



**Date:** Thursday, 19 September 2019  
**Time:** 4:00PM  
**Location:** 105 Loftus Street  
TEMORA NSW 2666

# **MINUTES**

## **Ordinary Council Meeting**

**19 September 2019**

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**MINUTES OF TEMORA SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON THURSDAY, 19 SEPTEMBER 2019 AT 4:00PM**

**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), Claire Golder (Town Planner), Anne Rands (Executive Assistant), Ashleigh Burnett (Secretary Environmental/Engineering)

**1 OPEN AND WELCOME**

There were no Public Forum requests.

**2 APOLOGIES**

Nil

**3 OPENING PRAYER**

The opening prayer was conducted by Pastor Patricia Morris from the Kings Church.

**4 CONFIRMATION OF MINUTES**

**RESOLUTION 302/2019**

Moved: Cr Dennis Sleigh

Seconded: Cr Lindy Reinhold

That the minutes of the Ordinary Council Meeting held on 15 August 2019 be confirmed.

**CARRIED**

**5 ELECTION AND DELEGATES****5.1 ELECTION OF MAYOR & DEPUTY MAYOR - 2019**

**File Number:** REP19/1008  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT**

At the Council meeting of the 20 September 2018 Council elected the Mayor and Deputy Mayor for a two year period, with Council making a resolution for the Deputy Mayor to be included in the two year period.

Council is not required to hold Mayoral and Deputy Mayor elections until 2020.

**RESOLUTION 303/2019**

Moved: Cr Max Oliver  
Seconded: Cr Claire McLaren

It was resolved that Council notes the report.

**CARRIED**

*Report by Gary Lavelle*

**5.2 S355 DEFERRAL**

**File Number:** REP19/1088  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT**

It is normal practice for the purpose and constituency of Community (S355) Committees to be considered at the September meeting of Council.

A report detailing the issues relating to risk exposure, governance, financial and work health and safety considerations is currently being prepared but due to the issues involved, will not be completed by the September meeting of Council. It is likely that this report will not be provided until October, or possibly November meeting.

Accordingly, it is requested that the current Committees be reappointed until the report is considered. This may well require workshopping by Council and potentially affected Committees.

**RESOLUTION 304/2019**

Moved: Cr Graham Sinclair

Seconded: Cr Claire McLaren

It was resolved that the s355 Committees be reappointed on a month by month basis until Council receive and consider a report on the operations of such Committees.

AND FURTHER

That a workshop be held in October prior to the report being presented to Council.

**CARRIED**

*Report by Gary Lavelle*

**5.3 COMMITTEES & DELEGATES - 2019/2020**

**File Number:** REP19/1009  
**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
9	Riverina Joint Organisation	Cr Sinclair

**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, General Manager

**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, Cr Smith, General Manager*

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

#### **ROADS HIERARCHY COMMITTEE**

**Council Delegate:** *Committee of the whole, General Manager*

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

#### **INTERNAL AUDIT COMMITTEE Updated 11 July**

**Council Delegate:** *Cr Smith, Cr Oliver, Cr McLaren, Cr Firman, Cr Sleigh, Cr Judd, General Manager (Other members: Craig Fletcher, Peter Veneris, Tracey Hounsell, 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 Sinclair, Cr Firman, General Manager*

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

#### **LACHLAN REGIONAL TRANSPORT COMMITTEE**

**Council Delegate:** *Cr Wiencke, General Manager*

#### **RISK MANAGEMENT COMMITTEE**

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

**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, General Manager*

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

**SIGNAGE COMMITTEE**

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

**2. STATUTORY COMMITTEE****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 adopt the REROC Panel of Conduct Reviewers established by REROC.

**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*

**Scholarship/Career Committee**

*Crs Sleigh, Firman, Sinclair*

**Health Matters**

*Crs Sleigh, Firman, Judd, McLaren, Wiencke*

**Floodplain Risk Management Committee**

Crs Wiencke, Oliver, Judd

**Resettlement Committee**

Cr Judd and Cr Reinhold, Derek Yu, Sally Hurst, Bev Pellow, Sharon Reardon, Craig Sinclair, Amanda Gay, Wendy Skidmore, Amanda Blachut

**4. SECTION 355 COMMITTEE**

- **\*ACCESS & EQUITY COMMITTEE**

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 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, Rowan Bromfield - Secretary, Jillian Edis, Deborah Rees, Terence Ryall, Kathryn Roberts, Tim Sanders - Chair, Robyn Wall,

*Council Delegates: Cr Judd*

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

- **ARIAH PARK POOL COMMITTEE**

Peter Harper, Toni McCormack, Chloe Tidd, Phil Davey, Allen Edis, Nathan Chalmers, Craig Leiper,

*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 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 Updated 16 July**

Ian Preston, Meryl Graham, Darryl Sutherland, Leonie Weir, Betty Brabin, Barb Harmer, Pam Buerckner, Harold Fritsch, Rick Taylor, Pat Taylor, Bruce Firman, Mavis Cassidy

*Council Delegates: Cr Sleigh and Cr Oliver*

**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, Cr Wiencke*

**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 Reinhold*

**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 Updated July 2019**

Brett Cornford – President, Adam Blachut – Vice Chairperson, Amanda Blachut - Treasurer, Amber Crawford – 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 Updated 11 July**

Chris Mutton - President, Allen Penfold – Vice President, Margaret Speirs – Treasurer, Robyn Wall – Secretary, Patty Vearing, Francis Dwyer, Julie Colwill, Bruce Ryan, Lorraine Coupe, Ian Popple, Kevin Popple, Janice Lewis

*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

- 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 Updated April 2019**

Jone Pavelic, Elaine Costello, Kelly Whitton, Lyn Andersen, Nicola Curry, 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

- **\*SISTER CITY COMMITTEE – Updated 29 June 2019**

Peter Speirs, Helen Speirs, Irene Broad, Bob Brabin, Tania Botha, Henry Botha, Eileen England, Gillian Tadeje, Anne Giacomini  
Amanda Gay – CCSO, Mathew Walker IT

**Council Delegate:** Cr Smith & Cr Firman (alternate)

**Objective:** To forge closer Council and community relationships with existing sister cities and Council.

- **\*SPRINGDALE PROGRESS ASSOCIATION COMMITTEE – Updated 25 July 2019**

Thelma Reid (President), Margaret Poulton, Pat Thorne (Vice President), Lyn Andersen (Secretary), Vinnie Reid (Treasurer), Les Buckley, Jessica Reid, John Woodley, Annie Thorne

**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, Bernard Hart, Cindy Cassidy

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

**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 Updated 26 July 2019**

Mel Gallagher (Chairperson), Hayley Krause (Deputy Chair), Robert Heinrich (Executive Officer), Bev Pellow (Treasurer), Jess McShane, Bonita Pellow, Tom Harvey, Anthea Read  
Craig Sinclair (Council Advisor)

*Council Delegate: Cr Reinhold*

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

- **\*TEMORA & DISTRICT SPORTS COUNCIL Updated July 2019**

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 Updated 23 July**

Kevin Pellow (Vice President), Maxi Hoskinson (Secretary/Treasurer), Jean Groth, Keith Cassidy, Ken Morton, Barry Neasmith, Michael Manning(Publicity Officer), Christine Bett, Ken Davis, Rose Davis, Mavis Cassidy(President), Fay Pellow, Pat Neasmith, Horrie Mortlock, Dennis Sleigh, Margaret Sleigh, Hazel Allen, Penny Edger, Myrtle & Roy Madden

**Council Delegate:** Cr Reinhold

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

- **\*TEMORA'S OWN ARTS & CRAFTS Updated 28 June**

Viv Leary – Chairperson, June Coleman – Vice Chairperson , Vicki Sproule - Secretary, Debbie Marshall, Narelle Williams, Jean Luck, Alison Bushell

**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 Updated 21 August**

Hayden Baldry – Gaming Group

Ben Rayner – Hospitality group

Corey Bradley & Milly Murphy - 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 305/2019

Moved: Cr Kenneth Smith

Seconded: Cr Graham Sinclair

It was resolved that Council elects delegates as listed.



**CARRIED**

**RESOLUTION 306/2019**

Moved: Cr Lindy Reinhold

Seconded: Cr Max Oliver

It was resolved that Council elects the Council committees with the listed representatives and be adopted.

**CARRIED**

**RESOLUTION 307/2019**

Moved: Cr Dennis Sleigh

Seconded: Cr Kenneth Smith

It was resolved that the Council Statutory Committees be as listed for the Consultative Committee and Code of Conduct Committee and the Work Health & Safety Committee be held over until a further report is presented to Council.

**CARRIED**

**RESOLUTION 308/2019**

Moved: Cr Graham Sinclair

Seconded: Cr Dale Wiencke

It was resolved that the Sunset Committees as listed including the additions be adopted.

**CARRIED**

**RESOLUTION 309/2019**

Moved: Cr Dennis Sleigh

Seconded: Cr Nigel Judd

It was resolved that the s355 Committees as listed including additions & deletions be adopted

**CARRIED**

***Report by Gary Lavelle***

**6 MAYORAL MINUTES****6.1 MAYORAL MINUTE - SEPTEMBER 2019**

**File Number:** REP19/1145  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**FIRST HEADING**

1. Council acknowledges the passing of the Hon Tim Fischer AC, former Deputy Prime Minister of Australia, Federal Member for Farrer & NSW Member for Sturt. I thank former Mayor and our longest-serving Councillor, Cr N A Judd OAM for representing our Shire at Mr Fischer's Funeral service. For many and varied reasons, Mr Fischer is well known to the Citizens of Temora Shire and we warmly acknowledge his genuine commitment to rural and regional Australia. Our prayers and thoughts remain with Mr Fischer's wife, Mrs Judy Fischer, and his two sons, Harrison and Dominic.
2. I place on record Council's thanks to every single individual involved in bringing about the official opening of our Temora Memorial Town Hall Re-Development, held on Friday 13<sup>th</sup> September, 2019. The event had some 250 Dignitaries, local Shire citizens and visitors. It was a special occasion and Council particularly extends our thanks to NSW Member for Cootamundra, Ms Steph Cooke MP and Director of Environmental Services, Mr KJ Dunstan - for their tremendous efforts in bringing our project to fruition.
3. Council will note a most important Ministerial delegation held recently, with Federal Drought Minister, the Hon David Littleproud MP. I thank Deputy Mayor, Cr G P Sinclair, Cr N A Judd OAM and General Manager, Mr G C Lavelle PSM for making time to present a strong case as to why Temora Shire should and must receive the \$1Million Drought economic stimulus package from our Federal Government. I understand we received a very good hearing. Further to this meeting, Minister Littleproud attended our Riverina Eastern Regional Organisation of Councils (REROC) Board meeting in Canberra last week, and gave us considerable encouragement the Government were looking at a further round of funding.
4. Temora Shire Council is fully aware that over the past month our crops across our Shire have deteriorated even further – which is heart-breaking to us all. Although I am ever the optimist, the reality is the prospects for a reasonable harvest this year are looking bleak. This obviously not only affects our farming sector, but also our small businesses right across the Shire. Council has recently reactivated our Dry Times Committee, and even more importantly, we continue to work extremely hard to ensure our Shire becomes eligible for the Federal Government's Drought Communities Funding. To this end I held a teleconference call with the Deputy Prime Minister on Wednesday morning to further amplify Councils case. This grant and its associated benefits for farmers, farm workers, farm contractors and farm dependent businesses is critical for our Shire's short-term economic viability.

5. The other recent meeting with a Federal Minister was a teleconference with Environment Minister, the Hon Susan Ley MP. The General Manager, Mr Lavelle and I spoke to the Minister regarding the urgency of our Terminal Area Forecast (TAF) service to be reinstated, at the Government's cost. We were pleased how engaged Minister Ley seemed to be, and we are hopeful there can be a positive position reached very soon. We have followed up this meeting with further correspondence, which was the wish of the Minister.
6. Council are reminded of our annual 'Walk & Talk' tour of the Temora business community. This will take place on Thursday 3<sup>rd</sup> October. We will meet at the Council Chambers at 9:00am, then disburse into groups to cover each end of the main street, and, if time permits, the Industrial Estate and other outlying businesses. This is a most important tour, which informs Council of areas where we can improve on and also, where we are doing well.
7. Finally, being halfway through my current two-year-term as Mayor of Temora Shire, I wish to extend my warm thanks to my Deputy Mayor (Cr G P Sinclair), fellow Councillors and our dedicated Staff. This has been an extremely busy 12 months for us all, and I thank each and every one of you for your commitment to our fellow Citizens of Temora Shire. It is a very real privilege to serve our community and I know all of us never take our respective roles for granted. Like all assembled in this Chamber, I too commit in giving 100% to our Citizens of Temora Shire, who we proudly serve.

**RESOLUTION 310/2019**

Moved: Cr Dennis Sleigh

Seconded: Cr Dale Wiencke

It was resolved that the Mayoral Minute be noted.

**CARRIED**

***Report by Mayor Rick Firman OAM***

**7 REPORTS FROM COMMITTEES****7.1 MINUTES OF THE TRAFFIC COMMITTEE MEETING HELD ON 2 SEPTEMBER 2019****File Number: REP19/1064****Author: Executive Assistant****Authoriser: General Manager****Attachments: 1. Minutes of the Traffic Committee Meeting held on 2 September 2019****RESOLUTION 311/2019**

Moved: Cr Kenneth Smith

Seconded: Cr Dale Wiencke

It was resolved that the reports be received.

**CARRIED****RESOLUTION 312/2019**

Moved: Cr Max Oliver

Seconded: Cr Kenneth Smith

It was resolved that the 60kmph speed limit through Springdale be retained.

**CARRIED****RESOLUTION 313/2019**

Moved: Cr Kenneth Smith

Seconded: Cr Lindy Reinhold

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

**CARRIED**



**Date:** Monday, 2 September 2019  
**Time:** 1:32PM  
**Location:** 105 Loftus Street  
TEMORA NSW 2666

# **MINUTES**

## **Traffic Committee Meeting**

**2 September 2019**

**Order Of Business**

**1 Open Meeting ..... 3**

**2 Apologies ..... 3**

**3 Reports ..... 4**

    3.1 Springdale Speed Zone Change ..... 4

    3.2 Loftus Street Parking ..... 7

**4 Close Meeting ..... 9**

**MINUTES OF TEMORA SHIRE COUNCIL  
TRAFFIC COMMITTEE MEETING  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON MONDAY, 2 SEPTEMBER 2019 AT 1:32PM**

**PRESENT:** Ms Zoe Turner(TFNSW) (via phone), Mr Gavin Coleman (Temora Police), Cr Kenneth Smith (Chair), Cr Rick Firman (Mayor)

**IN ATTENDANCE:** Alex Dahlenburg (Senior Engineering Technical Officer), Glenn Sheehan (Road Safety Officer)

**1 OPEN MEETING**

1:32PM

**2 APOLOGIES**

**COMMITTEE RESOLUTION 12/2019**

Moved: Cr Rick Firman

Seconded: Mr Gavin Coleman

That apologies from Engineering Technical Manager Rob Fisher be received and accepted.

**CARRIED**

**3 REPORTS****3.1 SPRINGDALE SPEED ZONE CHANGE**

**File Number:** REP19/1030  
**Author:** Engineering Technical Manager  
**Authoriser:** Engineering Technical Manager  
**Attachments:** Nil

**REPORT**

Council has received representations from Transport for NSW regarding a change in speed limit through the village of Springdale.

Transport for NSW intends to lower the speed limit through Springdale due to following points:

- New Driver Reviver site, will be operating in peak holiday periods. Increase number of turning vehicles at the location for a break, it will make it safer for motorists turning into and out of the rest area.
- Number of speeding vehicles through Springdale, will need to consult with Police if possible presence at the location can be increased. RSO mentioned that he knows that some of the truck drivers know police aren't out there to stop them from speeding.
- Currently meets the speed zone guidelines for a 50km/h zone.
- Currently 22 Driveway accesses including the Springdale Fire Service Station, a designated bus stop and the updated rest area/driver reviver site
- 1 crash within the review length – rear end crash, vehicle waiting to turn right
- Changing the speed zones to only 50km/h will increase the time travelled through Springdale by 34 seconds.

**Centre for Road Safety Guidance**



## Lower limits, less crashes

We support lower speed limits in built-up areas to help reduce pedestrian fatalities and injuries. Travelling at lower speeds improves a driver's ability to stop and avoid crashes, especially in areas of high pedestrian activity. Where crashes do occur they are less severe, especially for children and the elderly.

### Safer stopping distances

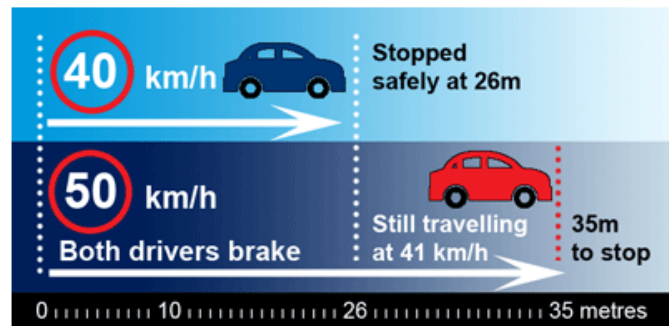
Consider the example of one car travelling at 40 km/h, another at 50 km/h. Both drivers see a child about 27 metres ahead, recognise the danger and brake. The car travelling at 40 km/h will stop safely after 26 metres, avoiding the child. The car travelling at 50 km/h will take an extra nine metres to stop, and will still be travelling at 41 km/h when it hits the child.

Even a small difference in vehicle speed can make a large difference to the danger of serious injury. If a car hits a pedestrian at 50 km/h, the driver is twice as likely to kill the pedestrian than if the car had been travelling at 40 km/h.

Many factors affect stopping distances, including:

- Distractions or dim lighting, where drivers take longer to react
- Wet roads or worn tyres, which can lengthen braking distances.

To reduce the risk of a crash, drivers should stay under the speed limit and drive to the conditions, such as slowing down in wet weather or poor visibility.





40 km/h zones

The 40 km/h urban limit is part of a nationwide strategy to improve safety in high pedestrian traffic areas, such as busy CBD zones and small suburban shopping strips. The 40 km/h limits are also marked on signs to show local traffic zones and road work zones. Signs and pavement markings show the start of 40 km/h pedestrian areas and include:

- Standard 40 km/h speed signs
- Pedestrian activity signs
- 40 km/h pavement numerals (roads with painted speed limit numbers)

Most 40 km/h pedestrian zones are requested by local councils, community, police and transport authorities and submitted to local traffic committees. Our guidelines assist in the implementation of timed 40 km/h speed limits at schools, on buses (as flashing lights on the back of buses) and 40 km/h roadwork zone speed limits.

50 km/h zones

A 50 km/h speed limit applies to all built-up areas across NSW. Built-up areas have buildings on the land next to the road, or have street lights along the road with a spacing of 100 metres or less for a total length of at least 500 metres, or if the road is shorter than 500 metres, for the whole length of the road.



- The 50 km/h default limit applies on all urban roads without a speed sign
- Reduced speed limits at school zones, road works and other special areas still apply
- The 50 km/h urban limit is part of a nationwide strategy to improve safety for all road users

The [NSW Speed Zoning Guidelines \(PDF, 2.04Mb\)](#) provide details on the consistent application of engineering principles to speed zones across the state.

**Budget Implications**

Nil

**COMMITTEE RESOLUTION 13/2019**

Moved: Mr Gavin Coleman  
 Seconded: Cr Rick Firman

It was resolved that the Committee recommend to Council that the 50km/h speed zone changed in Springdale be supported as per the TFNSW proposal subject to further consultation by Council with the Springdale Progress Association.

**CARRIED**

**Report by Rob Fisher**

**3.2 LOFTUS STREET PARKING**

**File Number:** REP19/1031  
**Author:** Senior Engineering Technical Officer  
**Authoriser:** Engineering Technical Manager  
**Attachments:** 1. Parking Restriction Signage and Location

**REPORT**

Following a report to the June Traffic Committee and Council Meeting on the parking in Loftus Street adjacent to St Anne's School all actions have been addressed.

Further to the previous actions and review of the parking during School drop-off and pick-up times, it's proposed that a time limitation on the parking spaces in Loftus Street is signposted to allow ability for parking enforcement to improve safety in the area particularly for the school children.

Currently there are no time restrictions on parking in Loftus Street adjacent to St Anne's School allowing parents to park for long periods resulting in children having to walk further or cross the road more than ideally required. The aim of restricted parking during school zone times is to discourage parents taking up the parking spaces, entering the school playground to chat while their children are on the equipment. It would encourage these parents to park on the other side of Loftus Street or on De Boos Street if wishing to stay longer. This is an issue observed as there is a large number of parents also who are picking children up however also have a small child in the car who wish to park close for a very short period.

The proposed time restriction would only be during the same school zone times of 8:00am-9:30am and 2:30pm-4:00pm (as per the example attached). Outside of these timeframes would remain unrestricted as per the current layout.

The suggested restriction would be a 5 minute limit to allow quick drop-off and quick pickup, however other alternatives are 10 minute and 15 minute however these increased times are likely not to prevent the recurring issues.

**Budget Implications**

4 new sign faces @ \$45 each = \$180

2hrs (2x staff and work vehicle) @ \$110 p/h = \$220

**TOTAL = \$400**

**COMMITTEE RESOLUTION 14/2019**

Moved: Cr Rick Firman

Seconded: Mr Gavin Coleman

It was resolved that the Committee recommend to Council that the parking signage is changed to 5 minutes during school zone times only as per the report including associated expenditure to Councils maintenance budget, with a review on the parking issues and compliance to be conducted in the 12 months following changes.

AND FURTHER

A community awareness campaign is conducted to advise of the changes once implemented by the means of social media (Facebook) and the Narraburra News.

**CARRIED**

*Report by Alex Dahlenburg*



Image 1: Sign Example (EXAMPLE ONLY)



Image 2: Four sign locations proposed to change and parking bays that would have a time restriction applied during school zone times only

**1 CR FIRMAN**

Requested a status update on the design for the Hoskins/Polaris Street intersection roundabout as budgeted by Council to progress the matter.

***Councils Senior Engineering Technical Officer advised that the design is progressing following recent geotechnical testing and is approximately 75% through completion by the awarded contractor.***

**2 SENIOR ENGINEERING TECHNICAL OFFICER**

Advised Councils Engineering Department are currently working on having current street lighting at the Hoskins Street pedestrian crossing and in Loftus Street repaired as the majority of these lights are currently not working.

Advised that following a report to the June 2019 Traffic Committee Meeting that the TFNSW has advised that any lighting upgrade on the pedestrian crossing on Victoria Street is Councils responsibility. Councils Engineering Department is currently awaiting quotes for the addition of a supplementary light.

**3 CR SMITH**

Noted that the sign posted motorcycle parking bays in Hoskins Street are being regularly utilised by vehicles parking in the space as the parking bay looks similar however is narrower. Councils Engineering Department was asked if they can investigate these motorcycle parking spaces to improve visibility or differentiation between parking spaces to reduce non-compliance.

**4 CLOSE MEETING**

The Meeting closed at 2:16PM.

This is the minutes of the Traffic Committee meeting held on Monday 2 September 2019.

.....

**GENERAL MANAGER**

.....

**CHAIRMAN**

**7.2 MINUTES OF THE ASSETS & OPERATIONS COMMITTEE MEETING HELD ON 10 SEPTEMBER 2019**

**File Number:** REP19/1133

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Minutes of the Assets & Operations Committee Meeting held on 10 September 2019

**RESOLUTION 314/2019**

Moved: Cr Graham Sinclair

Seconded: Cr Max Oliver

It was resolved that the reports be received.

**CARRIED**

**RESOLUTION 315/2019**

Moved: Cr Dale Wiencke

Seconded: Cr Kenneth Smith

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

**CARRIED**





**Date:** Tuesday, 10 September 2019  
**Time:** 2:10PM  
**Location:** 105 Loftus Street  
TEMORA NSW 2666

# **MINUTES**

## **Assets & Operations Committee Meeting**

**10 September 2019**

**Order Of Business**

**1 Open Meeting ..... 3**

**2 Apologies ..... 3**

**3 Reports ..... 4**

    3.1 Impounded Vehicles Disposal ..... 4

    3.2 Public Lighting Request ..... 8

    3.3 Regional Road Update ..... 12

**4 Confidential Reports..... 13**

**5 Close Meeting ..... 14**

**MINUTES OF TEMORA SHIRE COUNCIL  
ASSETS & OPERATIONS COMMITTEE MEETING  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON TUESDAY, 10 SEPTEMBER 2019 AT 2:10PM**

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

**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), Claire Golder (Town Planner)

**1 OPEN MEETING**

2:10PM

**2 APOLOGIES**

Nil

### 3 REPORTS

#### 3.1 IMPOUNDED VEHICLES DISPOSAL

<b>File Number:</b>	<b>REP19/1046</b>
<b>Author:</b>	<b>Senior Engineering Technical Officer</b>
<b>Authoriser:</b>	<b>Engineering Technical Manager</b>
<b>Attachments:</b>	<b>1. Impounded Vehicle Photos</b> <b>2. Generic Example Notice Letter</b>

#### REPORT

Council currently has 7 vehicles impounded (*as per photo's attached*) within our Teal Street depot. Due to 5 of the vehicles being towed from either MR57 Goldfields Way or MR84 Burley Griffin Way Council has been reimbursed the tow cost already by RMS through the RMCC contract, likewise with 1 other vehicle towed from MR241 Milvale Road which had its tow cost funded through RMS regional road funding. Due to this only 1 out of the 7 vehicles has costed Council through maintenance funding for the tow fee of approximately \$250, with this vehicle being the BMW (*vehicle 5 in the attachment*).

As per Part 3 section 20 of the Impounding Act 1993, Council has issued letters to last known owners of each vehicle in writing to meet clause (5);

*(5) A notice under this section must be in writing addressed to the person to be given the notice. It must clearly indicate that the item has been impounded and will be sold or otherwise disposed of if not claimed within a stated period (not less than 7 days in the case of an animal and not less than 28 days in the case of an article).*

This 28 day notice period concluded on Friday 30<sup>th</sup> August 2019 with no request for release of any vehicles received in response to disposal notifications (*a generic example of the letters is attached for referencing*). Notification to last known owners was completed by details provided to Council by the Temora Police Station in accordance with Part 7 Section 43 of the Impounding Act 1993, which states;

#### **Police required to provide assistance on request**

- (1) The officer in charge of a police station must, on request by an impounding officer or impounding authority:
  - (a) cause inquiries to be made as to the ownership of a motor vehicle, and
  - (b) within 3 business days after the request is made, furnish to the officer or authority a written statement of the result of those inquiries.
- (2) If the vehicle is or has been registered within the meaning of the [Road Transport Act 2013](#) or under any previous Act that provided for the registration of vehicles, the statement may consist of particulars of the name and address of the last registered operator of the vehicle according to the records kept by Roads and Maritime Services.

Temora Shire Council now has the opportunity to sell or dispose of all 7 vehicles with a few feasible options available;

1. Dispose of all vehicles to a local scrap metal recycler with prices indicated verbally as \$50 per vehicle by one local scrap metal recycle.
2. Advertise an Expression of Interest (EOI) over a 28 day period as a group lot (*eg. 1 overall tender price for all 7 vehicles*) exclusive to scrap metal recyclers or vehicle recyclers that purchase for dismantling as parts.

3. Advertise an Expression of Interest (EOI) over a 28 day period open to both businesses (including scrap dealers) and any other member of the public to submit an individual tender price for the vehicle they wish to try purchase.

Following a directive on disposal of all vehicles any money raised will become general purpose revenue utilised to support delivery of Council services and maintenance.

It should be noted that all vehicles impounded have no keys, are dispersed in current condition with some vehicles having broken windows, panel damage (including write-offs following a crash) and are in an unknown working state mechanically.

### **Budget Implications**

If an EOI was conducted administration and advertising costs would be associated which shouldn't exceed approximately \$300 with this expenditure to be offset by income produce by the EOI.

Vehicles disposed directly to a scrap metal recycler would incur no additional cost to Council and only profit revenue.

### **COMMITTEE RESOLUTION 97/2019**

Moved: Cr Rick Firman

Seconded: Cr Max Oliver

It was resolved that the Committee recommend to Council Option 2 - Advertise an Expression of Interest (EOI) over a 28 day period as a group lot (*eg. 1 overall tender price for all 7 vehicles*) exclusive to scrap metal recyclers or vehicle recyclers that purchase for dismantling as parts .

**CARRIED**

***Report by Alex Dahlenburg***

**Impounded Vehicle Photo's**



**Vehicle 1**



**Vehicle 2**



**Vehicle 3**



**Vehicle 4**



**Vehicle 5**



**Vehicle 6**



**Vehicle 7**

<Address>

Dear ,

**RE: NOTICE OF VEHICLE DISPOSAL**

Following last known ownership details provided by NSW Police searching the RMS system as requested by Temora Shire Council, we wish to provide notice of disposal of a vehicle last registered in your ownership under the Impounding Act 1993, Part 3 Section 20.

The vehicle is currently impounded by Temora Shire Council who intends to sell or dispose of the vehicle following a minimum 28 day notice period if not claimed by 4pm Friday 30<sup>th</sup> August 2019.

Vehicle details include;

Registration:

Vehicle Description:

To claim the above stated impounded vehicle an impound fee of \$500 is required to be paid at Temora Shire Councils administration office located at 105 Loftus Street, Temora NSW before the vehicle is released.

If the impounded fee is not paid prior to 4pm on the 30<sup>th</sup> August 2019 then the vehicle will be deemed surrendered and disposed of by council in accordance with the conditions of the Impounding Act 1993. If the vehicle was previously sold however registration details not updated by the new owners please ignore this notice of vehicle disposal and if possible provide council details of the new owners so we may have opportunity to issue a further notice.

If you have any further enquiries regarding this matter, please contact Temora Shire Council on 02 6980 1100.

Regards,

R Fisher  
ENGINEERING TECHNICAL MANAGER

For the GENERAL MANAGER

### 3.2 PUBLIC LIGHTING REQUEST

**File Number:** REP19/1055  
**Author:** Engineering Technical Manager  
**Authoriser:** Engineering Technical Manager  
**Attachments:** 1. Lighting Request Maps

#### REPORT

Council has recently received 2 public requests in relation to inadequate public lighting, one request in relation to the intersection of Little DeBoos Street and Austral Street in Temora and one request in relation to Coolamon Street just north of Wellman Street in Aria Park.

Council public lighting policy talks about public lighting in urban areas being provided at each intersection and 1 mid-block no more than 100m apart.

Assessing the requests against Councils Policy, the Temora request location is non-compliant with Councils policy and the Aria Park request location is compliant with Councils policy, however may be considered genuine based on the prominent location and the lack of light relative to north of the location.

In addition to the requests, Council staff have compiled a list of intersections within Temora and Aria Park that currently have no street lighting. Basically all of these locations have a power pole to mount a light but have never been allocated a light. The list currently totals 52 locations, noting this list does not include assessment of mid-block lighting or space greater than 100m as stipulated by Councils Policy.

Councils Bulk Lamp Replacement program (Upgrade to LED) is due to be delivered in October 2020. I would recommend Council hold off installing new lights until this work is complete so as to ensure that any lamp Council installs doesn't get replaced a few months later. In saying this, if street lighting is something Council has an appetite to improve, budgeted funds potentially commencing in 2020/2021 financial year should be considered to deliver these improvements.

Cost of work is unknown at this time; however I would estimate \$2,000-\$4,000 per light.

Please note Council will be required to allocate funds for the October 2020 Bulk Lamp Replacement program also.

#### Budget Implications

Unknown



**COMMITTEE RESOLUTION 98/2019**

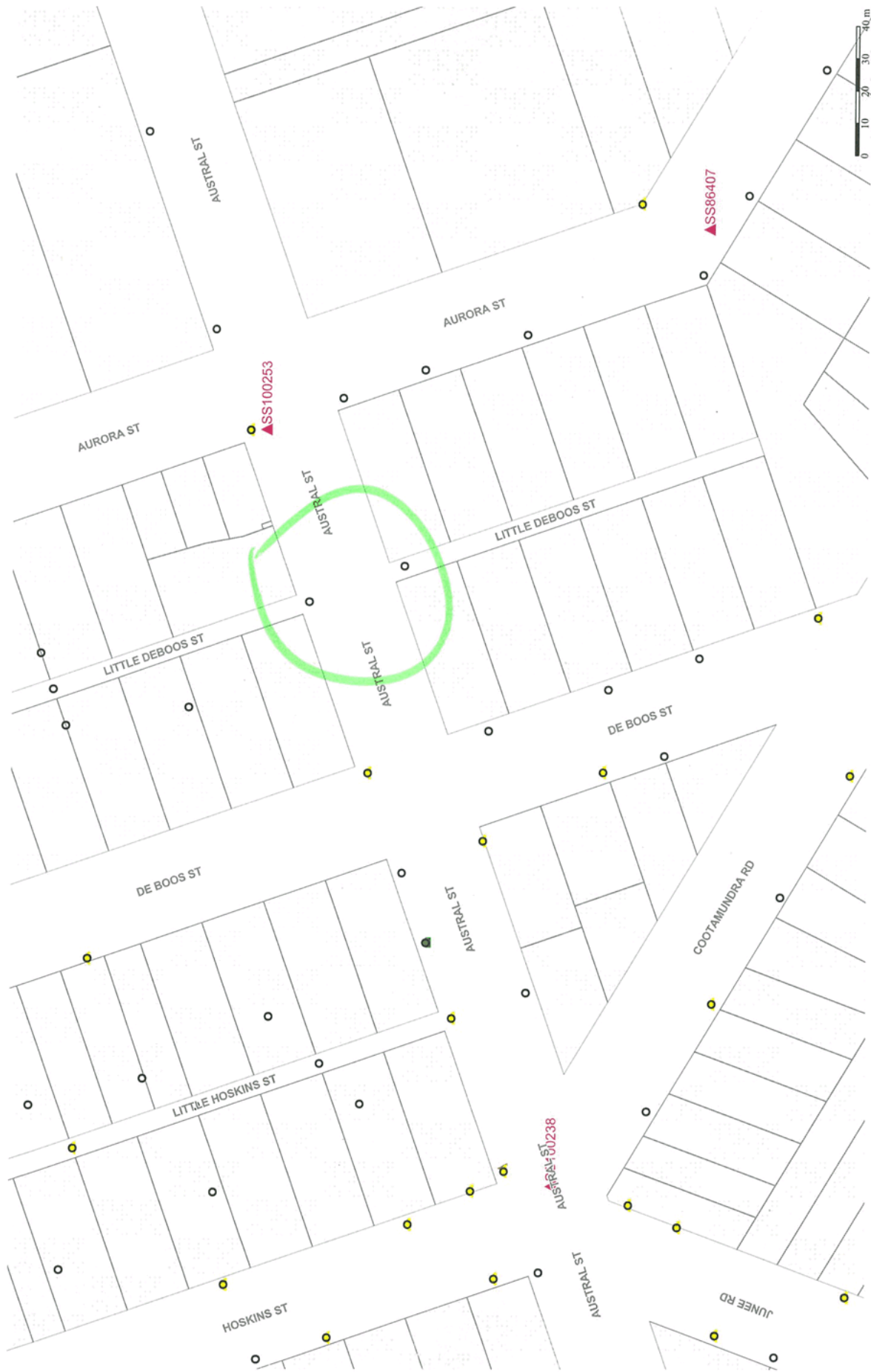
Moved: Cr Claire McLaren

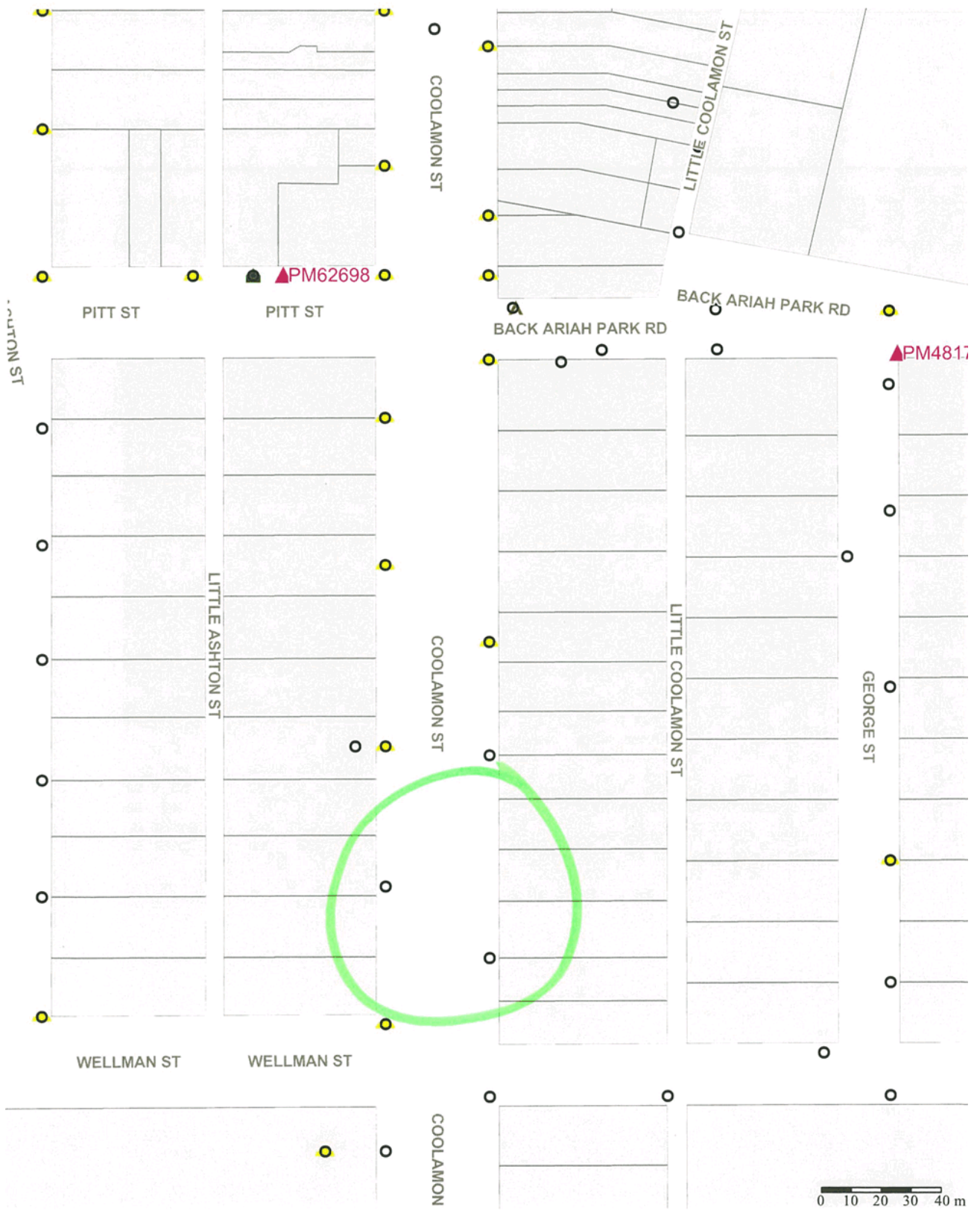
Seconded: Cr Dale Wiencke

It was resolved that the Committee recommend to Council to defer until after the roll out of the Bulk Lamp Replacement.

**CARRIED**

*Report by Rob Fisher*





**3.3 REGIONAL ROAD UPDATE**

**File Number:** REP19/1072  
**Author:** Engineering Technical Manager  
**Authoriser:** Engineering Technical Manager  
**Attachments:** Nil

**REPORT**

Council has an open resolution regarding a request for information in relation the proposed hand back of regional roads to the State Government.

Unfortunately there is not much to report at this stage other than the State Government has committed to undertaking extensive consultation with Local Government prior to any decision being made.

Considering this, I am requesting Council close the current resolution and consider the issue if and when we receive more information on the matter.

**Budget Implications**

Nil

**COMMITTEE RESOLUTION 99/2019**

Moved: Cr Nigel Judd  
Seconded: Cr Dale Wiencke

It was resolved that the Committee recommend to Council to defer consideration of this matter until further information is supplied.

**CARRIED**

***Report by Rob Fisher*****1. CR FIRMAN**

Advising that the street sweeper is leaking oil on the street when cleaning.  
***Engineers advised that the street sweeper is being repaired.***

**4 CONFIDENTIAL REPORTS****COMMITTEE RESOLUTION 100/2019**

Moved: Cr Max Oliver

Seconded: Cr Kenneth Smith

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993 at 2:45PM:

**4.1 Kurrajong Street (Part Closure)**

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

**CARRIED**

**5 CLOSE MEETING**

The Meeting closed at 3:01PM.

This is the minutes of the Assets & Operations Committee meeting held on Tuesday 10 September 2019.

.....

**GENERAL MANAGER**

.....

**CHAIRMAN**

**8 DELEGATES REPORTS****1. CR WIENCKE**

Attended the Inland Rail Meeting at Greenthorpe recently and Minister Tooles office representative updated the meeting on Transport NSW.

**2. CR SMITH**

Attended the Temora Rural Museum, Historical Society and Bundawarra centre AGM meetings recently.

**3. CR SINCLAIR**

Attended the pre school and read a book to the preschoolers as part of Education Week.

Attended the Art Show at the Bundawarra Centre on the 30 August 2019.

Australia Day Committee meeting on the 2 September, and advising that Temora will be holding a breakfast event at Gloucester Park in 2020.

**4. CR OLIVER**

Attended the Springdale Progress meeting on Sunday but the meeting did not have a quorum.

Attended the Sports Council meeting last night and Mr James Durham spoke regarding the new building at Nixon Park.

Attending the Police Remembrance ceremony in Wagga next week with Mr Harold Hetherington.

**5. CR SLEIGH**

Attended the Temora Primary School for the Drumbeat event on Tuesday 17 September with Cr Oliver and Cr Firman also in attendance.

Attended the Opening of the Temora Memorial Town hall.

**6. CR JUDD**

Attended the Regional Business Awards at the Temora Aviation Museum.

**7. CR FIRMAN**

Advising that Ms Julie Briggs and himself will be attending a meeting with Minister Toole in Sydney next Thursday 26 September 2019.

**8. CR MCLAREN**

Attended the Aria Park show and judged the little showgirls and boys last Sunday 8 September 2019.



**9 MAYORAL REPORT****9.1 MAYORS REPORT - AUGUST 2019**

**File Number:** REP19/1041  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT**

**1<sup>st</sup> August** – I attended meetings in Sydney, commencing with the Chairman of the NSW Country Mayors Association, Mayor Katrina Humphries (Moree Plains Shire). Then a meeting with Local Government NSW Chairman, Deputy Lord Mayor Linda Scott and REROC Chief Executive, Mrs Julie Briggs.

- I then attended the NSW Joint Organisation Chairmen’s Network meeting at Parliament House, Sydney. There are 13 JO Chairmen across rural and regional NSW, with a lot of work to go before they prove viable and beneficial.
- I had a dinner with NSW Country Mayors Association members.

**2<sup>nd</sup> August** – The General Manager (Mr Gary Lavelle) and I attended the NSW Country Mayors Association’s Board meeting at Parliament House, Sydney. A great range of guest speakers addressed the Board, including NSW Agriculture Minister, the Hon. Adam Marshall MP and the Federal Minister for Regional Services, Local Government and Decentralisation, the Hon, Mark Coulton MP.

**5<sup>th</sup> August** – I attended an Executive meeting at the Temora District Hospital re: Local Health Advisory Council.

- The Deputy Mayor (Cr Graham Sinclair), the General Manager (Mr Lavelle) and I attended the annual general meeting of the Temora Local Health Advisory Committee (LHAC). Cr Sinclair was re-appointed to the LHAC and I was elected Chairman, to replace Mrs Dianne Scott, who was elected Deputy Chairman. We have a great LHAC and a dedicated staff who all work hard to ensure our Hospital has a strong present and future.

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

- The Deputy Mayor (Cr Sinclair), Mrs Sue Wylie and I attended a meeting with the General Manager (Mr Peter Harper) of the Temora Aviation Museum to discuss the TDEF function on 20/9/19.

**7<sup>th</sup> August** – I had a telephone meeting with NSW Country Mayors Chairman (Mayor Katrina Humphries, Moree Plains).

**8<sup>th</sup> August** – I chaired the Riverina JO (RivJO) Board meeting. The Deputy Mayor (Cr Sinclair), who sits on the RivJO Board and General Manager (Mr Lavelle) were also in attendance. I then chaired

the REROC Board meeting, also attended by the General Manager. Both Board meetings were held in Wagga.

**10<sup>th</sup> August** – I was honoured to have been invited to act as a Judge for Temora CWA's 'Nailed It' Cake decorating competition. I was ably assisted by Master Seth Baldry. Congratulations are extended to CWA President, Mrs Cynthia-Rose Wiencke and her team of ladies for hosting a great afternoon's activities.

- The Prayers and thoughts are with our Council colleague Cr Max Oliver, his wife Mrs Vicki Oliver and their family, on the passing of Mr John Oliver.

**12<sup>th</sup> August** – It was a real pleasure to preside at four Naturalisation ceremonies. To become an Australian Citizen is a major undertaking and we congratulate all those who take this step. I thank Cr Ken Smith for also being able to attend.

- The Deputy Mayor (Cr Sinclair), Cr Nigel Judd OAM, Cr Ken Smith and I attended the General Manager's Performance Review. We are blessed to have a dedicated General Manager in Mr Lavelle, who cares about his staff and community, in a genuine manner.

**13<sup>th</sup> August** – The Deputy Mayor (Cr Sinclair), General Manager (Mr Lavelle) and I attended a meeting with the Chairman (Mrs Gayle Murphy) and Chief Executive (Mrs Jill Ludford) of the Murrumbidgee Local Health District Board.

- It was an honour for me to assist in the presentation of Long-Service Badges to several of our hard-working Hospital Staff members. Congratulations to all recipients and thank you for taking care of the residents of Temora Shire – and beyond.

**14<sup>th</sup> August** – The Deputy Mayor (Cr Sinclair) & Cr Nigel Judd OAM, Cr Dale Wiencke & Cr Claire McLaren represented Temora Shire at the Goldenfields Water County Council (GWCC) at Mandamah Water Scheme. Unfortunately, I was unable to attend, however, extend our congratulations to all involved with this exciting project.

- I chaired the Temora West Public School Council meeting, which was also attended by Cr Max Oliver.
- Cr Ken Smith and Cr Nigel Judd OAM hosted some special visitors from Sydney, showing them around our beautiful Shire.

**15<sup>th</sup> August** – Councillors, Senior Staff and I attended our monthly Council meeting.

**16<sup>th</sup> August** – Like many in our community, several Councillors, Senior Staff and I attended the Funeral service of Cr Max Oliver's father, the late John Oliver.

**18<sup>th</sup> August** – I represented Council at the Vietnam Veterans Day ceremony at Callaghan Park. This was attended by a modest gathering of Veterans and locals; however, it was a warm and reflective occasion. Our very warm thanks to all of Temora Shire's Vietnam Ex-Servicemen - particularly those who made the ultimate sacrifice.

**19<sup>th</sup> August** – I attended Council offices.

**20<sup>th</sup> August** – The General Manager (Mr Lavelle) and I held a Telephone meeting with the Minister for Environment, the Hon Susan Ley MP. This was to discuss Council's desire for the reinstatement of the Terminal Area Forecast (TAF) Service, which is crucial to the further prosperity of the Aerodrome. We received a very good hearing, and our thanks to Federal Member for Riverina, the Hon Michael McCormack MP for arranging this meeting.

- I had a teleconference with LGNSW President, Cr Linda Scott.

**21<sup>st</sup> August** - As Chairman of the Temora Local Health Advisory Council (LHAC), I had a meeting with the Temora District Hospital Manager, Mrs Wendy Skidmore. Also in attendance was the Temora LHAC Secretary, Pastor Patricia Morris.

- I chaired the monthly Temora & District Sports Council's Delegates meeting. Our Road Safety Officer, Mr Glenn Sheehan was the guest speaker. Also in attendance was my fellow Council Delegate Cr Max Oliver.

**22<sup>nd</sup> August** – Councillors, Senior Staff and I had a Workshop.

- I had a meeting with Mr Terrey Kiss PSM of Blackadder & Associates.
- I had a meeting with the General Manager, Mr Lavelle.
- I had a meeting with Adrian Barwick of Williamson & Barwick Lawyers.
- I had a teleconference meeting with the Mayor of Coolamon Shire, Mayor John Seymour OAM.
- I had a teleconference meeting with the Chief Executive Officer of REROC, Mrs Julie Briggs

**23<sup>rd</sup> August** – I attended Council office.

**26<sup>th</sup> August** – I chaired a meeting with the Regional Director of Education, Ms Carolynne Merchant (As President of the Temora West Public School Council). Cr Oliver was also in attendance, as were other members of the School Council and P & C.

**27<sup>th</sup> August** – In the absence of the Chairman (Col Pat Thorne AM Ret'd) I chaired the Temora Police & Community Committee annual general meeting. Congratulations to Col Thorne, Ms Di Monkerud (Secretary), Cr Max Oliver (Treasurer) and the Committee members on their re-election.

**28<sup>th</sup> August** – As Chairman of REROC, I attended the annual Take Charge Riverina Leadership Forum in Wagga. We had student leaders from Temora Shire, Coolamon, Junee, Gundagai, Wagga, Billabong & West Wyalong. It was pleasing to see Temora Shire having schools from Ariah Park Central, St Anne's Central and Temora High. Temora was also represented by Goldenfields Water County Councils Mechanical Co-Ordinator, Mr Shane Baldry and GWCC Apprentice, Mr Blake Hingerty. Both gentlemen spoke on their respective career paths, which proved most informative and delivered very well.

**29<sup>th</sup> August** – I attended a reading at the Temora Pre-School, where the students presented me with a birthday card.

- Council hosted an Afternoon tea for recent Ambulance NSW Star Award recipient, Master Bailey Glasspool. It was lovely to have his family present to us pay tribute to Master Glasspool for his significant act of kindness.
- Cr Nigel Judd OAM represented Temora Shire at the State funeral of former Deputy Prime Minister, the Hon Tim Fischer AC.

**30<sup>th</sup> August** – The Works Manager (Mr Bimal Shah) and I attended a REROC hosted forum on Road works, held in Wagga.

- I had a meeting with Former Mayor of Tumbarumba, Mr Ian Chaffey, a good friend of Temora Shire's.
- I chaired the REROC Executive meeting, held in Wagga.

#### **RESOLUTION 316/2019**

Moved: Cr Graham Sinclair

Seconded: Cr Dale Wiencke

It was resolved that the report be noted.

**CARRIED**

***Report by Mayor Rick Firman OAM.***

**10 STAFF REPORTS**

**RESOLUTION 317/2019**

Moved: Cr Max Oliver

Seconded: Cr Graham Sinclair

It was resolved that Council receive Staff reports.

**CARRIED**

**11 GENERAL MANAGER****11.1 CALENDAR OF EVENTS - SEPTEMBER 2019**

**File Number:** REP19/1026  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT****SEPTEMBER 2019**

2<sup>nd</sup> Friends of Temora Shire Cemetery  
**DELEGATES: Cr Sleigh & Cr Reinhold**

4<sup>th</sup> Theatre Management Committee – 6:00pm  
**DELEGATE: Cr Reinhold**

5<sup>th</sup> Heritage Meeting – 12:00pm  
**DELEGATES: Cr Judd & Cr Oliver**

10<sup>th</sup> Committee Meetings

11<sup>th</sup> Riverina JO – Canberra

12<sup>th</sup> Temora Rural Museum Meeting  
**DELEGATE: Cr Smith & Cr Oliver**

13<sup>th</sup> Temora Memorial Town Hall  
Re-Opening 6:00pm

15<sup>th</sup> Springdale Progress Association – 5:00pm  
**DELEGATES: Cr Smith & Cr Oliver**

18<sup>th</sup> Temora Sports Council Meeting  
Temora Ex Services Club  
**DELEGATES: Cr Oliver & Cr Firman**

19<sup>th</sup> Council Meeting

23<sup>rd</sup> Training - Code of Conduct and Code of Meeting Practice

24<sup>th</sup> Sister City Meeting  
**DELEGATE: Cr Smith**

**OCTOBER 2019**

1<sup>st</sup> Temora Shire Arts Committee

2<sup>nd</sup> Theatre Management Committee – 6:00pm  
**DELEGATE: Cr Reinhold**

3<sup>rd</sup> REROC  
**DELEGATES: Cr Sinclair & Cr Firman**  
Friends of Temora Shire Cemetery  
**DELEGATES: Cr Sleigh & Cr Reinhold**

5<sup>th</sup> Heritage Meeting – 12:00pm  
**DELEGATES: Cr Judd & Cr Oliver**

8<sup>th</sup> Committee Meetings

14-16<sup>th</sup> Local Government NSW Conference  
Warwick Farm, Sydney

- 16<sup>th</sup> Temora Sports Council Meeting  
Temora Ex Services Club  
**DELEGATES: Cr Oliver & Cr Firman**
- 17<sup>th</sup> Council Meeting

**RESOLUTION 318/2019**

Moved: Cr Dale Wiencke

Seconded: Cr Graham Sinclair

It was resolved that the Calendar of Events be noted.

**CARRIED**

**11.2 SEALS - SEPTEMBER 2019**

**File Number:** REP19/1025  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT**

The Council Seal is required to be affixed to the below document:

- Purchase – 6-8 Harrison Street, Aria Park - Contract

**RESOLUTION 319/2019**

Moved: Cr Dennis Sleigh  
Seconded: Cr Nigel Judd



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

**CARRIED**

*Report by Gary Lavelle*



### 11.3 WEBCASTING

**File Number:** REP19/1016  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** 1. Webcasting  

#### REPORT

As Council is aware, the Model Code of Meeting Practice (the Code) mandates the introduction of webcasting for all Councils within 12 months of the Code being prescribed, namely 14 December 2019.

The Code states:

“5.19 All meetings of the council and committees of the council are to be webcast on the council’s website.

*Note: Councils must include supplementary provisions in their adopted codes of meeting practice that specify whether meetings are to be livestreamed or recordings of meetings uploaded on the council’s website at a later time. The supplementary provisions must also specify whether the webcast is to comprise of an audio visual recording of the meeting or an audio recording of the meeting.*

5.20 Clause 5.19 does not apply to parts of a meeting that have been closed to the public under section 10A of the Act.

5.21 At the start of each meeting the chairperson is to make a statement informing those in attendance that the meeting is being webcast and that those in attendance should refrain from making any defamatory statements.

5.22 A recording of each meeting of the council and committee of the council is to be retained on the council’s website for **[council to specify the period of time the recording is to be retained on the website]**. Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

The requirement for webcasting has proven problematic to Council in a number of areas, namely:

1. Cost: Council has made consistent representations to Government on this issue without success. Given the short timeframe, it is considered that this is another case of costs incurred by Council due to the decisions of another level of Government. There appears little likelihood that this decision will be reversed.
2. Resident Support. Surveys conducted of residents indicate little support for the concept with 90% opposed to the move.
3. Committees: The current structure of committees utilised by Council will provide difficulty to Council as Council Committee meetings must also be broadcast. The Code specifies

“20.1 This Part only applies to committees of the council whose members are all councillors.”

The suggestion from the Minister is to appoint a non-Councillor, say the General Manager, to each committee which will then remove the onerous requirement to webcast these

committees. Community Committees (S355) are exempt from this requirement.

Given that there is a requirement to webcast, Council need to consider the type of webcasting to be implemented. The minimum requirement is an audio recording uploaded to the website. The options, including indicative costings, are as follows:

#### **Audio Visual with professional hosting.**

The upfront cost for this service ranges from \$19,170 (ex GST) for a one camera system through to \$29,080 (ex GST) for a three camera system.

The ongoing cost of hosting would be \$1,260 (ex GST) per month (\$15,120 annually)

Pros

- Presents a professional 'look' for Council
- Is more likely to be viewed by residents
- Most of the work in archiving etc are carried out by a 3<sup>rd</sup> party
- Easy referencing of information

Cons

- Expensive

#### **Audio Visual without professional hosting and quality equipment**

The upfront costs are likely to be similar to maintain a usable standard however the hosting fees would be removed. There are still costs however as this will take considerable time for staff to edit and upload the content.

Pros

- Still maintains a professional look

Cons

- Significant work for staff
- Still significant expense

#### **Low End Audio Visual (iphone or similar)**

This option would require someone to record the meeting and upload onto the Council website. Very little upfront cost but reasonable investment of time in uploading and archiving the information.

Pros

- Low cost

Cons

- Presents a very amateurish image of Council
- Significant staff time involved
- Provided product virtually useless

#### **High End Audio Only**

Significant upfront costs in the range of \$10,000 to \$12,000.

Pros

- Quality audio
- Less input requirement from staff

- No ongoing costs (if non hosted option chosen)
- Scalable to audio visual if required in the future

## Cons

- Upfront cost
- Still unlikely that residents would access audio only

**Low End Audio**

The bargain basement option that would achieve little except “tick a box”

## Pros

- Cheap

## Cons

- Does not present Council in a professional way
- Provided product virtually useless

Council need to determine its preferred option as a matter of some urgency, to meet the requirements of the Code. If the installation of a 3<sup>rd</sup> party system is desired, there are less than 3 months until the system requires commissioning.

**RESOLUTION 320/2019**

Moved: Cr Graham Sinclair

Seconded: Cr Claire McLaren

It was resolved that Council appoint the General Manager or Alternate as a member of all Council Committees

AND FURTHER

That Council installs a High End Audio only for webcasting.

**CARRIED**

***Report by Gary Lavelle***

## ***InterStream Pty Ltd***

*Unit 4, 42 - 46 Garden Blvd, Redwood Gardens  
Dingley. Victoria 3172  
PO Box 115 Braeside Victoria 3195  
Telephone +61 3 9558 1137 Fax + 61 3 9558 1139  
ABN 47 007 168 087*

19th November 2018

Attention Kurt Tinnock  
IT Officer  
Temora Shire Council  
PO Box 262  
Temora  
NSW 2666

Hi Kurt,

Thank you for your time for a chat this morning. Below are our indicative cost of a Single & Three Camera Streaming Systems. We have also attached services provide for each system together with our monthly costs for System Management - Webcasting and Archiving of Council meetings.. A formal quote can be supplied when requested.

### ***Microphone System***

Cost of a wired Microphone System is around \$630.00 per microphone and \$3,200.00 for the controller. A 14 station microphone system would cost around \$12,020.00 plus gst (Suggest you allow for up to 10% variance in price). We can supply a formal quote closer to the time when required for this system when required.

### ***Single Camera System***

The Single Camera recommendation is for 1 only Panasonic Professional High Definition Pan Tilt Zoom Camera, which is usually mounted near the rear of the Council Chambers This will give a view of the Councilors and Directors as well as front view of the Mayors desk, This is a new HD system, the same as installed in Stonnington, Hilltops and Cober Councils, this system produces a high quality solution. Installation cost is around **\$7,150.00 + gst**

### ***Three Camera System***

Our most popular system is the 3 Camera Panasonic Professional High Definition Pan Tilt Zoom Cameras, 1 Camera (centered) located near the rear of the Council Chambers facing the Mayor & Directors desk and 2 Cameras, 1 either side of the Council Chambers. This solution will give front on view of the Councilors and the Mayors table. This HD camera system is slightly newer than what is currently used by Gold Coast & Kingston Council and the same as installed at Goulburn, Monash, Waverly & Wollongong Councils and is the most up to date installation solution. As a guide the full installation cost is around **\$17,060.00 + gst**

### ***Camera Recommendation***

Our recommended Panasonic Professional High Definition Pan Tilt Zoom Cameras are of broadcast quality and NOT Conferencing or Security type cameras.

### ***Monthly Service Charge***

All services listed are included, Live Streaming, Agenda / Items listings, Archiving, Editing, Web page setup and Hosting.(in Australia) Also included is full training and backup, we attend the first meeting free of charge if required.. **Please note there are no additional charges to our monthly service fee of \$1260.00 + gst (Fixed for 3 years)**

**InterStream SDHD Series Streaming Unit**

The *SDHD Series Streaming* unit enables you to stream in two qualities (SD & HD). With state of the art touch screen operation and simplicity that allows non-technical personnel operate with confidence. In addition this unit offers the facility to view both incoming and out going video Streams on the in built monitor.

The Streaming system is supplied free of charge and remains the property of InterStream Pty Ltd. Software and updates are done on a regular basis to this unit at free of charge.

**Service Term**

The initial term shall be for a period of 36 months commencing the month after the equipment is installed, and shall remain in effect unless extended by requested modifications.

After the initial Service term of 36 months, the term of this Agreement shall automatically renew on a six month base contract unless either party notifies the other party at least 60 days prior to the end of the then-current term that it has elected to terminate the service

**Equipment Installation**

The cameras and equipment Installation is very straight forward and we will allow 3 days but usually the installation completed in 2 days. During Installation we will preset all camera positions as requested

**Wiring Installation**

We suggest that this should be handled by a local electrical contractor that has knowledge of the building. Our main requirement is for two only cables (Cat5 & Video Cable) to be run from each Camera to the A/V area. (This should take around 6 hours) Also an Internet connection will also be required. In addition we require an HDMI cable feed from the minutes computer to enable us to stream the minutes if you wish to do so.

**Warranty**

All equipment supplied is of the highest quality and is covered by manufactures warranty. The streaming device is manufactured and tested at our Melbourne facility and carries a 24 month warranty against faulty workmanship and parts This does not include damage due to miss use, dust or water damage due to weather conditions (remote sites).

Kind regards

Peter Chapple  
InterStream Pty Ltd  
Vic Office 03 9558 1137.  
Direct 0424354464



## **InterStream Pty Ltd**

Unit 4, 42 - 46 Garden Blvd, Redwood Gardens  
Dingley, Victoria 3172  
PO Box 115 Braeside Victoria 3195  
Telephone +61 3 9558 1137 Fax + 61 3 9558 1139  
ABN 47 007 168 087

**Microphone Quotation** (Sold only in conjunction with our Streaming & Camera System)

### **Bosch Microphone System**

Cost of a 16 station, wired Bosch CCS 1000 Digital long neck Microphone System with built in loudspeaker and LED 3 mode indicator (Active - red, Request to speak - green , Possible to speak & added to wait list - white) is \$620.00 per microphone and \$3,150.00 for the CCSD-CURD Controller/Power Supply with Digital Acoustics feedback sound suppression as well as an integrated audio recorder. Total cost for a 16 station microphone system would cost **\$10,590.00 plus gst**

### **Warranty**

All equipment supplied is of the highest quality and is covered by manufactures warranty. The Microphone system carries a 24 month warranty against faulty workmanship and parts this, does not include damage due to miss use, dust or water damage due to weather conditions (remote sites).

Kind regards

Peter Chapple  
InterStream Pty Ltd  
Vic Office 03 9558 1137.  
Direct 0424354464



**11.4 G3 - PROCUREMENT POLICY****File Number:** REP19/1017**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. G3 - Procurement Policy  **REPORT**

The Temora Shire Council Procurement Procedure provides for the requirement for a formal tender process for purchases in excess of \$150,000. This requirement was in accordance with the Local Government Act 1993 (the Act).

Earlier in 2019, Section 55 (Requirements for Tendering) of the Act was amended to require tenders to be called for:

“(n) a contract involving an estimated expenditure or receipt of an amount of:

- (i) less than \$250,000 or another amount as may be prescribed by the regulations, or
- (ii) less than \$150,000 or another amount as may be prescribed by the regulations for a contract involving the provision of services where those services are, at the time of entering the contract, being provided by employees of the council,”

This is a departure from our existing policy and was changed in response to a number of Council believing the tender requirement was too low. In the vast majority of instances, this has had no effect on the decision of Temora Shire Council.

Nonetheless, there can be no doubt that the requirement to tender is onerous and expensive. Accordingly, it is suggested that a new category of purchases in the range of \$150,001 - \$250,000.

Transactions in this range would not *mandate* a tender process; rather outline the intention that a tender process is preferred however may be dispensed with if:

- (a) Timeframe does not permit a full tender process
- (b) The tender is of a local nature (unlikely that businesses external to Riverina business would apply)
- (c) The potential benefit of tendering is likely to be outweighed by the cost of the process

As previously noted, the tendering process is onerous in terms of timeframe and advertising requirements. This includes the requirement to advertise in a Sydney Metropolitan daily newspaper, the Daily Advertiser and the Temora Independent along with the development of fully specified tender documents.

**RESOLUTION 321/2019**

Moved: Cr Graham Sinclair

Seconded: Cr Claire McLaren

It was resolved that the changes to G3 – Procurement Procedures (Draft) outlined in the attached be adopted.

**CARRIED**

*Report by Gary Lavelle*



Function: Governance

Temora Shire Council

Policy Number: G3

# TEMORA SHIRE COUNCIL



TEMORA  
*The Friendly Shire*

## PROCUREMENT PROCEDURE

ACTIVE

Revision 1  
File Name: G3 - Procurement Procedure

Revision Date: 20 June 2019  
Page Number: 1 of 28

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	1	19 March 2012	Gary Lavelle
July 2017	General revision	2	20 July 2017	Gary Lavelle
September 2018	Review of content due to shortcomings identified by staff and Councillors	3	15 November 2018	Gary Lavelle
May 2019	Change to Purchase Order Administration to facilitate the growth in package funding.	4	20 June 2019	Gary Lavelle

### PLANNED REVIEW

Planned Review Date	Revision Description		Review by
July 2018	General revision		General Manager
September 2020	General Revision		General Manager

Revision 1  
 File Name: G3 - Procurement Procedure

Revision Date: 20 June 2019  
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## 1. PURPOSE

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

The purpose of this Procedure is to provide clear guidelines for the procurement of goods and services, valued at under \$2450,000, and for tenders over \$2450,000. 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 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 'Approved Supplier arrangements' for which a competitive tender has already been

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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 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.

Staff authority to requisition, order and approve purchases is governed by Staff Delegations of Authority made by the General Manager. This includes the specific

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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 \$2150,000 (Excluding GST)

For purchases with a value in excess of \$2150,000 (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 (General) Regulation 2005 are to be observed at all times, particularly noting;
  - (a) Upon receipt tenders must be placed unopened in the tender box. If a tender is accidentally opened, it should be resealed and an explanatory note placed on the envelope.
  - (b) After the close of tenders the tenders must be opened in the presence of at least two people. Councillors, members of the public and tenderers are invited to be present at the opening. The opening will be advised on the Hub informing Council.

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- (c) Officer opening the tenders must record the names of the tenders and the amounts that appear to be tendered for the contract and prepare a tender list specifying in descending order of amount tendered the names of the tenderers. (Note: The tender list should not include the tendered amount.)
  - (d) Immediately after preparing the tender list, the appropriate person must arrange for the list to be displayed on the 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 between \$150,001 and \$250,000**

The calling of formal tenders for goods and services with a value between \$150,001 and \$250,000 is NOT a legislative requirement; however, the following procedures and conditions apply:

**1. It is good practice to call for tenders in this range except where the following circumstances exist:**

- (a) Timeframe does not permit a full tender process
- (b) The tender is of a local nature (unlikely that businesses external to Riverina business would apply)
- (c) The potential benefit of tendering is likely to be outweighed by the cost of the process

In these instances, the processes detailed in Clause 4.2.4 pertaining to purchases in the range of \$50,001 to \$150,000 should apply (Clause 4.2.3)

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2. In all other instances, a selective tendering process or full tender process should apply.

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#### 4.2.24.2.3 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.

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##### Step 1

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

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

##### Triggers for deciding to call tenders

- i) is there sufficient time between calling tenders and requiring the service;
- ii) Is there potential for a better outcome through a tendering process;
- iii) 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 Approved Supplier Register under the value of \$15,000?

- **Yes**, Purchase goods and services via a Council Purchase Order (see clause 4.4.1 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.*

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

### Step 2

Purchasing shall be undertaken in accordance with the following procedures and the procedures detailed in clause 4.2.3 (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

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.



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- (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
- (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.

4.2.34.2.4 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	✓ Minimum of one verbal quote, or use tendered rates from Approved Supplier Register. <i>Note: Quote and/or Approved Supplier selection must be deemed reasonable by a Delegated Authority.</i>	✓ Purchase Order Form. ✓ Quotation Record Form for Goods & Services over \$500. ✓ Plant & Labour Hire Contractor Time Sheet

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Value of Goods & Services	Process Summary	Purchase Records
\$2,001 - \$5,000	<ul style="list-style-type: none"> <li>✓ Minimum of 1 written quote, or use tendered rates from Approved Supplier Register.</li> <li><i>Note: Quote and/or Approved Supplier selection must be deemed reasonable by a Delegated Authority.</i></li> </ul>	<ul style="list-style-type: none"> <li>✓ Purchase Order Form.</li> <li>✓ Quotation Record Form.</li> <li>✓ Written quote.</li> <li>✓ Plant &amp; Labour Hire Contractor Time Sheet</li> </ul>
\$5,001 - \$15,000	<ul style="list-style-type: none"> <li>✓ Minimum of 2 written quotes, or use tendered rates from Approved Supplier Register.</li> <li><i>Note: Quote and/or Approved Supplier selection must be deemed reasonable by a Delegated Authority.</i></li> </ul>	<ul style="list-style-type: none"> <li>✓ Purchase Order Form.</li> <li>✓ Quotation Record Form.</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 Approved 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 Approved 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>
<u>\$150,001 - \$250,000</u>	<ul style="list-style-type: none"> <li>✓ <u>Where feasible, a formal tender process (full or selective) should be adopted.</u></li> <li>✓ <u>Where not possible, refer to conditions relating to purchase/ services in the \$50,001 - \$150,000 range</u></li> </ul>	✓
<del>\$245,000</del> <sup>10</sup> 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>

#### 4.2.44.2.5 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, acquisitions in respect of NDIS & Home Care Packages 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.

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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;

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.

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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.
4. Multiple plant and labour hire purchases from the 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 APPROVED SUPPLIER ARRANGEMENTS

#### 4.3.1 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 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 Approved Supplier Register, with suppliers successfully meeting the specified WHS criteria being established/re-established on the 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 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 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.

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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 form the Approved Supplier Register shall be undertaken consistent with clause 4.3.1 Purchase Order Administration, and further, plant and labour hire suppliers shall complete a Daily Plant and Labour Hire Contractor Time Sheet to be signed by a Council supervisor and submitted with invoice for payment.

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

#### **4.3.2 Preference for Local Providers**

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

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

#### **Preference for Local Provider Policy**

- 1 When considering tenders and quotations, preference shall be given to local suppliers where, taken into consideration:
  - (a) Price (including freight)
  - (b) Availability of goods and services;
  - (c) Availability and access to after-sales service and maintenance;
  - (d) Competence and ability to supply the goods and services to specification;
  - (e) Quality and type of the product;
  - (f) Long term benefits of a competitive market place and local economic effect of the decision.
  - (g) All other factors relevant to consideration of the particular tender or quotation
  - (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)

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- (c) 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.
  - (d) Past Pricing Experience. Council are fortunate to be able to access government contracts which in reality local business cannot generally compete with. After initially establishing this by quotation, there will be no need to test each subsequent purchase within a 12-month period.
  - (e) 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.
  - (f) Expediency. Where a delay occurs in the delivery of a local product, Council may seek alternative supplies.
  - (g) Materiality. Where an item is insignificant or part of a larger project contracted externally, expediency dictates that the item will be purchased externally.
  - (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.

G17 - Code of Conduct which has been adopted by Council aims to deliver integrity, ethical conduct and accountability throughout the 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 WORKPLACE HEALTH & SAFETY**

All providers must comply with current Workplace Health and Safety, Worker's Compensation and Environmental legislative requirements and regulations when applicable.

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

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#### 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**

- G5 - Complaints Disclosure Reporting Procedure
- G6 - Fraud Control Policy
- G9 - Corporate Credit Cards
- G15 – Statement of Ethics
- G17 - Code of Conduct
- G20 - Internal Audit Charter

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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.

### 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

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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;
- 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

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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

#### **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.

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**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:

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.

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

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

### Scoring Price

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

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

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

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
<b>TOTALS</b>	<b>100%</b>				<b>5.00</b>	<b>4.83</b>	<b>3.97</b>

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

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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**

<b>Contract</b>			
<b>Contract Sum</b>			
<b>DOCUMENTATION</b>			
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:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
• Details of work, facilities or services	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
• Closing date and tender lodgment requirements	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
• Outline of policies applicable to the procurement	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
• Evaluation criteria and methodology	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
• Specify contact person	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
• Proposed terms and conditions of contract	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
• Specify criteria on which tenders will be assessed	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
• A statement that unethical or inappropriate conduct will result in the tender being disqualified	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
• Include information on interaction between council and tenderers including prohibition on contacting Councillors	Yes <input type="checkbox"/>	No <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 staff on file (including records of advertising, attendance and information provided at any briefing sessions)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
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"/>
<b>TENDER ASSESSMENT DOCUMENTS</b>			
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"/>

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<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"/>

SUCCESSFUL TENDERER	REASON FOR SELECTION

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

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

<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
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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 (<\$150,000)**

Quotation Evaluation Form < \$150,000										
Quotation Number	Contractor Business Name	Quotation Notes	Quoted Price/Rate (\$)	Assessment (1 Low-5 High)				Score	Ranking	Comments
				Price (40%)	Product Quality/ Technical Expertise (20%)	Availability/ Reliability (15%)	WHS Compliance (15%)			
1								0	1	
2								0	1	
3								0	1	
4								0	1	
5								0	1	
<b>Assessment Criteria</b>										
		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 TSC WHS policy and procedure								4 = Good
		Sustainability = Recycled content, recyclable packaging, waste minimisation, water or energy saving, reusable, reduced emissions.								5 = Excellent
<b>Successful Quotation</b>										
		Total Price								Notes:
		Justification								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 : _____							 TEMORA <i>The Friendly Shire</i>
Sr	Date	Job No	Job Description	Plant/ Labor Details	Hrs	Rate	
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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**11.5 COMMUNITY STRATEGIC PLAN - ANNUAL REPORT 2018/2019****File Number:** REP19/1089**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Community Strategic Plan [↓](#) **REPORT**

The Delivery Plan is the response by Council to the Community Strategic Plan (CSP). Attached is a summary of actions taken by Council in the 2018/2019 Financial Year to address the issues raised in the CSP.

The 2018/2019 End of Term Report is presented to Council for consideration.

**RESOLUTION 322/2019**

Moved: Cr Dennis Sleigh

Seconded: Cr Dale Wiencke

It was resolved that the Annual Community Strategic Plan Report 2018/19 be adopted.

**CARRIED*****Report by Gary Lavelle***

# Annual Community Strategic Plan Report 2018/2019



## 1: Retaining Our Quality of Life

### 1.1: Ensure there is a continuum of housing and care facilities for the aged

Action Code	Action Name	Responsible Officer Position	Comments
01	Confirm the status of Pinnacle Services as an ongoing concern 1.7	230   PCS - Manager	Pinnacle Community Services has developed significantly in the past year. The contract for Community Home Support Program has been extended to 2022.  Home Care Packages income increased by 110% in the financial year and NDIS referrals continue to increase.
02	Support the development of private Aged Care facilities 3.5	230   PCS - Manager	Advocated on behalf of private providers. This year has seen the construction of Shipton Villas and the commencement of the redevelopment of Greenstone Lodge
03	Deliver Home and Community Care (HACC) services	230   PCS - Manager	Refer other comments regarding Pinnacle Community Services
04	Support the development of "The Peppers" senior housing project at Ariah Park to meet the growing needs of the community.	9   General Manager	Council continues to support the community committee.
05	Assist the provision of Aged Care facilities within Temora Shire 3.4	36   Director of Administration and Finance	Refer other comments
06	Provision of My Aged Care Regional Assessment Service 1.4	230   PCS - Manager	Assessments continued. 114 assessments undertaken during the year. A new contract has been signed for 2019/20.

Action Code	Action Name	Responsible Officer Position	Comments
07	Supply Home Support Services to the communities of Temora, Cootamundra and Leeton Shires for senior residents	230   PCS - Manager	Services maintained and offices provided.
08	Supply Home Care Packages to the communities of Temora, Cootamundra and Leeton Shires for senior residents	230   PCS - Manager	Services maintained.
09	Provide information and mechanism to support seniors living	230   PCS - Manager	Ongoing support for private aged care providers and Council currently reviewing increased involvement in the sector
99	Advise community of available transport options (1.2) 2.5, 2.6	230   PCS - Manager	Ongoing promotion of transport options are advertised in client newsletters, Narraburra News, social media and council websites
99	Promote Temora Shire as a retirement destination (3.5) 2.3, 2.6	325   Economic Development Officer	Improvements to aged care services, offering for cultural enrichment, improved access to parks and sporting fields, events to support ageing (healthy ageing expo) and redevelopment of the Temora Recreation Centre support the retirement destination theme.
99	Provide mechanisms to allow interaction between stakeholders (2.6) 2.5	537   Town Planner	Council utilise a number of mechanisms to ensure that interaction occurs

### *1.2: Improve public transport to regional centres*

Action Code	Action Name	Responsible Officer Position	Comments
01	Advise community of available transport options 1.1, 2.5, 2.6	230   PCS - Manager	Ongoing promotion of transport options are advertised in client newsletters, Narraburra News, social media and council websites



Action Code	Action Name	Responsible Officer Position	Comments
02	Provide information about the ability of those who are transport disadvantaged to use the community bus 1.9, 2.6	230   PCS - Manager	Ongoing promotion of transport options are advertised in client newsletters, Narraburra News, social media and council websites

### ***1.3: Encourage the provision of education opportunities, including post school education***

Action Code	Action Name	Responsible Officer Position	Comments
01	Maintenance of Schools within Temora Shire	9   General Manager	Ongoing advocacy to ensure schools remain strong
02	Support for students undertaking further education	9   General Manager	Council support the Temora and District Education, provide four (4) scholarships, provide careers assistance and have introduced a transition program for students attending university
03	Offer life skills workshop opportunities to both young people and the community 2.5	209   Youth Officer	Platform Y provides four (4) ongoing programs, along with school holiday programs. A new transition program for young people assists with life skills
04	Investigate the potential for Council designation as a registered training organisation 1.9, 2.5, 3.5	2   Community Services Officer	Currently being investigated
05	Connect with school contacts and establish good working relationships 2.5, 2.6	209   Youth Officer	Continual contact with schools. Annual principals meeting and student leader meeting held.
99	Build additional youth teams that allow groups of young people with a common interest to connect and advance their skills (2.5) 2.3	209   Youth Officer	Platform Y hosts a number of youth teams including, Cultural, hospitality, gaming, performing arts, environment, wellbeing and entrepreneurs.
99	Create a Youth Media and Promotions Team which market and promote youth activities and create a public voice for youth in the community (2.5)	209   Youth Officer	Undertaken as part of the Platform Y offering

Action Code	Action Name	Responsible Officer Position	Comments
99	Establish Youth Entrepreneurs Teams which develop a real product, service or business model, to take to market (2.5)	209   Youth Officer	Established
99	Include Villages in youth activities (1.5) 2.5	209   Youth Officer	This is a focus for the youth officers. No immediate solution available however village youth are included in all programs delivered
99	Provide local businesses with the opportunity for training and coaching (3.5)	325   Economic Development Officer	Support for TBEG to provide opportunities for programs to benefit business. A number of events have been held to provide such support.
99	Support community and visitor awareness and appreciation of Temora Shire's heritage through preservation and enhancement (3.6) 4.5	28   Environmental Health Officer	Publications and signage support this activity
99	Support local students financially through scholarships (2.5)	9   General Manager	Four (4) scholarships provided

**1.4: Support and develop the provision of health services**

Action Code	Action Name	Responsible Officer Position	Comments
01	Proactively support and promote community mental health facilities	2   Community Services Officer	Ongoing support through council media outlets.
02	Support the maintenance of services at Temora Hospital	9   General Manager	Ongoing advocacy on behalf of the hospital. Councillor membership of LHAC.
03	Participate in multidisciplinary meetings relating to health and associated issue	2   Community Services Officer	Active participation in interagency meetings

Action Code	Action Name	Responsible Officer Position	Comments
04	Provision of clear health service information linkages 1.7, 2.6	230   PCS - Manager	Provision of Direct Me information
99	Aim to reduce stigma associated with disability (2.3) 1.7	2   Community Services Officer	Active effort to acknowledge disability in all Council communication.
99	Provision of My Aged Care Regional Assessment Service (1.1)	230   PCS - Manager	Assessments continued. 114 assessments undertaken during the year. A new contract has been signed for 2019/20.

### 1.5: Support Village Life

Action Code	Action Name	Responsible Officer Position	Comments
01	Retention of staff member at Ariah Park	9   General Manager	Maintained
02	Adopt principle of the provision of services by outreach to Ariah Park	9   General Manager	Maintenance of service provision to villages is a focus of Council
03	Maintain an adequate library service to Ariah Park	80   Library Manager	Review undertaken and under constant consideration
04	Hold a committee meeting of Council, biennially at Ariah Park and Springdale 2.6	9   General Manager	Meeting held in Springdale in 2018/19
05	Ensure acceptable signage to recognise villages	482   Engineering Technical Services Manager	Currently under review
06	Include Villages in youth activities 1.3, 2.5	209   Youth Officer	This is a focus for the youth officers. No immediate solution available however village youth are included in all programs delivered

Action Code	Action Name	Responsible Officer Position	Comments
07	Provision of playgrounds in Ariaiah Park to a safe and contemporary standard New playground installations <ul style="list-style-type: none"> <li>• Harper Park Other projects for future</li> <li>• Ariaiah Park Skate Park</li> <li>• Liberty Swing Ariaiah Park</li> </ul>	9   General Manager	Ariah Park Skate Park scheduled for 2019/20
08	Review heavy vehicle route around Ariaiah Park 4.1	482   Engineering Technical Services Manager	Completed
09	Maintain waste services in the village of Ariaiah Park 4.2	31   Director of Environmental Services	Ongoing
10	Maintenance of facilities within Ariaiah Park • Replace ageing concrete around swimming pool • Upgrade change room floor	31   Director of Environmental Services	Work not currently budgeted
11	Ensure adequate services to villages within Temora Shire	482   Engineering Technical Services Manager	Ongoing commitment to provision of services to all villages
12	Retention and upgrade of community halls in Temora, Springdale and Ariaiah Park	31   Director of Environmental Services	Temora Memorial Town Hall currently being updated. Work undertaken to upgrade Springdale Hall.
13	Support for village committees to achieve the community aspirations within the limitations of Council resourcing	9   General Manager	Ongoing support provided. S355 Committee structure to be reviewed in 2019/20

Action Code	Action Name	Responsible Officer Position	Comments
99	Develop a Temora Land Use Strategy 2030 (4.4) 3.5, 5.3, 6.2	31   Director of Environmental Services	In progress. To be completed in 2019/20
99	Improvement of drainage within Temora Shire (4.3) • Development of a Floodplain Risk Management Plan including 10 year rolling works program	482   Engineering Technical Services Manager	Completed Temora flood study. Application made for the delivery of a Floodplain Risk Management Study and Plan
99	Provide public conveniences to a standard acceptable to the community • Harper Park – upgrade	31   Director of Environmental Services	Upgraded Davey Park and Arian Park Recreation Ground Toilets.
99	To proactively seek business opportunities for Temora Shire including its villages (3.5)	325   Economic Development Officer	Ongoing advocacy and liaison to attract suitable business.

**1.6: Provision of Childcare to meet community needs**

Action Code	Action Name	Responsible Officer Position	Comments
01	Support the improvement to existing and new child care services in Temora Shire	31   Director of Environmental Services	New child care facility opened in Temora.
02	Promote available child care and early learning options in Temora Shire including preschools, long day care, family day care and playgroups	36   Director of Administration and Finance	Promotion through council publications and

**1.7: Ensure there is a continuum of housing and care for the disabled**

Action Code	Action Name	Responsible Officer Position	Comments
-------------	-------------	------------------------------	----------

Action Code	Action Name	Responsible Officer Position	Comments
01	Ensure that the views of disabled people are represented to Council	230   PCS - Manager	Access and Equity Committee formed and operational
02	Ensure equality of access for disabled people 2.6	230   PCS - Manager	Access and Equity Committee formed and operational
03	Provision of accommodation for disabled people	36   Director of Administration and Finance	Provision of group home (3 residents) and Grey Street house. Currently reviewing the opportunity for a permanent group home.
04	Supply Home Care Packages to the communities of Temora, Cootamundra and Leeton for disabled residents	230   PCS - Manager	Constant growth in services provided by Pinnacle Community Services
05	Show commitment to Disability Services in Temora Shire	230   PCS - Manager	Included as part of Pinnacle Community Services charter
06	Implementation of the National Disability Insurance Scheme in Temora Shire	230   PCS - Manager	Pinnacle Community Services have increased presence in this area.
07	Supply Home Support Services to the communities of Temora, Cootamundra and Leeton Shires for disabled residents	230   PCS - Manager	Constant growth in services provided by Pinnacle Community Services
99	Aim to reduce stigma associated with disability (2.3) 1.4	2   Community Services Officer	Active effort to acknowledge disability in all Council communication
99	Commitment to Imagine Temora as a means of communication with the Arts Community and delivering arts and cultural product (2.2) 1.9	230   PCS - Manager	Support ongoing for Imagine Temora. Report to be prepared for Council on the role and responsibility of the committee

Action Code	Action Name	Responsible Officer Position	Comments
99	Confirm the status of Pinnacle Services as an ongoing concern (1.1)	230   PCS - Manager	Pinnacle Community Services has developed significantly in the past year. The contract for Community Home Support Program has been extended to 2022. Home Care Packages income increased by 110% in the financial year and NDIS referrals continue to increase.
99	Facilitate opportunities for volunteers to enhance the environment and community (2.4) 1.9, 4.5, 6.3	230   PCS - Manager	Support for volunteers through recognition program. Advertising of opportunities to volunteer.
99	Progress community based employment opportunities (3.5) 2.3	482   Engineering Technical Services Manager	Ongoing. Investigation of opportunities continuing
99	Provide a welcoming community for new residents (2.3) 1.9	6   VIC Manager	New residents function held annually
99	Provision of clear health service information linkages (1.4) 2.6	230   PCS - Manager	Provision of Direct Me information

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

Action Code	Action Name	Responsible Officer Position	Comments
01	Develop and implement a program aimed at educating residents of regulatory responsibilities	31   Director of Environmental Services	Ongoing articles in Narraburra News and Trades Newsletter
02	Ensure that Councillors are aware of regulatory activities	14   Ranger	Monthly report to Council of regulatory activity

Action Code	Action Name	Responsible Officer Position	Comments
03	Provide footpath outdoor dining inspections and certificate approvals	14   Ranger	Undertaken annually
04	Utilise all avenues to re-home unwanted companion animals	14   Ranger	Regular contact with veterinarian and local rehoming group
05	Provide a monitoring program of regulated premises eg. beauticians, hairdressers and morticians health	28   Environmental Health Officer	In place
06	Provide a monitoring programme of food premises annually	28   Environmental Health Officer	Undertaken annually
07	Regulate septic tanks in accordance with Office of Local Government requirements and Council's onsite sewer management policy	28   Environmental Health Officer	Maintained regulation
08	Commitment to road safety and relationship with RMS and adjoining Councils	12   Road Safety Officer	LGRSP ongoing
10	Development and implementation of Road Safety Strategic Plan (RSSP)/Action Plan	12   Road Safety Officer	Plan requirements met
11	Provide safe and crime free streets for the residents of urban areas in Temora Shire	3   IT Officer	Improvements to CCTV, advocacy to police and support for Temora Police & Community Committee
12	Conduct local public education campaigns across major road safety issues as identified in the RSSP	12   Road Safety Officer	Education programs completed in line with RSSP
14	Undertake appropriate and acceptable approach to Road Safety Programs	12   Road Safety Officer	Strategies outlined in RSSP
15	Investigate the provision of street lighting within Temora Shire 1.9, 3.3	482   Engineering Technical Services Manager	Working toward upgrade to LED smart lighting commencing October 2020



Action Code	Action Name	Responsible Officer Position	Comments
16	Undertake Footpath upgrade and renewal in accordance with the Footpath Capital Works Program	482   Engineering Technical Services Manager	Work carried out in accordance with program
17	Provide emergency services to meet the needs of Temora Shire residents	482   Engineering Technical Services Manager	Council financially support the provision of emergency services within the shire.
18	Undertake Cycleway upgrade and renewal in accordance with the Cycleway Capital Works Program	482   Engineering Technical Services Manager	Work carried out in accordance with program
19	Undertake Rural Unsealed Roads upgrade and renewal in accordance with the Rural Unsealed Roads Capital Works Program 4.1, 6.1	482   Engineering Technical Services Manager	Work carried out in accordance with program
20	Undertake Rural Sealed Roads upgrade and renewal in accordance with the Rural Sealed Roads Capital Works Program 4.1, 6.1	482   Engineering Technical Services Manager	Work carried out in accordance with program
21	Undertake Urban Unsealed Roads upgrade and renewal in accordance with the Urban Unsealed Roads Capital Works Program 4.1	482   Engineering Technical Services Manager	Work carried out in accordance with program
22	Undertake Urban Sealed Roads upgrade and renewal in accordance with the Urban Sealed Roads Capital Works Program 4.1	482   Engineering Technical Services Manager	Work carried out in accordance with program
23	Investigate the provision of access within Temora Shire, including footpaths, ramps and car parking provision 1.9, 3.3	482   Engineering Technical Services Manager	Access and Equity Committee established to review levels

Action Code	Action Name	Responsible Officer Position	Comments
24	Undertake Kerb and Gutter upgrade and renewal in accordance with the Kerb and Gutter Capital Works Program 4.3	482   Engineering Technical Services Manager	Work carried out in accordance with program
25	Undertake Regional Roads Program in accordance with the determined program 4.1, 6.1	482   Engineering Technical Services Manager	Work carried out in accordance with program
26	To ensure residents are not adversely impacted upon by untidy or overgrown lots 4.5	14   Ranger	Regular inspections carried out along with reaction to neighbour complaints. Notices issued where required.
27	Regulate swimming pool enclosures in accordance with Swimming Pool regulations	28   Environmental Health Officer	Policy in place and inspection regime implemented
99	Develop an appropriate mechanism to deal with Environmental matters (6.3) 2.6, 4.5	31   Director of Environmental Services	Environmental issues dealt with by Director utilising the Council com complaints mechanism
99	Monitor illegal waste dumping hot spots within Temora Shire (4.5) 4.2	14   Ranger	Inspections of hot spots carried out regularly. Resident complaints responded to. Use of CCTV in known hotspots.
99	To reduce the impacts of litter on our community (4.2) 4.5	28   Environmental Health Officer	Regular litter reduction campaigns held. Participation in clean up days. Introduction of keep cup program.
99	Undertake Fixing Country Roads/ Heavy Vehicle Safety and Productivity Program in accordance with the determined program (4.1) 6.1	482   Engineering Technical Services Manager	Work carried out in accordance with program
99	Undertake Pavement rehabilitation/ Widening in accordance with the Pavement Rehabilitation/Widening Capital Works Program (4.1) 6.1	482   Engineering Technical Services Manager	Work carried out in accordance with program

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

Action Code	Action Name	Responsible Officer Position	Comments
01	Provision of services to meet the needs of residents	36   Director of Administration and Finance	
02	Provide support for external events held in Temora Shire 2.2, 3.5, 3.6	2   Community Services Officer	Events supported by publicity and, upon application, financially and in kind where a clear community benefit can be demonstrated.
03	Provision of facilities for the conduct of arts and cultural events 2.2, 3.5	31   Director of Environmental Services	Several Council facilities are currently utilised for arts and cultural events. Council commitment to the construction of an arts precinct after the purchase of the old Scout Hall.
04	Partner with individuals, organisations and companies to support new resident attraction 3.5	325   Economic Development Officer	Participation in Country Change and introduction of Embrace Temora
05	Review the operations of Temora Showground 3.5, 4.5	9   General Manager	Operation reviewed externally and management changed, removing need for change
06	Provide a welcoming community for new residents	2   Community Services Officer	New residents function held annually
07	Retention of Lake Centenary as a premier water sports facility 2.1 <ul style="list-style-type: none"> <li>• Upgrade entrance</li> <li>• Sealing of pathway around Lake Centenary</li> <li>• Bitumen reseal internal roads and carparks</li> <li>• Replace playground at Lake Centenary</li> </ul>	40   Urban Overseer	Playground to be replaced in 2019/20 FY

Action Code	Action Name	Responsible Officer Position	Comments
08	Support for events within Temora Shire 2.2	2   Community Services Officer	Events supported by publicity and, upon application, financially and in kind where a clear community benefit can be demonstrated.
09	Continue to provide a high level of service to the community for all building and planning requirements	31   Director of Environmental Services	Department continues to exceed benchmark targets and industry standards
10	Continue to improve functionality of the cemetery. • Heavy patching and sealing of internal road	31   Director of Environmental Services	Scheduled in 2019/20
11	Maintain NRCC House as building suitable for use as a library - 2018/19 Upgrade hallway and craft room - 2019/20 Construct outdoor reading room and replace rear steps	36   Director of Administration and Finance	Seeking grant funding
12	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	31   Director of Environmental Services	Ongoing projects. Garbage bins replaced/upgraded. Flying fox scheduled for installation 2019/20.
14	Ensure adequacy of signage at NRCC House	80   Library Manager	Review to be conducted

Action Code	Action Name	Responsible Officer Position	Comments
15	Determine the future strategic direction of Temora Library	80   Library Manager	Review undertaken.
16	Provide public conveniences to a standard acceptable to the community • Harper Park – upgrade	31   Director of Environmental Services	Davey Park upgraded 2018/19. Harper Park to be reviewed with the construction of new pre school.
17	Provide facilities for parks and gardens in Temora Shire	482   Engineering Technical Services Manager	Ongoing program of
18	Provide areas to enable pet owners to exercise pets	31   Director of Environmental Services	New off leash area provided at Lake Centenary
19	Maintain Temora Memorial Town Hall as a premium event destination	31   Director of Environmental Services	Refurbishment completed and opened on 13 September 2019
99	Commitment to Imagine Temora as a means of communication with the Arts Community and delivering arts and cultural product (2.2) 1.7	9   General Manager	Support ongoing for Imagine Temora. Report to be prepared for Council on the role and responsibility of the committee
99	Commitment to the eradication of urban weeds and pests (4.5) 6.3	31   Director of Environmental Services	Ongoing inspection and eradication program undertaken
99	Continue relationship with Eastern Riverina Arts (2.2)	2   Community Services Officer	Membership maintained and position retained on Executive
99	Development of a management plan for Temora Recreation Centre and upgrade plan for Temora Swimming Pool (2.1)	31   Director of Environmental Services	Completed plans and upgrade options. Grant funding required.

Action Code	Action Name	Responsible Officer Position	Comments
99	Facilitate opportunities for volunteers to enhance the environment and community (2.4) 1.7, 4.5, 6.3	28   Environmental Health Officer	
99	Investigate the potential for Council designation as a registered training organisation (1.3) 2.5, 3.5	2   Community Services Officer	Currently being investigated
99	Investigate the provision of access within Temora Shire, including footpaths, ramps and car parking provision (1.8) 3.3	482   Engineering Technical Services Manager	Access and Equity Committee established to review levels
99	Investigate the provision of street lighting within Temora Shire (1.8) 3.3	482   Engineering Technical Services Manager	Working toward upgrade to LED smart lighting commencing October 2020
99	Provide information about the ability of those who are transport disadvantaged to use the community bus (1.2) 2.6	230   PCS - Manager	Ongoing promotion of transport options are advertised in client newsletters, Narraburra News, social media and council websites
99	Review public art in Temora Shire (2.2)	2   Community Services Officer	Under review at present
99	Support local arts through the conduct of exhibitions (2.2)	9   General Manager	Ongoing support for exhibitions including Temora Art Prize and Bald Archys
99	To attract grant funding to assist in the development of the Shire 2.6, 3.5, (7.1)	325   Economic Development Officer	Grant funding received under the Building Better Regions Fund and application made under Growing Local Economies Program for Temora Aerodrome.
99	To enrich and diversify the visitor experience (3.6) 3.4	6   VIC Manager	Improvements to signage. Proposed upgrade to VIC entrance not currently funded.

**2: Engaging and Supporting the Community**

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

Action Code	Action Name	Responsible Officer Position	Comments
01	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	40   Urban Overseer	Flying Fox to be installed in Gloucester Park 2019/20. Gloucester Park upgrade planned 2019/20. Ariah Park Skate Park ranked as high priority under Stronger Country Communities Program Round 3.

Action Code	Action Name	Responsible Officer Position	Comments
02	Provision of sporting grounds that meet the needs of Temora Shire residents Future Sporting Projects <ul style="list-style-type: none"> <li>• Bob Aldridge Park top dressing and drainage</li> <li>• Upgrade Canteen facilities at Ariaiah Park Recreation Ground</li> <li>• Security gates and feature wall signage at Nixon Park</li> <li>• Wet weather cover over entry at Nixon Park</li> <li>• Installation of play equipment at Nixon Park</li> <li>• Drainage Ariaiah Park Sportsground</li> <li>• Biennial review of maintenance service levels</li> <li>• Top dressing and reshape Nixon Park No 2</li> <li>• Modifications to amenities and change rooms at Nixon Park</li> <li>• Athletics area upgrade at Nixon Park (subject to grant funding)</li> <li>• Seal carparks for athletics and netball at Nixon Park (subject to grant funding)</li> <li>• Upgrade of lighting of Netball courts at Nixon Park (subject to grant funding)</li> <li>• Widening and resurfacing of netball courts at Nixon Park (subject to grant funding)</li> <li>• Australian Rules interchange seating at Nixon Park (subject to grant funding)</li> </ul>	482   Engineering Technical Services Manager	Modifications to amenities and change rooms at Nixon Park included in applications for Round 3 SCCP.



Action Code	Action Name	Responsible Officer Position	Comments
03	Development of a management plan for Temora Recreation Centre and upgrade plan for Temora Swimming Pool 1.9	31   Director of Environmental Services	Completed plans and upgrade options. Grant funding required
04	Provide suitable policies to oversee the management of Council's sports facilities	40   Urban Overseer	Currently being developed
05	Maintain sports facilities in a condition that meets the needs of users	38   Quality Assurance Officer	Constant review of adequacy of sporting facilities
06	Address access and inclusion in the sports facility strategy	31   Director of Environmental Services	Being considered by Access and Equity Committee
99	Retention of Lake Centenary as a premier water sports facility (1.9) <ul style="list-style-type: none"> <li>• Upgrade entrance</li> <li>• Sealing of pathway around Lake Centenary</li> <li>• Bitumen reseal internal roads and carparks</li> <li>• Replace playground at Lake Centenary</li> </ul>	40   Urban Overseer	Playground to be replaced in 2019/20 FY

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

Action Code	Action Name	Responsible Officer Position	Comments
01	Support Temora and District Visual Arts Committee in accessing grant funding or other means to purchase the Scout Hall.	9   General Manager	Scout Hall purchased. Now seeking funds for the redevelopment of the site
02	Retention and upgrade of community halls in Temora, Springdale and Ariah Park	31   Director of Environmental Services	Temora Memorial Town Hall currently being updated. Work undertaken to upgrade Springdale Hall.
03	Support all arts and cultural events within the framework determined by Council 2.3, 2.6	2   Community Services Officer	Ongoing support provided
04	Review public art in Temora Shire 1.9	2   Community Services Officer	Under review at present
05	Continue relationship with Eastern Riverina Arts 1.9	2   Community Services Officer	Membership maintained and position retained on Executive
06	Commitment to Imagine Temora as a means of communication with the Arts Community and delivering arts and cultural product 1.7, 1.9	2   Community Services Officer	Support ongoing for Imagine Temora. Report to be prepared for Council on the role and responsibility of the committee
07	Support local arts through the conduct of exhibitions 1.9	2   Community Services Officer	Ongoing support for exhibitions including Temora Art Prize and Bald Archys
08	Support and encourage cultural activities	2   Community Services Officer	Ongoing support provided
09	Provide programs that benefit the youth of Temora Shire through education, social interaction or personal development	209   Youth Officer	Platform Y hosts a number of youth teams including, Cultural, hospitality, gaming, performing arts, environment, wellbeing and entrepreneurs.
99	Establishment of Youth event management, Youth culture and gaming teams (2.5)	209   Youth Officer	Teams established

Action Code	Action Name	Responsible Officer Position	Comments
99	Provide support for external events held in Temora Shire (1.9) 3.5, 3.6	2   Community Services Officer	Events supported by publicity and, upon application, financially and in kind where a clear community benefit can be demonstrated.
99	Provision of facilities for the conduct of arts and cultural events (1.9) 3.5	31   Director of Environmental Services	Several Council facilities are currently utilised for arts and cultural events. Council commitment to the construction of an arts precinct after the purchase of the old Scout Hall.
99	Support for events within Temora Shire (1.9)	2   Community Services Officer	Events supported by publicity and, upon application, financially and in kind where a clear community benefit can be demonstrated.

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

Action Code	Action Name	Responsible Officer Position	Comments
01	Provide a welcoming community for new residents 1.7	2   Community Services Officer	New residents function held annually
02	Aim to reduce stigma associated with disability 1.4, 1.7	2   Community Services Officer	Active effort to acknowledge disability in all Council communication
03	Improve Council employment conditions and opportunities for people with disabilities 3.5	8   Human Resources Officer	This issue is currently under review
04	Commitment to the Council sister cities of: • Uppington – South Africa • Izumizaki, Japan • Randwick, Australia	2   Community Services Officer	Sister City Committee established.

Action Code	Action Name	Responsible Officer Position	Comments
05	Show commitment to Disability Services in Temora Shire	230   PCS - Manager	Included as part of Pinnacle Community Services charter
99	Build additional youth teams that allow groups of young people with a common interest to connect and advance their skills (2.5) 1.3	209   Youth Officer	Platform Y hosts a number of youth teams including, Cultural, hospitality, gaming, performing arts, environment, wellbeing and entrepreneurs.
99	Progress community based employment opportunities (3.5) 1.7	482   Engineering Technical Services Manager	Ongoing. Investigation of opportunities continuing
99	Promote Temora Shire as a retirement destination (3.5) 1.1, 2.6	210   Communications Officer	Improvements to aged care services, offering for cultural enrichment, improved access to parks and sporting fields, events to support ageing (healthy ageing expo) and redevelopment of the Temora Recreation Centre support the retirement destination theme.
99	Provide events to assist in the attraction of new residents (2.3)	2   Community Services Officer	Participation in Country Change and introduction of Embrace Temora
99	Provide sufficient accessible car parking spaces (3.3)	482   Engineering Technical Services Manager	Under consideration by Access and Equity Committee
99	Support all arts and cultural events within the framework determined by Council (2.2) 2.6	2   Community Services Officer	Ongoing support provided

**2.4: Support volunteers within the community**

Action Code	Action Name	Responsible Officer Position	Comments
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Action Code	Action Name	Responsible Officer Position	Comments
01	Advise residents of specific volunteering opportunities within the community	210   Communications Officer	Advice provided through social media and Narraburra News
02	Acknowledge the valuable role that volunteers play in the community	210   Communications Officer	Recognition programs implemented
03	Grow the number of local jobs available to an increasing population	325   Economic Development Officer	Economic Development programs aim to increase opportunities
04	Facilitate opportunities for volunteers to enhance the environment and community 1.7, 1.9, 4.5, 6.3	28   Environmental Health Officer	Support for volunteers through recognition program. Advertising of opportunities to volunteer.
99	Acknowledge the efforts of young people both publicly and electronically (2.5)	210   Communications Officer	Regular acknowledgement through Council media channels

### ***2.5: Support and develop the Youth of our community***

Action Code	Action Name	Responsible Officer Position	Comments
	Develop and deliver programs that meet the needs of Youth	209   Youth Officer	Full youth development program provided. This is reviewed and increased annually.
01	Support the establishment of food outlets favoured by Youth	209   Youth Officer	No action in this area
02	Development of leadership within young people	209   Youth Officer	Establishment of Youth Leadership group
03	Explore opportunities to share resources and information between Councils (REROC)	209   Youth Officer	Participated in youth programs including Take Charge
04	Use social media to provide feedback on the needs of Youth	209   Youth Officer	Regular use of social media. Acceptance that this is a preferred communications method of young people

Action Code	Action Name	Responsible Officer Position	Comments
05	Ensure Youth programs are equitable to all sections of the Temora Shire	209   Youth Officer	Equity is a key focus of the Council youth program
06	Create a profitable, elite destination café and function centre that provides employment and experiential learning opportunities for young people	209   Youth Officer	No achieved as yet
07	Promote Platform Y as an inclusive and safe space for young people	209   Youth Officer	A key focus for Platform Y is inclusiveness, safety and ownership. Youth are consulted and develop the agenda with guidance.
08	Acknowledge the efforts of young people both publicly and electronically 2.4	209   Youth Officer	Regular acknowledgement through Council media channels
10	Continue to develop pathways to connect the Youth Officer to young people, parents and community 2.6	209   Youth Officer	Ongoing focus for the Youth Officer.
11	Build additional youth teams that allow groups of young people with a common interest to connect and advance their skills 1.3, 2.3	209   Youth Officer	Platform Y hosts a number of youth teams including, Cultural, hospitality, gaming, performing arts, environment, wellbeing and entrepreneurs.
13	Support local students financially through scholarships 1.3	9   General Manager	Four (4) scholarships provided
99	Advise community of available transport options (1.2) 1.1, 2.6	230   PCS - Manager	Ongoing promotion of transport options are advertised in client newsletters, Narraburra News, social media and council websites
99	Connect with school contacts and establish good working relationships (1.3) 2.6	209   Youth Officer	Continual contact with schools. Annual principals meeting and student leader meeting held
99	Include Villages in youth activities (1.5) 1.3	209   Youth Officer	This is a focus for the youth officers. No immediate solution available however village youth are included in all programs delivered

Action Code	Action Name	Responsible Officer Position	Comments
99	Investigate the potential for Council designation as a registered training organisation (1.3) 1.9, 3.5	2   Community Services Officer	Currently being investigated
99	Offer life skills workshop opportunities to both young people and the community (1.3)	209   Youth Officer	Platform Y provides four (4) ongoing programs, along with school holiday programs. A new transition program for young people assists with life skills
99	Provide mechanisms to allow interaction between stakeholders (2.6) 1.1	537   Town Planner	Council utilise a number of mechanisms to ensure that interaction occurs

### ***2.6: Maintain regular communication with residents***

Action Code	Action Name	Responsible Officer Position	Comments
01	Continue Narraburra News and maintain Council website	210   Communications Officer	Ongoing support
02	Ensure that feedback is available on the community view of Council service by a Resident Satisfaction Survey within the term of each Council	9   General Manager	Next survey due 2020
03	Provision of Technology Plan for Temora Shire	3   IT Officer	ICT Plan under development
04	Commitment to Section 355 Community Committees to provide communication avenue between Council and Community	9   General Manager	Section 355 review to be conducted in 2019/20
05	Take advantage of emerging trends and technologies	3   IT Officer	Constant review conducted
06	Develop a strict Communications Policy that outlines the roles of websites, social media and publications	210   Communications Officer	Completed

Action Code	Action Name	Responsible Officer Position	Comments
07	Maintain currency of information on Council websites and Social Media	210   Communications Officer	Ongoing updates provided to ensure currency.
08	Commitment to digital media as a means of information flow with residents	210   Communications Officer	Commitment to social media and online offerings
09	Provide mechanisms to allow interaction between stakeholders 1.1, 2.5	537   Town Planner	Council utilise a number of mechanisms to ensure that interaction occurs
99	Advise community of available transport options (1.2) 2.5, 1.1	230   PCS - Manager	Ongoing promotion of transport options are advertised in client newsletters, Narraburra News, social media and council websites
99	Closure of Temora Saleyards (6.1)	482   Engineering Technical Services Manager	Facility closed
99	Connect with school contacts and establish good working relationships (1.3) 2.5	209   Youth Officer	Continual contact with schools. Annual principals meeting and student leader meeting held
99	Continue to develop pathways to connect the Youth Officer to young people, parents and community (2.5)	210   Communications Officer	Ongoing focus for the Youth Officer.
99	Develop an appropriate mechanism to deal with Environmental matters (6.3) 1.8, 4.5	31   Director of Environmental Services	Environmental issues dealt with by Director utilising the Council complaints mechanism



Action Code	Action Name	Responsible Officer Position	Comments
99	Develop the facilities at the Temora Rural Museum and Bundawarra Centre (3.6) <ul style="list-style-type: none"> <li>• Erect new tractor shed</li> <li>• Construct bridge over dam</li> <li>• Create gold panning activity</li> <li>• Landscape Bundawarra Centre – Zone 1</li> <li>• Temora Ambulance Museum – Plan and studies</li> <li>• Landscape zone 2 (western allotments)</li> <li>• Landscape zone 3 (eastern allotments)</li> <li>• Re-develop the Marge Fouracre Gallery</li> <li>• Temora Ambulance Museum construction</li> <li>• Museum virtual tour</li> <li>• Textile exhibition re-development Digital catalogue of Rural Museum collections</li> </ul>	201   Rural Museum Manager	Bridge over dam is to be constructed in 2019/20
99	Ensure equality of access for disabled people (1.7)	325   Economic Development Officer	Access and Equity Committee formed and operational
99	Hold a committee meeting of Council, biennially at Ariah Park and Springdale (1.5)	9   General Manager	Meeting held in Springdale in 2018/19

Action Code	Action Name	Responsible Officer Position	Comments
99	Ongoing support for Temora Agricultural Innovation Centre (6.3) 3.5 <ul style="list-style-type: none"> <li>• Reseal internal sealed roads</li> <li>• Provide creek crossing to enable internal movement</li> <li>• Internal gravel road construction from creek crossing</li> </ul> Construction of new sheep yards	36   Director of Administration and Finance	Support ongoing. No capital upgrade planned in current financial year
99	Promote Temora Shire as a retirement destination (3.5) 1.1, 2.3	210   Communications Officer	Improvements to aged care services, offering for cultural enrichment, improved access to parks and sporting fields, events to support ageing (healthy ageing expo) and redevelopment of the Temora Recreation Centre support the retirement destination theme.
99	Provide information about the ability of those who are transport disadvantaged to use the community bus (1.2) 1.9	230   PCS - Manager	Ongoing promotion of transport options are advertised in client newsletters, Narraburra News, social media and council websites
99	Provision of clear health service information linkages (1.4) 1.7	230   PCS - Manager	Provision of Direct Me information
99	Support all arts and cultural events within the framework determined by Council (2.2) 2.3	2   Community Services Officer	Ongoing support provided
99	Support for NBN and other carriers to provide improved coverage (3.1) 5.1, 6.1	325   Economic Development Officer	Ongoing support provided.
99	To attract grant funding to assist in the development of the Shire (1.9) 3.5	325   Economic Development Officer	Grant funding received under the Building Better Regions Fund and application made under Growing Local Economies Program for Temora Aerodrome.

### 3: Building our Shire Economy

#### 3.1: Improve telecommunications within the Shire

Action Code	Action Name	Responsible Officer Position	Comments
01	Support the provision of public Wi-Fi by private providers 3.6	325   Economic Development Officer	Council support all business that provide a service to residents
02	Support for NBN and other carriers to provide improved coverage 2.6, 5.1, 6.1	325   Economic Development Officer	Ongoing support provided

#### 3.2: Seek affordable housing options for all residents

Action Code	Action Name	Responsible Officer Position	Comments
01	Encourage the provision of affordable rental accommodation	325   Economic Development Officer	Council reviewing options for affordable housing, particularly for vulnerable residents
02	Investigate options for Council to assist with the provision of affordable housing	31   Director of Environmental Services	Council support all business that provide an internet service to residents
99	To plan for the possibility of a sudden upsurge in investment and population which may result from a large employer (3.5)	325   Economic Development Officer	'Boom Time' forums held to alert residents to opportunities available

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

Action Code	Action Name	Responsible Officer Position	Comments
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Action Code	Action Name	Responsible Officer Position	Comments
01	Develop off street parking in Temora CBD	482   Engineering Technical Services Manager	Improvements in recent years however the issue is under constant review. Carpark behind Council Chambers and Masonic Lodge implemented
02	Provide adequate long vehicle parking in Temora Shire	482   Engineering Technical Services Manager	Under review however there have been increases in the past year
03	Provide sufficient accessible car parking spaces 2.3	482   Engineering Technical Services Manager	Under consideration by Access and Equity Committee
99	Investigate the provision of access within Temora Shire, including footpaths, ramps and car parking provision (1.8) 1.9	482   Engineering Technical Services Manager	Access and Equity Committee established to review levels
99	Investigate the provision of street lighting within Temora Shire (1.8) 1.9	482   Engineering Technical Services Manager	Working toward upgrade to LED smart lighting commencing October 2020

### 3.4: Ensure accommodation in Temora Shire meets standards in terms of quantity

Action Code	Action Name	Responsible Officer Position	Comments
01	Support the provision of a range of accommodations options within Temora Shire	325   Economic Development Officer	Council support the provision of home based or commercial accommodation offerings
02	Ensure quality and quantity of accommodation in Temora meets the needs of stakeholders 3.6	6   VIC Manager	Regular contact with providers and feedback from users filtered through to providers
99	Assist the provision of Aged Care facilities within Temora Shire (1.1)	36   Director of Administration and Finance	Refer other comments

Action Code	Action Name	Responsible Officer Position	Comments
99	To enrich and diversify the visitor experience (3.6) 1.9	6   VIC Manager	Improvements to signage. Proposed upgrade to VIC entrance not currently funded.

**3.5: Strengthen the Temora Shire Economy**

Action Code	Action Name	Responsible Officer Position	Comments
01	Diversify the economy and provide employment by attracting non agriculture based industry	325   Economic Development Officer	
02	Provide local businesses with the opportunity for training and coaching 1.3	325   Economic Development Officer	Support for TBEG to provide opportunities for programs to benefit business. A number of events have been held to provide such support
03	Support local businesses at every opportunity. Support of TBEG	325   Economic Development Officer	TBEG support continued
05	Progress community based employment opportunities 1.7, 2.3	482   Engineering Technical Services Manager	Ongoing. Investigation of opportunities continuing
06	To encourage local industries to collaborate on new initiatives	325   Economic Development Officer	Collaboration through the activities of TBEG
07	To plan for the possibility of a sudden upsurge in investment and population which may result from a large employer 3.2	325   Economic Development Officer	'Boom Time' forums held to alert residents to opportunities available
08	To keep State and Federal members informed of Temora's needs and our strategies to meet those needs	325   Economic Development Officer	Regular updates provided to local members

Action Code	Action Name	Responsible Officer Position	Comments
09	To maintain close links with relevant State and Federal Govt. Departments, agencies and Regional Offices.	325   Economic Development Officer	Regular contact with agencies
10	To encourage the development or relocation of large industry in Temora Shire	325   Economic Development Officer	Included in Economic Development strategy
11	To proactively seek business opportunities for Temora Shire including its villages 1.5	325   Economic Development Officer	Ongoing advocacy and liaison to attract suitable business.
12	To maintain and strengthen collaboration with businesses and related associations	325   Economic Development Officer	Collaboration through the activities of TBEG
13	Lobby for the continual improvement of , and equitable access to, services, transport, communications and utilities for Temora Shire	325   Economic Development Officer	Ongoing lobbying carried out
14	Promote Temora Shire as a retirement destination 1.1, 2.3, 2.6	325   Economic Development Officer	Improvements to aged care services, offering for cultural enrichment, improved access to parks and sporting fields, events to support ageing (healthy ageing expo) and redevelopment of the Temora Recreation Centre support the retirement destination theme.
99	Develop a Temora Land Use Strategy 2030 (4.4) 1.5, 5.3, 6.2	31   Director of Environmental Services	In progress. To be completed in 2019/20
99	Improve Council employment conditions and opportunities for people with disabilities (2.3)	9   General Manager	This issue is currently under review
99	Investigate the potential for Council designation as a registered training organisation (1.3) 1.9, 2.5	2   Community Services Officer	Currently being investigated

Action Code	Action Name	Responsible Officer Position	Comments
99	Ongoing support for Temora Agricultural Innovation Centre (6.3) 2.6 <ul style="list-style-type: none"> <li>• Reseal internal sealed roads</li> <li>• Provide creek crossing to enable internal movement</li> <li>• Internal gravel road construction from creek crossing</li> <li>* Construction of new sheep yards</li> </ul>	36   Director of Administration and Finance	Support ongoing. No capital upgrade planned in current financial year
99	Partner with individuals, organisations and companies to support new resident attraction (1.9) 3.5	325   Economic Development Officer	Participation in Country Change and introduction of Embrace Temora
99	Provide events to assist in the attraction of new residents (2.3)	325   Economic Development Officer	Participation in Country Change and introduction of Embrace Temora
99	Provide support for external events held in Temora Shire (1.9) 2.2, 3.6	2   Community Services Officer	Events supported by publicity and, upon application, financially and in kind where a clear community benefit can be demonstrated.
99	Provision of facilities for the conduct of arts and cultural events (1.9) 2.2	31   Director of Environmental Services	Several Council facilities are currently utilised for arts and cultural events. Council commitment to the construction of an arts precinct after the purchase of the old Scout Hall.
99	Review the operations of Temora Showground (1.9) 4.5	9   General Manager	Operation reviewed externally and management changed, removing need for change

Action Code	Action Name	Responsible Officer Position	Comments
99	Support the development of private Aged Care facilities (1.1)	230   PCS - Manager	Advocated on behalf of private providers. This year has seen the construction of Shipton Villas and the commencement of the redevelopment of Greenstone Lodge
99	To attract grant funding to assist in the development of the Shire (1.9) 2.6	325   Economic Development Officer	Grant funding received under the Building Better Regions Fund and application made under Growing Local Economies Program for Temora Aerodrome.

### 3.6: Support Tourism acknowledging the value it brings to the Temora Shire economy

Action Code	Action Name	Responsible Officer Position	Comments
01	Improvement of Tourism signage within the Temora Shire	325   Economic Development Officer	Survey completed. Actions to be determined. Village signs to be updated in 2019/20
02	Ensure tourism product, including brochures are current, relevant and attractive	6   VIC Manager	New brochure currently being developed
03	Maintain accreditation of the Temora Visitor Information Centre	6   VIC Manager	Accreditation maintained
04	Ensure signage pertaining to AVIC and CMCA accreditation meet standards	6   VIC Manager	Signage audited
05	Ensure VIC is modern and meets the needs of users.	6   VIC Manager	Redesign plans completed.
06	Partner with individuals, organisations and companies to support new resident attraction	325   Economic Development Officer	Participation in Country Change and introduction of Embrace Temora



Action Code	Action Name	Responsible Officer Position	Comments
07	<p>Develop the facilities at the Temora Rural Museum and Bundawarrah Centre 2.6</p> <ul style="list-style-type: none"> <li>• Erect new tractor shed</li> <li>• Construct bridge over dam</li> <li>• Create gold panning activity</li> <li>• Landscape Bundawarrah Centre – Zone 1</li> <li>• Temora Ambulance Museum – Plan and studies</li> <li>• Landscape zone 2 (western allotments)</li> <li>• Landscape zone 3 (eastern allotments)</li> <li>• Re-develop the Marge Fouracre Gallery</li> <li>• Temora Ambulance Museum construction</li> <li>• Museum virtual tour</li> <li>• Textile exhibition re-development Digital catalogue of Rural Museum collections</li> </ul>	201   Rural Museum Manager	Bridge over dam is to be constructed in 2019/20
08	<p>To partner with individuals, organisations and companies to support the growth in the visitor economy</p>	325   Economic Development Officer	Within the remit of the Promotions and Visitation Committee
09	<p>To enhance and support new and existing tourism events</p>	325   Economic Development Officer	Council review all events and support those that have a benefit to the Temora Shire economy

Action Code	Action Name	Responsible Officer Position	Comments
10	Investigate the need and potential opportunities for Temora Shire to offer a multipurpose conferencing and events facility/s	325   Economic Development Officer	Study undertaken
11	Support community and visitor awareness and appreciation of Temora Shire's heritage through preservation and enhancement 1.3, 4, 5	28   Environmental Health Officer	Publications and signage support this activity
12	To enrich and diversify the visitor experience 1.9, 3.4	325   Economic Development Officer	Improvements to signage. Proposed upgrade to VIC entrance not currently funded.
13	Provide tourism facilities to meet the needs of visitors Internal roads sealing and kerb and gutter upgrade at Temora Caravan Park	31   Director of Environmental Services	Review of facilities at Caravan Parks undertaken
99	Ensure quality and quantity of accommodation in Temora meets the needs of stakeholders (3.4)	6   VIC Manager	Regular contact with providers and feedback from users filtered through to providers
99	Provide support for external events held in Temora Shire (1.9) 2.2, 3.5	2   Community Services Officer	Events supported by publicity and, upon application, financially and in kind where a clear community benefit can be demonstrated.
99	Support the provision of public Wi-Fi by private providers (3.1)	325   Economic Development Officer	Council support all business that provide a service to residents

#### 4: Preserving Our Beautiful Surrounds

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

Action Code	Action Name	Responsible Officer Position	Comments
01	Undertake a program of network assessment 6.1	482   Engineering Technical Services Manager	Ongoing
02	Develop a policy framework for heavy vehicle access 6.1	482   Engineering Technical Services Manager	Framework developed
03	Commitment to the Alternate Heavy Vehicle Route around Temora 6.1	482   Engineering Technical Services Manager	Ongoing discussions with RMS and politicians
04	Undertake Pavement rehabilitation/Widening in accordance with the Pavement Rehabilitation/Widening Capital Works Program 1.8, 6.1	482   Engineering Technical Services Manager	Work carried out in accordance with program
05	Undertake Fixing Country Roads/ Heavy Vehicle Safety and Productivity Program in accordance with the determined program 1.8, 6.1	482   Engineering Technical Services Manager	Work carried out in accordance with program
99	Review heavy vehicle route around Ariah Park (1.5)	482   Engineering Technical Services Manager	Completed
99	Undertake Regional Roads Program in accordance with the determined program (1.8) 6.1	482   Engineering Technical Services Manager	Work carried out in accordance with program

Action Code	Action Name	Responsible Officer Position	Comments
99	Undertake Rural Sealed Roads upgrade and renewal in accordance with the Rural Sealed Roads Capital Works Program (1.8) 6.1	482   Engineering Technical Services Manager	Work carried out in accordance with program
99	Undertake Rural Unsealed Roads upgrade and renewal in accordance with the Rural Unsealed Roads Capital Works Program (1.8) 6.1	482   Engineering Technical Services Manager	Work carried out in accordance with program
99	Undertake Urban Sealed Roads upgrade and renewal in accordance with the Urban Sealed Roads Capital Works Program (1.8)	482   Engineering Technical Services Manager	Work carried out in accordance with program
99	Undertake Urban Unsealed Roads upgrade and renewal in accordance with the Urban Unsealed Roads Capital Works Program (1.8)	482   Engineering Technical Services Manager	Work carried out in accordance with program

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

Action Code	Action Name	Responsible Officer Position	Comments
01	Consider the introduction of a kerbside collection service for recyclables	31   Director of Environmental Services	Review conducted and decision made not to proceed on environmental and economic grounds
02	Respond to community and Government demands for the provision of suitable recycling services within Temora Shire	31   Director of Environmental Services	Review conducted and decision made not to proceed on environmental and economic grounds
03	To reduce the impacts of litter on our community 1.8, 4.5	28   Environmental Health Officer	Regular litter reduction campaigns held. Participation in clean up days. Introduction of keep cup program.

Action Code	Action Name	Responsible Officer Position	Comments
99	Maintain waste services in the village of Ariah Park (1.5)	31   Director of Environmental Services	Ongoing
99	Monitor illegal waste dumping hot spots within Temora Shire (4.5) 1.8	14   Ranger	Inspections of hot spots carried out regularly. Resident complaints responded to. Use of CCTV in known hotspots.

#### ***4.3: Improve drainage within the Shire area***

Action Code	Action Name	Responsible Officer Position	Comments
01	Improvement of drainage within Temora Shire 1.5 • Development of a Floodplain Risk Management Plan including 10 year rolling works program	482   Engineering Technical Services Manager	Completed Temora flood study. Application made for the delivery of a Floodplain Risk Management Study and Plan
02	Undertake Stormwater Drainage upgrade and renewal in accordance with the Stormwater Assets Capital Works Program	482   Engineering Technical Services Manager	Work carried out in accordance with program
99	Ensure sustainable operation and usage of precious water • Achievement of NSW Office of Water Best Practice (4.5)	482   Engineering Technical Services Manager	Currently working toward this goal.
99	Undertake Kerb and Gutter upgrade and renewal in accordance with the Kerb and Gutter Capital Works Program (1.8)	482   Engineering Technical Services Manager	Work carried out in accordance with program

#### 4.4: Ensure local planning instruments meets the needs of the community

Action Code	Action Name	Responsible Officer Position	Comments
01	Conduct a review to determine if the mix of building lot sizes will meet future demands and expectations	537   Town Planner	LEP currently under review
02	Develop a Temora Land Use Strategy 2030 1.5, 3.5, 5.3, 6.2	537   Town Planner	In progress. To be completed in 2019/20
03	Ensure availability of land for residential development that meets the needs of new and existing resident	537   Town Planner	LEP currently under review

#### 4.5: Ensure an aesthetically pleasing urban environment

Action Code	Action Name	Responsible Officer Position	Comments
01	Upgrade entrances to Temora	482   Engineering Technical Services Manager	Currently being undertaken. Complete 2019/20
02	Commitment to the eradication of urban weeds and pests 1.9, 6.3	31   Director of Environmental Services	Ongoing inspection and eradication program undertaken
03	Implement the actions from the 2017 Street Tree Audit	40   Urban Overseer	Ongoing program
04	Monitor illegal waste dumping hot spots within Temora Shire 1.8, 4.2	14   Ranger	Inspections of hot spots carried out regularly. Resident complaints responded to. Use of CCTV in known hotspots.
05	Ensure sustainable operation and usage of precious water • Achievement of NSW Office of Water Best Practice 4.3	482   Engineering Technical Services Manager	Currently working toward this goal

Action Code	Action Name	Responsible Officer Position	Comments
99	Develop an appropriate mechanism to deal with Environmental matters (6.3) 1.8, 2.6	31   Director of Environmental Services	Environmental issues dealt with by Director utilising the Council com. complaints mechanism
99	Facilitate opportunities for volunteers to enhance the environment and community (2.4) 1.7, 1.9, 6.3	28   Environmental Health Officer	Support for volunteers through recognition program. Advertising of opportunities to volunteer.
99	Review the operations of Temora Showground (1.9) 3.5	9   General Manager	Operation reviewed externally and management changed, removing need for change
99	Support community and visitor awareness and appreciation of Temora Shire's heritage through preservation and enhancement (3.6) 1.3	28   Environmental Health Officer	Publications and signage support this activity
99	To ensure residents are not adversely impacted upon by untidy or overgrown lots (1.8)	14   Ranger	Regular inspections carried out along with reaction to neighbour complaints. Notices issued where required.
99	To reduce the impacts of litter on our community (4.2) 1.8	28   Environmental Health Officer	Regular litter reduction campaigns held. Participation in clean up days. Introduction of keep cup program.

**5: Embracing and Developing Aviation**

**5.1: Optimise telecommunications to the airport precinct**

Action Code	Action Name	Responsible Officer Position	Comments
99	Support for NBN and other carriers to provide improved coverage (3.1) 2.6, 6.1	325   Economic Development Officer	Ongoing support provided.

**5.2: Retain and develop facilities at Temora Airport**

Action Code	Action Name	Responsible Officer Position	Comments
01	Develop comprehensive maintenance, drainage and signage programs	482   Engineering Technical Services Manager	To be upgraded in 2019/20 from Building Better Regions Fund
02	Investigate potential to provide improved weather monitoring	482   Engineering Technical Services Manager	Submissions made to Government for the reinstatement of TAF services
03	Review drainage at Temora Aerodrome	482   Engineering Technical Services Manager	To be upgraded in 2019/20 from Building Better Regions Fund
04	Development of a Multipurpose facility at Temora Airport	325   Economic Development Officer	Seeking funding opportunities
05	Investigate aircraft landing and movement areas	482   Engineering Technical Services Manager	To be upgraded in 2019/20 from Building Better Regions Fund



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

Action Code	Action Name	Responsible Officer Position	Comments
99	Develop a Temora Land Use Strategy 2030 (4.4) 1.5, 3.5, 6.2	31   Director of Environmental Services	In progress. To be completed in 2019/20

**5.4: Provide a clear direction for the current use and future direction of Temora Airport**

Action Code	Action Name	Responsible Officer Position	Comments
01	Adopt and implement an Airport Management Plan	9   General Manager	Undertaking a number of upgrades at the Temora Aerodrome including upgrade of runways and taxiways
02	Review mechanisms by which the cost impost at Temora Aerodrome can be addressed	9   General Manager	Introduce Airside Maintenance Fee in 2019/20. Other avenues being investigated including commercial landing fees
03	Consider the segregation of discrete airport users including agricultural use	9   General Manager	New agricultural area developed
04	Update the Temora Airport Master Plan once policies relating to key issues are determined	9   General Manager	To be reviewed

## 6: Maintenance of infrastructure to support agriculture

### 6.1: Maintenance of infrastructure to support agriculture

Action Code	Action Name	Responsible Officer Position	Comments
01	Maintain key bridges and roads	482   Engineering Technical Services Manager	Long term plans developed to ensure maintenance of assets
02	Create heavy vehicle routes to meet agricultural needs	482   Engineering Technical Services Manager	Under review
03	Closure of Temora Saleyards 2.6	482   Engineering Technical Services Manager	Facility closed
99	Commitment to the Alternate Heavy Vehicle Route around Temora (4.1)	482   Engineering Technical Services Manager	Ongoing discussions with RMS and politicians
99	Develop a policy framework for heavy vehicle access (4.1)	482   Engineering Technical Services Manager	Framework developed
99	Support for NBN and other carriers to provide improved coverage (3.1) 2.6, 5.1	325   Economic Development Officer	Ongoing support provided.
99	Undertake a program of network assessment (4.1)	482   Engineering Technical Services Manager	Ongoing
99	Undertake Fixing Country Roads/ Heavy Vehicle Safety and Productivity Program in accordance with the determined program (4.1) 1.8	482   Engineering Technical Services Manager	Work carried out in accordance with program

Action Code	Action Name	Responsible Officer Position	Comments
99	Undertake Pavement rehabilitation/ Widening in accordance with the Pavement Rehabilitation/Widening Capital Works Program (4.1) 1.8	482   Engineering Technical Services Manager	Work carried out in accordance with program
99	Undertake Regional Roads Program in accordance with the determined program (1.8) 4.1	482   Engineering Technical Services Manager	Work carried out in accordance with program
99	Undertake Rural Sealed Roads upgrade and renewal in accordance with the Rural Sealed Roads Capital Works Program (1.8) 4.1	482   Engineering Technical Services Manager	Work carried out in accordance with program
99	Undertake Rural Unsealed Roads upgrade and renewal in accordance with the Rural Unsealed Roads Capital Works Program (1.8) 4.1	482   Engineering Technical Services Manager	Work carried out in accordance with program

### ***6.2: Optimise the opportunities to develop agricultural industry***

Action Code	Action Name	Responsible Officer Position	Comments
01	Attraction of agricultural based industry	325   Economic Development Officer	Part of the Economic Development Plan. New businesses commenced in this area including poultry development
99	Develop a Temora Land Use Strategy 2030 (4.4) 1.5, 3.5, 5.3	537   Town Planner	In progress. To be completed in 2019/20

### ***6.3: Commitment to the support of agriculture in Temora Shire***

Action Code	Action Name	Responsible Officer Position	Comments
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Action Code	Action Name	Responsible Officer Position	Comments
01	Ongoing support for Temora Agricultural Innovation Centre 2.6, 3.5 <ul style="list-style-type: none"> <li>• Reseal internal sealed roads</li> <li>• Provide creek crossing to enable internal movement</li> <li>• Internal gravel road construction from creek crossing</li> <li>• Construction of new sheep yards</li> </ul>	36   Director of Administration and Finance	Support ongoing. No capital upgrade planned in current financial year
02	Develop an appropriate mechanism to deal with Environmental matters 1.8, 2.6, 4.5	325   Economic Development Officer	Environmental issues dealt with by Director utilising the Council com. complaints mechanism
99	Commitment to the eradication of urban weeds and pests (4.5) 1.9	31   Director of Environmental Services	Ongoing inspection and eradication program undertaken
99	Facilitate opportunities for volunteers to enhance the environment and community (2.4) 1.7, 1.9, 4.5	325   Economic Development Officer	Support for volunteers through recognition program. Advertising of opportunities to volunteer.

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

Action Code	Action Name	Responsible Officer Position	Comments
01	Develop a strategy to cope with the consolidation of farming enterprises	325   Economic Development Officer	No success in this area

**12 ENGINEERING SERVICES****12.1 ARIAH PARK ALTERNATE HEAVY VEHICLE ROUTE SIGNAGE (PART 2)**

File Number: REP19/1124

Author: Secretary Engineering

Authoriser: General Manager

Attachments: 1. Ariah Park Advisory Committee Correspondence  **REPORT**

In June 2019, Council considered a request in relation to the Ariah Park Alternate Heavy Vehicle Route. Council resolved to seek comment from the Ariah Park Advisory Committee, of which Council has recently received return correspondence.

The June resolutions are displayed below.

**COMMITTEE RESOLUTION 7/2019**

Moved: Cr Rick Firman

Seconded: Cr Kenneth Smith

It was resolved that the Committee recommend to Council that the report as presented be referred to the Ariah Park Advisory Committee for consideration and be reported back to a future Council meeting.

**CARRIED****COMMITTEE RESOLUTION 7/2019**

Moved: Cr Kenneth Smith

Seconded: Cr Dennis Sleigh

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

**CARRIED****Budget Implications**

Expenditure associated to the signage in this report as per below would be costed to routine maintenance. However as this is a regional road (Mary Gilmore Way) the cost would be spent within regional road funding.

Item	Cost
1 x Heavy Vehicle Route Turn Right 500m + Materials @ \$220 each	\$220
2 x Staff + Work Vehicle (8.5 hours = 1days) @ \$105 p/hour	\$840
<b>TOTAL</b>	<b>\$1,060</b>

**RESOLUTION 323/2019**

Moved: Cr Kenneth Smith

Seconded: Cr Dale Wiencke

It was resolved that Council install 1 “Heavy Vehicle Route Turn Right 500m” sign on Mary Gilmore Way northern approach to Rees Street, Aria Park within Regional Road Maintenance Funding.

**CARRIED**

*Report by Rob Fisher*

## ARIAH PARK ADVISORY COMMITTEE

*A Section 355 Committee of Temora Shire Council*

*Chairman*  
*Mr Tim Sanders*

*Minute Secretary*  
*Mr Rowan Bromfield*

*10th September 2019*

Mr Rob Fisher  
Engineering Technical Manager  
Temora Shire Council  
105 Loftus Street  
Temora NSW 2666

**Re: Ariah Park Alternate Heavy Vehicle Route**

Dear Rob,

At our last meeting on the 14<sup>th</sup> August 2019 we discussed the request from yourself to review and comment on a request for further signage in relation to the Heavy Vehicle route in Ariah Park.

After discussion we decided on the following

- The current heavy vehicle route signage is working well within the township.
- Our Committee did not agree with the suggestion to detour Heavy vehicles up Barnes Street
- The only recommendation we would make is that a "Heavy Vehicle Route Turn Right 500m" warning sign be installed on Mary Gilmore Way prior to the Rees Street turnoff.

If you need any clarification, please let me know.

Kind Regards



Rowan Bromfield  
Minute Secretary  
Ariah Park Advisory Committee

**12.2 SHARED ZONE REQUEST - PART 2****File Number:** REP19/1135**Author:** Engineering Technical Manager**Authoriser:** Engineering Technical Manager**Attachments:** 1. **Ariah Park Advisory Committee Correspondence**  **REPORT**

In August 2019, Council considered a request in relation to the installation of Shared Zone Signage in rear lanes of Temora and Ariah Park. Council resolved to seek comment from the Ariah Park Advisory Committee, of which Council has recently received return correspondence.

The August resolutions are displayed below.

**COMMITTEE RESOLUTION 94/2019**

Moved: Cr Rick Firman

Seconded: Cr Claire McLaren

It was resolved that the Committee recommend to Council to note the report.

**CARRIED****COMMITTEE RESOLUTION 1/2019**

Moved: Cr Graham Sinclair

Seconded: Cr Nigel Judd

It was resolved that the report 19/939 3.4 Shared Zone Request be referred to Ariah Park Advisory Committee for comment.

**CARRIED****RESOLUTION 324/2019**

Moved: Cr Graham Sinclair

Seconded: Cr Lindy Reinhold

It was resolved that Council note the report and no action be taken in relation to the requested additional Shared Zones in Temora and Ariah Park.

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



## ARIAH PARK ADVISORY COMMITTEE

*A Section 355 Committee of Temora Shire Council*

*Chairman*

*Minute Secretary*

*10th September 2019*

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

**Re: Shared Traffic Zone Requests for rear lanes within Ariaiah Park**

Dear Gary,

At our last meeting on the 14<sup>th</sup> August 2019 we discussed the request from Mr Rob Fisher to review and comment on a request from a member of the public regarding a shared traffic zones in rear lanes in Temora and Ariaiah Park.

After reviewing the concerned resident's letter and other material supplied, we decided on the following:

- Rear Lanes in Temora and particularly in Ariaiah Park are primarily for vehicular rear access to properties not pedestrian access.
- Regarding Little Reid Street in Ariaiah Park, the committee believes that once the proposed paved footpath along Reid Street between Pitt and Wellman Streets is installed, this will remove the need for school students to use the rear lane as a way of walking to the Recreation Ground facilities.

Overall we agree with Rob Fisher's views on shared traffic zones that the pedestrian volumes are not sufficient to warrant the installing of shared traffic zones in rear lanes throughout the shire.

Kind Regards

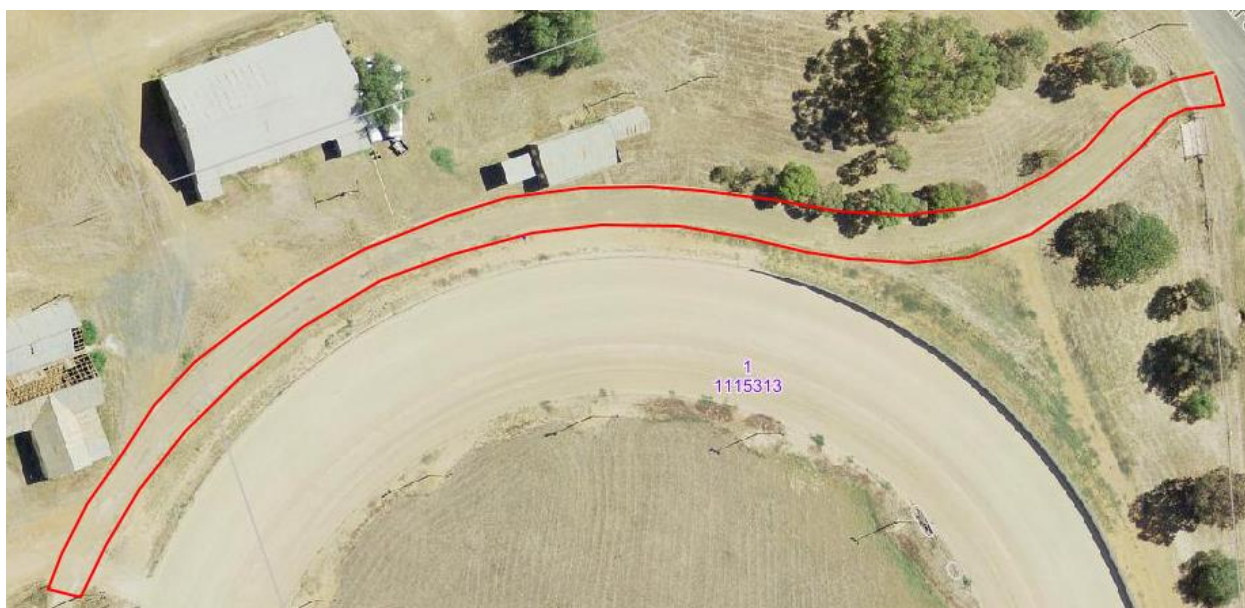
Minute Secretary  
Ariah Park Advisory Committee

**12.3 SHOWGROUND REQUEST**

**File Number:** REP19/1154  
**Author:** Engineering Technical Manager  
**Authoriser:** Engineering Technical Manager  
**Attachments:** Nil

**REPORT**

Council has received an email from the Temora Show Society requesting potential Council assistance to undertake bitumen maintenance patching on the main entrance road prior to the Temora Show on the 28<sup>th</sup> September.



Following inspection by Council staff, it has been determined to deliver the works the area requires clean up (removal of grass and dirt build-up), sweeping and bitumen patching.

The estimated cost to deliver this work is \$3,460

Patch Truck – \$160/h + materials (50/50) =	\$1600
Clean-up Labour (inc Truck) – 8.5h x \$60 x 2 =	\$1020
Plant (bobcat, roller, truck) – 3h x \$230 =	\$690
Sweeping – 1h x \$150	\$150
Total =	\$3,460

From discussions with representatives of the Show Society it seems they are willing to contribute to the work, however have limited funds due to undertaking numerous other works at the facility in recent times.

In addition to the above works, it is strongly recommended that following any significant maintenance work the Show Society should consider allocating funds to undertake resealing of the main entrance road as a priority in order to prevent this area deteriorating past the point of repair.

Cost of resealing subject to no maintenance work required prior to resealing would cost around \$5,500 - \$6,000 with Council delivering the work.

**Budget Implications**

\$3,460

Cr Kenneth Smith declared a pecuniary interest in relation to item REP19/1154, due to being a member of the Temora Show Society.

Cr Kenneth Smith left the room at 5.36pm and took no further part in the discussion.

**RESOLUTION 325/2019**

Moved: Cr Max Oliver

Seconded: Cr Graham Sinclair

It was resolved that Council carry out remedial works only before this year's 2019 show and request that a share in the cost equally with Council up to a value of \$1,500.00 subject to the Showground Trust Approval of the works.

AND FURTHER

That the Show Society be encouraged to apply for grants to complete the work.

**CARRIED**

***Report by Rob Fisher***

Cr Smith returned to the meeting at 5:50pm.

**12.4 MARY GILMORE WAY CAUSEWAY REPLACEMENT FUNDING**

**File Number:** REP19/1155  
**Author:** Engineering Technical Manager  
**Authoriser:** Engineering Technical Manager  
**Attachments:** Nil

**REPORT**

Council currently has a large culvert construction project (\$1.2m) located in Segment 330 on the Mary Gilmore Way (3.5km west of Morangarell Bridge) scheduled for the 2019/2020 and 2020/2021 financial years.

Delivery of the project will improve safety of the crossing of which currently runs 1.4m deep in flood events and in 2016 had a car washed off the crossing during flooding. Construction of the culvert will also provide a means of access to 2 farming residents that currently get completely isolated for a number of days during major flood events. The project will not flood proof this section of the Mary Gilmore Way, but will allow access to this section earlier than present and can be seen as an incremental improvement in the network that will go towards improving access to this network during flooding.

We are likely to be successful for \$131,000 of Regional Road Repair Program funding in the 2019/2020 financial year and potentially successful, but not guaranteed to receive \$134,000 and \$137,000 of RRRP funding in the subsequent financial years.

Due to the uncertainty around the future \$134,000 and \$137,000 funding, combined with the 2019/2020 funding going towards procurement of materials only, there is a perceived risk that Council could potentially not follow through with delivery of the project if we were not successful with future years REPAIR funding. Due to this, I am requesting Council consider resolving to commit to the project and provide this advice to the RMS in writing.

We are currently in a very good position to fund the project over 2 or 3 financial years, with cyclic maintenance work (heavy patching and reseals) up to date and even ahead of planned asset renewal targets. Council will receive approximately \$2.2m of Regional Road Block Grant funding, plus a \$402,000 of REPAIR funding (not guaranteed) in the coming 3 financial years. It must be noted road maintenance over the 3 years needs to be managed within the above described budget. I am of the view we can manage both maintenance and delivery of this project within the available budget.

If Council choose not to commit to delivery of the project, Council may be forced to forego the \$131,000 of REPAIR funding in the 2019/2020 financial year, but will be eligible to submit an alternative project in future years.

**Budget Implications**

Already a budgeted item to be delivered within current available budget.

**RESOLUTION 326/2019**

Moved: Cr Graham Sinclair

Seconded: Cr Claire McLaren

It was resolved that Council resolve to commit to the project over the 2019/2020, 2020/2021 & 2021/2022 financial years and formally advise the RMS of this commitment.

**CARRIED**

***Report by Rob Fisher***

**13 ENVIRONMENTAL SERVICES****13.1 DRAFT COMMUNITY PARTICIPATION PLAN****File Number:** REP19/1012**Author:** Town Planner**Authoriser:** Director of Environmental Services**Attachments:** 1. **Draft Temora Shire Community Participation Plan**  **REPORT**

The NSW Department of Planning, Industry and Environment have required that all Councils prepare a Community Participation Plan (CPP). This is a legislative requirement, set out in Division 2.6 of the Environmental Planning and Assessment Act 1979 (the Act). The CPP is similar to Council's current Community Engagement Strategy.

The CPP will set out how Council will engage with their community in relation to planning matters, including strategic land use planning and development applications.

The relevant section of the Act states:

A planning authority is to have regard to the following when preparing a community participation plan:

- (a) The community has a right to be informed about planning matters that affect it.
- (b) Planning authorities should encourage effective and on-going partnerships with the community to provide meaningful opportunities for community participation in planning.
- (c) Planning information should be in plain language, easily accessible and in a form that facilitates community participation in planning.
- (d) The community should be given opportunities to participate in strategic planning as early as possible to enable community views to be genuinely considered.
- (e) Community participation should be inclusive and planning authorities should actively seek views that are representative of the community.
- (f) Members of the community who are affected by proposed major development should be consulted by the proponent before an application for planning approval is made.
- (g) Planning decisions should be made in an open and transparent way and the community should be provided with reasons for those decisions (including how community views have been taken into account).
- (h) Community participation methods (and the reasons given for planning decisions) should be appropriate having regard to the significance and likely impact of the proposed development.

Council is required to have the final version of their community participation plan in place by 1 December 2019. The draft CPP is attached.

**RESOLUTION 327/2019**

Moved: Cr Max Oliver

Seconded: Cr Dale Wiencke

It was resolved that Council place the Draft Temora Shire Community Participation Plan on public exhibition for a period of 28 days, and Receive a future report detailing the outcome of the public exhibition.

**CARRIED**

*Report by Claire Golder*



## TEMORA SHIRE COUNCIL

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### COMMUNITY PARTICIPATION PLAN

2019

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This document has been prepared by Temora Shire Council to satisfy Community Participation Plan requirements under the Environmental Planning and Assessment Act 1979, Division 2.6 and Schedule 1.

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## INTRODUCTION

Community participation refers to the *connections between governments and communities* on a *range of policy, program, land use and service issues*. This includes plans and policies prepared by Council, as well as the assessment of Development Applications and Planning Proposals.

It encompasses a wide variety of government–community interactions *ranging from information sharing to community consultation* and, in some instances, *active participation in government decision making processes*. Participation can be formal or informal, direct or indirect.

Effective community participation *allows government to tap into diverse perspectives and potential solutions to improve the quality of its decisions* (Community Builders, NSW Government 2016).

Community participation can be seen as part of a continuum which includes:

- Information giving (communication)
- Information seeking (data collection/scoping)
- Information sharing
- Participatory decision making
- Responding to community initiated issues
- Continuous research into communication methods

Community participation, therefore, is a way of including the views of the Temora community in the council's planning and decision making processes. In other words, Council will engage the community to identify, understand and develop strategies to address and respond to their needs and concerns for now and in the future.

This participation plan outlines the principles that Council will adopt in engaging with the community as part of the Community's Community Strategic Plan 2030 as well as Council's Delivery Program, Annual Operational Plan and Resourcing Strategy. It is also used for guiding community participation in the development, implementation and review of policy, plans, projects, programs and issues (decisions) of importance including council's corporate, strategic, land use and financial planning and determining service levels as well as day to day business activities.

## THE TEMORA SHIRE COMMUNITY

The Community Participation Plan will provide the Temora Shire community with a clear understanding of:

- Council's commitment to Community Participation
- When Community Participation will occur
- What level of participation will occur
- How the Community Participation process will be managed.

'Community' is defined as people who live within the Temora Shire and/or want to live, visit, work and/or invest in it. The community includes:

- Residents
- Rate payers
- State and Federal government agencies
- Private sector
- Non government agencies.

## COMMUNITY PARTICIPATION PRINCIPLES

This Community Participation Plan has been prepared with regard to the community participation principles set out in Section 2.23(2) of the EP&A Act.

- (a) The community has a right to be informed about planning matters that affect it.
- (b) Planning authorities should encourage effective and on-going partnerships with the community to provide meaningful opportunities for community participation in planning.
- (c) Planning information should be in plain language, easily accessible and in a form that facilitates community participation in planning.
- (d) The community should be given opportunities to participate in strategic planning as early as possible to enable community views to be genuinely considered.
- (e) Community participation should be inclusive and planning authorities should actively seek views that are representative of the community.
- (f) Members of the community who are affected by proposed major development should be consulted by the proponent before an application for planning approval is made.

- (g) Planning decisions should be made in an open and transparent way and the community should be provided with reasons for those decisions (including how community views have been taken into account).
- (h) Community participation methods (and the reasons given for planning decisions) should be appropriate having regard to the significance and likely impact of the proposed development.

### COMMUNITY PARTICIPATION OBJECTIVES

The Community Participation Plan seeks to respond to the community participation objectives:

- Community participation is open and inclusive
- Community participation is easy
- Community participation is relevant
- Community participation is timely
- Community participation is meaningful

### PARTICIPATION PROCESS

The Temora Shire Community Participation Plan seeks to involve the community in the development of Council plans, policies and decision making through:

- establishing standard practices for community participation
- ensuring standard practices are implemented by Council officers and external consultants employed by the Council
- ensuring that decision making processes are based on outcomes acquired from community participation process, relevant legislative requirements and other Council policies.

### COUNCIL OBJECTIVES

The following Council objectives should be observed when planning and implementing community participation activities:

- Ensure Council Officers understand and effectively implement the Community Participation Plan

- Provide the Temora Shire community with opportunities to participate in decision making on both present and future issues
- Ensure participants and stakeholders represent a cross section of the community
- Incorporate a range of community participation methods including:
  - Use of the Temora Independent newspaper to advertise and inform the community about major planning projects
  - Regular updates in the Council community newsletter, Narraburra News
  - Use of Council social media sites including Facebook & Twitter
  - Regular updates of Council information on Council's website
  - A wide variety of Council Committees to enable interested community members to contribute to Council decision making
  - Regular surveys of residents about a variety of local government matters
  - Targeted involvement of community representatives and groups in particular strategic projects of Council
  - Opportunities for members of the public to address Council prior to their monthly meeting
  - Discussion of relevant correspondence received at Council meetings
  - A range of social functions and events that allow members of the community to interact with Councillors and staff to provide opportunities for community members to raise and discuss issues of concern or highlight areas of achievement, including Local Government Week, Ratepayer Evenings, and Councillors Walk & Talk Tours.
- Proactively and regularly inform the community about the outcomes from the community participation activities
- Provide Council with a range of ideas, suggestions and general comments gathered from the participation activities
- Ensure that Council, in exercising its power of decision making, is informed of and able to respond to the community needs and interest

## STANDARDS

Temora Shire Council will monitor the quality of each community participation activity against the following standards:

- All communication will meet the needs of the targeted community. Any written and/or verbal communications will be in plain English.
- All Council Officers and external consultants employed by Council involved in implementing community participation activities will have appropriate skills and experience to undertake community participation tasks
- An adequate period of notice will be given for each community participation activity - the period may not be less than two weeks for any activity that requires people to attend or get involved in an activity
- Participants will represent a cross section of the community.

## WHEN WILL COMMUNITY PARTICIPATION OCCUR?

Temora Shire Council will engage the Temora Shire community when:

**Preparing Strategic Plans** – such as development of community or land use strategic plans and projects to inform the Delivery Plan and Operational Plan.

**Developing Council Policy** - where any internal or external policies having direct impacts on the community.

**Considering Site Changes** – where any changes are proposed to a private or public site that may have an impact on the community.

**Planning Council Services** – when developing or improving a service.

**Legislation requires** - such as prescribed plans and projects under the Local Government Act (1993) and other relevant Acts.

## HOW WILL COMMUNITY ENGAGEMENT ACTIVITIES BE MANAGED?

- Each community engagement activity will be the responsibility of the Temora Shire Council Manager appointed as project manager.
- When planning community participation, Managers need to ensure that resources (staff and finance) for engagement activities across Council are effectively allocated and managed. Where possible, participation activities will be combined with other activities that target similar community groups.
- Every effort will be made to attract and reach a cross section of community by using a wide range of communication methods
- Specific targeted community groups will be invited to participate as identified in the project
- Participants' cultural, language and special needs will be accommodated where appropriate
- Community groups who are sometimes hard to reach i.e. children, young people, people with disabilities, women and people from Aboriginal and culturally and linguistically diverse backgrounds will be involved.

## WHAT TIME PERIODS APPLY FOR CONSULTATION ON PLANNING MATTERS?

Schedule 1 to the Environmental Planning & Assessment Act 1979 sets out the following minimum community participation requirements:

<b>Planning Matter</b>	<b>Minimum consultation period</b>
Draft community participation plans (CPP)	28 days
Draft local strategic planning statements (LSPS)	28 days
Planning proposals for local environmental plans subject to a gateway determination	28 days or: (a) if a different period of public exhibition is specified in the gateway determination for the proposal—the period so specified, or (b) if the gateway determination specifies that no public exhibition is required because of the minor nature of the proposal—no public exhibition.
Draft development control plans	28 days
Draft contribution plans	28 days
Application for development consent (other than for complying development certificate, for designated development or for State significant development)	14 days or: (a) if a different period of public exhibition is specified for the application in the relevant community participation plan—the period so specified, or (b) if the relevant community participation plan specifies that no public exhibition is required for the application—no public exhibition.
Application for development consent for designated development	28 days
Application for modification of development consent that is required to be publicly exhibited by the regulations	The period (if any) determined by the consent authority in accordance with the relevant community participation plan.
Environmental impact statement obtained under Division 5.1	28 days

Council will adhere to these minimum requirements.

Opportunities to participate in the planning system will respond to the nature, scale and likely impact of the proposal or project being considered or assessed. A regular and valuable way for

the communities to participate in the planning system is by making a submission on a proposal during an exhibition. You can also provide us with feedback at any time.

## FEEDBACK

There are many ways for the community to provide feedback or raise questions outside of formal exhibition and Council will always consider and respond to your views and concerns.

- Write to us via email at [temshire@temora.nsw.gov.au](mailto:temshire@temora.nsw.gov.au)
- Write to us at PO Box 262 Temora NSW 2666 or hand deliver correspondence to our Council offices at 105 Loftus Street Temora
- Phone us on 6980 1100

## REPORTING BACK TO PARTICIPANTS AND THE COMMUNITY

Upon completion of a community participation activity, outcomes from the activity will be communicated to all participants and the community.

A report will be developed for Council outlining the community participation outcomes, considerations and recommendations made to Council.

In reaching decisions on proposals that have been exhibited, Council must balance a wide range of factors to ensure that decisions are in the public interest. This includes considering the objects of the EP&A Act, the strategic priorities of Council, the community's input, the land use priorities identified in strategic plans and applicable policies and guidelines.

## EVALUATION OF COMMUNITY PARTICIPATION

Upon completion of a community participation activity, an evaluation will be conducted to assess:

- community representation
- type of communications and publicity methods most suitable
- method utilised for engaging the community
- timing i.e. promotion time and time of the actual activity
- qualitative and quantitative information gained and gathered

These assessment results will be used to improve future community participation processes.

## COMMUNITY STRATEGIC PLAN – COMMUNITY PARTICIPATION STRATEGY

The following stakeholder list and engagement methods have been identified to assist in developing the Community Strategic Plan.

<b>Group</b>	<b>Involving</b>	<b>Engagement Method</b>
Business	<ul style="list-style-type: none"> <li>• Farming groups</li> <li>• Temora Business Enterprise Group (TBEG)</li> <li>• Major business owners</li> <li>• Essential Energy</li> <li>• Goldenfields Water</li> <li>• Aviation groups</li> </ul>	<ul style="list-style-type: none"> <li>• Focus Group – for farmers/agribusiness</li> <li>• Focus Group for business groups</li> <li>• Personal meeting with CEOs of major businesses and authorities</li> <li>• General Focus Group – general invitation for those who can't attend specific focus group sessions</li> <li>• Focus group – for aviation</li> <li>• Site tour by Councillors of local businesses</li> </ul>
Community	<ul style="list-style-type: none"> <li>• Schools</li> <li>• Sporting and recreation groups</li> <li>• Clubs</li> <li>• Aged community</li> <li>• Youth community</li> <li>• Aboriginal community</li> <li>• Volunteers</li> <li>• Charitable groups</li> <li>• Church groups</li> <li>• Ethnic groups</li> <li>• Health services</li> <li>• Villages</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting with School Principals</li> <li>• Focus Group with specific school representatives</li> <li>• Meetings with health &amp; aged care stakeholders</li> <li>• Community Forums – issues based discussions</li> <li>• Focus Group – Over 50s</li> <li>• Focus Group - Youth</li> <li>• Focus Group – General Community</li> <li>• Focus Groups –Springdale &amp; Ariah Park</li> <li>• Focus groups – Sport &amp; Recreation stakeholders</li> <li>• Use of social networking sites</li> </ul>



Group	Involving	Engagement Method
State and Federal Departments and agencies	<p>State Government Regional Co-ordination Group (out of Premier's Department)</p> <p>State Government departments and agencies (including in no particular order) Primary Industries; Skills &amp; Regional Development, Education, Housing; Family &amp; Community Services; Finance, Services &amp; Innovation, Local Government; Lands; Planning, Industry and Environment &amp; Heritage; Transport, Police, Sport &amp; Recreation; Local Land Services.</p> <p>Federal Government departments and agencies (including Health, Social Services; Employment, Environment &amp; Energy, Infrastructure &amp; Regional Development, Industry, Innovation &amp; Science, Agriculture &amp; Water Resources, Communications &amp; the Arts, Attorney Generals</p>	<ul style="list-style-type: none"> <li>• Meeting with Department representatives</li> <li>• Meeting with relevant Ministers</li> <li>• Involvement with relevant State Government consultation</li> </ul>
State and Federal MPs	<ul style="list-style-type: none"> <li>• Michael McCormack MP, Federal Member for Riverina</li> <li>• Steph Cooke, MP, State Member for Cootamundra</li> </ul>	<ul style="list-style-type: none"> <li>• Mayor and GM – to write and meet to discuss key issues</li> </ul>
Media	<ul style="list-style-type: none"> <li>• Local paper</li> <li>• Community Radio</li> <li>• Commercial Radio</li> <li>• ABC Radio</li> <li>• TV</li> <li>• Social Media</li> </ul>	<ul style="list-style-type: none"> <li>• Mayor and GM – to meet with representatives</li> </ul>
Other councils	<ul style="list-style-type: none"> <li>• Members of REROC</li> <li>• Neighbouring Councils</li> </ul>	<ul style="list-style-type: none"> <li>• Mayor and GM – to seek input through ROC meeting, and by letter invitation</li> </ul>
Council	<ul style="list-style-type: none"> <li>• Councillors</li> <li>• Council staff</li> <li>• Council advisory committees</li> </ul>	<ul style="list-style-type: none"> <li>• Focus Groups at Depot and Shire offices</li> </ul>

## PREVIOUS COMMUNITY CONSULTATIONS

Temora Shire Council completed a series of community consultation workshops, conducted a survey of its residents and has many ongoing opportunities for the community to have input to Council's priorities and decisions.

### **Community consultation workshops held in 2016**

1. Over 50s
2. Sports groups
3. Government agencies
4. Community groups
5. Senior Council staff
6. Business, industry and property
7. Councillors
8. Aviation
9. Youth
10. Springdale village
11. Agricultural community
12. General community
13. Arts Group
14. Aria Park village

Conducted by John Craig, Director, Community Development Initiatives in conjunction with Temora Shire Council

### **Resident Satisfaction Survey**

Conducted in November 2016  
Available online and hard copy  
Results reported to Council and the community

### **Council Committees**

The following Committees of Council involve members of the community, allowing those with a particular interest to be involved in Council decision making.

- Aerodrome users
- Aria Park advisory
- Aria Park pool
- Australia Day
- Bundawarra Centre Management
- Film Club

- Friends of Temora Shire Cemeteries
- Heritage
- Imagine Temora (arts and culture)
- Lake Centenary Management
- Mary Gilmore Cultural Festival
- Pinnacle Community Services Advisory
- Promotions And Visitation
- Springdale Progress Association
- Temora Agricultural Innovation Centre
- Temora Business Enterprise Group – TBEG
- Temora & District Sports
- Temora Fight The Fruit Fly
- Temora’s Own Arts and Crafts
- Temora Women’s Network
- Temora Youth Team
- Town Hall Theatre

### **Statutory Consultation**

Formal consultation in relation to draft plans and policies, through newspaper advertisements, media releases, Council newsletter, Council website, Council newsletter social media and written letter, where appropriate.

**13.2 PROPOSED LEASE OF LAND 182-184 GARDNER STREET**

**File Number:** REP19/1060  
**Author:** Town Planner  
**Authoriser:** Director of Environmental Services  
**Attachments:** Nil

**REPORT**

Council has received an expression of interest for the lease of land from Council of approximately 1.18 hectares of land, known as Lots 2 & 3 DP 343137 and Lot 790 DP750587, located at the corner of Austral and Gardner Streets Temora. This land is currently vacant. The zoning of the land is RE1 Public Recreation. The subject land is shown by Figure 1.



The proposed purpose of the lease is to develop the site for a low cost self-contained motorhome/recreational vehicle park. Users of the site would be temporary visitors and the site would not be used for permanent accommodation.

Council has not yet received a formal development application for the use, however as the land is community land, Council has consulted with relevant stakeholders, including adjoining landowners and nearby land users, as well as relevant sporting groups regarding the concept development.

Council also advertised the proposed lease of the land via newspaper advertisement. Council received one expression of interest to lease the site for grazing purposes, however this has since been withdrawn.

**Submissions**

In response to the consultation, Council received two written responses. The responses received were as follows:

*Response 1:*

I do not object about using the paddock at the back of our house being used by caravans as long as there is no cost to all of the houses backing onto the paddock.

*Council response:*

There would be no costs imposed upon adjoining landowners. All costs associated with the development would be the responsibility of the applicant.

*Response 2:*

I feel there are enough places available for motorhome/recreational vehicles at Lake Centenary, Railway precinct, Temora airport, caravan park, the showground and numerous surrounding towns with facilities.

*Council response:*

This is noted, however the economic viability of offering an additional caravan park is not a planning issue. The applicants have advised that they intent to target a different market than the existing caravan parks, being the self-contained RV market who are members of their organisation.

**Discussion**

The proposed use of the land for a low cost self-contained motorhome/recreational vehicle park is not inconsistent with the zoning of the land, and is not incompatible with adjoining land uses. The proposed land use would require the submission of a formal development application, with further consultation with landowners.

**RESOLUTION 328/2019**

Moved: Cr Dale Wiencke

Seconded: Cr Graham Sinclair

It was resolved that Council advise the applicant to submit a Development Application for the proposed use for Council to consider

AND FURTHER

Receive a future Development Application assessment report.

**CARRIED**

***Report by Claire Golder***

**13.3 DRAFT LOCAL ENVIRONMENTAL PLAN AMENDMENT NO. 5 PERMITTED AND PROHIBITED LAND USES****File Number:** REP19/1061**Author:** Town Planner**Authoriser:** Director of Environmental Services**Attachments:** 1. Letter from DPI Agriculture 30 August 2019  **REPORT**

At the June Council Meeting, Councillors considered a report regarding the outcomes of the public exhibition of the draft amendment to the Temora Local Environmental Plan – Permitted and Prohibited Land Uses. The amendment involves the concept of moving towards a predominantly “open zone” LEP, whereby the land use table lists particular types of development as being prohibited in the zone, and all other types of development are permitted with or without consent.

Since this report, Council officers have been working to address the concerns raised by NSW Department of Primary Industries (DPI) Agriculture.

Council officers wrote to DPI Agriculture with the following comments:

Thank you for your submission dated 11 July relating to the above amendment. Council officers have considered the issues raised in your submission, and are willing to concede to all highlighted items, namely:

Biosolids treatment facility

Caravan park

Cemetery

Charter and tourism boating facility

Community facility

Depot

Educational establishment

General industry

Heliport

Industry

Local distribution premises

School

Serviced apartment

Sewage reticulation system

Sewage treatment plant

Sewerage system

Telecommunications facility

Telecommunications network

Tourist and visitor accommodation (backpackers accommodation, hotel or motel accommodation, serviced apartment)

Water recycling facility

Water supply system

Water treatment facility

These land uses would remain prohibited in the RU1 Primary Production, except where the proposed use may be considered under the State Environmental Planning Policy (Infrastructure) 2007.

Following this correspondence, DPI Agriculture have since advised that the specific objections have been withdrawn.

DPI Agriculture requires Council to commit to the following actions to address their concerns about the amendment:

- Preparation of the rural zone land use strategy or similar to justify land use changes, such as agritourism, in the rural zones
- Preparation of guidance and assessment criteria for non-agricultural land use before or as part of the LEP amendment

It is proposed that Council will commit to respond to these issues through a review of Rural Development Chapter of the Temora Shire Development Control Plan (DCP), with input from DPI Agriculture.

### **Conclusion**

As Council has resolved the objections previously raised in relation to the planning proposal, the next step in the process is to receive a legal opinion on the draft amendment. Council officers have the authority to seek this legal opinion from the Parliamentary Counsel's Office. Once the legal opinion is provided, Council then has the authority to make the plan.

### **RESOLUTION 329/2019**

Moved: Cr Claire McLaren

Seconded: Cr Dennis Sleight

It was resolved that Council:

1. Accept the planning proposal as amended
2. Request that Council officers forward the planning proposal to Parliamentary Counsel's Office with a request that the draft instrument be prepared,
3. Commit to review the Rural Development Chapter of the Temora Shire DCP, with input from DPI Agriculture and
4. Receive a future report to formally adopt and make the LEP, once a legal opinion from Parliamentary Counsel's Office is received.

**CARRIED**



OUT19/12005

30 AUGUST 2019

Ms Claire Golder  
Temora Shire Council  
Temora, NSW

Dear Claire,

**Temora Shire Council LEP Proposed Amendment (Amendment No. 5) - Changes to Permitted and Prohibited Land Uses**

Thank you for your letter of 8/8/19. The NSW Department of Primary Industries (NSW DPI) Agriculture provides advice to consent authorities about the protection and growth of agricultural industries and the resources upon which these industries depend to provide economic growth.

Now that all the proposed changes have been addressed I am able to withdraw those specific objections.

Although the Regional Plan and the Community Strategic Plan do set some strategic direction for the Shire, introducing a more flexible zoning approach within the RU1 zone still requires further consideration about how to ensure those land uses are not incompatible with agricultural operations or associated processing industries. Under the NSW Right to Farm Policy, proposed land uses currently not permitted within the RU1 zone should not create or exacerbate land use conflicts. Commitment to the following actions would allay DPI Agriculture's concerns on these issues:

- Preparation of the rural land use strategy or similar to justify land use changes, such as agritourism, in the rural zones
- Preparation of guidance and assessment criteria for non-agricultural land use before or as part of the LEP amendment.

Should you require clarification on any of the information contained in this response please contact Agricultural Land Use Planning Officer Lilian Parker on (02) 6938 1906.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Lilian Parker', written over a horizontal line.

**Lilian Parker**  
**Agricultural Land Use Planning**

NSW Department of Primary Industries - Agriculture  
Locked Bag 21, Orange NSW 2800 | 161 Kite St, Orange NSW 2800  
Tel: 02 6391 3369 | Email: landuse.ag@dpi.nsw.gov.au | www.dpi.nsw.gov.au | ABN: 72 189 919 072



**13.4 STRONGER COUNTRY COMMUNITIES FUND ROUND 3 COMMUNITY CONSULTATION****File Number:** REP19/1107**Author:** Town Planner**Authoriser:** Director of Environmental Services**Attachments:**  
1. **Stronger country communities fund ranked responses**    
2. **Stronger country communities fund comments**  **REPORT**

Under the Stronger Country Communities Fund (SCCF) Round 3, Temora Shire has been allocated \$778,000. It is a requirement under the SCCF for applicants to provide evidence of consultation and support for the projects they submit. In response to this requirement, Council conducted a community survey, with responses be received both online using Council's Facebook and website, as well as paper surveys. The survey was advertised using social media, newspaper and Narraburra News. As part of the survey, Council offered 13 potential projects, as well as the option for residents to suggest other projects. The 13 suggested projects were:

Temora Recreation Centre – Install a waterslide

Gloucester Park – Upgrade playground with new equipment and paths

Ariah Park Recreation Ground – Upgrade skate park

Nixon Park – Upgrade amenities block

Coolamon Street, Ariah Park – Upgrade centre island

Temora Recreation Centre – Upgrade toddler's pool

Ariah Park Recreation Ground – Upgrade kiosk

Hoskins Street, Temora – Upgrade northern and southern ends of main street

Lake Centenary – Seal path and pedestrian footbridge

Arts Precinct, Aurora Street – Redevelop old scout hall

Nixon Park – Upgrade lights on netball courts

Nixon Park – Resurface netball courts

Bundawarra Centre – New tractor shed

In total 446 completed responses were received. A summary of the survey responses is attached. The highest priority project was the installation of the waterslide, selected as the highest priority by one-third of respondents, and within the top 3 by 56% of respondents.

The upgrade of the playground at Gloucester Park was the next highest priority, as although only the highest priority by under 10% of respondents, it was selected as number 2 priority by over 20% of respondents.

The upgrade of the Ariah Park skate park received almost 18% of highest priority votes.

Several other projects were fairly evenly favoured by the community, including, the upgrade of the centre island at Coolamon Street Ariah Park, the upgrade of the Nixon Park amenities block, the

upgrade of the toddlers pool at the Temora Recreation Centre and the upgrade of the kiosk at the Aria Park Recreation Ground.

All other projects received relatively lower numbers of votes overall.

Council also received 160 other comments on potential projects. These projects can be considered by Council.

### **Youth consultation**

As 50% of the total budget for the SCCF Round 3 is targeted towards youth projects, specific consultation with the Temora Youth team occurred, with 19 young people completing paper surveys. Based on the specific youth consultation, the highest priority project was install a waterslide, with 89% of respondents choosing this option as either number 1 -3 priority. The second highest priority project was the upgrade of the playground at Gloucester Park, supported by 47% of respondents as a 1-3 priority. Two-thirds of respondents identified the upgrade of the toddler's pool at the Temora Recreation Centre as a top five priority, whilst one-third of respondents identified the upgrade of the Aria Park skate park as a top five priority.

Several youth respondents indicated their preference for the funds to be used for new commercial indoor entertainment facilities such as an arcade, ten pin bowling, laser tag or trampoline centre, as well as new shopping or fast food retailing. However, this is not the intended use of this funding.

### **Discussion**

Unfortunately Council was unsuccessful in receiving funding for the proposed net swing at Gloucester Park under the My Community Project fund. This component of the project overall upgrade to Gloucester Park is valued at \$25,000. Council will need to consider if this component should be included within the application under SCCF Round 3.

### **RESOLUTION 330/2019**

Moved: Cr Graham Sinclair

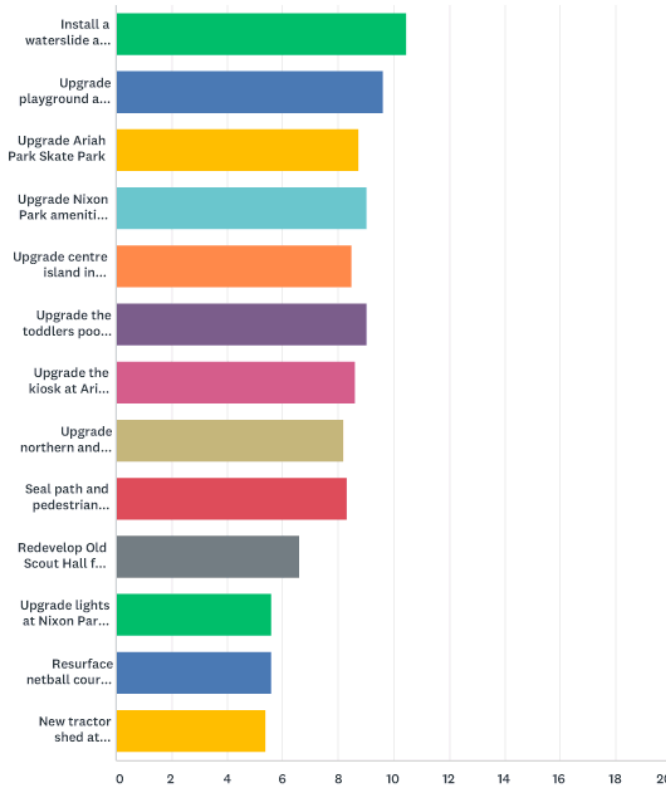
Seconded: Cr Claire McLaren

It was resolved that Council Note the responses received through community consultation and the final priorities are Temora Recreation Centre – Install a waterslide, Gloucester Park - upgrade playground with new equipment and paths, Nixon Park – Upgrade amenities block, Aria Park Recreation Ground – Upgrade skate park.

**CARRIED**

Q1 Please nominate at least five (5) projects in order of priority to you, or suggest other projects that Council should consider. You may nominate more than five projects if you wish.

Answered: 450 Skipped: 4



	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Install a waterslide at the pool	32.85% 113	14.24% 49	8.43% 29	15.99% 55	12.21% 42	3.78% 13	3.49% 12	2.33% 8	1.16% 4	0.58% 2	0.87% 3	1.74% 6	2.33% 8	
Upgrade playground at Gloucester Park with new equipment and paths	9.37% 31	20.24% 67	16.92% 56	12.99% 43	13.90% 46	9.06% 30	6.04% 20	2.72% 9	2.42% 8	1.81% 6	0.60% 2	2.42% 8	1.51% 5	
Upgrade Aria Park Skate Park	17.91% 53	13.51% 40	17.23% 51	4.73% 14	6.76% 20	6.42% 19	5.74% 17	3.38% 10	3.72% 11	5.41% 16	4.73% 14	3.72% 11	6.76% 20	
Upgrade Nixon Park amenities block	7.12% 21	8.14% 24	14.58% 43	19.66% 58	16.61% 49	11.19% 33	7.46% 22	4.07% 12	3.73% 11	4.07% 12	1.69% 5	0.00% 0	1.69% 5	
Upgrade centre island in Coolamon St, Aria Park	12.37% 37	14.38% 43	13.38% 40	4.68% 14	11.37% 34	8.36% 25	4.68% 14	7.36% 22	5.35% 16	5.35% 16	4.35% 13	4.68% 14	3.68% 11	

## Stronger Country Communities Fund Round 3 Community Consultation

SurveyMonkey

Upgrade the toddlers pool in Temora	4.97% 16	9.94% 32	20.50% 66	14.91% 48	10.87% 35	12.11% 39	11.18% 36	5.90% 19	3.42% 11	2.48% 8	2.48% 8	0.93% 3	0.31% 1
Upgrade the kiosk at Ariaiah Park Recreation Ground	11.07% 33	14.09% 42	12.42% 37	9.06% 27	8.72% 26	3.36% 10	14.09% 42	7.72% 23	7.38% 22	3.36% 10	4.36% 13	3.02% 9	1.34% 4
Upgrade northern and southern ends of Hoskins St, Temora	4.82% 16	12.35% 41	7.83% 26	14.76% 49	12.35% 41	4.82% 16	6.63% 22	18.98% 63	7.83% 26	4.52% 15	1.81% 6	1.81% 6	1.51% 5
Seal path and pedestrian footbridge at Lake Centenary	6.63% 23	10.37% 36	12.10% 42	14.99% 52	13.54% 47	3.17% 11	4.61% 16	6.05% 21	17.58% 61	5.48% 19	3.46% 12	1.15% 4	0.86% 3
Redevelop Old Scout Hall for Arts Precinct	14.01% 44	6.05% 19	3.82% 12	6.05% 19	5.73% 18	2.87% 9	2.87% 9	3.82% 12	5.41% 17	28.34% 89	9.55% 30	7.96% 25	3.50% 11
Upgrade lights at Nixon Park netball courts	1.50% 4	5.99% 16	5.62% 15	7.87% 21	7.12% 19	3.75% 10	4.49% 12	4.49% 12	4.49% 12	7.12% 19	34.08% 91	10.86% 29	2.62% 7
Resurface netball courts at Nixon Park	4.71% 13	8.33% 23	4.71% 13	7.25% 20	7.97% 22	5.43% 15	2.17% 6	2.54% 7	3.62% 10	2.17% 6	7.25% 20	36.23% 100	7.61% 21
New tractor shed at Bundawarra Centre	13.23% 41	3.23% 10	3.55% 11	4.52% 14	8.71% 27	4.19% 13	1.61% 5	3.55% 11	5.16% 16	3.87% 12	2.90% 9	3.87% 12	41.61% 129

Stronger Country Communities Fund Round 3 Community Consultation

SurveyMonkey

## Q2 Outline other projects you'd like Temora Shire Council to consider

Answered: 160 Skipped: 294

#	RESPONSES	DATE
1	Install a toilet in the radio station	9/11/2019 12:04 AM
2	2. Refurbish interior of Senior Citizen's	9/11/2019 12:01 AM
3	3. Refurbishment of Senior Citizen's Centre	9/11/2019 12:01 AM
4	2. Refurbishment of Senior Citizen's Centre	9/11/2019 12:00 AM
5	5. Refurbishment of Senior Citizen's Centre	9/10/2019 11:59 PM
6	4. Refurbishment of Senior Citizen's Centre	9/10/2019 11:58 PM
7	2. Refurbishment of Senior Citizen's Building	9/10/2019 11:57 PM
8	2. Refurbishment of Senior Citizen's building	9/10/2019 11:56 PM
9	While I appreciate the dog park at Lake Centenary, I would love to have a fenced, off leash area for dogs within the town of Temora.	9/10/2019 11:47 PM
10	Extended cycleway along Trungley Hall Road	9/10/2019 11:19 PM
11	Improve Temora Golf Course through more water and more bike paths in Temora	9/10/2019 11:18 PM
12	Soft fall at the Aria Park Rec Oval and Harper Park	9/10/2019 11:10 PM
13	Soft fall in Harper Park and Aria Park Rec Oval please	9/10/2019 11:10 PM
14	1. Upgrade showground	9/10/2019 10:50 PM
15	Ten pin bowling with arcade for kids	9/10/2019 10:49 PM
16	10 pin bowling, arcade for kids	9/10/2019 10:48 PM
17	10 pin bowling with food centre, arcade for kids	9/10/2019 10:48 PM
18	EB games store, arcade	9/10/2019 10:46 PM
19	Arcade	9/10/2019 10:45 PM
20	Arcade/kids hangout and 10 pin bowling, KFC, Big W, Kmart, Best & Less, Flip Out, Laser Tag, Expand youth centre	9/10/2019 10:43 PM
21	Arcade/kids hangout and 10 pin bowling, KFC, Big W, Kmart, Best & Less, Flip Out, Laser Tag, Expand youth centre	9/10/2019 10:43 PM
22	Upgrading the dance studio	9/10/2019 8:15 PM
23	Arcade/kids hangout, Big W, Flip Out, Subway, KFC, Kmart, Laser tag, ten pin bowling, Best and Less, Expand youth centre	9/10/2019 8:14 PM
24	Buy the old Target block and make it an arcade or bowling	9/10/2019 8:12 PM
25	Upgrade schools Upgrade showground	9/10/2019 8:10 PM
26	At Lake Centenary a disabled pontoon and cover for elderly fishermen. There is no way a wheelchair can get close enough to the water and have protection. Fisheries will work with Council to advise on the way to go with this project.	9/10/2019 7:49 PM
27	Fence around Gloucester Park	9/9/2019 11:00 PM
28	The establishment of an astronomy/science club and observatory. A roundabout at the intersection of Hoskins and Polaris St A gym/fitness centre at the Rec Centre A professional golf/driving/ practice range	9/9/2019 7:56 PM
29	Love to do art. Would like to see it happen	9/9/2019 7:52 PM
30	Would like to see Arts Precinct develop for all arts and ages	9/9/2019 7:51 PM

1 / 6

## Stronger Country Communities Fund Round 3 Community Consultation

SurveyMonkey

31	Would like Art Precinct to develop for all	9/9/2019 7:50 PM
32	Would like art centre to be for all. When you get older you need an outlet especially in the arts. Love to paint would like to take it further	9/9/2019 7:49 PM
33	Pedestrian access from Polaris St across Hoskins St	9/9/2019 7:48 PM
34	Would like to see tree-scaping on northern and southern Hoskins St	9/9/2019 7:47 PM
35	More concrete footpaths - From Temora Public School pedestrian crossing, Cnr DeBoos St and Parkes St to corner of DeBoos St and Polaris St. Also from corner Parkes St and Aurora St, corner Aurora St and Polaris St cnr. These paths would hopefully keep pedestrians (especially school children and gophers) off the road.	9/9/2019 7:45 PM
36	Better weed control	9/9/2019 7:43 PM
37	Upgrade playground at Lake Centenary	9/9/2019 7:41 PM
38	New women's change rooms at Temora recreation ground for women's rugby. Run all overflow of towns grey water to golf club dam.	9/8/2019 8:58 AM
39	A fenced dog park in town for those who cannot get out to lake centenary	9/7/2019 9:08 PM
40	Upgrade parks to sensory parks which are also suitable for children with disabilities. Parks should have at least a wheel chair swing	9/7/2019 5:33 PM
41	Make Dog park attractive! Currently Golden Reserve is allocated as a token dog park (only because council needs one by law). But it is usually overgrown most of year, no poop bags & covered in bindi/cat heads in summer. Dog park at lake is good idea, but last I looked, still not attractive & no scenic views (lake hidden from view). Not very encouraging.	9/7/2019 8:51 AM
42	Flying fox at Gloucester park,	9/7/2019 2:11 AM
43	What bout a safe crossing for the bike track from Airport Rd across to the Lake	9/6/2019 9:43 PM
44	Buying a mini bus for the group at Pinnacle house so they can enjoy outings as a group	9/6/2019 8:39 AM
45	Upgrade play equipment at stadium park, upgrade pool facilities	9/5/2019 7:57 AM
46	Assist with getting radio station in Aria Park.	9/4/2019 9:53 PM
47	More street plantings in Hoskins street.	9/3/2019 10:10 PM
48	Better lights on the football ground	9/3/2019 5:55 PM
49	A well fenced Playground with soft fall and upgraded play equipment at Aria Park Recreation Ground	9/3/2019 5:34 PM
50	A beautiful park with flying fox, small skate park, paths to scoot on, bbqs, toilets, climbing frames etc. Maybe gloucester park could cater for this. All parks around temora are small and dont really offer much for children of all ages. For reference look at the rocket park in Deniliquin, amazing. Well worth extra money. Just need to find a spot to cater for it.	8/31/2019 8:35 PM
51	by pass main street for heavy smelly trucks	8/30/2019 4:56 AM
52	More bike paths around town. Gym equipment in glosser park like what is at the lake.	8/30/2019 2:44 AM
53	Development of an inclusive playground <a href="http://touchedbyolivia.com.au/whatwedo/livvisplace/">http://touchedbyolivia.com.au/whatwedo/livvisplace/</a>	8/29/2019 11:40 PM
54	More tree planting in Northern and Southern ends of Hoskins St. Replace "Temora" sign near Lake Centenary.	8/28/2019 8:11 PM
55	Support for the library.	8/28/2019 4:58 PM
56	new playground equipment at lake centenary. flashing train lights on old coota road crossing	8/28/2019 7:21 AM
57	Install wet pour soft fall at Harper Park Aria Park and at the Aria Sports Ground. Thanks	8/27/2019 7:51 PM
58	More to do at the lake eg. water slide.	8/26/2019 7:09 PM
59	New sheds at Bob Aldridge	8/26/2019 7:06 PM
60	upgrade the playground at Lake Centenary. Swings and flying fox etc... free use of stadium for students from schools. more community gardens.	8/26/2019 7:05 PM
61	flip out	8/26/2019 7:04 PM

## Stronger Country Communities Fund Round 3 Community Consultation

SurveyMonkey

62	Free pass or use of the stadium for students at school.	8/26/2019 7:04 PM
63	upgrade lights at nixon	8/26/2019 7:04 PM
64	new lights at Aria park football ground.	8/26/2019 7:03 PM
65	New lights at Aria park football ground	8/26/2019 7:03 PM
66	moutinbike tracks flipout bigger diving boerd at the pool	8/26/2019 7:03 PM
67	new fast food places, new shopping centre, (clothing stores)	8/26/2019 7:03 PM
68	make the gun shop in aria park	8/26/2019 7:03 PM
69	more clothing stores	8/26/2019 7:02 PM
70	Parks for dogs	8/26/2019 7:02 PM
71	Parks for dogs	8/26/2019 7:02 PM
72	free use of stadium	8/26/2019 7:02 PM
73	free stadium use for school students	8/26/2019 7:02 PM
74	free use for stadium	8/26/2019 7:02 PM
75	resurface the netball courts	8/26/2019 7:02 PM
76	Grand stand installed at bob aldridge	8/26/2019 7:02 PM
77	upgrade the Temora tennis courts	8/26/2019 7:02 PM
78	a flip out	8/26/2019 7:02 PM
79	stadium because free for school students	8/26/2019 7:02 PM
80	An Arcade.	8/26/2019 7:02 PM
81	improve lake path/track.	8/26/2019 7:01 PM
82	flip out	8/26/2019 7:01 PM
83	aria park skate park	8/26/2019 7:01 PM
84	Arcade where target was	8/26/2019 7:01 PM
85	laser tag, bowling, zoo	8/26/2019 7:01 PM
86	Arcade were Target was	8/26/2019 7:01 PM
87	redo old cricket nets	8/26/2019 7:00 PM
88	some where to play (also rent) laser tag	8/26/2019 7:00 PM
89	Grand stand at Nixon Park	8/26/2019 6:59 PM
90	Outdoor Theater for family movie nights	8/26/2019 6:53 AM
91	Offer free use of the stadium to local schools.	8/25/2019 8:50 PM
92	All projects	8/23/2019 10:15 PM
93	Fishing platform at the lake, similar to the one installed at Forbes	8/23/2019 6:19 PM
94	Finish replacing signs on Shire boundaries. Put more cabins at Airport Caravan Park.	8/22/2019 7:08 AM
95	Would like to see the Grey St Pinnacle House to get a bus just for them as they would use it every day	8/22/2019 4:00 AM
96	I would love to see the special needs young people at Pinnacle house get a vechile ( bus ) that can transport them so they can attend community and activities together	8/22/2019 3:31 AM
97	I would love to see the special needs young people at Pinnacle house get a vehicle ( bus ) that can transport them all at once so they can attend community together	8/22/2019 3:27 AM
98	The upgrades to the Temora Girl Guide Hall in Baker Street that were outlined in the first My Community Project Grant	8/22/2019 2:20 AM
99	a small bus for Pinnacle House	8/22/2019 1:22 AM

## Stronger Country Communities Fund Round 3 Community Consultation

SurveyMonkey

100	footpath for Crowley st. from Victoria st to Loftus st	8/22/2019 12:50 AM
101	Transferring the dog park to lake side (with fencing to contain smaller dogs) so owners can enjoy the view of the lake at the same time.	8/22/2019 12:31 AM
102	Nixon Park 3 investigated	8/21/2019 9:58 PM
103	Upgrade entrance to Recreation Centre	8/21/2019 9:51 PM
104	Install soft fall play surface at the Aria Park Pre School park	8/21/2019 9:41 PM
105	The area on the corner of Camp & Victoria Sts redeveloped to provide a rest area, clean up of Railway land.	8/21/2019 9:37 PM
106	Rear parking at heated pool safety fence around play equipment at Nixon Park..urgent Upgrade taxi rank streetscape	8/21/2019 9:34 PM
107	Parking at rear of pool	8/21/2019 9:24 PM
108	More footpaths	8/21/2019 9:19 PM
109	Round a bout near iga	8/21/2019 6:49 PM
110	Improved access from Airport Street cycleway across the railway line and Barmedman Road to the lake centenary cycleway Public toilets in or close to Callaghan Park, Lions Park or Father Hannan Oval Upgrade to the Nixon Park Rugby League field playing surface to help prevent wet weather closures	8/21/2019 7:40 AM
111	More caravan parking within walking distance to main shops and Paleface park.	8/21/2019 12:42 AM
112	Nothing else comes to mind - Most community facilities are now high quality	8/21/2019 12:06 AM
113	Get trucks out of the main street	8/17/2019 7:05 AM
114	Consider a bike skills / jump park for kids	8/15/2019 4:49 PM
115	Bowral has Tulip time, Oberon the Daffodil festival, Goulburn Lilac Time. Aria Park has its peppercorns. Perhaps we could plant more flowering plans in our parks.	8/15/2019 10:19 AM
116	Play equipment at the airport caravan park	8/15/2019 6:43 AM
117	Upgrade outdated change rooms,kiosk at Aria Park Swimming Pool	8/15/2019 6:40 AM
118	New change rooms and kiosk at the Aria Park swimming pool Wet deck at the pool as well Add a 3 m run off area to the single netball court at Aria Park Recreation Ground to comply with Netball NSW regulations	8/15/2019 6:30 AM
119	Install Exercise equipment in Aria Park	8/14/2019 5:57 PM
120	The play equipment next to netball courts in Aria Park A dump point for caravans in Aria Park	8/14/2019 5:51 PM
121	Make the Temora pool 50m and at least 7 lanes wide. Remove current broken and dangerous diving board (at Temora pool) and replace with a new safe one. Fix up the pavement around the Temora pool and add correct danger signage.	8/14/2019 5:49 PM
122	Reopen old Target Store as a Country Target!! That sells clothing/Toys/homewares etc. ASAP if you want this town to survive.	8/14/2019 3:14 PM
123	Data Projector and Screen for Movies at the Aria Park Memorial Hall	8/14/2019 8:57 AM
124	Dump point for Aria Park Truck route around Temora	8/14/2019 8:32 AM
125	Provide funding to maintain the Aria Park Heritage Main Street and shops so they can be opened. Run an Eat Street Event in Aria or Temora similar to what runs in Brisbane.	8/14/2019 6:49 AM
126	Add bmx or mountain bike track to encourage kids to be more active and keep fit. Bmx or mountain bike track with jumps and a medium level difficulty riding track would give temora youth a reason to be active outside. There is plenty of wasted land around town. Across from netball park toward old Coota rd. Bush land park up near deutcher st, back of show ground. Would be great to be able to ride with the kids on a decent track.	8/14/2019 6:47 AM
127	Additional upgrades to Aria Park mainstreet and street footpaths	8/14/2019 5:03 AM
128	Upgrade Aria park swimming pool canteen and both male and female toilets/change rooms and storage facilities	8/14/2019 4:38 AM



## Stronger Country Communities Fund Round 3 Community Consultation

SurveyMonkey

129	Appropriate markers in the main 2 blocks of the Main Street to cater for visually impaired people - Braille markers where needed - in consultation with proper Visual impaired support groups	8/14/2019 3:54 AM
130	Up grade street lighting in Aria Park	8/14/2019 3:33 AM
131	More kerb and gutters in Aria Park.	8/14/2019 2:59 AM
132	Update the entrance to Aria Park on the highway maybe some lights and a fresh garden	8/14/2019 2:55 AM
133	dump site for caravans and r/vs in Aria Park	8/14/2019 1:48 AM
134	Definitely facilities in your smaller communities like Aria Park! Especially for our kids - pool, parks, playgrounds, sports/rec facilities etc. The community is thriving, there are so many young families, and the preschool is full. Please spend some money on Aria Park!	8/14/2019 1:20 AM
135	Lights into Aria park entry & burley griffen way.	8/14/2019 1:10 AM
136	Installing soft fall at the pre school Park in Aria Park.	8/14/2019 1:03 AM
137	New equipment for little kids aged under 5 and fixing for road/parking in Aria Park recreation ground. Around the oval and sporting courts.	8/14/2019 12:52 AM
138	A skate park upgrade would be an amazing gift to the Aria Park Community. The Skate Park is currently used every single day, and is always popular when there are sporting events in the town. Children from other towns bring their scooters to use it and farming families often pack the kids up for a play in town when the kids are bored. It is also utilised by the many families that come and stay at the recreation grounds.	8/14/2019 12:20 AM
139	New playground at Aria Park or upgraded playground with swings	8/14/2019 12:16 AM
140	I would love to see a fenced children's bicycle track. With speed bumps, roundabouts, street signs, lanes, a bridge etc. We used to have these in Queensland and some brilliant adventure parks too. There's also a great adventure park (St kilda) with slides for the whole family to enjoy in South Australia. Always heaps of people using these facilities and would also attract locals and many visitors to the area. Maybe look at something like that.	8/14/2019 12:08 AM
141	Put intersection lighting on the Aria Park exit from Burly Griffin Way.	8/14/2019 12:07 AM
142	Games arcade for youth.	8/13/2019 8:28 PM
143	Youth area at the local library New play equipment at the lake centenary play area	8/13/2019 8:20 PM
144	new play equipment at Lake Centenary upgrade public toilets at Pale Face Park Kids TV / Movie room at the library teenagers rec room library	8/13/2019 4:28 AM
145	A youth fitness centre for under 18 years offering a variety of gym classes catering to youth by qualified trainers	8/12/2019 7:03 PM
146	Painting camp street silos to join the silo trail Redevelop federal park with shade areas and a music park A better spot for the dog park would be the tree area across the road on the southern side of federal park making the whole area into a tourist draw card you would be able to see painted silos from there as well	8/11/2019 3:39 AM
147	Restore Sproules lagoon landscape and Aboriginal area which has been damaged by recreational vehicles	8/11/2019 1:54 AM
148	Golf driving range	8/11/2019 1:42 AM
149	Please consider the children when deciding where to spend your constituents money. There isn't much in the way of entertainment in Temora.	8/9/2019 3:59 AM
150	Safe walking path to putt putt golf area	8/9/2019 3:53 AM
151	Safer school pick up and drop off areas. Especially around the town hall. More parking needs to be available.	8/9/2019 2:54 AM
152	Provide more public toilets ion the central business area, and ensure they have clear signage.	8/9/2019 2:13 AM
153	New ground fencing, goal/ball stop guards and netting at the Temora United Soccer Club, as well as a grant toward the installation of a playground in the unused space to the left of the building	8/9/2019 12:27 AM
154	Update play equipment in other parks as well.	8/8/2019 7:54 PM
155	Digitisation of Rural Museum & Library family history records.	8/7/2019 4:13 PM

## Stronger Country Communities Fund Round 3 Community Consultation

SurveyMonkey

156	Softfall for playground at ariah park sports ground	8/7/2019 8:40 AM
157	A splash park in Paleface Park ( Hoskins St) . With the public toilets, parking, shade all ready there . It is the perfect attraction for those hot days. Visitors could stop and relax and locals would love it . It would create an amazing attraction and atmosphere	8/7/2019 8:00 AM
158	Upgrade of Temora Guide hall facilities.	8/7/2019 3:38 AM
159	1 / From the top of the main road turning into Coolamon Street Ariah Park needs some action. Apart from a few signs turning into Coolamon Street the start of A/P looks like a dreary tragedy, unkept, uninviting and unappealing. It needs a total makeover with some landscaping on either side of the road and some sort of entrance on either side as well, perhaps some brick work as in the appearance of the start of a fence that doesn't go anywhere. Have a look at how some rural properties do it or the gated communities. Lighting is a huge issue especially at night. Some solar lighting would be ideal and beneficial. Let the people know we care about our pretty heritage village and we have something to offer further down Coolamon Street. That old Ariah Park sign with the population on it needs to be addressed as well, it's shabby, not chic.	8/7/2019 12:23 AM
160	Flights to Brisbane and Sydney once a week	8/6/2019 11:15 PM

**14 ADMINISTRATION AND FINANCE****14.1 FEES & CHARGES 2019/2020**

**File Number:** REP19/1007  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT**

The 2019/2020 Fees and Charges were adopted at the June 2019 Council meeting.

Following the refurbishment of the Temora Memorial Town Hall the following changes need changed on the hire rates.

Description of Services	2018-2019 Fee per unit (Excluding GST)	2019-2020 Fee per unit (Excluding GST)	GST Applicable Yes/No	10%	2019-2020 Fee per Unit (Inclusive of GST)
Entire Facility – 8 hours (Excluding bar/kitchen)	\$250.00	\$318.18 <del>\$254.55</del>	Yes		\$350.00 <del>\$280.00</del>
Foyer per hour	\$15.00	\$31.82 <del>\$50.00</del>	Yes		\$35.00 <del>\$55.00</del>

Under Aerodrome Recreational

For the Airport Landowner – Airport Maintenance Fee per lot per annum should include reference to the Council resolution which states it is Airside Maintenance Fee. (February 2019 Resolution 48/2019)

So it should read in the Fees & Charges the following.

*For the Airport Landowner – Airside Maintenance Fee per lot per annum.*

**RESOLUTION 331/2019**

Moved: Cr Max Oliver  
 Seconded: Cr Kenneth Smith

It was resolved that Council adopts the change in the 2019/2020 Fees & Charges.








AND FURTHER

That the Airport User Fees policy be altered to reflect the change to 'Airside Maintenance Fee'

**CARRIED**

***Report by Steve Firth***

**14.2 FINANCIAL STATEMENTS 2019 - AUTHORISE TO ISSUE DATE****File Number:** REP19/1117**Author:** Executive Assistant**Authoriser:** General Manager

- Attachments:**
1. **Statement by Councillors & Management** [↓](#) 
  2. **Statement by Councillors & Management - Special Purpose** [↓](#) 
  3. **Income Statement** [↓](#) 
  4. **Statement of Comprehensive Income** [↓](#) 
  5. **Statement of Financial Position** [↓](#) 
  6. **Statement of Changes in Equity** [↓](#) 
  7. **Statement of Cash Flows** [↓](#) 

**REPORT**

In accordance with changes to accounting standards, specifically AASB110 Events after the Balance Sheet Date, Council is required to authorise the year end accounts for issue. Until this date, Council has the power to amend and reissue the financial report in cases where critical information is received from public submissions or where the DLG directs Council to amend the report. The financial report will not reflect events after the authorised for issue date.

**RESOLUTION 332/2019**

Moved: Cr Graham Sinclair

Seconded: Cr Lindy Reinhold

It was resolved that Council resolved to delegate the General Manager to authorise the year End Accounts for issue upon receipt of the audit report.

**CARRIED*****Report by Elizabeth Smith***

## Temora Shire Council

### General Purpose Financial Statements

for the year ended 30 June 2019

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Statement by Councillors and Management made pursuant to Section 413(2)(c) of the Local Government Act 1993 (NSW) (as amended)

**The attached General Purpose Financial Statements have been prepared in accordance with:**

- the *Local Government Act 1993* (NSW) (as amended) and the regulations made thereunder,
- the Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board
- the *Local Government Code of Accounting Practice and Financial Reporting*.

**To the best of our knowledge and belief, these statements:**

- present fairly the Council's operating result and financial position for the year
- accord with Council's accounting and other records.

**We are not aware of any matter that would render these statements false or misleading in any way.**

**Signed in accordance with a resolution of Council made on 19 September 2019.**

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Rick Firman  
**Mayor**  
19 September 2019

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Graham Sinclair  
**Councillor**  
19 September 2019

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Gary Lavelle  
**General Manager**  
19 September 2019

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Steve Firth  
**Responsible Accounting Officer**  
19 September 2019

## Temora Shire Council

### Special Purpose Financial Statements

for the year ended 30 June 2019

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#### Statement by Councillors and Management made pursuant to the Local Government Code of Accounting Practice and Financial Reporting

The attached Special Purpose Financial Statements have been prepared in accordance with:

- the NSW Government Policy Statement '*Application of National Competition Policy to Local Government*';
- the Division of Local Government Guidelines '*Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality*';
- the Local Government Code of Accounting Practice and Financial Reporting;
- the NSW Office of Water Best-Practice Management of Water and Sewerage Guidelines.

To the best of our knowledge and belief, these statements:

- present fairly the operating result and financial position for each of Council's declared business activities for the year, and
- accord with Council's accounting and other records.
- present overhead reallocation charges to the water and sewerage businesses as fair and reasonable.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 19 September 2019.

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Rick Firman  
Mayor  
19 September 2019

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Graham Sinclair  
Councillor  
19 September 2019

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Gary Lavelle  
General Manager  
19 September 2019

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Steve Firth  
Responsible Accounting Officer  
19 September 2019

## Temora Shire Council

## Income Statement

for the year ended 30 June 2019

Original unaudited budget 2019	\$ '000	Notes	Actual 2019	Actual 2018 <sup>1</sup>
<b>Income from continuing operations</b>				
<u>Revenue:</u>				
5,382	Rates and annual charges	3a	5,415	5,236
7,851	User charges and fees	3b	6,922	6,325
136	Interest and investment revenue	3c	244	194
845	Other revenues	3d	1,083	1,044
6,587	Grants and contributions provided for operating purposes	3e, 3f	7,677	9,197
3,241	Grants and contributions provided for capital purposes	3e, 3f	3,275	3,438
<u>Other income:</u>				
–	Net gains from the disposal of assets	5	–	157
–	Net share of interests in joint ventures and associates using the equity method	17	10	7
24,042	<b>Total income from continuing operations</b>		24,626	25,598
<b>Expenses from continuing operations</b>				
6,711	Employee benefits and on-costs	4a	8,531	7,542
67	Borrowing costs	4b	64	23
6,610	Materials and contracts	4c	5,426	6,277
4,707	Depreciation and amortisation	4d	5,081	4,260
2,633	Other expenses	4e	2,375	2,199
15	Net losses from the disposal of assets	5	45	–
20,743	<b>Total expenses from continuing operations</b>		21,522	20,301
3,299	<b>Operating result from continuing operations</b>		3,104	5,297
3,299	<b>Net operating result for the year</b>		3,104	5,297
3,299	Net operating result attributable to council		3,104	5,297
58	<b>Net operating result for the year before grants and contributions provided for capital purposes</b>		(171)	1,859

<sup>(1)</sup> The Council has not restated comparatives when initially applying AASB 9. The comparative information has been prepared under AASB 139 *Financial Instruments: Recognition and Measurement*

The above Income Statement should be read in conjunction with the accompanying notes.

## Temora Shire Council

## Statement of Comprehensive Income

for the year ended 30 June 2019

\$ '000	Notes	2019	2018 <sup>1</sup>
<b>Net operating result for the year (as per Income Statement)</b>		<b>3,104</b>	<b>5,297</b>
<b>Other comprehensive income:</b>			
Amounts which will not be reclassified subsequently to the operating result			
Gain (loss) on revaluation of IPP&E	10(a)	163	(2,598)
Impairment (loss) reversal relating to IPP&E	10(a)	1,496	770
Other comprehensive income – joint ventures and associates	17b	(1)	179
<b>Total items which will not be reclassified subsequently to the operating result</b>		<b>1,658</b>	<b>(1,649)</b>
Amounts which will be reclassified subsequently to the operating result when specific conditions are met			
Other movements		–	57
<b>Total items which will be reclassified subsequently to the operating result when specific conditions are met</b>		<b>–</b>	<b>57</b>
<b>Total other comprehensive income for the year</b>		<b>1,658</b>	<b>(1,592)</b>
<b>Total comprehensive income for the year</b>		<b>4,762</b>	<b>3,705</b>
Total comprehensive income attributable to Council		4,762	3,705

<sup>(1)</sup> The Council has not restated comparatives when initially applying AASB 9. The comparative information has been prepared under AASB 139 *Financial Instruments: Recognition and Measurement*

The above Statement of Comprehensive Income should be read in conjunction with the accompanying notes.



## Temora Shire Council

## Statement of Financial Position

as at 30 June 2019

\$ '000	Notes	2019	2018 <sup>1</sup>
<b>ASSETS</b>			
<b>Current assets</b>			
Cash and cash equivalent assets	6(a)	972	1,210
Investments	6(b)	8,708	6,639
Receivables	7	3,117	3,573
Inventories	8a	1,828	1,463
Other	8b	64	145
<b>Total current assets</b>		<u>14,689</u>	<u>13,030</u>
<b>Non-current assets</b>			
Receivables	7	5	18
Infrastructure, property, plant and equipment	10(a)	208,887	204,579
Investments accounted for using the equity method	17	195	186
<b>Total non-current assets</b>		<u>209,087</u>	<u>204,783</u>
<b>TOTAL ASSETS</b>		<u>223,776</u>	<u>217,813</u>
<b>LIABILITIES</b>			
<b>Current liabilities</b>			
Payables	13	1,701	1,989
Income received in advance	13	306	474
Borrowings	13	229	313
Provisions	14	4,219	4,116
<b>Total current liabilities</b>		<u>6,455</u>	<u>6,892</u>
<b>Non-current liabilities</b>			
Payables	13	1	1
Borrowings	13	1,605	-
Provisions	14	61	28
<b>Total non-current liabilities</b>		<u>1,667</u>	<u>29</u>
<b>TOTAL LIABILITIES</b>		<u>8,122</u>	<u>6,921</u>
<b>Net assets</b>		<u>215,654</u>	<u>210,892</u>
<b>EQUITY</b>			
Accumulated surplus	15a	89,346	86,243
Revaluation reserves	15a	126,308	124,649
<b>Council equity interest</b>		<u>215,654</u>	<u>210,892</u>
<b>Total equity</b>		<u>215,654</u>	<u>210,892</u>

(1) The Council has not restated comparatives when initially applying AASB 9. The comparative information has been prepared under AASB 139 *Financial Instruments: Recognition and Measurement*

The above Statement of Financial Position should be read in conjunction with the accompanying notes.

## Temora Shire Council Statement of Changes in Equity for the year ended 30 June 2019

\$ '000	2019			2018 <sup>1</sup>		
	Accumulated surplus	IPP&E revaluation reserve	Total equity	Accumulated surplus	IPP&E revaluation reserve	Total equity
Opening balance	86,243	124,649	210,892	78,820	126,477	205,297
Correction of prior period errors	-	-	-	1,890	-	1,890
<b>Restated opening balance</b>	<b>86,243</b>	<b>124,649</b>	<b>210,892</b>	<b>80,710</b>	<b>126,477</b>	<b>207,187</b>
Net operating result for the year	3,104	-	3,104	5,297	-	5,297
<b>Restated net operating result for the period</b>	<b>3,104</b>	<b>-</b>	<b>3,104</b>	<b>5,297</b>	<b>-</b>	<b>5,297</b>
<b>Other comprehensive income</b>						
- Gain (loss) on revaluation of IPP&E	-	163	163	-	(2,598)	(2,598)
- Impairment (loss) reversal relating to IPP&E	-	1,496	1,496	-	770	770
- Joint ventures and associates	(1)	-	(1)	179	-	179
- Other reserves movements	-	-	-	57	-	57
<b>Other comprehensive income</b>	<b>(1)</b>	<b>1,659</b>	<b>1,658</b>	<b>236</b>	<b>(1,828)</b>	<b>(1,592)</b>
<b>Total comprehensive income</b>	<b>3,103</b>	<b>1,659</b>	<b>4,762</b>	<b>5,533</b>	<b>(1,828)</b>	<b>3,705</b>
<b>Equity – balance at end of the reporting period</b>	<b>89,346</b>	<b>126,308</b>	<b>215,654</b>	<b>86,243</b>	<b>124,649</b>	<b>210,892</b>

(1) The Council has not restated comparatives when initially applying AASB 9. The comparative information has been prepared under AASB 139 *Financial Instruments: Recognition and Measurement*

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

## Temora Shire Council

## Statement of Cash Flows

for the year ended 30 June 2019

Original unaudited budget 2019	\$ '000	Notes	Actual 2019	Actual 2018
<b>Cash flows from operating activities</b>				
<u>Receipts</u>				
5,375	Rates and annual charges		5,386	5,130
7,482	User charges and fees		7,449	6,549
151	Investment and interest revenue received		212	183
9,687	Grants and contributions		11,237	11,414
–	Bonds, deposits and retention amounts received		5	–
696	Other		1,315	1,180
<u>Payments</u>				
(6,702)	Employee benefits and on-costs		(8,260)	(7,367)
(6,311)	Materials and contracts		(6,475)	(6,712)
(74)	Borrowing costs		(56)	(27)
–	Bonds, deposits and retention amounts refunded		–	(5)
(2,631)	Other		(2,640)	(2,419)
<u>7,673</u>	<b>Net cash provided (or used in) operating activities</b>	16b	<u>8,173</u>	<u>7,926</u>
<b>Cash flows from investing activities</b>				
<u>Receipts</u>				
1,961	Sale of investment securities		2,011	3,041
–	Sale of real estate assets		420	280
–	Sale of infrastructure, property, plant and equipment		424	376
8	Deferred debtors receipts		16	20
<u>Payments</u>				
(1,000)	Purchase of investment securities		(4,080)	(3,030)
(9,075)	Purchase of infrastructure, property, plant and equipment		(8,301)	(7,492)
(90)	Purchase of real estate assets		(422)	(1,071)
<u>(8,196)</u>	<b>Net cash provided (or used in) investing activities</b>		<u>(9,932)</u>	<u>(7,876)</u>
<b>Cash flows from financing activities</b>				
<u>Receipts</u>				
–	Proceeds from borrowings and advances		2,001	–
<u>Payments</u>				
(537)	Repayment of borrowings and advances		(480)	(295)
<u>(537)</u>	<b>Net cash flow provided (used in) financing activities</b>		<u>1,521</u>	<u>(295)</u>
<u>(1,060)</u>	<b>Net increase/(decrease) in cash and cash equivalents</b>		<u>(238)</u>	<u>(245)</u>
1,514	Plus: cash and cash equivalents – beginning of year	16a	1,210	1,455
<u>454</u>	<b>Cash and cash equivalents – end of the year</b>	16a	<u>972</u>	<u>1,210</u>
Additional Information:				
5,689	plus: Investments on hand – end of year	6(b)	8,708	6,639
<u>6,143</u>	<b>Total cash, cash equivalents and investments</b>		<u>9,680</u>	<u>7,849</u>

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.

**14.3 G24 - PASSWORD PROTECTION POLICY DRAFT****File Number:** REP19/1035**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Password Protection Policy  **REPORT**

Attached is a new Password Protection Policy for the use of Councils computers.

This policy was a recommendation of the NSW Audit Office.

**RESOLUTION 333/2019**

Moved: Cr Dennis Sleigh

Seconded: Cr Kenneth Smith

It was resolved that Council adopts the draft G24 – Password Protection Policy.

**CARRIED**

*Report by Steve Firth*

Function: Governance

Temora Shire Council

Policy Number: G24

# TEMORA SHIRE COUNCIL



**TEMORA**  
*The Friendly Shire*

## Password Protection Policy

**DRAFT**

Revision Number: 1  
File Name: Password Protection Policy

Revision Date: August 2019  
Page Number: 1

Function: Governance

Temora Shire Council

Policy Number: G24

**Review Details**

**ABOUT THIS RELEASE**

**DOCUMENT NAME:** Password Protection Policy  
**CODE NUMBER:** G24  
**AUTHOR:** Temora Shire Council  
**ENDORSEMENT DATE:** August 2019

**REVIEW**

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement
August 2019	New Policy	1		

**PLANNED REVIEW**

Planned Review Date	Revision Description		Review by

Revision Number: 1  
 File Name: Password Protection Policy

Revision Date: August 2019  
 Page Number: 2

Function: Governance

Temora Shire Council

Policy Number: G24

## 1. Overview

Passwords are an important aspect of computer security. A poorly chosen password may result in unauthorized access and/or exploitation of our resources. All staff, including contractors and vendors with access to Temora Shire Council systems, are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

## 2. Purpose

The purpose of this policy is to establish a standard for creation of strong passwords and the protection of those passwords.

## 3. Scope

The scope of this policy includes all personnel who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides any Temora Shire Council facility, has access to the Temora Shire Council network, or stores any non-public Temora Shire Council information.

## 4. Policy

### 4.1 Password Creation

- 4.1.1 All user-level and system-level passwords must conform to the Password Rules.
- 4.1.2 Passwords may not contain the user's Name or username
- 4.1.3 Between 8 and 128 characters long
- 4.1.4 Use at least 3 of the following types of characters: (a) uppercase letters, (b) lowercase letters, (c) numbers, and/or (d) special characters (punctuation marks)

### 4.2 Password Change

- 4.2.1 Passwords should be changed only when there is reason to believe a password has been compromised.
- 4.2.2 Password cracking or guessing may be performed on a periodic or random basis by the IT Team or its delegates. If a password is guessed or cracked during one of these scans, the user will be required to change it to be in compliance with the Password Rules in Clause 4.1.
- 4.2.3 Simultaneously press Ctrl-Alt-Delete keys
- 4.2.4 You should see an option to change your password. Click that and follow the prompts.

Revision Number: 1  
File Name: Password Protection Policy

Revision Date: August 2019  
Page Number: 3

Function: Governance

Temora Shire Council

Policy Number: G24

#### 4.3 Password Protection

- 4.3.1 Passwords must not be shared with anyone, including supervisors and Co-workers. All passwords are to be treated as sensitive, Confidential Temora Shire Council information.
- 4.3.2 Passwords must not be inserted into email messages, or other forms of electronic communication, nor revealed over the phone to anyone.
- 4.3.3 Passwords may be stored only in "password managers" authorised by the organisation.
- 4.3.4 Do not use the "Remember Password" feature of applications (for example, web browsers).
- 4.3.5 Any user suspecting that his/her password may have been compromised must report the incident and change all passwords.

#### 4.4 Application Development

Application developers must ensure that their programs contain the following security precautions:

- 4.4.1 Applications must support authentication of individual users, not groups.
- 4.4.2 Applications must not store passwords in clear text or in any easily reversible form.
- 4.4.3 Applications must not transmit passwords in clear text over the network.
- 4.4.4 Applications must provide for some sort of role management, such that one user can take over the functions of another without having to know the other's password.

#### 4.5 Multi-Factor Authentication

- 4.5.1 Multi-factor authentication is highly encouraged and should be used whenever possible, not only for work related accounts but personal accounts also.

### 5. Policy Compliance

#### 5.1 Compliance Measurement

The IT team will verify compliance to this policy through various methods, including but not limited to, periodic walk-thru, business tool reports, internal and external audits, and feedback to the policy owner.

#### 5.2 Exceptions

Any exception to the policy must be approved by the IT team in advance.

#### 5.3 Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Revision Number: 1  
File Name: Password Protection Policy

Revision Date: August 2019  
Page Number: 4



*Function: Governance*

*Temora Shire Council*

*Policy Number: G24*

**6. Related Standards, Policies and Processes**

Password Construction Guidelines.

DRAFT

*Revision Number: 1*  
*File Name: Password Protection Policy*

*Revision Date: August 2019*  
*Page Number: 5*

**14.4 OFFICE CLOSURE 2019**

**File Number:** REP19/1037  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT**

Christmas and Boxing Day holidays fall on Wednesday & Thursday this year. The Service NSW office will be closed on Friday 27 December 2019 for their picnic day and New Year's Day falls on Wednesday 1 January 2020.

It is proposed that for the period 27 December 2019 to 31 December 2019 inclusive, the Shire Office be closed.

All emergency personnel will be available and on call if required and normal waste management operations will be in operation.

In addition it should be noted that all indoor staff work many hours of unpaid overtime each year and, I believe that the closure of the office at this time would go some way towards compensating them for their efforts.

It should also be noted that the majority of RMS agencies & Council offices in the region close for this period.

NOTE: Council closed the office for a similar period over the last five years and received no complaints.

**RESOLUTION 334/2019**

Moved: Cr Dennis Sleight  
Seconded: Cr Dale Wiencke

It was resolved that Council approves the closure of the office for the 2019 Christmas New Year period.

**CARRIED**

*Report by Steve Firth*

**15 CORRESPONDENCE****15.1 ARIAH PARK COMMUNITY PROJECTS - SECOND GLANCE OP SHOP ARIAH PARK RATE REDUCTION 2019/2020****File Number:** REP19/1044**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. **Second Glance Op Shop**  **REPORT**

Ariah Park Community Projects is applying for a rate rebate for the Second Glance Op Shop Ariah Park Shop 75-77 Coolamon Street, Ariah Park for the 2019/2020 rates.

This year's 25% donation would equal \$68.78.

Note: 25% of the general rates were given in 2018-2019 to the amount of \$67.02.

Cr Nigel Judd declared a pecuniary interest in relation to item REP19/1044 , due to being a member of the Committee.

Cr Nigel Judd left the room at 6.15PM and took no further part in the discussion.

**RESOLUTION 335/2019**

Moved: Cr Kenneth Smith

Seconded: Cr Lindy Reinhold

It was resolved that Council gives a 25% donation to the Ariah Park Community Projects Second Glance Op Shop to the value of \$68.78.

**CARRIED**

Cr Judd returned to the meeting at 6:16PM.



## Ariah Park Community Projects Inc Heritage Committee

C/-"Orroroo  
222 Mirrool Road  
ARIAH PARK NSW 2665  
19<sup>th</sup> August 2019

The General Manager  
Temora Shire Council  
TEMORA NSW 2665

Dear Sir,

Re: Assessment 4442 For Second Glance Op-Shop and Museum

The Ariah Park Community Projects Heritage Committee would like to apply for assistance with the rates assessed at \$514.30 for 75-77 Coolamon Street, Ariah Park. This is the premises where we operate the Second Glance Op-Shop and Echoes of Ariah Park Museum.

These organisations are all run on a voluntary basis.

We have appreciated Temora Shire Councils assistance in the past, and hope the council will be able to assist again

Yours Sincerely

A handwritten signature in blue ink, appearing to read "Lindsay Bromfield".

Mr Lindsay Bromfield  
President

BSB 032763  
Acct 117342

**15.2 TEMORA SENIOR CITIZENS - RATES 2019/2020****File Number:** REP19/1070**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Senior Citizens [↓](#) **REPORT**

Temora Senior Citizens is requesting a reduction in their general rates for 2019/2020.

The Senior Citizens general rates for 2019/2020 are \$2101.40. The donation will be \$525.35.

The Council budget provides for this donation.

**RESOLUTION 336/2019**

Moved: Cr Dale Wiencke

Seconded: Cr Dennis Sleigh

It was resolved that Council donates 25% of the general rates for 2019/2020 to the Temora Senior Citizens to the value of \$525.35.

**CARRIED**



## TEMORA SENIOR CITIZENS GROUP

124 DeBoos Street

TEMORA NSW 2666

1<sup>st</sup> June 2019

The General Manager

Temora Shire Council

Loftus Street

TEMORA NSW 2666

Dear Sir ,

My Committee respectfully asks Council to grant us a rate reduction for the year 2019 / 2020 and be approved to pay our rates on a quarterly basis .

We thank Council for its past and continuing support .

Yours sincerely

Linda Cartwright , Secretary

A handwritten signature in blue ink that reads "Linda J. Cartwright".

**15.3 TEMORA BASKETBALL - FEE WAIVER****File Number:** REP19/1084**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Temora Basketball Association  **REPORT**

Temora Basketball Association is requesting Council to consider waiving the fees for the hire of the Temora Recreation Centre basketball courts for an upcoming Basketball Gala Day on either 2 or 3 November 2019.

The cost for the hire of the courts would be \$340.00 for both courts.

**RESOLUTION 337/2019**

Moved: Cr Graham Sinclair

Seconded: Cr Max Oliver

It was resolved that Council waives the fees for the hire of the basketball courts for the Temora Basketball Association in November 2019 to the value of \$340.00

AND FURTHER

That the centre is left in a clean and tidy state otherwise a fee will apply for cleaning.

**CARRIED**



PO BOX 249  
TEMORA NSW  
2666 AUSTRALIA

06/09/2019

Temora Shire Council  
105 Loftus Street  
Temora NSW 2666

Attention: General Manager

Subject: Waiver of Court Fees for Recreation Centre

Dear Mr Gary Lavelle

The Temora Basketball Association would like to apply for a waiver of court fees for the rental of the Temora Recreation Centre for their upcoming Basketball Gala Day. The dates of the gala day are yet to be confirmed, but we are looking at either 2 or 3 November 2019 (we have confirmed both dates are available with council staff).

Junee Basketball Association has invited our junior Temora Basketball players to participate in their gala day along with other towns on the 21 September 2019 with zero nomination fee per team as they do not incur fees for their stadium. Temora will be sending almost 50 junior basketballers aged between 5-13years to support this Gala Day in Junee, which shows how strong basketball has become in Temora once again.

The Temora Basketball Association would like to in return host our own gala day, inviting the nearby towns of Junee, Cootamundra and Wagga to participate at this event. In order to reciprocate and allow teams to attend without nomination fees, the Temora Basketball Association requests that court fees be waived in support of this event.

If you require any further information about this upcoming event please do not hesitate to contact the undersigned on 0428 872027 or email [Kirstin.bett@hotmail.com](mailto:Kirstin.bett@hotmail.com)

Yours sincerely



A handwritten signature in black ink, appearing to read "Kirstin Bett". The signature is fluid and cursive, written in a professional style.

Kirstin Bett  
**Temora Basketball Association**  
**Secretary**

ABN 71 703 023 967



**15.4 ROTARY CLUB OF TEMORA - FEES TOWN HALL FOYER**

**File Number:** REP19/1113  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** 1. Temora Rotary  

**REPORT**

Rotary Club of Temora will be holding two events on the 30 September 2019 and 11 November 2019 in the Foyer area of the Temora Memorial Town Hall and request the fees be waived for these events.

The cost for the hire of the foyer is \$35.00 per hour.

Cr Nigel Judd declared a pecuniary interest in relation to item REP19/1113, due to being President of Temora Rotary Club.

Cr Nigel Judd left the room at 6.21PM and took no further part in the discussion.

**RESOLUTION 338/2019**

Moved: Cr Max Oliver  
Seconded: Cr Lindy Reinhold

It was resolved that Council donates the fees back to the Temora Rotary Club for the hire of the foyer

AND FURTHER

That the centre is left in a clean and tidy state otherwise a cleaning fee will apply.

**CARRIED**

Cr Judd returned to the meeting at 6:23PM



## The ROTARY CLUB of TEMORA Inc.

ABN 54542 395135  
No. 6960, DISTRICT 9700  
NEW SOUTH WALES, AUSTRALIA  
"SERVICE ABOVE SELF"

P.O. Box 129  
Temora. 2666

The General Manager,  
Temora Shire Council,  
Loftus Street,  
Temora. 2666

Dear Gary,

### Foyer Fees for Town Hall

The Rotary Club of Temora is holding two functions in the coming weeks which will require use of the Foyer area of the Town Hall and use of the Theatre for two film evenings.

The first function will be held in the evening of 30th September, 2019. This function is in support of the Rotary Foundation and will be the screening of the film "Ride Like A Girl". This is the story of Michelle Payne the first female jockey to win the Melbourne Cup a few years ago. It is expected that the theatre will be filled to capacity.


The second function will be held in the evening of 11<sup>th</sup> November, 2019. This function will be in support of a Dementia program that our club is undertaking this year. This program is called "Headphones for Dementia" in which headphones are supplied to people suffering from dementia to be able them to listen to music that they can relate to which has seen remarkable changes to their behaviour and well being. The film to be screened has been produced by Frank Lowey and is about the care and attention required for people suffering from dementia being cared for by loved ones at home. Frank is currently caring for his wife at home.

On behalf of the Rotary Club of Temora I would request Council to consider waiving the Foyer fees for both these occasions in support of these worthwhile and important programs. The bookings have already been made.



We commend the Council on the initiative shown in the refurbishment of the Town Hall. Our club will also be hosting the final District 9700 Conference in March next year and the Town Hall will be the focal point for this conference.

We look forward to Council's favourable response.

Yours faithfully,

  
Stephen Cooke  
Acting Secretary

**15.5 EVENT APPLICATION - TBEG CHRISTMAS FAIR 2019**

**File Number:** REP19/1116  
**Author:** Secretary Engineering  
**Authoriser:** General Manager  
**Attachments:** 1. TBEG Letter  

TBEG has lodged an event application to hold their annual Christmas Fair on Friday 13<sup>th</sup> December, 2019. They are requesting:

- Use of the Paleface Park & Power
- Supply, erect and remove Mobile Stage
- Traffic management for the closure of Loftus Street (between Little Hoskins and Little Baker Streets, with through traffic open to Hoskins Street) from 2.00pm until 10.00pm.

The costs associated with the event are listed below:

Task	Time	Rate	Cost
Supply and deliver mobile on Friday 13 <sup>th</sup> December			
- 1 hour deliver x 1 staff	1hour	\$47/hr	\$188
- 1 hour setup x 2 staff	2hours	\$47/hr	\$188
- 1 hour removal x 2 staff	2hours	\$47/hr	\$188
- Plant Hire 2 Utes & 1 Truck <i>Exclusive of bond</i>	2hours	\$60/hr	\$120
Road Closure: 2.00pm – 10.00pm on Friday 13 <sup>th</sup> December			
- Friday 1 hour setup x 2 staff	2hour	\$47/hr	\$188
- Monday 2 hours removal x 2 staff	4hours	\$70.50/hr	\$376
- Plant Hire 1 Vehicle	4hours	\$15/hr	\$60
Road Closure Advertisement in the Temora Independent			\$60
Mobile Stage Hire Fee			\$200
Mobile Stage Deposit <b>Note: \$400 is a refundable deposit.</b>			
<b>TOTAL:</b>			<b>\$1,568</b>

Task	Time	Rate	Cost
Road closure Application Fee			\$100
Large Event Application Fee <i>Note: Considered a large event as it involves a road closure request</i>			\$100
<b>TOTAL:</b>			<b>\$200</b>

Note: In 2017 there were costs of \$1,505 in Council Plant, Wages, Mobile Stage Hire and Setup.

**RESOLUTION 339/2019**

Moved: Cr Dennis Sleigh

Seconded: Cr Kenneth Smith

It was resolved that Council donates the costs and requests of TBEG for the 2019 Christmas Fair.

**CARRIED**



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

9<sup>th</sup> September 2019

**RE: TBEG Christmas Fair 2019**

Dear Gary,

The TBEG Executive is currently in the organisational phase of the 2019 TBEG Christmas Fair. The event will bring together local businesses, community groups and entertainers to provide an opportunity for fundraising, shopping and networking. We are writing to request in-kind support from Council to stage the event.

This year's Street Fair will be held in Loftus Street, between Little Hoskins and Little Baker Streets, with late night shopping in Hoskins Street, from 4pm – 9pm on Friday 13<sup>th</sup> December 2019.

The objectives of this year's event are:

1. To stimulate local pre-Christmas retail spending
2. To encourage neighbouring Shires to visit and shop in Temora
3. To enable local community and sporting groups, volunteer organisations and schools to raise money
4. To provide an opportunity for residents and their families to connect, socialise and enjoy entertainment
5. To raise the profile of TBEG.

As TBEG operate this event as a loss for the benefit of the wider community, we would be grateful for the following in-kind support from Temora Shire Council:

- Performance Stage Truck
- Traffic management for the closure of Loftus Streets (between Little Hoskins and Little Baker Streets, with thought traffic open to Hoskins St) between 2.00pm and 10pm.
- Use of power in Paleface Park
- Delivery and collection of above.

We appreciate your consideration of this request. Should you require any further information, please contact the undersigned.

Kind Regards,

Rob Heinrich  
Temora Business Enterprise Group Executive Officer.

**15.6 EVENT APPLICATION - ST ANNES GARDEN VIEWING****File Number:** REP19/1122**Author:** Secretary Engineering**Authoriser:** General Manager**Attachments:** 1. St Anne's Garden Viewing Committee Letter  

St Anne's Garden Viewing Committee has lodged an event application to hold their Garden Viewing on Sunday 27<sup>th</sup> October, 2019. They are requesting the use of Callaghan Park for their Market Stalls and BBQ from 10.00am until 5.00pm.

There will be no cost to Council.

Cr Dennis Sleigh and Kris Dunstan declared a pecuniary interest in relation to item REP19/1122 , due to being members of the School Board.

Cr Dennis Sleigh left the room at 6.25PM and took no further part in the discussion.

**RESOLUTION 340/2019**

Moved: Cr Graham Sinclair

Seconded: Cr Dale Wiencke

It was resolved that Council grants approval for the use of Callaghan Park for St Anne's Garden Viewing on 27 October 2019

AND FURTHER

That the park is left in a clean and tidy state.

**CARRIED**

**Temora Shire Council**

---

**From:** Alison McCrone  
**Sent:** Wednesday, 11 September 2019 3:21 PM  
**To:** temorashire@temorashirecouncil.nsw.gov.au  
**Cc:** 1  
**Subject:** St Annes Garden Viewing - Market Stalls

Good Afternoon,

St Anne's Garden Viewing is being held on 27th October 2019 and we would like to request the use of Callaghan Park for our Market Stalls and BBQ etc.



It would run from approximately 10am until 5pm.

I have submitted the "The Major Event Management Application" form to your office today.

Please let me know if any further information is required.

Regards,  
Alison McCrone  
St Annes Garden Viewing Committee

**15.7 MURRUMBIDGEE LOCAL HEALTH DISTRICT - 2019 DRAMATIC MINDS FESTIVAL**

**File Number:** REP19/1146  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** 1. MLHD  

**REPORT**

Murrumbidgee Local Health District will be holding the 2019 Golden Plains Dramatic Minds Festival at the Temora Town Hall on Friday 8 November 2019 and are requesting for the hire fees to be waived for the event.

The cost for hire would be \$280.00.

Cr Rick Firman and Cr Graham Sinclair declared a non-pecuniary interest in relation to item REP19/1146, due to being members of the MHL D Committee.

Cr Firman and Cr Sinclair left the meeting at 6:26pm.

Cr Judd assumed the Chair

**RESOLUTION 341/2019**

Moved: Cr Dennis Sleigh  
Seconded: Cr Claire McLaren

It was resolved that Council approves the request for the 2019 Golden Plains Dramatic Minds Festival with the hire fees of \$280.00 for the hall being waived.

**CARRIED**

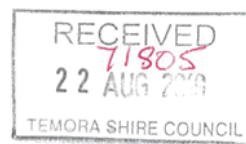
Cr Firman and Cr Sinclair returned at 6.28PM

Cr Firman resumed the Chair





Health  
Murrumbidgee  
Local Health District



20<sup>th</sup> August 2019

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

Dear Gary,

**Re: Use of Temora Town Hall for the 2019 Golden Plains Dramatic Minds Festival.**

We have booked the Temora Town Hall for our 2019 Dramatic Minds Festival on Friday 8<sup>th</sup> November. We are particularly looking forward to utilising the new facilities.

With the upgrade of the Town Hall in mind we have expanded the coverage of the Festival to include a number of schools from outside the usual Temora, Bland, Coolamon and Junee Local Government Areas. We have secured the services of Wagga TV to film the Festival and live stream the event to schools across the region. There have been a good number of entries and we also expect students from schools to be in attendance on the day.

The Schools will participate through drama, film and creating art works around the theme of mental wellbeing.

I respectfully request that the Temora Shire Council again support our efforts by waiving the fee for the use of the Town Hall for this event. I thank you and the Temora Shire Counsellors for your ongoing support.

Yours Sincerely,

A handwritten signature in black ink that reads "John Dean".

John Dean

District Clinical Leader | Registered Psychologist | School Link and Got It! Programs  
Suite 3, 2/185 Morgan Street WAGGA WAGGA NSW 2650  
Tel 02 5943 2717 | Mob 0428 277 753 | Email John.Dean@health.nsw.gov.au

Murrumbidgee Local Health District  
ABN 71 172 428 618  
Locked Bay 10, Wagga Wagga NSW 2650  
Tel 02 6933 9100 Fax 02 6933 9188  
Website [www.health.nsw.gov.au/mlhn/](http://www.health.nsw.gov.au/mlhn/)

**16 NOTICE OF MOTION**

Nil

**17 BUSINESS WITHOUT NOTICE****1. CR WIENCKE**

Advised that residents are happy with the works that have been carried out on the pathway around the lake.

**2. CR JUDD**

My Community Projects Funding – Disappointment with the way the decision was made on the funding.

**RESOLUTION 342/2019**

Moved: Cr Nigel Judd

Seconded: Cr Lindy Reinhold

It was resolved to express Councils displeasure to the State Government at the method of determining the Communy Projects Funding.

**CARRIED****RESOLUTION 343/2019**

Moved: Cr Nigel Judd

Seconded: Cr Dennis Sleigh

It was resolved that Council express Councils displeasure on the method of determining the projects for the Stronger Country Community Round 3 grants.

**CARRIED****3. CR SLEIGH**

Good to see the new stickers for mail boxes for residents who want to receive the Narraburra News.

**4. CR MCLAREN**

Is it possible for the working party to commence for the Scout Hall in the near future.

**5. CR OLIVER**

A dog was killed in Victoria Street yesterday by a truck and residents believed that the truck was going to fast. Is it possible for the electronic message board to be placed in Victoria Street to show what speed vehicles are travelling at.

*Engineering Works Manager will mention to the Road Safety Officer to review.*

**6. CR FIRMAN**

Advised that former Cr Peter James is out of hospital.

Training for the Code of Meeting Practice and Code of Conduct at the Bundawarra Centre on Monday 23 September at 10:00am.

Ariah Park - Social evening on the 25 September, will leave from Council at 6:00pm.

Mr Matt Hall recently won the Red Bull Air Race Championship.

**RESOLUTION 344/2019**

Moved: Cr Nigel Judd

Seconded: Cr Dale Wiencke

It was resolved that Council sends a letter of congratulations to Mr Matt Hall.

**CARRIED**

**18 COUNCILLORS INFORMATION PAPER****RESOLUTION 345/2019**

Moved: Cr Claire McLaren

Seconded: Cr Max Oliver

It was resolved that the Information Reports be received.

**CARRIED**

**18.1 NOTICE BOARD - SEPTEMBER 2019**

**File Number:** REP19/1027  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**SEPTEMBER**

2 Senior Tech Lessons – Temora Library, 10:30am  
5 Wrap with Love Knitting – Temora Library, 2:30pm  
5 Adults Crafternoon – Temora Town Library 2:30pm  
8 Aria Park Show  
9 Senior Tech Lessons – Temora Library, 10:30am  
14 Carpe Diem – Aria Park Memorial Hall 7:00pm  
15 Inspired Youth Program Begins – Platform Y 3:30pm – 6:00pm  
16 Senior Tech Lessons – Temora Library, 10:30am  
18 Sydney Symphony Orchestra – Temora Town Library 6:00pm  
19 Wrap with Love Knitting – Temora Library, 2:30pm  
20 Temora High and Beyond – Temora Bowling Club 6:30pm  
20 TDEF Fundraising Event – Selina Win Pe 6:30pm Temora Aviation Museum  
21 St Anne’s Long Lunch – Temora Railway Station 12:00pm  
23 Senior Tech Lessons – Temora Library, 10:30am  
28 Temora Show  
28 Temora Showcase – Temora Aviation Museum 10:00am  
30 Senior Tech Lessons – Temora Library, 10:30am

**OCTOBER**

4-7 Regency Ramblers - Hot Rods  
12 Bikers 4 Boobs  
12-13 Temora Aviation Showcase – 10:00am

**18.2 TEMORA MEMORIAL TOWN HALL - INCOME & EXPENDITURE AUGUST 2019**

**File Number:** REP19/1110  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**FIRST HEADING****INCOME**

\$

Balls  
 Bar  
 Concerts  
 Credit Notes  
 Dance Prac  
 Dances  
 Foyer  
 Hall  
 Kitchen  
 Piano Hire  
 Performances  
 Presentation Nights  
 Rehearsals  
 Stage Hire  
 Supper Room  
 Table Hire  
 Wedding Receptions

**TOTAL INCOME**

\$NIL

**EXPENDITURE**

\$

**Utilities**

Gas  
 Water  
 Electricity

Rates 3,653.70

**Cleaning**

Supplies  
 Wages

Sanitary Service 50.57

**Maintenance**

Includes Plant, Stores, Handyman's Wages 1,017.59

**Administration**

Wages 773.18

Miscellaneous

**TOTAL EXPENDITURE**

\$5,495.04

**18.3 WORKS REPORT - AUGUST 2019**

**File Number:** REP19/1053  
**Author:** Secretary Engineering  
**Authoriser:** General Manager  
**Attachments:** Nil

**Main Roads**

- MR57-Inspection & Routine Maintenance
- MR84-Inspection & Routine Maintenance
- MR241-Inspection & Routine Maintenance
- MR 398 –Inspection & Routine Maintenance
- Scoping Heavy Patching Main Roads
- MR57 Shoulder Grading
- MR398 Shoulder Grading
- MR84 Drains

**Local roads**

- Morangarell Road Shoulders
- Peels Lane Resheet
- Quade's Lane Resheet
- Fraters Speedway Maintenance Grading
- Thanowring Road Shoulders
- Wynd's Lane & Old Cootamundra Road Tree Removal
- Schubert's Road Gravel Resheet
- Reynolds Lane Maintenance Grading
- Schlunke's Road Shoulder Grading
- Krause's Road Maintenance Grading
- Maxwells Lane Upgrade

**Urban Temora & Aria Park**

- Town Approach Upgrades
- Tree Planting
- Aurora Street Footpath
- Netball Court Upgrade
- Depot Upgrade
- Dog Off Leash
- Lake Walking Track Compact & Water
- K&G Maintenance
- Tree Removal

**Works planned for next month**

- Heavy Patching Urban

- Heavy Patching Main Roads
- Shoulder Grading MR 57
- Maxwells Lane Upgrade
- Schubert's Road Resheet
- Trungley Hall Road Shoulders
- Parkes Street Footpath
- Sealing Heavy Patches
- Training Excel & Word

***Report by Mick Mannion***

**18.4 ROAD SAFETY OFFICER - AUGUST 2019**

**File Number:** REP19/1040  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

- Rural Road Safety Month Facebook posts scheduled (20 posts)
- @roadsafetyofficer Facebook page reached >128,000 people with >32,000 engagements in month of August 2019
- Conducted radio interviews with ABC Riverina (08/08) on road safety during storms and MMM Riverina (27/08 - speed, fatigue, mobile phone distraction)
- Created Media Release for Speeding Infringement on Mary Gilmore Way – sent to media
- Newspaper articles published in The Daily Advertiser (23/8), Junee Southern Cross (23/8), West Wyalong Advocate (27/08) and Temora Independent (27/08) about speeding and Junee Southern Cross (29/08) about FY19/20 Local Government Road Safety Program
- Catholic School's Road Safety Diocesan Advisor granted permission to work with St Anne's on Road Safety Awareness with students. Program to be confirmed with Principal in 3<sup>rd</sup> Term. (awaiting Principal)
- Met with Highway Patrol re: FY19/20 campaigns
- Media launch for Hold My Hand signs program scheduled for Tuesday 1<sup>st</sup> October in Junee. Michelle McLaughlin (LBDF) and Steph Cooke (Member for Cootamundra) to attend
- Minute with the Mayor with LBDF Founder, Michelle McLaughlin scheduled for 2<sup>nd</sup> October
- Liaised with BFB Pty Ltd management who joined Rural Road Safety Month and signed onto the Road Safety Pledge. Conducted Toolbox Talks with management, drivers and Admin team
- Engaged rural school bus operators and requested latest school bus route maps for uploading into GIS
- Ongoing speed education campaign on Airport St, Temora including Highway Patrol Increased High Visibility Enforcement undertaken
- Delivered Scooter/Pedestrian workshop at Aria Park on 26/8 – (8) attendees
- Engaged Temora Triathlon Club – road cycling safety
- Presenting FY19/20 RMS Funded Local Government Road Safety Program to Temora Shire Council meeting on 10<sup>th</sup> September (presented to Coolamon and Junee Shire Council's in August)
- My Community Project Funding Application (\$20,000) for Helping Rural Learner Drivers Access Safer Drivers Program passed to voting stage (closed 15/8 – awaiting results)
- Conducted Road Safety workshops with Coolamon Library 65+ group, Temora Rotary and Stepping On workshop with Temora Hospital
- Progressed proposed relocation of Driver Reviver to Springdale and engaged Platform Y Youth Group to assist on 6<sup>th</sup> October
- Youth Road Safety workshop planned for Platform Y on 30<sup>th</sup> September. Illabo Motorsport Park Youth Driving Program to attend/assist
- Completed pre-surveys for VMS trailers and road safety message banners for upcoming school holiday VMS/banner campaigns in Temora Shire completed (speed, fatigue, drink driving and mobile phone distraction). Requests sent to RMS. Approved 22/08
- Temora V8 Superboats organisers confirmed permission to conduct a drink driving (Plan B) education campaign at the 19<sup>th</sup> October round including complimentary breath testing
- Junee Poker Run & Blues Night organisers confirmed permission to run a drink driving education program (Plan B) on 1st Feb 2020 including complimentary breath testing at event
- Attended RSO Steering Committee meeting in Coolamon 27/8
- Meeting with Temora Sports Council scheduled for 18<sup>th</sup> September to discuss Captains Call



- Police requested to monitor Victoria St (east) for heavy vehicles using compression braking in residential areas if in vicinity of that location, especially at night following resident complaints

***Report by Glenn Sheehan  
Road Safety Officer***

**18.5 BUILDING APPROVALS - AUGUST 2019**

**File Number:** REP19/1056  
**Author:** Environmental Secretary  
**Authoriser:** General Manager  
**Attachments:** Nil

**BUILDING APPROVALS – AUGUST 2019**

- ✓ DA/CC/FSS 30/2019 – Lot 625; DP 750587; 190 Kitchener Road, Temora – Seniors Housing
- ✓ DA 38/2019 – Lot 2; DP 235510; 55 Coolamon Street, Aria Park – Convert Shop for Metal Art, Ammunition and Gun Sales
- ✓ DA/CC 40/2019 – Lot 20; DP 14072; 17 George Street, Aria Park – Cabin (Not for human habitation – no wet areas)
- ✓ DA/CC 45/2019 – Lot 1121; DP 750587; 4939 Goldfields Way, Temora – Dual Occupancy Stage 1: Secondary Dwelling (Garage with living quarters; Stage 2: Primary Dwelling with Indoor/Inground Swimming Pool
- ✓ DA 49/2019 – Lot 1; DP 348493; 166 Hoskins Street, Temora – Stage 1: Commercial Kitchen and Retail Space; Stage 2: Accessible Sanitary Facilities
- ✓ DA/CC 50/2019 – Lot 888; DP 750587; 68 Ashelford Street, Temora – Carport
- ✓ DA/CC/FSS 51/2019 – Lot 102; DP 1190192; 56 Airport Street, Temora – Dwelling & Steel Framed Hangar

**COMPLYING DEVELOPMENT ISSUED**

- ✓ CDC 23/2019 – Lot 18; DP 1236963; 9 Leary Place, Temora – Dwelling House

**COMPLYING DEVELOPMENT ISSUED – *Private Certifier***

- ✓ CDC 19101/2019 – Lot 1; DP 318797; 164 Victoria Street, Temora – Inground Swimming Pool

**DEVELOPMENT APPLICATION – WITHDRAWN BY APPLICANT**

- ✓ SUB 43/2019 – Lot 8; DP 6207; Section D; 19 Britannia Street, Temora – Subdivision (4 Lot Neighbourhood Subdivision) – *Withdrawn by applicant*

**18.6 REGULATORY CONTROL - AUGUST 2019**

**File Number:** REP19/1138  
**Author:** Environmental Secretary  
**Authoriser:** General Manager  
**Attachments:** Nil

Item	Investigate Incidents	Orders Issued Y/N	Penalty Infringement Y/N	Notes
Illegal Parking - Check	3	No	No	No issues, Truck moved after overstaying rest time.
Scooters & Bikes				
School Zones	17	No	No	No issues
Noise	6	No	No	Investigated and all okay.
Air Quality				
Illegal Dumping/Littering	3	No	No	Bartondale Road, Wagga Road Truck Stop, Thanowring Road.
Overgrown/Untidy Blocks	3	Yes	No	Ashelford Street x2 & Gallipoli Street
Lake Walking Track – leashed animals	15	No	No	½ Dozen Beer cans left near fishing area
Animal Welfare	9	No	No	Goats reported, Dogs returned to owners
Dangerous Dogs	2	No	No	3 Dogs, all checked and no issue
Impounded	3	Yes	No	2 Dogs returned to owners 1 Dog to rescue
Noise Animals	3	No	No	Followed up with owners and all okay
Nuisance Animals / Trapping	5	No	No	5 Feral cats
Dead Animal Removal	5	No	No	4 Cat Vets - Disposed
Keeping of Horses in Residential Areas	3	No	No	2 Monitoring 1 Okay
Main Street Sign Approvals Inspections	1	No	No	Main Street okay
Rural Stock Incidents	Cattle	No	No	Checked properties and fencing, all okay.
Fruit Fly				
Euthanised	3	No	No	3 Feral Cats
Rescue Dogs				
Other	1 Dog Stolen Cemetery Airport Lake	Reported No No No	No No No No	Not at owners property Checked twice a day Checked twice a day Checked twice a day

**Report by Ross Gillard/Chris West**

**18.7 CASH & INVESTMENTS FOR PERIOD ENDING 31 AUGUST 2019**

**File Number:** REP19/1139

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Cash & Investments 31 August 2019 [!\[\]\(0aff635c4179ba9e710b00f4b01d3b20\_img.jpg\)](#) 




Temora Shire Council

**Cash & Investments**

For the period ended 31st August, 2019

	Original Budget 2019/20	Projected Year End Results	Actual YTD Figures
<b>Externally Restricted</b>			
Sewerage Services	1,690,012	1,690,012	1,859,444
Waste Management	864,920	864,920	1,181,345
Stormwater Drainage Flood Studies & Construction Programs	156,979	156,979	158,944
S94 Contributions	29,546	21,341	26,071
<b>HACC</b>			
HACC Unexpended	1,263,041	1,263,041	1,183,290
HACC-ELE	144,879	144,879	144,879
<b>Total HACC</b>	<b>1,407,920</b>	<b>1,407,920</b>	<b>1,328,169</b>
<b>Total Externally Restricted</b>	<b>3,962,852</b>	<b>3,962,852</b>	<b>4,553,972</b>
<b>Internally Restricted</b>			
Leave Reserves	1,758,014	1,758,014	1,227,797
Roads Reserve	1,166,306	1,166,306	662,228
Local Roads	330,863	330,863	685,888
Industrial Development	197,603	197,603	197,603
Plant & Vehicle	124,013	124,013	363,236
Izumizaki Donation	2,152	2,152	2,152
Gravel Royalty	376,011	376,011	369,011
Medical Complex Development	48,642	48,642	43,942
Infrastructure	812,684	812,684	562,717
MapInfo/GIS Upgrades	17,700	17,700	17,700
Digital Two Way Radio Upgrade	35,000	35,000	22,500
Computer Upgrade	140,713	140,713	212,067
Sports Council Requirements	10,000	10,000	10,000
Youth Hospitality	17,666	17,666	23,947
Airside Maintenance	29,090	29,090	27,637
Pinnacle Fundraising	5,050	5,050	5,050
Revotes	693,657	708,250	760,175
<b>Total Internally Restricted</b>	<b>5,765,164</b>	<b>5,779,757</b>	<b>5,193,648</b>
<b>Total Reserves</b>	<b>9,728,016</b>	<b>9,742,609</b>	<b>9,747,620</b>
<b>Cash &amp; Investments</b>			
Westpac Cheque Account			181,475
Macquarie Bank DEFT Account			420,666
Bank of Queensland			500,000
BankWest			510,000
Suncorp			500,000
NAB			500,000
BOQ			500,000
NAB			500,000
BOQ			500,000
NAB			500,000
ME Bank			515,000
AMP Business Saver Account			597,399
AMP Notice Account			3,543
NAB Term Deposit (24-701-8261)			530,976
NAB Term Deposit (77-177-3095)			513,935
Suncorp			510,000
AMP			513,750
Bank of Queensland			500,000
AMP			500,000
Westpac Term Deposit			500,000
Westpac Cash Reserve			450,878
<b>Total Cash &amp; Investments</b>	<b>9,728,016</b>	<b>9,742,609</b>	<b>9,747,621</b>
<b>Funding Surplus</b>			<b>0</b>

I certify that the investments have been made in accordance with the Act, the Regulations and Council's actual Investment Policy.

  
 Steve Firth  
 Responsible Accounting Officer

**18.8 RATES COLLECTION - AUGUST 2019**

**File Number:** REP19/1068


**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Rates Collection August 2019 [↓](#) 

Rates Collections												
Rates 2019/20												
Category	Arrears	Levies including Interest & Legals	Total	Pension Rebates	Adjusted Total	Payments	Rates 04/09/2019		Rates 04/09/2018		Rates Outstanding % 04/09/2018	
							Outstanding	%	Outstanding	%		
Farmland	19,611.90	1,906,728.12	1,926,340.02	-3,895.60	1,922,444.42	-559,816.70	1,362,627.72	71%	1,325,254.73	71%		
Residential Temora Occupied	28,187.54	1,238,603.71	1,266,791.25	-85,020.68	1,181,770.57	-365,819.89	815,950.68	69%	784,222.79	68%		
Residential Temora Vacant	3,941.11	66,342.02	70,283.13	0.00	70,283.13	-27,409.42	42,873.71	61%	52,188.56	67%		
Residential Ariah Park	12,985.29	71,845.76	84,831.05	-6,963.19	77,867.86	-24,625.22	53,242.64	68%	50,030.33	70%		
Residential Springdale	-452.77	9,606.25	9,153.48	-1,178.61	7,974.87	-1,950.92	6,023.95	76%	5,375.41	67%		
Rural Residential	6,275.04	149,068.17	155,343.21	-9,609.32	145,733.89	-64,829.45	80,904.44	56%	82,431.50	58%		
Residential - Temora Aviation	-926.80	40,126.14	39,199.34	-385.07	38,814.27	-18,491.07	20,323.20	52%	19,689.70	54%		
Business Temora - Hoskins Street	15,053.64	248,726.70	263,780.34		263,780.34	-85,115.84	178,664.50	68%	159,933.34	64%		
Business Temora - Town	5,329.60	261,554.96	266,884.56		266,884.56	-122,823.05	144,061.51	54%	117,365.71	48%		
Business Temora - Aviation	0.00	26,353.20	26,353.20		26,353.20	-20,096.76	6,256.44	24%	5,591.10	21%		
Business Ariah Park	1,000.39	16,241.29	17,241.68		17,241.68	-8,279.49	8,962.19	52%	5,378.86	34%		
Business Other	0.00	9,957.26	9,957.26		9,957.26	-5,762.45	4,194.81	42%	3,282.29	34%		
Residential Sewer	40,793.65	897,872.40	938,666.05	-40,330.20	898,335.85	-318,769.59	579,566.26	65%	546,747.33	64%		
Non-Residential Sewer	8,142.81	50,487.53	58,630.34		58,630.34	-47,862.06	10,654.90	18%	12,838.92	24%		
Storm Water Levy	2,415.00	48,710.89	51,125.89		51,125.89	-16,872.20	34,253.69	67%	33,808.23	67%		
Domestic & Rural Waste	29,369.25	544,229.72	573,598.97	-38,174.12	535,424.85	-185,302.10	350,122.75	65%	331,002.70	66%		
Trade Waste	7,139.60	121,813.44	128,953.04		128,953.04	-55,812.63	73,140.41	57%	63,950.74	54%		
Assessments in Credit	\$178,865.25	\$5,708,267.56	\$5,887,132.81	-\$185,556.79	\$5,701,576.02	-\$1,929,638.84	\$3,759,822.12	66%	\$3,599,092.24	66%		



**18.9 TOWN HALL THEATRE - OPERATING RESULT AUGUST 2019****File Number:** REP19/1042**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Theatre Operating Result August 2019 [!\[\]\(e3f8612927870f2e0f9f5989e6dd3064\_img.jpg\)](#) 

**TOWN HALL THEATRE**  
**Operating Statement**

	July	August	Total YTD
<b>Candy Bar</b>			
Income	8,738	1,662	10,400
Purchases	(2,309)	(584)	(2,893)
	<u>6,429</u>	<u>1,078</u>	<u>7,507</u>
<b>Admissions</b>			
Income	18,054	3,485	21,539
Audio Visual Purchases	(4,462)	(7,705)	(12,167)
	<u>13,592</u>	<u>(4,219)</u>	<u>9,373</u>
<b>Other Income</b>			
Facility Hire	600	218	818
Sale of Advertising	182	182	364
	<u>782</u>	<u>400</u>	<u>1,182</u>
<b>Other Costs</b>			
Advertising	(245)	-	(245)
Bank Fees	(89)	(241)	(329)
Cleaning	(425)	(501)	(926)
Computer Costs	-	(824)	(824)
Freight	(100)	(53)	(153)
Materials Purchased	-	(52)	(52)
Rates & Electricity	(1,153)	(1,566)	(2,719)
Employee Costs	(2,711)	(2,721)	(5,432)
Sundry Expenses	9	-	9
Telephone & Internet	(82)	-	(82)
Volunteer Support	(130)	(182)	(312)
	<u>(4,925)</u>	<u>(6,139)</u>	<u>(11,064)</u>
Total Cinema Surplus/(Deficit)	<u>15,878</u>	<u>(8,880)</u>	<u>6,997</u>

**18.10 FRIENDS OF TEMORA SHIRE CEMETERIES MINUTES 8 JULY 2019**

**File Number:** REP19/992

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Temora Shire Cemeteries Minutes July 2019  

## FRIENDS OF THE TEMORA SHIRE CEMETERIES (Incorporated with the Temora Shire Council)

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Ian Preston (Group Pres) 32 Gallipoli St Temora NSW 2666 Ph. 02 6977 1083	Pat Taylor (Hon Sec) 22 Lawson Rd Temora 2666 Merryl Graham (Hon Treas.) PO Box 251 Temora 2666	Temora Shire Council PO Box 262 Temora NSW 2666 Ph. 02 6980 1100
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Email us at: [temshire@temora.nsw.gov.au](mailto:temshire@temora.nsw.gov.au) - be sure to direct it for our attention.

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### Minutes of the Friends of the Temora Shire Cemeteries Meeting Monday 8 July 2019 at Temora Shire Council Chambers

**Meeting Opened:** 10.21am.

**Attendance:** Ian Preston, Pat Taylor, Bruce Firman, Harold Fritsch, Betty Brabin, Barb Harmer, Leonie Weir, Pam Buerckner, Merryl Graham, Darryl Sutherland, Mavis Cassidy, Anne Rands.

**Apologies:** Wilma McCubbin, Rick Taylor, Keith Cassidy, Lindy Reinhold, Robyn Lewis, Jen Walker and Toots Noack and. Accepted.

**Minutes:** Minutes of the previous meeting were read by Pat. The minutes were moved Betty Brabin 2<sup>nd</sup> Darryl Sutherland, carried.

**Business Arising:** Fold Up Chairs: Ian informed that a trolley had to be fabricated first for conveyance before the chairs are purchased and that we will be using a similar style trolley to the one made for the Ariah Park Cemetery.

Lynch Graves: Merryl informed the committee that the Heritage Committee have written to the property owner regarding the restoration work required. Merryl was unsure if there had been any response.

Original Temora Cemetery: Merryl has spoken to Ron McGuirk who unfortunately was unable to help with research as he did not reside in the Temora township during the time concerned.

**Treasurer's Report:** Financial report by Merryl indicated a credit balance of \$23,215.64. Moved Gary Thompson to be accepted 2<sup>nd</sup> Bruce Firman and Carried.

IBD account to mature in 15 July 2019. Moved Merryl Graham that the money be reinvested at the best rate. 2<sup>nd</sup> Ian Preston, carried.

**Correspondence:**

**Outward:**

- Sympathy cards to Mr Harold Greenberger and Merryl Graham extending our condolences on Mrs Greenberger's passing.

**Inward:**

- Thank you card from the Greenberger Family
- Letter received from a Solicitor's Office informing us that the FOTSC have been bequeathed a legacy. No further details until the Estate is finalised.

Mavis Cassidy moved correspondence be accepted. 2<sup>nd</sup> Pam Buerckner. Carried

**General Business:**

1. Plants and Glass in Lawn Cemetery: It has come to our attention that plants are actually being planted beside some headstones, permissible or not. Glass containers are still being used, along with bottles and or stubbies which are either placed beside or on the headstones. This may create a hazard to Council workers and the general public if broken.

## FRIENDS OF THE TEMORA SHIRE CEMETERIES (Incorporated with the Temora Shire Council)

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Ian Preston (Group Pres) 32 Gallipoli St Temora NSW 2666 Ph. 02 6977 1083	Pat Taylor (Hon Sec) 22 Lawson Rd Temora 2666 Merryl Graham (Hon Treas.) PO Box 251 Temora 2666	Temora Shire Council PO Box 262 Temora NSW 2666 Ph. 02 6980 1100
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Email us at: [temshire@temora.nsw.gov.au](mailto:temshire@temora.nsw.gov.au) - be sure to direct it for our attention.

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Anne Rands had mentioned in the AGM that Temora Shire Council had received a letter stating that a vase had been vandalised, flowers strewn around the headstone and glass bottles were left lying around a grave. Family members were most upset and distressed when they visited their loved one (the FOTSC were not aware of this complaint).

General discussion ensued. Merryl Graham moved a letter be sent to Temora Shire Council voicing our concerns and request they place a "reminder Notice" in the Narraburra News and the Temora Independent that NO GLASS CONTAINERS are permitted in any Temora Shire Cemeteries. And suggest Temora Shire Council send a letter to families regarding Temora Shire Cemeteries Rules at time of burial. 2<sup>nd</sup> Ian Preston, Carried

2. ROW MARKERS: Thank you to Bruce Firman for the many hours of work in making the row markers. The majority of the markers have now been installed. The remainder will be installed in August when Lex Wiencke is available.
3. STREET STALL: This was well supported again, even though produce was down slightly compared to last years' stall. Pat Taylor thanked Mavis, Betty, Barb and Merryl for manning the stall and Joan Preston for handling the raffle tickets. Next year we will revert to selling tickets 2-4 weeks before our stall. Pat Taylor moved that we sell raffle tickets at \$1.00 per ticket. 2<sup>nd</sup> Betty Brabin. Carried.
4. INFORMATION EXCHANGE: Pam Buerckner informed the meeting that the back wall of the Aria Park Columbarium Wall is messy and unsightly (left this way after prior works) and needs some attention. Email, including photos to be sent to Temora Shire Council.
5. Anne Rands, at AGM, mentioned that the contact details on the Aria Park Cemetery sign was incorrect. Merryl Graham to advise Temora Shire Council.

**Next Meeting:** 10.00am Monday 2 September 2019 at Old Temora Cemetery Lych Gates (Council Chambers if weather inclement).

President Ian Preston thanked everyone for their attendance.

Meeting Closed 10.50am

**18.11 FRIENDS OF TEMORA SHIRE CEMETERIES AGM MINUTES HELD 8 JULY 2019****File Number:** REP19/994**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Friends of Temora Cemetery AGM Minutes July 2019 [!\[\]\(5a132f13505a6571904d622757b7a8f0\_img.jpg\) !\[\]\(0f17417dd77a61b2fdbff69a33adf9f2\_img.jpg\)](#)

## FRIENDS OF THE TEMORA SHIRE CEMETERIES (Incorporated with the Temora Shire Council)

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Ian Preston (Group Pres) 32 Gallipoli St Temora NSW 2666 Ph. 02 6977 1083	Pat Taylor (Hon Sec) 22 Lawson Rd Temora 2666 Merryl Graham (Hon Treas) PO Box 251 Temora 2666	Temora Shire Council PO Box 262 Temora NSW 2666 Ph. 02 6980 1100
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Email us at: [temshire@temora.nsw.gov.au](mailto:temshire@temora.nsw.gov.au) - be sure to direct it for our attention.

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### Minutes of the Friends of the Temora Shire Cemeteries AGM Meeting – July 8, 2019

#### Held at Temora Shire Council Chambers

**Meeting Opened:** 10.00 am and Ian welcomed new member Gary Thompson.

**Attendance:** Ian Preston, Pat Taylor, Bruce Firman, Harold Fritsch, Betty Brabin, Barb Harmer, Leonie Weir, Pam Buerckner, Merryl Graham, Darryl Sutherland, Mavis Cassidy, Anne Rands.

**Apologies:** Wilma McCubbin, Rick Taylor, Keith Cassidy, Lindy Reinhold, Robyn Lewis, Jen Walker and Toots Noack and. Accepted.

**Minutes:** Minutes of the previous AGM meeting were read by Pat. Moved Betty Brabin, 2<sup>nd</sup> Darryl Sutherland. carried.

**President's Report:** Ian Preston presented his report. Moved Ian, 2<sup>nd</sup> Darryl Sutherland, carried.

**Treasurer's Report:** Financial report given by Merryl indicated a credit balance of \$23,164.04. Moved Merryl 2<sup>nd</sup> Betty Brabin, carried.

**Election of Office Bearers:** Ian Preston vacated the seat and Anne Rands took over proceedings calling for nominations.

#### **Election of Office Bearers:**

*President:* Ian Preston Moved Bruce Firman, 2<sup>nd</sup> Merryl Graham

*Vice President:* Daryl Sutherland Moved Ian Preston 2<sup>nd</sup> Leonie Weir

*Secretary:* Pat Taylor Moved Betty Brabin, 2<sup>nd</sup> Darryl Sutherland

*Treasurer:* Merryl Graham Moved Ian Preston, 2<sup>nd</sup> Mavis Cassidy

*Research Officers:* Tracey Robinson, Ian Preston, Merryl Graham and Pam Buerckner. Moved Betty Brabin, 2<sup>nd</sup> Bruce Firman

Anne Rands congratulated all who had accepted positions and on behalf of the Temora Shire Council and the community in general, thanked the committee and volunteers for their ongoing work at the Temora Shire Cemeteries.

Anne requested that a list of committee members be forwarded to the Council.

**Meeting Closed:** 10-20am

**18.12 TEMORA & DISTRICT SPORTS COUNCIL MINUTES 17 JULY 2019****File Number:** REP19/996**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Temora & District Sports Council minutes July 2019  



**GENERAL MEETING OF THE TEMORA AND  
DISTRICT SPORTS COUNCIL****REPORT OF THE GENERAL MEETING OF THE TEMORA AND  
DISTRICT SPORTS COUNCIL HELD ON WEDNESDAY 21<sup>st</sup>  
August 2019, AT 6.30 PM AT THE TEMORA EX-SERVICES CLUB**

**Attendance:** Rick Firman (TDSC President) Denise Breust (TDSC Treasurer) Tony Stringer (TDSC Vice President) Jack Morton (TDSC Vice President/ Old Boys Rugby League) Hack Hetherington (Swimming) Max Oliver (TSC) Maree Liston (Soccer/Pistol Club) Bill Schwencke (Greyhounds) Robert Ferguson (Temora Sporting Clays) Linc Macauley (Cricket Association) Bruce Lack (Temora Bowling Club) Raymond Wells (Tennis Club) Rob Fisher ITSC)

**Apologies:** Judy Gilchrist (TDSC Secretary) Sheree Elwin (Touch Football) Michele Stewart (Tennis Club) Michelle Mawbey Swimming Club) Jack Fuller (Soccer)

Moved Max Oliver Seconded Raymond Wells Carried

**Executive Meeting Report:**

Nil

**Declaration of Interest:** Nil

**Minutes:** The minutes of the previous meeting were read and confirmed Moved to adopt Bill Schwencke Seconded Hack Hetherington Carried

**BUSINESS ARISING FROM THE MINUTES:**

Nil

**CORRESPONDENCE:**

**Incoming:** Nil

**Outgoing:**

Business Papers

Letters to all user groups of Nixon Park re Defibrillator requesting money to add to the grant that purchased the defibrillator unit. Most groups have paid just waiting on 2 school groups.

Moved Linc Macauley seconded Max Oliver carried

Business arising: Bill Schwencke asked if there was anyone available to instruct on the use of a defibrillator. Bruce Lack indicated that Taz Rundle, (ambulance Officer), will be running a course at the Bowling Club soon. Bruce will inform of the date and time and all will be welcome to attend. Denise Breust also informed that Greg Wiencke is also arranging a session for user groups.

**Treasurers Report:**

Balance as per bank statement \$16,037.13. With \$14,000 in Term Deposit moved on the motion of Denise Breust Seconded Bill Schwencke Carried

**Specific Business:**

Rec Centre Business:  
Nil

**General Business:**

Was Suspended so Mr Rob Fisher could address the meeting on council issues.

- There was nothing to report that will immediately affect sport or sports facility user groups
- There has been a small allocation of money to investigate upgrading the irrigation and drainage of Bob Aldridge Park
- The fencing of Nixon Park play equipment is to be completed soon, as are the planned speed humps.
- Work has commenced on the re-surfacing of the Town Netball courts at the Boom Complex. It is not a good time of the year to do this, but it was a condition of the grant the work had to be commenced at this time.
- A re-assessment of recycled water in Temora was started about 12 months ago, there are major compliance issues with this type of water usage in 2019 that were not in place when the system was first introduced in 1979 (approx.) There will be major changes that will need to be implemented, but it may take 24 months before any of these conditions will need to be met.

President Rick thanked Rob Fisher for his attendance and the information that was passed on to delegates.

Bruce Lack asked if there was anyone on council who could assist the Bowling Club in writing up a grant submission for funds for Solar Panels, as electricity prices are rising rapidly for the club.

President Firman suggested contacting Steph Cooke's Office.

- Bill Schwencke suggested Contacting Donna Widdows at the Greyhound Club, who has had success applying for grants.
- Linc Macauley suggested contacting their peak body, as this line had been successful for the cricket club when they had applied for a grant.
- Cr Oliver suggested looking at the easy grant's newsletter for help.
- Rob Fisher suggested looking at an existing program with the environment and heritage that he had some experience with. He will report back after a meeting he is having in August.
- Denise Breust asked if there could be a sign placed near the entrance of Nixon Park to indicate that there is a defibrillator on site, this will be considered next meeting after investigating whether or no a generic sign is available.

The next meeting will be on the

21st August 2019

Temora Ex-Services Club Narraburra Room

Meeting closed at 7.40pm

Signed Chairman:

Secretary:

**18.13 SPRINGDALE PROGRESS ASSOCIATION MINUTES 21 JULY 2019****File Number:** REP19/1065**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Springdale Progress Association  

Meeting minutes for the meeting of Springdale Progress Association.  
Held at 5pm Sunday 21st July at Springdale Memorial Hall

PRESENT: Ken Smith (TSC), Lyne Andersen, Thelma Reid, Pat Thorne, John Woodley, Les Buckley, Anne Thorne, Margaret Poulton, Jess Reid, Vinni Reid.

APOLOGIES: Max Oliver (TSC), Olivia Skadiang  
 Apologies moved by Vinni Reid, seconded Ken Smith Carried.

The meeting was declared open at .5.10pm.

MINUTES OF LAST MEETING: The minutes were read and accepted as read on the motion of ..... and seconded by.....  
 Not read due to lack of a quorum at the previous bi-monthly meeting.

BUSINESS ARISING FROM THE MINUTES:

TREASURERS REPORT: Treasurer read his report as per attached and moved the adoption of this report, seconded by Lyne Andersen Carried  
 \$4,700 in the bank account. \$11, 000 in investment account.  
 Ken Smith will ask about the \$5,500 invoice from Council. Are we still to receive the annual amount - Ken Smith

CORRESPONDENCE: The Outwards be approved and the Inwards be received and dealt with as read moved by Lyne Andersen Seconded by ?..... Carried

INCOMING:

- Notice of Octoberfest Ball in Wagga Wagga 2nd October 2019. All funds raised will go to Wagga Ronald McDonald House.
- Invitation from Temora and District Education Fund, for a fundraising event 6.30pm till 9.00pm, Friday 20th September 2019 at Temora Aviation Museum. Guest speaker Selins Win Pe (survivor of Lindt Café Seige)
- Tickets \$50.00 per person, drinks and finger food provided. Tickets available from Wylies Newsagent, sales close 13th September 2019
- Emails from Kris Dunstan (TSC)
- re toilet privacy- plans underway to extend the iron screen.
- frequency of nappy bin pickup. Discussions will be held re another contractor with weekly pickup.

OUTGOING: nil

GENERAL BUSINESS:

- Driver Reviver
- items discussed on to be on the next meeting agenda. A vote will be taken after the trial with the van September/October.
- Country Music Show.
- SPA will put in an application for a grant to subsidise food and ticket price to assist drought stricken farmers with cost of this night.
- a decision to accept this show will be based on the success of the grant. All in favour.
- Carried. - Pat Thorne

Report on vandalism in the Springdale Rest Area and surrounds. A request to borrow a security camera from TSC was proposed. Thelma Reid

Baby change tables are requested in male and female disabled toilet.

-Ken Smith has offered to discuss this at the next Council meeting, why couldn't it be taken from the same amount owed to SPA? Ken Smith

John Woodley has resigned as Treasurer. John was thanked for service to the committee.

A request has been made to hire the hall for a Carpe Diem event. Megan Rizzoni. Date to be set.

A movie night for has been organised by Les Buckley, Saturday 17th August 2019 at \$5.00 a ticket. Food provided.

Meeting closed: 6.45 PM

Next meeting: Sunday 17th November 2019

\_\_\_\_\_ President - Thelma Reid

Present  
Apologies  
Minutes of last meeting  
Business arising from minutes  
Treasurers report  
Correspondence  
\*Incoming  
\*Outgoing  
General business  
  
Meeting closed \*hrs.  
Next meeting \*

**18.14 TEMORA FIGHT THE FRUIT FLY MINUTES HELD 23 JULY 2019**

**File Number:** REP19/1021

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Temora Fight the Fruit Fly July 2019 [!\[\]\(8d0f0e0fe25b320c33272c52aec1fbca\_img.jpg\)](#) 

## *Temora Fight the Fruit Fly Group.*

Meeting held 23-7-2019 in Narraburra Room at 7pm.

**Present:** M.Hoskinson, Keith and Mavis Cassidy, Fay & Kevin Pellow, Pat Neasmith, Jean Groth, Ken Davis, Michael Manning and Lindy Reinhold.

**Apologies:** Chris Betts & Rose Davis. Penny Edgerton & Hazel Allen.

**Motion:** Moved Lindy Reinhold, 2<sup>nd</sup> Fay Pellow for apologies be accepted. Carried.

**Minutes of AGM 2018 read.**

**Motion:** Moved Michael Manning, 2<sup>nd</sup> Ken Davis for minutes as read be accepted. Carried.

President Mavis declared all positions open. Lindy Reinhold took the Chair for the election of Officers for 2019.

**Motion:** Moved Fay Pellow, 2<sup>nd</sup> everyone for all positions as 2018 be re-elected. Carried.

President: Mavis Cassidy, V. President: Kevin Pellow. Secretary/Treasurer: Maxie Hoskinson, Publicity Officer: Michael Manning.

**Motion:** Moved Maxie Hoskinson, 2<sup>nd</sup> Pat Neasmith for a motion of thanks to Lindy for her help in the election of officers. Thanks recorded by President Mavis Cassidy. AGM closed.

**General meeting.**

Motion moved Keith Cassidy, 2<sup>nd</sup> Michael Manning for those present and apologies be same as for AGM.

**Correspondence : In:** Invitation by Temora Shire Council to a Morning Tea celebrating Local Government Week. Rsvp 26<sup>th</sup> July 2019. From Temora & District Education Fund with invite at Temora Aviation Museum for Fund Raiser on Friday 20<sup>th</sup> September 2019 from 6.30 to 9pm. A Save The Date to Ball for RMH Wagga Wagga, 2-11-2019. Invites will be posted later.

**Out:** Nil



Treasurers Report for year. Opening Balance: \$632.38. Closing Balance. Balance Sheet attached.

Maxie moved for the acceptance of her report, 2<sup>nd</sup> Jean Groth.

General Business: Fay spoke of a Fruit Fly Spray from Queensland.

ABC: Mavis was interviewed on Wagga ABC.

Grant: Discussion on the Grant we have received. Motion: Moved by Michael Manning, 2<sup>nd</sup> Lindy Reinhold, we give out free pots per person and ask for their e-mails and phone numbers to let Sect/Pres. know of any Flies trapped. Motion: Moved Keith Cassidy, 2<sup>nd</sup> Fay Pellow we again ask for \$1500 as last year. We need to do an extensive Fruit Fly Control advertising campaign.

A citrus tree to be removed in Jellico Street. Karen Davidsons. Lindy leave suggested date. Workers Cassidy's, Pellows. Sect. to ring Council re free entry to tip. Working bee 9.30am. 30-7-19.

Discussion re stall at Show. Motion: Moved Kevin Pellow, 2<sup>nd</sup> Michael Manning we have a stall at Show. To man stall later start and later finish than last year. Motion. Maxie moved, 2<sup>nd</sup> Mavis we purchase three new chairs. Mavis will check at Wagga and buy.

Vests . To check on how many Fruit Fly Vests we have. Do we need more?

Motion: Moved Jean Groth, 2<sup>nd</sup> Michael Manning we look into acquiring more vests to make to eight.

Mary Gilmore Day at Aria Park. To discuss at next meeting about having a Stall there again.

Lindy to discuss re story in Narraburra News.

Next meeting 20-8-2019 at 7pm.

Meeting closed 8pm.

President:

*KV Cassidy*

**18.15 TEMORA HERITAGE COMMITTEE - AUGUST 2019 MINUTES****File Number:** REP19/984**Author:** Building Surveyor**Authoriser:** Director of Environmental Services

- Attachments:**
1. Heritage Minutes - August 2019 pg1 [!\[\]\(4e333a6106fc298d0ae6dff272a736ef\_img.jpg\) !\[\]\(97089f8e07e24e31baa67366e358a709\_img.jpg\)](#)
  2. Heritage Minutes - August 2019 pg2 [!\[\]\(9496824b8cff3a19f59b81b37b57d8b6\_img.jpg\) !\[\]\(ec8d0f7e486e2280c113cd85015a8548\_img.jpg\)](#)
  3. Heritage Minutes - August 2019 pg3 [!\[\]\(fad66fecb73aae330937d501057cafc9\_img.jpg\) !\[\]\(a94e0943f5ecd6c1adc5223fd7677110\_img.jpg\)](#)
  4. Heritage Minutes - August 2019 pg4 [!\[\]\(f14ef06774200ee2342297364295aa0f\_img.jpg\) !\[\]\(fc5b69083c6c7efc78abd54fb1c8e530\_img.jpg\)](#)

MINUTES

MINUTES OF THE MEETING OF THE TEMORA HERITAGE COMMITTEE

**Meeting Held:** Temora Shire Council Chambers on Thursday, 8<sup>th</sup> August, 2019

**Present:** David Scobie, Michael Collins, Wilma McCubbin, Bill Speirs, Claire Golder, Belinda Bushell, Rod Ballantyne, Kris Dunstan, Ros Hartwig and Cr Nigel Judd

**Apologies:** Tricia Stubbs, Merryl Graham and Cr Max Oliver

**Commenced:** 12:05 PM

ITEM		ACTION
1	<p><b>Confirmation of Minutes –</b> Minutes confirmed <b>Moved</b> Wilma McCubbin and <b>Seconded</b> Rod Ballantyne</p>	
2	<p><b>Business Arising from Previous Minutes –</b></p> <ul style="list-style-type: none"> <li>• Aria Park Railway Station – Claire Golder is still continuing discussions with John Holland Group. The process within their system is complex.</li> <li>• HAF Guidelines/Policy review</li> <li>• State Heritage Inventory – still ongoing.</li> </ul>	<p><b>CG</b> to forward to amended Policy to Council for endorsement.</p> <p><b>BB</b> to continue to work on inventory</p>

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	<ul style="list-style-type: none"> <li>• Satellite Airfields – all sites have been investigated and proposed localities decided for future interpretive panels – proposal to be drafted and forwarded to TAM in the New Year. Satellite Airfield associated crashes to be included in the historical information.</li> <li>• Self-Drive Brochure – tour of Tara, Bectric, Quandary &amp; Thanowring areas – 34 localities. It was discussed to schedule a meeting with Mark from Cuttlefish in September to plan the proforma</li> <li>• Sproules Lagoon – Master Plan – has there been costings developed?</li> <li>• Indian Hawkers &amp; Chinese Heritage – Ken is still working on this. Burning Towers is an interesting folk law story – possibly vandalised Chinese Heritage – if we can get someone with true cultural knowledge/heritage from China and seek as to best ensure the site is given its respect it requires. Tracking the Dragon book is a great referencing tool.</li> </ul>	<p><b>BB</b> to contact Mark from Cuttlefish to schedule an appointment with the working party and further, include the heritage interpretive panel booklets in with the discussion</p> <p><b>DS</b> to review paperwork – if not costings develop these for grants when they arise</p> <p><b>KMc</b> still working on the Chinese Heritage. Going to speak with Meredee Mee Ling and present what has been researched thus far.</p>
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	<ul style="list-style-type: none"> <li>• Temora Digitisation of Temora Independent. 1894 to 1923. Michael Pascoe to Scan/OCR 22,500 pages will cost approximately \$9,900 (GST Inc.). Grants to be sourced for this process. Claire has reviewed and unfortunately nothing available as yet.</li> <li>• Mark Saddler – is scheduled to meet with the committee in September. The aim of the project is to see how the committee can be more proactive and better informed in regards to some of the projects listed on our current and future projects list.</li> <li>• Wallundry/Willundry School Site – speak to Michael after the report going to council which will include in-kind services (labour) etc.</li> <li>• Remove Heritage Photo Project from Current Projects – and include as a Future Project – Heritage Slide Night – Theme based</li> </ul>	<p>CG to continue to review appropriate grants for this task – there may be some funding that could be applied for in July</p>
<p>3</p>	<p><b>Heritage Fund Applications –</b>  <i>Nil Applications received</i></p> <ul style="list-style-type: none"> <li>• <i>Bill Speirs tabled the project for the Centenary of the Ariah Park Cenotaph and the proposal to recognise the soldiers who did not return home.</i></li> </ul>	

4	<p><b>Heritage Advisors Report –</b> The report was noted.</p>	
5	<p><b>Heritage Article –</b></p> <ul style="list-style-type: none"> <li>• Indian Hawkers completed by Ken McCubbin and forwarded as a four (4) part series to the Temora Independent</li> </ul>	
6	<p><b>General Business –</b> <i>Ros Hartwig</i></p> <ol style="list-style-type: none"> <li>1. Combaning/Springdale family history research <i>Nigel Judd</i></li> <li>1. Tara/Bectric tour – Would like to see the Mary Gilmore Way as a Heritage Trail. It was decided to place as a future project. The group is to set the preform then invite the other Councils to be involved. <i>Bill Speirs</i></li> <li>1. Red Fire Truck from Talbingo</li> <li>2. Woolpress 'Gregory' - obtain by donation</li> <li>3. Ariah Park Cenotaph Centenary</li> <li>4. Dr Gibbs – daughter gave the Museum a copy of a photograph of Ariah Park's main street – was part of an area that was not identified.</li> </ol>	

**Next Meeting: Thursday, 5<sup>th</sup> September, 2019 at the Temora Shire Council Chambers at 12:00 PM**

**Meeting Closed at 12:45 PM**

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**18.16 TEMORA SHIRE ARTS COUNCIL MINUTES HELD 3 AUGUST 2019**

**File Number:** REP19/1087

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Temora Shire Arts Council [↓](#) 

## Temora Shire Arts Council Meeting held 3<sup>rd</sup> August 2019

**Meeting commenced:** 6.05 pm

**Present:** Susan Jeri, Dorothy Anderson, Fay Webb, Fran Cahill, Josie Holloway, Nita McIntyre

**Apologies:** Dennis Sleigh, Annie Thorne, Fay Hodge,

**Business Arising:** The Music Marathon was successful. The venue was great, and not overwhelming for the young performers. The small number of people who attended really enjoyed it. It would be a good venue for future marathons, unless the performers would like the opportunity to play the grand piano in the town hall.

**Treasurer's Report:**

Deposit from Music Marathon: \$269.00

Closing balance: \$3,508.32

**General Business:**

**Concerts:** 1. **Marie Cecile Henderson – Concert for Piano and Voice 2 – 4 pm on Sunday 13<sup>th</sup> October** in the Town Hall.

Tickets: Adults \$28

Pensioners: \$20

Aged Care Residents: \$10

We need to have the piano tuned, then it will be fine for the Variety Night.

Afternoon tea will be provided by the committee. Susan will be away, but Nita, Fran, Josie, Fay Webb and Dorothy will be here.

2. **Variety Night Concert on Saturday 19<sup>th</sup> October at 7 pm in the Town Hall.**

Fran will organise a flyer so we can start advertising. Robina is organizing comperes (High School Year 10) and also trying to lock in performers.

Fran has organised to have the Greenstone Choir, but they will need to be on first, she will also ask Carl if he will play the piano, Earl Kotzur if he can organise a group, and Cindy Cassidy if Olivia (Mills) would like to sing. Fran has already asked Taz and Tracy Rundle about the Band playing.

Fran and Nita will be away for this, we are not sure if Annie will be back.

No further business.

**Next meeting:** Tuesday 8<sup>th</sup> October at the Ex Services Club

**Meeting closed:** 6.40 pm



**18.17 ARIAH PARK MARY GILMORE FESTIVAL MINUTES 6 AUGUST 2019****File Number:** REP19/1033**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Ariah Park Mary Gilmore Festival [↓](#) 

**Ariah Park Mary Gilmore Festival Committee**A Section 355 Committee Of The Temora Shire CouncilMinutes From Meeting Held 6/8/2019

Meeting Opened by Vice-President-Allen Penfold - 7:35 pm

Present - R Wall, Allen Penfold, Patty Vearing, Nigel Judd, Margaret Speirs Bruce Ryan, Jan Popple,,Janice Lewis

Apologies Chris Mutton, Kevin Popple

**Minutes Of Meeting**

Read by Robyn Wall

**Moved** - Bruce Seconded - Janet

**Minutes be Accepted Passed**

**Treasures Report**

Given by M Speirs

Inward

Sponsorship	
Bush chemist	\$50.00
Temora Truck &Tractor	\$100.00
Ariah Park pharmacy	\$30.00

**total income \$180.00**

**Outwards**

5 reems of paper Aust.Post	\$29.95
Coca cola -IGA	\$24.99
Envelopes	\$5.00
Stamps	\$50.00
AGM advertising	\$36.43

Total Expenditure	\$ 146.37
Closing balance as at 31/5/2019	\$ 6,633.69

Term Deposit \$22,284.60	
Leaving a total of	\$28,918.29

Moved –M Speirs Seconded Robyn Wall

**Correspondence:****Inward**

Letter from mayor inviting us to attend fund raising dinner for education fund  
e/mail from Land trust with lease and account attached  
e/mail from local policeman re local courthouse being available for tour  
copy of insurance from council

**Out ward**

e/mail to land trust re fee  
letter to request we be able to be trained to open and close stage  
letter hotel re rooms needed  
letters to school re bonnets and also dog training display  
letter to B&S re stage

**Business Arising:**

1. outcome from land trust re stage
- 2 outcome over use of meal area for Friday night
- 3Nigel to find out more about poet who would like to be on our program next year
- 4 price of hotel rooms sorted out
- 5 Margaret to have petty cash float of \$200
- 6 money to be given to club for prizes for bare foot bowls
- 7 size of new stage fits in area o/k
9. we need to be trained to set up new stage
- 10 meeting now at 7.45 rather than 7.30 pm until further notice
11. We are to print people's name who donate if they don't have a logo
- 12.request for donation for new seating at camp ground -moved Robyn seconded Bruce we donate ½ money for same (PASSED)
- 13 e/mail from Francis NAB bank not available to be open for festival

**Discussions**

Nigel to find out about who repairs stools in main street as some are in need of same  
Banners need to be looked at and repaired if possible  
Busking in the street on Sunday as added attraction  
Best way we can display logos

Meeting closed 9.40

**18.18 TEMORA FIGHT THE FRUIT FLY MINUTES 20 AUGUST 2019****File Number:** REP19/1023**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Temora Fight the Fruit Fly August 2019 [↓](#) 

## *Temora Community Fight the Fruit Fly Group.*

*Meeting held 20-8-2019 in Narraburra Room at 7pm.*

**Present:** *M.Hoskinson, Mavis & Keith Cassidy, Fay & Kevin Pellow, Pat Neasmith, Chris Bett, Myrtle & Roy Madden.*

**Apologies:** *Michael manning, Lindy Reinhold, Ken Davis.*

**Motion:** *Moved Keith Cassidy, 2<sup>nd</sup> Kevin Pellow, for apologies to be accepted.*

**Minutes:** *Moved Fay Pellow, 2<sup>nd</sup> Pat Neasmith, for Minutes as read be accepted.*

**Correspondence:** *In: Letter from Council, with invitation to the opening of the refurbished Town hall on 13<sup>th</sup> September 2019 at 6pm. Letter from Temora & District Education Fund Inc.*

*For a Fund Raising Evening 20<sup>th</sup> September 2019 at 6.30pm. Guest Speaker Ms Selina Win Pe (a survivor of the Lindt Café Seige). Out: Nil. Business arising from Minutes: Citrus tree removed by Group and taken to tip.*

**Treasurer's report:** *O/b same as AGM, \$885.04. Accounts to pay, Secretary for a/c from Club for cup of tea \$45.00 who pd a/c. Paid: Bunnings by Mavis Cassidy for 2 new chairs \$ 58.00. Leaving a closing balance of \$782.04.*

*Maxie moved for the acceptance of her report, 2<sup>nd</sup> Roy Madden.*

### **General Business:**

*To attend Temora Show with traps and info.*

*Vests has some at Millers for Fruit Fly put on.*

**Motion:** *Moved Fay Pellow, 2<sup>nd</sup> Pat Neasmith, we attend the Aria Park Mary Gilmore Day 19<sup>th</sup> October 2019.*

*Members to collect flies to show people what they look like.*

*Pat Neasmith reported a problem with fruit on ground at 201 Baker Street. Karen to get some traps.*

**Motion:** *Moved Mavis, 2<sup>nd</sup> Maxie Hoskinson, we only get the Male traps. They seem to work better than the female ones and they only need replacing every 6 months.*

*Group to let people know that the Fruit Fly Traps are only an indicator that fruit fly are present. The best solution to beat the pest is netting.*

*Group to again have a Tomato Comp.*

*Next meeting 17-9-2019 at 7pm.*

*Meeting closed 8.6pm.*

*President:*

**18.19 TEMORA'S OWN ARTS & CRAFTS MINUTES HELD 24 AUGUST 2019**

**File Number:** REP19/1014

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Temorá Own Arts & Crafts [↓](#) 

**Temora's Own Arts and Crafts  
Committee Meeting 24<sup>th</sup> August 2019  
Minutes**

**Meeting opened at: 10.30 am**

**Present:** Viv Leary, Alison Bushell, Narelle Williams, Debbie Marshall, Vicki Sproule

**Apologies:** June Coleman, Jean Luck

**Confirmation of Minutes of Previous Meeting**

Moved: Alison Bushell

Seconded: Viv Leary

**Business arising from the Minutes**

- Brother laser printer has been repaired at a cost of \$63.
- Vicki approached Dilini and asked if she would like to become a member  
And sell her slices through the shop.  
Dilini, said that she only paid a 15% commission to Quirky Turkey and she would think about joining us.

**Correspondence:**

**Out: Nil**

**In:**

Letter from Temora Shire Council

Free online & Interactive Food safety Training. **I'm Alert Food Safety**

Wollundry Grove Olives

Invitation from Temora Shire Council reopening of Temora Memorial Town Hall

Letter from Bikers for Boobs Can Assist Charity

Moved: Viv Leary

Seconded: Alison Bushell

**Financial Report:**

As per Financial Report in the General Meeting and AGM minutes

**General Business****Shop Renovations**

Chris MacAuley the electrician will be starting work on Friday 30<sup>th</sup> August  
We need to have the walls free so he is able to get to power points.

Will need to check what time Chris will start, need to give him keys

- Suggest that Thursday afternoon we disconnect the security system and place it in the office. Clear out the children's room so Chris has access to start work.
- Members to be contacted and asked to remove their sales items from Thursday afternoon.
- Friday, committee to cover all the shelves in the front room and pack up any out of town members, or local members items and store in back room.
- All shelves, cabinets and cupboards need to be removed from the rooms and store in the back room or store room.
  - We will need to borrow the sliders from the Temora Floor Coverings.
- The carpet should be laid either Tuesday or Wednesday which should give us a few days to doing any painting that is required
- Saturday I have arranged Jenny Wilcox and partner to be on hand to help, also have asked local builder to come and give us advice (and hopefully help )as to the best way to remove the partitions'.
- Important that we do not have too many workers in the way when we remove the partitions because we don't want to be in the way and for safety reasons.
- James from the council will be removing the asbestos for us
- Need to contact Steve Firth and organise the council crew to take away the rubbish.



**Thursday**

Viv, Alison, Vicki and George working Thursday afternoon to pack up members items.

**Friday**

Viv, Vicki, Alison, Narelle, and other members continue to pack up shop. and cover the front shelves with drop sheets

**Saturday / Sunday**

Vicki, Andrew, Jenny, Chris and Debbie as well as a builder to help remove partitions.

**Monday**

Council crew to remove rubbish

Vicki and Debbie to start painting walls in front windows/ walls in offices  
Paint ordered through Viv Leary's Son

**Tuesday, Wednesday, Thursday**

Carpet being laid and continue to paint and clean

**Friday/ Saturday**

Hopefully get the shop back together

Jenny Wilcox asked for wording to put out on facebook explaining we will be closed temporarily until the renovations are completed.

Vicki to Action

Letter to be emailed and sent to members advising them they need to pack up their items by Thursday afternoon.

Suggest members take this opportunity to take their sheets home and clean up And rewrite their numbers.

Members are advised not to re date their sales items or Artwork and bring them back into the shop, also if items are close to being out of date please don't bring these items back into the shop.

The committee discussed various options as to how the shop layout will look when the work is finished. It was agreed that until we see what it looks like it is hard to make a plan.

Vicki will donate a 16 cube shelving unit and it was suggested it be used for displaying the jams, honey, pickles.

All the committee expressed positive input and look forward to the renovations. Even though it will be a lot of work.

### **New Member**

Viv spoke about the new member who has the silver and copper jewellery needing a locked cabinet.

Vicki recommended that the member supply a free standing cabinet to better display her jewellery.

**Meeting Closed at: 11.40am**

**18.20 TEMORA AUSTRALIA DAY COMMITTEE AGM MINUTES HELD 2 SEPTEMBER 2019**

**File Number:** REP19/1091

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Temora Australia Day AGM [!\[\]\(cbe2492b119e39e02a1dab2af4a4b296\_img.jpg\) !\[\]\(2f36c159ea3670f7a62f64a4f1cf5c05\_img.jpg\)](#)

## TEMORA SHIRE AUSTRALIA DAY COUNCIL

*MINUTES OF THE LAST ANNUAL GENERAL MEETING HELD ON MONDAY 2ND  
SEPTEMBER, 2019 HELD AT THE TEMORA SHIRE COUNCIL CHAMBERS, COMMENCING  
AT 5.30PM*

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**PRESENT:** Cr. Graham Sinclair (Chairman), Cr. Rick Firman (Vice Chairman),  
Cr. Max Oliver (Treasurer), Mrs Beth Firman (Secretary), Mr Robert Matthews

**APOLOGIES:** Mr. Michael (Taz) Rundall  
The apologies were received and confirmed on the motion of Cr. Oliver and Cr.  
Firman  
**CARRIED.**

### **MINUTES OF LAST MEETING:**

The minutes of the last meeting were read and confirmed on the motion of Cr.  
Firman and Cr. Oliver **CARRIED**

**BUSINESS ARISING:** Nil

### **CORRESPONDENCE:**

**Incoming:** Nil

**Outgoing:** Nil

Cr. Sinclair and Cr. Oliver moved that the outward correspondence be endorsed  
and the inward correspondence be read and dealt with. **CARRIED**

### **TREASURERS REPORT:**

The treasurer reported a credit of \$1565 for the 2018/19

The treasurers report was read, dealt with and approved on the motion of Cr.  
Oliver and Cr. Firman **CARRIED**

### **ELECTION OF OFFICE BEARERS FOR 2018/19**

The Chairman, Cr. Graham Sinclair requested Cr. Rick Firman conduct the  
election of officers for the ensuing 12 months and Cr. Firman declared the  
positions open..

**CHAIRMAN:** Cr. Graham Sinclair was nominated by Beth Firman. Cr Sinclair accepted the nomination. There being no further nominations, Cr Graham Sinclair was declared elected Chairman.

**DEPUTY CHAIRMAN:** Cr. Rick Firman was nominated by Cr. Graham Sinclair. The nomination was accepted. There being no further nominations Cr. Firman was declared elected Deputy Chairman.

**SECRETARY:** Beth Firman was nominated by Cr Graham Sinclair. Mrs Firman accepted the nomination. There being no further nominations Mrs Firman was declared elected Secretary.

**TREASURER:** Cr. Max Oliver was nominated by Cr. Graham Sinclair. There being no further nominations Cr. Oliver was declared elected Treasurer.

**AUSTRALIA DAY COUNCIL MEMBERS:** Cr. Rick Firman called for nominations for positions on the TSADC as Committee Members. The following were nominated by various members present and subsequently declared elected (with power to add)

Mr. Robert Matthew, Mr Michael (Taz) Rundall

**Council Delegates:** Cr. Rick Firman (Mayor), Cr. Graham Sinclair (Deputy Mayor), Cr. Max Oliver. Cr. Firman congratulated all those elected to their respective positions

**GENERAL BUSINESS:**

- Cr. Firman asked if replacement plaques and general tidying of the Citizen of the Year Garden had been done Cr Oliver is to investigate.
- Post mortem for 2018/19 event –  
Change of time for event  
Brochure to be done detailing nominees, National Anthem  
Thank you letter to Linden Breust was sent  
Only 2 medals remaining in stock with one box and tow lapel pins  
Print our own certificates  
Youth Group to do Face Painting

There being no further general business, the chairman thanked all for their attendance and declared the meeting closed at     pm.

DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_

Chairman

**18.21 TEMORA AUSTRALIA DAY MINUTES HELD 2 SEPTEMBER 2019**

**File Number:** REP19/1093

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Temora Australia Day [!\[\]\(5a132f13505a6571904d622757b7a8f0\_img.jpg\)](#) 

## TEMORA SHIRE AUSTRALIA DAY COUNCIL

MINUTES OF THE LAST GENERAL MEETING HELD ON MONDAY 2<sup>ND</sup> SEPTEMBER 2019 HELD AT THE TEMORA SHIRE COUNCIL CHAMBERS, COMMENCING AT 5.30PM

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**PRESENT:** Cr. Graham Sinclair (Chairman), Cr. Rick Firman (Vice Chairman), Cr. Max Oliver (Treasurer), Mrs Beth Firman (Secretary), Mr Robert Matthews

**APOLOGIES:** Mr. Michael (Taz) Rundall

The apologies were received and confirmed on the motion of Cr. Firman and Mr. Robert Matthews

**CARRIED.**

### **MINUTES OF LAST MEETING:**

The minutes of the last meeting were read and confirmed on the motion of Cr. Oliver and Cr. Firman

**CARRIED**

### **BUSINESS ARISING:**

- Beth is to correlate the booklet with nominees and National Anthem and send to The Temora Independent. It was decided to also include the honour role of previous winners
- Cr. Sinclair rang Justin Dunn regarding his position as our MC. He indicated he would be happy to do it if not away on holidays

### **CORRESPONDENCE:**

#### **Incoming:**

- Letter received from Mr Taz Rundall from the Temora Town Band expressing their wish to be present at the Ariah Park Australia day event
- An invitation was received from The Temora Shire Council and the Mayor Cr. Rick Firman inviting the committee to attend the opening of the refurbished Temora Memorial Town Hall.
- Business papers were tabled

#### **Outgoing:** Nil

Cr Oliver and Mr Rob Matthews moved that the outward correspondence be endorsed and the inward correspondence be read and dealt with. **CARRIED**

**TREASURERS REPORT:**

Nil

**GENERAL BUSINESS:**

- Beth to order more badges and lapel pins
- Beth moved that the Australia Day celebration be conducted as a breakfast in Gloucester Prk commencing at 8am. Seconded Cr. Oliver **CARRIED**
- Cr. Firman moved that the awards consist of Citizen of the Year, Young Citizen of the Year, Event of the Year and the Special Award, subject to a suitable candidate.
- Cr. Firman to book the Town Hall in case of inclement weather, the mobile stage and the street banner
- Nominations to close on October 31<sup>st</sup>. Judging to be done prior to end of November
- Cr. Firman to obtain a draft of the call for nomination ad from the Independent.
- Cr Sinclair to contact the OBRL regarding cooking of the breakfast.
- Beth is to send invitations to the Federal and State Members to attend.
- Cr. Oliver is to contact Craig Giles
- Cr Oliver suggested that Aria Park be given the amount of \$500, based on historic figures, to cover expenses. All receipts and order numbers to be given to the treasurer Cr Oliver. Seconded Rob Matthews. **CARRIED**

There being no further general business, the chairman thanked all for their attendance and declared the meeting closed at 6.30 pm. Next Meeting Wednesday 2<sup>nd</sup> October at 6.00pm

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_

Chairman



**18.22 TEMORA HERITAGE COMMITTEE MINUTES HELD 5 SEPTEMBER 2019****File Number:** REP19/1111**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Temora Heritage Committee [↓](#) 

MINUTES

MINUTES OF THE MEETING OF THE TEMORA HERITAGE COMMITTEE

**Meeting Held:** Temora Shire Council Chambers on Thursday, 5<sup>th</sup> September, 2019  
**Present:** David Scobie, Michael Collins, Wilma McCubbin, Bill Speirs, Claire Golder, Belinda Bushell, Rod Ballantyne, Kris Dunstan, Meryll Graham, Jason Goode and Cr Max Oliver  
**Apologies:** Tricia Stubbs, Ros Hartwig, Cr Nigel Judd

**Commenced:** 12:04 PM

ITEM		ACTION
1	<p><b>Confirmation of Minutes –</b>                      Minutes confirmed Moved Wilma McCubbin and Seconded David Scobie</p>	
2	<p><b>Business Arising from Previous Minutes –</b></p> <ul style="list-style-type: none"> <li>• State Heritage Inventory – still ongoing.</li> <li>• Sproules Lagoon – Claire Golder attended an Information Session at West Wyalong by the Department of Planning. There were two (2) contacts from OEH based in Albury. Possible contact for assistance with the Aboriginal heritage of the site.</li> </ul>	<p><b>BB</b> to continue to work on inventory</p> <p><b>Committee</b> to still make contact with Mark Saddler about availability and possibly utilise the contacts obtained by Claire.</p> <p><b>JG</b> to forward a copy of his uncles letter depicting the story of when</p>

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<p>they moved to the area – details the landscape DS to finalise costings</p>	<ul style="list-style-type: none"> <li>Indian Hawkers – articles in the paper – unfortunately not as per what was forwarded. Wilma McCubbin will forward the correct article and format to the paper in her own time. Positive responses have been received from the articles. Possibly look at an Interpretive Panel – possibly where the Indian Hawkers resided.</li> <li>Temora Digitisation of Temora Independent. 1894 to 1923. Michael Pascoe to Scan/OCR 22,500 pages will cost approximately \$9,900 (GST Inc.). Grants to be sourced for this process. Claire has reviewed and unfortunately nothing available as yet. It was Moved Jason Good and Seconded Wilma McCubbin that \$4,500 be approved for the 2019-2020. And further that the committee endorses (pending grant money approved in 2020/2021) that \$4,500 be offered in the 2020/2021 financial year.</li> </ul> <p>1 Vote recorded against</p>	<p>CG to continue to review appropriate grants for this task – possibly through the Royal Historical Society and Library Grants</p> <p>Sub Committee to undertake another self-drive tour – possibly Trungley Hall, Gidginbung and</p>
	<ul style="list-style-type: none"> <li>Self-Drive Brochure – meeting with Mark Rayner from Cuttlefish Design – adopting the same format as the Canola Trail (A3) X 2 pieces of paper. Each having 3 sections of the shire located on them back and front (i.e. 3 quadrants)</li> </ul>	

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<p>Thanowring</p> <p>BB to arrange meeting</p>	<ul style="list-style-type: none"> <li>• Temora Memorial Town Hall – Interpretive Panel – 5 X Panels on the Western wall. Bill Speirs is working on the photos and text.</li> <li>• Satellite Airfield Sites – Meeting with Mark Rayner from Cuttlefish – similar concept to self-drive brochure. It is proposed that a meeting with Temora Aviation Museum be arranged.</li> <li>• Interpretive Panel Booklet – meeting with Mark Rayner from Cuttlefish – discussed the concept of David Scobie going through the Thematic History and having it printed at the front of the book. Then the following pages will be segregated into portions with the associated interpretive panels completed by each history group. Initially the committee is to receive a quotation for around 200 copies. The booklet will be in excess of 70 pages and possibly A3, pending the format of the panel and its quality in being reproduced.</li> <li>• Chinese Heritage – Wilma McCubbin and Merryl Graham to meet with Meredie Mee Ling to see what objective should be undertaken during the Chinese heritage of Temora. Perspective of discrimination, commemorating the history of the burning towers culture at Temora Cemetery??</li> </ul>
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4	<p><b>Heritage Fund Applications –</b>  <i>Nil Applications received</i></p> <ul style="list-style-type: none"> <li>• <i>See Business Arising RE: Motion for Digitisation</i></li> </ul>	
5	<p><b>Heritage Advisors Report –</b>                  The report was noted.</p>	
6	<p><b>General Business –</b>  <i>Wilma McCubbin</i></p> <ol style="list-style-type: none"> <li>1. Obtained an article – “Nightmare Journey for Temora Ambulance” - will give to Bill Speirs</li> <li>2. 50<sup>th</sup> Anniversary Photos of the Narraburra Church – Give to the Narraburra Church Social Committee</li> <li>3. WWI Roll of Honour for Ariaah Park – will give to Bill Speirs</li> <li>4. Another positive visitor – expressing how lovely the town looks.</li> </ol> <p><i>Claire Golder</i></p> <ol style="list-style-type: none"> <li>1. Schedule 5 of Temora Shire Councils LEP – Heritage Item Updates – advertising for four (4) weeks.</li> <li>2. Ariaah Park Railway Station – trying to obtain a licence. Requires reviewing of the terms and conditions, once received it will then go to Council. Verbal discussions have indicated that demarcation is required on the platform – in what form is uncertain?</li> </ol>	

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	<p><i>Merryl Graham</i></p> <ol style="list-style-type: none"> <li>Received a visitors compliment regarding Temora. FOTSC were trying to locate her relative.</li> </ol> <p><i>Rod Ballantyne</i></p> <ol style="list-style-type: none"> <li>Nigel Judd's email RE: Charcoal Burning Towers The Committee proposed that the idea of the locality of the charcoal burning towers be referred to the Ariaah Park Community Projects Committee. A suggestion was put forward to have one (1) situated at Davey Park in conjunction with the other historical items. Bill too, has a photo of an old tractor that could be incorporated into the display.</li> <li>October Train visit</li> </ol> <p><i>David Scobie</i></p> <ol style="list-style-type: none"> <li>Art Deco article – also was placed in Temora Independent</li> </ol>	
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<p><i>Max Oliver</i></p> <ol style="list-style-type: none"> <li>1. Lifestyle Magazine – Exposure of 2-3 pages on Temora Railway Station and the infamous Boofhead</li> <li>2. School visit from TPS approx.. 75 kids – the day went well and some very interested children.</li> </ol> <p><i>Bill Speirs</i></p> <ol style="list-style-type: none"> <li>1. Received a donation from Frank Krebbs descendants. A coffee maker that was made by an Italian Prisoner of War during their time on their farming property. It's a very prized possession and is very unique.</li> </ol>	
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**Next Meeting:** Thursday, 17<sup>th</sup> October, 2019 at the Temora Shire Council Chambers at 12:00 PM

**Meeting Closed at** 1:10 PM

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**18.23 TEMORA RURAL MUSEUM AGM MINUTES HELD 5 SEPTEMBER 2019****File Number:** REP19/1095**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Temora Rural Museum AGM [!\[\]\(fa6f3af6bfa46c5d4a2d362681095beb\_img.jpg\)](#) 



**MINUTES OF THE ANNUAL GENERAL MEETING  
OF THE TEMORA RURAL MUSEUM MANAGEMENT COMMITTEE  
held at the museum on 5<sup>th</sup> September 2019**

Meeting commenced at 8.00pm

**Present:** Ken Hewett (Chair), Neil Martin, Graham Lynch, Bill Speirs, Len Stimson, Earl Kotzer, Eddie Sams, Bob Ingram, Cr. Ken Smith, Harold Fritsch, Brian Jennings, Gordon McGeorge, Gordon Muir, Allan Penfold, Robyn Wall, Jack & Jan Oliver, Col Perry, Graham Crawford, Steve Holden, Doug Oliver, John Harris, Ken Davis, Brian Moroney, Neil Storm, Robert Maslin

**Apologies:** John Atkinson, Kate Hewett, Jean Luck, Mavis Bean, Reg & Doreen Bushell, Gaye McGeorge, Brian Durham

**MOVED** that the apologies be accepted Ken Davis / Robyn Wall - carried

**Minutes:**

**MOVED** that the minutes of the annual general meeting held on 6th September 2018 be accepted as a true and accurate record. Eddie Sams / Col Perry – carried.

**Correspondence:** There was no correspondence relevant to the Annual Meeting.

**Treasurer's Report:** The treasurer tabled the audited annual financial return for the year ending 30<sup>th</sup> June 2019 and reported an Income of \$59,630.65, Expenditure of \$54,828-70 and Closing Balance of \$42,813-99.

**MOVED** that the Treasurer's report be accepted. Graham Lynch / Neil Storm

**MOVED** that the Treasurer be authorized to transfer the funds from the Museum's Westpac Cash Reserve Account to the General Account and close the former account. Graham Lynch / Jan Oliver - carried

**Chairman's Annual Report:** as attached

**MOVED** that the Annual Report be accepted. Ken Hewett / Gordon McGeorge - Carried

**Election of Officers:**

Cr. Ken Smith occupied the chair for the Election of Officers.

Chairman: Ken Hewett, nominated by Robyn Wall

Deputy Chairman: John Harris, nominated by Ken Hewett

Deputy Chairman: Eddie Sams, nominated by Bill Speirs

Secretary: Bill Speirs, nominated by Ken Davis

Treasurer: Graham Lynch, nominated by Len Stimson

Public Officer: Steve Firth, nominated by Jan Oliver

Curators: Textiles – Jean Luck & Kate Hewett  
Steam – John Flakelar & John Hingerty  
Stationary Engines – Jack Oliver & Gordon Muir  
Tractors – John Harris, Brian Jennings & Mick O'Connor  
Machinery – Doug Oliver  
Print Shop – Ken Hewett  
Telecom – Gordon McGeorge  
Rock & Mineral – Gordon McGeorge & Ken Davis  
Ambulance – Eddie Sams  
Flour Mill – Neil Storm  
Horse wagons – Harold Fritsch  
Bradman Cottage – Brian Durham & Jan Oliver  
Grounds – Col Perry, Brian Sandow  
Archives – Bill Speirs  
Fire Brigade – Greg Matthews & Greg Pickersgill  
RFS- Steve Holden  
Military – Graham Lynch  
Shearing Shed - Graham Crawford  
Jenkins' Machine Shop – Gordon Muir

Supervisors: Saturday Working Bee Task Manager – Robert Maslin  
Annual Exhibition Co-ordinator – Robert Maslin  
Workshop – Jack Oliver  
Electrical Maintenance – Neil Storm  
Roster – Bill Speirs  
Housekeeping – Jan Oliver  
Catering – Keri Perry

**MOVED** that the nominations as listed above be accepted for all positions.

Ken Davis / Neil Storm – carried.

**General Business:**

**Admission Prices:**

**MOVED** that all Daily Admission Prices (viz. Adult \$10.00, Senior Concession \$8.00, Group booked Adult \$8.00, Joint museum ticket Adult \$7.00 / Child \$3.00, and Child [school age] \$4.00) be applied until the next AGM. Eddie Sams / Harold Fritsch - carried

**MOVED** that 47<sup>th</sup> Annual Live Exhibition Admission Prices be set at Adults \$15-00, Senior Concession \$12-00 and Child \$4-00. Robert Maslin / Brian Jennings – carried.

The date for the next annual meeting was determined as Thursday 3<sup>th</sup> September 2020.

There being no further business, the meeting closed at 8.23pm

**18.24 BUNDAWARRAH CENTRE AGM MINUTES HELD 5 SEPTEMBER 2019****File Number:** REP19/1097**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Bundawarra Centre AGM minutes [↓](#) 

**OF THE BUNDAWARRAH CENTRE MANAGEMENT COMMITTEE (355c)  
held at the museum on 5<sup>th</sup> September 2019**

Meeting commenced at 8.24pm

**Present:** Ken Hewett (Chair)(THS), John Harris(THS), Eddie Sams(THS), Neil Martin(TLFHG), Jack Oliver (TS4M). Ken Davis (TEMF), Cr. Ken Smith (TSC). Bill Speirs TSC Staff also present.

**Apologies:** Cr. Max Oliver, Howard Ruth, Ann Pike

**MOVED** that the apologies be accepted Eddie Sams / Jack Oliver – carried

**Minutes:**

**MOVED** that the minutes of the annual general meeting held on 6<sup>th</sup> September 2018 be accepted as a true and accurate record. Neil Martin / Cr. Ken Smith – carried.

**Correspondence:** none relevant to the AGM

**Rural Museum Manager's Annual Report:** as attached

**Local and Family History Group Chairman's Annual Report:** as attached

**MOVED** that the Annual Reports be accepted. Neil Martin / Ken Davis – carried.

**Election of Officers:**

Cr. Ken Smith occupied the chair for the Election of Officers.

Chairman: Ken Hewett, nominated by Neil Martin

Deputy Chairman: Neil Martin, nominated by Ken Davis

Deputy Chairman: Howard Ruth, nominated by Jack Oliver

Secretary: Bill Speirs, nominated by Eddie Sams

Public Officer: Steve Firth, nominated by Ken Hewett

There being no further nominations, Cr. Smith declared the nominated officers duly elected.

**General Business:**

The date for the next annual meeting was determined as Thursday 3<sup>rd</sup> September 2020.

There being no further business, the meeting closed at 8.34pm

**18.25 BUNDAWARRAH CENTRE ANNUAL REPORT 2018/2019****File Number:** REP19/1099**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Bundawarra Centre Annual Report [!\[\]\(0aff635c4179ba9e710b00f4b01d3b20\_img.jpg\) !\[\]\(29658d981ebdf5edc259074cbf6110e0\_img.jpg\)](#)

**The Bundawarra Centre (Temora Rural Museum)  
Annual Report 2018-19**

Good Evening Ladies and Gentlemen,

Thank you for the opportunity to review a most significant year in the progress of our museum project. While we have added substantially to both the collection and the exhibition infrastructure, the initiatives we have undertaken to re-present our enterprise within the tourism landscape have set it apart as a watershed in our development.

After eighteen months of discussion and consideration of the extent to which the museum has grown and diversified over the past decade, and the potential of this diversification to increase visitor interest, it was resolved to move toward a more inclusive brand under which to market our extraordinary achievement in the visitor economy.

Accordingly, as the year unfolded the museum began working with Temora Shire Council to promote the various community based heritage collections, exhibitions and kindred interests we have gathered on our site, under the banner of the "Bundawarra Centre". It is not intended that the Temora Rural Museum should lose its identity, rather, its collections will partner, on a more equal basis, with the other very significant collections we now host.

To this end, the Management Committee has commissioned a motif by which to identify the new brand in the market place. This motif has been incorporated into both our digital and paper-based promotional material and features prominently in our current Television advertising campaign on WIN TV.

I am delighted to note that despite growing concern for the health of regional tourism in the face of negative economic factors beyond our control, our own position now appears to be improving.

Underpinning a modest increase in casual visitation, we have welcomed sixteen coach groups, seven school groups and seven community groups, and our facilities have hosted twenty seven community events. Again this year, our temporary exhibition space has hosted seven exhibitions including the Bald Archy Prize for a fifth season. We look forward to hosting this outstanding regional Exhibition again later this year, despite the tragic loss of its founder and promoter, Peter Batey OAM, in June.

Our regular working bees continue to be well supported, keeping both the grounds and collections to a very high standard of presentation and performance. Both the Oliver and Hanimag tractors have been restored to working order and Gordon Muir deserves special recognition for his dedication to the overhaul of the unique "Ford Junior" tractor. Replacement of the Laserlite in the Marge Fouracre Gallery and the upgrade to LED lighting in several of our galleries, have also been valuable improvements.

The standard of catering for both our regular working bees and visiting tour groups has been maintained at a very high standard, appreciated by both our volunteers and visitors and a credit to those of our members who regularly provide this essential service.

Despite the high level of regard for workplace health and safety observed by our volunteers, the accident that occurred during the erection of our new steam shed highlighted the ever present risk we face maintaining and improving our site and collections. The decision to replace the forklift, generously donated to us by BFB some years ago, increase the number of fully qualified forklift operators among our workers, and train three staff in First Aid, clearly demonstrates our resolve to maintain a site that is both safe and enjoyable for everyone. The new steam shed is now complete and it is very pleasing that all of our steam collection is once again out of the weather.

Our 46<sup>th</sup> Annual Exhibition was again well attended. The Grand Parades continue to provide the highlight for the program and our decision to focus more attention upon the preparation and presentation of this aspect is evident in the increased quality of the spectator experience. We are most fortunate in the support we receive from the wider community in presenting our Annual Exhibition. We gratefully acknowledge the Temora Anglican Church, Temora Rotary and Temora Town Band, along with Temora Shire Council, all of whom enable us to deliver this important truly "community" event.

We continue to engage with the community at large, participating in the very successful RFS Championships, the NSW Ambulance Legacy launch and the ACT Emergency Services Showcase.

Affirming the huge commitment of time and energy our members contribute to the museum, the community continues to favour us with a vast range of donations to enrich and diversify the visitor experience we can offer. "Big Red" - the Talbingo SES Rescue vehicle, the Barmedman Fire Brigade Garford, science memorabilia from Temora High School, a Gregory wool press, Avery Wool Scales, 1951 Massey Harris 701 baler and a magnificent original framed portrait of "Paleface Adios" are among the larger items.

Perhaps the most significant item, at least from my point of view, is a small filter coffee making machine, beautifully crafted from jam tins by a local WWII Italian Prisoner of War while he worked on a Temora farm in 1946.

For the support of Temora Shire Council, working in the background to underpin the success of our activities and foster the progress of the many community groups now associated with the Bundawarra Centre, we are most grateful. Beyond the day to day, it is Council's willingness to incorporate our projects into its planning, assist with funding and embrace our vision, that allows us to maintain our enviable record of achievement.

As we embark upon another exciting chapter for our museum, I warmly congratulate our Chairman, Ken Hewett, the Museum Management Committee, and all of our volunteers, upon your achievements over the past year. I thank each of you, most sincerely for your fellowship, effort and commitment to our outstanding enterprise and for your friendship and support of me in my role as your Museum Manager.

Bill Speirs

5<sup>th</sup> September 2019

**18.26 TEMORA RURAL MUSEUM MINUTES HELD 5 SEPTEMBER 2019**

**File Number:** REP19/1101

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Temora Rural Museum minutes [↓](#) 



**MINUTES OF THE GENERAL MEETING  
OF THE TEMORA RURAL MUSEUM MANAGEMENT COMMITTEE  
held at the museum on 5<sup>th</sup> September 2019**

Meeting commenced at 8.35pm

**Present:** Ken Hewett (Chair), Neil Martin, Graham Lynch, Bill Speirs, Len Stimson, Earl Kotzer, Eddie Sams, Bob Ingram, Cr. Ken Smith, Harold Fritsch, Brian Jennings, Gordon McGeorge, Gordon Muir, Allan Penfold, Robyn Wall, Jack & Jan Oliver, Col Perry, Graham Crawford, Steve Holden, Doug Oliver, John Harris, Ken Davis, Brian Moroney, Neil Storm, Robert Maslin

**Apologies:** John Atkinson, Kate Hewett, Jean Luck, Mavis Bean, Reg & Doreen Bushell, Gaye McGeorge, Brian Durham

**MOVED** that the apologies be accepted Jack Oliver / Eddie Sams - carried

**Minutes:**

**MOVED** that the minutes of the general meeting held on 11<sup>th</sup> July 2019 be accepted as a true and accurate record. Brian Jennings / Allan Penfold – carried.

**Business Arising from the minutes:**

Bill advised that he had met with Ben Price from Essential Energy and subsequently written to him expressing interest in acquiring their redundant exhaust fans.

Bill reported that he had inspected the railway pedestrian bridge at Narromine and considered it unsuitable for our purposes as it is structurally similar to the design we previously submitted to a civil engineer which was rejected.

**Correspondence:**

**MOVED** that the correspondence be received and dealt with as read. Neil Martin / Eddie Sams – carried

Summary as attached.

The letter received from the Museum of Applied Arts and Sciences (Powerhouse Museum) regarding our request to borrow the Air Ambulance was read and tabled.

**Treasurer's Report:** The treasurer advised that he was unable to furnish the meeting with his usual bi-monthly report as the books were still with the Auditors following preparation of the Annual Report. An extended report covering the period will be presented to the next general meeting.

**Manager's Report:** as attached.

**Curator's Reports:**

Doug reported that a pair of Clover harvesting machines had been received from Allan Penfold.

It was noted that the Steam Collection has been relocated to its new shed.

Steve advised that he is presently installing the display cases received from Canberra in the RFS Exhibition. Neil has also added a new lighting array in the main gallery.

Eddie reported that he had added the Fairlane Ambulance to the Ambulance Exhibit.

Bill noted that the Forklift License Tests will be conducted next Sunday and Monday.

All other curators present reported satisfactory progress.

**General Business:**

The Manager advised the Committee that the Firearms Museums licensing process is still proceeding and expressed the view that the Society's small collection of firearms is becoming increasingly problematic.

**MOVED** that on behalf of the Temora Historical Society Inc., the museum divest itself of its firearms collection. Graham Crawford / Ken Davis – carried without dissent.

There being no further business the meeting closed at 9.12pm.

**18.27 MUSEUM MANAGERS REPORT SEPTEMBER 2019****File Number:** REP19/1103**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Museum Managers Report [↓](#) 

**Temora Rural Museum – MANAGER’S REPORT**

**Meeting Date:** 5<sup>th</sup> September 2019

**Visitation From:** 11.7.2019 To:3.9.2019      **Adults:** 532    **Children:** 194

**Group Visits:** Wagga Wagga Antique Society. Sat. 27<sup>th</sup> July. 1.30pm  
Temora Public School Temora Timeline visit . Tues. 13<sup>th</sup> Aug. 1.30pm  
Temora West Public School. Thurs. 15<sup>th</sup> Aug.  
West Wyalong High School. Wed. 28<sup>th</sup> Aug.  
Narrandera Probus Club. Thurs. 29<sup>th</sup> Aug. 1.30pm  
West Wyalong/ Penrith High School Group. Thurs. 5<sup>th</sup> Sept. 10am

**Group Bookings:** Wodonga Life Activities Group. Sat. 7<sup>th</sup> Sept.  
Museum to CATER lunch  
Temora Public School Temora Timeline visit. Tues. 10<sup>th</sup> Aug. 1.30pm  
Young Catholic School. Wed. 18<sup>th</sup> Sept. 10am  
Rose’s Travel Group Wed 9<sup>th</sup> Oct. 10.30am  
Bright Men’s Shed group. Sat 12<sup>th</sup> Oct.  
Potter Travel Coach Group. Tues. 15<sup>th</sup> Oct. 11.30am  
Museum to CATER lunch  
Richards Coach Group. Fri. 18<sup>th</sup> Oct. 10.30am  
Richards Coach Group. Fri. 25<sup>th</sup> Oct. 10.30am

**Recent Events:** BEC Governance & Grant Writing Workshop. Thurs. 1<sup>st</sup> Aug. 5.00pm  
Temora Public School Temora Timeline talk . Tues. 6<sup>th</sup> Aug. 2.00pm  
Holmes Sackett Farm Expansion Workshop. Wed. 7<sup>th</sup> Aug. 8.00am  
Museum to CATER  
Birthday Party – Jan Oliver. Sat 24<sup>th</sup> Aug.  
TSC Art Prize Exhibition. 30<sup>th</sup> Aug.- 31<sup>st</sup> Sept.  
Birthday Party – Faith Ryall. Sun. 1<sup>st</sup> Sept.

**Planned Events:** CSEC Executive Meeting. Tues. 10<sup>th</sup> Sept. 12.30pm  
Temora Probus Club BBQ. Tues. 17<sup>th</sup> Sept. 11am  
BEC Grant writing Workshop. Wed. 18<sup>th</sup> Sept. 4.30pm  
TSC Code of Conduct Training. Mon. 23<sup>rd</sup> Sept. 9am  
Health & Wellness Seminar – Jess Evans. Sun 29<sup>th</sup> Sept. 9am  
St. Anne’s Central School Art Exhibition. Mon. 21<sup>st</sup> Oct. – Mon. 4<sup>th</sup> Nov.  
Bald Archy Art Prize Exhibition. Tues. 6<sup>th</sup> Nov. – Sun. 1<sup>st</sup> Dec.

**Recent Acquisitions:** Italian POW Filter Coffee Machine

**General Business:**

**Correspondence:****General ephemera.** 5**Magazines & newsletters.** Narraburra News. Jun, July, Aug. 2019  
Aust Museums & Galleries Assoc. Magazine Winter 2019**Circulars.** MGnsw IMAGiNE Awards & VIM Grants**Letters. I/W:** MAAS Loan of Beechcraft QueenAir  
TSC Online food safety training  
Moses & Sons Butts 4 Bucks Donation**O/W:** Request for Essential Energy surplus exhaust fans  
Notification of proposed change to THS Constitution**Email:**

**18.28 BUNDAWARRAH CENTRE MINUTES HELD 5 SEPTEMBER 2019**

**File Number:** REP19/1105

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Bundawarra Centre minutes  

**MINUTES OF THE GENERAL MEETING  
OF THE BUNDAWARRAH CENTRE (355c) MANAGEMENT COMMITTEE  
held at the Bundawarra Centre on 5<sup>th</sup> September 2019**

Meeting commenced at 9.13

**Present: Present:** Ken Hewett (Chair)(THS), John Harris(THS), Eddie Sams(THS), Neil Martin(TLFHG), Jack Oliver (TS4M). Ken Davis (TEMF), Cr. Ken Smith (TSC). Bill Speirs TSC Staff also present.

**Apologies:** Cr. Max Oliver, Howard Ruth, Ann Pike

**MOVED** that the apologies be accepted Ken Davis / Neil Martin – carried

**Minutes:**

**MOVED** that the minutes of the general meeting held on 11<sup>th</sup> July 2019 be accepted as a true and accurate record. Cr. Ken Smith / Eddie Sams – carried.

**Correspondence:**



There was no correspondence requiring the attention of the Committee

**General Business:**

**MOVED** that the Reports received by the General Meeting of the Temora Rural Museum Management Committee on 5<sup>th</sup> September 2019 be received and that the resolutions of that meeting be confirmed. Neil Martin / John Harris – carried.

There being no further business the meeting closed at 9.15pm.

**18.29 APPRECIATION LETTER**

**File Number:** REP19/1054  
**Author:** Secretary Engineering  
**Authoriser:** General Manager  
**Attachments:** 1. Appreciation Letter  

30.8.2019

Dear Manager,

I apologise for this letter not being typed or via email, we are away on holidays. I spoke briefly to Rob Fisher and he suggested writing this feedback note.

Twice a year my wife Lynette and I spend a week visiting a country town in part to support local communities in the midst of this devastating drought.

This week we have stayed in Temora at the Aromet Motel. We have been overwhelmed by the positive feedback and comments towards Council Staff and Councillors.

- Encouraged by support of Council
- Impacted positively by initiative of Council
- Support for new projects
- Assistance in applying for Grants
- Attitude towards Volunteers
- Willingness to listen to potential new businesses

This has come from a variety of people including chats in the main street as well as walking around the streets. We have not received one negative feedback or comment.

Warmest Regards,

Les

&

Lynette

Scarborough



30. 8. 2019

MANAGER  
TEMORA SHIRE COUNCIL

Rob Fisher  
Engineering Technical Manager

Temora Shire  
Council



105 Loftus Street  
PO Box 262  
Temora NSW 2666

t: 02 6980 1107  
f: 02 6980 1138  
m: 0418 510 119

e: rfisher@temora.nsw.gov.au  
www.temora.nsw.gov.au

DEAR MANAGER,

I APOLOGISE FOR THIS ITEM NOT BEING TYPED OR VIA EMAIL. WE ARE AWAY ON HOLIDAYS. I SPOKE BRIEFLY TO ROB FISHER AND HE SUGGESTED WAITING THIS FEEDBACK NOTE TWICE A YEAR MY WIFE LYNETTE AND I SPEND A WEEK VISITING A COUNTRY TOWN IN NSW TO SUPPORT LOCAL COMMUNITIES IN THE MIDST OF THIS DEVASTATING DROUGHT

THIS WEEK WE HAVE STAYED IN TEMORA AT THE HAMLET MOTEL. WE HAVE BEEN OVERWHELMED BY THE POSITIVE FEEDBACK AND COMMENTS TOWARDS COUNCIL STAFF AND COUNCILLORS.

- ... ENCOURAGED BY SUPPORT OF COUNCIL
- ... IMPACTED POSITIVELY BY INITIATIVE OF COUNCIL
- ... SUPPORT FOR NEW PROJECTS
- ... ASSISTANCE IN APPLYING FOR GRANTS
- ... ATTITUDE TOWARDS VOLUNTEERS
- ... WILLINGNESS TO LISTEN TO POTENTIAL NEW BUSINESSES

THIS HAS COME FROM A VARIETY OF SOURCES INCLUDING CHATS IN THE MAIN ST AS WELL AS WALKING AROUND THE STREETS. WE HAVE NOT RECEIVED ONE NEGATIVE FEEDBACK OR COMMENT

WARMEST REGARDS

LES AND LYNETTE SCARBOROUGH

Les Scarborough

**18.30 TEMORA SHOW SOCIETY - THANK YOU****File Number:** REP19/1148**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Temora Show Society  **FIRST HEADING**

Temora Show Society thanks Council for the ongoing support toward the Temora Show.

Council's \$500.00 donation has been allocated to a Petting Zoo on the day. Thank you also for providing the stage portable toilets, garbage bins and services.

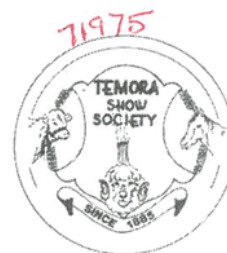
# Temora Show Society Inc.

PO Box 102 TEMORA NSW 2666

ABN 48 140 872 913

**Email:** [temorashow@gmail.com](mailto:temorashow@gmail.com)

**Website:** [www.temorashow.com.au](http://www.temorashow.com.au)



14 September 2019

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

Dear Gary,

Temora Show – Saturday 28 September 2019

On behalf of the Temora Show Society, I wish to thank Council for it's ongoing help and generosity.

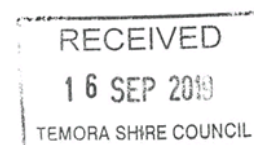
The \$500 very kindly provided by Council for sponsorship to go to a specific activity has been allocated to an all day "Petting Zoo" which should be a great drawcard for children and adults alike.

Also, I take this opportunity to thank Council for providing at no charge, the stage, Rotary caravan, portable toilets, garbage bins and garbage services (to name a few).

Finally, Council may be interested to know that the grant we received from the Crown Lands Department late last year has been used to completely renovate the toilet blocks at the Showground. In addition, we are awaiting the outcome of a grant that we applied for this year to rebuild the "Cat Pavilion".

Yours sincerely,

Jone Pavelic  
President  
Temora Show Society and Temora Showground Trust  
Ph: 0414 609 607



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*Temora Show Society Inc.*

**19 CONFIDENTIAL REPORTS****RESOLUTION 346/2019**

Moved: Cr Max Oliver

Seconded: Cr Graham Sinclair

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993 at 6:49PM:

**19.1 Confidential Minutes of the Assets & Operations Committee Meeting held on 10 September 2019**

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

**RESOLUTION 348/2019**

Moved: Cr Kenneth Smith

Seconded: Cr Dale Wiencke

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

**CARRIED**

**19.2 General Manager Annual Performance Review for period ending 30 June 2019**

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

**RESOLUTION 349/2019**

Moved: Cr Max Oliver

Seconded: Cr Dennis Sleigh

It was resolved that Council:

- 1 Note the report of the General Manager's Performance Review Panel.**
- 2 Note the finding of the Panel on the General Manager's Annual Performance Review for the period ending 30 June 2019, in particular the Panel's summary assessment:**

**"The Panel recognises that the comments below are the same as the previous year, however it is of the opinion that they appropriately describe Mr Lavelle's high performance.**

**The Performance Review Panel rated the General Manager's performance overall for the 12-month period as: 8**

**The Panel noted the General Manager's**

- o Passion for the community**
- o Commitment to excellence**

- o He is highly regarded in the Local Government sector.

In addition, the Panel acknowledged that communications within Council had improved markedly.

The Panel also applauded the move towards regular Director's meetings and encouraged perseverance with MANEX meetings."

- 3 Note that the Panel has agreed on a Performance Agreement for 2019/2020. The above projects have been included in that Agreement

**CARRIED**

### **19.3 Electricity Procurement**

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

#### **RESOLUTION 350/2019**

**Moved: Cr Dale Wiencke**

**Seconded: Cr Kenneth Smith**

**It was resolved that Council**

- 1. Acknowledge that there are extenuating circumstances surrounding the procurement of electricity due to the 2-day validity of offers from electricity retailers where anything longer than this is likely to include a price risk component and as such Council should be excused from the tendering requirements under S55(3)(i) of the LG Act for the procurement of electricity for small tariff sites, large contract sites and street lighting which are due to commence on 1 January 2020,**
- 2. Delegate the authority to execute the contracts for the supply of electricity for small tariff sites, large contract sites and street lighting to the General Manager,**
- 3. Contribute 20% of Council's electricity load to a renewable energy Power Purchase Agreement where the pricing is financially advantageous, and**
- 4. Advise RERO of its decision**

**CARRIED**

### **19.4 Temora Residential Land Use Strategy**

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

#### **RESOLUTION 351/2019**

**Moved: Cr Max Oliver**

**Seconded: Cr Nigel Judd**

**It was resolved that Council endorse the Temora Residential Land Use Strategy and**

**endorse the preparation of planning proposals to support the implementation of the Strategy**

**CARRIED**

#### **19.5 Nixon Park Clubhouse Tender**

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

#### **RESOLUTION 352/2019**

**Moved: Cr Graham Sinclair**

**Seconded: Cr Dennis Sleigh**

**It was resolved that Council endorse the appointment of Killer Constructions as the contractor for the alterations and additions to Nixon Park Clubhouse project, and advise unsuccessful tenderers in writing.**

**CARRIED**

#### **19.6 Temora Residential Masterplan Project**

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

#### **RESOLUTION 353/2019**

**Moved: Cr Dale Wiencke**

**Seconded: Cr Graham Sinclair**

**It was resolved that Council:**

- 1. Note the progress on action items contained within the report and proposed timeframes for future progress, and**
- 2. Contact relevant landowners affected by the proposed actions, and**
- 3. Receive a future report on the progress of this project**

**CARRIED**

#### **19.7 Supported Independent Living and Affordable Accessible Housing Development**

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

#### **RESOLUTION 354/2019**

**Moved: Cr Graham Sinclair**

**Seconded: Cr Dale Wiencke**

**It was resolved that Council endorse the Concept Master Plan as attached to this report, and**

Support the progression of the development of the Supported Independent Living Accommodation in accordance with the 2019-2020 budget allocation, and Investigate options for the delivery of the remainder of the project.

**CARRIED**

#### **19.8 Temora Heavy Vehicle Alternate Route**

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

#### **RESOLUTION 355/2019**

**Moved: Cr Graham Sinclair**

**Seconded: Cr Max Oliver**

It was moved that Council note the outcomes of the workshop and forward relevant documentation to the RMS as requested.

#### **AMENDMENT**

**Moved: Cr Claire McLaren**

**Seconded: Cr Nigel Judd**

That Council forwards to the RMS the fringe Options 1 & 2.

The amendment was put  
And Lost

The motion was put and carried

**CARRIED**

#### **19.9 Kidzfix Foundation Team**

This matter is considered to be confidential under Section 10A(2) - b of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with discussion in relation to the personal hardship of a resident or ratepayer.

#### **RESOLUTION 356/2019**

**Moved: Cr Dale Wiencke**

**Seconded: Cr Dennis Sleigh**

It was resolved that council donates a family pass to the Family for the Recreation Centre for 12 months.

**CARRIED**

**RESOLUTION 347/2019**

Moved: Cr Claire McLaren

Seconded: Cr Graham Sinclair

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

**CARRIED**

**1. GENERAL MANAGER**

Advised that Council have been advised by the State Government of a reduction in Election fees and this will now be in line with Councils budget.



**20 MEETING CLOSE**

The Meeting closed at 7:54PM.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 17 October 2019.

.....  
**GENERAL MANAGER**

.....  
**CHAIRMAN**