsibility (CoR) is a nationally legislated program of compliance and enforcement that aims to improve safety and reduce accidents across the road transport industry.

The " CoR " extends legal liability for certain road law offences to all parties who by their actions, inactions or demands exercise control or influence over the entire transport chain.

### **Heavy Vehicle National Law (HVNL)**

The HVNL came into effect in February 2014 and was established to provide nationally consistent laws.

The CoR laws apply across all areas of the transport supply chain. The aim of CoR is to positively influence the actions of those involved in the heavy vehicle transport industry and ensure all parties who influence on-road behaviour are held accountable for breaches of road transport laws

## **2. Purpose**

The purpose of this Procedure is to set clear direction for all persons to observe during delivery of goods and services on behalf of Temora Shire Council and to facilitate full legislative compliance with CoR law in all Temora Shire Council business operations.

## **3. Scope**

This Procedure applies to employees, contractors and all persons involved in consigning, packing, loading, driving, operating and receiving goods on behalf of Temora Shire Council.

This may include (but is not limited to) roles within logistics, supply chain and support roles. This includes, full time, part time and casual employees as well as contractors or subcontractors working for or on the behalf of Temora Shire Council. It also extends to suppliers and visitors where appropriate.

## **4. Objectives**

The objectives of this Procedure are;

- Provide CoR guidance and direction to persons conducting transport related business with Temora Shire Council.
- Manage corporate risk associated with transport related dealings.

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- Assist Temora Shire Council in achieving **CoR** legislative compliance.

## 5. Responsibilities

All persons acting on behalf of Temora Shire Council should consider their actions before undertaking transport related tasks. If you are ever in doubt about a course of action, ask yourself the following:

- Is it consistent with this Procedure?
- Is it safe?
- Is it appropriate and legal?

If your answer is “No” to any of these questions, don’t do it.

If you remain uncertain, ask a manager for guidance. The Procedure attempts to capture many of the situations that employees and contractors may encounter, but it cannot address every circumstance. In the first instance, always check with your manager. If in doubt, seek further guidance.

### Manager’s Responsibilities:

- Ensure the people you supervise understand their responsibilities under this **CoR** Procedure.
- Take opportunities to discuss the Procedure and reinforce the importance of safety and compliance.
- Create an environment where employees and contractors feel comfortable raising concerns.
- At no time encourage or direct employees or contractors to achieve business results at the expense of ethical conduct or compliance with any Policy, Procedure or law.
- Document all relevant process, audit and training information appropriately.

## 6. Procedure

**CoR** is relevant to all directorates of Temora Shire Council. In particular, Councils engineering directorate has significant exposure to **CoR**, through dealings with the civil related transport industry. Business dealings associated with, transporting of Council plant, equipment and materials, hire of civil contractors and purchasing of bulk goods all have **CoR** implications.

The four (4) main elements of the **CoR** are:

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**Mass & Dimension** - Ensuring that heavy vehicles operating on behalf of Temora Shire Council operate within the prescribed National Heavy Vehicle Mass and Dimension Limits, and that the mass and dimension of loads are distributed appropriately across the vehicle.

**Load Restraint** - Ensuring that heavy vehicles operating on behalf of Temora Shire Council have adequate load restraint that is compliant with the National Transport Commission and RMS Load Restraint Guide.

**Driver Fatigue** - Ensuring that heavy vehicle drivers operating on behalf of Temora Shire Council are operating within the National Heavy Vehicle Fatigue Laws.

**Speed** - Ensuring that heavy vehicle driver's operating on behalf of Temora Shire Council comply with Heavy Vehicle Speed Laws.

### **6.1. Heavy Vehicle Definitions**

Heavy Vehicle Definition: A vehicle is a heavy vehicle if it has a Gross Vehicle Mass (GVM) of more than 4.5 tonnes.

Regulated Heavy Vehicle Definition: A vehicle is a regulated heavy vehicle if it has a Gross Vehicle Mass (GVM) of more than 12 tonnes.

### **6.2. Contractor Engagement**

It is a requirement at Temora Shire Council that any heavy vehicle contracted to work on a Temora Shire Council managed site has the following information verified prior to commencement and is maintained for the duration of that work:

- Employee details (licensing, white card, etc.)
- Vehicle registration
- Appropriate insurance(s)
- Maintenance up to date
- Fit for purpose
- Appropriate load restraint for task

All Temora Shire Council contractors must be assessed against Councils Contractor Management Procedures and established on Councils Register of Approved Contractors and Suppliers

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If a contractor or a sub-contractor of a contractor does not meet Temora Shire Council's required contractor standards, these persons should not be engaged to perform works for Temora Shire Council.

If at any time a contractor does not meet the above requirements they are to inform Temora Shire Council immediately. Failure to comply with this component of the Procedure may result in termination of employment.

### **6.3. Fatigue Management**

Fatigue can affect a person's health, reduce performance and productivity, and increase the chance of a work place accident or road crash.

Temora Shire Council and all parties in the supply chain must take reasonable steps to ensure that any risks associated with fatigue are identified, minimised, controlled or eliminated.

Examples include, but are not limited to:

- Drivers properly managing their work and rest and not driving if fatigued,
- Ensuring trip schedules have sufficient flexibility and are reasonable,
- Maintaining effective loading and queuing practices,
- Ensuring that commercial arrangements do not incentivise the driver to break the law (e.g. driving excessive hours or speeding to meet deadlines).

Information on heavy vehicle fatigue management is available through the following link – [Heavy Vehicle Fatigue Management](#).

### **6.4. Scheduling**

Schedulers must take all reasonable steps to ensure the schedule will not cause the vehicle to breach mass limits or cause the driver to exceed the legal speed limit.

Reasonable steps include but are not limited to;

- Consulting the driver or operator prior to finalising the schedule,
- Taking account of the average speed that can be travelled lawfully on scheduled routes,
- Allowing for traffic conditions or other delays in schedules,
- Contingency planning concerning schedules.

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### **6.5. Mass and Dimension Limits**

Temora Shire Council must ensure that any heavy vehicle that is loaded at a Temora Shire Council managed site is loaded in line with the Mass and dimension Limits of that vehicle.

Temora Shire Council will provide the driver or nominated representative, with relevant mass and dimension information related to the load prior to loading.

The driver or nominated representative has the authority to request adjustments to the load if the driver is concerned with the weight or dimension of the load.

The gross mass of the load is required to be placed on the vehicle in line with legal axel mass limits.

As all vehicles are different and drivers know their vehicles best the driver is responsible to direct the loader to position the load according to his vehicle dimension and axel mass limits.

Information on heavy vehicle mass and dimension is available through the following link – [Heavy Vehicle Mass and Dimension](#).

### **6.6. Speed Management**

Temora Shire Council will not pressure, direct or encourage at any time, any driver to speed for any reason. Temora Shire Council insists on safe work behaviour and speeding will not be tolerated.

Temora Shire Council will ensure a robust approach to speed management that can incorporate, but is not limited to the following controls;

- Regular consultation with drivers,
- Reviewing of driving, work and trip records,
- A program to report and monitor (GPS tracking where available) incidents of speeding, & related risks and hazards,
- Training and Information for drivers, staff and parties in the **CoR**,
- Regular maintenance of vehicle components that relate to complying with speed limits (GPS tracking units, speedometer, engine management systems).

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- Remuneration model that does not incentivise or penalise drivers for early or late deliveries.

### **6.7. Load Restraint**

The safe loading of heavy vehicles is vitally important in preventing injury to people and damage to property. Every load that leaves a Temora Shire Council managed site must be restrained in line with the National Transport Commissions Load Restraint Guide 2018, available at the following link - 2018 Local Restraint Guide [https://www.ntc.gov.au/Media/Reports/\(9E12B22A-6156-41B0-F382-136A34520AF8\).pdf](https://www.ntc.gov.au/Media/Reports/(9E12B22A-6156-41B0-F382-136A34520AF8).pdf)

The load must be restrained to withstand forces of at least:

- 80% of its weight in the forward direction
- 50% of its weight sideways and rearwards
- 20% of its weight vertically

### **6.8. Drugs and Alcohol**

Temora Shire Council has the authority to and may conduct random drug and alcohol testing of heavy vehicle operators. Councils Alcohol and Other Drugs Policy is available through the following link - [Alcohol and Other Drugs Policy](#).

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Temora Shire Council**6.9. Chain of Responsibility Risk Assessment**

Task / Activity	Hazard/ Source of Hazard / Risk	Initial Risk Rating	Control Measures	Residual Risk Rating (1=highest, 5=lowest)
General Administration	<ul style="list-style-type: none"> <li>Untrained staff</li> <li>Complacency</li> <li>Inadequate process</li> <li>Poor safety attitude and/or culture</li> </ul>	1	<ul style="list-style-type: none"> <li>Regular review of transport related activities, process, policy and procedure</li> <li>Staff awareness training in transport related obligations, policy and procedure</li> <li>Staff engagement in development of process, policy and procedure</li> <li>Regular audit of transport related compliance and record management</li> <li>Regular review of plant maintenance systems and record keeping</li> </ul>	4
Council Load Restraint	<ul style="list-style-type: none"> <li>Crushing, striking and projectiles</li> <li>Airborne particles or debris</li> <li>Loss of load</li> <li>Vehicle accident</li> <li>Financial penalty</li> </ul>	1	<ul style="list-style-type: none"> <li>HR/HC Tippers have <b>electronic</b> covers</li> <li>LR/MR Tippers have manual covers</li> <li>Biannual inspection of chains and slings</li> <li>GPS monitoring of high utilisation heavy vehicle fleet, including harsh acceleration and braking reporting to management</li> <li>Operators provided NTC Load Restraint Guide</li> <li>Link to NTC Load Restraint Guide in <b>CoR</b> Procedure</li> <li><b>Operators will be provided load restraint training</b></li> </ul>	4

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Task / Activity	Hazard/ Source of Hazard / Risk	Initial Risk Rating	Control Measures	Residual Risk Rating (1=highest, 5=lowest)
Council Fatigue	<ul style="list-style-type: none"> <li>Vehicle accident</li> <li>Financial penalty</li> </ul>	2	<ul style="list-style-type: none"> <li>Work and rest times recorded on plant prestart record for Heavy Vehicles &gt;4.5t</li> <li>Regular Audit of work records (Timesheets, Prestart Record, etc.)</li> <li>Secondary employment policy</li> <li>Biennial fatigue presentation by Council Road Safety Officer at staff monthly breakfasts</li> <li>Link to Fatigue Information in CoR Procedure</li> </ul>	4
Council Speed	<ul style="list-style-type: none"> <li>Vehicle accident</li> <li>Financial penalty</li> </ul>	2	<ul style="list-style-type: none"> <li>GPS monitoring of high utilisation heavy vehicle fleet. Including over speed alerts to management</li> <li>Review and reinforcement following speeding incident at Council monthly staff breakfast</li> </ul>	3
Council Mass & Dimension	<ul style="list-style-type: none"> <li>Crushing and striking</li> <li>Infrastructure damage</li> <li>Vehicle accident</li> <li>Financial penalty</li> </ul>	2	<ul style="list-style-type: none"> <li>Wheel loader fleet fitted with electric scales</li> <li>Access to third party weigh bridge facilities</li> <li>Link to Heavy Vehicle Mass and Dimension Limits in CoR Policy</li> </ul>	4

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Temora Shire Council

Task / Activity	Hazard/ Source of Hazard / Risk	Initial Risk Rating	Control Measures	Residual Risk Rating (1=highest, 5=lowest)
Contractors	<ul style="list-style-type: none"> <li>Crushing, striking and projectiles</li> <li>Airborne particles or debris</li> <li>Infrastructure damage</li> <li>Loss of load</li> <li>Vehicle accident</li> <li>Financial penalty</li> <li>Loss or reputation</li> <li>Failure to comply with CoR Laws</li> </ul>	1	<ul style="list-style-type: none"> <li>Foster commercial arrangements with demonstrated safety conscious responsible contractors</li> <li>Purchase Order acknowledgment of Council CoR procedure</li> <li>CoR Procedure included in Goods and Services Tender information pack</li> <li>Council CoR Procedure available on Councils Website</li> <li>CoR framework weighting included in tender evaluation</li> <li>Temora Shire Council purchase orders to stipulate that all contractors must comply with CoR Legislation Heavy Vehicle National Law 2018</li> </ul>	3

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File Name: Chain of Responsibility Procedure

Page Number: Page 11 of 12

Revision Date: 6 September 2018

*Function: Engineering*

*Temora Shire Council*

*Procedure Number: EW4*

## **7.0 References**

1. Heavy Vehicle National Law 2018
2. Load Restraint Guide 2018
3. Load Restraint Guide for Light Vehicles 2018
4. HR21 Alcohol & Other Drugs Policy
5. HR22 Workplace Surveillance Policy
6. G3 Procurement Procedure

*Revision Number: 1*

*File Name: Chain of Responsibility Procedure*

*Revision Date: 6 September 2018*

*Page Number: Page 12 of 12*

*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: 6 September 2018*  
*Page Number: Page 1 of 16*

Function: Engineering

Temora Shire Council

Policy Number: EW13

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

**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	N/A	GCL
September 2018	General Review		

**PLANNED REVIEW**

Planned Review Date	Revision Description		Review by
September 2018	Annual		Engineering Technical Services Manager
September 2019			

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

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*Function: Engineering**Temora Shire Council**Policy Number: EW13*

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Sample Memorandum of Understanding

*Revision Number:*

*File Name: Road Verge and Nature Strip Policy*

*Revision Date: 6 September 2018*

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## 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 advice 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. <b>Gutter bridges/ramps are discouraged and will only be considered as a last resort</b>	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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*Function: Engineering**Temora Shire Council**Policy Number: EW13*

## **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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Function: Engineering

Policy Number: EW13

Temora Shire Council

- 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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*Function: Governance**Temora Shire Council**Policy Number: G3*

## TEMORA SHIRE COUNCIL



## PROCUREMENT PROCEDURE

DRAFT

Revision 1  
2018  
File Name: G3 - Procurement ProcedureDraft-G3-Procurement Procedure.doc

Revision Date: July-2017August  
Page Number: 1 of 29

Function: Governance

Temora Shire Council

Policy Number: G3

## 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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Revision 1  
 2018  
 File Name: G3 - Procurement ProcedureDraft-G3-Procurement Procedure.doc

Revision Date: July-2017August

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*Function: Governance**Temora Shire Council**Policy Number: G3*

## 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 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. [The opening should be advised on the Hub inviting interested Councillors to be present at the opening.](#)
  - (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?
  - **Yes**, Purchase in accordance with the Local Government Act and Tendering Regulations.

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**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.

**1. Council Specification**

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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.
- (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

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- (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 <a href="#">Preferred/Approved</a> Supplier Register.</li> <li><i>Note: Quote and/or <a href="#">Preferred/Approved</a> 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	<ul style="list-style-type: none"> <li>✓ Minimum of 1 written quote, or use tendered rates from <a href="#">Preferred/Approved</a> Supplier Register.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Purchase Order Form.</li> <li>✓ Quotation Record Form.</li> <li>✓ Written quote.</li> <li>✓ Plant &amp; Labour Hire</li> </ul>

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Value of Goods & Services	Process Summary	Purchase Records
	<i>Note: Quote and/or <a href="#">Preferred/Approved</a> Supplier selection must be deemed reasonable by a Delegated Authority.</i>	Contractor Time Sheet
\$5,001 - \$15,000	<ul style="list-style-type: none"> <li>✓ Minimum of 2 written quotes, or use tendered rates from <a href="#">Preferred/Approved</a> Supplier Register.</li> </ul> <i>Note: Quote and/or <a href="#">Preferred/Approved</a> Supplier selection must be deemed reasonable by a Delegated Authority.</i>	<ul style="list-style-type: none"> <li>✓ Purchase Order Form.</li> <li>✓ Quotation Record Form.</li> <li>✓ 2 written quotes.</li> <li>✓ Plant &amp; Labour Hire Contractor Time Sheet</li> </ul>
\$15,001 - \$50,000	<ul style="list-style-type: none"> <li>✓ Basic specification development.</li> <li>✓ Distribution via email to <a href="#">Preferred/Approved</a> Suppliers and other suitable suppliers.</li> <li>✓ Minimum of 3 written quotes.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Purchase Order Form.</li> <li>✓ Quotation Record Form.</li> <li>✓ 3 written quotes.</li> <li>✓ Process documentation.</li> </ul>
\$50,001 - \$150,000	<ul style="list-style-type: none"> <li>✓ Detailed specification development.</li> <li>✓ Distribution via email to <a href="#">Preferred/Approved</a> Suppliers and other suitable suppliers.</li> <li>✓ 3 written quotes.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Purchase Order Form.</li> <li>✓ Quotation Record Form</li> <li>✓ 3 written quotes.</li> <li>✓ Declaration of Interest Form.</li> <li>✓ Quotation Evaluation Form.</li> <li>✓ Process documentation.</li> <li>✓ Letter notifying suppliers of outcome.</li> </ul>
\$150,000 and above	<ul style="list-style-type: none"> <li>✓ Formal tender process.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Compliance with clause 4.2.2 &amp; Appendix A Tender Assessment.</li> </ul>

#### 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.](#)

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;

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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.
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.

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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.

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.

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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.

(b) 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.

(c) 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,

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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 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.

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

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- 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.](#)

#### 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.

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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 –

- 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					$\frac{3.30 \times 5}{5.00}$	$\frac{3.20 \times 5}{4.85}$	$\frac{3.25 \times 5}{4.92}$
					3.30	3.30	3.30
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 <i>Regulation</i> (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

Name:	Signature	Date:
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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%					

Function: Engineering

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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)					Ranking	Comments	
				Price (40%)	Product Quality/Technical Expertise (20%)	Availability/Reliability (15%)	WHS Compliance (15%)	Sustainability (10%)			Score
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 TSCVHS 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		Justification		Notes:					
						1. Complete blank cells.					
						2. Attach completed and signed quotation evaluation to purchase order					
						3. Further information is available in Procedure G3 Procurement, Clause 4.2.2					
Name		Signature		Date							

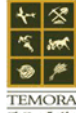
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**APPENDIX D – Daily Plant and Labour Hire Contractor Time Sheet**

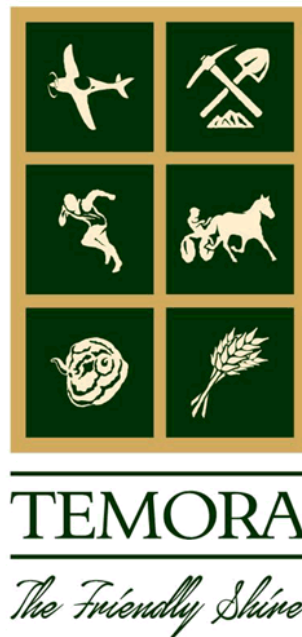
Contractor Plant/Labour Hire Sheet							
Company : _____							
							
Sr	Date	Job No	Job Description	Plant/ Labor Details	Hrs	Rate	Total (Incl Gst)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16						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

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## TEMORA SHIRE COUNCIL



## COMPLAINTS/DISCLOSURE REPORTING PROCEDURE

**ACTIVE**

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

*Revision Date: 6 September 2018*  
*Page Number: Page 1 of 5*

Function: Governance

Temora Shire Council

Policy Number: G5

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

**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
September 2018	Review		

**PLANNED REVIEW**

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

Revision Number: 3  
 File Name: Complaints Reporting Mechanism

Revision Date: 6 September 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.

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**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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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)*

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## TEMORA SHIRE COUNCIL



TEMORA  
*The Friendly Shire*

## CODE OF PRACTICE – SECTION 355 COMMITTEES

**ACTIVE**

*Revision Number: 3*  
*File Name: Code of Practice – Section 355 Committee*

*Revision Date: September 2018*  
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Function: Governance

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<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	15 October 2015	Gary Lavelle
September 2016	Updating S355 Committees	20 September 2016	GCL
September 2017	Updating S355 Committees	21 September 2017	GCL
September 2018	Review		

**PLANNED REVIEW**

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

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## 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.

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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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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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*Function: Governance**Temora Shire Council**Policy Number: G8***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 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.
- 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, Cr Sleigh)

#### Ariah Park Advisory Committee

- Rowan Bromfield
- Allen Penfold
- Terry Walker
- Dominica Walker
- Ian Sherwood
- Tracey Chalmers
- Anna Tidd
- Toni Leiper
- Melissa Tidd
- Jillian Edis
- Deborah Rees
- Terence Ryall
- Kathryn Roberts
- Keith Stevenson
- Tim Sanders

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- Phil Ralph
- Robyn Wall
- (Cr Nigel Judd (Chairman))

#### **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 Rick Firman, Cr Graham Sinclair (Chairperson), Cr Max Oliver, Cr Dennis Sleigh)

#### **Bundawarra Centre Management Committee**

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

#### **Film Club**

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

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

- Ian Preston
- 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 Sleight & 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

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- (Cr Sleigh)

#### **Lake Centenary Management Committee**

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

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### **Positive Ageing Committee**

- Kris Dunstan
- Steve Firth
- 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

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- (Cr Smith, Cr Oliver)

#### **Temora Agricultural Innovation Centre**

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

#### **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 Firman, Cr Reinhold)

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

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

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

- Kevin Pellow

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- Maxi Hoskinson
- Jean Groth
- Keith Cassidy
- Ken Morton
- Barry Neasmith
- Bill Manning
- Errol Schmetzer
- Trish Frazier
- Christine Bett
- Di Kemp
- James Mills
- Les Vearing
- Harold Fritsch
- Ken Davis
- Michael Mannion
- (Cr Sleigh)

**TEMORA'S OWN ARTS & CRAFTS**

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

**TEMORA'S WOMENS NETWORK**

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

**Temora Youth Team**

- Carly Turner

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- Mikayla McGuirk-Scolora
- **Hayden McGuigan**
- 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 Sleigh & Cr Reinhold)

#### **Appendix 3**

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## 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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*Function: Governance**Temora Shire Council**Policy Number: G8***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.
- To provide a mechanism for feedback from stakeholders on Pinnacle Services.

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### **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 and District in all forms of sport.

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- To advise Council on matters relating to the utilisation of Council Sporting facilities.
- 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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## **Appendix 4**

### **PROCEDURE TO ESTABLISH A COMMUNITY COMMITTEE**

- 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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*Function: Governance**Temora Shire Council**Policy Number: G8***Appendix 9(iii)****RESPONSIBILITIES AND GUIDELINES FOR THE TREASURER**

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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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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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

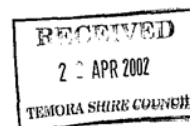
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**Appendix 10****LIABILITY EXPOSURES OF SECTION 355 COMMITTEES & VOLUNTARY WORKERS**

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

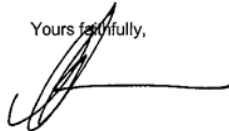
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In summary, we urge Council to notify us of any new activities, or changes in your activities, so that appropriate insurance arrangements can be made where possible. Please feel free to pass a copy of this letter to all sections at Council which may 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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**12 ENGINEERING SERVICES****12.1 NARRABURRA STREET FILLING STATION****File Number:** REP18/1065**Author:** Engineering Technical Manager**Authoriser:** Engineering Technical Manager**Attachments:**  
1. Option 1    
2. Option 2  **REPORT**

Council staff are currently working through details with Goldenfields Water in relation to the construction of the proposed water filling station located in Narraburra Street Temora.

Staff are requesting Council to consider 2 possible layout options in relation to the filling station location and provide direction on a preferred option.

Note: Layout concept maps are attached.

Option 1 - Uses existing road reserve on Narraburra Street, therefore not requiring additional Council land for operation. Option 1 would likely require many heavy vehicle combinations to exit north via Narraburra Street due to the minimal room to perform a U turn (20m road reserve). Depending on traffic volumes generated by the filling station residents along Narraburra Street may request Council seal this road in the future, which would cost around \$350,000 at present.

Option 2 uses Councils industrial land with trucks filling isolated from the Narraburra Street road reserve. Option 2 will allow all combinations to exit south Via Narraburra Street. This option is possibly less desirable from a land use and aesthetic perspective; however this option will likely have less impact on adjacent land owners and may potentially save Council having to respond to future requests to seal Narraburra Street following installation.

**Budget Implications**

\$25,000 budgeted in 2018/2019

**RESOLUTION 207/2018**

Moved: Cr Graham Sinclair

Seconded: Cr Lindy Reinhold

It was resolved that Council adopt Option 2 as above.

**CARRIED**

***Report by Rob Fisher***





Mr Rob Fisher – Engineering Technical Manager left the meeting at 5:55PM