



**Date:** Thursday, 17 February 2022  
**Time:** 4:04PM  
**Location:** 105 Loftus Street  
TEMORA NSW 2666

# **MINUTES**

## **Ordinary Council Meeting**

**17 February 2022**

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**MINUTES OF TEMORA SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON THURSDAY, 17 FEBRUARY 2022 AT 4:04PM**

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

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

Temora Independent – Andrew Mangelsdorf

**1 OPEN AND WELCOME**

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

Vinnie Gaynor – Addressed Council regarding the DA/2022 Proposed Motel Cabins

Beydon Sherwood – Addressed Council regarding the response to submissions on the DA/2022 Proposed Motel Cabins

Confidential – Warbirds DownUnder

**2 APOLOGIES**

**RESOLUTION 33/2022**

Moved: Cr Lindy Reinhold

Seconded: Cr Max Oliver

That apologies from Director of Environmental Services Kris Dunstan be received and accepted.

**CARRIED**

**3 OPENING PRAYER**

The opening prayer was conducted by Pastor Darren Kupke from the Lutheran Church.

**4 CONFIRMATION OF MINUTES****RESOLUTION 34/2022**

Moved: Cr Graham Sinclair

Seconded: Cr Max Oliver

That the minutes of the Ordinary Council Meeting held on 13 January 2022 be confirmed.

**CARRIED**

**RESOLUTION 35/2022**

Moved: Cr Claire McLaren

Seconded: Cr Max Oliver

That the minutes of the Extraordinary Council meeting held on 20 January 2022 be confirmed.

**CARRIED**

**DISCLOSURES OF INTERESTS**

Councillor/Officer	Item	Nature of Interest	How Managed
NIL			

**5 MAYORAL MINUTES**

Nil

**6 REPORTS FROM COMMITTEES**

**6.1 MINUTES OF THE YOUTH ADVISORY COMMITTEE MEETING HELD ON 8 FEBRUARY 2022**

**File Number:** REP22/120

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Minutes of the Youth Advisory Committee Meeting held on 8 February 2022

**RESOLUTION 36/2022**

Moved: Cr Belinda Bushell

Seconded: Cr Claire McLaren

It was resolved that the reports be received.

**CARRIED**

**RESOLUTION 37/2022**

Moved: Cr Lindy Reinhold

Seconded: Cr Belinda Bushell

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

**CARRIED**



**Date:** Tuesday, 8 February 2022  
**Time:** 11:12AM  
**Location:** 105 Loftus Street  
TEMORA NSW 2666

# **MINUTES**

## **Youth Advisory Committee Meeting**

**8 February 2022**

**Order of Business**

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**MINUTES OF TEMORA SHIRE COUNCIL  
YOUTH ADVISORY COMMITTEE MEETING  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON TUESDAY, 8 FEBRUARY 2022 AT 11:12AM**

**PRESENT:** Cr Rick Firman (Mayor), Cr Belinda Bushell

**IN ATTENDANCE:** Elizabeth Smith (Director of Administration & Finance), Sheree Elwin (Youth Development Officer)

**1 OPEN MEETING**

11:12am

**2 APOLOGIES**

Nil

**3 REPORTS****3.1 CHAIRPERSON - YOUTH ADVISORY**

**File Number:** REP22/81  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT**

Council has new Councillors elected to committees and now a chairperson is required to be elected for this committee.

Nominations to be called for a chairperson

Cr Rick Firman was nominated to be Chairman of the Committee

**COMMITTEE RESOLUTION 1/2022**

Moved: Cr Belinda Bushell  
Seconded: Cr Rick Firman

That the Committee resolved to recommend to Council that Cr Rick Firman is the Chairman of the Youth Advisory Committee.

**CARRIED**

### 3.2 YOUTH UPDATE

**File Number:** REP22/91  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

#### REPORT

##### YOUth-Made Market #2

Despite a few setbacks with COVID lockdowns, YOUth Made Market #2 took place in the old Target building on Saturday the 20 November, with 10 Temora Youth members volunteering their time for the event. The Youth Team helped in areas of the Platform Y Café, Raffle sales and general cleaning and running of the event. Temora Shire Council, Lions Temora and Temora Rotary Club funded the program in lieu of the DCJ grant provided for the inaugural YOUth Made Market.

The Platform Y Café was a massive success, selling 100 hot beverages, 40 hotdogs, 20 sandwiches and 30 milkshakes as well as cold drinks. All profits from the day go back into programs and resources for the young people at Platform Y. A dedicated *Temora Youth* stall was set up adjacent to the Platform Y café, promoting Youth programs offered in Temora Shire with engaging visual displays and brochures.

Young people volunteering at this event not only contributed to the funds raised for the continuation of activities and programs at Platform Y, but also provided them with community engagement skills and work-related skills, such as barista experience, safe food handling, cash handling and customer service skills.

12 new business stalls were launched at this event (16 young people), selling everything from homemade scrolls to a lawnmowing service. Once again, the mentoring provided by our local businesspeople during the weekly workshops gave our participants the grounding they needed to ensure the YMM was a resounding success.

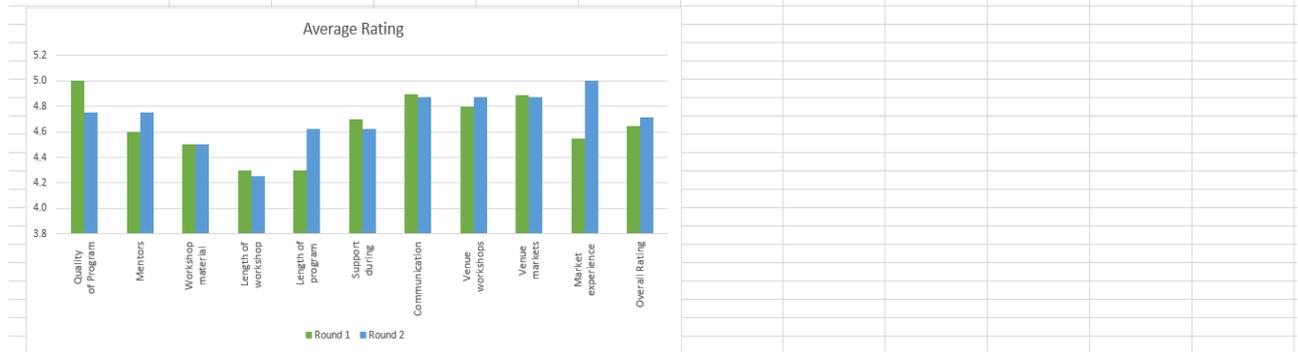
Mentors for weekly workshops during the program were: Sam Dart (PSD) and Michael Harper (Business Advisor); Belinda Lawrence (TSC); Marnie Smith (Temora Town Markets/ TBEG); Deb Davidge (Diamonds and Dust); Kim Sandgren (Inspired Health); Jody Cameron (Elusive Dream Design); Lachlan Pellow (QPL); Libby Kite (formerly Kindly Darling); Gary Lynch (Gazzas); Anne Cooper (Anne Cooper Photography).

Feedback from all involved was again very positive from participants and the community alike. A thank you letter was sent to Lions Temora, Temora Rotary and the owners of the Target building for their assistance with the YMM #2 program.

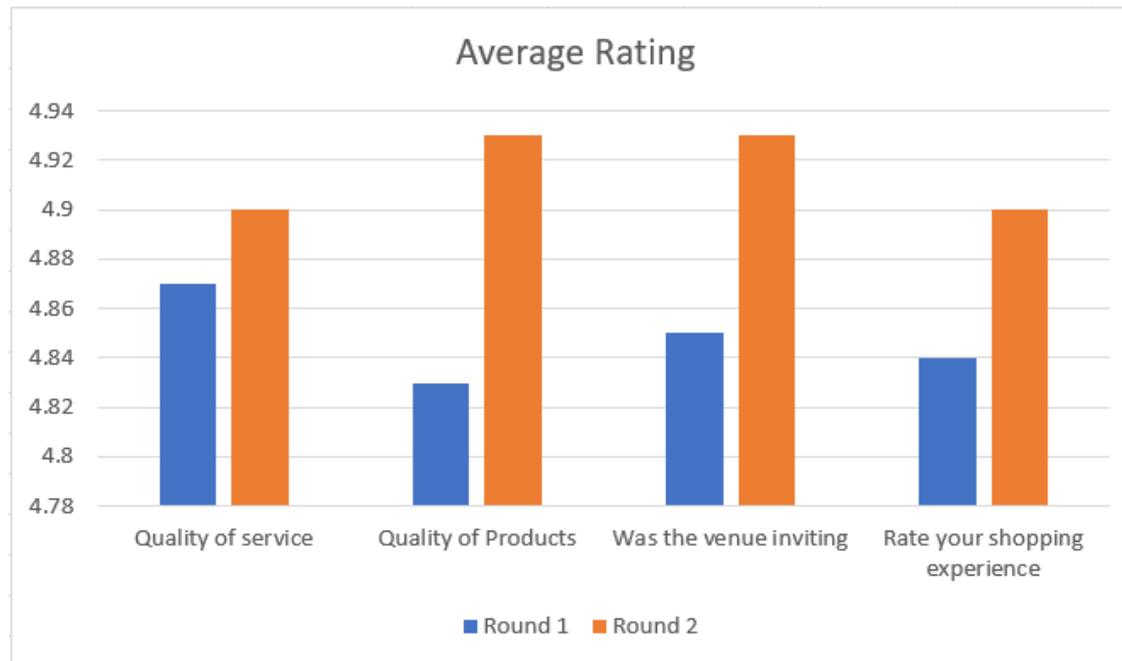
YDO sought expressions of interest from both YMM events to consider a YMM at the TBEG Christmas Fair.

**Participants survey responses**

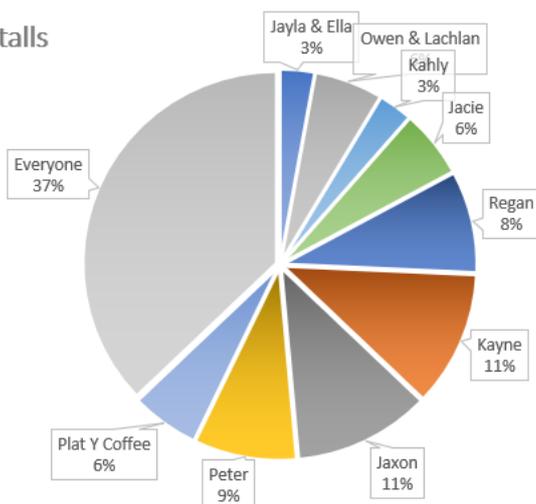
	Quality of Program	Mentors	Workshop material	Length of workshop	Length of program	Support during	Communication	Venue workshops	Venue markets	Market experience	Overall Rating
<b>Average Rating</b>											
Round 1		5.0	4.6	4.5	4.3	4.3	4.7	4.9	4.8	4.9	4.6
Round 2		4.8	4.8	4.5	4.3	4.6	4.6	4.9	4.9	4.9	5.0
<b>Maximum Rating</b>											
Round 1		5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0
Round 2		5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0
<b>Minimum Rating</b>											
Round 1		5.0	4.0	4.0	3.0	3.0	4.0	4.0	4.0	4.0	3.0
Round 2		4.0	4.0	3.0	4.0	4.0	3.0	4.0	4.0	4.0	5.0



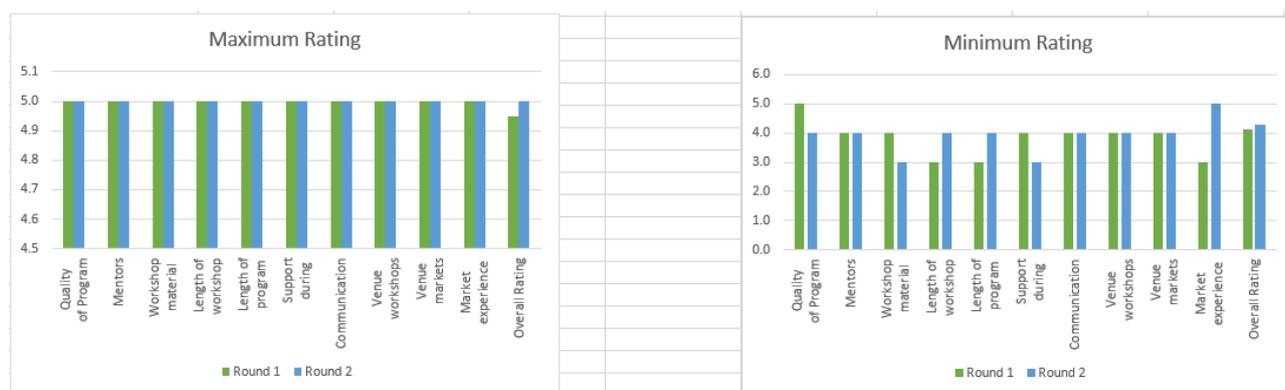
**Customer Feedback**



Stand out Stalls



**YMM Round 1 and Round 2 comparison**



**YOUTH-Made MEGA Christmas Market**

On Friday the 10 December 2021, 12 stall holders and young people from the Temora Youth Team participated in the Youth Made MEGA Christmas Market. 7 members of the Youth Team volunteered to run another successful Platform Y Café. The Youth Team sold loaded hotdogs, milkshakes, hot beverages, and cold drinks. This event was not as successful for the café as the previous market days; however, this was a great learning experience for the young people. With the Target building unavailable, the event was held in the courtyard area of the Patchwork Inn.

The Temora branch of the Young Regional School of Music, in conjunction with members of the Temora Town Band, provided delightful background music at start of the market, adding to the festive atmosphere.

Whilst income for the stall holders was a little down on the previous market, this was another great opportunity for young people to learn about the challenges of business. A thank you letter was sent to owner of the Patchwork Inn, Mrs Teresa McCrone.

This was also the last volunteer event for the year. YDO would like to acknowledge the mentoring provided to the Youth Team volunteers who run the Café by YPC Kassi Owen at each of these events. Her thorough organisation and patient manner ensures the experience is a positive one for all involved.

**Gardening with the Platform Y Green Team**

On Monday 6 December, the Green Team completed the renovation of the garden area at the entrance to Platform Y. The previous garden contents were removed by the Railway Museum volunteers, replaced with a collection of natives by the Platform Y *Green team*. Native plants were selected to reduce maintenance, as well as attract native birds and insects. A generous layer of mulch was laid to help reduce water use and weeds. We are grateful to Ben Muller (Local Landcare Coordinator – Bidgee Mid Temora/Bland) for mentoring our young people with this project and liaising with DES Kris Dunstan to obtain funding from the Environmental Initiatives Committee's- Small Projects Fund. Chris Bett from Gardens on Gallipoli advised the group on plant selections and donated additional plants.

This is a new team which we hope will grow, so our young people will appreciate the outdoors and care for our local environment.

**Platform Y Christmas Party**

On Tuesday the 14 December the Temora Youth Christmas Party was hosted at the Temora Recreation Centre from 4pm-6pm.

The Youth Department funded entry into the pool as well as an hour at the waterslide in acknowledgement 2021 at Platform Y. Fruit platters, cheese and biscuit platters and sausage sandwiches were enjoyed by the Youth Team in between swimming.

Ben Rayner, Culture and Performing Arts Mentor and Temora Young Citizen of the Year, presented 14 young people with awards in recognition of their 2021 volunteer hours. The Temora Youth Team completed over 340 volunteer hours for the year, despite lockdowns and the cancellation of some events.

**Christmas Craft**

On Tuesday the 21 December 2021 we offered two Christmas Craft Workshops, one in Temora at Platform Y and the other in Aria Park at the Aria Park Memorial Hall. This was the first time a workshop has had enough numbers to run in Aria Park.

The Platform Y Workshop had 14 attendees and the Aria Park workshop had 10 attendees.

The groups made Felt Wreaths, Ferrero Rocher Reindeers and Christmas Tree Ornaments. Each craft activity was different in level of difficulty, amount of time and materials required. Christmas themed craft was a massive hit with the participants! The young people made social connections with others they had not previously known, whilst developing their fine motor skills.

The feedback from both groups was extremely positive, especially from parents of the Aria Park attendees. At the end of each session, Platform Y flyers were handed out to all participants. Due to the great response from Aria Park, we decided to hold additional January school holiday workshops at this location.

**Christmas Baking**

On Thursday the 23 December 2021, 19 young people attended the Christmas Baking Workshop at Platform Y. The participants were split into 5 groups to allow for social distancing throughout the hall. The Teams were given 3 recipes to follow- Melting Snowman Cookies, Rudolph Brownies and Strawberry Santa's. The groups successfully completed 2 recipes before running out of time.

Cooking workshops at Platform Y have always been successful in attracting large numbers of young people. Cooking and baking workshops involve skills such in measurement, teamwork, communication and time management. The quality of product relies solely on the participants effort.

Images from this workshop were uploaded onto the Temora Youth social media accounts and received positive feedback from participants.

### **Mini MasterChef**

On Thursday the 6 January 12 young people participated in the final round of the Mini MasterChef challenge- dessert edition. The group was split into 3 teams and were given 1 hour to complete their recipe and plate it for the judge.

Each Team was required to make pancakes but could select their toppings and present it to the best of their ability.

Somerset, a student who was in Temora on a medical placement, was our special guest 'taster' judge for this round. Somerset shared information on her future career and answered any questions the group had before announcing the winners.

The Teams were judged on time management, presentation, taste, teamwork and cleanliness. The winners were presented with T-Bucks cards to use in Temora.

This is the 2<sup>nd</sup> series of Mini MasterChef challenges at Platform Y. We always have a variety of young people attending with positive feedback after each workshop. This workshop is also a great introduction to our term-based weekly hospitality workshops. We have gained 3 new hospitality members from this round alone.

### **Spray Paint Art with Damien Wells**

On Monday 10 January, former Temora High School Captain Damien Wells led a free Spray Paint Art workshop. This unique workshop was held on the grass area in front of Platform Y from 10am-11.30am and was enthusiastically received by all attendees. This popular workshop was fully booked at 15, with a waiting list.

Unfortunately, 3 young people did not attend- or notify their inability to attend- the workshop. This was followed up by YDO and YPC.

The participants ranged from 8-14 years of age, with 3 Temora Youth Leaders in attendance. The young people created two space themed artworks, before 'playing' with other techniques on their final piece. Creativity, fine motor skills, design skills and resilience were developed during this workshop.

We are grateful to Damien for donating his time to run this workshop, as well as his skillful 'beautification' of our Platform Y garbage bin! The support of his mother Mrs Leanne Wells must also be acknowledged, as she assisted with the set up and pack up. Damien expressed a desire to return and offer another workshop during the year, if his busy schedule allowed it.

### **DIY Slime- 4 ways**

On Thursday the 13 January we offered two Slime workshops, one in Temora at Platform Y and the other in Aria Park at the Aria Park Memorial Hall.

Platform Y had 18 attendees and Aria Park had 6 young people booked in, but unfortunately only 3 young people attended. Due to this, we decided for future workshops at Aria Park, we would raise the booking minimum to 7 young people to account for 'no shows'.

At each workshop, the groups were given 4 recipes for slime. Each recipe was a different color and texture for the participants to compare. Each young person chose 1 slime to take home with them.

This workshop was a great sensory activity and attracted a large range of young people. Photos from the workshop were posted on the Temora Youth social media accounts as well as in the Temora Independent.

### **Gaming Tournament**

On Monday the 17 January 20 young people participated in the Gaming Tournament at Platform Y. The games played were Go Fish, Jenga, Mario Kart, Handball and Uno. These games were chosen to allow each young person to find their strength in at least one game.

The young people challenged different opponents at each game, with the top 2 entering a final. They chose Go Fish as the final game. The winner was presented with a T-Bucks card to use in Temora.

Images from the workshop were posted on the Temora Youth social media pages as well as the Temora Independent. This workshop was a great introduction to the term-based weekly Gaming workshops at Platform Y. Membership forms were handed out to all participants.

### **Bake It Forward- Volunteer Day**

On Monday the 17 January, 10 young people from the Temora Youth Team volunteered their time to create and deliver gifts for the essential workers in Temora.

The Team worked together to bake, decorate and package the cupcakes, with the 'final touch' being a note of gratitude for keeping our community safe during very challenging times. The young people decided the gifts would be distributed to the Temora Community Centre, Temora Medical Complex, Pinnacle Community Services, Temora Police Station, Temora District Hospital and Whiddon Temora.

3 Hospitality Leaders delivered the gifts on behalf of the Temora Youth Team, under the supervision of the YPC.

This was a wonderful way for the young people to demonstrate gratitude, as well as starting off their volunteer hours for 2022.

The young people received recognition of their generosity through posts on the Temora Youth social media pages as well as receiving a note from the Temora Community Centre on their social media page.

### **Groovy Suzy- Cartooning**

On Thursday the 20 January, 16 young people attended the Groovy Suzy Cartooning Workshop at Platform Y. This workshop was conducted via Zoom, hosted by Sydney based cartoonist Suzana Bain, under the supervision of the YPC.

Suzy started the session with an introduction of her work before moving onto some easy warm up drawings.

Throughout the workshop, Suzy allowed the participants to vote and decide on the direction and content of the workshop. The young people were extremely surprised with the simplicity of cartooning when broken down into small steps.

The group completed a total of 3 drawings in the workshop. YPC Kassi Owen had multiple young people approach her to ask if this workshop would be held again in future school holidays. The Temora Independent attended this workshop and images were put onto the Temora Youth social media accounts. The "Groovy Suzy" page also uploaded images of the workshop.

### **DIY Body Products**

The DIY Body Products workshop was set to run on Tuesday the 25 January at Platform Y and the Arah Park Memorial Hall. Unfortunately, due to the YPC having to go into isolation, the workshop had to be cancelled. YPC is looking at holding this workshop during the school term.

**Movie Mania**

On Thursday 27 January, a “Movie Mania” event was held at Platform Y from 10.15am-3.30pm. 3 free movie sessions were offered to our young people aged 8-25 years: The Secret Life of Pets, Matilda, and The War with Grandpa. Break time between the movies was spent in the park area adjacent to Platform Y, where the young people played handball, soccer or enjoyed the beautiful surrounds.

17 young people attended this event, with the ages ranging from 8-14 years. 4 Temora Youth Leaders attended and assisted YPO Sheree Elwin by preparing individual fruit snack plates during movie 1, sausage sandwiches during movie 2 and individual popcorn bags during movie 3. Leaders also assisted with the cleaning up.

**Australia Day**

YDO worked with EDO Craig Sinclair and Town Planner Claire Golder in planning the inaugural Australia Day Pool Party. Activities such as patty cake decorating, thong throw at the stumps, zinc face painting, biggest bomb competition, guess the most popular Aussie anthem and an ice cream eating competition were conducted on the day, run by pool staff under the guidance of pool manager Judy Mannion. Winners were awarded with canteen vouchers. Feedback from youth who attended the activities was very positive.

**Weekly Workshops**

Whilst numbers for weekly workshops had declined towards the end of 2021, we believe this can be attributed to the ‘stop start’ nature of programs during the year and uncertain times. The YDO and YPC look forward to building on the encouraging numbers from the holiday programs and carry this through to our weekly workshops in 2022.

**COMMITTEE RESOLUTION 2/2022**

Moved: Cr Belinda Bushell

Seconded: Cr Rick Firman

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

**CARRIED**

***Report by Sheree Elwin***

**4 BUSINESS WITHOUT NOTICE****1. CR BUSHELL**

Suggested that Council write to Youth Mademarket Mentors and stall holders.

***Youth Development Officer advised that mentors have been sent letters of thanks, and stall holders received certificates.***

Asked whether Youth program is looking for mentors.

***Youth Development Officer advised they are waiting to hear back from a possible mentor for CAPA to replace Ben Rayner.***

**COMMITTEE RESOLUTION 3/2022**

Moved: Cr Belinda Bushell

Seconded: Cr Rick Firman

It is resolved that the Committee recommend Council writes letters of congratulations to Youth Development Officer and members of Temora Youth Team for contribution to Bake it Forward and Youth Mademarkets.

**CARRIED**

**2. CR FIRMAN**

Normally Councillors and the Youth Team have morning tea. Could the Youth Development Officer please consider arranging.

**3. YOUTH DEVELOPMENT OFFICER**

A music performance by the Acacia Quartet (string quartet), run by 'Music in the Regions' with ticketing handled by the Young Regional School of Music, will be held at Platform Y on 10 March 2022. The event starts at 7:00pm and finishes at 8:30pm. Refreshments will be sold by Youth Team on the platform from 6:00pm. Encouraging Councillors to attend.

**5 CLOSE MEETING**

The Meeting closed at 11:44am.

This is the minutes of the Youth Advisory Committee meeting held on Tuesday 8 February 2022.

.....

**GENERAL MANAGER**

.....

**CHAIRMAN**

**6.2 MINUTES OF THE ASSETS & OPERATIONS COMMITTEE MEETING HELD ON 8 FEBRUARY 2022****File Number:** REP22/124**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Minutes of the Assets & Operations Committee Meeting held on 8 February 2022**RESOLUTION 38/2022**

Moved: Cr Graham Sinclair

Seconded: Cr Jason Goode

It was resolved that the reports be received.

**CARRIED****RESOLUTION 39/2022**

Moved: Cr Graham Sinclair

Seconded: Cr Jason Goode

It was resolved that in relation to report 3.2 that Council confirm the previous motion 10/2022 to remove the two centre trees and write to the landowner

And Further

That the remainder of the reports and recommendations as presented be adopted.

**CARRIED****RESOLUTION 40/2022**

Moved: Cr Anthony Irvine

Seconded: Cr Jason Goode

It was resolved that Council review the street tree policy.

**CARRIED**



**Date:** Tuesday, 8 February 2022  
**Time:** 2:00PM  
**Location:** 105 Loftus Street  
TEMORA NSW 2666

# **MINUTES**

## **Assets & Operations Committee Meeting**

**8 February 2022**

**Order of Business**

<b>1</b>	<b>Open Meeting .....</b>	<b>3</b>
<b>2</b>	<b>Apologies .....</b>	<b>3</b>
<b>3</b>	<b>Reports .....</b>	<b>4</b>
3.1	Chairperson - Assets & Operations .....	4
3.2	Tree Removal Request 103 Deboos .....	5
3.3	Ariah Park and Springdale Villages improved sewerage service options .....	9
3.4	Development proposal 175-177 Hoskins Street (Former Target Premises) .....	90
3.5	Development of Policy on the provision of in-kind assistance for community events .....	93
3.6	Tennis Club Request .....	96
3.7	Edis Park Swing Installation and Play Ground Modification .....	99
3.8	Road Intersection Request .....	101
3.9	Program Expenditure Update .....	103
3.10	Lake Centenary Master Plan .....	106
<b>4</b>	<b>Business Without Notice.....</b>	<b>110</b>
<b>5</b>	<b>Close Meeting .....</b>	<b>110</b>

**MINUTES OF TEMORA SHIRE COUNCIL  
ASSETS & OPERATIONS COMMITTEE MEETING  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON TUESDAY, 8 FEBRUARY 2022 AT 2:00PM**

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

**IN ATTENDANCE:** Gary Lavelle (General Manager), Rob Fisher (Engineering Services Manager), Elizabeth Smith (Director of Administration & Finance), Claire Golder (Town Planner)

**1 OPEN MEETING**

2:00pm

**2 APOLOGIES**

**COMMITTEE RESOLUTION 1/2022**

Moved: Cr Jason Goode

Seconded: Cr Max Oliver

That apologies from Director of Environmental Services Kris Dunstan be received and accepted.

**CARRIED**

**3 REPORTS****3.1 CHAIRPERSON - ASSETS & OPERATIONS**

**File Number:** REP22/79  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT**

Council has new Councillors elected to committees and now a chairperson is required to be elected for this committee.

Nominations to be called for a chairperson

Cr Judd nominated Cr Sinclair as Chairman.

No other nominations received.

**COMMITTEE RESOLUTION 2/2022**

Moved: Cr Nigel Judd  
Seconded: Cr Max Oliver

That the Committee resolved to recommend to Council that Cr Graham Sinclair is the chairman for the Assets & Operations Committee.

**CARRIED**

**3.2 TREE REMOVAL REQUEST 103 DEBOOS**

**File Number:** REP22/49  
**Author:** Engineering Works Manager  
**Authoriser:** Engineering Services Manager  
**Attachments:** 1. Additional Correspondence

**REPORT**

This matter was previously presented to the January Council meeting with the resolution:

“It was resolved that council removes the two centre trees with consultation with the landowner and a preference to transplant the two trees if possible”.

Consultation was carried out with the owner on this resolution and the owner indicated based on this resolution they would prefer the tree closest to Polaris Street end be removed and the middle one of the other three. This decision was based on the tree closest to the church end of the property causing the most issues with drainage, lifting the pavement and general root issues. However, further correspondence was emailed back that the owner wished would be presented back to Council for consideration. This additional correspondence requests Council consider removing the remaining two trees or at least a third tree if possible being the one between the two which are now scheduled for removal.

The other part of the resolution regarding transplanting was investigated by Council staff however the trees are too mature to effectively transplant and survive. Along with this the cost associated to transplanting trees this advanced also renders the exercise unfeasible, as Council could plant approximately 20 new trees in comparison to relocating these two with a 50/50 chance of survival.

The two trees the owner has indicated for removal rather than the centre two is scheduled amongst maintenance works and may be completed prior to February Committee and Council Meeting.

**Budget Implications**

Removal of the remaining two other trees would cost approximately between \$2,000 - \$3,000 including pavement re-instatement which could be accommodate within street tree maintenance funds.

**COMMITTEE RESOLUTION 3/2022**

Moved: Cr Rick Firman  
Seconded: Cr Jason Goode

The Committee resolved to recommend to Council to hold over to the February Council meeting in order to seek further clarification

AND FURTHER

Investigate the debranching of the two trees.

**CARRIED**

*Report by Alex Dahlenburg*

Circled below are the 2 trees council has scheduled for removal following the January council meeting and further consultation with the landowner.

4x London Plane Trees outside 103 Deboos St, Temora.



**Alex Dahlenburg**

---

**From:**  
**Sent:** Friday, 14 January 2022 7:40 PM  
**To:** Alex Dahlenburg  
**Cc:**  
**Subject:** RE: Tree Removal Request 103 De Boos St  
[SEC=UNOFFICIAL]

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**UNOFFICIAL**

Hello again Alex,

Thankyou for your return phone call acknowledging our request to remove the largest tree which is closest to the church, and in line with current council decision – also remove the third tree from the church as this then retains just two trees evenly spaced – which is what council requests. This removal of two trees will definitely be helpful.

We are appreciative that some positive action to remove the hazardous trees, we respectfully amplify to ask our council to further consider the removal of one more tree – that being the one closest to our entry gate. Although we would much rather all trees be removed, We could live with the forth tree from the church as the roots are less likely to crack the actual house in the future, as it is further from the house. The fourth tree however could still cause issues with fence cracking.

In summary, ultimate resolution for us still is removal of all four trees,

Compromise is removal of the three trees mostly in front of our home.

Accepting and appreciative of councils first offer to remove two trees resulting from the direction result from the 13 Jan council meeting.

Please approach council members again with the view that removal of at least three trees, not two trees as currently agreed as this would substantially reduce the likelihood of further root damage to our home, fence and paths. It would also sunstantially reduce many of the other safety, debris and litter issues created by these trees.

As it stands at this point in time we look forward to the enactment of the 13 Jan 22 council decision to remove two trees, and level the surrounding roadway paving to reduce debris collection and increase ground water flow.

Please let us know of councils further decision regarding our request to remove further trees.

Should you wish, we are quite willing to address council to facilitate understanding of the issues, if that will assist us in presenting our case positively for further tree removal.

Regards

### 3.3 ARIAH PARK AND SPRINGDALE VILLAGES IMPROVED SEWERAGE SERVICE OPTIONS

**File Number:** REP22/42

**Author:** Town Planner

**Authoriser:** Director of Environmental Services

**Attachments:**

1. Unsewered villages options assessment
2. Aria Park sewer summary table

#### REPORT

In November 2021, NSW Government Public Works Advisory completed an Options Paper that considers the issue of improving sewerage services for the villages of Aria Park and Springdale. This paper has been completed at the request of Council as part of Council's Integrated Water Cycle Management project.

A copy of the options paper is attached to this report.

As Council is aware, the villages of Aria Park and Springdale are not serviced with a reticulated sewerage service. These communities currently use On-site Sewage Management Systems (OSSMS), such as conventional septic systems and aerated wastewater treatment systems (AWTS), to treat their sewage.

Councils are obligated to regulate the operation of these systems under the Local Government Act to ensure that their operations do not cause harm to people or the environment.

#### Issues

Based on a soil assessment of Aria Park and Springdale villages, the minimum area for sufficient effluent disposal by absorption trenches is 2000m<sup>2</sup> or 4000m<sup>2</sup> respectively. Most dwellings within the villages have a lot size of 1,000 to 1,100 m<sup>2</sup>, and therefore there may be insufficient area for effluent disposal, which could potentially create a public health risk via human contact.

Springdale village must also consider that the Gundibindyal Creek runs through the town, with several lots being less than 100 m from the creek. This creek is at risk of contamination from OSSMS if these on-site systems were to fail.

Council officers receive relatively few or nil complaints about onsite sewage management systems in Aria Park and Springdale villages. However, there may still be unreported or undetected issues in relation to poorly operated and maintained onsite sewerage systems within the villages.

#### Options Assessment Report

The options assessment report details the evaluation of options for sewage collection and transfer, and also providing sewage treatment to Aria Park and Springdale villages. In summary the options investigated are:

Option 1: Improving the performance of existing on-site systems

Option 2: Developing a town sewerage system – this is a combination of the following sub-options:

- Sewage collection and transfer sub-options
- Sewage treatment process and effluent management sub-options

Option 3: Transfer sewage to the Temora sewerage scheme

The assessment report details the infrastructure required, the level of responsibility between the landowner and Council, up-front costs and estimated ongoing operational and maintenance costs, proposed location and scale of potential sewage treatment plants for both villages and opportunities for different levels of treatment of sewerage.

#### Discussion

The Options Paper has provided Council and the community with a detailed investigation of the potential options to improve sewerage services for the villages of Ariaiah Park and Springdale. The responsibility is with Council staff to communicate this information to the affected residents and Council and seek feedback on the options.

As Ariaiah Park is the larger village, and the Ariaiah Park Community has made a number of requests to Council regarding reticulated sewerage, it is proposed that consultation occur as a priority with Ariaiah Park residents. Consultation with Springdale residents can be delivered at Councils discretion following completion of Ariaiah Park village consultation.

#### Summary

The attached table provides a summary of the options for Ariaiah Park village and an estimate of the up-front costs and ongoing annual costs to residents. This is proposed to be discussed with residents during the consultation and feedback sought.

#### Conclusion

The issue of the two main villages within Temora Shire being unserved with a reticulated sewerage service has been identified as a matter to be investigated. The report that has been completed provides a detailed assessment of the possible options and estimated costs of improving sewerage services in Ariaiah Park and Springdale villages. Community feedback is required in order to guide the next stages of this project.

### **COMMITTEE RESOLUTION 4/2022**

Moved: Cr Jason Goode

Seconded: Cr Nigel Judd

The Committee resolved to recommend to Council:

1. Commence community consultation with the residents of Ariaiah Park village in relation to the Improved Sewerage Service Options Paper, including a community workshop and
2. Report the outcomes of the community consultation to a future Committee Meeting

**CARRIED**

***Report by Claire Golder***



**Temora Shire Council**  
Integrated Water Cycle Management  
Unsewered Villages Options Assessment

Report Number: ISR21040  
November 2021

Prepared for:



Report Number: ISR21040

TSC\_VillagesOptions\_v7

## Document control

Version	Author(s)	Reviewer	Approved for issue	
			Name	Date
Draft v1	Cyrus Chlochaisri	Gareth Clemens	Glenn Fernandes	26/03/2021
Final Draft. Changes made to Options 1 and 3 for both Aria Park and Springdale	Cyrus Chlochaisri	Gareth Clemens	Glenn Fernandes	07/10/2021
Final (no comments from Council)	Cyrus Chlochaisri	Gareth Clemens	Glenn Fernandes	25/11/2021

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*All references to Public Works Advisory are references to the Minister of Finance, Services & Property for and on behalf of the State of New South Wales through the Department of Regional New South Wales.*

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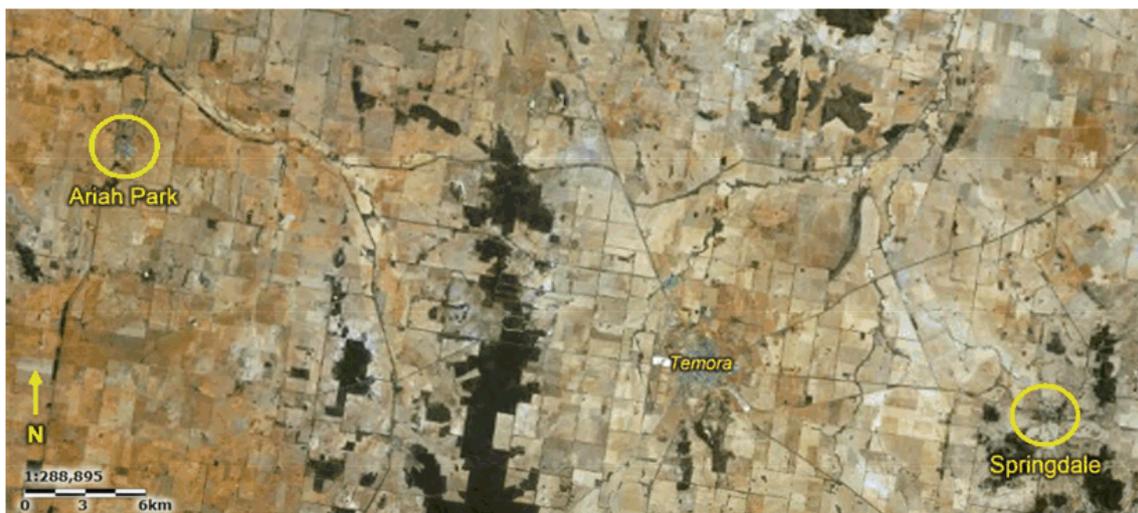
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## 1. Unserviced communities – background and issues

### 1.1 Background

The two unserviced communities that are considered in this options assessment are Ariaiah Park and Springdale. Ariaiah Park is located about 30 km west of Temora, and Springdale is located 18 km east of Temora. These communities currently use On-site Sewage Management Systems (OSSMS), such as conventional septic systems and aerated wastewater treatment systems (AWTS), to treat their sewage. The location of these two communities is shown in Figure 1-1.



**Figure 1-1: Unserviced communities in Temora Shire**

#### **Regulatory context**

Under Section 68 Part F item 10 of the Local Government Act, a person must obtain local council approval to operate a sewage management system. Clause 47 of the Local Government Regulation specifies that a sewage management system must be operated in a manner that achieves the following performance standards:

- a. the prevention of the spread of disease by micro-organisms,
- b. the prevention of the spread of foul odours,
- c. the prevention of contamination of water,
- d. the prevention of degradation of soil and vegetation,
- e. the discouragement of insects and vermin,
- f. ensuring that persons do not come into contact with untreated sewage or effluent (whether treated or not) in their ordinary activities on the premises concerned,
- g. the minimisation of any adverse impacts on the amenity of the premises and surrounding lands,
- h. if appropriate, provision for the re-use of resources (including nutrients, organic matter and water).

If the Council has reason to believe that the system is failing to achieve any of the above standards, then Clause 48(5) of the Regulation states that the person operating the system of sewage management must provide details of the way in which it is operated, and evidence of compliance with the relevant requirements of the Regulation and of the conditions of the approval, whenever the council reasonably requires the person to do so.

Under section 124 of the Local Government Act Council may order a person to take such action as is necessary to bring an on-site sewerage system into compliance with relevant standards or requirements set or made under the Act, in relation to any work that is not plumbing and drainage work within the meaning of the Plumbing and Drainage Act 2011.

## 1.2 Summary of issues

PWA undertook a desktop assessment in the Temora IWCM Issues Paper for the OSSMS in Aria Park and Springdale (1).

The Department of Local Government (1998) sets out guidelines for effective effluent disposal via soil absorption or alternative irrigation methods. The guideline recommends a minimum lot size of 4,000 m<sup>2</sup> for effluent disposal from adsorption trenches. However, from discussions with other regional LWU's and DPIE, 2,000 m<sup>2</sup> may be sufficient area for effluent disposal if the soil type is well drained, e.g. sandy loam. Proximity to permanent surface water is also considered.

The following issues were identified for the unserved communities of Aria Park and Springdale:

### Aria Park

- The local soil type has been found to be rich red residual volcanic soils that are well drained (2), therefore, 2,000m<sup>2</sup> is considered sufficient for effluent disposal by adsorption trenches. Most dwellings have a lot size of 1,000 to 1,100 m<sup>2</sup>, and therefore there may be insufficient area for effluent disposal, which could potentially create a public health risk via human contact

### Springdale

- The local soil type has been found to be coarse light sandy clay loam. Expected to be somewhat poorly drained, therefore, 4,000m<sup>2</sup> is considered sufficient for effluent disposal by adsorption trenches. Most dwellings have a lot size of 1,100 m<sup>2</sup>, and therefore there may be insufficient area for effluent disposal, which could potentially create a public health risk via human contact
- The Gundibindyal Creek runs through the town, with several lots being less than 100 m from the creek. This creek is at risk of contamination from OSSMS if these on-site systems were to fail.

## 2. Options considered for unserviced communities

This options assessment details the evaluation of options for sewage collection and transfer, and also providing sewage treatment to the currently unserviced villages of Aria Park (presented in Section 3) and Springdale (presented in Section 4).

Three options have been investigated for addressing the issues in the unserviced communities:

**Option 1:** Improving the performance of existing on-site systems

**Option 2:** Developing a town sewerage system – this is a combination of the following sub-options:

- Sewage collection and transfer sub-options
- Sewage treatment process and effluent management sub-options

**Option 3:** Transfer sewage to the Temora sewerage scheme.

The options that will be considered to address the issues in Aria Park and Springdale are described below.

### 2.1 Option 1 – Improved performance of on-site systems

Properties that are considered to have insufficient area for effluent disposal by adsorption trenches pose a potential public health risk via human contact with effluent. In this Option, septic tank systems are replaced with Aerated Wastewater Treatment Systems (AWTS).

AWTS minimise the risk to public health by aeration and disinfection (by UV or chlorination) of the effluent, thereby reducing pathogen numbers. Effluent from an AWTS can be used to irrigate lawns, providing more area for effluent disposal compared to an adsorption trench.

The costs of constructing and operating an AWTS are provided in Table 2.1.

**Table 2.1: Costs associated with aerated wastewater treatment systems**

Requirements	Approximate cost
Cost of new aerated wastewater treatment system (AWTS)	\$8,500 <sup>1</sup>
Servicing of AWTS	\$320 per property per year <sup>2</sup>
Pump out cost – a liquid waste removalist will need to be contracted to carry out the pump out service, and a service agent will be required on-site. A water carrier may be necessary to refill the system to operating level	\$900 per property for every 5 to 10 years <sup>2</sup>
Power to run the pump and aerator for the AWTS	\$300 per property per year <sup>2</sup>
Pump and aerator replacement and installation – pumps and aerator will last on average five years. The cost will depend on the type and size of the pump and aerator requirements.	\$600 per property every five years <sup>2</sup>
Regular maintenance of AWTS to prevent pump failure	\$240 per property per year <sup>2</sup>

1 – estimated cost of new AWTS provided by Council

2 – obtained from Express Wastewater Solutions Wastewater Pricing Breakdown (3)

#### **Advantages and disadvantages of this option**

Table 2.2 shows the advantages and disadvantages of this option.

**Table 2.2: Advantages and disadvantages of improved performance of on-site systems sewage treatment option**

<b>Conditions</b>	<ul style="list-style-type: none"> <li>Septic tanks that pose a risk of causing human contact with effluent are replaced with Aerated Wastewater Treatment Systems (AWTS)</li> </ul>
<b>Advantages</b>	<ul style="list-style-type: none"> <li>No infrastructure is required (such as sewerage or centralised treatment facility)</li> <li>Aeration and disinfection components of AWTS reduce pathogen numbers in effluent, and effluent can be used to irrigate lawn</li> <li>The responsibility for the operation and maintenance of the system remains with the homeowner.</li> </ul>
<b>Disadvantages</b>	<ul style="list-style-type: none"> <li>Resources will need to be allocated to inspect and maintain register of OSSMS</li> <li>If AWTS are improperly operated by homeowners there is still a health risk due to contact with effluent</li> </ul>

## 2.2 Option 2 – Develop town sewerage system

In this Option, a town sewerage system will be developed for the unserved villages of Ariah Park and Springdale.

There are multiple possible combinations of sewerage collection and transfer system, sewage treatment process and effluent management options. For this option, four sewage collection and transfer sub-options, and three sewage treatment process and effluent management sub-options are considered.

### 2.2.1 Sewage collection and transfer sub-options

The following sewage collection and transfer sub-options will be considered in this option:

- Sub-option 1** – Modified gravity sewer system,
- Sub-option 2** – Pressure sewer system,
- Sub-option 3** – Vacuum sewer system, and
- Sub-option 4** – Septic tank effluent pumping (STEP) system.

Each sub-option is discussed in the following sections below.

#### 2.2.1.1 Sub-option 1: Modified gravity sewer system

The gravity system consists of gravity reticulation, pumping stations and rising mains. Sewage from individual lots flow through gravity mains to a downstream pumping station. It is then pumped through a rising main to another gravity main, transfer pumping station or sewage treatment plant. Ultimately, sewage is transferred to the STP for treatment.

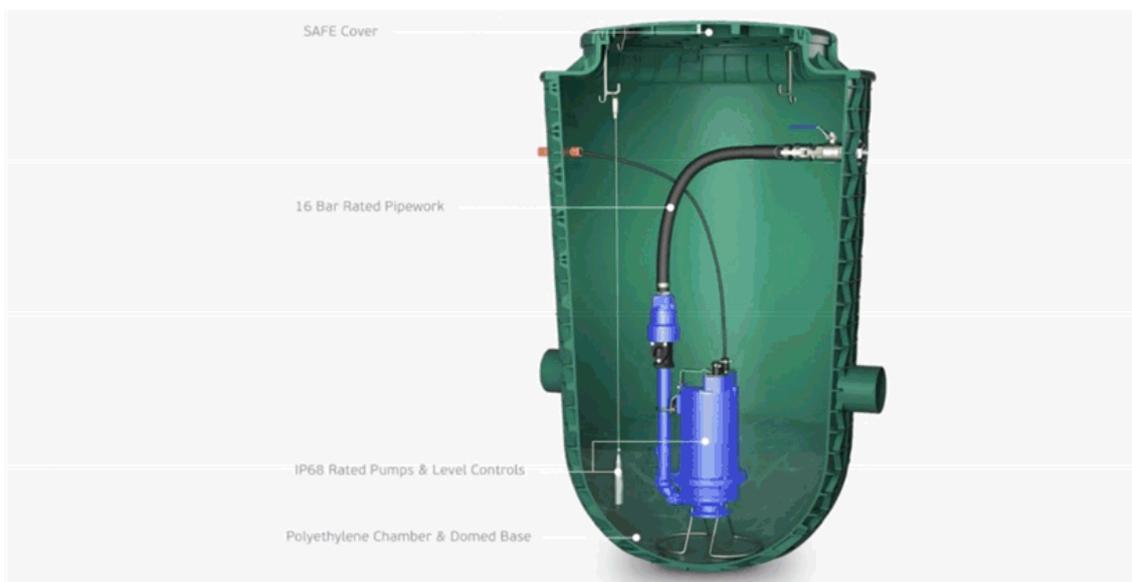
Gravity sewers need a minimum flow velocity to keep pipes clean by preventing deposition of solids. Pipe gradients are selected so that during diurnal peaks self-cleansing velocities are reached. This can be costly if natural gradients are not steep enough.

This system has been the preferred system for NSW villages as it is reliable and has low operational costs.

#### 2.2.1.2 Sub-option 2: Pressure sewer system

A pressure system has a grinder pump located inside a holding tank (pump/tank unit) and a boundary box located at every property. Each residence would have its own pump/tank unit. The pump unit would typically replace the existing septic tank and would intercept the existing household sewer line. At a pre-set level in the tank, the pump activates, and any solids are ground and then pumped to the pressure sewerage reticulation system. The sewer pressure mains would

be in the street, and a small diameter pipeline would connect the pump/tank unit on each property to it. An example of a pump/tank unit is shown in Figure 2-1.



**Figure 2-1: Example of a pump/tank unit for a residence for pressure sewer systems**

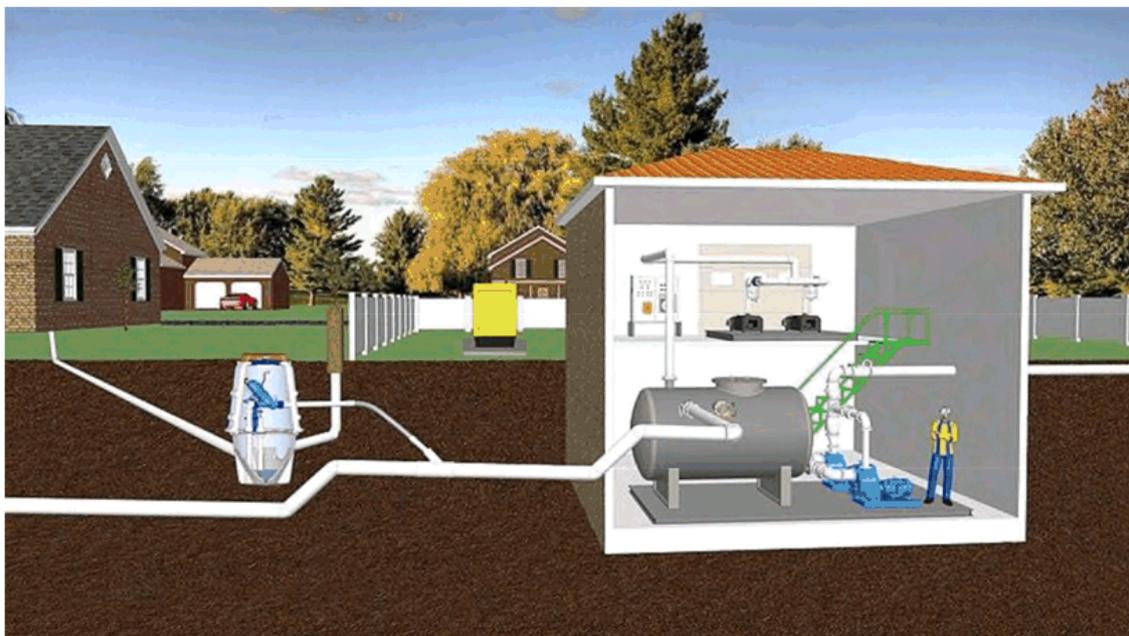
For this options study, it has been assumed that a transfer sewage pump station (SPS) is required. This is due to the high head difference from the villages to the STP sites, and long rising mains, which means that residential pumps (typically low-pressure pumps) are not capable of transferring sewage over long distances.

The system is most advantageous when the topography is difficult, either flat, flood prone or has a high proportion of rock, or other measures that would see a gravity system being expensive to install. In addition, since the pipe network is pressurised there is no rain or groundwater infiltration and hence the total flow to the STP is less than that from a gravity collection system. The installation of the system will have less disruption to residents and the village compared to the gravity system. The main disadvantages are the levels of maintenance and costs associated in implementing and operating the system to both Council and residents. Typically, 5% to 7.5% of pumps would need to be replaced or serviced each year. Council would undertake the maintenance of the pumping system for the existing village and new development areas.

Development areas can be readily connected with this system if they are pumped systems, and the pressure system is designed with sufficient capacity.

### **2.2.1.3 Sub-option 3: Vacuum sewer system**

The vacuum sewer system uses a network of valves, stepped reticulation and a centralised vacuum pump to transfer sewerage to a collection tank. Sewage is first gravitated to a holding tank from single or multiple connections. The holding tank contains an actuated valve which is triggered by the level in the tank. Once triggered, the contents of the tank are drawn into the small-bore intake. Because the system is under negative pressure, the differential draws the sewage followed by air at atmospheric pressure. Vacuum sewer reticulation is laid in a saw-like fashion which forms a slug of sewage at a low point in the reticulation. Subsequent flows of air push the slug over steps until it reaches the collection tank at the end. The sewage from the collection tank is pumped to the treatment system. An odour control system will be required at the end of the vacuum pump. An example of the vacuum sewer system is given in Figure 2-2.



**Figure 2-2: Example of a vacuum system with collection tank, stepped reticulation and vacuum pump station**

A vacuum sewer system allows for shallow grades and construction compared to conventional gravity systems. This makes it suitable for areas of flat terrain and high groundwater tables. Within NSW, there are a few systems in operation ranging from small commercial toilet systems to large municipal systems. The only requirement for power is from the centralised vacuum pump. Another advantage to note is the decreased risk of exfiltration. Conversely, there is a risk of infiltration due to the negative pressure, although modern systems can quickly identify any leaks through live monitoring. The maintenance of the vacuum system requires skilled technicians, especially at the collection tank where the pressure vessel must be thoroughly checked. The size of the system is constrained by head losses and the capacity to maintain negative pressure throughout the reticulation.

#### **2.2.1.4 Sub-option 4: Septic tank effluent pumping (STEP) system**

These systems entail the retention of existing septic tanks, or new septic tanks for pre-treatment and provision of a small diameter pressure system. Each property is equipped with a pump for the transport of effluent from the septic tank to a STP for treatment. It is therefore similar to a pressure sewer system without the ability to transfer solids.

The advantages of a STEP system are primarily in the potential savings of capital costs. The provision of a smaller reticulation system which can be laid at flatter grades is more cost efficient compared to solids-carrying reticulation. Fewer blockages occur as solids are retained within the septic tank. The biological load is also reduced, which in turn reduces the capacity of the treatment plant. However, the disadvantages are that residents are still responsible for the septic tank and the issues associated with these. This includes the need to pump out the septic, the need to maintain the tank and if required, the pump. Council will also need to inspect these on-site partial treatment systems as well as operate and maintain the sewerage scheme if it was adopted across the village. This is also not an economical option where new developments would also have to install septic tanks to be able to connect to the scheme.

### 2.2.1.5 Comparison of sewage collection and transfer sub-options

Table 2.3 compares the advantages and disadvantages of the commonly used options for sewage transfer.

**Table 2.3: Comparison of sewage collection and transfer sub-options**

Sub-option	Conditions	Advantages	Disadvantages
1. Modified gravity sewer system	Requires set pipe gradients so that self-cleansing velocity (typically minimum 0.6 m/s) is achieved to convey sewage effectively	<ul style="list-style-type: none"> <li>High reliability</li> <li>Transfers raw sewage</li> <li>Operation and maintenance is the responsibility of Council and not householders</li> </ul>	<ul style="list-style-type: none"> <li>Can be costly to implement</li> <li>May require deep trenches</li> <li>May require more pumping stations and lift pumps</li> <li>Potential for stormwater infiltration</li> </ul>
2. Pressure sewer system	Requires a grinder pump to be able to pump raw sewage into the system	<ul style="list-style-type: none"> <li>System can handle difficult and variable terrain</li> <li>Transfers raw sewage</li> <li>Shallow construction and smaller diameter pipes</li> <li>No infiltration to system</li> </ul>	<ul style="list-style-type: none"> <li>Mechanical and electrical components require maintenance and have an operating cost</li> <li>Many pumps need to be maintained throughout the system</li> <li>Possible exfiltration due to pressure</li> </ul>
3. Vacuum sewer system	Requires a specialised valve for each holding tank and a vacuum pump to maintain negative pressure	<ul style="list-style-type: none"> <li>Shallow construction and smaller diameter pipes</li> <li>Centralised power utilisation</li> <li>Transfers raw sewage</li> <li>Requires only one vacuum pump for the entire system</li> <li>No exfiltration from system</li> </ul>	<ul style="list-style-type: none"> <li>Regular maintenance of valves and vacuum pumps are required</li> <li>Limited lift due to vacuum limitations</li> <li>Less tolerance to flows exceeding design values</li> <li>Possible infiltration due to negative pressure</li> </ul>
4. STEP sewer system	Requires onsite storage for solids. The STEP system also requires individual pumps for each tank	<ul style="list-style-type: none"> <li>Economic option for existing onsite septic tanks</li> <li>Reduced construction costs due to smaller diameter pipes and shallower trenches</li> <li>Simpler treatment process.</li> </ul>	<ul style="list-style-type: none"> <li>Does not handle solids</li> <li>STEP system requires pumps</li> <li>Odour and septicity problems can be more severe than in a conventional sewerage system</li> <li>Relies on individual property owners maintaining the septic tanks</li> </ul>

### 2.2.2 Sewage treatment process sub-options

The following sewage treatment process sub-options will be considered in this option:

- **Sub-option A** – Oxidation pond system with effluent disposal by evaporation
- **Sub-option B** – Oxidation pond system with effluent reuse for agricultural irrigation, and
- **Sub-option C** – Activated sludge based system with effluent reuse for irrigation of public open spaces, or discharge to the environment.

Each sub-option is discussed in the following sections below.

**2.2.2.1 Sub-option A: Oxidation pond system with effluent disposal by evaporation**

**Oxidation pond treatment process**

Oxidation ponds stabilise effluent by allowing sunlight and micro-organisms within the ponds to slowly breakdown and reduce nutrients. Ponds are usually designed based on pond kinetic theory or using a conservative surface loading rate. They require a large area of land but are simple to operate. The design of an oxidation pond needs to consider the potential risks of groundwater contamination. If the local soil is permeable (not clay) then a lining is required. The cost estimate for oxidation ponds considers the inclusion of GCL liner, although there are other alternatives such as compacted clay or other geomembranes. The treatment only produces a moderate quality effluent and maturation ponds are usually provided to further disinfect and polish the effluent if required. Pre-treatment of the influent for removal of debris will enhance pond performance.

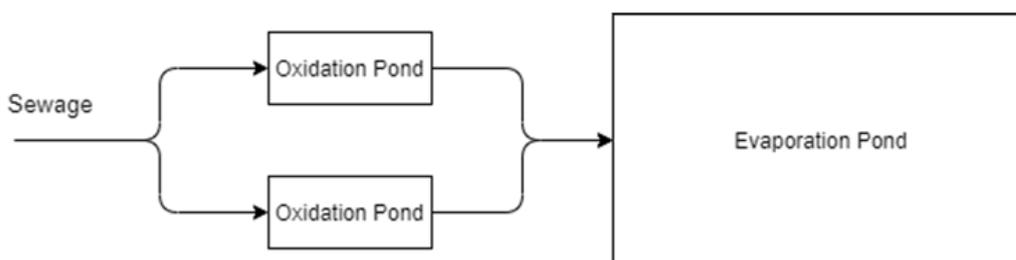
An oxidation pond plant should have a buffer distance of about 2 km from the town boundary to mitigate potential odours. If effluent reuse is also included as an additional effluent management strategy, then the area required for evaporation is reduced slightly.

**Evaporation of effluent**

The effluent quality from an oxidation pond plant is not suitable for discharge to the environment because oxidation ponds provide poor removal of nutrients (nitrogen and phosphorus). In this sub-option, effluent is disposed of by evaporation from large evaporation ponds.

In sizing up evaporation ponds, only climate data since the 1980’s has been used to reduce the effect of climate change on our model. Sizing will also depend on the design criteria with the 1-in-2 year failure adopted. The definition of failure is the occurrence of one or more overflows in a year. Often, single failure events tend to last for weeks. Land area may be an issue as due to the regional climate; full containment may be prohibitively large. The costs for evaporation ponds only consider the volume, and not the surrounding gradients. The local soil conditions (mainly the clay content) will determine the permeability and the risk of percolation of effluent into the groundwater. In the absence of information on the local soil conditions, it has been assumed that GCL liner will be used to seal the ponds and stop percolation of effluent to groundwater. This is a major cost of the evaporation option and can be refined following geotechnical investigations.

A typical pond system STP setup for evaporation is shown in the process flow diagram in Figure 2-3.



**Figure 2-3: Process flow diagram showing typical oxidation and evaporation pond STP**

Since the effluent is to be evaporated, it is not necessary to have a maturation pond, which slightly reduces costs and land required.

**2.2.2.2 Sub-option B: Oxidation pond system with effluent disposal by agricultural reuse**

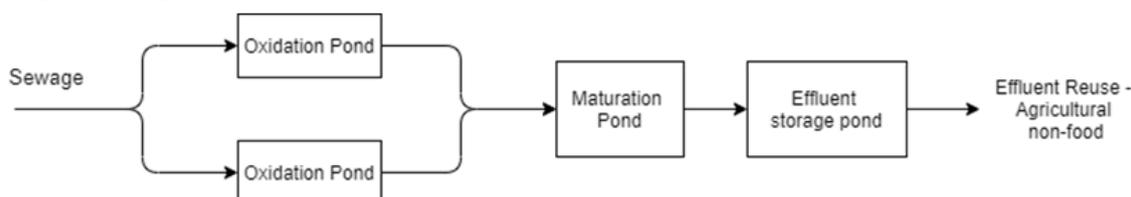
**Oxidation pond treatment process**

The oxidation pond treatment process is the same as the one described above for sub-option A.

### Agricultural reuse of effluent

As mentioned in sub-option A, oxidation ponds cannot provide nutrient removal, and so the effluent can only be disposed of by evaporation or reuse. This option reuses effluent for irrigation of agricultural non-food crops farmland. This will require an effluent storage pond to store effluent for reuse.

A typical pond system STP with effluent reuse for non-food crops is shown in the process flow diagram in Figure 2-4.



**Figure 2-4: Process flow diagram showing typical effluent reuse system**

The effluent quality will need to provide sufficient log reduction values (LRVs) of pathogens for irrigation of a non-food crop. A recycled water management system (RWMS) will need to be developed and approved to gain section 60 approval.

PWA nominated an LRV for the oxidation pond process based on the LRV range from the NSW Guideline for Recycled Water Management Systems (RWMS) (4). Non-treatment barriers can also be used to achieve the target LRV values. The guideline recommends no more than 3 LRVs be obtained from non-treatment barriers.

Table 2.4 summarises the target LRVs for irrigation of a non-food crop, and the nominated LRVs that can be achieved LRVs from treatment and non-treatment barriers, based on values in the Guideline.

**Table 2.4: LRV assessment of pond-based treatment system and agricultural reuse**

	Protozoa		Virus		Bacteria	
	LRV range	Nominated LRV	LRV range	Nominated LRV	LRV range	Nominated LRV
<b>LRV for treatment processes</b>						
Lagoon storage (maturation pond)	1.0 – 3.5	1.0	1.0 – 4.0	2.2	1.0 – 5.0	3.0
<b>LRV for non-treatment barriers</b>						
No public access during irrigation and limited contact after		3.0		3.0		3.0
<b>Total LRV achieved</b>		<b>4.0</b>		<b>5.2</b>		<b>6.0</b>
	Target LRV	Achieved LRV	Target LRV	Achieved LRV	Target LRV	Achieved LRV
<b>LRV targets – by reuse application</b>						
Agricultural reuse – non-food crops	3.7	✓ 4.0	5.2	✓ 5.2	4.0	✓ 6.0

Based on the above assessment, a pond based system is expected to be able to provide sufficient LRVs of pathogens for agricultural reuse applications, provided non-treatment barriers can be ensured.

Irrigation of public open spaces (such as parks and sports fields) requires the same LRV targets as irrigation of non-food crops (4), however, it is more difficult to achieve these targets using non-treatment barriers as the irrigated areas are public spaces.

Treatment barriers such as UV or chlorination must be used to achieve the required LRVs, however it is not practical to use these processes to disinfect effluent from an oxidation pond system. The effluent from an oxidation pond system can be high in ammonia, contain algae, and have high pH, which reduce the effectiveness of UV and chlorination.

### **2.2.2.3 Sub-option C: Activated Sludge system with discharge of effluent**

The Intermittently Decanted Extended Aeration (IDEA) system is used to discuss a typical activated sludge treatment process.

#### **IDEA treatment process**

The Intermittently Decanted Extended Aeration (IDEA) process is a variant of the activated sludge process. It is classified as advanced secondary treatment and can produce a high-quality effluent suitable for discharge to receiving waters. The process involves aerating sewage within a basin, either a tank above ground or a lagoon structure, and then allowing the sludge to settle. The supernatant that forms on top is then decanted before the whole process is repeated. IDEA tanks are prolific in regional NSW and were pioneered by NSW Public Works in 1976. The extended aeration consumes power and requires maintenance which raises the ongoing cost.

Package treatment plants are an “off-the-shelf” solution. They vary in their treatment mechanisms but are essentially small modular systems with minimal footprint. The most common systems use the activated sludge process but a whole range of technologies are available. These systems may require skilled operators and have higher maintenance and operating costs. An example includes the package IDEA process used at John Moroney Correctional Centre operated by PWA. The system is compact and built into shipping containers. An activated sludge plant should have a buffer distance of 500 m from the nearest property. An example of the IDEA tank is shown in Figure 2-5.

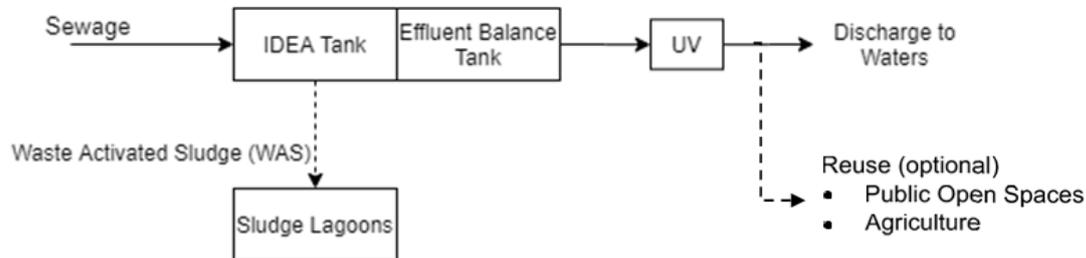


**Figure 2-5: Package IDEA tank at John Moroney Correctional Centre**

#### **Discharge of effluent**

To discharge effluent to waters, the effluent must be treated to a high quality. The activated sludge process is the only technology considered within this study which produces effluent at a high enough quality for environmental discharge.

A typical IDEA STP is shown in the process flow diagram in Figure 2-6.



**Figure 2-6: Process flow diagram showing typical discharge to waters STP**

No evaporation or maturation ponds are required as the UV system disinfects the effluent such that it can be discharged to waters. This reduces the land required.

It is noted that as an IDEA STP can produce higher quality effluent, it can also achieve the LRV target for non-food crops. Furthermore, the effluent produced from IDEA STP is suitable for use in higher level reuse applications such as irrigation of public open spaces. However, the cost for the effluent reuse system for an IDEA STP is **not** considered at this stage as the use case is more specific to the villages’ requirements (e.g. if there are nearby and feasible public spaces that are large enough).

**2.2.2.4 Comparison of sewage treatment sub-options**

Table 2.5 compares the pros and cons of the three sewage treatment sub-options.

**Table 2.5: Comparison of sewage treatment sub-options**

	A. Oxidation ponds with evaporation	B. Oxidation ponds with effluent reuse	C. IDEA system with discharge to waters
Conditions	<ul style="list-style-type: none"> <li>2 km buffer distance from urban centres</li> <li>Requires large land area that is also flat</li> </ul>	<ul style="list-style-type: none"> <li>Same as sub-option A</li> <li>Requires available reuse conditions (non-food crop for this study) and a RWMS</li> </ul>	<ul style="list-style-type: none"> <li>500 m buffer distance from urban centres</li> <li>Requires adequate power supply</li> <li>Requires a higher level of operator skill level</li> <li>High effluent quality required for environmental discharge.</li> </ul>
Pros	<ul style="list-style-type: none"> <li>Low capital cost</li> <li>Low operating costs and maintenance (operator input) requirements</li> <li>Ability to take shock loads</li> <li>Ease of operation, leave effluent to evaporate</li> <li>Effluent is evaporated, so environmental contamination or risk of public contact is minimised</li> </ul>	<ul style="list-style-type: none"> <li>Low capital cost</li> <li>Low operating costs and maintenance (operator input) requirements</li> <li>Ability to take shock loads</li> <li>Effluent is recycled, which may reduce overall water use</li> <li>Effluent is nutrient rich, which can be beneficial to growth of non-food crops</li> </ul>	<ul style="list-style-type: none"> <li>Compatible with effluent reuse and environmental discharge</li> <li>Less odorous than an oxidation pond due to aerobic environment</li> <li>Smaller overall footprint, as maturation pond and evaporation pond are not necessary, good for villages with limited space</li> </ul>
Cons	<ul style="list-style-type: none"> <li>Limited control of treatment process and for effective nutrient removal. Effluent quality is unlikely</li> </ul>	<ul style="list-style-type: none"> <li>Limited control of treatment process and for effective nutrient removal.</li> </ul>	<ul style="list-style-type: none"> <li>Higher capital costs due to greater number of process units, mechanical items,</li> </ul>

	A. Oxidation ponds with evaporation	B. Oxidation ponds with effluent reuse	C. IDEA system with discharge to waters
	<p>to meet requirements for reuse unless further polishing is employed.</p> <ul style="list-style-type: none"> <li>Ponds have been designed for 15 years of sludge accumulation before desludging. Desludging requires the primary pond to be isolated and dewatered.</li> <li>Potentially high capital costs if soil condition is unsuitable (large land, associated earthworks and GCL liner required)</li> </ul>	<ul style="list-style-type: none"> <li>Ponds will still require desludging due to sludge accumulation. Desludging requires the primary pond to be isolated and dewatered.</li> <li>Requires effluent storage and potentially more pipework which increases costs</li> <li>Limited effluent reuse options for oxidation ponds STP</li> </ul>	<p>transport equipment and complex construction</p> <ul style="list-style-type: none"> <li>Much higher operating costs due to power consumption from aeration system, miscellaneous mechanical equipment and plant maintenance costs</li> <li>Skilled operator input will be required to monitor the treatment process and to maintain associated equipment</li> <li>Need to monitor effluent quality regularly, which increases ongoing costs</li> </ul>

### 2.3 Option 3 – Transfer sewage to Temora sewerage system

In this Option, sewage is collected in the unserved villages by a new sewerage system, like in Option 2. However instead of being transferred to an STP (like in Option 2), the sewage is transferred to the Temora sewerage scheme.

A pumping system and rising main is proposed to transfer sewage from the village, discharging into the Temora sewerage scheme. This will be treated at the Temora STP.

#### Temora STP capacity

In 2020 PWA undertook a capacity and performance assessment of the Temora STP (5). PWA found that the major capacity bottleneck that needs to be addressed is the aeration system in the aerated lagoon.

#### Effect of loading from villages onto Temora STP

The EP loading from Temora, Aria Park and Springdale contributing to the Temora STP is shown in Table 2.6.

**Table 2.6: Projected EP loading on Temora STP with villages contribution**

	2020	2025	2030	2035	2040	2045	2050
Temora	4,815	5,102	5,347	5,510	5,673	5,836	5,999
Aria Park	470	470	470	470	470	470	470
Springdale	100	100	100	100	100	100	100
<b>Temora + Aria Park</b>	<b>5,285</b>	<b>5,572</b>	<b>5,817</b>	<b>5,980</b>	<b>6,143</b>	<b>6,306</b>	<b>6,469</b>
<b>Temora + Springdale</b>	<b>4,915</b>	<b>5,202</b>	<b>5,447</b>	<b>5,610</b>	<b>5,773</b>	<b>5,936</b>	<b>6,099</b>
<b>Temora + Aria Park + Springdale</b>	<b>5,385</b>	<b>5,672</b>	<b>5,917</b>	<b>6,080</b>	<b>6,243</b>	<b>6,406</b>	<b>6,569</b>

The additional loading from Aria Park on Temora STP will increase the total loading to the STP by around 8% by 2050. Similarly, the additional loading from Springdale will increase the total loading to the Temora STP by around 2% by 2050.

As discussed above, the Temora STP aeration system is operating close to its capacity and requires an upgrade. The additional load from Aria Park and/or Springdale will lead to a higher

oxygen requirement from the aeration. If Council proceeds with connecting Aria Park and/or Springdale to the Temora sewerage scheme, this additional oxygen requirement will have to be considered when sizing the upgraded aeration system.

### 3. Aria Park improved sewerage service options

#### 3.1 Option 1 – Improved performance of on-site systems

Properties that are considered to have insufficient area for effluent disposal by adsorption trenches pose a potential public health risk via human contact with effluent. In this Option, septic tank systems are replaced with Aerated Wastewater Treatment Systems (AWTS).

AWTS minimise the risk to public health by aeration and disinfection (by UV or chlorination) of the effluent, thereby reducing pathogen numbers. Effluent from an AWTS can be used to irrigate lawns, providing more area for effluent removal compared to an absorption trench. This reduces the risk of effluent pooling or resurfacing.

##### 3.1.1 Number of AWTS

In Aria Park, local soil type has been found to be rich red residual volcanic soils that are well drained (2), therefore, 2,000 m<sup>2</sup> of area is considered sufficient for effluent disposal by adsorption trenches.

PWA identified 250 lots in Aria Park with a lot size less than 2,000 m<sup>2</sup> (see Figure 3-1). As some properties cover multiple lots, the number of properties were manually counted, and around 120 properties were identified on these lots.

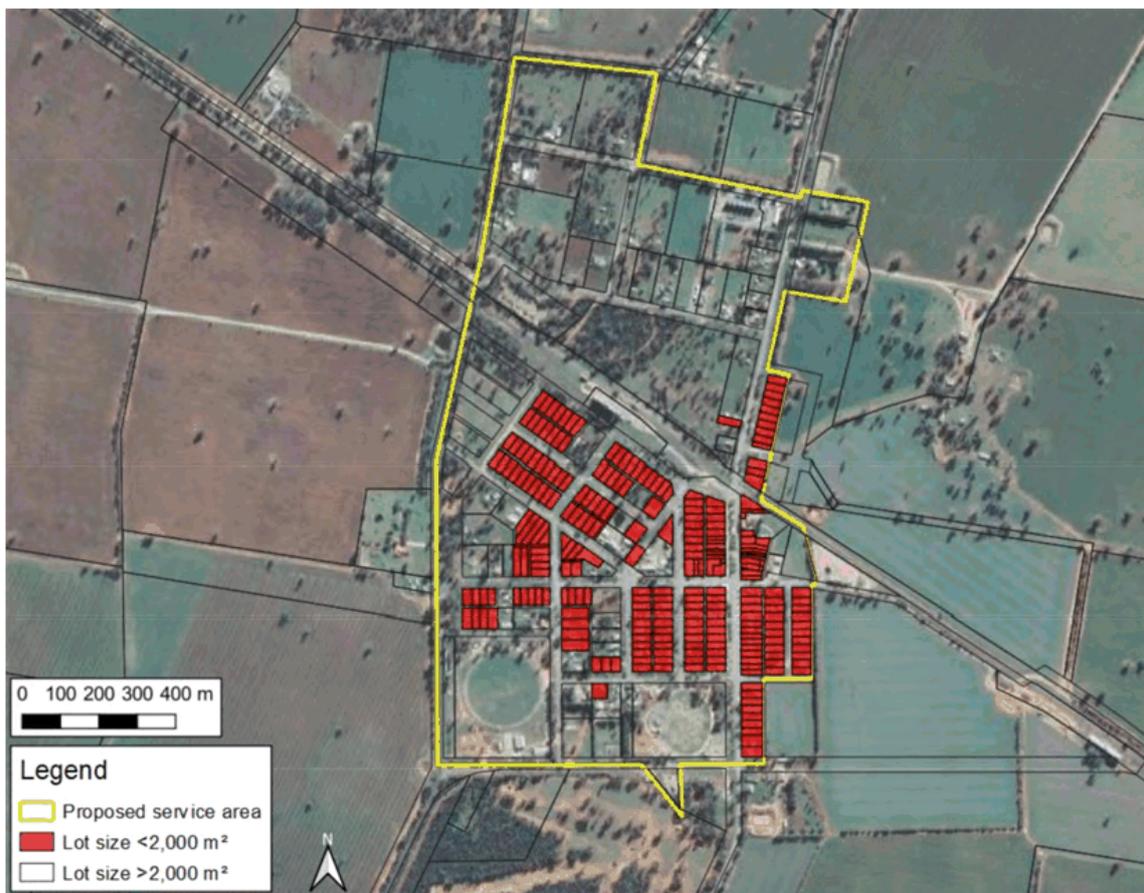


Figure 3-1: Lots less than 2,000 m<sup>2</sup> in Aria Park

From Council's OSSMS register, OSSMSs in Aria Park consist of 86% conventional OSSMS and 14% AWTS. Using these percentages, it is estimated that there are around 100 conventional OSSMS on lots smaller than 2,000 m<sup>2</sup> that require replacing with AWTS.

### 3.1.2 Cost estimate for Option 1

A summary of the cost estimates for improving the performance of on-site systems in Aria Park (Option 1) is provided in Table 3.1.

The present value (or present cost) is for the 30-year planning period with a 7% discount rate. The figures are only indicative at this stage and vary depending on the products selected.

The assumptions used to estimate the cost are provided in Section 2.1. The breakdown of the cost estimates for sewer transfer and sewage treatment options are included in Appendix C.

**Table 3.1: Cost summary for Option 1 – Improved performance of on-site systems in Aria Park (\$'000)**

Cost summary	Value
100 x new AWTS	850
<b>Prime cost</b>	<b>850</b>
<b>Total capital cost (inc. contingencies)</b>	<b>1,330</b>
<b>Ongoing costs</b>	
Power (electricity for pumps/aerators)	35
Servicing of AWTS	40
Pump out services	15
Pump and aerator replacement	15
Regular maintenance of pump	30
<b>Annual cost</b>	<b>130</b>
<b>NPV (30-years at 7%)</b>	<b>2,970</b>

## 3.2 Option 2 – Develop Aria Park town sewerage system

In this Option, a town sewerage system will be developed for Aria Park. For this option a combination of four sewage collection and transfer sub-options, and three sewage treatment process and effluent management sub-options are considered.

### 3.2.1 Population and basis of design

Council has indicated that there are currently 163 occupied residential dwellings, 30 business assessments and 22 non-rateable assessments, along with Aria Park Central School and the Aria Park Preschool located within the village. There is also the Aria Park Hotel and Camping Ground (RV park) for visitor population to the village. For simplicity, the business and non-rateable assessments were combined into non-residential users.

Using the NSW Public Works Sewer Design Manual (6), the non-residential equivalent tenements ET for the Central School, Preschool, Hotel and the Camping Ground was estimated to be 18.5 ET. See Appendix A for the breakdown of the assumptions used and an explanation of ET and EP.

From the information above, the residential and non-residential ET is 163 ET and 70.5 ET respectively, totalling 233.5 ET. At the household size of two people per household (Australian Bureau of Statistics (ABS) – 2016 Quickstats), the residential and non-residential equivalent population (EP) is 326 EP and 141 EP respectively, totalling 467 EP. This is summarised in Table 3.2 below.

**Table 3.2: Summary of sewage loads for Ariaiah Park**

User Class	ET	EP
Residential	163	326
Non-residential	70.5	141
<b>Total</b>	<b>233.5</b>	<b>467</b>

From the IWCM Issues Paper, Council has nominated that there is no growth anticipated for the village of Ariaiah Park over the next 30 years. Therefore, the new STP at Ariaiah Park is to be sized for an ultimate design load of **470 EP** with a design hydraulic loading of **200 L/EP/day**. This equates to an ADWF of **94 kL/day**.

Preliminary sizing of the STP will be based on the Public Works typical design criteria for rural NSW domestic sewage as shown in Table 3.3.

**Table 3.3: Influent nutrient loading for Ariaiah Park**

Loading	BOD load	Nitrogen-ammonia (NH <sub>3</sub> -N) load	Total phosphorus
Unit loading	60 g/EP/day	12 g/EP/day	3 g/EP/day
Daily loading (@ 470 EP)	28.2 kg/day	5.64 kg/day	1.41 kg/day

### 3.2.2 Sewage collection and transfer sub-options

The sewage transfer sub-options as mentioned from Section 0 are discussed in the following sections below for this option for Ariaiah Park.

The natural topography of Ariaiah Park slopes towards the north-west towards Mirrool Creek. This natural slope suggests that sewage from the town can gravitate towards the north-western-most point of the proposed service area, where an SPS can be located at the corner of Rees Street and Cemetery Road. The SPS is required to pump sewage to the STP sites as terrain is undulating between the town and the proposed STP sites. It was estimated that around 7.5 km of pipeline will be required for town reticulation.

Choosing STP site locations for Ariaiah Park is challenging as there are single residential properties or farms scattered outside the village boundary. Pond system STPs may cause odour issues for these properties.

The proposed sewerage reticulation for Ariaiah Park is shown in Figure 3-2. Sites 1 and 2 were chosen for an oxidation pond system, as they have a buffer distance of 2 km from the town centre. Site 3 was chosen for the IDEA STP as it is close to the Mirrool Creek for effluent discharge.

Council engaged Lyall & Associates to complete a flood study in March 2021 for the villages of Ariaiah Park and Springdale (7). Mirrool Creek is located about 3.5 km north of Ariaiah Park, which flows from east to west. The 1% AEP (or 1 in 100 year event) flood level was nominated to locate the proposed STP locations in Ariaiah Park. The 1% AEP flood extents for Ariaiah Park are included in Appendix B.



Figure 3-2: Proposed reticulation layout and transfer options for Ariah Park

3.2.2.1 Ariah Park transfer sub-option 1: Modified gravity sewer system

**Sewage collection and transfer details**

The gravity reticulation will consist of approximately 7.5 km of DN150 pipe. It is assumed PVC pipe material will be used for the reticulation as it is more commonly used in sewer gravity reticulation systems and cheaper costs due to plastic construction.

It is assumed that because the terrain in the proposed service area is relatively flat, 25% of the total reticulation length will be laid at 3.0 to 4.5 m deep, which is deeper than the usual depth of 1.5 to 3.0 m deep.

**Pumping station and rising main details**

This option will include one SPS located at the sewage collection point of the proposed reticulation. The pump station and rising main details is shown in Table 3.4.

Table 3.4: Pump station and rising main details for Ariah Park sub-option 1

STP site	Pump capacity (L/s)	Rising main diameter (mm)	Rising main length (m)	Total head (m)
1	16.7	150	3,781	45
2	16.7	150	3,778	42
3	16.7	150	3,615	40

The pumps were sized for the design wet weather flow, which was determined using the NSW Public Works Sewer Design Manual.

The rising main diameter of DN150 was selected as this achieved a velocity of just under 1 m/s in the pipe, which is the self-cleansing velocity. It is assumed uPVC pipe material will be used for the rising main.

Within the three STP site locations, it was calculated that the rising main lengths and the total pumping head requirements were similar (about 3.7 km rising mains and 40 m head). As such, a 3.7 km rising main and a pump sized for 17 L/s was nominated in the cost estimates.

### **Septicity analysis**

Septicity can be an issue in rising mains of gravity collection systems, causing corrosion and odour problems. Septicity potential is generally assessed by reviewing sewage detention times in the rising main. According to the WSAA Guidelines, sewage with a detention time between four and eight hours has a medium risk of septicity, and above eight hours has a high risk of septicity. Rising mains with a high risk of septicity are more prone to corrosion and may produce offensive odours.

For a DN150 pipe of length 3.7 km, it is estimated that for the design ADWF of 94 kL/day, the detention time in the rising main will be approximately 17 hours, which places this at a high risk of septicity and odour issues. As such, odour and septicity control will be required.

### **Summary**

This transfer sub-option will include the following works:

- 7.5 km of DN150 PVC pipe for the gravity sewer reticulation (this also includes manholes)
- One SPS containing a pump sized for 17 L/s in a duty/standby configuration
- 3.7 km of DN150 uPVC pipe for the sewage rising main
- Odour and septicity control for the sewage rising main

### ***3.2.2.2 Aariah Park transfer sub-option 2: Pressure sewer system***

The proposed reticulation layout for the pressure sewer system sub-option, along with the STP site locations, will be the same as shown in Figure 3-2.

For pressure sewers, since the pipe network is pressurised there is no rain or groundwater infiltration and hence the total flow to the STP is less than that from a gravity collection system. This means that without the effects from infiltration, this will result in a lower flow rate, which can allow for smaller pipe sizes to be used. The pressure sewer reticulation was sized for the peak dry weather flow (PDWF), which was assumed to be 3 times ADWF. The PDWF for Aariah Park is 3.3 L/s. At this flow rate, a DN60 pipe was selected as this achieved a velocity of 1 m/s, which is the self-cleansing velocity. It is assumed uPVC pipe material will be used for the pressure sewer mains.

As the pump flow rate to the proposed SPS (3.3 L/s) is lower than the pump flow rate for gravity sewer systems (17 L/s), it is assumed that the cost of the SPS used for pressure sewer systems is 70% of the SPS cost from the gravity sewer system sub-option.

The rising main pipe diameter was assumed to be the same size as the pressure sewers (DN60 pipe of uPVC pipe material), which still achieves a velocity of 1 m/s. The rising main detention time for this pipe size was calculated to be about 1 hour, which places this at a low risk of septicity and odour issues. Thus, no septicity and odour control will be required for this sub-option.

### **Summary**

This transfer sub-option will include the following works:

- 7.5 km of DN60 uPVC pipe for the pressure sewer reticulation
- One SPS containing a pump sized for 3.3 L/s in a duty/standby configuration

- 3.7 km of DN60 uPVC pipe for the sewage rising main
- Pump/tank units to be provided for each property to be connected in the pressure sewer system

### **3.2.2.3 Aria Park transfer sub-option 3: Vacuum sewer system**

The proposed reticulation layout for the vacuum sewer system sub-option, along with the STP site locations, will be the same as shown in Figure 3-2.

In this sub-option, the following components were considered: vacuum reticulation sewers, collection pits, and vacuum pumping stations.

For the vacuum reticulation sewers, it is assumed that a DN100 uPVC pipe was used. For sewer maintenance, division valves were provided for every 500 m of reticulation as per the WSAAGuidelines. Where the sewer length is less than 500 m, one division valve is provided.

For every four property sewer connections, one collection pit is included. For residential connections, a 1.9 m deep pit is required, and for non-residential connections, a 2.4 m deep pit is required. In Aria Park, there are 163 residential connections and 55 non-residential connections, which will result in 41 residential and 14 non-residential collection pits that are required in the vacuum sewer reticulation. Installation and monitoring systems for the reticulation system are also included in the cost estimates.

An allowance of \$394,000 was provided for the vacuum pumping station required for Springdale, which was adjusted in proportion to the vacuum pumping station costs quoted by Flovac for the project done at Barellan.

In addition, an SPS is provided to pump sewage from the vacuum pumping station to the STP via a 3.7 km rising main. The SPS and the rising main is assumed to be the same as the pressure sewer system sub-option in Section 3.2.2.2.

#### **Summary**

This transfer sub-option will include the following works:

- 7.5 km of DN100 uPVC pipe for the vacuum sewer reticulation
- 41 residential and 14 non-residential collection pits for connecting properties to the vacuum sewer system
- One new vacuum pumping station to collect sewage from connected properties
- One new SPS to pump sewage from the vacuum pumping station to the STP
- 3.7 km of DN60 uPVC pipe for the sewage rising main

### **3.2.2.4 Aria Park transfer sub-option 4: Septic tank effluent pumping (STEP) system**

The proposed reticulation layout for the STEP system sub-option, along with the STP site locations, will be the same as shown in Figure 3-2.

The costs in the STEP system will be similar to the pressure sewer system sub-option (from Section 3.2.2.2), but with some additional considerations from the improved system performance of on-site systems option:

- As there are septic tanks within the property, from Section 3.1.1 it is assumed that 100 conventional OSSMS will be replaced with AWTS.
- Sludge pump out services will be included in the cost estimates.

#### **Summary**

This transfer sub-option will include the following works:

- 7.5 km of DN60 uPVC pipe for the sewer reticulation

- One SPS containing a pump sized for 3.3 L/s in a duty/standby configuration
- 3.7 km of DN60 uPVC pipe for the sewage rising main
- Submersible pump to be provided for each property to pump effluent from the septic tanks into the STEP system
- Replacement of 100 conventional OSSMS to an AWTS
- Sludge pump out services for each property connected to STEP system

### 3.2.3 Sewage treatment process sub-options

The sewage treatment process sub-options as mentioned from Section 2.2.2 are discussed in the following sections below for this option for Aria Park.

#### 3.2.3.1 Aria Park treatment sub-option A – Oxidation pond system with effluent disposal by evaporation

##### Oxidation pond sizing

Sizing of the oxidation pond is based on the paper by Bliss (1976) who presented a method for sizing oxidation ponds based on Australian climactic conditions. The surface area for a 470 EP oxidation pond is calculated based on the following equation:

$$A = \frac{1}{k_e} YQ$$

- A** = pond surface area (m<sup>2</sup>)
- 1/k<sub>e</sub>** = 9, (k<sub>e</sub> is the reaction rate constant based on climate)
- Y** = 2.46, pond area factor (Y is dependent on influent BOD and effective pond depth, which was assumed to be 300 mg/L and 1.5 m, respectively)
- Q** = 94 kL/day, the design average daily inflow

Based on the above method, the effective pond area required to treat 470 EP will be approximately 2,080 m<sup>2</sup> at top water level per pond. A freeboard of 0.6 m above the top water level will be designed into the pond to account for wave action and wave run-up in the pond, the total required area is about 2,700 m<sup>2</sup> per pond.

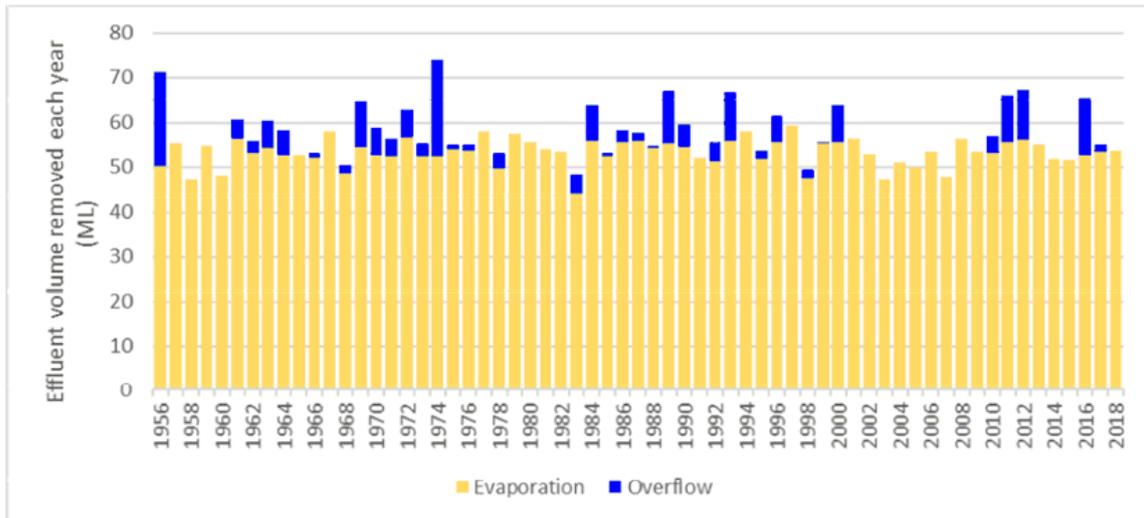
Two oxidation ponds will be constructed, since when desludging and/or maintenance of the oxidation pond is required, it is proposed that one pond will be taken offline at a time, allowing contingency for continuous plant operation.

##### Evaporation pond sizing

To calculate the area of the evaporation pond required, PWA used historical daily rainfall and evaporation data from 1956 to 2020 to develop a water balance model of the proposed STP to conduct an overflow assessment from the evaporation pond. The model considers the sewage load (including wet weather flows), mass balances over the oxidation pond and effluent loss by evaporation. The evaporation pond for the proposed STP is sized for a 1.0 m depth and so that the overflow occurs “in 50 percent of years” which is permitted for low-strength effluents in accordance with the DEC Guidelines. The evaporation pond will be designed with 0.6 m of freeboard to contain wave action and wave run-up.

For an evaporation pond designed for a capacity of 470 EP, an area of 3.6 Ha was estimated to be required to achieve the DEC requirement of overflows in no more than 50% of years.

The modelled yearly overflows from the evaporation pond are shown in Figure 3-3.



**Figure 3-3: Ariah Park treatment sub-option A – modelled effluent loss by evaporation and overflow from a 3.6 Ha evaporation pond designed for ADWF of 94 kL/day**

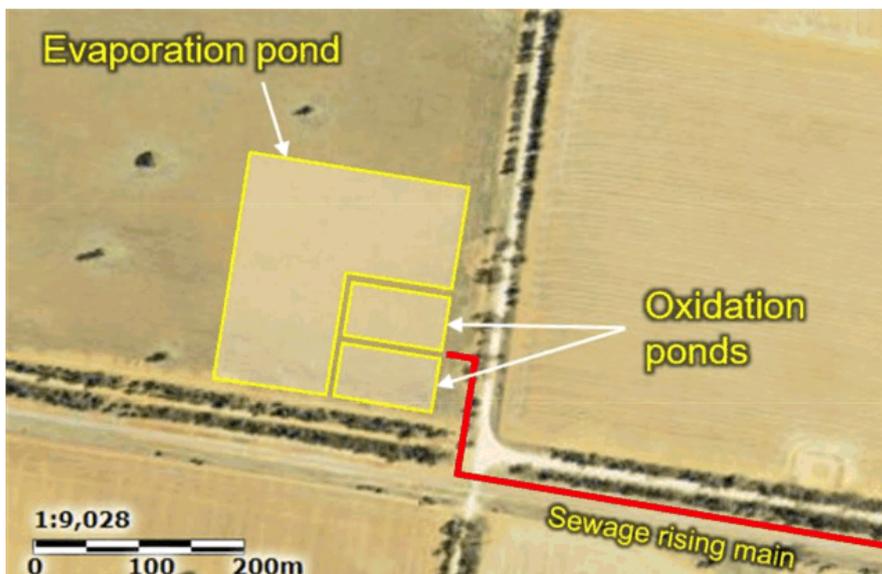
**Biosolids management**

Biosolids accumulate in the oxidation ponds. One oxidation pond can be taken offline for desludging about once every ten years, while treating the full sewage load in the other pond. After water has evaporated and the sludge has dried, it is removed by excavation and can be disposed of by landfill or land application.

**Summary**

Sub-option A will involve the construction of two new 470 EP oxidation ponds and one new 3.6 ha evaporation pond.

An aerial image of the proposed layout of the STP is shown in Figure 3-4.



**Figure 3-4: Ariah Park treatment sub-option A – proposed STP layout**

### **3.2.3.2 Ariah Park treatment sub-option B – Oxidation pond system with effluent disposal by agricultural reuse**

#### **Oxidation pond sizing**

As seen in sub-option A, the effective pond area required to treat 470 EP will be approximately 2,080 m<sup>2</sup> at top water level. Two oxidation ponds will be constructed for desludging and/or maintenance of the oxidation ponds, and also allowing for contingency for continuous plant operation.

#### **Maturation pond sizing**

The maturation pond is sized for 25 days hydraulic retention time to provide sufficient detention time to allow natural die-off of pathogens by exposure to natural UV radiation and detention within a “food-starved” environment. The required area of the pond is 2,350 m<sup>2</sup> for a depth of 1.2 m. One new tertiary pond is proposed.

#### **Effluent reuse**

For the proposed system of oxidation ponds and maturation pond, PWA nominated an LRV for each treatment process based on the LRV range from the RWMS Guidelines. Non-treatment barriers have been included to achieve the target LRVs.

As described in Section 2.2.2.2, a pond-based treatment system which uses maturation ponds is expected to be able to provide sufficient LRVs of pathogens for agricultural reuse applications, provided non-treatment barriers can be ensured.

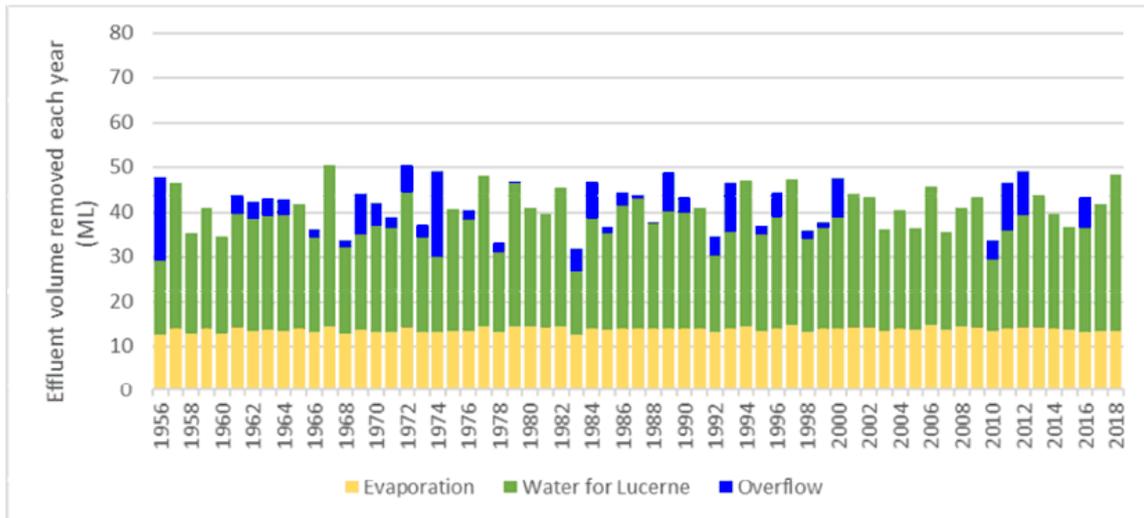
#### **Effluent storage pond and irrigated area sizing**

An effluent storage pond is required to store effluent when irrigation demand is low, for use when demand is high. To calculate the irrigated area and effluent storage volume, PWA used the water balance model described above, and included an irrigation component using crop factors for lucerne.

For a 470 EP capacity STP, the model was used to estimate the irrigation area of lucerne and the effluent storage volume. The effluent storage pond is sized so that the overflow from the maturation pond is in accordance with effluent storage sizing for “Full Reuse” for low-strength effluents from the DEC Guidelines.

The calculated irrigated area of lucerne is 2.6 ha. For this area a 16 ML 4 m deep storage would satisfy the overflow requirements. The area of the effluent storage is 0.7 ha compared to the 3.6 ha of land required for the evaporation pond. The 2.6 ha area of lucerne will have its irrigation requirements met 90% of the time even when accounting for overflows from the effluent storage pond.

The modelled yearly overflows from the effluent storage pond are shown in Figure 3-5.



**Figure 3-5: Ariah Park treatment sub-option B – modelled effluent loss from a 16 ML effluent storage pond with 2.6 ha of irrigated lucerne, designed for ADFW of 94 KL/day**

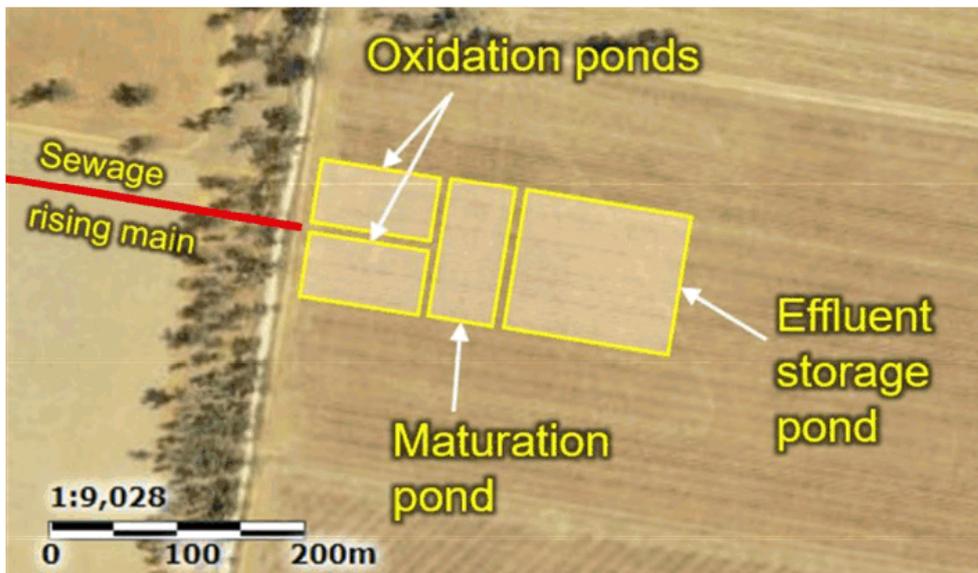
**Biosolids management**

Biosolids accumulate in the oxidation ponds. One oxidation pond can be taken offline for desludging about once every ten years, while treating the full sewage load in the other pond. After water has evaporated and the sludge has dried, it is removed by excavation and can be disposed of by landfill or land application.

**Summary**

Sub-option B will involve the construction of two new 470 EP oxidation ponds, one new 2,350 m<sup>2</sup> maturation pond and one new 16 ML effluent storage pond. End use for effluent reuse will be for agricultural farmland of non-food crops.

An aerial image of the proposed layout of the STP is shown in Figure 3-6.



**Figure 3-6: Ariah Park treatment sub-option B – proposed STP layout**

### 3.2.3.3 Ariah Park treatment sub-option C – IDEA system with discharge of effluent

#### **IDEA sizing**

In this sub-option, it is proposed that one new 470 EP IDEA plant will be constructed. In addition to the IDEA reactor, the STP will require a new inlet works, new balance tank, two new sludge lagoons and two new sludge drying beds. The IDEA tank will be designed to treat peak wet weather flows, which is assumed to be 7 times the ADWF.

More detailed sizing can be undertaken in the concept design phase, but as a preliminary estimate, it is estimated that the IDEA plant will require about 1,000 m<sup>2</sup>, based off from PWA's experience.

#### **Environmental discharge of effluent**

For any environmental discharge, typical requirements for effluent quality are given in Table 3.5.

**Table 3.5: Typical effluent quality targets for environmental discharge**

Contaminant	90th percentile limit	100th percentile limit
BOD <sub>5</sub>	10 mg/L	15 mg/L
Ammonia as nitrogen (NH <sub>4</sub> -N)	2 mg/L	5 mg/L
Total nitrogen	10 mg/L	15 mg/L
Suspended solids	15 mg/L	30 mg/L
pH	6.5 to 8.5	6.5 to 8.5
Oil and grease	5 mg/L	10 mg/L
Total phosphorus	0.5 mg/L	1.0 mg/L
Faecal coliforms	200 CFU/100 mL	600 CFU/100 mL

#### **Biosolids management**

Biosolids management will be based on the production of Stabilisation Grade B sludge. Waste activated sludge (WAS) from the IDEA reactors will be transferred to the sludge lagoons for additional stabilisation. Each year one of the four sludge lagoons will be taken offline for dewatering. The solids would be removed and subsequently used for land application as a fertiliser.

#### **Summary**

Sub-option C will involve the construction of the following works:

- Inlet works for screening raw sewage
- One new 470 EP IDEA tank with one new balance tank
- Two new sludge lagoons and two new sludge drying beds
- One new UV system

An aerial image of the proposed layout of the STP is shown in Figure 3-7.

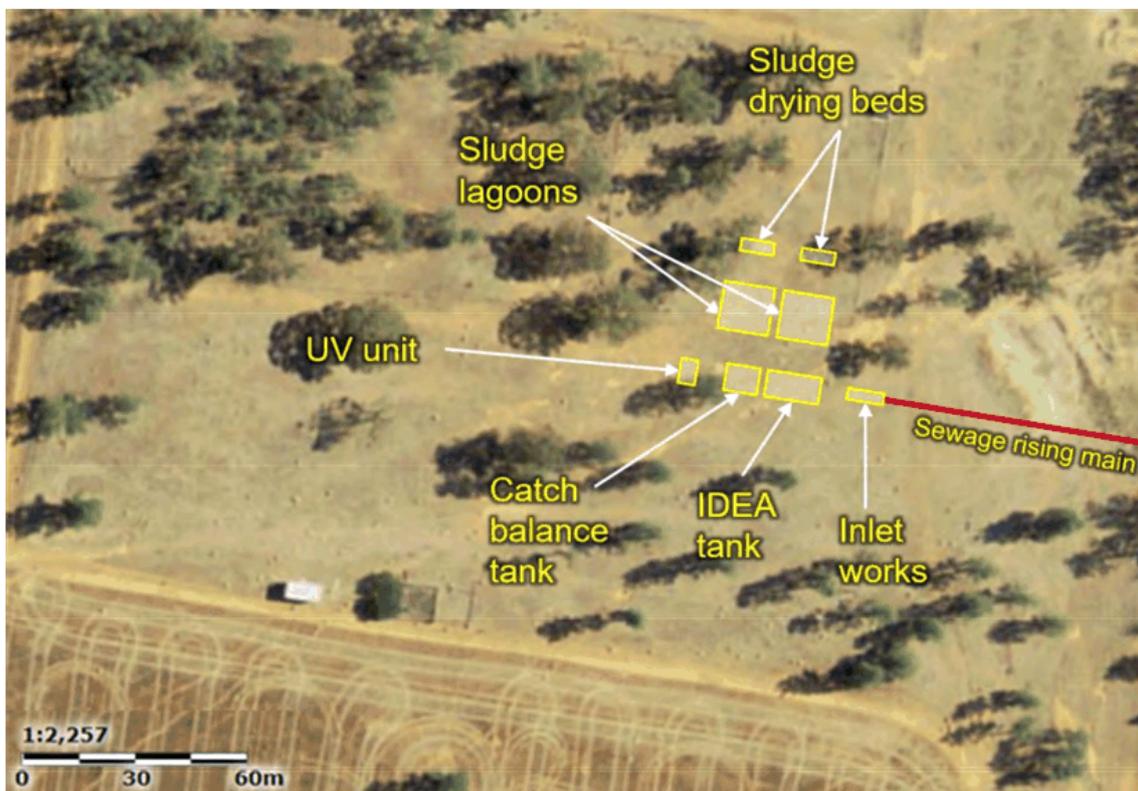


Figure 3-7: Ariah Park treatment sub-option C – proposed STP layout

3.2.4 Cost estimate for Option 2

A summary of the cost estimates for each of the treatment sub-options are provided in Table 3.6 to Table 3.8.

The present value (or present cost) is for the 30-year planning period with a 7% discount rate. The figures are only indicative at this stage and vary depending on the products selected. Note that the cost of power supply to the sites are not included in the cost estimates. The breakdown of the cost estimates are included in Appendix C.

Table 3.6: Cost summary for Ariah Park sewerage scheme sub-option 2A: Oxidation pond treatment system with effluent disposal by evaporation (\$'000)

Cost summary	Option 1: Modified gravity sewer system	Option 2: Pressure sewer system	Option 3: Vacuum sewer system	Option 4: STEP sewer system
Reticulation and rising mains	2,740	770	840	770
Sewage/vacuum pumping station, pressure/collection units	460	2,150	1,310	410
OSSMS	0	0	0	850
Sewage treatment plant	1,640	1,640	1,640	1,640
<b>Prime cost</b>	<b>4,850</b>	<b>4,570</b>	<b>3,800</b>	<b>3,680</b>
<b>Total capital cost (inc. contingencies)</b>	<b>7,570</b>	<b>7,130</b>	<b>5,930</b>	<b>5,750</b>
<b>Ongoing costs</b>				
Distribution system - operation and maintenance	150	220	80	90

Cost summary	Option 1: Modified gravity sewer system	Option 2: Pressure sewer system	Option 3: Vacuum sewer system	Option 4: STEP sewer system
STP - operation & maintenance	10	10	10	10
OSSMS costs	0	0	0	80
<b>Total annual cost</b>	<b>160</b>	<b>230</b>	<b>90</b>	<b>180</b>
<b>NPV (30-years at 7%)</b>	<b>9,520</b>	<b>9,930</b>	<b>7,080</b>	<b>8,000</b>

**Table 3.7: Cost summary for Aria Park sewerage scheme sub-option 2B: Oxidation pond treatment system with effluent disposal by agricultural reuse (\$'000)**

Cost summary	Option 1: Modified gravity sewer system	Option 2: Pressure sewer system	Option 3: Vacuum sewer system	Option 4: STEP sewer system
Reticulation and rising mains	2,740	770	840	770
Sewage/vacuum pumping station, pressure/collection units	460	2,150	1,310	410
OSSMS	0	0	0	850
Sewage treatment plant	690	690	690	690
Reuse scheme (storage, pumps, electricals, controls, etc.)	550	550	550	550
<b>Prime cost</b>	<b>4,440</b>	<b>4,160</b>	<b>3,390</b>	<b>3,270</b>
<b>Total capital cost (inc. contingencies)</b>	<b>6,930</b>	<b>6,490</b>	<b>5,290</b>	<b>5,110</b>
<b>Ongoing costs</b>				
Distribution system - operation and maintenance	150	220	80	90
STP - operation & maintenance	40	40	40	40
Reuse scheme - operation & maintenance	5	5	5	5
OSSMS costs	0	0	0	80
<b>Total annual cost</b>	<b>160</b>	<b>230</b>	<b>100</b>	<b>190</b>
<b>NPV (30-years at 7%)</b>	<b>8,940</b>	<b>9,360</b>	<b>6,490</b>	<b>7,420</b>

**Table 3.8: Cost summary for Aria Park sewerage scheme sub-option 2C: IDEA system with discharge of effluent (\$'000)**

Cost summary	Option 1: Modified gravity sewer system	Option 2: Pressure sewer system	Option 3: Vacuum sewer system	Option 4: STEP sewer system
Reticulation and rising mains	2,740	770	840	770
Sewage/vacuum pumping station, pressure/collection units	460	2,150	1,310	410
OSSMS	0	0	0	850
Sewage treatment plant	1,350	1,350	1,350	1,350
<b>Prime cost</b>	<b>4,550</b>	<b>4,270</b>	<b>3,500</b>	<b>3,380</b>
<b>Total capital cost (inc. contingencies)</b>	<b>7,100</b>	<b>6,670</b>	<b>5,460</b>	<b>5,280</b>

Cost summary	Option 1: Modified gravity sewer system	Option 2: Pressure sewer system	Option 3: Vacuum sewer system	Option 4: STEP sewer system
<b>Ongoing costs</b>				
Distribution system - operation and maintenance	150	220	80	90
STP - operation & maintenance	40	40	40	40
OSSMS costs	0	0	0	80
<b>Total annual cost</b>	<b>230</b>	<b>300</b>	<b>160</b>	<b>250</b>
<b>NPV (30-years at 7%)</b>	<b>9,930</b>	<b>10,360</b>	<b>7,480</b>	<b>8,410</b>

### 3.3 Option 3 – Aria Park to Temora sewerage scheme

In Option 3, sewage is collected by a new sewerage scheme in Aria Park, but instead of being transferred to an STP (like in Option 2), the sewage is transferred to the Temora sewerage scheme. This will require a pipeline of 36.8 km.

Sewage from Aria Park will be discharged to the Britannia Street SPS catchment in Temora, as that is the closest to Aria Park. Sewage is then pumped from Britannia Street SPS to the gravity catchment in Temora, from where all sewage gravitates to the Temora STP.

#### 3.3.1 Pipeline design

##### Hydraulic analysis

From Section 3.2.1, the ultimate design load for Aria Park is 470 EP, and the unit hydraulic loading is 200 L/EP/day. With these, the ADWF was calculated to be 94 kL/day. The design peak wet weather flow for Aria Park was calculated using the methodology in the Public Works sewer design manual. Based on the total ET of 233.5, the design peak wet weather flow was calculated to be about 17 L/s.

It is assumed that a PE pipe would be used for the proposed sewage rising main. At the design peak wet weather flow of 17 L/s with pipe material PE, it was determined that a DN200 pipe is required, as this achieved a flow velocity of approximately 1.0 m/s in the pipeline which is the self-cleansing velocity.

##### Pipeline long-section

The proposed layout of the sewage rising main and the required SPSs from Aria Park to Britannia Street SPS (located in the Temora sewerage scheme) is shown in Figure 3-8. The pipeline long-section including the elevation profile and the hydraulic grade line for the proposed sewage rising main is shown in Figure 3-9.



Figure 3-8: Option 3 – proposed sewage rising main from Ariah Park to Temora sewerage scheme

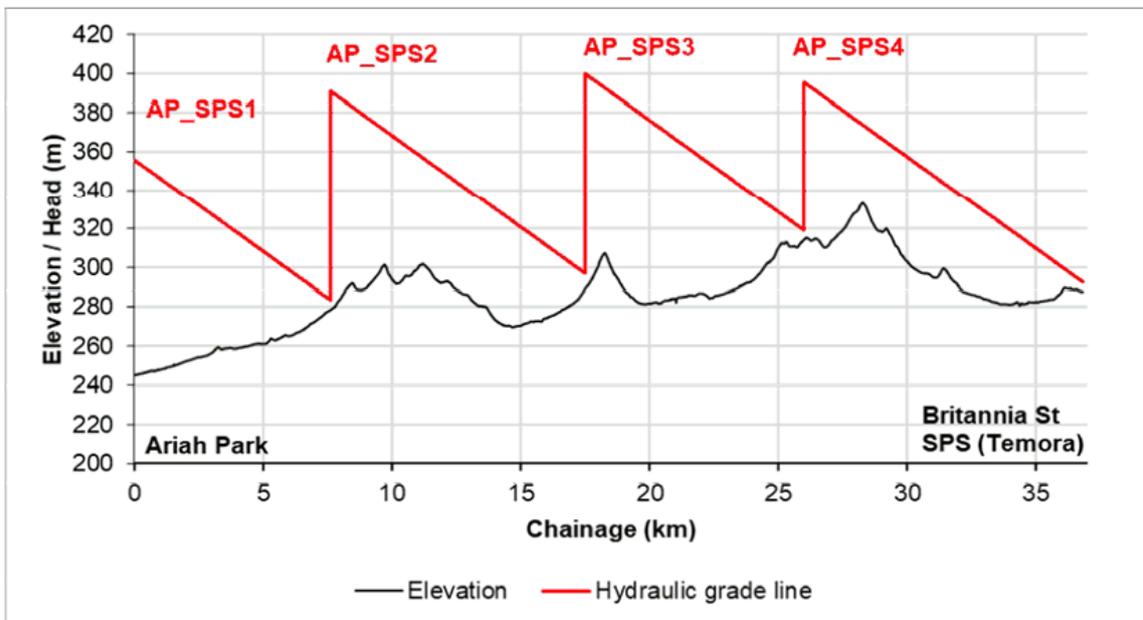


Figure 3-9: Option 3 – pipeline long-section and hydraulic grade line of the proposed sewage rising main from Ariah Park to Temora sewerage scheme

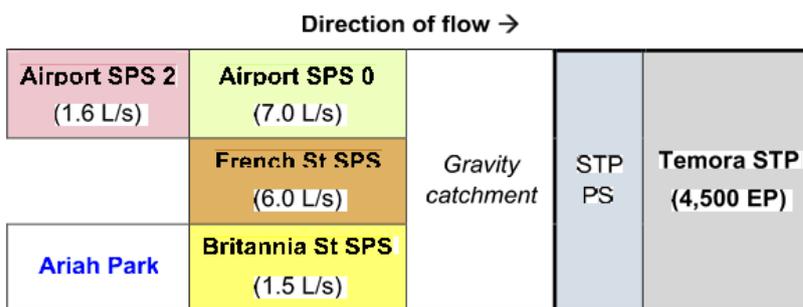
To pump sewage from Aria Park to the Temora sewerage scheme, it is proposed that four pump stations are required along the pipeline which are located at chainages 0 km, 7.6 km, 17.5 km and 26.0 km. All four pump stations will contain progressive cavity pumps, which are suitable for high pressure head applications (around 100 m head or more). A standpipe is recommended to be provided at the end of the rising main so to ensure the pipeline section from AP\_SPS4 to the end of the rising main remains full of sewage, preventing air entrainment, so that the self-cleansing velocity in the pipe can be achieved. The height of the standpipe could be lowered if directional drilling at the high elevation peaks was undertaken. This would also help slightly lower the pumping head requirements.

**Septicity analysis**

In this option, transferring sewage from Aria Park to Temora requires a 36.8 km pipeline. For a DN200 pipe at this length, it is estimated that for the design ADWF of 94 kL/day, the rising main detention time will be approximately 164 hours. According to the WSAA Guidelines, sewage with a detention time above eight hours has a high risk of septicity. Rising mains with a higher risk of septicity are more prone to corrosion and may produce foul odours. The long rising main length puts the rising main at a high risk of septicity. As such, odour and septicity control will be required.

**3.3.2 Sewage contribution to Temora sewerage scheme**

As previously mentioned, sewage loads from Aria Park is proposed to contribute to the Britannia Street SPS located in the Temora sewerage scheme. The SPS pump hierarchy diagram showing this contribution is shown in Figure 3-10.



**Figure 3-10: SPS pump hierarchy for the Temora sewerage scheme with Aria Park sewage contribution**

From the IWCM Issues Paper, the pump run time for the Britannia Street SPS is estimated to exceed three hours by 2033 due to growth within its sewer catchment. With sewage contribution from Aria Park, the pump run time of three hours is estimated to be already exceeded. Therefore, an allowance of \$100,000 was made to upgrade Britannia Street SPS to address this issue.

As discussed in Section 2.3, the aeration capacity of the Temora STP is already exceeded, and if Aria Park were to be connected to the Temora sewerage scheme, the EP loading on the STP is expected to increase by about 8% by 2050. If Council proceeds with connecting Aria Park to the Temora sewerage scheme, this additional oxygen requirement will have to be considered when sizing the upgraded aeration system.

**3.3.3 Summary**

This option will involve the construction of the following works:

- Any one of the sewage collection and transfer system (see Section 3.2.1).
- Four new SPSs containing progressive cavity pumps sized for 17 L/s
- 36.8 km DN200 PE pipe for the sewage rising main
- Odour and septicity control for the sewage rising main

- Upgrade of the Britannia Street SPS
- Additional aeration capacity at Temora STP – loading to STP increase by 8%

### 3.3.4 Cost estimate for Option 3

A summary of the cost estimates for sewage collection and transfer to Temora STP is provided in Table 3.9.

The present value (or present cost) is for the 30-year planning period with a 7% discount rate. The figures are only indicative at this stage and vary depending on the products selected. Note that the cost of power supply to the sites are not included in the cost estimates and no cost has been included for a standpipe or directional drilling.

The assumptions used to estimate the cost are provided in Section 2.3. The breakdown of the cost estimates for the sewer transfer options are included in Appendix C.

**Table 3.9: Aria Park Option 3: Transfer to Temora sewerage scheme (\$'000)**

Cost summary	Option 1: Modified gravity sewer system	Option 2: Pressure sewer system	Option 3: Vacuum sewer system	Option 4: STEP sewer system
Reticulation and rising mains	8,700	3,010	3,080	3,010
Sewage/vacuum pumping station, pressure/collection units	2,130	3,370	2,530	1,630
OSSMS	0	0	0	850
<b>Prime cost</b>	<b>10,830</b>	<b>6,380</b>	<b>5,620</b>	<b>5,490</b>
<b>Total capital cost (inc. contingencies)</b>	<b>16,900</b>	<b>9,960</b>	<b>8,770</b>	<b>8,570</b>
<b>Ongoing costs</b>				
Distribution system - operation & maintenance	450	330	200	210
OSSMS costs	0	0	0	10
<b>Total annual cost</b>	<b>450</b>	<b>330</b>	<b>200</b>	<b>290</b>
<b>NPV (30-years at 7%)</b>	<b>22,480</b>	<b>14,090</b>	<b>11,250</b>	<b>12,180</b>

### 3.4 Cost estimate summary

A summary of the cost estimates for improving the performance of on-site systems in Aria Park (Option 1) is provided in Table 3.10.

A summary of the cost estimates for sewage collection and transfer, treatment, and effluent management (Options 2 and 3) is provided in Table 3.11. Note that for Options 2 and 3, the cost of power supply to the sites are not included in the cost estimates.

The present value (or present cost) is for the 30-year planning period with a 7% discount rate. The figures are only indicative at this stage and vary depending on the products selected. The breakdown of the cost estimates for sewer transfer and sewage treatment options are included in Appendix C.

**Table 3.10: Cost summary for Option 1 – Improved performance of on-site systems in Ariaiah Park (\$'000)**

Cost summary	Value
Capital cost	1,330
Annual cost	130
<b>Present value</b>	<b>2,970</b>

**Table 3.11: Comparative cost estimates – Ariaiah Park sewer transfer and sewage treatment options (\$'000)**

Sewage treatment sub-options	Cost summary	Sewage transfer sub-options			
		Sub-option 1: Modified gravity sewer system	Sub-option 2: Pressure sewer system	Sub-option 3: Vacuum sewer system	Sub-option 4: STEP sewer system
<b>Sub-option 2A:</b> Oxidation ponds + evaporation pond	Capital cost	7,570	7,130	5,930	5,750
	Annual cost	160	230	90	180
	<b>Present value</b>	<b>9,520</b>	<b>9,930</b>	<b>7,080</b>	<b>8,000</b>
<b>Sub-option 2B:</b> Oxidation ponds + maturation pond + effluent reuse	Capital cost	6,930	6,490	5,290	5,110
	Annual cost	160	230	100	190
	<b>Present value</b>	<b>8,940</b>	<b>9,360</b>	<b>6,490</b>	<b>7,420</b>
<b>Sub-option 2C:</b> IDEA STP + discharge	Capital cost	7,100	6,670	5,460	5,280
	Annual cost	230	300	160	250
	<b>Present value</b>	<b>9,930</b>	<b>10,360</b>	<b>7,480</b>	<b>8,410</b>
<b>Sub-option 3:</b> Transfer to Temora sewerage scheme	Capital cost	16,900	9,960	8,770	8,570
	Annual cost	450	330	200	290
	<b>Present value</b>	<b>22,480</b>	<b>14,090</b>	<b>11,250</b>	<b>12,180</b>

The capital cost of Option 1 (improved performance of on-site systems) is the lowest amongst other sewage transfer and treatment sub-options due to no capital costs for sewerage or treatment infrastructure.

Regarding the Option 2 sewage transfer sub-options, the gravity sewer has the highest capital cost because of the minimum 150 mm diameter pipe size required for reticulation, and the pressure sewer has the second highest capital cost because each property requires a pressure pod, whereas for the vacuum sewer properties can be connected to one collection pit.

Regarding the Option 2 sewage treatment sub-options, the oxidation ponds and evaporation pond process has the highest capital cost because of the cost of the GCL liner required for the large evaporation pond. Further geotechnical survey is required to determine whether a waterproofing layer is required. The IDEA process has the second highest cost because of the more complicated automation required.

Option 3 is the most expensive option, as it requires a 36.8 km pipeline with three pump stations to connect the two schemes. The cost of constructing a new STP at Ariaiah Park is avoided, however the additional loading on Temora STP will require a higher capacity upgrade to the aeration system which is already under capacity. This option still requires that Ariaiah Park be seweraged, so this cost is not avoided.

### 3.5 Advantages and disadvantages of options

The advantages and disadvantages of the three options (improved performance of on-site systems, develop Ariaiah Park town sewerage system, and transfer to Temora sewerage scheme), along with a no-action option, is presented in Table 3.12.

**Table 3.12: Comparison of the three options for Ariaiah Park**

Option	Advantages	Disadvantages	30-year Present Value Cost
Do nothing	<ul style="list-style-type: none"> <li>No capital works/infrastructure is required</li> </ul>	<ul style="list-style-type: none"> <li>No existing OSSMS issues will be resolved</li> </ul>	Nil
<b>Option 1</b> Improved performance of on-site systems	<ul style="list-style-type: none"> <li>No infrastructure is required (such as sewerage or centralised treatment facility)</li> <li>Aeration and disinfection components of AWTS reduce pathogen numbers in effluent, and effluent can be used to irrigate lawn</li> </ul>	<ul style="list-style-type: none"> <li>Resources will need to be allocated to inspect and maintain register of OSSMS</li> <li>If AWTS are improperly operated by homeowners there is still a risk that the public could come into contact with effluent</li> </ul>	\$3.0M
<b>Option 2A</b> Ariaiah Park sewerage system – oxidation pond system and effluent disposal by evaporation	<p>Sewerage systems:</p> <ul style="list-style-type: none"> <li>Will resolve existing OSSMS issues in the villages.</li> <li>Can be low operation (e.g. gravity sewer systems) or can handle difficult/variable terrain (e.g. pressure or vacuum sewers).</li> <li>Places the responsibility of operation and maintenance of the system to Council and not householders.</li> </ul> <p>Pond-based STPs:</p> <ul style="list-style-type: none"> <li>Have the ability to handle shock loads.</li> <li>Have an ease of operation, leave effluent to evaporate, so environmental contamination or risk of public contact is minimised.</li> </ul>	<p>Sewerage systems:</p> <ul style="list-style-type: none"> <li>Are costly to implement due to associated excavation and lift pump requirements.</li> <li>Can have potentially high operating and maintenance costs (e.g. pressure or vacuum sewers).</li> </ul> <p>Pond-based STPs:</p> <ul style="list-style-type: none"> <li>Have limited control of treatment process for effective nutrient removal.</li> <li>Produces effluent that will unlikely meet reuse requirements unless further polishing is employed.</li> <li>Require desludging of ponds every 15 years.</li> <li>Can potentially have high capital costs due to large land earthworks.</li> </ul>	\$7.1M to \$9.9M
<b>Option 2B</b> Ariaiah Park sewerage system – oxidation pond system and effluent disposal by agricultural reuse	<ul style="list-style-type: none"> <li>Same as Option 2A for sewerage systems and pond-based STPs.</li> <li>Effluent is nutrient-rich and is recycled, which can reduce overall water use and be beneficial to growth of non-food crops.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Option 2A for sewerage systems and pond-based STPs.</li> <li>Requires effluent storage and potentially more pipework which increases costs</li> <li>Limited effluent reuse options for pond-based STPs</li> </ul>	\$6.5M to \$9.4M
<b>Option 2C</b> Ariaiah Park sewerage	<ul style="list-style-type: none"> <li>Same as Option 2A for sewerage systems</li> </ul>	<ul style="list-style-type: none"> <li>Same as Option 2A for sewerage systems</li> </ul>	\$7.5M to \$10.4M

Option	Advantages	Disadvantages	30-year Present Value Cost
system – IDEA system with discharge of effluent	<ul style="list-style-type: none"> <li>IDEA systems have smaller overall footprint, which is good for villages with limited space.</li> <li>IDEA systems can achieve high effluent quality after treatment, compatible for reuse and environmental discharge.</li> <li>Less odorous than pond-based STPs due to aerobic environment.</li> </ul>	<ul style="list-style-type: none"> <li>High operation and maintenance costs for sewage treatment processes (e.g. IDEA systems)</li> <li>For IDEA systems, higher capital costs due to complex construction and process/mechanical items, high operating costs due to power consumption from treatment units, skilled operator input required, EPL required, ongoing costs from regular effluent quality monitoring.</li> </ul>	
<b>Option 3</b> – Aria Park to Temora sewerage scheme	<ul style="list-style-type: none"> <li>Same as Option 2A for sewerage systems</li> <li>Cost of constructing a new STP at Aria Park is avoided.</li> </ul>	<ul style="list-style-type: none"> <li>Most expensive option due to very long pipeline and pump stations required for transfer.</li> <li>Will still require sewerage system to be constructed in the town, which will increase capital costs.</li> <li>Additional loading from villages into Temora STP will require STP upgrade to the aeration system, which is already under capacity.</li> </ul>	\$11.3M to \$22.5M

## 4. Springdale improved sewerage service options

### 4.1 Option 1 – Improved performance of on-site systems

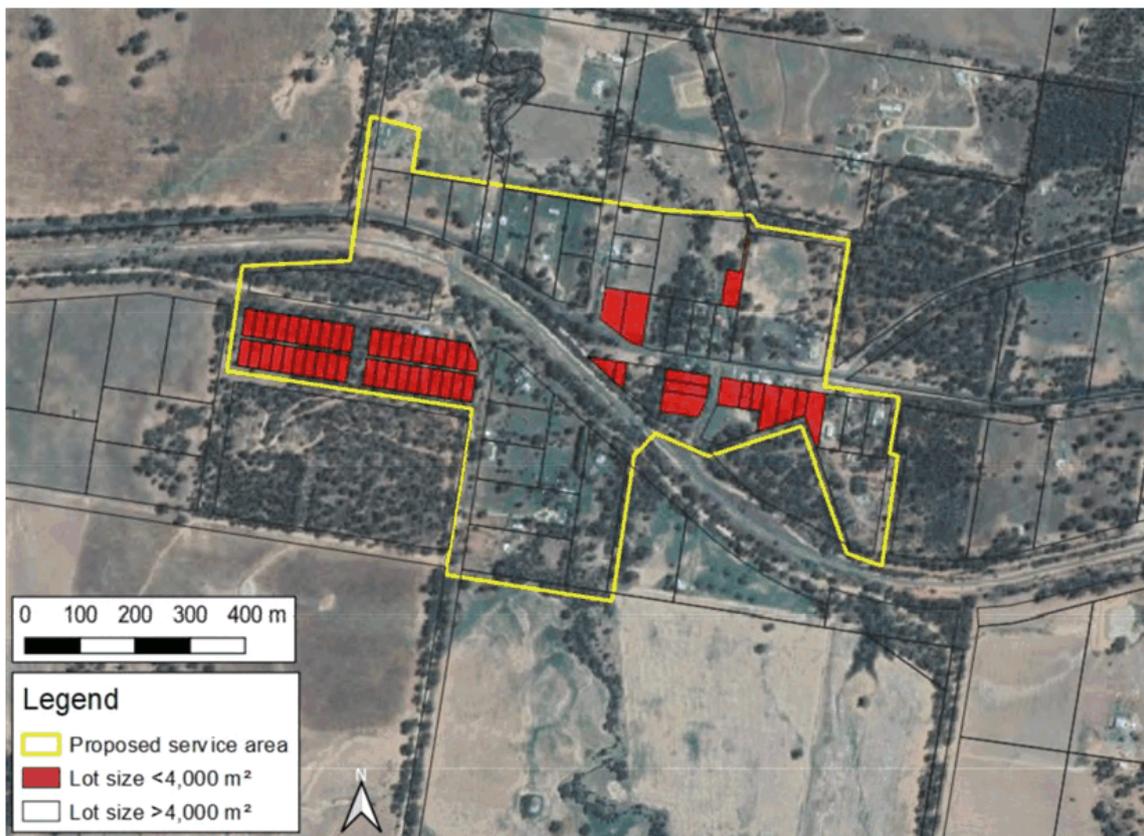
Properties that are considered to have insufficient area for effluent disposal by adsorption trenches pose a potential public health risk via human contact with effluent. In this Option septic tank systems are replaced with AWTS.

AWTS minimise the risk to public health by aeration and disinfection (by UV or chlorination) of the effluent, thereby reducing pathogen numbers. Effluent from an AWTS can be used to irrigate lawns, providing more area for effluent removal compared to an absorption trench. This reduces the risk of effluent pooling or resurfacing.

#### 4.1.1 Number of AWTS

In Springdale, local soil type has been found to be coarse light sandy clay loam, which is expected to be somewhat poorly drained. Therefore, 4,000m<sup>2</sup> of area is considered sufficient for effluent disposal by adsorption trenches.

PWA identified 55 lots in Springdale with a lot size less than 4,000 m<sup>2</sup> (see Figure 4-1). As some properties cover multiple lots, the number of properties were manually counted, around 9 properties were identified on these lots. However, not all of these properties are considered to have sufficient area for effluent disposal by absorption trenches.



**Figure 4-1: Lots less than 4,000 m<sup>2</sup> in Springdale**

From Council's OSSMS register, OSSMSs in Springdale consist of 83% conventional OSSMS and 17% AWTS. Using these percentages, it is estimated that there are around 8 conventional OSSMS that require replacing with AWTS.

#### 4.1.2 Cost estimate for Option 1

A summary of the cost estimates for improving the performance of on-site systems in Springdale (Option 1) is provided in Table 4.1.

The present value (or present cost) is for the 30-year planning period with a 7% discount rate. The figures are only indicative at this stage and vary depending on the products selected.

The assumptions used to estimate the cost are provided in Section 2.1. The breakdown of the cost estimates for sewer transfer and sewage treatment options are included in Appendix C.

**Table 4.1: Cost summary for Option 1 – Improved performance of on-site systems in Springdale (\$'000)**

Cost summary	Value
8 x new AWTS	70
<b>Prime cost</b>	<b>70</b>
<b>Total capital cost (inc. contingencies)</b>	<b>110</b>
<b>Ongoing costs</b>	
Power (electricity for pumps/aerators)	3
Servicing of AWTS	3
Pump out services	1
Pump and aerator replacement	1
Regular maintenance of pump	2
<b>Annual cost</b>	<b>10</b>
<b>NPV (30-years at 7%)</b>	<b>230</b>

## 4.2 Option 2 – Develop Springdale town sewerage system

In this Option, a town sewerage system will be developed for Springdale. For this option a combination of four sewage collection and transfer sub-options, and three sewage treatment process and effluent management sub-options are considered.

### 4.2.1 Population and basis of design

Council has indicated that there are currently 33 occupied residential dwellings and 3 non-rateable assessments in Springdale. There is also a public toilet rest area within the village, with Council notifying that the toilets are estimated to be visited by around 30 vehicles per day.

The following assumptions were used in estimating the sewage contribution from the public toilet rest area:

- Two people per vehicle
- Five litres per toilet flush per person

If the public toilets are visited by 30 vehicles per day, then the sewage load from the public toilets will contribute 300 L/day. At the hydraulic loading of 200 L/EP/day, this equates to 1.5 EP. Expressed in equivalent tenements, this equates to 0.6 ET at the household size of 2.5 people per household (2016 ABS Quickstats). For this assessment, the public toilets are treated as a non-residential sewage contribution.

From the information above, the residential and non-residential ET is 33 and 3.6 ET respectively, totalling 36.6 ET. At the household size of 2.5 people per household, the residential and non-

residential EP is 82.5 and 9 EP respectively, totalling 91.5 EP. This is summarised in Table 4.2 below.

**Table 4.2: Summary of sewage loads for Springdale**

User Class	ET	EP
Residential	33.0	82.5
Non-residential	3.6	9.0
<b>Total</b>	<b>36.6</b>	<b>91.5</b>

From the IWCM Issues Paper, Council has nominated that there is no growth anticipated for the village of Springdale over the next 30 years. Therefore, the new STP at Springdale is to be sized for an ultimate design load of **100 EP** with a design hydraulic load of **200 L/EP/day**. This equates to an ADWF of **20 kL/day**.

Preliminary sizing of the STP will be based on the Public Works typical design criteria for rural NSW domestic sewage as shown in Table 4.3.

**Table 4.3: Influent nutrient loading for Springdale**

Loading	BOD load	Nitrogen-ammonia (NH <sub>3</sub> -N) load	Total phosphorus
Unit loading	60 g/EP/day	12 g/EP/day	3 g/EP/day
Daily loading (@ 100 EP)	6 kg/day	1.2 kg/day	0.3 kg/day

#### 4.2.2 Sewage collection and transfer sub-options

The sewage transfer sub-options as mentioned from Section 0 are discussed in the following sections below for this option for Springdale.

The topography of Springdale is located in a small valley created by Gundibindyal Creek that flows from the south-east to the north-west. The village gently slopes down towards the north-west, where the sewage collection point is proposed to be located at the corner of Burley Griffin Way and Harvey Brothers Lane. The SPS is required to pump sewage to the STP sites as terrain is undulating between the town and the proposed STP sites. It was estimated that around 2.1 km of pipeline will be required for town reticulation.

Springdale has a challenging landscape as Gundibindyal Creek crosses through the eastern part of the village with some residences located within 100 m from the creek. Like Aria Park, there are several residential properties or farms scattered outside the village boundary. Pond system STPs may cause odour issues for these properties.

The proposed sewerage reticulation for Springdale is shown in Figure 4-2. Sites 1 and 2 were chosen for an oxidation pond system, as they have a buffer distance of 2 km from the town centre. Site 3 was chosen for the IDEA STP as it is close to the Gundibindyal Creek for effluent discharge.

A flood study was conducted by Lyall & Associates for the village of Springdale in March 2021 (7). Gundibindyal Creek runs through the village, which flows from south to north. The 1% AEP (or 1 in 100 year event) flood level was nominated to locate the proposed STP locations in Springdale. The 1% AEP flood extents for Springdale are included in Appendix B.



Figure 4-2: Proposed reticulation layout and transfer options for Springdale

4.2.2.1 Springdale transfer sub-option 1: Modified gravity sewer system

**Sewage collection and transfer details**

The gravity reticulation will consist of approximately 2.1 km of DN150 pipe. It is assumed PVC pipe material will be used for the reticulation.

It is assumed that because the terrain in the proposed service area is relatively flat, 25% of the total reticulation length will be laid at 3.0 to 4.5 m deep, which is deeper than the usual depth of 1.5 to 3.0 m deep.

**Pumping station and rising main details**

This option will include one SPS located at the sewage collection point of the proposed reticulation. The pump station and rising main details is shown in Table 4.4.

Table 4.4: Pump station and rising main details for Springdale sub-option 1

STP site	Pump capacity (L/s)	Rising main diameter (mm)	Rising main length (m)	Total head (m)
1	3.2	80	3,044	28
2	3.2	80	2,705	25
3	3.2	80	829	11

The rising main diameter of DN80 was selected as this achieved a velocity of about 0.7 m/s in the pipe, which is the self-cleansing velocity. It is assumed uPVC pipe material will be used for the rising main.

For STP sites 1 and 2, the rising main lengths and the pumping head requirements are similar. Thus, a 3.0 km rising main and a pump sized for 4.0 L/s was nominated in the cost estimates for these two sites.

For STP site 3, an 830 m rising main with a pump sized for 4.0 L/s was nominated in the cost estimates.

### **Septicity analysis**

It is estimated that for the design ADWF of 20 kL/day, the detention time in the DN80 rising main of length 3 km for the STP sites 1 and 2 will be about 18 hours, which places this at a high risk of septicity and odour issues. For STP site 3, the rising main length is approximately 830 m long. This gives the rising main detention time of five hours at the design ADWF, which places this at a medium risk of septicity and odour issues.

Since the above three STP site locations have a detention time of more than four hours, odour and septicity control will be required.

### **Summary**

This transfer sub-option will include the following works:

- 2.1 km of DN150 PVC pipe for the gravity sewer reticulation (this also includes manholes)
- One SPS containing a pump sized for 4.0 L/s in a duty/standby configuration
- For the sewage rising main, STP sites 1 and 2 will have a DN80 uPVC pipe of length 3.0 km, and STP site 3 will have a DN80 uPVC pipe of length 830 m.
- Odour and septicity control for the sewage rising main

#### ***4.2.2.2 Springdale transfer sub-option 2: Pressure sewer system***

The proposed reticulation layout for the pressure sewer system sub-option, along with the STP site locations, will be the same as shown in Figure 4-2.

The pressure sewer reticulation was sized for the peak dry weather flow (PDWF), which was assumed to be 3 times ADWF. The PDWF for Springdale is 0.7 L/s. At this flow rate, a DN30 pipe was selected as this achieved a velocity of 1 m/s, which is the self-cleansing velocity. It is assumed uPVC pipe material will be used for the pressure sewer mains.

As the pump flow rate to the proposed SPS (0.7 L/s) is lower than the pump flow rate for gravity sewer systems (4.0 L/s), it is assumed that the cost of the SPS used for pressure sewer systems is 70% of the SPS cost from the gravity sewer system sub-option.

The rising main pipe diameter was assumed to be the same size as the pressure sewers (DN30 pipe of uPVC pipe material), which still achieves a velocity of 1 m/s. The rising main detention time for this pipe size was calculated to be less than 1 hour for all STP site locations, which places this at a low risk of septicity and odour issues. Thus, no septicity and odour control will be required for this sub-option.

### **Summary**

This transfer sub-option will include the following works:

- 2.1 km of DN30 uPVC pipe for the pressure sewer reticulation
- One SPS containing a pump sized for 0.7 L/s in a duty/standby configuration
- For the sewage rising main, STP sites 1 and 2 will have a DN30 uPVC pipe of length 3.0 km, and STP site 3 will have a DN30 uPVC pipe of length 830 m.
- Pump/tank units to be provided for each property to be connected in the pressure sewer system

#### 4.2.2.3 Springdale transfer sub-option 3: Vacuum sewer system

The proposed reticulation layout for the vacuum sewer system sub-option, along with the STP site locations, will be the same as shown in Figure 4-2.

Like Aria Park, this sub-option for Springdale will include vacuum reticulation sewers, collection pits, and vacuum pumping stations.

For the vacuum reticulation sewers, it is assumed that a DN100 uPVC pipe was used. For sewer maintenance, division valves were provided for every 500 m of reticulation as per the WSAA Guidelines. Where the sewer length is less than 500 m, one division valve is provided.

In Springdale, there are 33 residential connections and four non-residential connections, which will result in nine residential and one non-residential collection pits that are required in the vacuum sewer reticulation. Installation and monitoring systems for the reticulation system are also included in the cost estimates.

Similar to Aria Park, an allowance of \$85,000 was provided for the vacuum pumping station required for Springdale, which was adjusted in proportion to the vacuum pumping station costs quoted by *Flovac* for the project done at Barellan.

In addition, an SPS is provided to pump sewage from the vacuum pumping station to the STP via a 3.0 km rising main (to STP sites 1 and 2) or an 830 m rising main (to STP site 3). The SPS and the rising main is assumed to be the same as the pressure sewer system sub-option in Section 4.2.2.2.

#### **Summary**

This transfer sub-option will include the following works:

- 2.1 km of DN100 uPVC pipe for the vacuum sewer reticulation
- Nine residential and one non-residential collection pits for connecting properties to the vacuum sewer system
- One new vacuum pumping station to collect sewage from connected properties
- One new SPS to pump sewage from the vacuum pumping station to the STP
- For the sewage rising main, STP sites 1 and 2 will have a DN30 uPVC pipe of length 3.0 km, and STP site 3 will have a DN30 uPVC pipe of length 830 m.

#### 4.2.2.4 Springdale transfer sub-option 4: Septic tank effluent pumping (STEP) system

The proposed reticulation layout for the STEP system sub-option, along with the STP site locations, will be the same as shown in Figure 4-2.

The costs in the STEP system will be similar to the pressure sewer system sub-option (from Section 4.2.2.2), but with some additional considerations from the improved system performance of on-site systems option:

- As there are septic tanks within the property, from Section 4.1.1 it is assumed that 8 conventional OSSMS will be replaced with AWTS.
- Sludge pump out services will be included in the cost estimates.

#### **Summary**

This transfer sub-option will include the following works:

- 2.1 km of DN30 uPVC pipe for the sewer reticulation
- One SPS containing a pump sized for 0.7 L/s in a duty/standby configuration
- For the sewage rising main, STP sites 1 and 2 will have a DN30 uPVC pipe of length 3.0 km, and STP site 3 will have a DN30 uPVC pipe of length 830 m.

- Submersible pump to be provided for each property to pump effluent from the septic tanks into the STEP system
- Replacement of 8 conventional OSSMS to an AWTS
- Sludge pump out services for each property connected to STEP system

**4.2.3 Sewage treatment process sub-options**

The sewage treatment process sub-options as mentioned from Section 2.2.2 are discussed in the following sections below for this option for Springdale.

**4.2.3.1 Springdale treatment sub-option A – Oxidation pond system with effluent disposal by evaporation**

**Oxidation pond sizing**

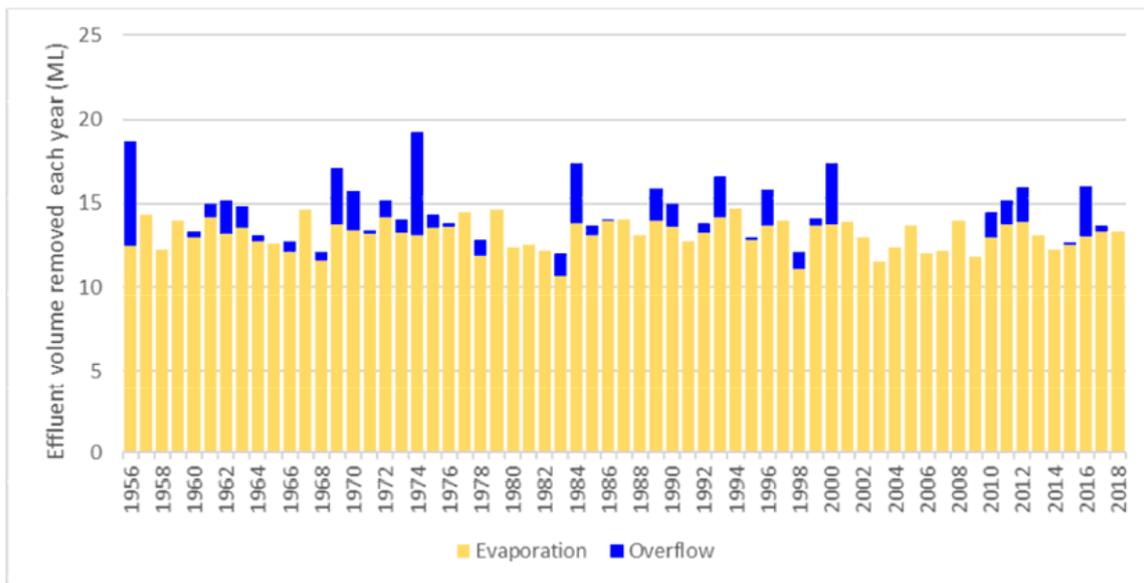
Using the method by Bliss, it is estimated that a 100 EP capacity oxidation pond, with a depth of 1.5 m, will require an area of around 440 m<sup>2</sup> per pond. With a 0.6 m freeboard above the top water level of the pond, the total required area is about 700 m<sup>2</sup> per pond. Two 100 EP oxidation ponds will be required, which will require a total area of 1,400 m<sup>2</sup>.

**Evaporation pond sizing**

To calculate the area of the evaporation pond required, the water balance model was used as described in Section 3.2.3.1. The evaporation pond is sized so that the overflow from the evaporation pond is in accordance with effluent storage sizing for “Full Reuse” for low-strength effluents from the DEC Guidelines. A freeboard of 0.6 m will be designed into the evaporation pond to contain wave action and wave run-up.

For an evaporation pond designed for a capacity of 100 EP, an area of 0.9 ha was estimated to be required to achieve the DEC requirement of overflows in no more than 50% of years.

The modelled yearly overflows from the evaporation pond are shown in Figure 4-3.



**Figure 4-3: Springdale treatment sub-option A – modelled effluent loss by evaporation and overflow from a 0.9 Ha evaporation pond designed for ADWF of 20 kL/day**

### **Biosolids management**

Biosolids accumulate in the oxidation ponds. One oxidation pond can be taken offline for desludging about once every ten years, while treating the full sewage load in the other pond. After water has evaporated and the sludge has dried, it is removed by excavation and can be disposed of by landfill or land application.

### **Summary**

Sub-option A will involve the construction of two new 100 EP oxidation ponds and one new 0.9 ha evaporation pond.

An aerial image of the proposed layout of the STP is shown in Figure 4-4.



**Figure 4-4: Springdale treatment sub-option A – proposed STP layout**

#### ***4.2.3.2 Springdale treatment sub-option B – Oxidation pond system with effluent disposal by agricultural reuse***

### **Oxidation pond sizing**

As seen in sub-option A, the effective pond area required to treat 100 EP will be approximately 440 m<sup>2</sup> at top water level. Two oxidation ponds will be constructed for desludging and/or maintenance of the oxidation ponds, and also allowing for contingency for continuous plant operation.

### **Maturation pond sizing**

The maturation pond is sized for 25 days hydraulic retention time to provide sufficient detention time to allow natural die-off of pathogens by exposure to natural UV radiation and detention within a “food-starved” environment. The required area of the pond is 420 m<sup>2</sup> for a depth of 1.2 m. One new tertiary pond is proposed.

### **Effluent reuse**

For the proposed system of oxidation ponds and maturation pond, PWA nominated an LRV for each treatment process based on the LRV range from the RWMS Guidelines. Non-treatment barriers have been included to achieve the target LRVs.

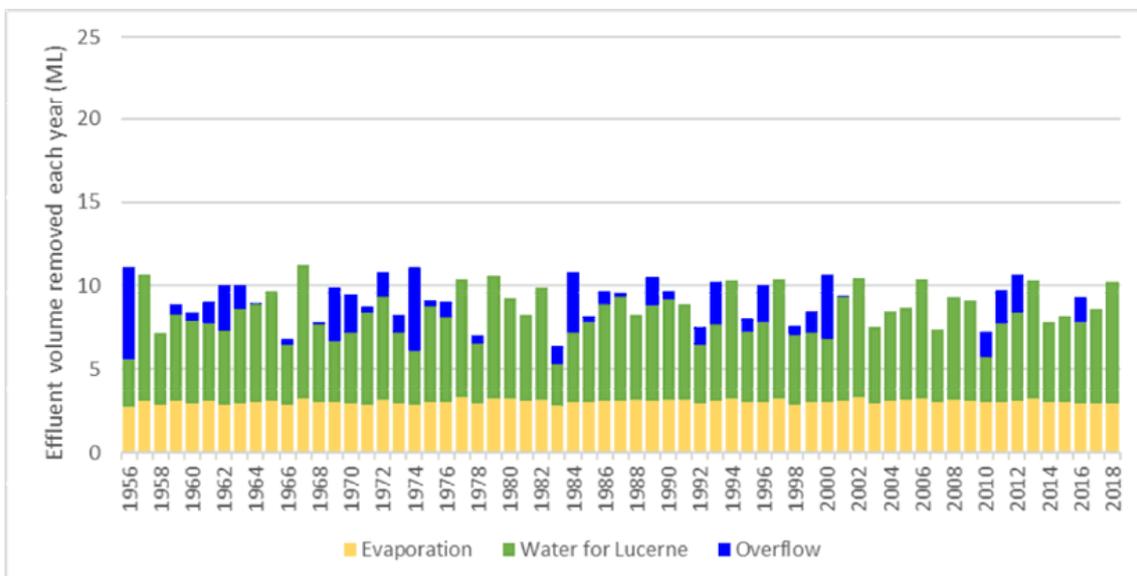
As described in Section 2.2.2.2, a pond-based treatment system which uses maturation ponds is expected to be able to provide sufficient LRVs of pathogens for agricultural reuse applications, provided non-treatment barriers can be ensured.

**Effluent storage pond and irrigated area sizing**

For a 100 EP capacity STP, the model was used to estimate the irrigation area of lucerne and the effluent storage volume. The effluent storage pond is sized so that the overflow from the maturation pond is in accordance with effluent storage sizing for “Full Reuse” for low-strength effluents from the DEC Guidelines.

The calculated irrigated area of lucerne is 0.6 ha. For this area a 4.0 ML 4 m deep storage would satisfy the overflow requirements. The area of the effluent storage is 0.1 ha compared to the 0.9 ha of land required for the evaporation pond. The 0.6 ha area of lucerne will have its irrigation requirements met 93% of the time even when accounting for overflows from the effluent storage pond.

The modelled yearly overflows from the effluent storage pond are shown in Figure 4-5.



**Figure 4-5: Springdale treatment sub-option B – modelled effluent loss from a 4 ML effluent storage pond with 0.6 ha of irrigated lucerne, designed for ADWF of 20 kL/day**

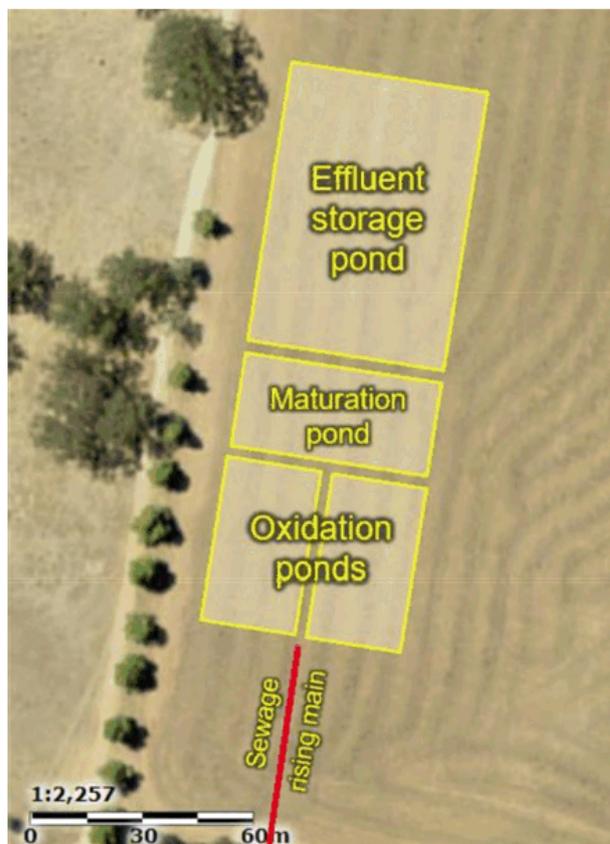
**Biosolids management**

Biosolids accumulate in the oxidation ponds. One oxidation pond can be taken offline for desludging about once every ten years, while treating the full sewage load in the other pond. After water has evaporated and the sludge has dried, it is removed by excavation and can be disposed of by landfill or land application.

**Summary**

Sub-option B will involve the construction of two new 100 EP oxidation ponds, one new 420 m<sup>2</sup> maturation pond and one new 4.0 ML effluent storage pond. End use for effluent reuse will be for agricultural farmland of non-food crops.

An aerial image of the proposed layout of the STP is shown in Figure 4-6.



**Figure 4-6: Springdale treatment sub-option B – proposed STP layout**

#### 4.2.3.3 Springdale treatment sub-option C – IDEA system with discharge of effluent

##### **IDEA sizing**

In this sub-option, it is proposed that one new 100 EP IDEA plant will be constructed. In addition to the IDEA reactor, the STP will require a new inlet works, new balance tank, two new sludge lagoons and two new sludge drying beds. The IDEA tank will be designed to treat peak wet weather flows, which is assumed to be 7 times the ADWF.

More detailed sizing can be undertaken in the concept design phase, but as a preliminary estimate, it is estimated that the IDEA plant will require about 400 m<sup>2</sup>, based off from PWA's experience.

##### **Environmental discharge of effluent**

For any environmental discharge, typical requirements for effluent quality are given in Table 4.5.

**Table 4.5: Typical effluent quality targets for environmental discharge**

Contaminant	90th percentile limit	100th percentile limit
BOD <sub>5</sub>	10 mg/L	15 mg/L
Ammonia as nitrogen (NH <sub>4</sub> -N)	2 mg/L	5 mg/L
Total nitrogen	10 mg/L	15 mg/L
Suspended solids	15 mg/L	30 mg/L
pH	6.5 to 8.5	6.5 to 8.5

Contaminant	90th percentile limit	100th percentile limit
Oil and grease	5 mg/L	10 mg/L
Total phosphorus	0.5 mg/L	1.0 mg/L
Faecal coliforms	200 CFU/100 mL	600 CFU/100 mL

### **Biosolids management**

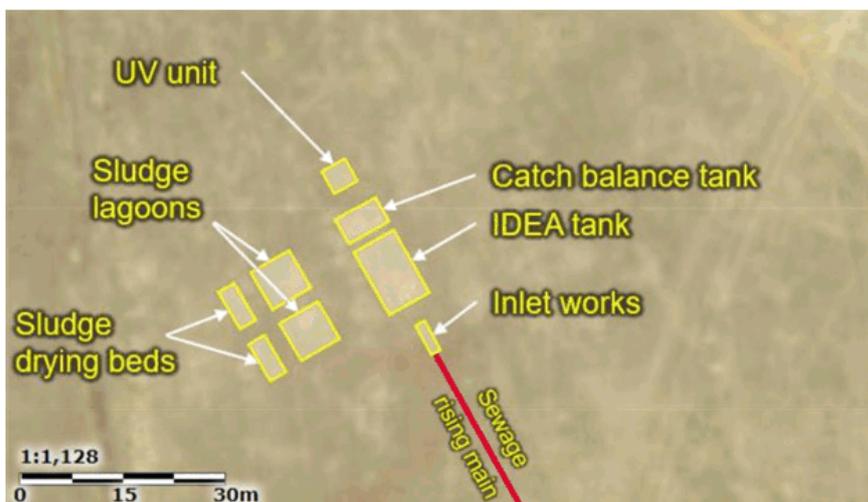
Biosolids management will be based on sludge lagoons will be taken offline for dewatering. The solids would be removed and subsequently the production of Stabilisation Grade B sludge. Waste activated sludge (WAS) from the IDEA reactors will be transferred to the sludge lagoons for additional stabilisation. Each year one of the four used for land application as a fertiliser.

### **Summary**

Sub-option C will involve the construction of the following works:

- Inlet works for screening raw sewage
- One new 100 EP IDEA tank with one new balance tank
- Two new sludge lagoons and two new sludge drying beds
- One new UV system

An aerial image of the proposed layout of the STP is shown in Figure 4-7.



**Figure 4-7: Springdale treatment sub-option C – proposed STP layout**

#### **4.2.4 Cost estimate for Option 2**

A summary of the cost estimates for each of the treatment sub-options are provided in Table 4.6 to Table 4.8.

The present value (or present cost) is for the 30-year planning period with a 7% discount rate. The figures are only indicative at this stage and vary depending on the products selected. Note that the cost of power supply to the sites are not included in the cost estimates. The breakdown of the cost estimates are included in Appendix C.

**Table 4.6: Cost summary for Springdale sewerage scheme sub-option 2A: Oxidation pond treatment system with effluent disposal by evaporation (\$'000)**

Cost summary	Option 1: Modified gravity sewer system	Option 2: Pressure sewer system	Option 3: Vacuum sewer system	Option 4: STEP sewer system
Reticulation and rising mains	930	350	340	350
Sewage/vacuum pumping station, pressure/collection units	310	500	400	220
OSSMS	0	0	0	70
Sewage treatment plant	510	510	510	510
<b>Prime cost</b>	<b>1,750</b>	<b>1,370</b>	<b>1,250</b>	<b>1,150</b>
<b>Total capital cost (inc. contingencies)</b>	<b>2,730</b>	<b>2,140</b>	<b>1,950</b>	<b>1,800</b>
<b>Ongoing costs</b>				
Distribution system - operation & maintenance	50	40	20	30
STP - operation & maintenance	3	3	3	3
OSSMS costs	0	0	0	10
<b>Total annual cost</b>	<b>60</b>	<b>50</b>	<b>30</b>	<b>40</b>
<b>NPV (30-years at 7%)</b>	<b>3,410</b>	<b>2,740</b>	<b>2,300</b>	<b>2,230</b>

**Table 4.7: Cost summary for Springdale sewerage scheme sub-option 2B: Oxidation pond treatment system with effluent disposal by agricultural reuse (\$'000)**

Cost summary	Option 1: Modified gravity sewer system	Option 2: Pressure sewer system	Option 3: Vacuum sewer system	Option 4: STEP sewer system
Reticulation and rising mains	930	350	340	350
Sewage/vacuum pumping station, pressure/collection units	310	500	400	220
OSSMS	0	0	0	70
Sewage treatment plant	290	290	290	290
Reuse scheme (storage, pumps, electricals, controls, etc.)	200	200	200	200
<b>Prime cost</b>	<b>1,730</b>	<b>1,350</b>	<b>1,240</b>	<b>1,140</b>
<b>Total capital cost (inc. contingencies)</b>	<b>2,700</b>	<b>2,110</b>	<b>1,940</b>	<b>1,780</b>
<b>Ongoing costs</b>				
Distribution system - operation & maintenance	50	40	20	30
STP - operation & maintenance	4	4	4	4
Reuse scheme - operation & maintenance	2	2	2	2
OSSMS costs	0	0	0	10
<b>Total annual cost</b>	<b>60</b>	<b>50</b>	<b>30</b>	<b>40</b>
<b>NPV (30-years at 7%)</b>	<b>3,420</b>	<b>2,760</b>	<b>2,320</b>	<b>2,250</b>

**Table 4.8: Cost summary for Springdale sewerage scheme sub-option 2C: IDEA system with discharge of effluent (\$'000)**

Cost summary	Option 1: Modified gravity sewer system	Option 2: Pressure sewer system	Option 3: Vacuum sewer system	Option 4: STEP sewer system
Reticulation and rising mains	1,030	260	280	260
Sewage/vacuum pumping station, pressure/collection units	310	500	400	220
OSSMS	0	0	0	70
Sewage treatment plant	670	670	670	670
<b>Prime cost</b>	<b>2,010</b>	<b>1,430</b>	<b>1,360</b>	<b>1,220</b>
<b>Total capital cost (inc. contingencies)</b>	<b>3,140</b>	<b>2,240</b>	<b>2,130</b>	<b>1,910</b>
<b>Ongoing costs</b>				
Distribution system - operation and maintenance	60	40	20	20
STP - operation & maintenance	20	20	20	20
OSSMS costs	0	0	0	10
<b>Total annual cost</b>	<b>100</b>	<b>80</b>	<b>60</b>	<b>70</b>
<b>NPV (30-years at 7%)</b>	<b>4,340</b>	<b>3,250</b>	<b>2,900</b>	<b>2,740</b>

### 4.3 Option 3 – Springdale to Temora sewerage scheme

In Option 3, sewage is collected by a new sewerage scheme in Springdale, but instead of being transferred to an STP (like in Option 2), the sewage is transferred to the Temora sewerage scheme. This will require a pipeline of 16.8 km.

Sewage from Springdale will be discharged into the gravity catchment in Temora, as that is the closest to Springdale. Sewage discharged into the gravity catchment in Temora then gravitates to the Temora STP.

#### 4.3.1 Pipeline design

##### Hydraulic analysis

From Section 4.2.1, the ultimate design load for Springdale is 100 EP, and the unit hydraulic loading is 200 L/EP/day. With these, the ADWF was calculated to be 20 kL/day. Based on the total ET of 37, the design peak wet weather flow was calculated to be about 3.0 L/s.

Due to smaller flows from Springdale, a smaller pipe size is required to achieve the self-cleansing velocities along the rising main. To achieve self-cleansing velocity at the design peak wet weather flow of 3.0 L/s, it was determined that a DN90 PE pipe would be required, as this achieved a flow velocity of approximately 0.7 m/s in the pipeline.

An even smaller pipe size (such as DN75 for PE pipe) would be ideal as it achieves a flow velocity of about 1.0 m/s, however the significantly high head losses due to a smaller pipe size would require more pumps along the rising main, with in addition to the need for grinder pumps to ensure no blockages occur within the small pipe. All of this would ultimately increase the pump costs altogether.

##### Pipeline long-section

The proposed layout of the sewage rising main and the required SPSs from Springdale to Temora is shown in Figure 4-8. The pipeline long-section including the elevation profile and the hydraulic grade line for the proposed sewage rising main from Springdale to Temora is shown in Figure 4-9.

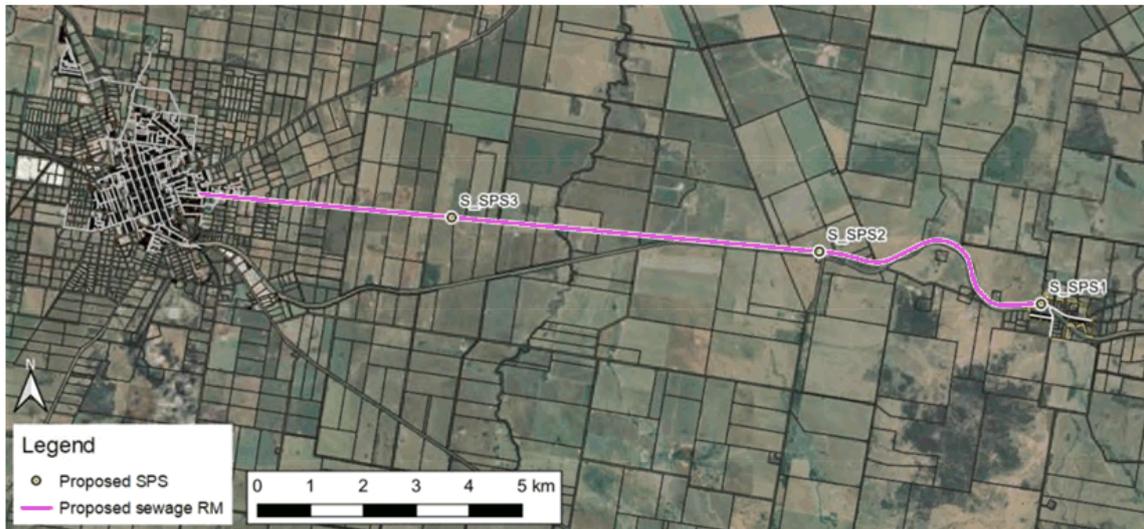


Figure 4-8: Option 4 – proposed sewage rising main from Springdale to Temora sewerage scheme

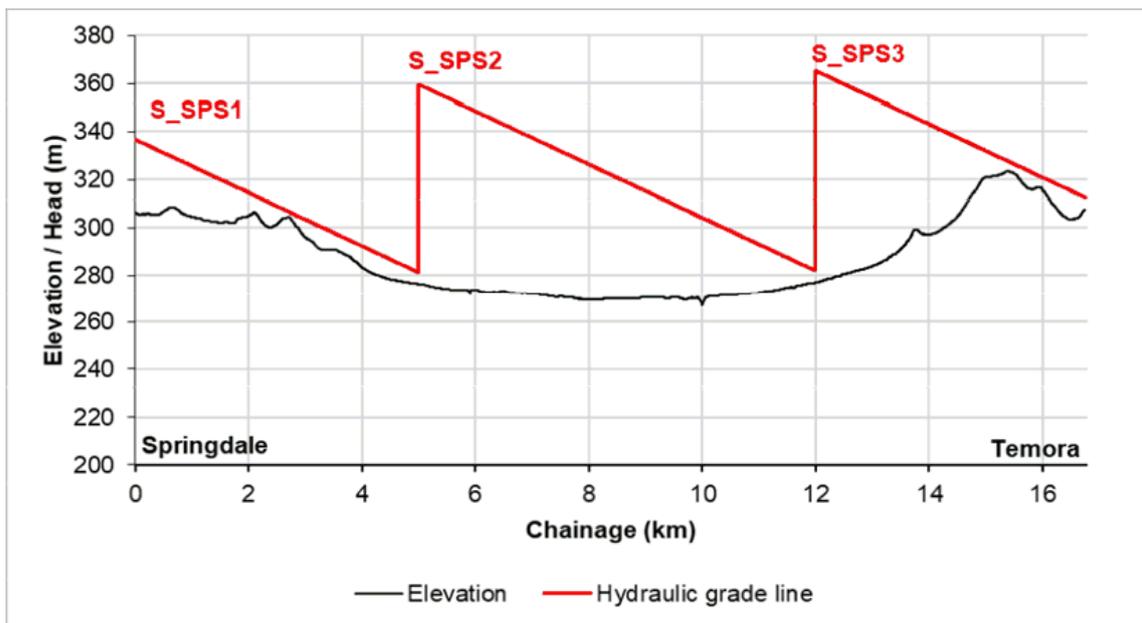


Figure 4-9: Pipeline long-section of proposed sewage rising main from Springdale to Temora

To pump sewage from Springdale to the Temora sewerage scheme, it is proposed that three pump stations are required along the pipeline which are located at chainages 0 km, 5 km and 12 km. The Springdale to Temora pipeline will require all three pump stations to be progressive cavity pumps, which are suitable for high pressure head applications. A standpipe is recommended to be provided at the end of the rising main so to ensure the pipeline section from S\_SPS3 to the end of the rising main remains full of sewage, preventing air entrainment, so that the self-cleansing velocity in the pipe can be achieved. The height of the standpipe could be lowered if directional drilling at the high

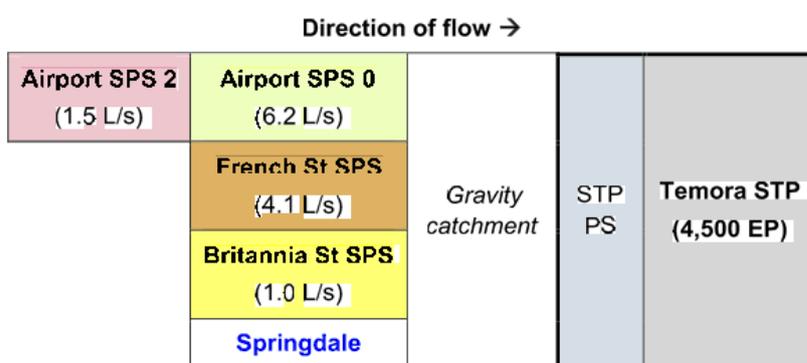
elevation peaks was undertaken. This would also help slightly lower the pumping head requirements.

### Septicity analysis

In this option, transferring sewage from Springdale to Temora requires a 16.8 km pipeline. For a DN90 pipe at this length, it is estimated that for the design ADWF of 20 kL/day, the rising main detention time will be approximately 139 hours. As the rising main detention time is greater than eight hours, this places the rising main at a high risk of septicity and is more prone to corrosion and may produce foul odours. As such, odour and septicity control will be required.

#### 4.3.2 Sewage contribution to Temora sewerage scheme

As previously mentioned, sewage loads from Springdale is proposed to contribute into the gravity catchment in the Temora sewerage scheme. The SPS pump hierarchy diagram showing this contribution is shown in Figure 4-10.



**Figure 4-10: SPS pump hierarchy for the Temora sewerage scheme with Springdale sewage contribution**

As discussed in Section 2.3, the aeration capacity of the Temora STP is already exceeded, and if Springdale were to be connected to the Temora sewerage scheme, the EP loading on the STP is expected to increase by about 2% by 2050. If Council proceeds with connecting Springdale to the Temora sewerage scheme, this additional oxygen requirement will have to be considered when sizing the upgraded aeration system.

#### 4.3.3 Summary

This option will involve the construction of the following works:

- Any one of the sewage collection and transfer system (see Section 4.2.1).
- Three new SPSs containing progressive cavity pumps sized for 3.0 L/s
- 16.8 km DN90 PE pipe for the sewage rising main
- Odour and septicity control for the sewage rising main
- Additional aeration capacity at Temora STP – loading to STP increase by 2%

#### 4.3.4 Cost estimate for Option 3

A summary of the cost estimates for sewage collection and transfer to Temora STP is provided in Table 4.9.

The present value (or present cost) is for the 30-year planning period with a 7% discount rate. The figures are only indicative at this stage and vary depending on the products selected. Note that the cost of power supply to the sites are not included in the cost estimates and no cost has been included for a standpipe or directional drilling.

The assumptions used to estimate the cost are provided in Section 2.3. The breakdown of the cost estimates for the sewer transfer options are included in Appendix C.

**Table 4.9: Springdale Option 3: Transfer to Temora sewerage scheme (\$'000)**

Cost summary	Option 1: Modified gravity sewer system	Option 2: Pressure sewer system	Option 3: Vacuum sewer system	Option 4: STEP sewer system
Reticulation and rising mains	2,260	1,280	1,270	1,280
Sewage/vacuum pumping station, pressure/collection units	1,160	1,100	1,010	820
OSSMS	0	0	0	70
<b>Prime cost</b>	<b>3,420</b>	<b>2,390</b>	<b>2,280</b>	<b>2,180</b>
<b>Total capital cost (inc. contingencies)</b>	<b>5,340</b>	<b>3,730</b>	<b>3,560</b>	<b>3,410</b>
<b>Ongoing costs</b>				
Distribution system - operation & maintenance	120	90	70	80
OSSMS costs	0	0	0	10
<b>Total annual cost</b>	<b>120</b>	<b>90</b>	<b>70</b>	<b>80</b>
<b>NPV (30-years at 7%)</b>	<b>6,830</b>	<b>4,900</b>	<b>4,480</b>	<b>4,430</b>

#### 4.4 Cost estimate summary

A summary of the cost estimates for improving the performance of on-site systems in Springdale (Option 1) is provided in Table 4.10. For a summary of the cost estimates for sewage collection and transfer, treatment, and effluent management (Options 2 and 3) is provided in Table 4.11. Note that for Options 2 and 3, the cost of power supply to the sites are not included in the cost estimates.

The present value (or present cost) is for the 30-year planning period with a 7% discount rate. The figures are only indicative at this stage and vary depending on the products selected. The breakdown of the cost estimates for sewer transfer and sewage treatment options are included in Appendix C.

**Table 4.10: Cost summary for Option 1 – Improved performance of on-site systems in Springdale (\$'000)**

Cost summary	Value
Capital cost	110
Annual cost	10
<b>Present value</b>	<b>230</b>

**Table 4.11: Comparative cost estimates – Springdale sewer transfer and sewage treatment options (\$'000)**

Sewage treatment sub-options	Cost summary	Sewage transfer sub-options			
		Sub-option 1: Modified gravity sewer system	Sub-option 2: Pressure sewer system	Sub-option 3: Vacuum sewer system	Sub-option 4: STEP sewer system
<b>Sub-option 2A:</b> Oxidation ponds + evaporation pond	Capital cost	2,730	2,140	1,950	1,800
	Annual cost	60	50	30	40
	<b>Present value</b>	<b>3,410</b>	<b>2,740</b>	<b>2,300</b>	<b>2,230</b>
<b>Sub-option 2B:</b> Oxidation ponds + maturation pond + effluent reuse	Capital cost	2,700	2,110	1,940	1,780
	Annual cost	60	50	30	40
	<b>Present value</b>	<b>3,420</b>	<b>2,760</b>	<b>2,320</b>	<b>2,250</b>
<b>Sub-option 2C:</b> IDEA STP + discharge	Capital cost	3,140	2,240	2,130	1,910
	Annual cost	100	80	60	70
	<b>Present value</b>	<b>4,340</b>	<b>3,250</b>	<b>2,900</b>	<b>2,740</b>
<b>Sub-option 3:</b> Transfer to Temora sewerage scheme	Capital cost	5,340	3,730	3,560	3,410
	Annual cost	120	90	70	80
	<b>Present value</b>	<b>6,830</b>	<b>4,900</b>	<b>4,480</b>	<b>4,430</b>

The capital cost of Option 1 (improved performance of on-site systems) is the lowest amongst other sewage transfer and treatment sub-options due to no capital costs for sewerage or treatment infrastructure.

Regarding the Option 2 sewage transfer sub-options, the gravity sewer has the highest capital cost because of the minimum 150 mm diameter pipe size required for reticulation, and the pressure sewer has the second highest capital cost because each property requires a pressure pod, whereas for the vacuum sewer properties can be connected to one collection pit.

Regarding the Option 2 sewage treatment sub-options, the IDEA process has the highest cost because of the more complicated automation required. Both oxidation pond sub-options are similar in price because although the evaporation pond in sub-option 2A is more expensive than the effluent storage pond in 2B, however 2B includes the cost of a reuse scheme.

Option 3 is the most expensive option, as it requires a 16.8 km pipeline with one pump station to connect the two schemes. The cost of constructing a new STP at Springdale is avoided, however the additional loading on Temora STP will require a higher capacity upgrade to the aeration system which is already under capacity. This option still requires that Springdale be seweraged, so this cost is not avoided.

#### 4.5 Advantages and disadvantages of options

The advantages and disadvantages of the three options (improved performance of on-site systems, develop Springdale town sewerage system, and transfer to Temora sewerage scheme), along with a no-action option, is presented in Table 4.12.

Table 4.12: Comparison of the three options for Springdale

Option	Advantages	Disadvantages	30-year Present Value Cost
Do nothing	<ul style="list-style-type: none"> <li>No capital works/infrastructure is required</li> </ul>	<ul style="list-style-type: none"> <li>No existing OSSMS issues will be resolved</li> </ul>	Nil
<b>Option 1</b> Improved performance of on-site systems	<ul style="list-style-type: none"> <li>No infrastructure is required (such as sewerage or centralised treatment facility)</li> <li>Aeration and disinfection components of AWTS reduce pathogen numbers in effluent, and effluent can be used to irrigate lawn</li> </ul>	<ul style="list-style-type: none"> <li>Resources will need to be allocated to inspect and maintain register of OSSMS</li> <li>If AWTS are improperly operated by homeowners there is still a risk that the public could come into contact with effluent</li> </ul>	\$0.2M
<b>Option 2A</b> Springdale sewerage system – oxidation pond system and effluent disposal by evaporation	<p>Sewerage systems:</p> <ul style="list-style-type: none"> <li>Will resolve existing OSSMS issues in the villages.</li> <li>Can be low operation (e.g. gravity sewer systems) or can handle difficult/variable terrain (e.g. pressure or vacuum sewers).</li> <li>Places the responsibility of operation and maintenance of the system to Council and not householders.</li> </ul> <p>Pond-based STPs:</p> <ul style="list-style-type: none"> <li>Have the ability to handle shock loads.</li> <li>Have an ease of operation, leave effluent to evaporate, so environmental contamination or risk of public contact is minimised.</li> </ul>	<p>Sewerage systems:</p> <ul style="list-style-type: none"> <li>Are costly to implement due to associated excavation and lift pump requirements.</li> <li>Can have potentially high operating and maintenance costs (e.g. pressure or vacuum sewers).</li> </ul> <p>Pond-based STPs:</p> <ul style="list-style-type: none"> <li>Have limited control of treatment process for effective nutrient removal.</li> <li>Produces effluent that will unlikely meet reuse requirements unless further polishing is employed.</li> <li>Require desludging of ponds every 15 years.</li> <li>Can potentially have high capital costs due to large land earthworks.</li> </ul>	\$2.2M to \$3.4M
<b>Option 2B</b> Springdale sewerage system – oxidation pond system and effluent disposal by agricultural reuse	<ul style="list-style-type: none"> <li>Same as Option 2A for sewerage systems and pond-based STPs.</li> <li>Effluent is nutrient-rich and is recycled, which can reduce overall water use and be beneficial to growth of non-food crops.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Option 2A for sewerage systems and pond-based STPs.</li> <li>Requires effluent storage and potentially more pipework which increases costs</li> <li>Limited effluent reuse options for pond-based STPs</li> </ul>	\$2.3M to \$3.4M
<b>Option 2C</b> Springdale sewerage system – IDEA system with discharge of effluent	<ul style="list-style-type: none"> <li>Same as Option 2A for sewerage systems</li> <li>IDEA systems have smaller overall footprint, which is good for villages with limited space.</li> <li>IDEA systems can achieve high effluent quality after</li> </ul>	<ul style="list-style-type: none"> <li>Same as Option 2A for sewerage systems</li> <li>High operation and maintenance costs for sewage treatment processes (e.g. IDEA systems)</li> <li>For IDEA systems, higher capital costs due to complex construction and process/mechanical items,</li> </ul>	\$2.7M to \$4.3M

Option	Advantages	Disadvantages	30-year Present Value Cost
	<p>treatment, compatible for reuse and environmental discharge.</p> <ul style="list-style-type: none"> <li>Less odorous than pond-based STPs due to aerobic environment.</li> </ul>	<p>high operating costs due to power consumption from treatment units, skilled operator input required, EPL required, ongoing costs from regular effluent quality monitoring.</p>	
<p><b>Option 3</b> – Springdale to Temora sewerage scheme</p>	<ul style="list-style-type: none"> <li>Same as Option 2A for sewerage systems</li> <li>Cost of constructing a new STP at Springdale is avoided.</li> </ul>	<ul style="list-style-type: none"> <li>Most expensive option due to very long pipeline and pump stations required for transfer.</li> <li>Will still require sewerage system to be constructed in the town, which will increase capital costs.</li> <li>Additional loading from villages into Temora STP will require STP upgrade to the aeration system, which is already under capacity.</li> </ul>	<p>\$4.5M to \$6.8M</p>

## 5. References

1. **Public Works Advisory.** *Temora Integrated Water Cycle Management Strategy Issues Paper.* 2020.
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6. **NSW Public Works.** *Manual of Practice - Sewer Design.* 1984.
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9. **GHD.** *Temora Shire Council Wastewater and Recycled Water Scheme Audit and Gap Analysis.* Wagga Wagga : GHD, 2017. p. 26.
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11. **A&A Worm Farm Waste Systems.** Septic System Cost - 5 Things You Should Know. *A&A Worm Farm Waste Systems.* [Online] 2021. <https://www.wormfarm.com.au/5-things-determine-septic-system-cost/>.
12. **Fisher Stewart.** *Review of Temora Wastewater Treatment Plant.* 2000.



## Appendix A Non-residential ET estimations and assumptions

### A.1 Arian Park

Hydraulic design of a sewage collection and transport system is based on the maximum number of equivalent tenements (ET) contributing or connected to the system. A block of land occupied by a single residential house is counted as one ET. Allowances are made for other types of residential dwellings and non-residential land use by normalising them to an ET based on the discharge to the sewer.

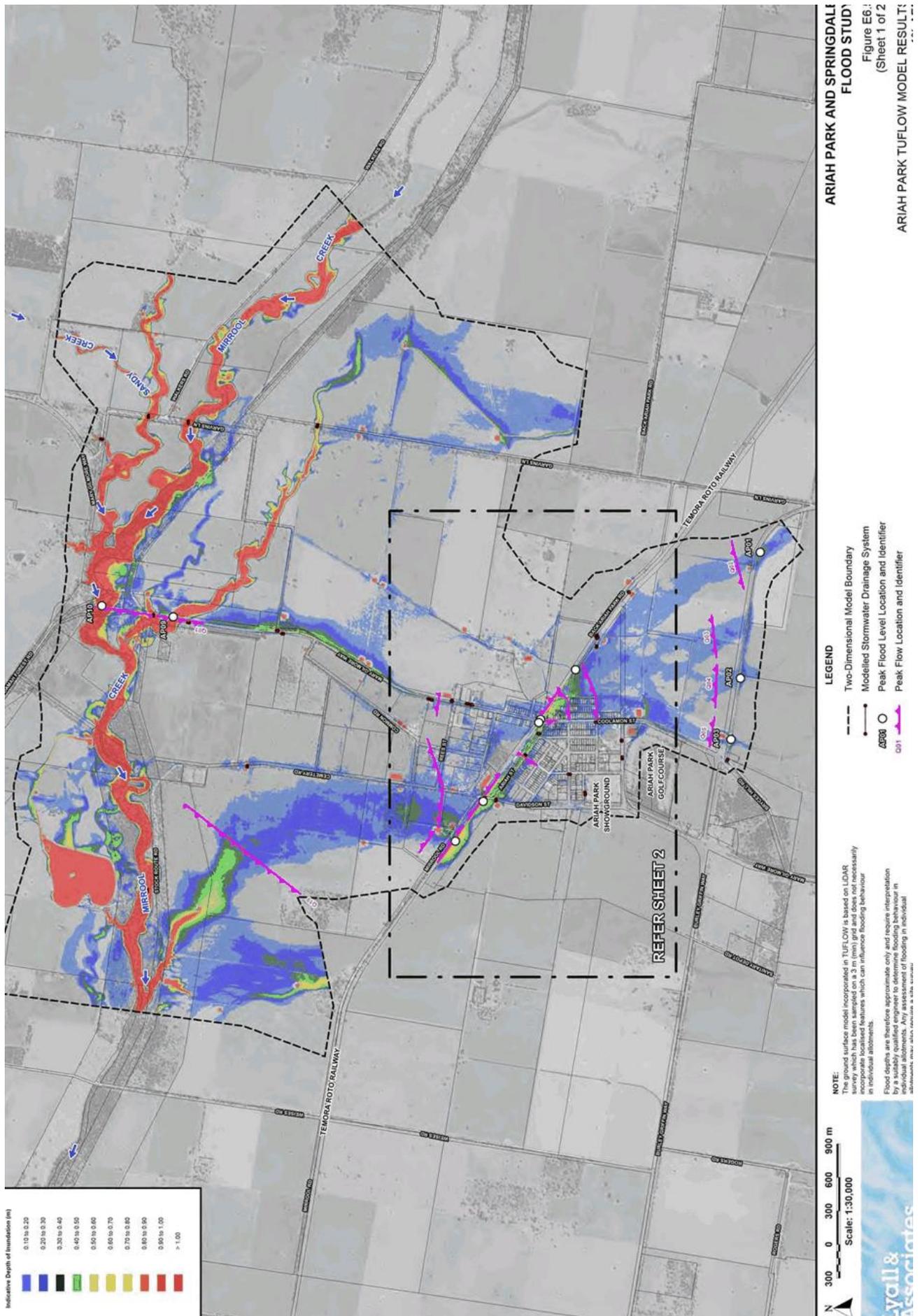
For sewage treatment plants, loadings used in design are expressed in terms of equivalent population (EP). One person in a residential house is counted as one EP and the amount of waste or sewage generated by other sources are converted to the relevant number of EP's in comparison to this benchmark. The determination of the total EP loading for a sewage treatment plant is normally based on the maximum number of EP, for both domestic and non-domestic sources, that can potentially discharge into the sewerage catchment area at any one time.

Premises	Module	Units adopted	ET per unit	Units	Non-res ET	Source
Arian Park Central School	-	-	-	-	1.5*	Water customer billing data from Goldenfields Water County Council. Internal demand for school assumed to be 600 L/day.
Arian Park Preschool	Day school	Pupil	1/25	24	0.96 (approx. 1)	Public Works Sewer Design Manual.
Arian Park Hotel	Motel	Bed	1/8	25	3.125 (approx. 4)	Public Works Sewer Design Manual.
Arian Park Camping Ground (RV Park)	Caravan park	Van lot	1/2	24	12	Public Works Sewer Design Manual.
<b>Total</b>					<b>18.5</b>	

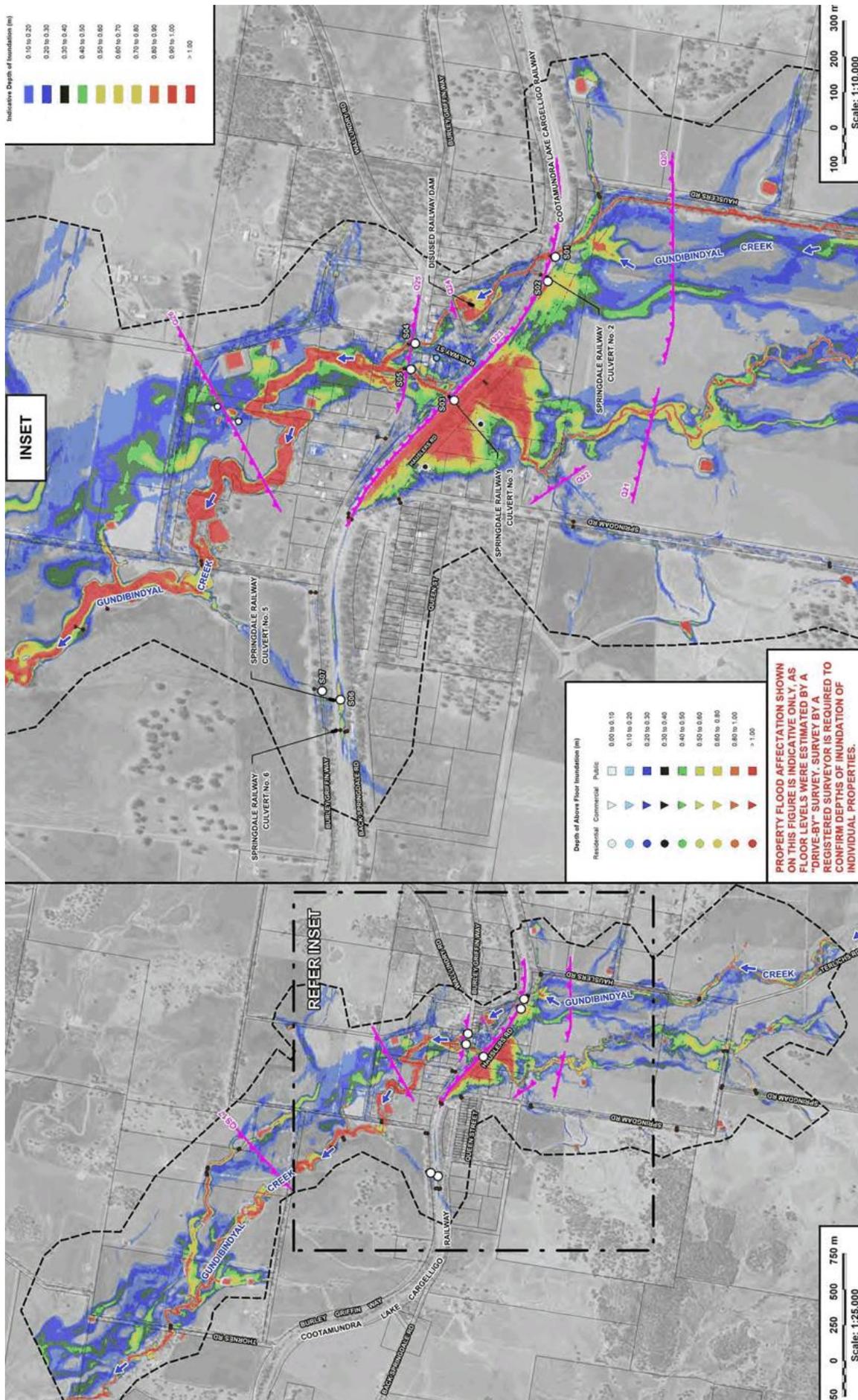
\*Assuming hydraulic unit loading of 200 L/EP/day and household size of 2 EP/ET



## Appendix B    Ariah Park and Springdale 1% AEP flood extents







ARIAH PARK AND SPRINGDALE FLOOD STUDY  
Figure F6:  
SPRINGDALE TUFLOW MODEL RESULT:



## Appendix C Cost estimates for sewer transfer and treatment options

### C.1 Aria Park Option 1 – Improved performance of on-site systems

Item	Cost
<b>OSSMS</b>	
New aerated wastewater treatment systems	\$850,000
<b>Prime cost</b>	<b>\$850,000</b>
Contingency (30%)	\$255,000
<b>Total cost</b>	<b>\$1,105,000</b>
Survey investigation and design (10%)	\$110,500
Project management (10%)	\$110,500
<b>Total capital cost</b>	<b>\$1,330,000</b>
<b>Ongoing costs - OSSMS</b>	
Power (electricity for pumps/aerators)	\$36,000
Servicing of AWTS	\$38,000
Pump out services	\$15,000
Pump and aerator replacement	\$14,000
Regular maintenance of pump	\$29,000
<b>Annual costs</b>	<b>\$132,000</b>
<b>NPV (30-years @ 7%)</b>	<b>\$2,967,993</b>

Note: The costs are for 100 new AWTS, and operating costs of 120 AWTS (which includes an existing 20 AWTS in Aria Park)

### C.2 Aria Park Option 2 – Develop Aria Park town sewerage system

#### Treatment sub-option 2A: Oxidation pond treatment system with effluent disposal by evaporation

Cost summary	Option 1: Modified gravity sewer system	Option 2: Pressure sewer system	Option 3: Vacuum sewer system	Option 4: STEP sewer system
<b>Sewage collection and transfer</b>				
Reticulation	\$2,266,000	\$514,000	\$582,000	\$514,000
Rising main	\$475,000	\$257,000	\$257,000	\$257,000
Sewage pumping station	\$450,000	\$315,000	\$315,000	\$315,000
Pressure units/Collection units		\$1,835,000	\$597,000	\$96,000
Vacuum pump station			\$402,000	
OSSMS				\$850,000
Odour/septicity control measures	\$10,000			
<b>Sewage treatment</b>				
Site establishment	\$20,000	\$20,000	\$20,000	\$20,000
Roadworks and site drainage	\$75,000	\$75,000	\$75,000	\$75,000
Inlet works	\$40,000	\$40,000	\$40,000	\$40,000
Oxidation ponds	\$247,000	\$247,000	\$247,000	\$247,000
Pipework, valves and fittings	\$60,000	\$60,000	\$60,000	\$60,000
Miscellaneous (fencing, WAE, etc)	\$80,000	\$80,000	\$80,000	\$80,000
Testing and commissioning	\$25,000	\$25,000	\$25,000	\$25,000

Cost summary	Option 1: Modified gravity sewer system	Option 2: Pressure sewer system	Option 3: Vacuum sewer system	Option 4: STEP sewer system
Evaporation ponds	\$1,096,000	\$1,096,000	\$1,096,000	\$1,096,000
<b>Prime cost</b>	<b>\$4,850,000</b>	<b>\$4,570,000</b>	<b>\$3,800,000</b>	<b>\$3,680,000</b>
Contingency (30%)	\$1,455,000	\$1,371,000	\$1,140,000	\$1,104,000
<b>Total cost</b>	<b>\$6,305,000</b>	<b>\$5,941,000</b>	<b>\$4,940,000</b>	<b>\$4,784,000</b>
Survey investigation and design (10%)	\$630,500	\$594,100	\$494,000	\$478,400
Project management (10%)	\$630,500	\$594,100	\$494,000	\$478,400
<b>Total capital cost</b>	<b>\$7,570,000</b>	<b>\$7,130,000</b>	<b>\$5,930,000</b>	<b>\$5,750,000</b>
<b>Ongoing costs - sewage collection and transfer</b>				
Power				
▪ Residents		\$32,175		\$32,175
▪ Council	\$5,000	\$5,000	\$13,500	\$10,000
Pump/valve replacement or service	\$2,500	\$137,625	\$24,750	\$7,200
Maintenance (5% of retic)	\$137,050	\$38,550	\$41,950	\$38,550
Chemicals for septicity control	\$2,500	\$2,500	\$2,500	
OSSMS - Replacement/servicing septs				\$38,000
OSSMS - Inspections				\$15,000
OSSMS - Sludge pumpout				\$30,000
<b>Ongoing costs - sewage treatment</b>				
Civil Maintenance (0.5%)	\$7,690	\$7,690	\$7,690	\$7,690
Mechanical and Electrical Maintenance (3.5%)	\$2,100	\$2,100	\$2,100	\$2,100
<b>Annual costs</b>	<b>\$157,000</b>	<b>\$226,000</b>	<b>\$93,000</b>	<b>\$181,000</b>
<b>NPV (30-years @ 7%)</b>	<b>\$9,518,219</b>	<b>\$9,934,443</b>	<b>\$7,084,041</b>	<b>\$7,996,036</b>

### Treatment sub-option 2B: Oxidation pond treatment system with effluent disposal by agricultural reuse

Cost summary	Option 1: Modified gravity sewer system	Option 2: Pressure sewer system	Option 3: Vacuum sewer system	Option 4: STEP sewer system
<b>Sewage collection and transfer</b>				
Reticulation	\$2,266,000	\$514,000	\$582,000	\$514,000
Rising main	\$475,000	\$257,000	\$257,000	\$257,000
Sewage pumping station	\$450,000	\$315,000	\$315,000	\$315,000
Pressure units/Collection units		\$1,835,000	\$597,000	\$96,000
Vacuum pump station			\$402,000	

Cost summary	Option 1: Modified gravity sewer system	Option 2: Pressure sewer system	Option 3: Vacuum sewer system	Option 4: STEP sewer system
OSSMS				\$850,000
Odour/septicity control measures	\$10,000			
<b>Sewage treatment</b>				
Site establishment	\$20,000	\$20,000	\$20,000	\$20,000
Roadworks and site drainage	\$75,000	\$75,000	\$75,000	\$75,000
Inlet works	\$40,000	\$40,000	\$40,000	\$40,000
Oxidation ponds	\$247,000	\$247,000	\$247,000	\$247,000
Maturation ponds	\$119,000	\$119,000	\$119,000	\$119,000
Pipework, valves and fittings	\$65,000	\$65,000	\$65,000	\$65,000
Electrical and control systems (for reuse system)	\$50,000	\$50,000	\$50,000	\$50,000
Telemetry (reuse monitoring)	\$20,000	\$20,000	\$20,000	\$20,000
Miscellaneous (fencing, WAE, etc)	\$80,000	\$80,000	\$80,000	\$80,000
Testing and commissioning	\$40,000	\$40,000	\$40,000	\$40,000
Reuse effluent storage pond	\$416,000	\$416,000	\$416,000	\$416,000
Reuse pumps	\$60,000	\$60,000	\$60,000	\$60,000
<b>Prime cost</b>	<b>\$4,440,000</b>	<b>\$4,160,000</b>	<b>\$3,390,000</b>	<b>\$3,270,000</b>
Contingency (30%)	\$1,332,000	\$1,248,000	\$1,017,000	\$981,000
<b>Total cost</b>	<b>\$5,772,000</b>	<b>\$5,408,000</b>	<b>\$4,407,000</b>	<b>\$4,251,000</b>
Survey investigation and design (10%)	\$577,200	\$540,800	\$440,700	\$425,100
Project management (10%)	\$577,200	\$540,800	\$440,700	\$425,100
<b>Total capital cost</b>	<b>\$6,930,000</b>	<b>\$6,490,000</b>	<b>\$5,290,000</b>	<b>\$5,110,000</b>
<b>Ongoing costs - sewage collection and transfer</b>				
Power				
▪ Residents		\$32,175		\$32,175
▪ Council	\$5,000	\$5,000	\$13,500	\$10,000
Pump/valve replacement or service	\$2,500	\$137,625	\$24,750	\$7,200
Maintenance (5% of retic)	\$137,050	\$38,550	\$41,950	\$38,550
Chemicals for septicity control	\$2,500	\$2,500	\$2,500	
OSSMS - Replacement/servicing septs				\$38,000
OSSMS - Inspections				\$15,000
OSSMS - Sludge pumpout				\$30,000
<b>Ongoing costs - sewage treatment</b>				
Civil Maintenance (0.5%)	\$4,885	\$4,885	\$4,885	\$4,885
Mechanical and Electrical Maintenance (3.5%)	\$4,725	\$4,725	\$4,725	\$4,725

Cost summary	Option 1: Modified gravity sewer system	Option 2: Pressure sewer system	Option 3: Vacuum sewer system	Option 4: STEP sewer system
<b>Ongoing costs - reuse</b>				
Power	\$2,500	\$2,500	\$2,500	\$2,500
Replacement/servicing	\$2,100	\$2,100	\$2,100	\$2,100
<b>Annual costs</b>	<b>\$162,000</b>	<b>\$231,000</b>	<b>\$97,000</b>	<b>\$186,000</b>
<b>NPV (30-years @ 7%)</b>	<b>\$8,940,265</b>	<b>\$9,356,489</b>	<b>\$6,493,677</b>	<b>\$7,418,082</b>

### Treatment sub-option 2C: IDEA system with discharge of effluent

Cost summary	Option 1: Modified gravity sewer system	Option 2: Pressure sewer system	Option 3: Vacuum sewer system	Option 4: STEP sewer system
<b>Sewage collection and transfer</b>				
Reticulation	\$2,266,000	\$514,000	\$582,000	\$514,000
Rising main	\$475,000	\$257,000	\$257,000	\$257,000
Sewage pumping station	\$450,000	\$315,000	\$315,000	\$315,000
Pressure units/Collection units		\$1,835,000	\$597,000	\$96,000
Vacuum pump station			\$402,000	
OSSMS				\$850,000
Odour/septicity control measures	\$10,000			
<b>Sewage treatment</b>				
Site establishment	\$40,000	\$40,000	\$40,000	\$40,000
Roadworks and site drainage	\$100,000	\$100,000	\$100,000	\$100,000
Inlet works	\$80,000	\$80,000	\$80,000	\$80,000
IDEA based STP	\$646,000	\$646,000	\$646,000	\$646,000
Pipework, valves and fittings	\$125,000	\$125,000	\$125,000	\$125,000
Electrical and control systems	\$174,000	\$174,000	\$174,000	\$174,000
Telemetry	\$30,000	\$30,000	\$30,000	\$30,000
Miscellaneous (fencing, WAE, etc)	\$50,000	\$50,000	\$50,000	\$50,000
Testing and commissioning	\$100,000	\$100,000	\$100,000	\$100,000
<b>Prime cost</b>	<b>\$4,550,000</b>	<b>\$4,270,000</b>	<b>\$3,500,000</b>	<b>\$3,380,000</b>
Contingency (30%)	\$1,365,000	\$1,281,000	\$1,050,000	\$1,014,000
<b>Total cost</b>	<b>\$5,915,000</b>	<b>\$5,551,000</b>	<b>\$4,550,000</b>	<b>\$4,394,000</b>
Survey investigation and design (10%)	\$591,500	\$555,100	\$455,000	\$439,400
Project management (10%)	\$591,500	\$555,100	\$455,000	\$439,400
<b>Total capital cost</b>	<b>\$7,100,000</b>	<b>\$6,670,000</b>	<b>\$5,460,000</b>	<b>\$5,280,000</b>
<b>Ongoing costs - sewage collection and transfer</b>				
Power				
▪ Residents		\$32,175		\$32,175

Cost summary	Option 1: Modified gravity sewer system	Option 2: Pressure sewer system	Option 3: Vacuum sewer system	Option 4: STEP sewer system
▪ Council	\$5,000	\$5,000	\$13,500	\$10,000
Pump/valve replacement or service	\$2,500	\$137,625	\$24,750	\$7,200
Maintenance (5% of retic)	\$137,050	\$38,550	\$41,950	\$38,550
Chemicals for septicity control	\$2,500	\$2,500	\$2,500	
OSSMS - Replacement/servicing septic				\$38,000
OSSMS - Inspections				\$15,000
OSSMS - Sludge pumpout				\$30,000
<b>Ongoing costs - sewage treatment</b>				
Power	\$40,000	\$40,000	\$40,000	\$40,000
Civil Maintenance (0.5%)	\$1,150	\$1,150	\$1,150	\$1,150
Mechanical and Electrical Maintenance (3.5%)	\$34,125	\$34,125	\$34,125	\$34,125
Chemicals	\$5,000	\$5,000	\$5,000	\$5,000
<b>Annual costs</b>	<b>\$228,000</b>	<b>\$297,000</b>	<b>\$163,000</b>	<b>\$252,000</b>
<b>NPV (30-years @ 7%)</b>	<b>\$9,929,261</b>	<b>\$10,355,485</b>	<b>\$7,482,674</b>	<b>\$8,407,078</b>

### C.3 Ariah Park Option 3 – Ariah Park to Temora sewerage scheme

Cost summary	Option 1: Modified gravity sewer system	Option 2: Pressure sewer system	Option 3: Vacuum sewer system	Option 4: STEP sewer system
Reticulation	\$2,266,000	\$514,000	\$582,000	\$514,000
Rising main	\$6,434,000	\$2,500,000	\$2,500,000	\$2,500,000
Sewage pumping station	\$2,000,000	\$1,400,000	\$1,400,000	\$1,400,000
Pressure units/Collection units		\$1,835,000	\$597,000	\$96,000
Vacuum pump station			\$402,000	
OSSMS				\$850,000
Odour/septicity control measures	\$30,000	\$30,000	\$30,000	\$30,000
Upgrade of Britannia Street SPS at Temora sewerage scheme	\$100,000	\$100,000	\$100,000	\$100,000
<b>Prime cost</b>	<b>\$10,830,000</b>	<b>\$6,380,000</b>	<b>\$5,620,000</b>	<b>\$5,490,000</b>
Contingency (30%)	\$3,249,000	\$1,914,000	\$1,686,000	\$1,647,000
<b>Total cost</b>	<b>\$14,079,000</b>	<b>\$8,294,000</b>	<b>\$7,306,000</b>	<b>\$7,137,000</b>
Survey, investigation and design (10%)	\$1,407,900	\$829,400	\$730,600	\$713,700
Project management (10%)	\$1,407,900	\$829,400	\$730,600	\$713,700
<b>Total capital cost</b>	<b>\$16,900,000</b>	<b>\$9,960,000</b>	<b>\$8,770,000</b>	<b>\$8,570,000</b>
<b>Ongoing costs</b>				

Cost summary	Option 1: Modified gravity sewer system	Option 2: Pressure sewer system	Option 3: Vacuum sewer system	Option 4: STEP sewer system
Power				
▪ Residents		\$32,175		\$32,175
▪ Council	\$5,000	\$5,000	\$13,500	\$10,000
Pump/valve replacement or service	\$2,500	\$137,625	\$24,750	\$7,200
Maintenance (5% of retic)	\$435,000	\$150,700	\$154,100	\$150,700
Chemicals for septicity control	\$7,500	\$7,500	\$7,500	\$7,500
OSSMS - Replacement/servicing septic				\$38,000
OSSMS - Inspections				\$15,000
OSSMS - Sludge pumpout				\$30,000
<b>Annual costs</b>	<b>\$450,000</b>	<b>\$333,000</b>	<b>\$200,000</b>	<b>\$291,000</b>
<b>NPV (30-years @ 7%)</b>	<b>\$22,484,069</b>	<b>\$14,092,211</b>	<b>\$11,251,808</b>	<b>\$12,181,031</b>

#### C.4 Springdale Option 1 – Improved performance of on-site systems

Item	Cost
<b>OSSMS</b>	
New Aerated Wastewater Treatment Systems	\$68,000
<b>Prime cost</b>	<b>\$70,000</b>
Contingency (30%)	\$21,000
<b>Total cost</b>	<b>\$91,000</b>
Survey investigation and design (10%)	\$9,100
Project management (10%)	\$9,100
<b>Total capital cost</b>	<b>\$110,000</b>
<b>Ongoing costs - OSSMS</b>	
Power (electricity for pumps/aerators)	\$3,000
Servicing of AWTS	\$3,000
Pump out services	\$1,000
Pump and aerator replacement	\$1,000
Regular maintenance of pump	\$2,000
<b>Annual costs</b>	<b>\$10,000</b>
<b>NPV (30-years @ 7%)</b>	<b>\$234,090</b>

Note: The costs are for 8 new AWTS, and operating costs of 9 AWTS (which includes an existing 1 AWTS in Springdale)

### C.5 Springdale Option 2 – Develop Springdale town sewerage system

#### Treatment sub-option 2A: Oxidation pond treatment system with effluent disposal by evaporation

Cost summary	Option 1: Modified gravity sewer system	Option 2: Pressure sewer system	Option 3: Vacuum sewer system	Option 4: STEP sewer system
<b>Sewage collection and transfer</b>				
Reticulation	\$701,000	\$146,000	\$131,000	\$146,000
Rising main	\$226,000	\$207,000	\$207,000	\$207,000
Sewage pumping station	\$300,000	\$210,000	\$210,000	\$210,000
Pressure units/Collection units		\$289,000	\$108,000	\$7,000
Vacuum pump station			\$84,000	
OSSMS				\$68,000
Odour/septicity control measures	\$5,000			
<b>Sewage treatment</b>				
Site establishment	\$10,000	\$10,000	\$10,000	\$10,000
Roadworks and site drainage	\$37,500	\$37,500	\$37,500	\$37,500
Inlet works	\$20,000	\$20,000	\$20,000	\$20,000
Oxidation ponds	\$76,000	\$76,000	\$76,000	\$76,000
Pipework, valves and fittings	\$30,000	\$30,000	\$30,000	\$30,000
Miscellaneous (fencing, WAE, etc)	\$40,000	\$40,000	\$40,000	\$40,000
Testing and commissioning	\$12,500	\$12,500	\$12,500	\$12,500
Evaporation ponds	\$284,000	\$284,000	\$284,000	\$284,000
<b>Prime cost</b>	<b>\$1,750,000</b>	<b>\$1,370,000</b>	<b>\$1,250,000</b>	<b>\$1,150,000</b>
Contingency (30%)	\$525,000	\$411,000	\$375,000	\$345,000
<b>Total cost</b>	<b>\$2,275,000</b>	<b>\$1,781,000</b>	<b>\$1,625,000</b>	<b>\$1,495,000</b>
Survey investigation and design (10%)	\$227,500	\$178,100	\$162,500	\$149,500
Project management (10%)	\$227,500	\$178,100	\$162,500	\$149,500
<b>Total capital cost</b>	<b>\$2,730,000</b>	<b>\$2,140,000</b>	<b>\$1,950,000</b>	<b>\$1,800,000</b>
<b>Ongoing costs - sewage collection and transfer</b>				
Power				
▪ Residents		\$2,035		\$2,035
▪ Council	\$2,000	\$2,000	\$2,220	\$5,000
Pump/valve replacement or service	\$1,250	\$21,675	\$4,070	\$525
Maintenance (5% of retic)	\$46,350	\$17,650	\$16,900	\$17,650
Chemicals for septicity control	\$1,250	\$1,250	\$1,250	
OSSMS - Replacement/servicing septics				\$3,000
OSSMS - Inspections				\$1,000
OSSMS - Sludge pumpout				\$2,000

Cost summary	Option 1: Modified gravity sewer system	Option 2: Pressure sewer system	Option 3: Vacuum sewer system	Option 4: STEP sewer system
<b>Ongoing costs - sewage treatment</b>				
Civil Maintenance (0.5%)	\$2,288	\$2,288	\$2,288	\$2,288
Mechanical and Electrical Maintenance (3.5%)	\$1,050	\$1,050	\$1,050	\$1,050
<b>Annual costs</b>	<b>\$55,000</b>	<b>\$48,000</b>	<b>\$28,000</b>	<b>\$35,000</b>
<b>NPV (30-years @ 7%)</b>	<b>\$3,412,497</b>	<b>\$2,735,634</b>	<b>\$2,297,453</b>	<b>\$2,234,316</b>

### Treatment sub-option 2B: Oxidation pond treatment system with effluent disposal by agricultural reuse

Cost summary	Option 1: Modified gravity sewer system	Option 2: Pressure sewer system	Option 3: Vacuum sewer system	Option 4: STEP sewer system
<b>Sewage collection and transfer</b>				
Reticulation	\$701,000	\$146,000	\$131,000	\$146,000
Rising main	\$226,000	\$207,000	\$207,000	\$207,000
Sewage pumping station	\$300,000	\$210,000	\$210,000	\$210,000
Pressure units/Collection units		\$289,000	\$108,000	\$7,000
Vacuum pump station			\$84,000	
OSSMS				\$68,000
Odour/septicity control measures	\$5,000			
<b>Sewage treatment</b>				
Site establishment	\$10,000	\$10,000	\$10,000	\$10,000
Roadworks and site drainage	\$37,500	\$37,500	\$37,500	\$37,500
Inlet works	\$20,000	\$20,000	\$20,000	\$20,000
Oxidation ponds	\$76,000	\$76,000	\$76,000	\$76,000
Maturation ponds	\$58,000	\$58,000	\$58,000	\$58,000
Pipework, valves and fittings	\$32,500	\$32,500	\$32,500	\$32,500
Electrical and control systems	\$25,000	\$25,000	\$25,000	\$25,000
Telemetry (reuse monitoring)	\$10,000	\$10,000	\$10,000	\$10,000
Miscellaneous (fencing, WAE, etc)	\$40,000	\$40,000	\$40,000	\$40,000
Testing and commissioning	\$20,000	\$20,000	\$20,000	\$20,000
Reuse effluent storage pond	\$132,000	\$132,000	\$132,000	\$132,000
Reuse pumps	\$35,000	\$35,000	\$35,000	\$35,000
<b>Prime cost</b>	<b>\$1,730,000</b>	<b>\$1,350,000</b>	<b>\$1,240,000</b>	<b>\$1,140,000</b>
Contingency (30%)	\$519,000	\$405,000	\$372,000	\$342,000
<b>Total cost</b>	<b>\$2,249,000</b>	<b>\$1,755,000</b>	<b>\$1,612,000</b>	<b>\$1,482,000</b>
Survey investigation and design (10%)	\$224,900	\$175,500	\$161,200	\$148,200
Project management (10%)	\$224,900	\$175,500	\$161,200	\$148,200

Cost summary	Option 1: Modified gravity sewer system	Option 2: Pressure sewer system	Option 3: Vacuum sewer system	Option 4: STEP sewer system
<b>Total capital cost</b>	<b>\$2,700,000</b>	<b>\$2,110,000</b>	<b>\$1,940,000</b>	<b>\$1,780,000</b>
<b>Ongoing costs - sewage collection and transfer</b>				
Power				
▪ Residents		\$2,035		\$2,035
▪ Council	\$2,000	\$2,000	\$2,220	\$5,000
Pump/valve replacement or service	\$1,250	\$21,675	\$4,070	\$525
Maintenance (5% of retic)	\$46,350	\$17,650	\$16,900	\$17,650
Chemicals for septicity control	\$1,250	\$1,250	\$1,250	
OSSMS - Replacement/servicing septic				\$3,000
OSSMS - Inspections				\$1,000
OSSMS - Sludge pumpout				\$2,000
<b>Ongoing costs - sewage treatment</b>				
Civil Maintenance (0.5%)	\$1,818	\$1,818	\$1,818	\$1,818
Mechanical and Electrical Maintenance (3.5%)	\$2,363	\$2,363	\$2,363	\$2,363
<b>Ongoing costs - reuse</b>				
Power	\$1,250	\$1,250	\$1,250	\$1,250
Replacement/servicing	\$1,050	\$1,050	\$1,050	\$1,050
<b>Annual costs</b>	<b>\$58,000</b>	<b>\$52,000</b>	<b>\$31,000</b>	<b>\$38,000</b>
<b>NPV (30-years @ 7%)</b>	<b>\$3,419,724</b>	<b>\$2,755,270</b>	<b>\$2,324,680</b>	<b>\$2,251,544</b>

### Treatment sub-option 2C: IDEA system with discharge of effluent

Cost summary	Option 1: Modified gravity sewer system	Option 2: Pressure sewer system	Option 3: Vacuum sewer system	Option 4: STEP sewer system
<b>Sewage collection and transfer</b>				
Reticulation	\$972,000	\$203,000	\$226,000	\$203,000
Rising main	\$62,000	\$56,000	\$56,000	\$56,000
Sewage pumping station	\$300,000	\$210,000	\$210,000	\$210,000
Pressure units/Collection units		\$289,000	\$108,000	\$7,000
Vacuum pump station			\$84,000	
OSSMS				\$68,000
Odour/septicity control measures	\$5,000			
<b>Sewage treatment</b>				
Site establishment	\$20,000	\$20,000	\$20,000	\$20,000
Roadworks and site drainage	\$45,000	\$45,000	\$45,000	\$45,000
Inlet works	\$40,000	\$40,000	\$40,000	\$40,000
IDEA based STP	\$330,000	\$330,000	\$330,000	\$330,000

Cost summary	Option 1: Modified gravity sewer system	Option 2: Pressure sewer system	Option 3: Vacuum sewer system	Option 4: STEP sewer system
Pipework, valves and fittings	\$60,000	\$60,000	\$60,000	\$60,000
Electrical and control systems	\$85,000	\$85,000	\$85,000	\$85,000
Telemetry	\$20,000	\$20,000	\$20,000	\$20,000
Miscellaneous (fencing, WAE, etc)	\$20,000	\$20,000	\$20,000	\$20,000
Testing and commissioning	\$50,000	\$50,000	\$50,000	\$50,000
<b>Prime cost</b>	<b>\$2,010,000</b>	<b>\$1,430,000</b>	<b>\$1,360,000</b>	<b>\$1,220,000</b>
Contingency (30%)	\$603,000	\$429,000	\$408,000	\$366,000
<b>Total cost</b>	<b>\$2,613,000</b>	<b>\$1,859,000</b>	<b>\$1,768,000</b>	<b>\$1,586,000</b>
Survey investigation and design (10%)	\$261,300	\$185,900	\$176,800	\$158,600
Project management (10%)	\$261,300	\$185,900	\$176,800	\$158,600
<b>Total capital cost</b>	<b>\$3,140,000</b>	<b>\$2,240,000</b>	<b>\$2,130,000</b>	<b>\$1,910,000</b>
<b>Ongoing costs - sewage collection and transfer</b>				
Power				
▪ Residents		\$2,035		\$2,035
▪ Council	\$2,000	\$2,000	\$2,220	\$5,000
Pump/valve replacement or service	\$1,250	\$21,675	\$4,070	\$525
Maintenance (5% of retic)	\$51,700	\$12,950	\$14,100	\$12,950
Chemicals for septicity control	\$1,250	\$1,250	\$1,250	
OSSMS - Replacement/servicing septics				\$3,000
OSSMS - Inspections				\$1,000
OSSMS - Sludge pumpout				\$2,000
<b>Ongoing costs - sewage treatment</b>				
Power	\$20,000	\$20,000	\$20,000	\$20,000
Civil Maintenance (0.5%)	\$525	\$525	\$525	\$525
Mechanical and Electrical Maintenance (3.5%)	\$17,325	\$17,325	\$17,325	\$17,325
Chemicals	\$2,500	\$2,500	\$2,500	\$2,500
<b>Annual costs</b>	<b>\$97,000</b>	<b>\$81,000</b>	<b>\$62,000</b>	<b>\$67,000</b>
<b>NPV (30-years @ 7%)</b>	<b>\$4,343,677</b>	<b>\$3,245,132</b>	<b>\$2,899,361</b>	<b>\$2,741,406</b>

### C.6 Springdale Option 3 – Springdale to Temora sewerage scheme

Cost summary	Option 1: Modified gravity sewer system	Option 2: Pressure sewer system	Option 3: Vacuum sewer system	Option 4: STEP sewer system
Reticulation	\$701,000	\$146,000	\$131,000	\$146,000

Cost summary	Option 1: Modified gravity sewer system	Option 2: Pressure sewer system	Option 3: Vacuum sewer system	Option 4: STEP sewer system
Rising main	\$1,554,000	\$1,137,000	\$1,137,000	\$1,137,000
Sewage pumping station	\$1,150,000	\$805,000	\$805,000	\$805,000
Pressure units/Collection units		\$289,000	\$108,000	\$7,000
Vacuum pump station			\$84,000	
OSSMS				\$68,000
Odour/septicity control measures	\$10,000	\$10,000	\$10,000	\$10,000
<b>Prime cost</b>	<b>\$3,420,000</b>	<b>\$2,390,000</b>	<b>\$2,280,000</b>	<b>\$2,180,000</b>
Contingency (30%)	\$1,026,000	\$717,000	\$684,000	\$654,000
<b>Total cost</b>	<b>\$4,446,000</b>	<b>\$3,107,000</b>	<b>\$2,964,000</b>	<b>\$2,834,000</b>
Survey, investigation and design (10%)	\$444,600	\$310,700	\$296,400	\$283,400
Project management (10%)	\$444,600	\$310,700	\$296,400	\$283,400
<b>Total capital cost</b>	<b>\$5,340,000</b>	<b>\$3,730,000</b>	<b>\$3,560,000</b>	<b>\$3,410,000</b>
<b>Ongoing costs</b>				
Power				
▪ Residents		\$2,035		\$2,035
▪ Council	\$2,000	\$2,000	\$2,220	\$5,000
Pump/valve replacement or service	\$1,250	\$21,675	\$4,070	\$525
Maintenance (5% of retic)	\$112,750	\$64,150	\$63,400	\$64,150
Chemicals for septicity control	\$3,750	\$3,750	\$3,750	\$3,750
OSSMS - Replacement/servicing septics				\$3,000
OSSMS - Inspections				\$1,000
OSSMS - Sludge pumpout				\$2,000
<b>Annual costs</b>	<b>\$120,000</b>	<b>\$94,000</b>	<b>\$74,000</b>	<b>\$82,000</b>
<b>NPV (30-years @ 7%)</b>	<b>\$6,829,085</b>	<b>\$4,896,450</b>	<b>\$4,478,269</b>	<b>\$4,427,541</b>



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Option	Advantages	Disadvantages	Estimated Capital Cost	Annual Ongoing Operation and Maintenance	Potential capital contribution and annual residential rate (based on 200 connections and av asset life of 80 yrs)
<b>Do nothing</b>	<ul style="list-style-type: none"> <li>No capital works/infrastructure is required</li> </ul>	<ul style="list-style-type: none"> <li>No existing OSSMS issues will be resolved</li> </ul>			
<b>Option 1</b> Improved performance of on-site systems	<ul style="list-style-type: none"> <li>No infrastructure is required (such as sewerage or centralised treatment facility)</li> <li>Aeration and disinfection components of AWTS reduce pathogen numbers in effluent, and effluent can be used to irrigate lawn</li> </ul>	<ul style="list-style-type: none"> <li>Resources will need to be allocated to inspect and maintain register of OSSMS</li> <li>If AWTS are improperly operated by homeowners there is still a risk that the public could come into contact with effluent</li> </ul>	\$1.3m	\$130k (owner expense)	N/A
<b>Option 2A</b> Ariah Park sewerage system – oxidation pond system and effluent disposal by evaporation	<p>Sewerage systems:</p> <ul style="list-style-type: none"> <li>Will resolve existing OSSMS issues in the villages.</li> <li>Can be low operation (e.g. gravity sewer systems) or can handle difficult/variable terrain (e.g. pressure or vacuum sewers).</li> <li>Places the responsibility of operation and maintenance of the system to Council and not householders.</li> </ul> <p>Pond-based STPs:</p> <ul style="list-style-type: none"> <li>Have the ability to handle shock loads.</li> <li>Have an ease of operation, leave effluent to evaporate, so environmental contamination or risk of public contact is minimised.</li> </ul>	<p>Sewerage systems:</p> <ul style="list-style-type: none"> <li>Are costly to implement due to associated excavation and lift pump requirements.</li> <li>Can have potentially high operating and maintenance costs (e.g. pressure or vacuum sewers).</li> </ul> <p>Pond-based STPs:</p> <ul style="list-style-type: none"> <li>Have limited control of treatment process for effective nutrient removal.</li> <li>Produces effluent that will unlikely meet reuse requirements unless further polishing is employed.</li> <li>Require desludging of ponds every 15 years.</li> <li>Can potentially have high capital costs due to large land earthworks.</li> </ul>	\$5.75 - \$7.57m	\$90k - \$230k	Capital = \$0 - \$37,850 Annual Rate = \$810 - \$1,350
<b>Option 2B</b> Ariah Park sewerage system –	<ul style="list-style-type: none"> <li>Same as Option 2A for sewerage systems and pondbased STPs.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Option 2A for sewerage systems and pond-based STPs.</li> <li>Requires effluent storage and potentially more pipework which increases costs</li> </ul>	\$5.11m - \$6.93m	\$100k - \$230k	Capital = \$0 - \$34,650 Annual Rate = \$820 - \$1,600

<p>oxidation pond system and effluent disposal by agricultural reuse</p>	<ul style="list-style-type: none"> <li>Effluent is nutrient-rich and is recycled, which can reduce overall water use and be beneficial to growth of non-food crops.</li> </ul>	<ul style="list-style-type: none"> <li>Limited effluent reuse options for pond-based STPs</li> </ul>		
<p><b>Option 2C</b> Ariah Park Sewerage system – IDEA system with discharge of effluent</p>	<ul style="list-style-type: none"> <li>Same as Option 2A for sewerage systems</li> <li>IDEA systems have smaller overall footprint, which is good for villages with limited space.</li> <li>IDEA systems can achieve high effluent quality after treatment, compatible for reuse and environmental discharge.</li> <li>Less odorous than pond based STPs due to aerobic environment.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Option 2A for sewerage systems</li> <li>High operation and maintenance costs for sewage treatment processes (e.g. IDEA systems)</li> <li>For IDEA systems, higher capital costs due to complex construction and process/mechanical items, high operating costs due to power consumption from treatment units, skilled operator input required, EPL required, ongoing costs from regular effluent quality monitoring.</li> </ul>	<p>\$5.28m - \$7.1m</p>	<p>Capital = \$0 - \$35,500 Annual Rate = \$1,130 - \$1,950</p>
<p><b>Option 3</b> – Ariah Park to Temora sewerage scheme</p>	<ul style="list-style-type: none"> <li>Same as Option 2A for sewerage systems</li> <li>Cost of constructing a new STP at Ariah Park is avoided.</li> </ul>	<ul style="list-style-type: none"> <li>Most expensive option due to very long pipeline and pump stations required for transfer.</li> <li>Will still require sewerage system to be constructed in the town, which will increase capital costs.</li> <li>Additional loading from villages into Temora STP will require STP upgrade to the aeration system, which is already under capacity.</li> </ul>	<p>\$8.57m - \$16.9m</p>	<p>Capital = \$0 - \$84,500 Annual Rate = \$1,535 - \$3,310</p>

Notes:

- System will be based on cost recovery and not attached to rate pegging. This means rates will be adjusted to cover operation, maintenance and depreciation expense.

**3.4 DEVELOPMENT PROPOSAL 175-177 HOSKINS STREET (FORMER TARGET PREMISES)**

**File Number:** REP22/53  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** 1. Correspondence

**REPORT**

At its November meeting, Council resolved to deny a request from a prospective purchaser of the former target building to allow vehicular access into the front of the premises off Hoskins Street.

At the time Councillors believed that the access proposal was inappropriate due to:

- Loss of prime carparking spaces;
- Significant potential for vehicle/pedestrian conflict;
- Likely damage to kerb & gutter/steps/footpath surface; and
- Belief that rear access was achievable.

Council have since received a further letter from the proposed developers (copy attached) advising that they have purchased the building for the purposes of a tourist development (car/boat museum), however their proposal is contingent on having some form of front access.

In their correspondence, they have outlined a methodology that they believe will provide the temporary access that will be required on a few occasions per year to get vehicles in and out of the property. The proponent's solution to Council's concerns involve:

- the minor relocation of two stainless steel handrails;
- the use of temporary rubber backed ramps to traverse the steps/Kerb & gutter; and
- limiting entry/exit times to before 7:00am and after 8:00pm on limited number of occasions per year.

The proponent also states that they have approached neighbouring businesses who have indicated that they have no objection to their proposal. It is requested by the owners that Councillors attend an onsite meeting where their proposed solutions could be demonstrated, and the rear access constraints inspected and better understood.

After consultation with Council's executive, an inspection/demonstration has been arranged prior to the commencement of the February's Assets and Operations Committee. This would be after a proposed tour of inspection relating to stormwater that is also proposed before the same meeting.

It is anticipated that the site meeting time would be approximately 1.30pm on Tuesday, 8<sup>th</sup> February 2022.

**Budget Implications**

Handrail alterations - \$1,000

**COMMITTEE RESOLUTION 5/2022**

Moved: Cr Rick Firman  
Seconded: Cr Jason Goode

The Committee resolved to recommend to Council to consult with Traffic Committee, Access &

Equity Committee and the two neighbouring businesses and landowners in relation to vehicles crossing the footpath.

**CARRIED**

***Report by Kris Dunstan***

**Kris Dunstan**

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**From:** [REDACTED]  
**Sent:** Thursday, 13 January 2022 8:40 AM  
**To:** Gary Lavelle  
**Cc:** Kris Dunstan  
**Subject:** Request for Meeting and Demonstration

Good Morning Gary,

As you are aware we have previously had a meeting with Council in relation to requesting access for vehicle access to the premises (Old Target Building)

At that time our requests were denied. However since that time we have spoken to a number of Councillors who understand or hear our proposals.

With this we request we be able to demonstrate on site to all Councillors what our proposal is and the reasons for it.

We have had an onsite meeting with Kris Dunstan and received some suggestions and guidance in relation to the premises.

We have purchased rubber backed ramps that sit on top of the steps at the premises and would allow us to level the ground floor level of the building. We would like the opportunity to demonstrate this using one of our people (fit between the hand rails). These ramps will NOT cause any damage to the current steps.

We have looked at gaining access via the rear lane. This avenue would come at extreme expense on our behalf and how it could be done in a way that we could tow a 25 foot boat inside. We would also like to demonstrate this.

We would also like to submit to Council that we would be agreeable to conditions on times of entry and exit to the Motor Museum. Hence vehicles, boats etc. will be driven into the premises and will remain there for long terms excluding us from using the entry/exit between 7am and 8pm for example.

Our request is that Council agree to move the current handrails apart a further 1 metre on each side to allow for the ramps.

We have spoken to our adjacent business proprietors who have verbally agreed that they would have no issue with this and would have no impact on their businesses.

We request that this meeting be arranged as a matter of priority as the rest of our plans for the building require access.

We look forward to your response.

Thank you,

[REDACTED]

### 3.5 DEVELOPMENT OF POLICY ON THE PROVISION OF IN-KIND ASSISTANCE FOR COMMUNITY EVENTS

**File Number:** REP22/57  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

#### REPORT

This brief discussion paper is provided to receive Council feedback on the preferred model for the provision of in-kind assistance to community events. Upon receipt of the Council views on the issue, a formal policy will be developed for submission to Council.

#### Background

At the October meeting of Council, the issue of charges for Council in kind support at community events was highlighted with a decision to charges 50% of the cost incurred to the event organisers for 2 events, namely Aria Park Christmas Tree and TBEG Christmas Fair. This decision was subsequently rescinded, and a report requested on a policy moving forward.

The basis of the 50% reduction concept appears to stem from correspondence to the Council meeting held 15 April 2021 from Temora Performing Arts regarding a piano concert at Temora Memorial Town Hall. After consideration, the following resolution was adopted:

“That Council donates \$362.00 to the Temora Performing Arts for the hire of the hall and advise that from 1 July 2021, Council will only donate up to a maximum of 50% of the hire fees”.

It is my understanding that this resolution was to refer only to Town Hall hire however this is an assumption and not explicit. The current decisions of Council are silent on the application of the offset/ donation.

Going back several years, Council requested and have since been supplied, an estimate of costs for in kind work carried out in relation to events. Note that the estimate is not necessarily additional costs to costs to Council and primarily relate to day labour costs that would be met by Council in any instance, although on a different activity. I can find no decision of Council that states that events will receive a maximum of 50% donation, although this may have been the intent of Council.

Similarly, the provision of the cost estimate may have led Council to the conclusion that the information was provided for the purpose of reducing the offset.

The only other reference to the 50% concept is in the adopted Fees and Charges, where the Director of Administration and Finance added the statement:

“Please note – certain fees may be waived, subject to a resolution of Council, to a maximum of 50%, upon application”.

The intention of this report is to develop a non-ambiguous and equitable approach to the offset of expenses incurred by Council on community events. Following general agreement on the framework to be adopted, a policy will be developed for submission to Council and the community on the issue.

#### Policy Framework (For general consideration)

##### Principles

- Community groups undertake events for the benefit of the community

- Most community organisations do not have the resources to meet the full cost of events
- Some events have national or significant regional importance (eg Anzac Day)
- Some events have significant economic benefits to the Temora Shire (eg Warbirds Downunder)
- Organisations should contribute to the events if possible

### Possible Approach

Classify all events/ application for assistance into either:

- a. Fully funded
- b. Eligible for 50% assistance or
- c. Ineligible

The event types that would fit these classifications (subject to explicit budgetary allocation and identification in the Operational Plan) are:

- a. Fully funded (to be determined by Council)
  - a. events of national importance (Australia Day, Anzac Day)
  - b. events of local importance run by Council or committees (Ariah Park Christmas Tree, Rural Museum Live exhibition, Mary Gilmore Festival)
  - c. events run by Council committees that do not have resources to meet the cost (some Imagine Temora events, Community Services Events)
  - d. events external to Council but considered of community benefit (Temora Country Music, TBEG Christmas Fair, Warbirds Downunder, Regency Ramblers, Bikers for Boobs, Jet Boats, Temora Trotting Club, Wine in the Vines, charity concerts, Active Farmers Games, Christmas Eve Mass, Carols by Candlelight, Service Club conferences)
- b. Eligible for 50% assistance (from Imagine Temora budget or donations budget)
  - a. events run by Council committees that do not have resources to meet the cost (some Imagine Temora events, Community Services Events)
  - b. events external to Council but considered of community benefit (as above and including events that require start up assistance eg Red Bear Theatre)
- c. Ineligible
  - a. Events of a private nature (weddings etc)
  - b. Events with a potential profit motive (commercial concert etc)

This approach would provide some certainty to applicants and organisers but retain the decision-making powers with Council through either the budgetary or meeting process. Alternatively, Council may propose a new or substantially modified model that meets the expectations of Council.

Cr Max Oliver left the meeting at 3:03 pm.

### COMMITTEE RESOLUTION 6/2022

Moved: Cr Jason Goode

Seconded: Cr Nigel Judd

The Committee resolved to recommend to Council to accept the framework for Council assistance for Community events to enable the formulation of a policy on the issue.

**CARRIED**

*Report by Gary Lavelle*

**3.6 TENNIS CLUB REQUEST**

**File Number:** REP22/58  
**Author:** Engineering Services Manager  
**Authoriser:** Engineering Services Manager  
**Attachments:** Nil

**REPORT**

Council has received email correspondence from the Temora Tennis Club requesting assistance with cleaning of 2 x original synthetic courts.

The Tennis Club originally contacted Council to see if we had any equipment that may be able to clean the courts, of which we suggested potentially our sewer jetter may be adequate to do the job, however, Council staff would need to operate the plant item. Subsequently the Tennis Club have made additional enquiries as shown below.

The Tennis Club largely maintain this Council asset without assistance from Council and rarely request assistance from Council.

**Email Correspondence**

Hi Rob,

Before I contact you again our new coach who will be conducting coaching in Temora has contacted Riverina Sports Services in regards to cleaning of the courts and I have attached reply email from them.

From the email the courts need to be serviced every year and this has not taken place. If council would like to go with this option instead of the Council cleaner, would it be possible for Council to maybe met half the cost of the clean for the first year and following years tennis will pay all costs.

Janine would like in the future to hold tournaments in Temora bring a lot of different personalities to town staying and spending. But the courts need to be to a higher standard than at present. Let me know your thought and I will contact you tomorrow as arranged.

Not a problem

Im away at the moment, will need to take a look or can you send me a few photos

Courts need to be serviced yearly, if they haven't been done for some time, which I noticed when we built the last 2 courts. The courts will cost an estimate \$2,000 to \$3,000 each to get them back to playing type. If they are serviced each year then it would cost \$700 each(4 at a time). So that what happens when they are let go.

Morning Rob,

Can these items be sent to the asset Management Meeting as well?

Seat replacement - would Council be willing to order and install new bench seat as per pic. Tennis to pay.

Also skatepark side - can one additional concrete retaining wall height be installed. Bark from garden ends up on the courts continually raking up.

Kind Regards

Michele Stewart

Secretary

Temora Tennis Association





During other discussion with the Tennis Club in September 2021, it was indicated that the clay courts located in the southwest corner of the complex are likely surplus to the Tennis Clubs requirements and should Council require this land they would be willing to discuss



**Budget Implications**

\$4,000

**COMMITTEE RESOLUTION 7/2022**

Moved: Cr Rick Firman

Seconded: Cr Jason Goode

The Committee resolved to recommend that Council agree in principle subject to receipt of detailed costings.

**CARRIED**

*Report by Rob Fisher*

### 3.7 EDIS PARK SWING INSTALLATION AND PLAY GROUND MODIFICATION

**File Number:** REP22/59  
**Author:** Engineering Services Manager  
**Authoriser:** Engineering Services Manager  
**Attachments:** Nil

#### REPORT

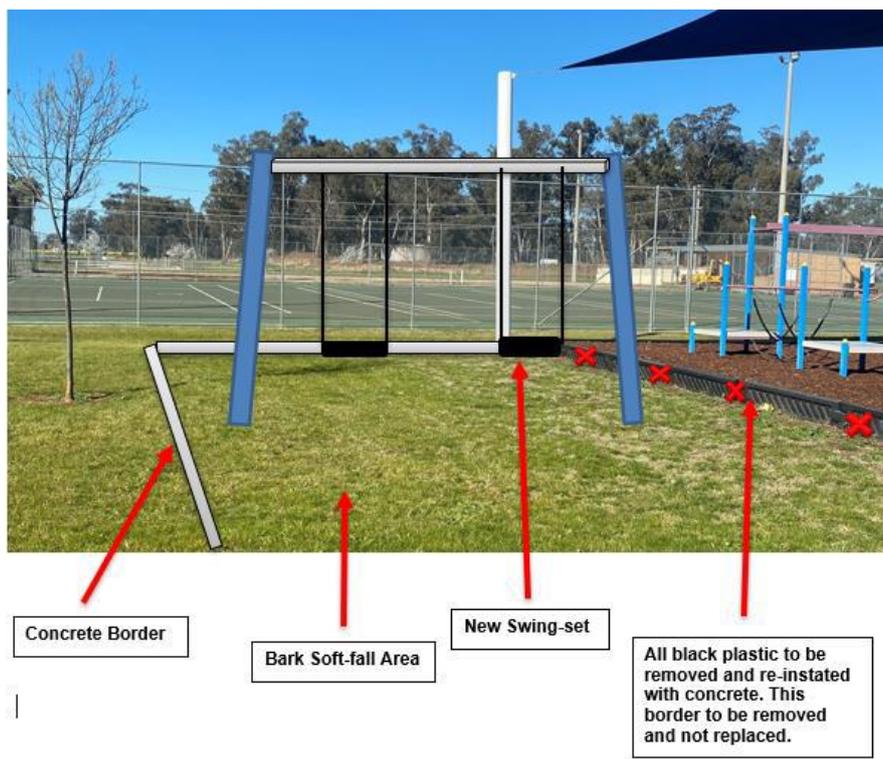
Council staff are preparing to deliver the installation of a swing set at Edis Park.

In detailed scoping of the work required it has become apparent that there is a funding shortfall due to the associated works required to tidy up the play equipment and general play area.

Work to be delivered:

- Repair a torn shade sail
- Purchase and installation a swing set.
- Removal of the existing plastic edging and replace with a 150mm wide concrete border.
- Fill outside concrete border to provide a seamless transition to the playground and soft fall area (removing edge)
- Install 300mm of mulch Softfall
- Seed or turf with winter grass

To date the swing set has been purchased and delivered and the shade sail repaired at a cost of \$5,653.55. The shade sail should be considered maintenance, however shade sail included it is anticipated an additional \$10,000 budget will be required to integrate the swing and remove the existing play equipment edge.



Additional work that could be considered:

- Rubber softfall access to equipment and swing
- Rubber softfall wearing surface under swing
- Turf and freshwater irrigation of the park area
- Additional shade over swing

**Budget Implications**

\$10,000

**COMMITTEE RESOLUTION 8/2022**

Moved: Cr Rick Firman

Seconded: Cr Jason Goode

The Committee resolved to recommend that Council defer the project and consider additional funding within 2022/2023 budget estimates.

**CARRIED**

***Report by Rob Fisher***

**3.8 ROAD INTERSECTION REQUEST**

**File Number:** REP22/60  
**Author:** Engineering Services Manager  
**Authoriser:** Engineering Services Manager  
**Attachments:** 1. Correspondence

**REPORT**

In late 2021 Council received correspondence regarding a request for Council to consider undertaking safety improvements at the intersection of the Burley Griffin Way and the Old Wagga Road North.

The Burley Griffin Way is an NSW State controlled road and as such Council has forwarded this request on to the local Transport for NSW (TfNSW) representatives.

Council staff are aware of drainage and pavement works planned at this site in the medium term and it is timely for Council to consider this request/intersection and make representations to TfNSW if Council deems appropriate.

**Budget Implications**

N/A

**COMMITTEE RESOLUTION 9/2022**

Moved: Cr Jason Goode  
Seconded: Cr Rick Firman

The Committee resolved to recommend that Council respond to the resident advising that the matter will be referred to TfNSW.

**CARRIED**

***Report by Rob Fisher***

4<sup>th</sup> November 2021

Good afternoon,

I am writing to the Assets and Operation Committee for your committee to consider a right hand, turning lane at the corner of Burley Griffin Way and Old Wagga North Roads Pucawan in your next budget and road works.

This intersection caters for the Temora to Aria Park school bus, ran by I spoke to he also has a concern with this intersection as the bus route turns right onto Old Wagga Rd North.

This intersection has increasingly become dangerous with the increase volume of traffic in being more freight B-Doubles, as a main artery road from Sydney to Adelaide and Sydney to Griffith and in reverse.

The intersection is on a large sweeping left-hand bend with a right hand turn onto Old Wagga North Road turn off midway along the bend, thus making right-hand turns dangerous as traffic travelling east west have no where to go if a vehicle is turning right.

I have been advised that there is a committee day meeting in Aria Park is on Tuesday 8<sup>th</sup> November, I would be most grateful if your committee could take time out to stop and look at the intersection.

We who use this turn off would be grateful for your feed back and consideration in this matter. Either or I are willing to meet and answer any questions regarding the consideration.

Kind regards

**3.9 PROGRAM EXPENDITURE UPDATE**

**File Number:** REP22/75  
**Author:** Engineering Services Manager  
**Authoriser:** Engineering Services Manager  
**Attachments:** Nil

**REPORT****Program Expenditure Update**

Following review of our current financial position regarding delivery of Council's 2021/2022 works program, it has become apparent that the following two program items will incur material over expenditure in the 2021/2022 FY.

**\$1.32m Old Cootamundra Road Widening (currently \$55k remaining budget)**

Likely to be approximately \$200,000 overspent.

Work remaining:

- 3 x Culvert extensions
- Resealing over new and old seal
- Line marking

Reasons for over expenditure:

- Wet weather prolonged construction
- Old Cootamundra Road detour for Wallendbeen Bridge combined with wet weather caused additional maintenance and repair works (heavy patching and protection of completed work)
- Delivery by contractor as opposed to Council
- Slight overuse of material

Options:

- Deliver work using 2021/2022 Roads to Recovery Funds currently allocated with Tara Bectric Road Widening that is unlikely to be delivered in the current FY (preferred option)
- Allocate additional \$200,000 of reserve funding in 2021/2022 FY
- Reseal and line marking not delivered in the 2021/2022 FY and to be budgeted in the 2022/2023 FY

**\$900,000 Rural Unsealed Road Maintenance Program**

Rural unsealed road maintenance budget has been exhausted early in the new year and is currently \$185,000 overspent at \$1.081m as of 2<sup>nd</sup> February 2022. It is unknown what the exact final unsealed road maintenance figure will be in the 2021/2022 financial year as Council will need to continue some maintenance activities and respond to emergency repair works as they arise. I would estimate the total expense may end up in the range of \$1.25m – \$1.40m.

Several factors have led to higher maintenance expenditure than budgeted, these include:

- Damage/response to the March 2021 flood event rolled into the 2021/2022 FY.
- Prolonged wet winter caused significant damage to unsealed roads and delayed maintenance works coming into summer/harvest.
- Large number of customer requests/complaints received, seeking rural unsealed road maintenance due to damage or poor condition.
- Late start to maintenance coming out of winter and into a large harvest and a large Council workload, led to Council hiring several local contractors to assist in repairing roads prior to the busy harvest period. With Council crews being committed to higher risk capital projects led to lower risk maintenance work predominantly resourced through contractors being time critical before harvest.
- Several storm events over the summer period have led to road closures/traffic control, clearing of debris and on call response work.
- 2 x flood events have been declared (March 2021 and November 2021) which will assist in repairing damaged roads between now and the end FY.

#### Options

- Allocate forecast unspent capital funds, essentially moving and refunding selected projects to next financial year.
- Undertake minimal maintenance for remainder of financial year aiming to minimise further over expenditure.

#### Further Discussion

- Maintenance budgets need to be reviewed to better reflect required maintenance. Current road maintenance budgets are minimalist for the level of maintenance required/requested by the community and are prone to over expenditure with any minor disruption.
- There will be significant unspent Council funds from the capital works program in the 2021/2022 FY, whereby this funding is reserved, or could potentially be reallocated in 2022/2023. This can clear any current foreseeable over expenditure.
- There will be some savings on projects that will remove some over expenditure.
- Council remains at risk of over expenditure with a highly leveraged works program and many projects concluding in the current financial year (\$5.4m Airport & \$2.7m Tara Bectric Road). This is a good problem to have as we are delivering much needed infrastructure works with supporting or supplementary grant funding, however Council needs to remain aware that Council carries the financial risk and significant over expenditure is a foreseeable risk that needs to be managed.

#### Budget Implications

TBA

#### COMMITTEE RESOLUTION 10/2022

Moved: Cr Claire McLaren

Seconded: Cr Jason Goode

The Committee resolved to recommend to Council to complete Old Cootamundra Road Works

using RTR funding.

AND FURTHER

That the overspend on rural unsealed roads maintenance for 2022 be funded by deferring capital works projects to be nominated by the Engineers.

**CARRIED**

**COMMITTEE RESOLUTION 11/2022**

Moved: Cr Belinda Bushell

Seconded: Cr Jason Goode

It was resolved that unspent rural road maintenance budget allocations be ring fenced for future years.

**CARRIED**

***Report by Rob Fisher***

**3.10 LAKE CENTENARY MASTER PLAN****File Number:** REP22/92**Author:** Economic Development**Authoriser:** Director of Administration & Finance**Attachments:** 1. Lake Centenary Master Plan - Capital Project Proposal**REPORT**

Following a report to the Economic Development & Visitations Committee in October 2021, Council resolved to provide in-principle support for the development of a master plan for Lake Centenary.

Attached is the Capital Projects Proposal for the Lake Centenary Master Plan. The proposal was circulated by hand to the Lake Centenary Management Committee meeting on Wednesday 2<sup>nd</sup> February.

It is proposed to apply for 100% of external costs to fund the project under Round 4 of the NSW Government's Boating Now Program. Registrations of interest under the program close on 28<sup>th</sup> February 2022.

Somewhere Landscape Architects have been engaged to provide a fee proposal to undertake the master plan. The fee proposal is expected by the end of the month, following a review of the proposal and site visit to Lake Centenary. The fee proposal will be used as an indicative cost for the project to support the funding application.

Further information can be found in the attached proposal.

**COMMITTEE RESOLUTION 12/2022**

Moved: Cr Rick Firman

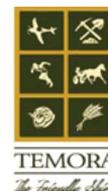
Seconded: Cr Jason Goode

The Committee resolved to recommend to Council that Council apply for funding to develop the Lake Centenary Master Plan under Round 4 of the Boating Now program.

**CARRIED**

*Report by Craig Sinclair*

## Temora Shire Council Capital Project Proposal Template



### Project information

<b>Project working name</b>	Lake Centenary Master Plan
<b>Property Name/Location</b>	Lake Centenary
<b>Proposer (Organisation) Details including contact details</b>	Temora Shire Council 105 Loftus Street Temora NSW 2666 <a href="mailto:csinclair@temora.nsw.gov.au">csinclair@temora.nsw.gov.au</a> 02 6980 1124
<b>Project Contact (Including phone number)</b>	Craig Sinclair Economic Development Manager 0439 364 572

### Project Brief

#### *Where has the project originated from?*

Lake Centenary is an important recreation asset for both residents and visitors to Temora Shire. The growth in the popularity of the lake has grown significantly since the installation of the lake loop walking track in 2019, transforming the facility from primarily a summer destination to year-round usage. The popularity of the walking track was also the impetus for local food van operator, Sugar & Spice, to establish operations at the lake twice weekly, further enhancing visitation.

COVID-19 restrictions further highlighted the importance of the lake as a means for locals to exercise outdoors whilst socialising and connecting with nature. Furthermore, the expanse of water provides a psychological relief to many in times of drought.

In 2021, a Plan of Management for Lake Centenary was prepared as part of a wider planning program for Crown Land assets. While the Plan of Management provides a general direction for the lake it lacks the detail required to adequately demonstrate how a collective vision for the future of Lake Centenary could be achieved.

Following a report to the Economic Development & Visitations Committee in October 2021, Council resolved to provide in-principle support for the development of a master plan for Lake Centenary.

#### *Enter high level information describing the project?*

The project involves the creation of a master plan for Lake Centenary. The master plan provides a vision for how the lake precinct could look in the future. The plan will consider existing and future uses of the lake and how the various uses interface with one another to create a harmonious and integrated visitor experience. The plan will include a list of projects and deliverables that provide guidance for Council on how to achieve the vision in a coordinated and cohesive manner overtime as funds become available.

The master plan will incorporate the following:

- Desktop review of current Plan of Management and review of previous community consultation and resident satisfaction survey 2021
- Further community and stakeholder consultation to understand current and future uses of the lake to include blue-sky thinking.
- Mapping of the various zones and uses of the lake and how they interface with the each other and the impact on the user experience.

- Concept designs showing changes required to achieve the vision, including colour scheme, signage, lighting, landscaping, play equipment, seating, shading, roadways, footpaths, cycleways, recreational fishing and boating, amenities, etc.

The master plan will be used to guide further detailed design of individual component projects within the precinct as funding allows and as prioritised by Council.

The funding of the master plan is subject to Council successfully securing grant funds from a relevant program.

## **Project Purpose / Justification** *(please answer all questions)*

### *Why has the project been initiated?*

To continually enhance and develop an important recreational facility for residents and visitors.

To provide coherency and consistency in the achievement of a long-term vision for the lake precinct to meet the needs of the many and varied users.

### *Reasoning behind the project?*

Recent enhancements of the lake have generated increased year-round usage of the lake, however this development has occurred without any overall guiding plans and vision for the precinct. If development continues in this way, without a master plan, Council runs the risk of inefficient and incompatible developments occurring.

### *What are we trying to solve?*

Protecting the long-term integrity of Temora Shire's premier and most popular recreational resource.

### *What is Council's proposed involvement? CLEARLY ARTICULATE!*

Council is the proponent and project manager for the master plan. As Crown Reserve Manager, Council has a responsibility to maintain and enhance the lake for the benefit of Temora Shire residents and visitors.

### *How does this align with Temora Shire Community Strategic Plan?*

The project aligns to the following actions identified in the Temora Shire Council Community Strategic Plan 2022 (DRAFT):

- 1.4.3 Provide year-round recreation and leisure facilities and activities for the enjoyment of people of all ages and abilities
- 3.7.1 Provide visitor facilities, services, activities and events that cater for a broad range of visitors
- 3.8.4 Provide, maintain and enhance a network of footpaths and cycleways around our towns and villages to encourage our residents and visitors to utilise active transport options (eg walking and cycling)
- 4.2.2 Provide access to parks and playgrounds for residents and visitors
- 4.4.1 Provide parks, reserves, playgrounds and other open space with shade provision, seating and access to drinking water
- 4.5.1 Strategically plan for how our land is used in the medium and long term to ensure that the social, educational, economic and environmental needs of current and future generations are met (including planning for industrial land release, residential lots, schools, open space)

## **Financial Data (Interim)**

<i>Scoping costs (advise how this is to be funded)</i>	\$ 0
<i>Capital Upfront Cost</i>	\$ 0

## Funding Source

*Is the project funded? Indicate funding amount and source.*

The project is to be fully funded through external grant programs. Round 4 of the NSW Government Boating Now Program has been identified as a potential source of funding. Applications for the program close 28th February 2022. Somewhere Landscape Architects, based in Young, have been engaged to provide a fee proposal to prepare the draft master plan. The fee proposal will be used in the grant application to provide a basis for the level of funding required to complete the project.

Funding Source	Funding Amount	Funding Confirmed
<i>Council</i>	\$TBC	<i>Yes / No / NA</i>
<i>State</i>	\$TBC	<i>Yes / No / NA</i>
<i>Federal</i>	\$TBC	<i>Yes / No / NA</i>
<i>Group/Private</i>	\$TBC	<i>Yes / No / NA</i>

## Appendices

Please include any supporting documentation for the consideration of Council (Include copies of plans, estimates, documents demonstrating community support).

NOTE: You may request a pre submission meeting with staff to ensure that all sections of this form are completed. Staff will help address any issues that you may have.

You will be required to submit a detailed project proposal if approved by Council.

1. Lake Centenary Plan of Management 2021
2. Notes from previous community consultation
3. Temora Shire Council Community Strategic Plan 2022 - DRAFT
4. Resident Satisfaction Survey Report 2021 - Extract of Lake Centenary section
5. Site plans and engineering surveys
6. Aerial and site photos

## Date Submitted

.....

**4 BUSINESS WITHOUT NOTICE**

**5 CLOSE MEETING**

The Meeting closed at 3:56pm.

This is the minutes of the Assets & Operations Committee meeting held on Tuesday 8 February 2022.

.....

**GENERAL MANAGER**

.....

**CHAIRMAN**

**6.3 MINUTES OF THE ECONOMIC DEVELOPMENT AND VISITATIONS COMMITTEE MEETING HELD ON 8 FEBRUARY 2022**

**File Number:** REP22/136

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Minutes of the Economic Development and Visitations Committee Meeting held on 8 February 2022

**RESOLUTION 41/2022**

Moved: Cr Claire McLaren

Seconded: Cr Lindy Reinhold

It was resolved that the reports be received.

**CARRIED**

**RESOLUTION 42/2022**

Moved: Cr Anthony Irvine

Seconded: Cr Claire McLaren

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

**CARRIED**



**Date:** Tuesday, 8 February 2022  
**Time:** 4:00PM  
**Location:** 105 Loftus Street  
TEMORA NSW 2666

# **MINUTES**

## **Economic Development and Visitations Committee Meeting**

**8 February 2022**

**Order of Business**

<b>1</b>	<b>Open Meeting .....</b>	<b>3</b>
<b>2</b>	<b>Apologies .....</b>	<b>3</b>
<b>3</b>	<b>Reports .....</b>	<b>4</b>
3.1	Chairperson - Economic Development & Visitations .....	4
3.2	Regional Activators Alliance .....	5
3.3	Visit Riverina Cooperative Marketing Campaign .....	23
3.4	Bush Bursary Program Participat Reports.....	24
<b>4</b>	<b>Business Without Notice.....</b>	<b>25</b>
<b>5</b>	<b>Confidential Reports.....</b>	<b>26</b>
<b>6</b>	<b>Close Meeting .....</b>	<b>27</b>

**MINUTES OF TEMORA SHIRE COUNCIL  
ECONOMIC DEVELOPMENT AND VISITATIONS COMMITTEE MEETING  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON TUESDAY, 8 FEBRUARY 2022 AT 4:00PM**

**PRESENT:** Cr Rick Firman (Mayor), Cr Nigel Judd, Cr Claire McLaren (Chair), Cr Graham Sinclair (Deputy Mayor), Cr Belinda Bushell, Cr Anthony Irvine (Observer)

**IN ATTENDANCE:** Gary Lavelle (General Manager), Craig Sinclair (Economic Development Manager), Elizabeth Smith (Director of Administration & Finance)

**1 OPEN MEETING**

4:00pm

**2 APOLOGIES**

Nil

**3 REPORTS**

**3.1 CHAIRPERSON - ECONOMIC DEVELOPMENT & VISITATIONS**

**File Number:** REP22/80  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT**

Council has new Councillors elected to committees and now a chairperson is required to be elected for this committee.

Nominations to be called for a chairperson

Cr Claire McLaren was nominated as Chairperson.

No other nominations received.

**COMMITTEE RESOLUTION 9/2022**

Moved: Cr Rick Firman  
Seconded: Cr Belinda Bushell

The Committee resolved to recommend to Council that Cr Claire McLaren be the chairperson for the Economic Development & Visitation Committee.

**CARRIED**

### **3.2 REGIONAL ACTIVATORS ALLIANCE**

**File Number:** REP22/95

**Author:** Economic Development

**Authoriser:** Director of Administration & Finance

**Attachments:**

- 1. Move to More Campaign Summary of Results**
- 2. Regional Activators Alliance Membership Prospectus FY22**

#### **REPORT**

Council's membership of the Regional Activators Alliance (RAA) is due for renewal. The RAA is a program launched by the Regional Australia Institute (RAI) at the end of 2019 to showcase Regional Australia as place to live and work for metropolitan dwellers seeking a country change.

Council was one of 41 regional organisations that participated in national *Move to More* campaign. The RAI is seeking further support as they move into the second year and work to expand offerings on the website and launch the next phase of advertising.

The membership prospectus for FY22 is attached and lists the benefits of membership. Also attached is a summary of results for the Move to More campaign. More specifically, Temora Shire benefited from the campaign in the following ways:

- Two free tickets to participate in the Regions Rising Conference in Canberra in 2021, attended by the EDM and the Town Planner
- The EDM delivered an online presentation about Temora Shire's housing strategy to hundreds of Council officers around Australia through the RAI webinar series
- The family of relatively new Temora residents, Mark & Danika Yates, featured in an article showcasing the story of regional relocators.
- Temora Shire feature on the Move to More website, with Temora achieving the top 5 most viewed towns in NSW (Note: Temora and Aria Park are listed on the site separately).
- An invitation to a National Regionalisation forum in Albury in late 2021 where the EDM was seated next to Senator the Hon Bridget McKenzie.

Whilst the program has delivered tangible benefits to Temora Shire Council as an organisation, it is difficult to establish whether new residents have relocated to the Shire as a result of the campaign. It is also worth noting that RDA Riverina took out membership on behalf of Riverina Councils last year and is likely to renew again this year, although they are yet to confirm. RDA's participation does not extend the wider benefits to Council or provide a seat at the table for Council directly. Non-members can also list on the Move to More website, free of charge.

With increasing skill shortages reported by local businesses across all industries, workforce attraction and skills development need to remain key priorities for the Economic Development function in the foreseeable future. Council continues to participate in the Country Change program and more recently in the GROW program to support workforce attraction.

#### **Budget Implications**

The annual membership fee is \$5,000 + GST. This could be funded partly from the New Resident Attraction budget (\$3,400 unspent out of \$7,000) and the \$5,000 remaining in the Community Programs & Events budget.

**COMMITTEE RESOLUTION 10/2022**

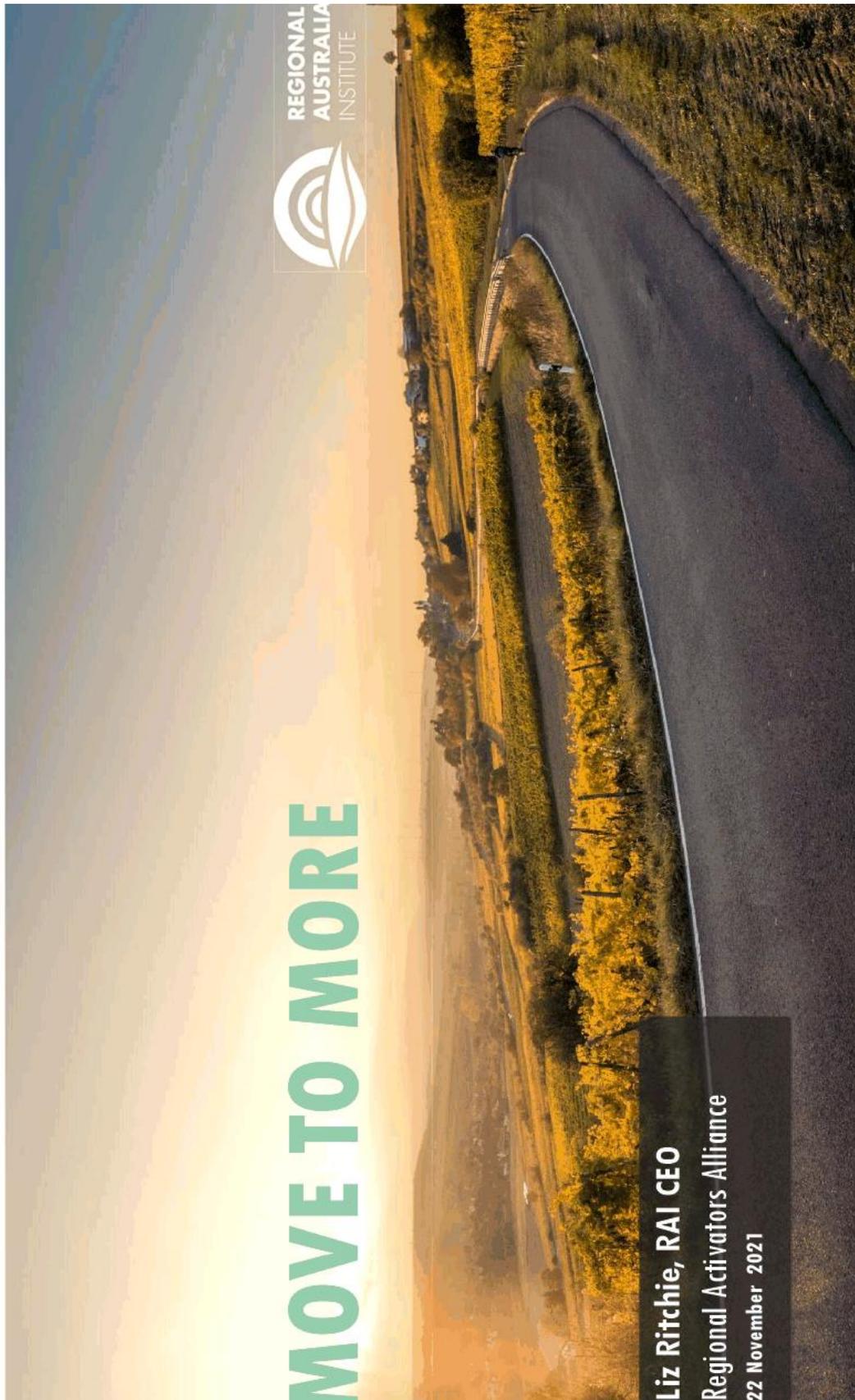
Moved: Cr Belinda Bushell

Seconded: Cr Graham Sinclair

The Committee resolved to recommend to Council to renew membership in the Regional Activators Alliance for an additional year.

**CARRIED**

*Report by Craig Sinclair*



## **Move to More**

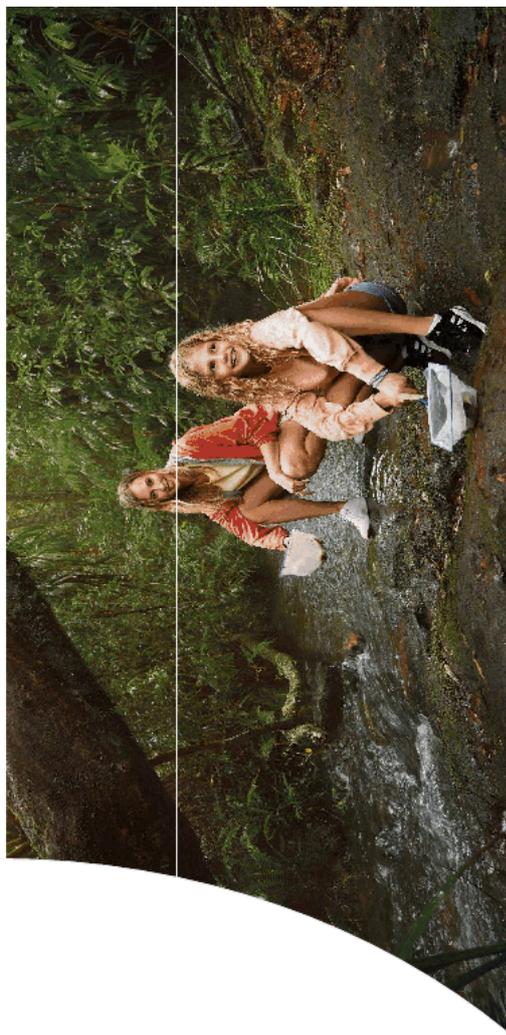
- Phase 2 Media campaign
  - TVC, radio competition, digital marketing
  - Social campaign – Jobs, Jobs, Jobs.
- RMI/ABS Movement
- Website next steps – Jobs, Domain



## Phase 2 – Media Campaign

- **Campaign assets in market 25 October – Feb 2022**
  - TVCs Ch.9 - 667 15 sec ads
    - [Nature Lessons](#)
    - [Make a Name](#)
- **National Radio Competition**
  - Southern Cross Austero (2 week campaign 1 Nov – 14 Nov)
  - Where they would like to live and why ?
  - 500 + entrants from 5 states.
  - 5 winners
  - Regional PR activity and data collection early 2022
- **Digital Marketing**
  - Domain and realestate.com – display banners 4.8 million impressions
  - Phase 1 advertising increased regional searches on Domain
    - NSW by 24%
    - VIC by 23%
    - WA by 35%
    - QLD by 27%

Normally down 11% during winter



## Phase 2 – Social Media Campaign

- Social media campaign
  - Jobs, Jobs, Jobs. — 71,300 September job vacancy figure.
  - State figures — top categories
  - 950k impressions on Facebook, Instagram and Twitter
  - 10k clicks to [Move2more.com.au](https://www.move2more.com.au), with 45% coming from Jobs Industry carousel.
  - Social media click through rate 4.2% (Industry standard 1%)



# Social campaign – RAC2031

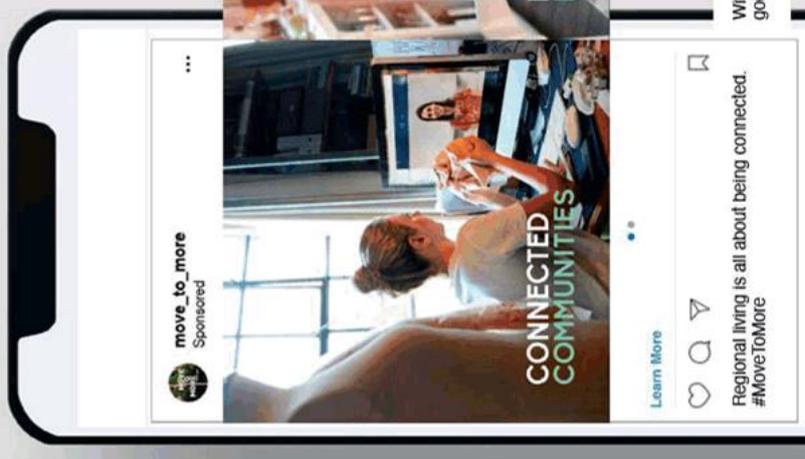
Purpose – To demonstrate members' commitment to regional Australia and highlight job opportunities.

What we need from you:

- **Questionnaire** – sent to RAC2031 communications staff this week.
  - *In 20 words or less, how does your company help people enjoy the good life in regional Australia?*
  - *What services do you offer people living in regional Australia?*
  - *What job opportunities do you offer?*
- **High-res images**
- **Link to RAC2031 member jobs page**
- **Campaign to start mid December.**
- **RAA involvement 2022**



RAC Member  
Social Carousel  
NBN Example



Discover Regional Australia and your new career at [move2more.com.au](http://move2more.com.au) #MoveToMore

With NBN jobs on offer, you'll never look back. #MoveToMore

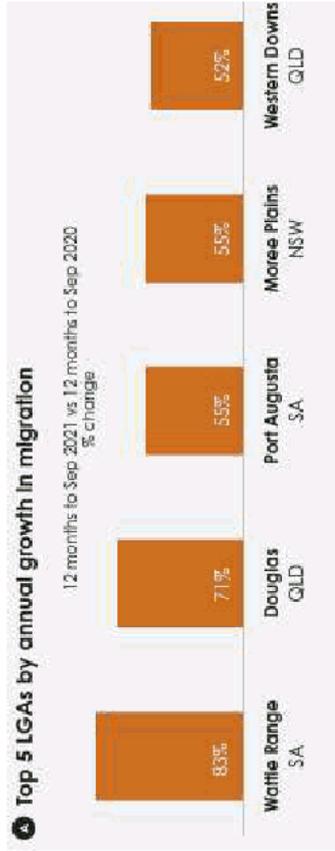
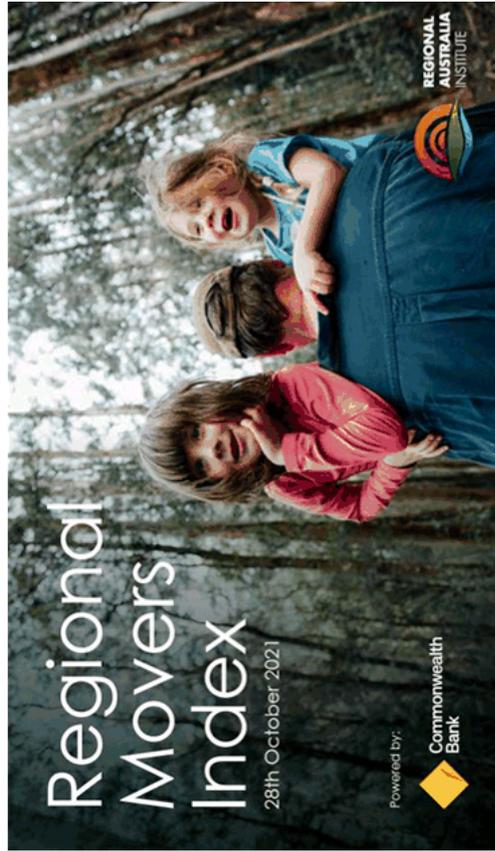
With the NBN, moving doesn't mean saying goodbye to loved ones. #MoveToMore



**MOVE TO MORE** .COM.AU

# Movement RMI/ABS

- ABS statistics only available to March 2021
- Impact of Sydney and Melbourne lockdowns
- Net migration jump **14% in September quarter**
- **Top 5 LGA's by share of migration**
  - **Gold Coast 11 %**
  - **Sunshine Coast 5%**
  - **Greater Geelong 4%**
  - **Wollongong 3 %**
  - **Lake Macquarie 2%**
- Strong growth in capital city migration to inland areas e.g. Moree Plains and Western Downs

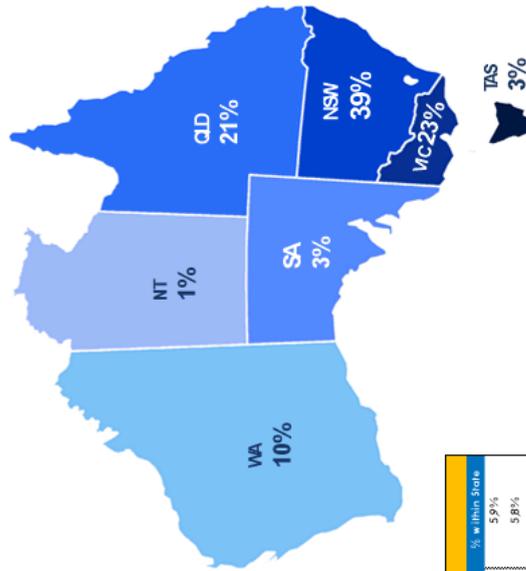


MOVE TO MORE .COM.AU

# Website Stats

May 28<sup>th</sup> to Nov 22<sup>nd</sup>

- More than 87K users since launch
- New user traffic
  - Facebook 67%
  - Google 23.3%

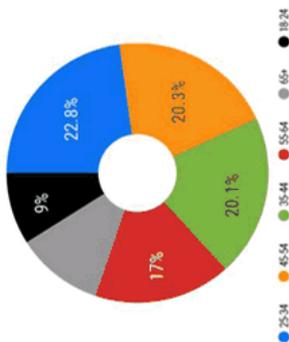


NSW				VIC				QLD				TAS				SA				WA				NT			
Ranking	City	View s	% w/in State	Ranking	City	View s	% w/in State	Ranking	City	View s	% w/in State	Ranking	City	View s	% w/in State	Ranking	City	View s	% w/in State	Ranking	City	View s	% w/in State	Ranking	City	View s	% w/in State
1	AIBURY	820	4.6%	1	BENDIGO	749	7.1%	1	YEPPON	569	5.9%	1	BURNE	215	16.8%	1	DARWIN	52	17.6%	1	DARWIN	52	17.6%	1	DARWIN	52	17.6%
2	KINGS POINT	597	3.3%	2	BALLARAT	495	4.7%	2	PORT DOUGLAS	555	5.8%	2	HUONVILLE	78	6.1%	2	GUNBALANTYA OENPELLI	34	11.5%	2	GUNBALANTYA OENPELLI	34	11.5%	2	GUNBALANTYA OENPELLI	34	11.5%
3	ORANGE	501	2.8%	3	HORSHAM	335	3.2%	3	TOOWOOMBA	484	5.0%	3	LAUNCESTON	63	4.9%	3	ALICE SPRINGS	22	7.4%	3	ALICE SPRINGS	22	7.4%	3	ALICE SPRINGS	22	7.4%
4	BATHURST	477	2.7%	4	WANGARATTA	285	2.7%	4	ROCKHAMPTON	440	4.6%	4	RICHLAND TAS	56	4.4%	4	TENNANT CREEK	21	7.1%	4	TENNANT CREEK	21	7.1%	4	TENNANT CREEK	21	7.1%
5	TEMORA	373	2.1%	5	PORTFARY	276	2.6%	5	WARYVICK	395	4.1%	5	SVANSEA	55	4.3%	5	GALVINRU	18	6.1%	5	GALVINRU	18	6.1%	5	GALVINRU	18	6.1%
6	GIEN INNES	366	2.1%	6	BEECHWORTH	224	2.1%	6	TOWNSVILLE	277	2.9%	6	STANLEY	54	4.2%	6	KATHERINE	18	6.1%	6	KATHERINE	18	6.1%	6	KATHERINE	18	6.1%
7	MIDGEE	340	1.9%	7	BRIGHT	199	1.9%	7	CABRIS	268	2.8%	7	STRAHAN	51	4.0%	7	HERMANSBURG	13	4.4%	7	HERMANSBURG	13	4.4%	7	HERMANSBURG	13	4.4%
8	BATEMANS BAY	320	1.8%	8	APOLLO BAY	197	1.9%	8	MACKAY	259	2.7%	8	BRIDPORT	49	3.8%	8	NHULUNBUY	13	4.4%	8	NHULUNBUY	13	4.4%	8	NHULUNBUY	13	4.4%
9	COFFS HARBOUR	298	1.7%	9	PORTLAND VIC	194	1.8%	9	MISSION BEACH	244	2.5%	9	DEORANE	44	3.4%	9	MANNINGRIDA	10	3.4%	9	MANNINGRIDA	10	3.4%	9	MANNINGRIDA	10	3.4%
10	ARMIDALE	273	1.5%	10	SHEPPARTON	187	1.8%	10	BARGARA	213	2.2%	10	DOVER	44	3.4%	10	DAGURAGU	8	2.7%	10	DAGURAGU	8	2.7%	10	DAGURAGU	8	2.7%

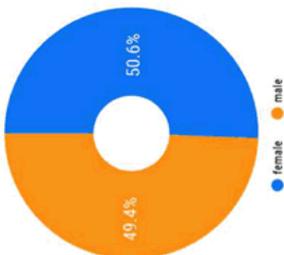
# Website Stats

May 28<sup>th</sup> to Nov 22<sup>nd</sup>

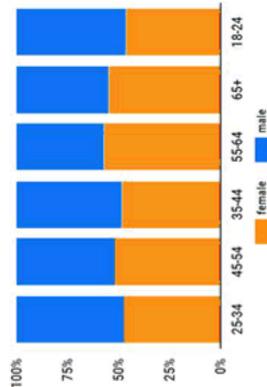
Active Users - Group of Age



Active Users - Gender



Active Users - Gender by Group of Age



Active Users - by country



Active Users - by city

1.	Australia	Sydney	27,059	32%
2.	Australia	Melbourne	25,707	31%
3.	Australia	Brisbane	14,866	18%
4.	Australia	Perth	11,891	14%
5.	Australia	Gold Coast	984	1%
6.	Australia	Adelaide	795	1%
7.	Australia	Central Coast	433	1%
8.	Australia	Canberra	387	+0%
9.	Australia	Sunshine Coast	293	+0%
10.	Australia	Newcastle	219	+0%

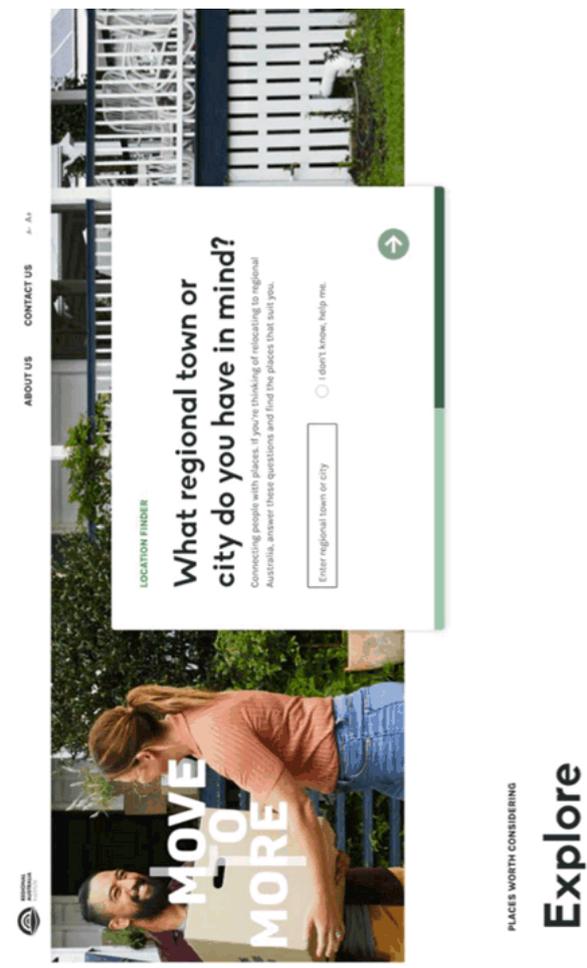
Active Users Gender - by city



# Website – Next steps

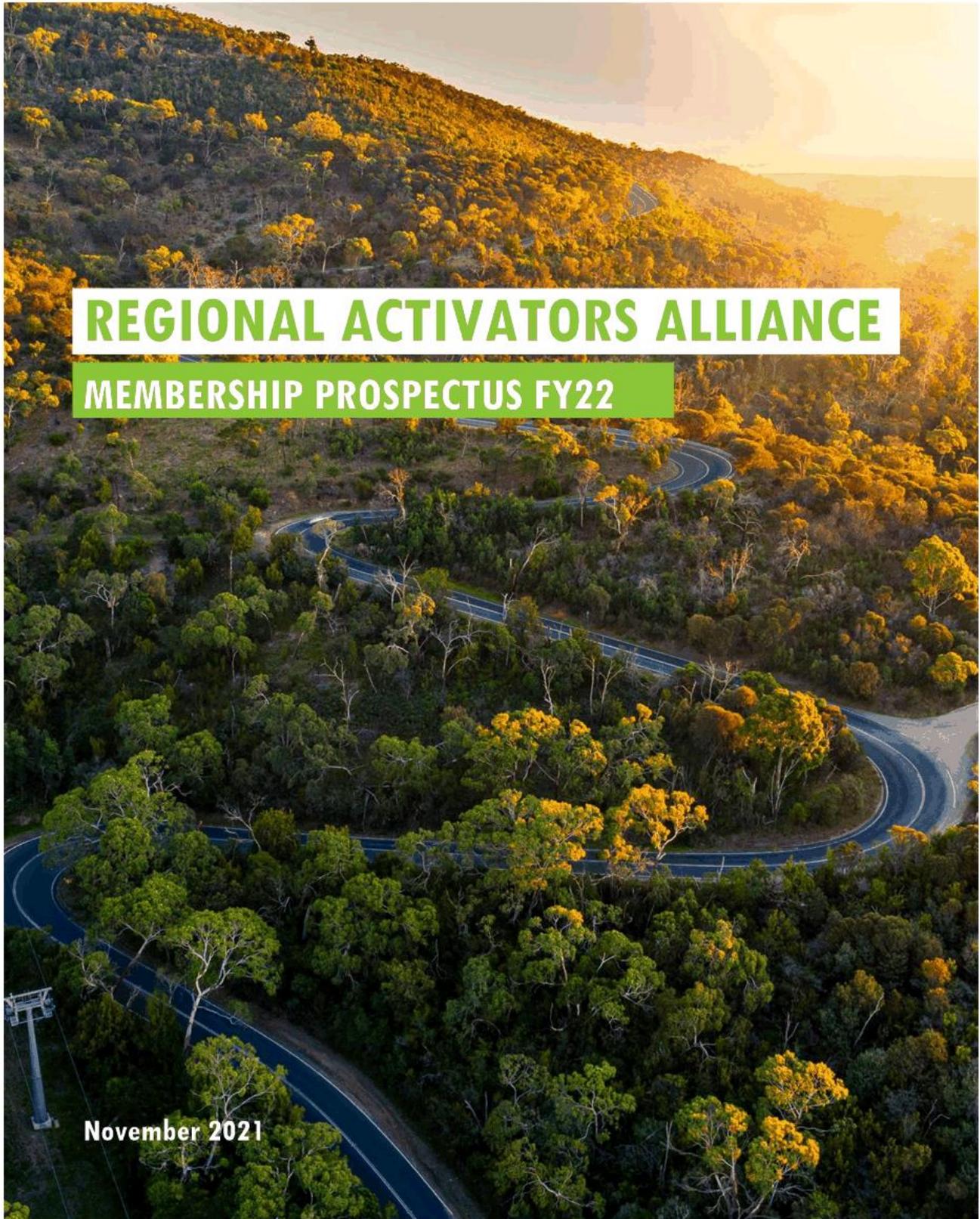
- Integrate Domain API by end of 2021
- **Jobs page – RAC2031 and RAA**
- **November Benchmarking Survey**
- **New Campaign Director – Lauren Halverson starts 8 December.**

[www.movetomore.com.au](http://www.movetomore.com.au)





**REGIONAL  
AUSTRALIA  
INSTITUTE**



# **REGIONAL ACTIVATORS ALLIANCE**

## **MEMBERSHIP PROSPECTUS FY22**

**November 2021**

COMMERCIAL IN CONFIDENCE



# REJOIN TODAY AND HELP US CONTINUE TO INSPIRE A BOLDER VISION FOR REGIONAL AUSTRALIA

## CHANGE IS HAPPENING!

OVER THE PAST 12 MONTHS MORE AND MORE AUSTRALIANS HAVE TURNED THEIR HEARTS AND MINDS TO THE OPPORTUNITIES AVAILABLE IN REGIONAL CITIES AND TOWNS FROM COUNTRY TO COAST.

As the inaugural members of the Regional Activators Alliance (RAA) we wish to thank you for taking the lead and partnering with us. We know that regional Australia is ready to grow and as a RAA member you are at the forefront of a national push to help change the public perception of the value and opportunities available to live, work and invest in our regional towns and cities.

Together with our Regional Australia Council (RAC2031) members, which features some of Australia’s most influential organisations, there has never been a better time to be part of an alliance that is shaping a new voice and vision for regional Australia.

Your support has been invaluable in helping us shape and launch Move to More, a national, 3-year campaign which is delivering results for regional cities and towns across Australia. Your investment and willingness to share your knowledge and stories of people who have *made the move* is enabling us to create a campaign this is driving significant interest for people looking for that sea or tree change.

### AND IT'S WORKING!

However, we are only at the beginning and your continued support is critical as we seek to capitalise on this ‘regional renaissance’ as we move into the second year of the campaign.

WE WANT TO ENSURE THAT ‘TODAY’S TREND’ BECOMES A LASTING ‘MOVEMENT’ FOR ENSURING AUSTRALIA’S REGIONAL CITIES AND TOWNS CONTINUE TO PROSPER FOR GENERATIONS TO COME.

Together we are shaping a stronger, more collaborative and influential voice for regional Australia. With *Regionalisation* front and centre for the RAI and for governments across the country there has never been a more important time for you to be part of a national alliance that is igniting new thinking, seeding initiatives and informing policy and research to elevate regional Australia.

REGIONAL ACTIVATORS ALLIANCE

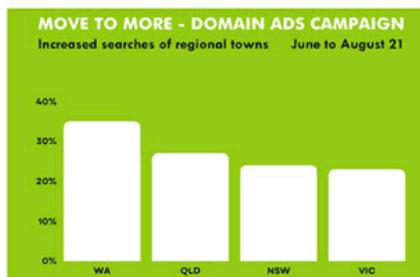
#### RAI MEDIA 2020/21

82 million people  
(2200+ stories)



#### MOVE TO MORE

\$1.449M media spend to date.



#### SOCIAL MEDIA AD

Ditch the commute



Viewed by **450k** people



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## MEMBERSHIP BENEFITS

We are changing things up a little this year and bringing you more opportunities to engage, connect and benefit from your RAA membership.

### HERE'S JUST SOME OF THE WAYS YOU CAN ACTIVATE YOUR MEMBERSHIP AND GET MORE INVOLVED:

#### 1. NATIONAL BRAND AWARENESS OPPORTUNITIES

- RAA members will have an opportunity to be **profiled through the Move to More public relations campaign throughout 2022**. The focus of the campaign over the next 12 months will be on expanding the media reach and profiling opportunities for RAA member regions and businesses nationally.
- RAA members will receive **significant placement on the Move to More** website, working with the RAI to amplify local content.
- RAA member organisations also have their **logo recognised on all communications related to the RAA** including both the RAI and *Move to More* websites, RAI newsletters, digital marketing and newsletters distributed by the RAI (approximately 15,000+ subscribers).
- The RAA membership group will be **promoted through all relevant RAI events** and speaking engagements.
- In recognition of your investment and commitment to regional activation, all RAA Members will now be able to include a **Regional Alliance Activator logo** on all marketing and promotional material

#### 2. ACCESS TO THE MOST UP-TO-DATE REGIONAL THOUGHT LEADERSHIP AND RESEARCH

- RAA members will be notified of **research** being undertaken by the RAI and be invited to briefing sessions lead by RAI's Policy & Research team. For example, pre-release monthly **Job Vacancy report** and a quarterly **Regional Movers Index** report embargoed.

#### 3. OPPORTUNITY IN CONTRIBUTE TO NATIONAL DEBATE

The RAI engages intensively with all levels of government, industry and community with a focus on enhancing the property and sustainability of our regions. As passionate local thought leaders, RAA members will have the opportunity to:

- Participate in the **Regionalisation Framework development and consultation** and help RAI build a national platform to track and measure rural and regional progress to ensure better outcomes and higher levels of prosperity.
- **contribute to RAI policy and advocacy positions** strengthening the regional voice and engagement with decision makers such as *regional housing* and *population* which are two critical policy areas where RAA members have become active voices in this debate.

REGIONAL ACTIVATORS ALLIANCE

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#### 4. TAILORED NETWORKING & DEVELOPMENT OPPORTUNITIES

- RAA Members will receive **2 complimentary tickets for the National Regions Rising Summit (valued at \$2000)** including the exclusive annual government and industry networking event. RAA members can also access a **50% discount** on a corporate tables at Regions Rising events and seminars.
- In addition, RAA members will be invited to an **exclusive event during the Summit** to join the **Regional Australia Council 2031** comprising some of Australia's most influential organisations.
- RAA members will have **access to exclusive, quarterly Alliance meetings** hosted by the RAI. These sessions will provide opportunities to connect with relevant Government Ministers, regional leaders and prominent industry voices.
- RAA membership will enable you to **connect with Regional Activators nationally** through our Alliance network.

#### INDICATIVE RAA NETWORKING MEETINGS 2022

DATE	LOCATION	EVENT / MEETING	INDICATIVE TOPICS
March	Virtual (Zoom)	RAA meeting	A focus on the RAI's Regionalisation Framework development and consultation with RAA members. Update on Move to More website
May	Virtual	RAA meeting	Focus on regional liveability indicators, in particular housing, regional movers index and update on Move to More campaign.
June 2022	Canberra	Regions Rising National Summit	Regional Activators are encouraged to attend the whole summit, including Conference, Gala Dinner, and exclusive member events.
September	Canberra	RAA meeting	Industry guest speaker with a focus on regional population trends, jobs and skills. Update on Move to More campaign
November	Virtual (Zoom)	RAA meeting	Industry guest speaker with a focus on sustainability and resilience and consultation with RAA members on regional priorities.

Due to the ever-changing nature of COVID-19, we cannot guarantee the above timeline. We will work with the Regional Activators Alliance to make appropriate arrangements whenever necessary.

**If you are passionate about seeing your region grow and prosper, re-join today and help us in changing the narrative of regional Australia.**

REGIONAL ACTIVATORS ALLIANCE

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## CONTRACT COMMITMENT FOR THE REGIONAL ACTIVATORS ALLIANCE

**I/WE COMMIT TO PARTICIPATE AS A REGIONAL ACTIVATOR LED BY THE REGIONAL AUSTRALIA INSTITUTE FOR THE 2022 MEMBERSHIP YEAR.**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company: \_\_\_\_\_

By signing this agreement, I/We will:

- ensure executive/senior-level attendance at quarterly RAA meetings.
- Continue to support the development of the national campaign including *Move to More*.
- provide data where useful and appropriate.
- support stakeholder engagement and media via our internal organisation communications functions to ensure a wider reach of the Regional Activators outputs.
- provide bespoke support drawing on our expertise and strengths (both individually and collectively) to progress agendas arising from the Alliance.
- maintain and ensure confidentiality and privacy in all dealings and communication related to proprietary information that we may become privy to as a Regional Activator.

The total value of this contract is **\$5,000 + GST**.

The RAI also confirms to meet the contractual obligation to ensure delivery of stated benefits to the above Regional Activator and acknowledges that the RAI will also maintain and ensure confidentiality and privacy in all dealings and communication related to proprietary information.

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

### CONTACT

**Amelia Starr**

M: 0403 091 452

[amelia.starr@regionalaustralia.org.au](mailto:amelia.starr@regionalaustralia.org.au)

**REGIONAL AUSTRALIA INSTITUTE LTD ABN 65 152 955 667**

REGIONAL ACTIVATORS ALLIANCE

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## ABOUT THE REGIONAL AUSTRALIA INSTITUTE

### THE VOICE FOR THE REGIONS.

The [Regional Australia Institute \(RAI\)](#) is Australia's only independent think tank solely focused on better outcomes for regional Australia. Our robust research and community engagement enables us to develop better evidence-based policy to transform Australia's future. The RAI is the voice for the regions.

### OUR VISION

**To enable regions to achieve their potential for the benefit of all Australians**

### OUR MISSION

**To be the voice for regional Australia to improve regional prosperity**

### ORGANISATION PROFILE

The RAI is an Australian policy think tank and research organisation, established as an independent not-for-profit company limited by guarantee and is a registered charity.

The objectives of the RAI as described in our constitution are:

- To research priority policy issues impacting on regional Australia, to identify solutions that enhance the prosperity and sustainability of regional Australia.
- To promote the results of policy research to governments and the wider community.
- To foster debate on policy issues impacting on regional Australia.
- To engage in national activities that contribute to regional Australia.
- To enhance our external relationships with industry and to further strengthen our government and community relationship.
- To build a membership that believes in our purpose and can support the work of the RAI.

REGIONAL ACTIVATORS ALLIANCE

**3.3 VISIT RIVERINA COOPERATIVE MARKETING CAMPAIGN**

**File Number:** REP22/98  
**Author:** Economic Development  
**Authoriser:** Director of Administration & Finance  
**Attachments:** Nil

**REPORT**

In November 2021 Destination NSW launched several opportunities for Councils and tourism operators to participate in marketing campaigns, with an extremely short application period. Visit Riverina responded by preparing a proposal to participate in the Cooperative Marketing Campaign, similar to the Go with the Flow campaign launched in 2019. They sought a participation fee of between \$4,000 and \$8,000 from Riverina Councils to meet the minimum co-contribution for the program.

Unfortunately, Visit Riverina were unable to apply as they could not raise the \$120,000 matching contribution required. This is very disappointing given that they had strong commitment of \$49,000 from member Councils, with seven committing and a further two indicating that they were still considering involvement but wished to see final reports from the Love NSW campaign.

Visit Riverina would like to request that member Councils consider allocating \$8,000-\$10,000 for participating in a Co-operative Marketing project for promoting the Riverina in the 2022-2023 Financial Year. The advice from DNSW is that the campaigns will be running at an affordable level for our involvement next year. Wagga and Griffith may also be interested in coming on board in a campaign that is run by Destination Riverina Murray.

**Budget Implications**

\$10,000 for Cooperative Marketing Campaign in 2022/23 Financial Year.

**COMMITTEE RESOLUTION 11/2022**

Moved: Cr Rick Firman  
Seconded: Cr Graham Sinclair

The Committee resolved to recommend to Council to refer \$10,000 to the 2022/2023 budget towards participating in a Co-operative Marketing project for promoting the Riverina in the 2022-2023 Financial Year.

**CARRIED**

**3.4 BUSH BURSARY PROGRAM PARTICAPANT REPORTS**

**File Number:** REP22/100  
**Author:** Economic Development  
**Authoriser:** Director of Administration & Finance  
**Attachments:** Nil

**REPORT**

In January 2022, three medical students and the partner of one of the students spent two weeks on placement in Temora as part of Council's participation in the Rural Doctor's Network (RDN) Bush Bursary program. Council provided accommodation in-kind at the medical units and coordinated a schedule that involved placements at Temora Medical Complex, Temora Hospital, the Community Centre, and Pinnacle. The students also participated in community engagement activities at Platform Y, the Temora Aviation Museum, and with John Harper and the men's tennis club.

One student, Somerset, is studying nursing with an interest in midwifery. The other student, Brittany, is studying medicine with an interest in rural generalist. Brittany's partner, Ashley, joined the placement, although not officially part of the RDN program. Ashely is studying psychology.

All students were extremely grateful for their placement and the experience provided by the Temora Shire community. The attached reports from Brittany and Ashely demonstrate the impact that programs like this have on medical students and the important role they play in influencing students to pursue a career in rural health.

RDN is in the process of coordinating the next Go Rural schedule which will involve showcasing a number of towns in the Riverina to medical students considering rural placements. Temora Shire's involvement in the Go Rural program last March helped influence Brittany and Somerset's decision to request Temora for their placement in the Bush Bursary program.

**COMMITTEE RESOLUTION 12/2022**

Moved: Cr Belinda Bushell  
Seconded: Cr Graham Sinclair

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

**CARRIED**

**COMMITTEE RESOLUTION 13/2022**

Moved: Cr Rick Firman  
Seconded: Cr Belinda Bushell

That the report be moved to the confidential section of Council meeting papers.

**CARRIED**

***Report by Craig Sinclair***

**4 BUSINESS WITHOUT NOTICE**

**1. CR FIRMAN**

Suggested the Economic Development Manager prepare a regular monthly report for the Economic Development Committee to update on progress.

**COMMITTEE RESOLUTION 14/2022**

Moved: Cr Rick Firman

Seconded: Cr Nigel Judd

That the Economic Development Manager prepare a monthly update on Economic Development activities.

**CARRIED**

**5 CONFIDENTIAL REPORTS**

**COMMITTEE RESOLUTION 15/2022**

Moved: Cr Rick Firman

Seconded: Cr Nigel Judd

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993 at 4:30PM:

**4.1 Temora Airport Master Plan Implementation 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.

**CARRIED**

**COMMITTEE RESOLUTION 16/2022**

Moved: Cr Rick Firman

Seconded: Cr Nigel Judd

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

**CARRIED**

**6 CLOSE MEETING**

The Meeting closed at 4:52pm.

This is the minutes of the Economic Development and Visitations Committee meeting held on Tuesday 8 February 2022.

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**GENERAL MANAGER**

.....

**CHAIRMAN**

**6.4 MINUTES OF THE AERODROME USERS COMMITTEE MEETING HELD ON 8 FEBRUARY 2022**

**File Number:** REP22/166

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Minutes of the Aerodrome Users Committee Meeting held on 8 February 2022

**RESOLUTION 43/2022**

Moved: Cr Nigel Judd

Seconded: Cr Anthony Irvine

It was resolved that the reports be received.

**CARRIED**

**RESOLUTION 44/2022**

Moved: Cr Max Oliver

Seconded: Cr Nigel Judd

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

**CARRIED**



**Date:** Tuesday, 8 February 2022  
**Time:** 6:00PM  
**Location:** 105 Loftus Street  
TEMORA NSW 2666

# **MINUTES**

## **Aerodrome Users Committee Meeting**

**8 February 2022**

**Order of Business**

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**5 Close Meeting ..... 11**

**MINUTES OF TEMORA SHIRE COUNCIL  
AERODROME USERS COMMITTEE MEETING  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON TUESDAY, 8 FEBRUARY 2022 AT 6:00PM**

**PRESENT:** Cr Nigel Judd, Mr Grant Johnson, Mr Geoff King, Mr Frank Lovell, Mr Peter Harper, Mr Robert Maslin, Cr Max Oliver, Cr Anthony Irvine (Observer), Peter McIntyre (Observer) Cr Rick Firman (Mayor)

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

**1 OPEN MEETING**

**2 APOLOGIES**

**COMMITTEE RESOLUTION 1/2022**

Moved: Cr Max Oliver

Seconded: Mr Robert Maslin

That apologies from Graham Engel be received and accepted.

**CARRIED**

**3 REPORTS****3.1 CHAIRPERSON - AERODROME USERS**

**File Number:** REP22/78  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT**

Council has new Councillors elected to committees and now a chairperson is required to be elected for this committee.

Nominations to be called for a chairperson.

Mayor Rick Firman called for nominations as Chairperson.

Robert Maslin nominated Cr Nigel Judd as Chairperson.

No other nominations received.

**COMMITTEE RESOLUTION 2/2022**

Moved: Mr Robert Maslin  
Seconded: Cr Max Oliver

The Committee resolved to recommend to Council that Cr Nigel Judd is the chairperson for the Aerodrome Users Committee.

**CARRIED**

Mayor Rick Firman thanked Cr Judd for accepting the position and praised him for his long-service as Chairman of the Aerodrome Users Committee.

Cr Firman left the meeting at 6:14pm.

### 3.2 WORKS UPDATE

**File Number:** REP22/64  
**Author:** Engineering Services Manager  
**Authoriser:** Engineering Services Manager  
**Attachments:** Nil

#### REPORT

Work is recommencing at the Temora Aerodrome on the 1<sup>st</sup> Feb 2022. It is anticipated work will continue for 12 to 16 Weeks with Runway 18/36 closed for much of this time.

Work remaining to be delivered is as follows:

- Runway 18/36 Reconstruction
  - Survey setout/service location
  - Earthworks
  - Drainage removal
  - Subbase stabilisation and construction
  - Base construction
  - Priming and sealing
  - Line marking
  - Service relocation (provisional)
- Taxiway and Runway 09/27 Tie ins to Runway 18/36
- Drainage Construction (Taxiway F Crossing)
- Trimming and sealing of Taxiway between Ag Hardstand and Runway 05/23.
- Cleaning of open drain to Trigalong Creek
- Delivery of Remaining Pavement Material (around 60% complete)
- Resealing of Taxiways E and C
- Surface enrichment of recently sealed areas
- Remediation works 18/36 grass as required
- General tidy up works (reinstatement of tie downs, drainage pit leveling, Drainage end point finishing works, etc)
- Once runway sealed and reopened, we will do any tidy up/finishing work remaining.

#### Budget Implications

N/A

**COMMITTEE RESOLUTION 3/2022**

Moved: Mr Peter Harper

Seconded: Cr Max Oliver

It is recommended that the Committee note the report.

**CARRIED**

*Report by Rob Fisher*

**3.3 GLIDING CAMP 2021-2022**

**File Number:** REP22/77  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT**

The Temora Gliding Club have traditionally hosted a summer camp for members and visiting clubs. Visiting pilots arrive from Boxing Day onwards with activity peaking during the first two weeks of January.

This report is provided for information purposes and includes a description of the camp activity in terms of flying and an estimate of the economic benefit to the Temora community.

The camp this season was attended by 48 pilots who visited and stayed overnight in Temora. Some brought partners and the typical stay was 10-14 nights. Visiting pilots and partners stayed in a range of accommodation including motels, pubs, B&B and camping. Interestingly this year very few elected to camp so they must have known there was going to be unseasonal rain!

A total of 526 nights of accommodation have been estimated which equates to \$90,500 spend in the local economy based on recent Destination NSW data for the Riverina.

This spend does not include any costs of flying (e.g. tow fees, hangarage and flying fees in Temora Gliding Club owned gliders) where the income to the Temora Gliding Club remains in the local club and has been used for club development over the years. The current prime example of this is the recent investment in the land and hangar development at 15 Spitfire Drive.

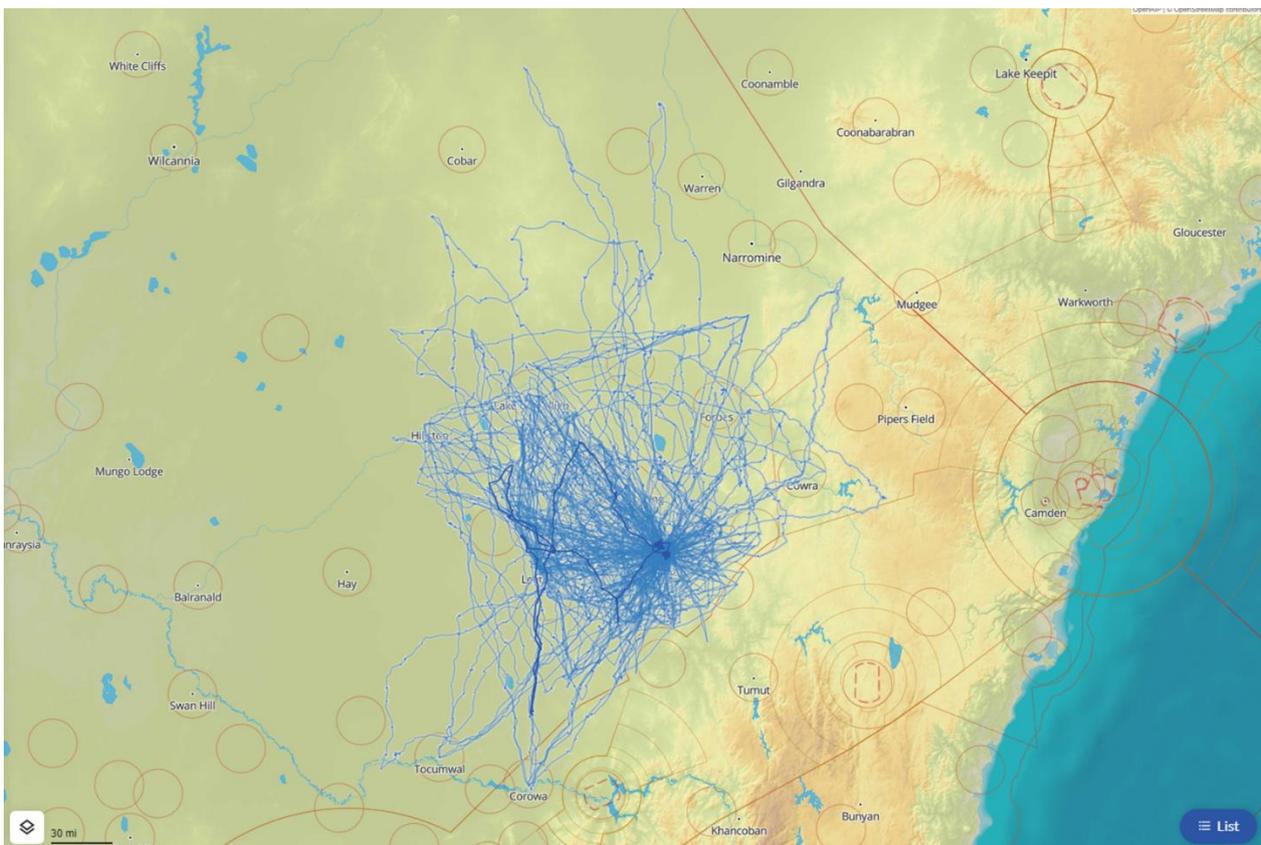
Additionally, the estimates of economic activity do not take into account the investment and spend by gliding people who have chosen Temora as their home or a place to invest because of the Airpark Estate and the great facilities of Temora Aerodrome.

The attendance this camp was reduced on previous year's most likely due to COVID-19 and the weather. The majority of attendees were from the Bathurst Soaring Club whose membership is largely Sydney based. A contingent from the Beaufort Gliding Club outside of Melbourne also attended but other regular attendees including those from the Canberra and Southern Tablelands clubs were absent this year.

Despite the weather being unseasonal, an enormous amount of good flying was enjoyed. Central to the purpose of the camp is the cross-country flying. Cross country flying involves using thermal updrafts to gain height before flying (gliding) to the next climb. Routes with turn points away from Temora and then back to Temora are planned to take advantage of weather conditions and lines of good "energy". Temora is a prime location for gliding which is why the club also hosts competitions including the annual NSW State Gliding Championships on a rotation with Narromine and Lake Keepit.

Most pilots register their flights in a worldwide online competition. From this data we can see that a total of at least 98,066 km was flown from Temora during this camp period. This equates to 2 ½ times around the globe and included a single flight this season of 1,115 km with the average of all flights being 346 km. The fastest cross-country flight was at a speed of 159 kph. These impressive performances are testament to the calibre of pilots visiting Temora and the technology advances being made with gliders, instruments and weather forecasting (including availability of real time weather data).

The image below shows the tracks from the GPS loggers used to record and upload flights. Most flight routes are triangular. It shows flights with turn points as far away as beyond Cobar and Warren to the north, Hillston to the west, and Tocumwal and Corowa to the south. Airspace and terrain limit cross country flying to the extreme east of Temora.



The unseasonal weather did result in soft wet grass runways which were closed for periods of the camp. The new parallel taxiway helped enormously in these circumstances to manage the mix of aircraft traffic confined to the sealed runways. The ground operations worked very well and have received a positive review by the Joint Operations Advisory Panel (JOAP). JOAP is a local collaborative group representing all aerodrome users and established for the purpose of safe neighbourly use of the Temora Aerodrome.

The Temora Gliding Club would like to thank Temora Shire Council, Temora businesses and the community for the hospitality shown to our visitors.

**COMMITTEE RESOLUTION 4/2022**

Moved: Mr Grant Johnson

Seconded: Mr Robert Maslin

That the Committee resolved to recommend to Council that the Committee receive the report and information.

**CARRIED**

*Report by Grant Johnson, Temora Gliding Club*

#### 4 BUSINESS WITHOUT NOTICE

##### 1. CALENDAR OF EVENTS

Temora Aviation Museum Showcase dates – 5 March, 9 April, 21 May, 24 September

Warbirds 15/16 October

Gliding Instructor Course 4-9 April (to be confirmed)

##### 2. FRANK LOVELL

Raised that there was some confusion with the current Notam in place for RWY 05/23 believing it states the runway is closed.

***Building Inspector/Quality Insurance Officer advised that at the end of the Notam is the abbreviation “HN” which means Hours of Night only. The confusion was raised with Air Services but they maintained that’s how the Notam needs to be worded.***

Requested that the sunken trench on the airport side of the Terminal building be made safe.

***Engineering Services Manager has already forwarded a works order for this to be completed.***

##### 3. GRANT JOHNSON

Reported that user groups were receiving interest as to when the next stage of the subdivision would be available for sale. The group thought it best that any interested parties be given Craig Sinclairs phone number so they could register their interest with him.

Advised that Joint Operations Advisory Panel (JOAP) are holding discussions in regards to creating an airport facebook page that may better provide information on airport activities. They will further discuss and do a presentation at a future Aerodrome Users Meeting.

**5 CLOSE MEETING**

The Meeting closed at 7:15pm.

This is the minutes of the Aerodrome Users Committee meeting held on Tuesday 8 February 2022.

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**GENERAL MANAGER**

.....

**CHAIRMAN**

**7 DELEGATES REPORTS****1. CR OLIVER**

Attended the Springdale Community Committee on Sunday 13 February 2022. The Committee has found it hard during Covid to raise funds. Enquired if any grant funding available.

**2. CR MCLAREN**

Attended the TADVAC meeting last week re the Arts Committee. TADVAC happy to be back in the building. Concerns raised over the flooring and the use of the Scout Hall by the dance group. Held a meeting this morning with the Committee regarding the naming of the Centre.

**3. CR SINCLAIR**

Lake Centenary Management Committee – organising the 40 year anniversary celebrations for the Lake on the 13 March 2022.

Hosted the Federal Member The Hon Mr Michael McCormack and Minister for Agriculture David Littleproud and spent time with BFB Pty Ltd, it was a good opportunity to talk about farming in the region.

**4. CR REINHOLD**

Womens Network – International Womens Day is on the 8 March 2022. An Event showcasing the Art Centre has been deferred to May.

**5. CR FIRMAN**

Attended mayoral reception in Coolamon last Friday 11 February in honour of retiring Mayor John Seymour.

Would like to warmly acknowledge that I wrote to Her Most Gracious Majesty – Queen Elizabeth II – Queen of Australia on her Platinum Jubilee.

Zoom meeting with all Mayors across Australia hosted by Cr Linda Scott and New LGNSW President Darriea Turley regarding concerns that FAG's grants may be reduced or wiped out.

The General Manager and I recently met with Federal Member for Riverina, State MP, Murrumbidgee Local Health District Chief and Frank Whiddon Masonic Homes Chief to discuss ways in which we leverage off each other and support each other in relation to the new Hospital and Narraburra Lodge extension.

The NSW Government released the Review of all 13 Joint Organisations and the overall framework. The report is, in my view very disappointing as I believe it doesn't truly reflect the major issue JOs have – that is ongoing and recurrent funding.

REROc will also be holding a General Board meeting next Friday 25<sup>th</sup> February. The General

Manager and I will be in attendance.

The Deputy Mayor, Cr Judd, General Manager and I will be representing Temora Shire at the LGNSW Special Conference in Sydney from 28<sup>th</sup> February – 3<sup>rd</sup> March. This will be a great opportunity to catch up with re-elected and newly elected Mayors, Deputy Mayors & Councillors from the 128 Councils in NSW. It will also be interesting to listen to the debate on various motions before the Conference, with our new President, Cr Darriea Turley AM to preside at her first Conference.

The Director of Administration & Finance and I will also be attending and Executive meeting of the NSW Country Mayors Association in Sydney on Thursday 10<sup>th</sup> March, with the AGM held on the following day.

A reminder to Council and Community of the extremely busy period we're experiencing at Temora Shire Council. It is relentless with all that is going on within the Chambers and without. All Councillors and Staff are doing their best, however, we ask for the continued patience of us all, as we wade through the multitude of tasks.

Council will be thrilled to have seen a further \$518,000 grant given to Council for the amenities block upgrade of Bob Aldridge Park. I thank Councillors Oliver and Bushell who were able to join us for the announcement. Special thanks to Steph Cooke MP for her overwhelming support of Council and the community. Thanks to the Staff for their efforts – particularly the Grants Officer – Mrs Claire Golder.

#### **RESOLUTION 45/2022**

Moved: Cr Belinda Bushell

Seconded: Cr Jason Goode

It was resolved that Council write to Ms Steph Cooke to thank her for the recent \$518,000 funding received for Bob Aldridge Park.

**CARRIED**

**8 MAYORAL REPORT****8.1 ACTING MAYOR & MAYORS REPORT - JANUARY 2022**

**File Number:** REP22/138  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT**

**1<sup>st</sup> January** – All Temora Shire Councillors, Staff and I wish fellow Citizens of Temora Shire a Happy, Healthy and Prosperous 2022!

**4<sup>th</sup> January** – I had a meeting with NSW Member for Cootamundra, Ms Steph Cooke MP.

- I had a meeting with the Acting Deputy Mayor (Mr Graham Sinclair), General Manager (Mr Gary Lavelle PSM).

**5<sup>th</sup> January** – Councillors-Elect and I attended Councillor Induction Training session at Council.

**6<sup>th</sup> January** – Councillors-Elect and I attended the final day of Councillor Induction Training session. Thanks to all fellow Councillors and Staff for the really informative and enjoyable sessions. We acknowledge Mr Stephen Blackadder (from Blackadder & Associates) for conducting the worthwhile sessions.

- I had a teleconference with Federal Member for Riverina, the Hon Michael McCormack MP.
- Teleconference with NSW Minister for Emergency Services & Resilience, the Hon Steph Cooke MP.
- I had a teleconference with re-elected Mayor of Junee Shire, Cr Neil Smith.

**7<sup>th</sup> January** – I had a teleconference with Federal Member for Riverina, the Hon Michael McCormack MP.

- I had a meeting with Chief Executive (Mrs Julie Briggs) of Riverina Eastern Regional Organisation of Councils (REROC).
- Council received a silver platter which was presented to the former Narraburra Shire Councillor, the late Gordon Breust. Mr Breust, the father of Mr Reg Breust (also a former Narraburra Shire Councillor) was presented the tray on his retirement of Council, having served some 25 years. Mr & Mrs Breust and family donated the silver platter to Temora Shire Council to display. Council is most grateful to the Breust Family for this generous act.

**10<sup>th</sup> January** – The Acting Deputy Mayor (Cr Graham Sinclair) and I met with the General Manager (Mr Lavelle) and Director of Administration & Finance (Mrs Elizabeth Smith).

- The Acting Deputy Mayor (Cr Sinclair) chaired the Australia Day Council meeting. All is in readiness for the Australia Day ceremonies at both Temora (Gloucester Park, 8:30am) and Aria Park (Davey Park, Breakfast). I also attended as Deputy Chairman as did Cr Max Oliver, who is the Treasurer.

**11<sup>th</sup> January** – I conducted teleconferences with;

- Mayor Jamie Chaffey (Gunnedah Shire) – re-elected
- Mayor Ian Chaffey (Snowy Valleys) - newly elected
- Mayor Tony Quinn (Greater Hume) - newly elected
- Mayor Charlie Sheahan (Cootamundra-Gundagai) - newly elected
- Mayor Dallas Tout (Wagga City) - newly elected

**12 January** – I had a luncheon meeting with Chief Executive of REROC (Mrs Julie Briggs) in Temora.

- I had a teleconference with former Mayor of Snowy Valleys (Cr James Hayes OAM).

### **MAYOR'S REPORT**

**13<sup>th</sup> January** – The new Councillors for Temora Shire were officially sworn in by General Manager (Mr Lavelle). This was a very special occasion.

- Our New Council welcomed back re-elected Councillors in Graham Sinclair, Nigel Judd OAM, Max Oliver, Claire McLaren, Lindy Reinhold and myself. We also were very pleased to see new Councilors taking the Oath of Office in Cr Belinda Bushell, Cr Jason Goode and Cr Anthony Irvine.
- I was deeply honoured to have been re-elected (unopposed) as Mayor of Temora Shire for what will be my 10<sup>th</sup> term. Congratulations to my Deputy Mayor (Cr Graham Sinclair) on his re-election. We will ensure we work as hard as we can - together with fellow Councillors and Senior Staff - to do the very best we can for the Temora Shire community. It's going to be a very productive term ahead.
- I had a teleconference with Federal Member for Riverina, the Hon Michael McCormack MP.
- I had a teleconference with the General Manager of Coolamon Shire (Mr Tony Donoghue PSM). Mr Donoghue is also the Treasurer of REROC Board.

**14<sup>th</sup> January** – I had a teleconference with the new Mayor of Coolamon Shire (Cr David McCann OAM).

- I had teleconferences with former Mayors Cr Abb McAlister (Cootamundra-Gundagai), Cr Heather Wilton (Greater Hume Shire) and former Deputy Mayor, Cr Bruce Hutcheon (Coolamon Shire). They have all contributed greatly to their respective leadership roles and I know they have much more to give to their respective communities, through the prism of local government.
- I had a meeting with Wing Commander Paul Simmons (Australia Day Ambassador for this year).
- I had a teleconference with the newly elected Local Government NSW President, Cr Darriea Turley AM.

**17<sup>th</sup> January** – I attended Council offices.

**18<sup>th</sup> January** – Councillors, Senior Staff and I attended a briefing session on the results of the Community Survey, which was undertaken.

- Had a meeting with Riverina Eastern Regional Organisation of Councils (REROC) Chief Executive, Mrs Julie Briggs.
- I had a teleconference with Mrs Charla Bailey (MLHD Clinical Operations Director).

**19<sup>th</sup> January** – I had a meeting at Temora Shire Council Chambers.

- I had a meeting with Australian Local Government Association President, Cr Linda Scott.

**20<sup>th</sup> January** – Councillors, Senior Staff and I attended an Extraordinary meeting of Temora Shire Council. This was to formally consider placing the Draft Community Strategic Plan on public exhibition.

**21<sup>st</sup> January** – I had a meeting with the Chief Executive of the REROC Board, Mrs Julie Briggs.

- I had a teleconference with the Federal Member for Riverina, the Hon Michael McCormack.

**24<sup>th</sup> January** – I had a teleconference with Mayor Charlie Sheahan of Cootamundra-Gundagai Regional Council.

**25<sup>th</sup> January** - I chaired a zoom (videoconference) meeting with Federal Member for Riverina – the Hon Michael McCormack MP, NSW Member for Cootamundra – the Hon Steph Cooke MP, The Chief Executive of Murrumbidgee Local Health District – Mrs Jill Ludford, MLHD Director of Clinical Services – Mrs Carla Bailey, CEO of Frank Whiddon Masonic Homes – Mr Chris Mamarelis and the General Manager – Mr Gary Lavelle. This was to discuss both the redevelopment of Temora District Hospital and the new Greenstone Lodge – looking at ways we may be able to leverage the projects off each other. This was a very positive first meeting, with more to follow.

**26<sup>th</sup> January** – The Deputy Mayor (Cr Sinclair), Cr Max Oliver and I were among those who attended the Temora Shire Australia Day Ceremony. Congratulations are extended to all those who were nominated in the various categories. Well done to Citizen of the Year – Mrs Jill Dunn, Young Citizen of the Year – Miss Lexi Wood and Event of the Year – Temora Youth Made Markets. It was also terrific to listen to our ambassador’s address – Mr Grant Haigh (Ex-Serviceman and Principal of St. Anne’s Central School). Well done to Deputy Mayor Sinclair, Mrs Beth Firman (Secretary), Cr Oliver and the TSADC for their hard work in hosting such a special ceremony.

**27<sup>th</sup> January** – I had a teleconference with the Deputy Mayor of Snowy Valleys, Cr Trina Thomson.

- I had a teleconference with the Chairman of the NSW Local Government Boundaries Commission – Mr Bob Sendt.

**28<sup>th</sup> January** – Unfortunately, I tested positive to Covid.

**31<sup>st</sup> January** – The Deputy Mayor (Cr Sinclair) hosted Federal MP, the Hon Michael McCormack and Federal Minister for Agriculture, the Hon David Littleproud MP. They attended a farm visit on the Junee Road.

- I had teleconferences with the Mayors of Cootamundra-Gundagai, Snowy Valleys and Lockhart.

**RESOLUTION 46/2022**

Moved: Cr Max Oliver

Seconded: Cr Graham Sinclair

It was resolved that the Acting Mayor & Mayors report be noted.

**CARRIED**

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

**9 STAFF REPORTS**

**RESOLUTION 47/2022**

Moved: Cr Jason Goode

Seconded: Cr Claire McLaren

It was resolved that Council receive Staff reports.

**CARRIED**

**10 GENERAL MANAGER****10.1 CALENDAR OF EVENTS - FEBRUARY 2022**

**File Number:** REP22/65  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT****FEBRUARY 2022**

8 Committee meetings  
17 Council meeting  
23 IPR Workshop – 12 noon  
25 REROC & JO - Wagga  
28Feb – 2 Mar LGNSW Special Conference - Sydney

**MARCH 2022**

3 Temora Library Outdoor Room & Building Upgrades Opening- 5:00PM  
8 Committee meetings  
15 LGNSW – Cr Darriea Turley, President and Scott Phillips, Chief Executive  
4:15pm – 5:15pm Council Chambers  
17 Council meeting

**APRIL 2022**

8 Official Opening – Temora Arts Centre 5:00pm  
12 Committee meetings  
15 Good Friday  
18 Easter Monday  
21 Council meeting  
25 Anzac Day

**MAY 2022**

5 Inspection – Tour of the Shire – All Day  
10 Committee Day  
19 Council Meeting

**RESOLUTION 48/2022**

Moved: Cr Jason Goode  
Seconded: Cr Lindy Reinhold

It was resolved that Council notes the report.

**CARRIED**

**10.2 SEALS - FEBRUARY 2022**

**File Number:** REP22/145  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT**

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

- Sale – Part only Lot 105 Plan DP 1253346 and being part of 21 Airport Street

**RESOLUTION 49/2022**

Moved: Cr Jason Goode  
Seconded: Cr Belinda Bushell

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

**CARRIED**

**10.3 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE 2022**

**File Number:** REP22/87  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT**

The Local Government NSW Annual Conference will be held 23-25 October 2022 at the Crowne Plaza Hunter Valley.

Council must nominate their voting delegate and nominate the number of attendees to the conference.

**RESOLUTION 50/2022**

Moved: Cr Belinda Bushell  
Seconded: Cr Lindy Reinhold

It was resolved that Council nominates Mayor, Deputy Mayor, Cr Judd and the General Manager as delegates for the 2022 Local Government NSW Annual Conference with the Mayor as the voting delegate.

**CARRIED**

*Report by Gary Lavelle*

**10.4 PAYMENT OF FEES & EXPENSES AND THE PROVISION OF FACILITIES FOR COUNCILLORS (POLICY G1)****File Number:** REP22/132**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:**

1. **G1 - Payment of Expenses & Provision of Facilities** [↓](#) 
2. **Public Liability & Professional Indemnity** [↓](#) 
3. **Personal Accident Insurance** [↓](#) 

**REPORT**

There are a number of actions required, within time frames, following a general election. It is intended that these matters will be progressively dealt with over the timeframe, in most instances 12 months.

One of these requirements is to review the Payment of Expenses and the Provision of Facilities for Councillors Policy (the Policy). To inform the discussion, Councillors were requested to review the policy and inform of any issues that have been encountered. Feedback has been minimal, indicating that the current policy is generally adequate.

There are a number of suggested changes that have been included, namely:

*F.4 If a Councillor holds a role on an external body, representing Council or the broader local government community, this policy will extend to these roles. An example of such a role would be a delegate to a Joint Organisation.*

This clause was added to clarify the support of Council currently received

*M.4 Addendum. Council also provides personal accident insurance for Councillors while on Council business in accordance with documents provided in Appendix 2.*

This addendum clarifies the insurance extended to Councillors

There is also a change to the requirements of the legislation (Local Government (General) Regulation 2021) that requires “*must provide for the making of payment of expenses associated with carer responsibilities that are adequate or reasonable*” (S403). It is considered that Clause L of the existing policy, covers this requirement.

A copy of the amended document is attached.

**RESOLUTION 51/2022****Moved:** Cr Belinda Bushell**Seconded:** Cr Max Oliver

It was resolved that Temora Shire Council give public notice of an intention to adopt Policy G1 - Payment of Fees and Expenses and the Provision of Facilities for Councillors and that the document be placed on public exhibition for the statutory period of 28 days to enable public submissions.

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

*Function: Governance*

*Temora Shire Council*

*Policy Number: G1*

# TEMORA SHIRE COUNCIL



TEMORA  
*The Friendly Shire*

## PAYMENT OF FEES & EXPENSES & THE PROVISION OF FACILITIES FOR COUNCILLORS

**ACTIVE**

*Revision Number: 3*  
*File Name: Payment of Fees & Expenses and the Provision of Facilities for Councillors*

*Revision Date: October 2021*

*Page Number: Page 1 of 10*

Function: Governance

Temora Shire Council

Policy Number: G1

## Review Details

### ABOUT THIS RELEASE

**DOCUMENT NAME:** Payment of Fees & Expenses and the Provision of Facilities for Councillors  
**CODE NUMBER:** G1  
**AUTHOR:** Temora Shire Council  
**ENDORSEMENT DATE:** 21 April 2011

### REVIEW

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement
April 2011	To meet legislation	1	21 April 2011	GCL
November 2011	To meet legislation	2	17 November 2011	GCL
March 2015		3	19 March 2015	GCL
October 2016	To meet legislation	4	19 January 2017	GCL
October 2017	Remove mileage rates	5	N/A	GCL
March 2020	Add clause O5, clarify clause M, Increase limit clause D1	6	21 May 2020	GCL
March 2021	No review necessary. Required within 12 months of election	7	N/A	GCL
February 2022	Required by legislation.	8		

### PLANNED REVIEW

Planned Review Date	Revision Description		Review by
31 March 2020	Review		General Manager
October 2021	Review		General Manager
March 2025	Required review		

Revision Number: 3  
 File Name: Payment of Fees & Expenses and the Provision of Facilities for Councillors

Revision Date: October 2021

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Policy Number: G1

## PART 1 – INTRODUCTION

**Title:** PAYMENT OF FEES AND EXPENSES AND THE PROVISION OF FACILITIES FOR COUNCILLORS

**Purpose:** The purpose of the policy is to ensure that there is accountability, transparency and consistency in the reimbursement of expenses incurred or to be incurred by Councillors. The policy also ensures that the facilities, provided to assist Councillors to carry out their civic duties, are reasonable.

**Description:** This document describes the manner in which Councillors' fees and expenses are determined.

**Objective:** To document the expenses of Councillors which Council will meet and the facilities which Council will provide in relation to Councillors and Administrators discharging their functions of civic office.

## PART 2 – PAYMENT OF EXPENSES

### General Provisions

#### A. *Allowances and Expenses*

1. The payment of expenses and the provision of equipment and facilities to Councillors, within this Policy, will not exceed the limits as set out in the subsequent paragraphs nor be for general expenses involved in representing constituents or private benefits.
2. Payments within this Policy are for specific expenses and no general expense allowance will be provided to Councillors. Specific expenses are restricted to expenditure, other than remuneration and items listed within this policy, incurred in carry out civic duties and as delegates of Council. Gifts and benefits to other persons are not considered to be expenses for the purposes of re-imburement under this Policy. Expenses incurred in general political activity or fund raising functions are not considered to be expenses incurred in carrying out civic duties.
3. Council will set the annual fee for every Councillor every year, during its Budget session, within the guidelines of the Remuneration Tribunal. The annual fee is separate to and does not form part of fees and expenses under this Policy.
4. The cost of meals & refreshments provided to Councillors at Council functions or following monthly Council meetings will be met by the individual Councillor. Such costs will be levied monthly.  
This clause does not extend to official morning or afternoon tea or Mayoral receptions.

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**B. Reimbursement and Reconciliation of Expenses**

1. Claims for reimbursement of out-of-pocket expenses must be made within three months of the expenditure. These reimbursements must be on the Councillor's Claim form, signed and accompanied by the appropriate receipts and/or tax invoices.

Disputes as to entitlement for a claim for expenses will be determined initially between the claimant and the General Manager, using this policy as the guideline. In the event of the claim not being satisfactorily resolved by the General Manager and claimant the determination will be made by Council.

2. Where the provision of a Council car (Part 3 – Provision of Facilities) is not possible, Council will reimburse Councillors for the cost of using their own vehicle to travel to and from Council Meetings, Meetings of Committees to which they have been elected as delegates and to seminars, conferences and inspections which have been approved by Council or Council's authorised delegate and at which the Councillor is officially representing Council; at a rate as set out in the Local Government (State) Award.
3. The policy will be flexible to optimise the journey and minimise the cost to Council of the travel. The General Manager and Mayor, or deputies in their absence, are authorised to assess these matters and to determine the reimbursement of costs involved for travel in accordance with the flexibility proposed in this policy.

It is important to provide flexibility in meeting the costs of travel. Depending on the circumstances, it may be appropriate to provide a Council vehicle for the trip. Alternatively, it may be determined to be appropriate for the Councillor or accompanying staff member to use their own vehicle and for Council to meet the reimbursement costs at the standard rate or travel by other forms (air, train).

**C. Payments in Advance**

Council will provide an advance payment to meet re-disbursable out-of-pocket expenses not able to be covered by Council order, prepayment or invoice for authorised attendance as delegate or to seminars, conferences and inspections which have been approved by Council and in accordance with this Policy. Cash advances will be provided for overnight stays at a rate as follows:

Sydney \$40/night  
Other capital city \$30/night  
Other \$20/night

**D. Establishment of Monetary Limits**

1. Council will provide accommodation, up to a four star standard, which in a Metropolitan area may cost up to \$360 per night and Regional centres where costs of up to \$200 per night, and regional areas may cost up to \$160 per night may apply. In all instances the most reasonable rate must

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- be used.
2. The cost of accommodation does not include parking, breakfast or Wifi.
  3. In the event that no accommodation can be reasonably found within these limits there must be a written explanation given outlining the circumstances and providing alternative accommodation details.
  4. Council will provide meal reimbursement as set out in Clause 3 of Specific Expenses for Mayor and Councillors.
  5. All purchases from the mini bar or similar must be met by the staff member or councillor.

**E. Spouse and Partner Expenses**

1. There will be instances when costs will be incurred by a Councillor on behalf of their spouse, partner or accompanying person in the performance of his or her civic duties. An accompanying person would need to have a close personal relationship with the Councillor and/or provide carer support to the Councillor. These civic duties include the attendance at official Council functions that are of a formal or ceremonial nature, and those at which a Councillor's spouse, partner or accompanying person would reasonably be expected to attend. Such costs are reimbursable to the Councillor.
2. Council will meet the cost of registration and official conference dinner at the Local Government NSW Conference of the spouse, partner or accompanying person of Council's representatives. Additional travel expenses, additional accommodation expenses and the costs of spouse, partner or accompanying person tours within the conference program and all costs outside the program will be the personal responsibility of the individual councillor.

**Specific Expenses for Mayor and Councillors**

**F. Seminars and Conferences**

1. Council will be represented at the Local Government NSW Conference by the Mayor, and Deputy Mayor, General Manager and also Councillors (as determined annually by Council). The Council will also be represented at the Annual Roads Conference by the Mayor, or alternative delegate & Director of Engineering Services. All other conferences and seminars will be with the prior approval of Council; or where insufficient time is available, by the written authority of the Mayor.
2. Council will provide accommodation, where possible, at the Conference Headquarter Hotel for the Local Government NSW and the Roads Conferences. When attending other conferences, seminars and other functions, the accommodation will be provided at the facility where the function is to be held or at a nearby equivalent quality facility.
3. Council will meet the cost of meals during travel to seminars, meetings, conferences and out of district inspections up to a daily limit of \$120 (with

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guidelines of \$30 for breakfast, \$30 for lunch and \$60 for dinner). Council will also provide such meals, not included in the registration fees, during the period of the seminar, meeting, and conference and out of district inspection, not included in the registration fees.

4. **If a Councillor holds a role on an external body, representing Council or the broader local government community, this policy will extend to these roles. An example of such a role would be a delegate to a Joint Organisation.**

**G. Councillors' Training**

Council will provide the opportunity and encourage Councillors to undertake training and education. This training can be supplied by

1. Local Government NSW Learning Solutions or other approved providers as funded by the annual budget and authorised by Council.
2. The Council will authorise up to one (1) Councillor annually to undertake the Executive Certificate for elected members conducted by LGNSW and UTS.
3. In the case of relevant vocational training, assistance will be reviewed on a case by case basis on application.
4. Assistance will be determined by Council and may include:
  - a. Provision of assistance with travel costs or motor vehicle
  - b. Provision of reasonable accommodation to attend compulsory course requirements
  - c. Payment of all or part of course fees

**H. Local Travel within 600 kilometre radius of Temora**

Council will meet the cost of travel, within 600 kilometres radius of Temora; including road tolls, accommodation; meals and out-of-pocket expenses to Councillors when attending seminars, meetings, conferences or out of district inspections or Committee Meetings when such attendance is approved by Council or Council's authorised delegate, and when the Councillor is officially representing the Council. Appropriate levels of beverages and refreshments are considered to be part of meal costs. The level of accommodation is set out in Clause 2 and the Establishment of Monetary Limits and meal limits in Clause F 3 of this section.

**I. Travel outside the 600 kilometre radius of Temora**

1. When the travel, accommodation, meals and out-of-pocket expenses do not relate to the regular activities of Council's Committees, when the distance is outside the 600 kilometres radius of Temora, travel costs are substantial and overnight accommodation is involved, then authority to attend such meetings needs to be provided by Council resolution. The level of accommodation is set out in Clause 2 and the Establishment of Monetary Limits and meal limits in Clause F 3 of this section.
2. Council will not reimburse Councillors for any overseas travel.

**J. Telephone**

Council does not provide a fixed line phone to the house of the Mayor or any Councillor and also does not meet the costs of private phone calls.

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Refer Clause O(3) for mayoral mobile phone.

**K. Internet**

Council will provide each Councillor with an allowance for an internet connection and portable device to enable them to discharge their functions of civic office. The allowance shall be \$50 per month.

**L. Care and other Related Expenses**

In addition to Clause 1 of Spouse and Partner Expenses, Council will provide support in the exercise of the Councillor's civic duties to a carer of a Councillor with special needs or the Councillor as a carer, as the need arises.

**M. Insurance**

Council provides insurance against public liability and professional indemnity for Councillors for matters arising out of the performance of their civic duties and the exercise of their council function (Appendix 1). Council also provides personal accident insurance for Councillors while on Council business in accordance with documents provided in Appendix 2.

**N. Legal Expenses and Obligations**

1. In the event of any enquiry, investigation or hearing by any of:

- ◆ Council's Conduct Review Committee/Reviewer
- ◆ the Independent Commission against Corruption;
- ◆ the Office of the Ombudsman;
- ◆ the Office of Local Government;
- ◆ the Police;
- ◆ the Director of Public Prosecutions; or
- ◆ the Local Government Pecuniary Interest Tribunal,

into the conduct of a Councillor; or any legal proceedings being taken against a Councillor, arising out of or in connection with the Councillor's performance of his or her civic duties or exercise of his or her functions as a Councillor, Council shall progressively meet the expenses properly and reasonably incurred, given the nature of the enquiry, investigation, hearing or proceeding, on a solicitor/client basis, with the proviso that such expenses will need to be repaid to Council if eventually the enquiry, investigation, hearing or proceedings result in a finding which is substantially unfavourable to the Councillor as determined by Council on advice of its legal representative.

2. Council's policy position is that individual Councillors should not be subject to unjustified criticism or defamatory statements or personal abuse while those people are carrying out their legitimate and authorised civic duties. Third parties need to be aware of the fact that they should not be able to make unjustified, defamatory or abusive comments concerning Councillors while they are carrying out their authorised duties with impunity. This policy does not imply in any way that people should be prevented from making criticism of the action of Councillors or Council policy. The policy aims to ensure that when people make

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such criticism, they do not make personal defamatory statements.

3. Council's general policy is that it will support individual Councillors in defending themselves against such defamatory or abusive comments. Such support may involve Council obtaining general legal advice to assist it in understanding its own position. The support will not include Council meeting the costs of an action in defamation taken by a Councillor as plaintiff in any circumstances. In the case of criminal assault of a Councillor, Council's support will include assisting that Councillor in advising and informing relevant police officers. In the case of civil matters such as defamation, the support will be restricted to publicly-expressed statements of confidence in the person's actions
4. Any information provided to a Councillor under this Policy shall be given to the Mayor and the General Manager and, at the Mayor's and General Manager's discretion, be supplied to all Councillors.

**O. Additional Mayoral Facilities and Expenses**

1. That the Mayor or the Mayor's delegate will be reimbursed for travelling costs associated with attending all functions connected with the carrying out of his or her official duties.
2. Council will set the annual fee for the Mayor every year, during its Budget session, within the guidelines of the Remuneration Tribunal.
3. Council provides a mobile phone for use by the Mayor for official telephone calls related to the functions of civic office and meet the costs of official phone calls, with the expected cost of these calls not to exceed \$100 per month.
4. In accordance with Section 249 (5) of the Local Government Act, if the Mayor is absent from duty for a period in excess of one month, then Council may pay the Deputy Mayor a proportional fee, based on the time that the Mayor is absent from duty and reduce the Mayor's annual fee accordingly.
5. As the Mayor is not provided with a permanent Council vehicle, an arrangement may be made by the General Manager to reimburse fuel for the use of a private vehicle when a Council vehicle is not available for Council or regional organization events.

**PART 3 – PROVISION OF FACILITIES**

1. Council will, wherever possible provide a Council car, for the use of Councillors in attending Meetings of Committees to which they have been elected as delegates and to seminars, conferences and inspections which have been approved by Council or Council's authorised delegate and at which the Councillor is officially representing Council, outside the Council area.

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2. The General Manager is authorised to have staff provide advice, to provide appropriate information and to provide appropriate secretarial services and use of business and office equipment including access to internet and email to Councillors for any activity which the General Manager agrees are related to Councillors properly carrying out their civic duties as defined in Section 232 of the Local Government Act. This provision will not apply to matters involving election activities. The General Manager is required to provide reasons to the Councillor involved, in writing, for refusing to provide facilities requested. Councillors can then request that the facilities be provided by means of a Notice of Motion to Council.
3. The priority of works involved in providing facilities to Councillors will be determined by the General Manager after consideration of other priorities of workload for staff. The needs to comply with the mandatory reporting requirements of the Local Government Act, to prepare Business Papers for Council Meetings on schedule, to meet Council's industrial obligations and to allow service functions to operate without undue interruptions will be given first priority by the General Manager
4. Council will provide access for Councillors with special needs, such as sight and hearing impairment and physical disabilities that will facilitate the Councillor's normal civic duties; as the need arises.

#### PART 4 - OTHER MATTERS

1. **Return of Facilities**  
Councillors will return to the General Manager any equipment provided to the Councillor (in good order, subject to normal wear and tear) at the end of the period of use or the term of office, as requested by Council
2. **Legislative Provisions**  
This policy is to be reviewed Once in the term of Council, within 12 months a general election in accordance with S252(1).
3. **Reporting Provisions**  
Council will report the total amount of monies expended during the year on Mayoral fees and Councillor fees, the Council's policy on the provision of facilities for use by Councillors and the payment of Councillors' expenses, together with a statement of the total amount expended during the year on the provision of such facilities and the payment of such expenses in its annual report (Section 428 of the Local Government Act) and additional items as required from time to time by Clause 217 of the Local Government (General) Regulations 2005.
4. **Other Government Policy Provisions**  
Government Policy provisions affecting this policy include:  
Office of Local Government guidelines for payment of expenses and provision of facilities

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Temora Shire Council Code of Conduct  
Office of Local Government Circulars to Councils  
ICAC publications

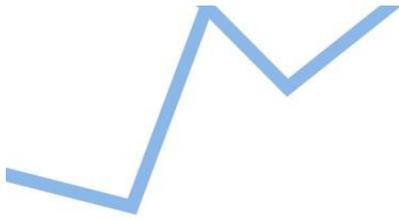
5. **Council Staff**

The provisions of this policy also apply to Council Staff and the Training Plan.

*Revision Number: 3*  
*File Name: Payment of Fees & Expenses and the Provision of Facilities for Councillors*

*Revision Date: October 2021*

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3 May 2021

Attention: Cath New

The General Manager  
PO Box 262  
TEMORA NSW 2666

Dear Cath New,

ABN 69 009 098 864

One International Towers,  
100 Barangaroo Ave,  
Sydney, NSW, 2000

Tel: (02) 9320 2700

Direct: (02) 9320 2726

Naamon.Eurell@jlta.com.au

[www.statewidemutual.com.au](http://www.statewidemutual.com.au)

### Certificate of Currency

This is to certify that membership is current, as at the date stated above. This certificate provides a summary of the cover and is not intended to amend, extend, replace or override the terms and conditions provided by the Statewide Mutual Liability Scheme.

<b>CLASS</b>	Public Liability/Professional Indemnity
<b>MEMBER</b>	Temora Shire Council
<b>BUSINESS OF MEMBER:</b>	Local Government Authority, as defined in wording
<b>EXPIRY DATE</b>	30 June 2022
<b>GEOGRAPHICAL SCOPE</b>	Anywhere in the World, excluding the Dominion of Canada and the United States of America.
<b>LIMITS OF PROTECTION</b>	Public Liability \$20,000,000 any one occurrence Products Liability \$20,000,000 any one occurrence and in the aggregate any one Period of Protection Professional Indemnity \$20,000,000 any one claim and in the aggregate any one Period of Protection
<b>STATEWIDE CERTIFICATE NUMBER</b>	000046

This certificate of currency is issued as a matter of information only and confers no rights upon the certificate holder.

Yours sincerely,

Naamon Eurell  
Executive Officer



30 June 2021

To Whom it May Concern,

**Jardine Lloyd Thompson Pty Ltd**  
**Public Sector**  
 ABN 69 009 098 864  
 PO Box 109  
 WAGGA WAGGA NSW 2650  
 Tel +61 437 545 242  
[www.jltpublicsector.com](http://www.jltpublicsector.com)

**Certificate of Currency**

**Our Ref: 027246**

<b>INSURANCE CLASS</b>	Personal Accident
<b>POLICY HOLDER</b>	Temora Shire Council
<b>GEOGRAPHICAL SCOPE</b>	Worldwide
<b>PERIOD OF INSURANCE</b>	From: 30 June 2021 at 4 PM Local Time (NSW). To: 30 June 2022 at 4 PM Local Time (NSW).
<b>COVERED PERSON(S)/ CATEGORIES</b>	<ol style="list-style-type: none"> <li>1: The Mayor, Chairperson, Elected Members, Councillors, Commissioners and Administrators</li> <li>2: All Employees of the Policyholder</li> <li>3: All Accompanying Spouse/Partners and/or Dependent Child(ren) of Category 1 and 2 Covered Persons and including any persons engaged to undertake sister city visits on the Policyholder's behalf</li> <li>4: All voluntary workers of the Policyholder</li> <li>5: All members of any Committees and Trusts established by the Policyholder including Local Representative Advisory Committees (LRAC)</li> <li>6: Work Experience Students and Other Persons where the Policyholder is required to provide coverage whilst such persons are engaged in any Government Labour Market, Training or Job Creation Projects</li> <li>7: All Employees of the Policyholder engaged in authorised amateur sporting competitions organised by the Policyholder</li> <li>8: All Employees of the Policyholder whilst on a Commute and for whom premium has been paid.</li> </ol>

STD DOC [Policy Certificate of Currency for TEMORA - Policy 27246 - 30/06/2021 - SHIRS]

**SCOPE OF COVER**

Categories 1, 2 and 3:

In respect to this Category "Covered Persons" are covered while engaged on a Journey (as defined) undertaken on the Policyholder's business, including any Incidental Private Travel.

Notwithstanding the above, cover under Section 1 & 2 of this Policy shall be whilst engaged in or on any activity directly or indirectly connected with or on behalf of the Policyholder including whilst travelling directly to and/or from such activity.

Categories 4 and 5:

In respect to this Category "Covered Persons" are covered while engaged on a Journey (as defined) undertaken on the Policyholder's business, including any Incidental Private Travel.

Notwithstanding the above, cover under Section 1 and 4(A) of this Policy shall be whilst engaged in or on any activity directly or indirectly connected with or on behalf of the Policyholder including whilst travelling directly to and/or from such activity.

Category 6:

Cover under the Policy applies to all those hazards to which a Covered Person is exposed whilst actually engaged in or on any Government Labour Market, Training or Job Creation Projects excluding necessary direct travel to and from such activities on behalf of the Policyholder. Provided always that the Policy shall only apply in respect of such work officially organised by and under the control of the Policyholder.

Category 7:

Cover under the Policy applies to all those hazards to which a Covered Person is exposed whilst actually engaged in any authorised amateur sporting event including necessary direct travel to and from such events. Provided always that the Policy shall only apply in respect of such events officially organised by and under the control of the Policyholder.

Category 8:

Cover under the Policy applies whilst a Covered Person is on a Journey (Commute).

**JOURNEY DEFINITION**

Category 1-5 & 7:

Journey shall mean any trip involving an overseas destination and shall start from the time of leaving home or normal place of business (whichever is left last) and continue until arrival back at home or normal place of business (whichever is reached first). Every day commuting shall not be regarded as a Journey, Unless the Journey cover option has been taken out.

In respect of Section 8 – Baggage and Section 10 – Rental Vehicle Excess Waiver only, Journey means any trip involving travel exceeding fifty (50) km from the Covered Person's normal place of residence or business premises and shall start from the time of leaving home or normal place of business (whichever is left last) and continue until arrival back at home or normal place of business (whichever is reached first).

Category 6:  
Not Applicable

Category 8:  
Journey (Commute) means a trip undertaken by a Covered Person in the course of their employment with the Policyholder.

Cover shall commence from the time the Covered Person leaves their normal place of residence and Travel Directly to their normal place of employment. Cover ceases upon arrival at place of normal employment.

Cover will re-commence for the return Journey (Commute) from the Covered Persons normal place of employment to Travel Directly to their normal place of residence and shall cease upon arrival at normal place of residence.

A Journey (Commute) also extends to include cover for activities undertaken during lunchtimes and meal breaks.

Travel Directly means travel to and from the Covered Persons normal place of residence or normal place of employment and shall include any minor deviations or interruptions which in no way increase the risk of Bodily Injury that would have normally arisen had the person travelled directly without deviation or interruption.

**AGGREGATE LIMIT OF LIABILITY FOR ALL COUNCILS COMBINED**

Applicable to Sections 1 and 2 only

(A) Any one Period of Insurance	\$25,000,000
(A) Any one Period of Insurance (per Council)	\$15,000,000
(B) Non-Scheduled Flights	\$2,000,000
(C) Any one event with respect to War/Civil War	\$500,000
(D) Any one Period of Insurance with respect to War/Civil War	\$1,000,000
(E) Any one event with respect to Kidnap and Ransom/Extortion	\$2,000,000
Note: (C) and (D) above are applicable to Afghanistan, Chechnya, Iraq and Somalia only.	

**AGE LIMITATIONS**

Compensation is limited for Covered Persons aged ninety (90) years or over and in respect of each Dependent Child(ren) aged eighteen (18) years or under as per the General Provisions and Conditions Applicable to the Policy noted in the Policy wording.

<b>INSURER</b>	<b>PROPORTION</b>	<b>POLICY NUMBER</b>
Chubb Insurance Australia Limited	100.000%	01PO528320

This certificate of currency provides a summary of the policy cover and is current on the date of issue. It is not intended to amend, extend, replace or override the policy terms and conditions contained in the actual policy document. This certificate of currency is issued as a matter of information only and confers no rights upon the certificate holder. We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing these statements or in transmitting this certificate by email or for any loss, damage or expense thereby occasioned to any recipient of this letter.

Stephen Childe  
Account Manager - JLT Public Sector (NSW)

**10.5 OPERATIONAL PLAN REVIEW 2021-2022****File Number:** REP22/150**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Qrt 2 Operational Plan 2021-22 [↓](#) **REPORT**

Quarter 2 of the Operational Plan Review 2020-2021 is attached for consideration.

**RESOLUTION 52/2022**

Moved: Cr Jason Goode

Seconded: Cr Lindy Reinhold

It was resolved that the Quarter 2 Operational Plan Review 2021-2022 be adopted.

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



**TEMORA SHIRE COUNCIL  
OPERATIONAL PLAN  
QUARTER 2  
2021/2022  
REVIEW**

### Administration

Key Functions - Administration Services, Human Resources, Information Technology, Records Management, Financial Services Policy Direction

- To manage all records in accordance with the State Records Act
- Commitment to e-commerce strategies
- Support a larger share of taxation revenue for Local Government
- Ensure Council's investment portfolio is properly managed to obtain highest possible secure interest yield within allowable form of investments

**To provide efficient and effective secretarial/clerical, reception, information technology, and financial support services for Council to internal and external customers, which meet the needs of the customer.**

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Continually review and test all internal procedures	Test completed	Administration and Finance Manager	Progressing	▲	50%	Ongoing program
Continue to develop and maintain internal and external user guides for Council Administration systems, including IT	Guides completed	IT Officer	Progressing	▲	50%	new external service request forms have been put together to facilitate 3rd party access to our servers over an RDP connection.
Develop Records Management strategy and development plan	Strategy developed	Director of Administration and Finance	Progressing	▲	40%	Issues identified through functional health check have been actioned. Working with consultant to determine next steps.
Review the Human Resources function of Council	Review completed for all policies	Human Resources Officer	Progressing	▲	10%	Initial meeting scheduled with HR Consultants for end of January to discuss the process of a HR Function review.

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Review the options for the provision of a communications strategy for Council staff	Review conducted	Communications Officer	Progressing	▲	50%	A great deal of work has been conducted on this project by the Communications Officer in recent months and is ready to begin interaction with staff to determine what, if any, internal communication strategies could be implemented to make positive change within day-to-day functions of Council. The next step is for the Communications Officer to meet with MANEX to get the project off the ground.

## Airport

Key Function - Temora Aerodrome  
Policy Direction

- Compliance with all CASA requirements to maintain registration
- Maintain sufficient land stock for future development of the Temora Aerodrome
- Lobby for the development of a Multipurpose Facility at the Aerodrome to meet the needs of user groups

**To develop and market the airport as a premier tourist attraction and first-rate facility for recreational aviation enthusiasts, plus promote both the commercial and residential aerodrome development in order to attract business and residents to Temora**

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
BBRF - Rehabilitate 18/36 Runway, Reconstruct apron, Construct 1km underground drainage, seal runway F&G, Reconstruct runway C&D	Meet grant guidelines and milestones	Engineering Technical Services Manager	Progressing	▲	65%	Project severely impacted by wet weather through winter and into Christmas 2021. Extension granted to 30th April 2022. Short timeframe remaining.
GLE - Fulfill the funding obligations of grant program	Completion of project	Economic Development Manager	Progressing	▲	50%	Ongoing discussions with the Dept Regional NSW to determine the options available to proceed with the development according to the funding agreement.
Hold regular meetings of the Aerodrome Committee	Hold minimum 6 meeting per year	Engineering Technical Services Manager	Progressing	▲	50%	Ongoing. 6 meetings is a large commitment. It is considered quarterly would be more reasonable.
Implement the findings of the adopted Airport Master Plan and Airport security audit	Plan implemented	Engineering Technical Services Manager	Progressing	▲	40%	Ongoing. Good progress on masterplan has been made.

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Review operations of aerodrome	Report provided to Council	Engineering Technical Services Manager	Not Progressing		0%	No action at this time.
Seek opportunities for the development of aviation business at Temora Aerodrome	Attraction of business to the Aerodrome precinct	Economic Development Manager	Progressing		50%	In discussion with a number of businesses looking to relocate to the airpark once land becomes available. Ongoing discussions with a developer regarding the construction of an airpark subdivision on privately owned land in the airport precinct.

### Aged & Special Needs Care

Key Functions - Aged Care, Home & Community Services (HACC), Persons with Disabilities, Senior Citizens Policy Direction

- Support existing providers of aged care services in the development and retention of facilities and services
- Undertake regular and comprehensive consultation to ensure that the current and future needs of senior residents are met • Continue to seek funding for programs that improve the options available for frail aged and disabled

**To provide frail, older people and young people with disabilities and the carers of these people with a range of basic services to enable them to live comfortably in their own homes and avoid inappropriate or premature institutionalization, and:**

- **To provide an environment for our senior citizens that is safe, well serviced and meets the expectations of residents**

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Access & Equity - Provide disabled car park spaces that meet the needs of the community in conjunction with the Access and Equity Committee	Review by access committee	Engineering Technical Services Manager	Progressing	▲	5%	Ongoing. Some actions remain outstanding (Town Hall, etc)
Access & Equity - Review access to public buildings and businesses in conjunction with TBEG and Access and Equity Committee	Access report to Council	Director of Environmental Services	Progressing	▲	20%	Recreation Centre surrounds and Town Hall reviewed. Ongoing

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Aged Care Services - Support the increased capacity for seniors and disability accommodation offerings in Temora	Advise activities to Council	Economic Development Manager	Progressing		50%	Continued to support the Apollo Place proposal with Argyle Housing and maintained contact with the Whidson Group regarding the expansion of Narraburra Lodge.
Aged Care Services - Maintain information about how to access aged care services in Temora Shire using digital media and information flyers covering relevant topics including medical services, transportation and home modifications	Preparation of documents	Communications Officer	Progressing		50%	Regular notices regarding services by Pinnacle are included in the Narraburra News, which appears in the local paper, is emailed to subscribers, posted to Facebook and on Council's website.
Aged Care Services - Support a positive ageing expo/ information session biannually (Next event 2022/2023)	Hold event at least annually	Community Services Officer	Referred to the Next Financial Year		0%	Event to be held 2022/23
Attendance and participation in Interagency Meetings by relevant staff including Pinnacle, Youth and Community Services	Attendance at meetings and referral of minutes to Council	Youth Officer	Progressing		50%	Attended all meetings and reported back to General Manager

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Disability Services - Include images of people that represent the diversity of our community, including those with disabilities, in Council publications	Increased diversity in photos	Communications Officer	Progressing	▲	50%	Council has been developing a database of images that include some excellent representations of diversity, including cultural and disability. These images are used where appropriate.
Disability Services - Maintain a Temora Shire Disability Inclusion Action Plan	Report to Council	PCS - Manager	Progressing	▲	50%	Items within the Temora Shire Disability Inclusion Action Plan (DIAP) have their own actions which are delegated to specific functions of Council. Information on the implementation of Council's DIAP are also contained within the Annual Report. A new DIAP is due to be developed following the completion of the Community Strategic Plan.
Disability Services - Provide disability awareness training to staff, new and current, as well as Councillors	Provision of training	Human Resources Officer	Progressing	▲	5%	Working with PCS Manager to determine suitable training options for Staff & Councillors.

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Pinnacle - Continue to maintain Pinnacle Service levels to meet the needs of clients	Preservation of levels of service	PCS - Manager	Progressing	▲	50%	All Pinnacle service types funded continued to receive new referrals. An increase in recurrent funding for Commonwealth Home Support Program (CHSP - Aged Care) for Flexible Respite was received. This will enable greater access to respite options for existing and potentially new clients. Ongoing monitoring of current support staff continues to ensure service levels can be maintained to meet the needs of the clients. COVID has had an impact on many aspects service delivery however preservation of all essential service provision has been maintained following implementation of increased infection control measures.
Provide donation equivalent to 25% of General rate to the following: <ul style="list-style-type: none"> <li>• Ariah Park Senior Housing,</li> <li>• Temora Senior Citizens Group,</li> <li>• Ariah Park CWA</li> </ul>	Donation made	Administration and Finance Manager	Progressing	▲	50%	Donations provided

## Commercial Services

Key Functions - Caravan Parks, Land Stocks, Sale Yards, TAIC

Policy Direction: • Develop the existing caravan parks to a level where commercial interest would find the facilities attractive to lease or buy • Retention of caravan park facilities in Ariah Park and Temora

**To provide Commercial Facilities that supports the economic development of Temora Shire at minimum cost to council.**

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Develop a new agreement with Farmlink for the continued operation of TAIC	Report to Council	Director of Administration and Finance	Completed		100%	New agreement developed. Effective from August 2021.
Seek ongoing funding for the operations of TAIC	Budget provided	Director of Administration and Finance	Progressing		50%	This is ongoing.

## Communications

Key Function - Narraburra News, Social Media, Websites

### To provide Community Services to Temora Shire residents that meet needs in terms of community, cultural and education for the targeted demographic

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Develop a Diversity Inclusion Action Plan	Plan provided to Council	Communications Officer	Progressing	▲	20%	The Diversity Inclusion Action Plan is in the research stage. Data is being collected through the community engagement strategies being undertaken by the consultant managing the Community Strategic Plan. A meeting has been held with representatives from the Community Centre and the process has been hindered by Covid restrictions. It is expected this project will ramp up in the coming months.
Digital Media - Continue with regular job vacancy mailer and social media posts	Increased employment capacity	Communications Officer	Progressing	▲	50%	An email is sent almost bi-monthly, and is posted to social media, showcasing the vacant positions in and around Temora Shire. Local organisations have begun to contact us directly asking for their jobs to be included in the mail-out which suggests the posts are getting good traction.
Digital Media - Implement and maintain a grant subscription service for Council and residents	Service implemented and available to residents	Communications Officer	Progressing	▲	50%	Relevant grants are promoted regularly through Facebook, Council's website and the Narraburra News. Some grants, and details around Council's subscription to Grant Guru, can be found on Council's website at <a href="https://www.temora.nsw.gov.au/Community/Grants-Funding-and-Scholarships">https://www.temora.nsw.gov.au/Community/Grants-Funding-and-Scholarships</a>

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Hold an annual meeting with rural ratepayers in rural localities on a rotational basis to discuss locality issues in conjunction with the local Councillor	Arrange meeting	General Manager	Progressing		10%	Meeting scheduled at Barmedman on 10 March
Maintain the currency of the Direct Me guide	Currency of document	Communications Officer	Progressing		50%	The Direct Me Guide is updated as information becomes available.
Narraburra News - Source relevant information from Council functions to report in Narraburra News, including Youth and Works	Monthly article in Narraburra News	Communications Officer	Progressing		50%	The Narraburra News content is sourced and created by the Communications Officer through a range of methods. This includes promoting activities conducted by the Youth Department, works, grants, upgrades, community interest stories and other relevant material.
Promote the achievements of Temora Shire residents through the 'Home grown heroes' program	Continuation of program	Communications Officer	Not Progressing		50%	This project has stagnated due to a lack of willing subjects. While the Communications Officer has some suggested subjects for the project from the community and Councillors, the nominated people aren't necessarily willing to be interviewed. More suggestions are welcome.

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Provide relevant information about housing, services, facilities and opportunities for community involvement to potential new residents	Currency of information	VIC Manager	Progressing		50%	This action is ongoing as the relevant information is sought when enquiries are made.
Support the concept of conducting a Survey to gain the Residents feedback and review mechanisms for ratepayers to provide ongoing feedback to Council	Review of currency of information for survey	General Manager	Completed		100%	Completed in October 2021. Will be present to Council in January 2022.
Undertake a Walk and Talk Tour of Temora for Councillors and support the Coffee with a Councillor Program	Tour undertaken	General Manager	Not Progressing		0%	Affected by Covid position

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Volunteers - Acknowledge volunteers and promote volunteering opportunities through Narraburra News and digital media	Monthly articles in Narraburra News Promotion of events	Communications Officer	Progressing	▲	50%	Volunteering options for Pinnacle are regularly included in the Narraburra News. A campaign has recently been run on social media encouraging volunteers at the Town Hall Theatre and a permanent advertisement is on Council's website with information on volunteering roles and how to apply ( <a href="https://www.temora.nsw.gov.au/Jobs-and-Procurements/Jobs/Volunteer-Roles">https://www.temora.nsw.gov.au/Jobs-and-Procurements/Jobs/Volunteer-Roles</a> ).

## Community Services

Key Functions - Child Care, Cultural Services, Education, Library Services, Town Hall Theatre, Town Hall

Policy Direction • Continuation of a Government funded childcare service through the Bland/Temora Family Day Care Scheme • Continued employment of a Community Services Officer • Support for Imagine Temora and membership of Eastern Riverina Arts (ERA) • Maximise the opportunity for cultural exchange with sister cities • Develop opportunities for relationship with Charles Sturt University (CSU) • Upgrade of the town hall facilities to meet the needs of a modern day conference/ entertainment venue

### To provide Community Services to Temora Shire residents that meet needs in terms of community, cultural and education for the targeted demographic

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Arts and Culture - Review of opportunities to develop arts based programs under NDIS	Review conducted and reported to Council	Community Services Officer	Progressing		20%	Awaiting opening of new arts centre
Arts and Culture - Conduct Temora Shire Council Art Prize	Competition held	Community Services Officer	Completed		100%	Arts prize held. Record entries received
Arts and Culture - Develop activating unique spaces for cultural events	Development of site audit	Community Services Officer	Progressing		10%	Ongoing program affected by Covid
Arts and Culture - Maintain membership of Eastern Riverina Arts and attend meetings	Retention of membership	Community Services Officer	Progressing		50%	Membership maintained and staff member on board of ERA

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Events - Support events determined by resolution of Council and the following events (at a minimum), <ul style="list-style-type: none"> <li>• International Women's Day</li> <li>• Australia Day</li> <li>• Volunteers Week</li> <li>• Mary Gilmore Festival Including seeking grant funding for those events</li> </ul>	Conduct of successful event	Community Services Officer	Progressing		50%	Events affected by Covid
Hold a welcome function for new residents biannually (Next event 2022/23)	Event held	Community Services Officer	Referred to the Next Financial Year		0%	Next event due 2022/23
Host an Afternoon Tea for carers	Function held	PCS - Manager	Progressing		50%	The annual afternoon tea for carers had to be cancelled due to COVID restrictions. Planning will resume and function will be held when there is reduced risk of COVID in the community.
Lake Centenary - Investigate grant opportunities for funding of community activities at the Lake	Grants investigated and applied for	Community Services Officer	Progressing		10%	Ongoing action

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Provision of a donation equivalent to rates for the Ariah Park Community Hall	Donation Made	Administration and Finance Manager	Completed		100%	Donation provided
Springdale Memorial Hall - Provide financial support to Committee (Nil allocation 2021/2022)	Funds allocated	Director of Environmental Services	Cancelled by Council		0%	(Nil allocation 2021/2022)
NRCC House - Construct outdoor reading room, provide access ramp to rear of NRCC House and internal refurbishment	Completion of project	Director of Administration and Finance	Completed		100%	Construction of the outdoor reading room and internal refurbishment is complete.

## Economic Development, Tourism & Resident Attraction

Key Functions - Economic Development, Tourism

Policy Directions • To lobby for continued improvement of and access to services, transport, communications and utilities for Temora Shire • To attract grant funding to assist in the development of the Shire • To build a strong and united community force for the growth and sustainability of our Shire. • To plan for the possibility of a sudden upsurge in investment and population which may result from a new mine or other large employer • To keep State and Federal members informed of Temora's needs and our strategies to meet those needs. • To maintain close links with relevant State and Federal Govt. Departments, agencies and Regional Offices. • Increase the access to information regarding TSC and Government programs initiatives and funding opportunities to the community via newsletters and webpage on Council and [www.temora.com.au](http://www.temora.com.au) websites • Maintain membership of Regional Tourism Bodies • Proactively seek business opportunities for Temora Shire including villages

*To create an environment which encourages growth in existing businesses and maximise opportunities for external business investment in the Temora Shire and grows population, recognising tourism as an important industry within the community*

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Develop priority projects to 'shovel ready' in order to take advantage of funding opportunities as they arise.	Development of projects and submission to Council	Economic Development Manager	Progressing	▲	50%	Assisted the Temora Golf Club with grant application for clubhouse improvements. Assisted the Rural Museum Manager to obtain funding for the development of a business case and designs for the Temora Ambulance Museum expansion. Initiated discussions with Dept Transport regarding funding for a masterplan for the railway precinct. Commenced investigations for funding of the development of a masterplan for Lake Centenary.
Economic Development - Actively target, and support businesses identified in the Economic Development Strategy	Attraction of business	Economic Development Manager	Progressing	▲	50%	Provided support to a number of businesses in a range of sectors, including aviation, cosmetics production, value-add agriculture, manufacturing, transport and logistics, steel fabrication, tourism, healthcare, and civil engineering. The level of interest for businesses looking to establish or expand in Temora Shire is at record levels over the last 6 to 12 months.

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Economic Development - Attend relevant Economic Development Forums and conferences	Attendance of meetings	Economic Development Manager	Progressing	▲	50%	Hosted the RDA Riverina Quarterly Economic Development Forum in Temora in November. The forum was attended by approximately 40 people from across the region and showcased Temora Shire through presentations and a tour.
Economic Development - Continually review workforce future needs to determine likely spikes in population and communicate the impacts to relevant stakeholder in advance.	Reports to Council	Economic Development Manager	Progressing	▲	50%	Actively working with employers and monitoring job advertisements to anticipate the level of workforce demand as well as liaising with developers and estate agents to determine the level of demand for housing and land. Support provided to applicants under the Development Infrastructure Deferred Payment Policy to ensure there is sufficient land available.
Economic Development - Create a development prospectus including Ariah Park and update the relevant pages on Council website	Development of prospectus	Economic Development Manager	Progressing	▲	50%	Web pages are up to date.

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Economic Development - Develop strategies to invigorate the Hoskins St CBD to ensure future prosperity	Report to Council and strategies implemented	Economic Development Manager	Progressing	▲	50%	Supported TBEG to deliver the annual Christmas Street Fair. Supported the Planning and Engineering teams to progress the next phase of the main street upgrade. Actively working with estate agents to discuss options for businesses seeking commercial premises to expand or establish.
Economic Development - Maintain a database of businesses and community groups	Database completed and accessible	Communications Officer	Progressing	▲	50%	A database has been created and is updated as new information is provided.
Economic Development - Participate in relevant Government and Non-Government programs for regional growth	Review conducted	Economic Development Manager	Progressing	▲	50%	Attended the Regional Australia Institute Region's Rising event in Albury/Wadonga in November 2021 in conjunction with the Federal Minister for Regionalisation. Continued participation in Country Change and Regional Activators Alliance to attract workforce. Employed a contractor to undertake research in to Temora Shire's readiness to welcome migrants and refugees to fill employment opportunities as part of the Multicultural NSW GROW program. Signed up to the Growing Regions of Welcome program operated by Welcoming Australia.
Economic Development - Provide advice and support to the TBEG and BREED Australia partnership including provision of assistance to employ executive officer	Retention of TBEG	Economic Development Manager	Progressing	▲	50%	Attended the monthly Executive meetings and networking events. Supported the Executive Officer with weekly catch ups. Provided support for the application for funding under the Small Business Month grants program. Assisted with the coordination of the TBEG Christmas Street Fair.

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Economic Development - Support concept of developer services		Director of Environmental Services	Completed		100%	Deferred Infrastructure Payments Policy completed and adopted and being used.
Economic Development - Work with Environmental Services, state agencies, landowners and local developers to ensure there is a sufficient pipeline of available land for development	Review conducted	Economic Development Manager	Progressing		50%	Support provided to the Planning function to conduct the LEP review in consultation with the Dept Planning. Support provided to developers seeking to make use of the Development Infrastructure Deferred Payment Policy. Connecting potential developers with land opportunities. Progressing development opportunities at the Airpark Estate. Working with estate agents and landowners to progress industrial land options.
Participate in regional programs to attract new residents eg Country Change	Conduct of event	Economic Development Manager	Progressing		50%	GROW Facilitator appointed on 4 month contract to undertake readiness assessment of Temora Shire to welcome new residents from refugee and migrant backgrounds. Ongoing participation in Country Change and Regional Activators Alliance programs.
Provision of additional staff member to support the Economic Development function		General Manager	Progressing		10%	Position not yet filled due to potential review of function
Support developments that broaden the range and raise the quality of visitor experiences in Temora Shire.	Report to Economic Development Committee	VIC Manager	Progressing		50%	Each Visitor is treated individually and given up to date information tailored to their needs and wants. This is an ongoing exercise keeping up to date with whats going on in the Shire and region.

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Support relevant organisations to prepare grant applications and predevelopment templates	Grant assistance advertised	Economic Development Manager	Progressing	▲	50%	Support provided to a number of organisation including the Temora Golf Club and Red Hen Hospitality. Relevant grants promoted via social media posts and direct emails. Specific businesses and organisations contacted directly to advise of relevant grant program information.
Tourism - Develop tools that encourage conference and events organisers to come to Temora Shire	Tools developed and utilised	Economic Development Manager	Progressing	▲	50%	Support provided to the Rotary Clubs of Temora and Belconnen to seek funding for their conference. Conference venue guide first draft design completed.
Tourism - Encourage all accommodation options are listed on Get Connected, Council Website, Google and Trip Advisor	Listings confirmed	VIC Manager	Progressing	▲	50%	All Accommodation providers are encouraged to list their business on Get Connected, Council Website, Google and Trip Advisor Accommodation providers that are listed on Get Connected are updated by the Visitor Centre in January of each year.
Tourism - Maintain membership of, and actively participate in, regional tourism bodies	Membership maintenance	Economic Development Manager	Progressing	▲	50%	Economic Development Manager appointed to board of VisitRiverina.
Tourism - Work with Junee and Coolamon Shire's to actively develop and promote the Canola Trail experience and brand in all relevant tourism channels	Promotion of trail	Economic Development Manager	Progressing	▲	50%	Promotion of canola trail during 2021 flowering season completed. Visitation severely impacted by Sydney lockdown.

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Visitor Information Centre - Maintain accreditation	Accreditation achieved	VIC Manager	Progressing	▲	50%	The AVIC accreditation requires the VIC to be open a minimum of 42 hours per week. Although this has been relaxed during Covid 19 the VIC hours of operation have been maintained with the exception of forced lock downs.

**Emergency Services**

Key Functions - Rural Fire Service, State Emergency Service, Fire Brigade, Police and Ambulance

Policy Directions • Support and maintain the zoning arrangement with Bland Shire Council • Ensure that all personnel have adequate training to perform their function

*To ensure the provision of effective facilities for emergency services in the Temora Shire area and development of strong alliances between Emergency Service organisations to ensure residents are provided with well-resourced and effective emergency services*

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Hold 3 (three) meetings of the LEMC annually	Meetings held	Engineering Works Manager	Progressing	▲	60%	Second Meeting for the 2021/22 financial year held on 1st December 2021, third meeting scheduled for 6th April 2022.
Support for Local Emergency Management Committee (LEMC)	Support provided	Engineering Works Manager	Progressing	▲	50%	LEMC support ongoing and meeting requirements, however has been an increased workload due to Covid-19.

### Engineering Services

Key Function - Management, Administration, Contract Services, Design, Road Safety, Asset Management, Procurement

#### To provide management services to support engineering works

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Development of a maintenance Memorandum of Understanding (MOU) with utility companies working within the road verge and nature strip	MOU adopted	Engineering Works Manager	Progressing		10%	Limited progress other than the rail interface agreement with UGL. No further work with other utility providers.
Hold a minimum of one Roads Hierarchy Committee meeting annually with a view to transitioning to comprehensive Asset Management Committee meetings	Conduct of meeting	Engineering Technical Services Manager	Not Progressing		0%	Will look to hold committee meeting with new Council in coming months.
Provide vote to close, rename or reopen roads		Engineering Technical Services Manager	Progressing		50%	Ongoing
Review of engineering policies and procedures	Review completed	Engineering Technical Services Manager	Progressing		50%	Ongoing.

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Review of plant and equipment policy framework and Asset Management Plan	Report to MANEX	Engineering Works Manager	Progressing	▲	40%	Policy framework and asset management plan had limited progression however the plant hire rates were reviewed to ensure internal hire rates are covering the replacement and maintenance costs. In addition to this the Plant Assessor membership was reviewed to get the most ongoing financially beneficial outcome for council.
Road Safety - Maintain RSO Facebook page and update Council's social media platforms and website with up-to-date road safety information	Information Dissemination	Road Safety Officer	Progressing	▲	50%	Ongoing program
Road Safety - Undertake programs in accordance with the LGRSAP	Programs conducted	Road Safety Officer	Progressing	▲	50%	Programs continuing however Covid has impacted on some face to face delivery

## Engineering Works

Key Functions - Parking, Street Lighting, Street Trees

Policy Directions • Improve the quality of street lighting by the installation of more energy efficient, low maintenance systems • Secure quarry sites strategically located around the shire (subject to quality requirements) to minimise travel time to works

*To provide infrastructure that meets the needs of the community and provides in an aesthetically pleasing and functional way*

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Design Improvement to drainage in Industrial area.		Engineering Technical Services Manager	Progressing	▲	15%	Progressing. Survey data collection and service location being delivered by TSC, hydraulic design being delivered by consultant. Draft design likely to be complete in march 2022. Unlikely any construction will occur in the 2021/2022 FY.
Design Main Street upgrade extension - Temora		Engineering Technical Services Manager	Progressing	▲	25%	Moving slowly / struggling to resource.
Street Trees - Implement priority actions for removal and replacement	Meet agreed targets	Engineering Works Manager	Progressing	▲	50%	Street tree removal and replacement is ongoing and well within budget. Tree removals are only approved where the tree is dead, has a significant health defect/issue or is a Cedar Tree, other than this removals are being reported to committee meeting and council for resolution following inspections by council officers.

### Environmental Services

Key Functions - Climate Change, Environmental Management, Noxious Plants and Pests

Policy Directions • Develop/promote initiatives/campaigns relating to energy and water efficiency • Council to lead by example by developing and implementing measures to reduce water-energy usage in Councils buildings and facilities • Establish realistic organisational energy savings targets to be genuinely measured to establish a smaller environmental footprint by Council • Conduct of public education program to explain to residents the issues faced by Council in relation to weeds • Weed Plan Continue with the Weeds Alliance

*That Council considers environmental impact in all of its functions and activities and becomes a champion for environmentally responsible behaviour amongst its residents*

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Commitment by Council to the Fight the Fruit Fly Committee	Ongoing activities by Committee	Director of Environmental Services	Progressing	▲	50%	DES to attend meeting as required. Environmental Liaison Committee funds are available when requested.

**Governance**

Key Function - Council relationships (other Councils, Government departments, Local members & Sister City Relationships), Governance, Lobbying and Advocacy

Policy Directions • Membership of Riverina Joint Organisation • Maintain membership to Local Government NSW • Membership to Riverina Eastern Regional Organisation of Councils (REROC) • Maintain membership of Eastern Riverina Arts (ERA) • Maintain membership of Economic Development Officers (EDO) network • Maintain membership of Riverina Regional Library Service (RRLS) • Maintain membership of the Country Mayors Association • Actively maintain relationships with non REROC neighbouring Councils • Seek ways in which Sister City activities can be of benefit to the residents of the Shire • Support for Constitutional recognition of Local Government • Development of robust and transparent internal audit programs within the Council to ensure that the risk to Council is minimized • Provision of training opportunities for all elected members • Support of Councillors who wish to undertake professional development courses • Undertake a comprehensive resident satisfaction survey every 4 years after election • Maintain close relationships with local members and act at all times in a non-political manner • Acknowledge that it is the role of council to represent all areas of the local community to external parties

***To provide responsive and effective governance to Council, ensuring the resident’s needs are conveyed to government and potential benefits through external relationships is explored.***

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Advocate on behalf of the Community for the retention of: * Schools within Temora Shire * Health Services within Temora Shire * Adequate Police Numbers * Electoral Commission re pre-poll voting in Temora in State and Federal Elections * Lobby for the retention of R2R and FAG funding * Lobby for constitutional recognition of Local Government * Support removal of pre-amalgamation representation on Goldenfields Water for amalgamated councils * Lobby government for ongoing support for TAIC * LG seat on National Cabinet	Advocacy undertaken	General Manager	Progressing	▲	50%	Ongoing Action

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Conduct General Election utilising NSW Electoral Commission	Election completed on budget, without incident	General Manager	Completed		100%	Election held 4 December 2021
Develop a new Community Strategic Plan		General Manager	Progressing		50%	Public consultation completed
Investigate corporate offerings for Councillors and Senior Staff representing Council (ties, blazer etc)	Report on options to Council	General Manager	Progressing		20%	Initial investigations completed
Lobby state and federal governments for ongoing increased local road funding	Lobbying maintained	General Manager	Progressing		50%	Ongoing Action
Maintain communication at an official level between Council and Temora Hospital administration and LHAC	Communication established	General Manager	Progressing		50%	Ongoing. Several Councillors are members of LHAC.
Maintain communication at an official level between Council and Temora Police		General Manager	Progressing		30%	Close relationship with Police. Formal meetings have lapsed however Council will seek to reactivate the process.
	Regular contact with Police					

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Maintain communication at an official level between Council and the Temora Community Centre	Communication established	General Manager	Progressing	▲	40%	Attendance at Interagency. Formal approach to be made in current year to seek alignment of programs
Maintain membership to following organisations: Eastern Riverina Arts, REROC, Riverina JO, Destination Riverina Murray (no participation 2021/2022), Visit Riverina, Local Government NSW, Riverina Regional Library Service, Country Mayors Association, Lachlan Valley Transport Committee, Australian Airports Association	Membership maintained	General Manager	Progressing	▲	50%	Memberships maintained
Villages - Hold a committee meeting (Assets & Operations) at Ariah Park	Hold meeting at Ariah Park	General Manager	Progressing	▲	20%	Informal meetings held at Ariah Park in December. Assets and Operations meeting to be scheduled in current year

## Heritage

Key Function - Bundawarrah Centre, Heritage, Railway Precinct

Policy Directions • To collect and preserve local history in its various forms in the area generally covered by the Temora Shire Council • Council are committed to the retention of the current management structure at the museum • Commitment to Temora Shire Council Heritage Committee

**To protect and conserve areas and items of historic and landscape heritage value, support and encourage adaptive and sustainable reuse of these places and facilitate development and interpretation of social value through information and education programs**

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Bundawarrah Centre - Develop virtual tour of facility (subject to grant funding)	Application for grant funding	Rural Museum Manager	Progressing		10%	The attractions on the site have been clearly identified in numerical sequence in anticipation of the installation of the new museum access portal to be installed in the Visitors Centre. a newly composed paper-based visitor guide will provide the structure for a future virtual tour.
Bundawarrah Centre - Installation of walkway and new cabinetry		Director of Environmental Services	Progressing		20%	Partial Funding approved. (\$87K through Stronger Country Communities Round 4). Project to be requested. Suspect funding maybe insufficient for proposed project scope. Project to be a subject of a future report to Council.
Bundawarrah Centre - Investigate installation of toilets for TEM-FM		Director of Environmental Services	Completed		100%	Investigation Complete. Work will not progress until full project funding is available (In TEMFM committee's hands). Council has allocated \$5K for the associated sewer works
Bundawarrah Centre - Seek funding for Ambulance Museum Stage 3	Completion of plans	Rural Museum Manager	Progressing		20%	Funding has recently been approved under the Create NSW Cultural Infrastructure Grants program to proceed with the planning of the project up to the submission of a Development Application to Council in the second half of 2022

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Bundawarra Centre - Support the concept of hosting temporary travelling exhibitions	Ongoing increased number of exhibitions	Rural Museum Manager	Progressing		50%	A very successful Temora Shire Art Prize Exhibition was hosted during November and early December.
Commitment to the Temora Shire Sportsman Walk of Honour (Nil allocation 2021/2022)	Support provided	Director of Administration and Finance	Postponed by Council Decision		0%	No budget allocation for 2021/2022.
Heritage - Continue the Temora Heritage Advisor program	Budget allocated	Director of Environmental Services	Progressing		50%	Committee ticking along satisfactorily.
Heritage - Satellite Airfield Project		Director of Environmental Services	Progressing		30%	Underway. Working with Temora Aviation Museum historian.
Heritage - Support the Heritage Assistance Fund. Support community heritage groups in accordance with policy	Budget allocated	Director of Environmental Services	Progressing		50%	\$15000 budget half allocated.
Support Broken Dam Heritage Trail	Completion of project	Engineering Technical Services Manager	Completed		100%	Completed with Drought Program funds

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Temora Railway Precinct - Provide resources towards enhancement as a heritage tourism and event destination	Budget allocated	Director of Environmental Services	Progressing	▲	50%	Funding and assistance provided wherever requested.

### Property Services

Key Function - Cemeteries, Council Properties, Public Toilets,

Policy Directions • Support the operation and activities of the Friends of Temora Shire Cemeteries (FOTSC) and involve the group in Cemetery planning • Upgrade presentation of one public toilet per year to an acceptable standard • Council involvement in real estate development only when private developers do not meet a determined need • Purchase of additional land for expansion of cemetery in the future

**To provide Council properties that are well maintained, planned and meet or exceed the expectations of our community and visitors.**

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Lobby for the installation of public toilets at roadside stops		Engineering Technical Services Manager	Not Progressing		0%	Have been unsuccessful in past attempts. Will look in submit a project proposal or similar in first half of 2022
Support the concept of installing solar panels on Council buildings subject to the provision of a positive business case.	Solar system installed	Engineering Technical Services Manager	Progressing		75%	2021/2022 capital program nearing completion. Temora Rec Centre and Pool has proven difficult and may roll into next FY.
Temora Cemetery - Install plinth to incorporate existing headstones.	Completion of project	Director of Environmental Services	Progressing		10%	Planning underway for February installation

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Apollo Place - Investigate opportunities to develop subdivision in partnership with not for profit 3rd party	Plan of management and design completed	Director of Environmental Services	Not Progressing		20%	Project has stalled. Council staff have re-instituted discussions with Argyle Housing

### Public Health

Key Function - Community Health Programs, Food Control

Policy Directions • To keep public health related business owners and operators informed of changes to legislation, standards and regulations • Conduct an ongoing program to provide or promote swimming pool operator education as per state legislation

- Provide a public health related complaints database/register • Support the Bush Bursary Program on a biennial basis

*To protect the health of the general public by ensuring public health and safety practices are maintained and improved by regularly inspecting commercial public health related premises and educating business owners and employees*

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Advocate for the construction of a new Temora Hospital	Formal advocacy undertaken	General Manager	Completed		100%	Announcement that a new hospital has been funded
Advocate for the retention of a Visiting Medical Officer and commencement of Pathology services to Ariah Park	Advocacy undertaken	General Manager	Progressing		50%	Ongoing action
Proactively support and promote community mental health facilities and programs	Formal advocacy undertaken	Community Services Officer	Progressing		30%	Ongoing program

## Recreational Services

Key Function - General Recreational Services, Parks & Gardens, Sporting Grounds, Playgrounds, Temora Recreation Centre, Public Pools

Policy Direction • Sports Council are the body responsible for liaison between Council and users of Sporting Facilities

*To provide, maintain and improve the sporting fields and recreational facilities which meet the needs of the community and are safe enjoyable and attractive*

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Pedal Park (Rotary Club) location to be determined		Engineering Technical Services Manager	Not Progressing		0%	No Action. Project driven by Rotary Club. Needs further consideration from Council.
Ariah Park Recreation Ground - Install swing set		Engineering Technical Services Manager	Progressing		40%	Ready to be delivered. Lacking budget to complete the scope of works.
Data collection, asset register and mapping of recreational spaces	Provision of data	Engineering Technical Services Manager	Not Progressing		40%	Project has not progressed for some time. Struggling to resource.
Develop a Recreation and Open Space Strategy that meets the needs of residents	Inclusion in planning process	Engineering Technical Services Manager	Progressing		80%	Complete in draft. Needs to be workshopped with Council to make decisions and determine the path forward.
Golden Gate Reserve - Update facilities		Engineering Technical Services Manager	Progressing		20%	Fencing quotation accepted. Project started but moving slowly.

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Golden Gate Reserve - Investigate the installation a dog park		Engineering Technical Services Manager	Not Progressing		0%	Not funded
Hillview Park - Solar Lighting Installation	Installation completed	Director of Environmental Services	Grant Not Available		0%	Funds not available. Seeking Grant opportunities as they arise.
Investigate solutions for surface at Nixon Park No.2	Report presented to Council	Engineering Technical Services Manager	Completed		100%	Preferred option is staged loam top dressing over 2-3 years and levelling. Other options such as sub surface drainage are very expensive and require the irrigation to be significantly damaged. Top dressing and levelling will be included in 2022/2023 Budget estimates.
Investigate recreational routes - design only		Engineering Technical Services Manager	Not Progressing		0%	No action at this stage.
Investigate the issue of collection of an equitable contribution towards the provision of sports facilities from sporting groups	Projects completed	Engineering Technical Services Manager	Progressing		5%	Part of recreation and open space strategy.
Lake Centenary - Construct bridges on walking track	Construction completed	Engineering Works Manager	Progressing		40%	Both pedestrian bridges have been manufactured locally by Cleverdons and are at the depot awaiting installation. Installation has been delayed significantly due to ongoing wet weather events that kept filling the lake to 100% capacity which prevents the access required to the island section between the two inlet waterways.
Lake Centenary - Solar lighting on path		Engineering Technical Services Manager	Progressing		80%	Lighting installed however some reliability issues exist

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Maintain a comprehensive and regular playground and inspection system for all Council facilities	System adopted by Council	Engineering Works Manager	Progressing	▲	50%	This function is progressing well with routine inspections and repairs following each inspection for safety. Some equipment is older and replacement parts are hard or not possible to source.
Temora Swimming Pool - Purchase of Disabled Hoist		Director of Environmental Services	Progressing	▲	50%	Grant Funding received. Consultation with users completed.
Temora Swimming Pool - Redevelopment	Funds secured	Director of Environmental Services	Progressing	▲	30%	Tender let. Work scheduled to commence in Late March, 2022

### Regulatory Control

Key Function - Animal Control, Building Control, Land Use Planning, Regulatory Control

Policy Directions • Continued employment of a ranger/law enforcement officer Train/up-skill existing staff member to assist/relieve Ranger • Utilise CCTV and other technologies to enhance effectiveness of enforcement activities • Participation and support for Temora Liquor Accord

*To utilise a mixture of education campaigns and enforcement to gain compliance with relevant legislation and ensure appropriate processes and procedures are in place.*

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Complete amendments to the Temora Local Environmental Plan 2010, as directed by Council and with the support of the NSW Department of Planning, Infrastructure and Environment, including Ariah Park village, residential land, industrial land and rural land	Review conducted	Director of Environmental Services	Progressing	▲	50%	Progressing and ongoing. Housing Strategy with DoP for review. Airport St Rezoning at DoP for Gateway Determination
Determine a policy outlining the relationship between Council and Temora Veterinary Clinic and pet rescue groups	Relationships maintained	Ranger	Progressing	▲	10%	With changes to ownership of the Veterinary practice, a new arrangement is to be negotiated

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Provide monthly report to Council about ranger activities incl. parking, companion animals	Report to Council	Ranger	Progressing		50%	Monthly reports provided to Council
Report statistics of number of Development Applications, Complying Development Applications and assessment times. Planning Reports to Council where required	Report to Council	Director of Environmental Services	Completed		100%	Completed in July 2020. New e-planning system up and running. Should no longer be required.
Use of social media and community radio to advertise availability of companion animals	Number of pets rehomed	Ranger	Progressing		50%	Ongoing program

**Resident Services**

Key Functions - Community Safety, Service NSW, Villages, Volunteers

Policy Directions • Commit to the maintenance and development of the CCTV concept • Work cooperatively with Police & Temora Security Services to ensure a coordinated approach to community safety • Presentation of Council as a professional organisation with a strong customer focus • Development of systems to ensure that communication between Council and stakeholders is best practice • Hold at least one Council meeting per term of Council in Ariah Park • Lobby for continued presence of Service NSW Office in Temora • Lobby for more frequent driver testing in Temora • Lobby for retention and availability of Policing services in the shire • Conduct a comprehensive ratepayer survey once in each term of Council

**To provide a safe and inclusive built environment by working together as a community and to present to the public a caring, courteous and efficient local government service**

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Maintain CCTV system in Temora to a modern standard acceptable to the users of the facility.	Uptime of system	IT Officer	Progressing	▲	50%	CCTV image has been upscaled at key locations to provide a clearer picture improving number plate identification.
Provide the Service NSW Agency at no cost to Council that meets the needs of residents	Annual review of budget	Director of Administration and Finance	Progressing	▲	50%	This service is meeting its expected outcomes and is being provided at no cost to Council.
Utilise public events to acknowledge volunteers for example Volunteers Week, Local Government Week and nominating volunteers for awards within the community.	Promotion of events	Community Services Officer	Progressing	▲	10%	Ongoing program however Covid has impacted opportunities at events

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Villages - Retain staff member at Ariah Park	Payroll retention	Engineering Works Manager	Progressing		50%	Staff member retained at Ariah Park and relieved when on leave using Temora based staff.
Villages - Support community in the establishment of a nature walking track and bicycle track from Broken Dam Heritage Area to Ariah Park Cemetery (Subject to Grant Funding)	In principle support	Engineering Technical Services Manager	Not Progressing		0%	Need to consult with Ariah Park Advisory Committee to establish scope of project. Not sure project is possible based on previous discussions regarding route.

## Risk Management

Key Function: Occupational Health and Safety, Risk Management

Policy Directions • Provide suitable education to employees, volunteers, and contractors relating to WH & S risks • Encourage employees to submit near miss incidents to develop better work method statements • Provide training for all staff in relation to WH & S matters, Risk Analysis and Hazard Identification • Maintain Temora Shire Council's WH & S Committee to assist in providing consultation and communication in relation to WH & S matters • Use Councils Policies to improve and monitor WHS and Risk Management Strategies • Conduct of exit medical assessment on employees hearing and sight to benchmark condition • To commit, unreservedly, as an organisation to Workplace Health and Safety and ensure that all possible steps are taken to ensure the safety of each individual • Commitment to StateCover best practice • Commitment to compliance with all Acts, regulations and Codes relating to OH&S and Risk Management

**To provide a safe working environment, for staff, contractors, volunteers and the public that minimises the occurrence of accidents and incidents and where necessary delivers an efficient rehabilitation program and promote a culture of WH & S and Risk Management best practice in the work place**

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Commit to the conduct of regular Risk Management meetings	Hold at least 6 meetings annually	Safety and Systems Coordinator	Progressing	▲	25%	Proposal has been submitted to the General Manager in how to achieve NSW Government Risk Management requirements, this will be an ongoing task for 2022 and beyond.
Develop an integrated safety, quality and environmental management system	Plans completed and adopted	Safety and Systems Coordinator	Progressing	▲	50%	Ongoing process. TfNSW R2 prequalification for WHS, Environment and Quality management systems has been achieved, with many policies, procedures and forms reviewed, created or improved to achieve this. Review and improvement of remaining procedures is ongoing. Quality system requirements are being managed by the Engineering Work Manager and the Project & RMCC Coordinator, with ad hoc support from Risk Manager as required.

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Develop and implement the Audit and Risk Improvement Committee	System implemented and operational	Director of Administration and Finance	Progressing	▲	25%	ARIC Charter to be presented to Council in March. Completion required by June 2022
Implement Enterprise Risk Management program	System implemented and operational	Safety and Systems Coordinator	Progressing	▲	25%	Proposal has been submitted to the General Manager in how to achieve NSW Government Risk Management requirements, this will be an ongoing task for 2022 and beyond.
Integration of Quarry Management Plan into the Council Integrated Risk Management Plan	System integrated	Engineering Technical Services Manager	Progressing	▲	10%	Preliminary work undertaken. Struggling to resource.
Review of existing Risk Management and WHS Procedures		Safety and Systems Coordinator	Progressing	▲	50%	Ongoing process. TfNSW R2 prequalification for WHS, Environment and Quality management systems has been achieved, with many policies, procedures and forms reviewed, created or improved to achieve this. Review and improvement of remaining procedures is ongoing.

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Undertake Employee programs to support employees in the workforce, including: * Hearing Tests * Mental Health Programs * Skin Checks * Employee Assistance Programs * Health Checks * Team Building Exercises	Develop program and implement	Human Resources Officer	Progressing	▲	50%	Ongoing program, recently all staff completed Mental Health Awareness Training, with supervisors and managers undertaking Mental Health First Aid Training. Audiometric testing was carried out in 2021. Skin Checks and other wellbeing programs under investigation for 2022. Council provides an EAP service to all staff. This was utilised by 4 employees in 2020, no employees used the service in 2021. Contact will be made with our EAP to do a presentation to all staff in 2022 outlining the services available.

## Sewerage Service

Key Functions - • Effluent Reuse System • Sewerage System

Policy Directions • Extension of effluent system to all parks subject to evaluation by staff that there is sufficient water and the extension is economically viable • Support for long term construction of a Sewerage Scheme for Ariah Park • Support extension of sewer mains to non sewerred locations in Temora

### To maintain the treatment works and reticulation network to ensure compliance with legislative requirements and improve the quality of effluent

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Ariah Park - conduct consultation with the Ariah Park community to determine support for the installation of sewerage services within the village	Report to Council	Engineering Technical Services Manager	Progressing		20%	Planning in progress for community consultation in coming months.
Develop a policy on delineation of sewer asset ownership	Policy adoption by Council	Engineering Technical Services Manager	Progressing		80%	Complete in draft. Look to be endorsed by Council and implemented 1st July 2022.
Ensure all staff involved in the sewerage function receive appropriate industry specific training for managers and operators	Budget required	Engineering Works Manager	Not Progressing		0%	No training undertaken during this reporting period.

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Undertake CCTV inspection, smoke testing and condition rating of sewerage reticulation network including removal of sewerage infiltration	Set targets	Engineering Works Manager	Progressing		20%	Routine work in relation to sewer has been hindered due to resourcing issues of staff with mainly reactive maintenance undertake opposed to routine maintenance such as inspections, smoke testing and condition rating. Sewer function is currently under resourced with the Sewer & Plumbing Officer Mr Horan still on extended leave. A new Sewer & Plumbing Coordinator role has been created with applications open until mid January. The Project & RMCC Coordinator Mr Pattison has resigned with some sewer reporting tasks within his role. The sewer function has heavily been relying on the assistance of local plumbing contractors with the Assistant Sewer & Plumbing officer the only employee in this function full-time.
Undertake Upgrade and renewal works on Sewerage and Recycled Water in accordance with identified program	Program completed	Engineering Works Manager	Completed		100%	Upgrade works completed

### Support Services

Key Functions - Depot & Workshop, Plant & Equipment, Mining, Stores

Policy Directions • Ensure that depot and workshop facilities are adequate to meet the needs of a modern workforce • To provide scheduled and unscheduled maintenance and repairs according to OEM guidelines and Council procedures with minimal downtime • To supply and dispose of fleet assets at the most advantageous cost to Council • To ensure that there are sufficient, well trained staff to service Councils plant

***To provide a Depot Workshop and stores facility that meets all statutory and regulatory requirements and provides the support to allow all Councils works functions to perform in the most efficient and cost effective manner and To provide and maintain a modern plant and equipment fleet that meet its operational requirements with high utilisation in a cost effective manner***

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Investigate and source new quarries to meet the future needs of Council	Evaluation of alternatives	Engineering Technical Services Manager	Not Progressing		0%	No Action

### Transport Infrastructure

Key Functions - Footpaths and Cycleways, Road Infrastructure

Policy Directions • Policy to generally provide paved footpaths on only one side of urban streets in accordance with the Footpath Hierarchy Plan • Development of a footpath hierarchy plan including pedestrian access mobility plan and cycleway plan • Construction of one length of footpath annually in accordance with adopted plan • Width of all new footpaths to be at least 1.5 mtrs or greater • Review the Roads Hierarchy including review of methodology within the term of each Council

**To provide transport infrastructure that meets community expectation in terms of need, safety, amenity and standard**

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Commitment to the long term facilitation of efficient heavy vehicle access through Temora Shire subject to minimisation of impact on: Resident amenity, Council finances, Resident safety	Reduction in conflict between users and road managers	Engineering Technical Services Manager	Progressing	▲	65%	NHVR RAV permit process working well. Some RAV non compliance in urban Temora. HVAR is moving slowly. Look to hold a workshop in early 2022.
Develop a project brief for the construction of an Alternate Heavy Vehicle Route around Temora based on the preferred route	Brief completed	Engineering Technical Services Manager	Progressing	▲	10%	Progressing slowly. Received drawings from TfNSW. Workshop with new Council in early 2022.

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Make application for a minimum of one (1) Fixing Country Roads grants annually	Application made	Engineering Technical Services Manager	Not Progressing		0%	No application submitted in current FY. Will look to see when next application can be made.
Program a tour of inspection on the first and third year of a new council	Tour conducted	Engineering Technical Services Manager	Progressing		0%	Scheduled for 5 May 2022
Seek funding (Full) for the installation of a roundabout and associated infrastructure at the corner of Hoskins & Polaris Streets	Submissions made	Engineering Technical Services Manager	Not Progressing		0%	Needs further consideration by Council. Impacted by heavy vehicle debate. Will need assistance from Council to lobby for funding. \$1-2m project.
Undertake linemarking on Class 2 Roads		Engineering Technical Services Manager	Not Progressing		0%	Not commenced.
Undertake Kerb and Gutter construction and maintenance in accordance with the Kerb and Gutter Assets Capital Works Program	Completion of program	Engineering Works Manager	Progressing		30%	Capital works not yet commenced however kerb maintenance progressing.

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Undertake Footpath construction and maintenance in accordance with the Footpath Assets Capital Works Program	Completion of program	Engineering Works Manager	Progressing	▲	15%	Asquith St Footpath 50% completed, Reid St Ariah Park & Harrison St Ariah Park not yet commenced as funded in 2021/22 budget. All additional grant funded projects in Local Roads and Community Infrastructure Round 3 not commenced however have until June 2023 to completed these.
Undertake Cycleway construction and maintenance in accordance with the Cycleway Assets Capital Works Program	Completion of program	Engineering Works Manager	Progressing	▲	50%	Maintenance ongoing and no budgeted cycleway construction planned for 2021/22 year.
Undertake Rural Unsealed Roads construction and maintenance in accordance with the Rural Unsealed Roads Assets Capital Works Program	Completion of program	Engineering Works Manager	Progressing	▲	50%	From initial budget Sinclairs Ln, Slingers Rd and Speirs Rd are completed. Outstanding are Back Mimosa Rd and Fraters Speedway along with additional grant funded projects added later as per LRCI Round 3 program.
Undertake Urban Sealed Roads construction and maintenance in accordance with the Urban Sealed Roads Assets Capital Works Program	Completion of program	Engineering Works Manager	Progressing	▲	40%	Urban reseals completed, outstanding is Back Ariah Park Rd upgrade and Little Crowley St Reconstruction. Additional projects in Fixing Local Roads and LRCI grant programmes not yet commenced.

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Undertake Urban Unsealed Roads construction and maintenance in accordance with the Urban Unsealed Roads Assets Capital Works Program	Completion of program	Engineering Works Manager	Progressing	▲	15%	Works have not yet commenced for urban unsealed road upgrade projects. General Maintenance ongoing.
Undertake Pavement Rehabilitation/ Widening in accordance with the Pavement Rehabilitation / Widening Assets Capital Works Program	Completion of program	Engineering Works Manager	Progressing	▲	40%	Pavement Rehab and Shoulder widening works progressing but delayed due to wet weather impacting delivery.
Undertake Rural Sealed Roads construction and maintenance in accordance with the Rural Sealed Roads Assets Capital Works Program	Completion of program	Engineering Works Manager	Progressing	▲	40%	Projects primarily completed, due to wet weather council is seeking through the grant funding programme administrator that Tara Bectric Road Seg 7 be deferred to next financial year.
Undertake Fixing Country Roads/ Heavy Vehicle Safety and Productivity Program in accordance with the determined program	Completion of program	Engineering Works Manager	Progressing	▲	20%	Fixing Country Roads Projects on Tara-Bectric Rd Segment 4 & 5 progressing and Segment 7 to follow. No projects funded currently within the Heavy Vehicle Safety and Productivity Program.

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Undertake Regional Roads Program in accordance with the determined program	Completion of program	Engineering Works Manager	Progressing	▲	50%	Regional roads program progressing well with MR398 Culvert near Chellington Road nearing completion. Maintenance ongoing and further shoulder widening yet to commence.

**Youth**

Key Functions - • Support Youth in their endeavours

Policy Directions • Conduct surveys of Youth to determine “mainstream” concerns and ways to engage the youth of Temora • Support the efforts of our Youth Council • Maintain youth centre facilities at Ariah Park and Temora • Participation in Youth Week/Local Government Week

**Provision of services for the Youth in the Community that meet the expectations of stakeholders**

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Conduct regular Youth programs and workshops in relevant areas of youth interest	Activities held	Youth Officer	Progressing	▲	50%	The Platform Y Hospitality Team has been building their culinary knowledge under the guidance of YPC. Workshops have included a focus on meal options for breakfast, lunch and dinner, as well as dishes from around the world. Each recipe is chosen to align with the Healthy Food Policy and aims to provide the Hospitality Team with nutritious foods as well as healthy eating patterns. The CAPA Team has been working on building their communication skills, teamwork and confidence during their exploration of Shakespeare, drama games and improvisation activities. The Gaming Team have continued to utilise multiplayer options to encourage social interactions between current and new members. The Green Team meet monthly and completed planting and mulching of the garden area adjacent to entry to Platform Y. The Y Jam music group have been building a set of songs. Numbers for all teams were down slightly after the return from COVID restrictions.

## Waste Services

Key Functions - Garbage Services, Landfill Sites, Street Cleaning, Trade Waste Services, Recycling

Policy Direction • To provide, maintain and improve facilities, which enhance visual aspects of the CBD and street infrastructure

- **To maintain the town and village streets in a tidy and clean standard • To provide effective householder waste services collection and disposal systems for Ariah Park, Springdale and Temora as well as enhancing residents recycling opportunities and participation utilising innovative approaches to education, promotion and service provision**

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Advocate for a Return and Earn facility at Ariah Park	Ongoing advocacy	Director of Environmental Services	Progressing		20%	To be requested at March REROC Waste forum meeting.
Continue support for Cleanup Australia Day program and anti litter promotion	Participation in program	Director of Environmental Services	Progressing		50%	Gearing up for CUAD on 6th Feb, 2022. Schools notified. Bags ordered. Adverts prepared
Investigate the introduction of kerbside recycling options in Temora Shire	Report to Council on option	Director of Environmental Services	Not Due To Start		0%	Will commence later in 2022

### Water Services

Key Function - • Drainage • Water Cycle Management

*To ensure that water resources are utilized in an effective and efficient manner with a view to sustainability*

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Complete the development of an Integrated Water Cycle Management Plan (IWCMP)	Preliminary investigation undertaken	Engineering Technical Services Manager	Progressing	▲	75%	Project is progressing slowly. Completion due 30th June 2022.
Data collection, asset register and mapping of urban storm water drainage assets	Data collected	Engineering Technical Services Manager	Progressing	▲	85%	Nearing completion. Asset register construction / review and valuation remaining.
Deliver Flood Study for Ariah Park and Springdale	Application made	Engineering Technical Services Manager	Progressing	▲	50%	To be completed 2022/23
Undertake the Temora Floodplain Risk Management Study and Plan	Plan provided	Engineering Technical Services Manager	Progressing	▲	50%	Due for completion in October 2022. Grant variation approved to rerun flood model based on most up to date data.
Undertake Stormwater Drainage construction and maintenance in accordance with the Stormwater Assets Capital Works Program	Completion of program	Engineering Works Manager	Progressing	▲	25%	Progressing but delayed due to wet weather and resourcing.

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Develop and showcase talent by creating a youth made market and event with the support of local mentors	Participation level by Village residents	Youth Officer	Completed		100%	Phase two of Youth-Made Market (YMM) program was postponed due to COVID. Weekly workshops commenced October, with local mentors developing the young peoples business skills. 14 stalls participated in YMM2, as well as Platform Y Coffee Shop, the Community Centre, and 'Temora Youth' stall promoting youth programs in Temora Shire. YMM2 was held Saturday 20th November in the old Target Building in Hoskins Street, funded by Temora Shire Council and donations from Lions and Rotary Clubs, Temora. The YMM Mega Christmas Market was held at The Patchwork Inn Courtyard as part of the TBEG Christmas Fair, 10th December. 12 stall holders and Platform Y Coffee Shop participated. Both events received encouraging feedback from those in attendance. The program received two nominations for the Temora Shire Council Australia Day Event of The Year Award. Youth Development Officer is reviewing evaluations to assess possibilities for 2022 YMM program.
Develop financial literacy and employment development opportunities for young people	Program implemented	Youth Officer	Not Progressing		0%	The Adulting 101 program could not proceed due to COVID restrictions. YDO will discuss options with Temora High School for 2022.

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Development of a program for school holiday activities	Programs undertaken	Youth Officer	Progressing		50%	Enriching workshops are offered each school holidays, open to all young people between the ages of 8-25 years. The following workshops were well attended in December: - 20th December- Christmas craft (Temora and Ariaah Park) - 23rd December- Christmas baking All workshops were supervised by the YPC, assisted by the Temora Youth Leaders. A range of workshops will continue throughout the January holiday period. YDO liaised with the PCYC for the BBQ and Beats Tour, held at Temora Town Hall on Wednesday 21st December. The event was promoted on Temora Youth and Temora Shire Council social platforms, with approximately 30 young people in attendance.
Formulate strategy to bring village, rural and town young people together	Participation by non-Temora residents	Youth Officer	Progressing		50%	A small number of village young people are attending Platform Y weekly workshops and holiday programs. COVID restrictions have impacted improvements in this area. A Christmas craft workshop conducted by the YPC at Ariaah Park was well supported, with an additional workshop have added to Ariaah Park during the January holiday program.
Hold a Youth Team afternoon tea and youth team meeting hosted and chaired by the Mayor	Function held	Youth Officer	Not Progressing		0%	Due to COVID restrictions this event was postponed.

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Participate in activities that nurture leadership and responsibility, eg Take Charge, Clean Up & Australia Day	Participation in programs	Youth Officer	Progressing	▲	50%	<p>Temora Youth Team was actively involved in the planning and delivery of the YMM2 and Youth-Made Mega Christmas Market program, with the Hospitality team running a very successful Platform Y Coffee Shop. Youth leaders also sold raffle tickets at YMM 2 to assist with the ongoing funding of the program. Both groups were under the immediate supervision of the YPC and YDO.</p> <p>A Christmas Party was held Tuesday 14th December at Temora Pool. 17 young people from the Leadership Team and weekly workshops attended and were presented with their certificates stating their volunteer hours by Temora Young Citizen of the Year, Ben Raynor. Over 340 volunteer hours were recorded by Temora Youth teams during 2021.</p>
Partner with Pinnacle Services to provide targeted programs that support and engage the young people in their care	Participation numbers	Youth Officer	Progressing	▲	50%	<p>COVID restrictions have impacted progress in this area. One Pinnacle client regularly attends the Hospitality weekly workshop. YPC will continue to collaborate with the NDIS Coordinator from Pinnacle Community Services for Pinnacle clients to attend the weekly workshops at Platform Y.</p>
Platform Y - Maintain and develop Platform Y as the centre for Youth activity in Temora Shire	Viability of Platform Y	Youth Officer	Progressing	▲	50%	<p>Weekly workshops, school holiday programs and YMM2 workshops are conducted at Platform Y. Youth activities at Platform Y are promoted via Temora Shire Council social media platforms, Narraburra News, local school newsletters and social pages and local print media.</p>
Review the operation of the Youth function including review of resources	Review conducted and reported to Council	Youth Officer	Progressing	▲	50%	<p>Employee hours in the Youth function have been deemed to be adequate</p>

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Scholarships - Provide one (1) scholarship to the Temora and District Education Fund	Scholarship provided	General Manager	Completed		100%	Scholarship provided
Scholarships - Provide scholarships in accordance with policy to be determined by Council through the Scholarships Committee	Scholarships awarded	General Manager	Completed		100%	Scholarships provided
Support annual transport to Canberra Careers Expo	Participation in event	Youth Officer	Not Progressing		0%	Due to COVID - 19 this event was cancelled.
Support for Youth Week events	Events supported	Youth Officer	Progressing		10%	YDO and YPC are planning events for Youth Week 2022, to be held from April 4 to April 14 2022.
Support the concept of the Young Citizen of the Year Award as a way of recognising Youth	Continued support	General Manager	Progressing		60%	Included in Australia Day program

**11      ENGINEERING SERVICES**

Nil

**12 ENVIRONMENTAL SERVICES****12.1 COUNCIL NOMINATED MEMBERS FOR THE REGIONAL PLANNING PANEL**

**File Number:** REP22/46  
**Author:** Town Planner  
**Authoriser:** Director of Environmental Services  
**Attachments:** Nil

**REPORT**

Council has received correspondence requesting that, following Council elections, Council nominate its members for the Southern Regional Planning Panel. The role of the Council members will be to work with other Planning Panel members (three State nominated members) to determine regionally significant development applications.

Appointment terms should also be confirmed. The standard term for nominated members is 3 years unless otherwise advised by Council. Property developers and real estate agents are not eligible to be members of a Planning Panel.

Section 4.4 of the Sydney and Regional Planning Panel Operational Procedures it states that two Council members are appointed by each Council. At least one Council member must have expertise in one or more of the following areas: planning, architecture, heritage, the environment, urban design, land economics, traffic and transport, law, engineering or tourism.

Previously Council has nominated Mr Tony Donoghue, General Manager of Coolamon Shire Council. Mr Donoghue has raised no objection to being re-nominated. Council has also previously nominated Cr Nigel Judd.

It is also recommended that Council should nominate 2 alternate members for the panel in the instance their delegated permanent representatives are not available and these details should also be supplied.

Council has received advice that Mr Colby Farmer, Executive Manager, Planning and Environmental Services, Coolamon Shire, is willing to be an alternate member.

**RESOLUTION 53/2022**

Moved: Cr Belinda Bushell  
Seconded: Cr Max Oliver

It was resolved that Council nominates Cr Judd as the member for the Regional Planning Panel and Cr Goode as the alternate Member.

**AND FURTHER**

That Council nominate Tony Donoghue General Manager of Coolamon Shire as member with Mr Colby Farmer as alternate.

**CARRIED**

*Report by Claire Golder*

## 12.2 PROPOSED EMPLOYMENT ZONES - NSW DEPARTMENT OF PLANNING, INDUSTRY AND ENVIRONMENT

**File Number:** REP22/51

**Author:** Town Planner

**Authoriser:** Director of Environmental Services

**Attachments:** 1. Proposed employment zones amendments  

### REPORT

The NSW Department of Planning, Industry and Environment (DPIE) has amended legislation to give effect to the employment zones reform that, on completion, will replace the existing Business and Industrial zones with new zones.

All Standard Instrument (SI) local environmental plans in NSW must be made in accordance with the SI LEP Order. The DPIE is coordinating the amendments and is proposing public exhibition of all LEP amendments in April 2022.

### Background

- A local environmental plan is the legal instrument that sets out the local planning rules that development and land use activities must satisfy
- In NSW, local environmental plans are prepared in accordance with a standard template known as the Standard Instrument Order
- The Standard Instrument Order sets standard zones that councils must apply to land within their local government area
- An employment zone is a zone in which the primary objective is to promote employment-generating activities
- Other zones including the rural, special purpose and residential zones, may permit employment generating activities as secondary to their primary objectives
- This reform focuses on the Business and Industrial zones, replacing these with Employment zones in the Standard Instrument Local Environmental Plan Order
- At the conclusion of the employment zones reform there will be 31 zones in total to choose from. Temora Shire is not required to use all of these zones. Presently Temora Shire uses 15 zones and under the preliminary translation from DPIE there would still be 15 zones, although the names of four zones will have changed.

### History

- The new zones proposed by DPIE are:
  - E1 Local Centre
  - E2 Commercial Centre
  - E3 Productivity Support
  - E4 General Industrial

- E5 Heavy Industrial
- Supporting zones
  - MU1 Mixed Use
  - W4 Working Waterfront
  - SP4 Enterprise
- It was recommended by the NSW Productivity Commission to rationalise the number of employment zones in NSW and to increase flexibility within the new zones to expand the land uses that are permitted.
- The eight business (B) and four industrial (IN) zones under the Standard Instrument Order are being replaced with five employment (E) zones and three supporting zones
- To progress the translation to the new zones DPIE has provided a preliminary translation of Council's LEP including prepared land use tables. Council officers has reviewed DPIE's translation and are satisfied with the proposed changes, however Council endorsement of the proposal is required.

### Current considerations

- In summary the changes proposed for Temora Shire are shown by Table 1.

Current zone	Proposed new zone
B2 Local Centre	E1 Local Centre
B6 Enterprise Corridor	E3 Productivity Support
IN1 General Industrial	E4 General Industrial
B4 Mixed Use	MU1 Mixed Use

Table 1: Current and proposed zones for Temora Shire under Employment Zone reforms

- Council can review the translation of the zones alongside the broader suite of employment zones to find a zone that best fits councils' strategic planning.
- There may be some scope to make changes to align with endorsed employment strategies however a zone selection that generally changes the intent of the existing zone or range of permitted uses may be better dealt with as part of future planning proposal.
- A savings and transitional provision will be made which means councils can make changes to other documents incrementally including DCPs, Local Strategic Planning Statements, council strategies, policies, plans and forms.

### Next steps

- A self-repealing State Environmental Planning Policy (SEPP) Explanation of Intended Effect (EIE) will be exhibited by DPIE in April 2022.
- The SEPP EIE will outline each council's proposed LEP amendment.
- DPIE is building a web platform so that communities can readily identify their local changes and make a specific submission on the proposed translation and associated detail relevant to their local areas.

- Submissions in their entirety as well as summaries will be shared with councils following exhibition to enable finalisation of the policy between DPIE and Council second half of 2022.
- It is intended and amend all LEPs before December 2022.

Cr Rick Firman left the meeting at 5:12 pm.

Cr Graham Sinclair assumed the Chair.

Cr Rick Firman returned to the meeting at 5:14 pm.

**RESOLUTION 54/2022**

Moved: Cr Belinda Bushell

Seconded: Cr Jason Goode

It was resolved that Council endorse the proposed employment zone changes to the Temora Local Environmental Plan 2010 for public exhibition by the Department of Planning, Industry and Environment.

**CARRIED**

***Report by Claire Golder***

Cr Rick Firman resumed the chair at 5:15pm



## **Employment zones reform translation – Return Translation Detail**

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*Temora LEP 2010 Templates for Council to fill in*

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DRAFT FOR DISCUSSION PURPOSES | VERSION 1.0



# Employment zones reform

Preliminary translation of Temora LEP 2010 land use tables

RETURN TRANSLATION DETAIL NOTE: PLEASE ENSURE THAT THE TITLE PAGE AND HEADER IS UPDATED WITH THE LEP'S NAME AND YEAR.

## 1. Confirmation of zone selection

E1 Local Centre		Council comment
Confirm zone is correct Y/N	Entire zone not appropriate or Specific zone incorrectly applied to an area	
Y		

E3 Productivity Support		Council comment
Confirm zone is correct Y/N	Entire zone not appropriate or Specific zone incorrectly applied to an area	
Y		

E4 General Industrial		Council comment
Confirm zone is correct Y/N	Entire zone not appropriate	



## Employment zones reform

Preliminary translation of Temora LEP 2010 land use tables

Y	or Specific zone incorrectly applied to an area	or Specific zone incorrectly applied to an area
MU1 Mixed Use		
Confirm zone is correct Y/N	Entire zone not appropriate or Specific zone incorrectly applied to an area	
Y	Council comment	



# Employment zones reform

Preliminary translation of Temora LEP 2010 land use tables

## 2. Local zone objectives

E1 Local Centre			
Local objective <sup>1</sup>	DPIE recommendation (retain delete or amend)	Council comment	Amended or new local objective (where applicable)
To promote the enhancement and conservation of heritage items.	Retain	Agree	

E3 Productivity Support			
Local objective <sup>1</sup>	DPIE recommendation (retain delete or amend)	Council comment	Amended or new local objective (where applicable)
To protect local groundwater aquifers from contaminating activities.	Retain	Agree	

E4 General Industrial			
Local objective <sup>1</sup>	DPIE recommendation (retain delete or amend)	Council comment	Amended or new local objective (where applicable)



## Employment zones reform

Preliminary translation of Temora LEP 2010 land use tables

To encourage a range of uses that provide specialist goods and services to the region's farmers and agricultural enterprises.	Retain	Agree	
To protect local groundwater aquifers from contaminating activities.	Retain	Agree	
To allow food and drink premises that provide a direct service to the workers in the industrial area	Delete	Agree	

MU1 Mixed Use			
Local objective <sup>1</sup>	DPIE recommendation (retain delete or amend)	Council comment	Amended or new local objective (where applicable)
To promote and encourage investment in the rehabilitation, renewal and redevelopment of property within the zone.	Retain	Agree	



# Employment zones reform

Preliminary translation of Temora LEP 2010 land use tables

## 3. Permitted with or without consent

E1 Local Centre		
Land uses	Permitted without consent	Permitted with consent
Building identification signs		Building identification signs
Business identification signs		Business identification signs
Home businesses		Home businesses
Home industries		Home industries
Home occupations		Home occupations
Recreation areas		Recreation areas
Roads	Roads	

E3 Productivity Support		
Land uses	Permitted without consent	Permitted with consent
Building identification signs		Building identification signs
Business identification signs		Business identification signs



# Employment zones reform

Preliminary translation of Temora LEP 2010 land use tables

Home industries		Home industries
Roads	Roads	

E4 General Industrial		
Land uses	Permitted without consent	Permitted with consent
Building identification signs		Building identification signs
Business identification signs		Business identification signs
Roads	Roads	

MU1 Mixed Use		
Land uses	Permitted without consent	Permitted with consent
Building identification signs		Building identification signs
Business identification signs		Business identification signs
Home industries		Home industries
Roads	Roads	



## Employment zones reform

Preliminary translation of Temora LEP 2010 land use tables

### 4. Other land uses

Land use	E1 Local Centre		
	Permitted without consent	Permitted with consent	Prohibited
ATTACHED DWELLINGS		Attached dwellings	
EDUCATIONAL ESTABLISHMENTS		Educational establishments	
Group Homes		Group homes	
HOSTELS		Hostels	
LIGHT INDUSTRIES		Light industries	
Mortuaries		Mortuaries	
Multi dwelling housing		Multi dwelling housing	
Oyster aquaculture		Oyster aquaculture	
Passenger transport facilities		Passenger transport facilities	
Registered clubs		Registered clubs	
Residential flat buildings		Residential flat buildings	
Restricted premises		Restricted premises	



# Employment zones reform

Preliminary translation of Temora LEP 2010 land use tables

Semi-detached dwellings		Semi-detached dwellings	
Seniors housing		Seniors housing	
Any other development not specified in item 2 or 4		Any other development not specified in item 2 or 4	
<p>Agriculture; Air transport facilities; Airstrips; Animal boarding or training establishments; Biosolids treatment facilities; Boat launching ramps; Cemeteries; Charter and tourism boating facilities; Correctional centres; Crematoria; Eco-tourist facilities; Electricity generating works; Exhibition homes; Exhibition villages; Extractive industries; Farm buildings; Farm stay accommodation; Forestry; Freight transport facilities; Heavy industrial storage establishments; Helipads; Highway service centres; Home occupations (sex services); Hospitals; Industrial training facilities; Industries; Marinas; Mooring pens; Moorings; Open cut mining; Port facilities; Recreation facilities (major); Research stations; Residential accommodation; Rural</p>			<p>Agriculture; Air transport facilities; Airstrips; Animal boarding or training establishments; Biosolids treatment facilities; Boat launching ramps; Cemeteries; Charter and tourism boating facilities; Correctional centres; Crematoria; Eco-tourist facilities; Electricity generating works; Exhibition homes; Exhibition villages; Extractive industries; Farm buildings; Farm stay accommodation; Forestry; Freight transport facilities; Heavy industrial storage establishments; Helipads; Highway service centres; Home occupations (sex services); Hospitals; Industrial training facilities; Industries; Marinas; Mooring pens; Moorings; Open cut mining; Port facilities; Recreation facilities (major); Research stations; Residential accommodation; Rural industries; Rural workers' dwellings; Sewage treatment</p>

# Employment zones reform



Preliminary translation of Temora LEP 2010 land use tables

<p>industries; Rural workers' dwellings; Sewage treatment plants; Sex services premises; Storage premises; Transport depots; Truck depots; Warehouse or distribution centres; Waste or resource management facilities; Water recreation structures; Water recycling facilities; Water treatment facilities; Wharf or boating facilities; Wholesale supplies</p>			<p>plants; Sex services premises; Storage premises; Transport depots; Truck depots; Warehouse or distribution centres; Waste or resource management facilities; Water recreation structures; Water recycling facilities; Water treatment facilities; Wharf or boating facilities; Wholesale supplies</p>
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E3 Productivity Support			
Land use	Permitted without consent	Permitted with consent	Prohibited
Agricultural produce industries		Agricultural produce industries	
Cellar door premises		Cellar door premises	
Dual occupancies		Dual occupancies	
Hostels		Hostels	
Light industries		Light industries	
Mortuaries		Mortuaries	



# Employment zones reform

Preliminary translation of Temora LEP 2010 land use tables

Multi dwelling housing	Multi dwelling housing		
Oyster aquaculture	Oyster aquaculture		
Passenger transport facilities	Passenger transport facilities		
Registered clubs	Registered clubs		
Residential flat buildings	Residential flat buildings		
Restricted premises	Restricted premises		
Semi-detached dwellings	Semi-detached dwellings		
Seniors housing	Seniors housing		
Any other development not specified in item 2 or 4	Any other development not specified in item 2 or 4		
Agriculture; Air transport facilities; Airstrips; Animal boarding or training establishments; Biosolids treatment facilities; Boat launching ramps; Cemeteries; Charter and tourism boating facilities; Correctional centres; Crematoria; Eco-tourist facilities; Electricity generating works; Exhibition homes; Exhibition villages; Extractive industries; Farm buildings; Farm stay	Agriculture; Air transport facilities; Airstrips; Animal boarding or training establishments; Biosolids treatment facilities; Boat launching ramps; Cemeteries; Charter and tourism boating facilities; Correctional centres; Crematoria; Eco-tourist facilities; Electricity generating works; Exhibition homes; Exhibition villages; Extractive industries; Farm buildings; Farm stay accommodation; Forestry; Freight		

FOR DISCUSSION PURPOSES | Return Translation Detail for Council to fill in - Preliminary Translation Version 1.0 | 11



# Employment zones reform

Preliminary translation of Temora LEP 2010 land use tables

<p>accommodation; Forestry; Freight transport facilities; Heavy industrial storage establishments; Helipads; Highway service centres; Home occupations (sex services); Hospitals; Industrial training facilities; Industries; Marinas; Mooring pens; Moorings; Open cut mining; Port facilities; Recreation facilities (major); Research stations; Residential accommodation; Rural industries; Rural workers' dwellings; Sewage treatment plants; Sex services premises; Storage premises; Transport depots; Truck depots; Warehouse or distribution centres; Waste or resource management facilities; Water recreation structures; Water recycling facilities; Water treatment facilities; Wharf or boating facilities; Wholesale supplies</p>			<p>transport facilities; Heavy industrial storage establishments; Helipads; Highway service centres; Home occupations (sex services); Hospitals; Industrial training facilities; Industries; Marinas; Mooring pens; Moorings; Open cut mining; Port facilities; Recreation facilities (major); Research stations; Residential accommodation; Rural industries; Rural workers' dwellings; Sewage treatment plants; Sex services premises; Storage premises; Transport depots; Truck depots; Warehouse or distribution centres; Waste or resource management facilities; Water recreation structures; Water recycling facilities; Water treatment facilities; Wharf or boating facilities; Wholesale supplies</p>
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<b>E4 General Industrial</b>			
Land use	Permitted without consent	Permitted with consent	Prohibited



# Employment zones reform

Preliminary translation of Temora LEP 2010 land use tables

Agricultural produce industries		Agricultural produce industries	
Funeral homes		Funeral homes	
Kiosks		Kiosks	
Landscaping material supplies		Landscaping material supplies	
Office premises		Office premises	
Plant nurseries		Plant nurseries	
Rural supplies		Rural supplies	
Specialised retail premises		Specialised retail premises	
Timber yards		Timber yards	
Vehicle sales or hire premises		Vehicle sales or hire premises	
Any other development not specified in item 2 or 4		Any other development not specified in item 2 or 4	
Agriculture; Airports; Amusement centres; Camping grounds; Caravan parks; Cemeteries; Centre based child care facilities; Commercial premises; Community facilities; Correctional centres; Early education and care facilities; Eco-		Agriculture; Airports; Amusement centres; Camping grounds; Caravan parks; Cemeteries; Centre based child care facilities; Commercial premises; Community facilities; Correctional centres; Early education and care facilities; Eco-	

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# Employment zones reform

Preliminary translation of Temora LEP 2010 land use tables

<p>tourist facilities; Educational establishments; Entertainment facilities; Environmental facilities; Extractive industries; Farm buildings; Forestry; Function centres; Group homes; Health services facilities; Home businesses; Home based child care; Information and education facilities; Marinas; Open cut mining; Port facilities; Recreation facilities (major); Registered clubs; Residential accommodation; Respite day care centres; Rural industries; Tourist and visitor accommodation; Water recreation structures; Wharf or boating facilities</p>	<p>tourist facilities; Educational establishments; Entertainment facilities; Environmental facilities; Extractive industries; Farm buildings; Forestry; Function centres; Group homes; Health services facilities; Home businesses; Home occupations; Home based child care; Information and education facilities; Marinas; Open cut mining; Port facilities; Recreation facilities (major); Registered clubs; Residential accommodation; Respite day care centres; Rural industries; Tourist and visitor accommodation; Water recreation structures; Wharf or boating facilities</p>
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MU1 Mixed Use		
Land use	Permitted without consent	Permitted with consent
Any other development not specified in item 2 or 4		Any other development not specified in item 2 or 4
Agriculture; Air transport facilities; Airstrips; Amusement centres; Animal boarding or training		Agriculture; Air transport facilities; Airstrips; Amusement centres; Animal boarding or training
		Prohibited

# Employment zones reform



Preliminary translation of Temora LEP 2010 land use tables

<p>establishments; Boat building and repair facilities; Boat launching ramps; Cemeteries; Charter and tourism boating facilities; Correctional centres; Crematoria; Depots; Eco-tourist facilities; Electricity generating works; Exhibition homes; Exhibition villages; Extractive industries; Farm buildings; Farm stay accommodation; Forestry; Freight transport facilities; Heavy industrial storage establishments; Helipads; Highway service centres; Home occupations (sex services); Hospitals; Industrial retail outlets; Industrial training facilities; Industries; Marinas; Mooring pens; Moorings; Open cut mining; Port facilities; Recreation facilities (major); Research stations; Rural industries; Sewerage workers' dwellings; Sewerage systems; Sex services premises; Storage depots; Warehouse or distribution centres; Waste or resource management facilities; Water recycling facilities; Water treatment facilities; Wharf or boating facilities; Wholesale supplies</p>			<p>establishments; Boat building and repair facilities; Boat launching ramps; Cemeteries; Charter and tourism boating facilities; Correctional centres; Crematoria; Depots; Eco-tourist facilities; Electricity generating works; Exhibition homes; Exhibition villages; Extractive industries; Farm buildings; Freight transport facilities; Heavy industrial storage establishments; Helipads; Highway service centres; Home occupations (sex services); Hospitals; Industrial retail outlets; Industrial training facilities; Industries; Marinas; Mooring pens; Moorings; Open cut mining; Port facilities; Recreation facilities (major); Research stations; Rural industries; Rural workers' dwellings; Sewerage systems; Sex services premises; Storage premises; Truck depots; Warehouse or distribution centres; Waste or resource management facilities; Water recycling facilities; Water treatment facilities; Wharf or boating facilities; Wholesale supplies</p>
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## Employment zones reform

Preliminary translation of Temora LEP 2010 land use tables



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## Employment zones reform

Preliminary translation of Temora LEP 2010 land use tables

### 5. Pond-based aquaculture

Pond-based aquaculture		
Zone	Permitted with consent	Prohibited
E1		Pond-based aquaculture
E3		Pond-based aquaculture
E4		Pond-based aquaculture
MU1		Pond-based aquaculture
RU5		Pon-based aquaculture



## Employment zones reform

Preliminary translation of Temora LEP 2010 land use tables

### 6. Tank-based aquaculture

Tank-based aquaculture	
Zone	Permitted with consent
R4 – High Density Residential	Prohibited
	Tank-based aquaculture



## Employment zones reform

Preliminary translation of Temora LEP 2010 land use tables

### 7. Local distribution premises

Zone	Local distribution premises	
	Permitted with consent or prohibited	Justification
RU1 Primary Production	Permitted with consent	
RU3 Forestry	Prohibited	Unsuitable in a vegetated area
RU5 Village	Permitted with consent	
R1 General Residential	Permitted with consent	
R5 Large Lot Residential	Permitted with consent	
SP1 Special Activities	Permitted with consent	
SP2 Infrastructure	Permitted with consent	
RE1 Public Recreation	Prohibited	Unsuitable in a recreation zone
RE2 Private Recreation	Prohibited	Unsuitable in a recreation zone
E1 National Parks and Nature Reserves	Prohibited	Unsuitable in a natural area
W2 Recreational Waterways	Prohibited	Unsuitable in a recreation area

# Employment zones reform



Preliminary translation of Temora LEP 2010 land use tables

## 8. Local provisions

Local Provisions			
Local provision clause <sup>1</sup>	DPIE recommendation	Council comment	Amended local provision (if applicable)

## 9. Schedule 1 – Additional permitted uses

Schedule 1		
Site*	Schedule 1 provision <sup>1</sup>	Reason for removal
Schedule 1, cl.1, certain land at Narraburra St Temora	Allows dwelling house subject to criteria (land zoned IN1)	No change

## 10. Other zone or land use matters to be considered

<Zone>	Proposed change
Land use	



## Employment zones reform

Preliminary translation of Temora LEP 2010 land use tables


**12.3 DRAFT LEP AMENDMENT AGRITOURISM****File Number:** REP22/72**Author:** Town Planner**Authoriser:** Director of Environmental Services**Attachments:**  
1. **Draft LEP Amendment Agritourism**    
2. **Agritourism information sheet**  **REPORT**

The Department of Planning, Industry and Environment (DPIE) has proposed amendments to the Standard Instrument (Local Environmental Plans). These amendments are:

- to support the inclusion of new land uses of Agritourism, Farm experience premises and Farm gate premises.
- A change to the definition of ‘farm stay accommodation’
- Allow for clauses to be included within the LEP relating to ‘farm stay accommodation’ and ‘farm gate premises’

The purpose of the changes are support farmers to who wish to secure additional income sources through agritourism, farm stays, farm experiences and farm gate businesses. A copy of the draft amendment, prepared by the DPIE, is attached.

The attached information sheet provides a summary of the changes and optional clauses that Council may include as part of the amendments.

The purpose of this report is to seek Council endorsement to:

- Adopt the LEP order optional clause for farm stay accommodation
- Adopt the LEP order optional clause for farm gate premises
- Nominate zones to permit or prohibit new land uses for agritourism, farm experience premises and farm gate premises

The specific decisions Council are requested to make are:

- Nominate a maximum gross floor area for a building used to accommodate guests (Minimum 60 square metres, suggest 75 square metres)
- Nominate a maximum number of guests to be accommodated in moveable dwellings on a landholding at any one time (Suggest adopt maximum of 20 guests)
- Nominate a maximum number of moveable dwellings to accommodate guests (Suggest adopt maximum of 6 moveable dwellings)
- Nominate the maximum gross floor area for a farm gate premises building (Suggest adopt maximum of 200 square metres)
- Nominate the maximum number of visitors to farm gate premises on a landholding at any one time (Suggest adopt maximum 50 persons)

Nominate the following zones to permit Agritourism, Farm Experience Premises and Farm Gate Premises with consent:

- RU1 Primary Production

- RU5 Village

Nominate the following zones to prohibit Agritourism, Farm Experience Premises and Farm Gate Premises:

- RU3 Forestry

The draft amendment also details minor changes to the Standard LEP, to increase the gross floor area of roadside stalls from a maximum of 8m to a maximum of 9m.

In addition, the draft amendment increases the separation of proposed poultry and pig farms from existing poultry and pig farms.

### **Discussion**

The draft amendments are intended to provide rural landowners with the opportunity to diversify their existing agricultural land use to offer farm stay accommodation, farm gate premises and farm experience premises on RU1 Primary Production and RU5 Village zoned land, with the consent of Council. For any development application received, Council is required to consider the suitability of the land for the proposed development.

Any future agritourism use must not adversely impact upon the principal use of the land for a primary production business, as well as considering the environment, scenic values, infrastructure and adjoining land uses.

Council does have the opportunity to nominate other objectives for draft clauses, however no other objectives have been identified by Council officers at this time.

### **RESOLUTION 55/2022**

Moved: Cr Jason Goode

Seconded: Cr Belinda Bushell

It was resolved that Council defers the decision to the March meeting of Council

AND FURTHER

That Council express its dissatisfaction with the short time frame for consultation and request an extension of up to one month and request the Member for Cootamundra Ms Steph Cooke to advocate on Council's behalf.

**CARRIED**

### ***Report by Claire Golder***

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draft

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New South Wales

## **Standard Instrument (Local Environmental Plans) Amendment (Agritourism) Order 2021**

under the

**Environmental Planning and Assessment Act 1979**

The following local environmental plan is made by the local plan-making authority under the *Environmental Planning and Assessment Act 1979*.

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DRAFT

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Standard Instrument (Local Environmental Plans) Amendment (Agritourism) Order 2021 [NSW]

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## **Standard Instrument (Local Environmental Plans) Amendment (Agritourism) Order 2021**

under the

Environmental Planning and Assessment Act 1979

**1 Name of Plan**

This Plan is *Standard Instrument (Local Environmental Plans) Amendment (Agritourism) Order 2021*.

**2 Commencement**

This Plan commences on the day on which it is published on the NSW legislation website.

**3 Amendment of Standard Instrument (Local Environmental Plans) Order 2006**

**Land Use Table**

Insert in appropriate order in Direction 5—

Agritourism;

Farm experience premises;

Farm gate premises;

**DRAFT**

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draft

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Standard Instrument (Local Environmental Plans) Amendment (Agritourism) Order 2021 [NSW]  
 Schedule 1 Amendment of Standard Instrument prescribed by Standard Instrument (Local Environmental Plans) Order 2006

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## Schedule 1 Amendment of Standard Instrument prescribed by Standard Instrument (Local Environmental Plans) Order 2006

- [1] **Clause 5.4 Controls relating to miscellaneous permissible uses [compulsory]**  
 Omit “not less than 8” from clause 5.4(8). Insert instead “not less than 9”.
- [2] **Clause 5.18 Intensive livestock agriculture [compulsory if intensive livestock agriculture permitted with consent]**  
 Omit clause 5.18(4)(b)(v). Insert instead—
- (v) for a poultry farm used for breeding poultry—within 5,000 metres of another poultry farm, or
  - (vi) for a poultry farm not used for breeding poultry—
    - (A) within 5,000 metres of a poultry farm used for breeding poultry, or
    - (B) within 1,000 metres of a poultry farm not used for breeding poultry, or
  - (vii) for a pig farm—within 3,000 metres of another pig farm.
- [3] **Clauses 5.23 and 5.24**  
 Insert after clause 5.22—
- 5.23 Farm stay accommodation [optional]**
- (1) The objectives of this clause are—
    - (a) to diversify the uses of agricultural land without adversely impacting the principal use of the land for a primary production business, and
    - (b) to balance the impact of tourism and related commercial uses with the use of land for primary production, the environment, scenic values, infrastructure and adjoining land uses.
    - (c) [set out other objectives of the clause]
  - (2) Development consent must not be granted to development for the purposes of farm stay accommodation on a landholding unless the consent authority is satisfied that—
    - (a) the maximum number of guests accommodated in bedrooms at any 1 time will not be more than the greater of—
      - (i) 3 times the number of bedrooms permitted under clause 5.4(5), or
      - (ii) 20 guests, and
    - (b) the gross floor area of a building used to accommodate guests will not be more than [insert number no less than 60] square metres, and
    - (c) the maximum number of guests accommodated in moveable dwellings on the landholding will not be more than [insert number no more than 20] at any 1 time, and
    - (d) the maximum number of moveable dwellings used for the accommodation of guests will not be more than [insert number no more than 6], and
    - (e) all buildings or moveable dwellings used to accommodate guests will be—
      - (i) on the same lot as an existing lawful dwelling house, or

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Standard Instrument (Local Environmental Plans) Amendment (Agritourism) Order 2021 [NSW]  
 Schedule 1 Amendment of Standard Instrument prescribed by Standard Instrument (Local Environmental Plans) Order 2006

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- (ii) on a lot—
  - (A) for which a minimum size is shown for a dwelling house on the Lot Size Map, and
  - (B) the size of which is not less than the minimum size shown.
- (3) Subclause (2)(b) does not apply if the development is the change of use of an existing dwelling to farm stay accommodation.
- (4) Development consent must not be granted to development for the purposes of farm stay accommodation on land unless the consent authority has considered—
  - (a) whether the development will result in noise or pollution that will have significant adverse impact on the following on or near the land—
    - (i) residential accommodation,
    - (ii) primary production operations,
    - (iii) other land uses, and
  - (b) whether the development will have significant adverse impact on the following on or near the land—
    - (i) the visual amenity, heritage or scenic values,
    - (ii) native or significant flora or fauna,
    - (iii) water quality,
    - (iv) traffic,
    - (v) the safety of persons, and
  - (c) whether the development is on bush fire prone land or flood prone land, and
  - (d) the suitability of the land for the proposed development, and
  - (e) the compatibility of the development with nearby land uses.

**5.24 Farm gate premises [optional]**

- (1) The objectives of this clause are—
  - (a) to allow for small scale tourism and related commercial uses on land used for primary production without adversely impacting the principal use of the land for primary production, and
  - (b) to balance the impact of tourism and related commercial uses with the use of land for primary production, the environment, scenic values, infrastructure and adjoining land uses.
  - (c) [set out other objectives of the clause]
- (2) Development consent must not be granted to development for the purposes of farm gate premises on a landholding unless the consent authority is satisfied that—
  - (a) the gross floor area of a building used for farm gate premises will not be more than [insert number no more than 200] square metres, and
  - (b) the maximum number of persons that will be permitted on the landholding at any 1 time for the purposes of the farm gate premises will not be more [insert number not more than 50] persons.
- (3) Development consent must not be granted to development for the purposes of farm gate premises on land unless the consent authority has considered—
  - (a) whether the development will result in noise or pollution that will have significant adverse impact on the following on or near the land—

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Standard Instrument (Local Environmental Plans) Amendment (Agritourism) Order 2021 [NSW]  
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- (i) residential accommodation,
- (ii) primary production operations,
- (iii) other land uses, and
- (b) whether the development will have significant adverse impact on the following on or near the land—
  - (i) the visual amenity, heritage or scenic values,
  - (ii) native or significant flora or fauna,
  - (iii) water quality,
  - (iv) traffic,
  - (v) the safety of persons, and
- (c) whether the development is on bush fire prone land or flood prone land, and
- (d) the suitability of the land for the proposed development, and
- (e) the compatibility of the development with nearby land uses.

**[4] Dictionary**

Insert after the definition of *agriculture*, paragraph (d)—

- (e) agritourism.

**[5] Dictionary**

Omit the definition of *farm stay accommodation*.

Insert in alphabetical order—

*agritourism* means the following—

- (a) farm gate premises,
- (b) farm experience premises.

**Note—** Agritourism is a type of *agriculture*—see the definition of the term in this Dictionary.

*farm stay accommodation* means a building or place—

- (a) on a farm—
  - (i) that is a primary production business, or
  - (ii) on land categorised as farmland under the *Local Government Act 1995*, section 515, and
- (b) used to provide temporary accommodation to paying guests of the farm including in buildings or moveable dwellings.

**Note—** Farm stay accommodation is a type of *tourist and visitor accommodation*—see the definition of the term in this Dictionary.

*farm experience premises* means a building or place—

- (a) on a farm that is—
  - (i) a primary production business, or
  - (ii) on land categorised as farmland under the *Local Government Act 1995*, section 515, and
- (b) that is ancillary to the farm, and
- (c) that is used to provide visitors to the farm with small scale and low impact tourist or recreational services on a commercial basis including the following—
  - (i) horse riding,

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Standard Instrument (Local Environmental Plans) Amendment (Agritourism) Order 2021 [NSW]  
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- (ii) farm tours,
- (iii) functions or conferences,
- (iv) farm field days.

**Note**— Farm experience premises is a type of *agritourism*—see the definition of the term in this Dictionary.

***farm gate premises***—

- (a) means a building or place—
  - (i) on a farm that is—
    - (A) a primary production business, or
    - (B) on land categorised as farmland under the *Local Government Act 1995*, section 515, and
  - (ii) that is ancillary to the farm, and
  - (iii) that is used to provide visitors to the farm with agricultural products predominantly from the farm or other farms in the region or with services or activities related to the products, including the following—
    - (A) processing, packaging and sale of the products, but not the processing of animals,
    - (B) a restaurant or cafe,
    - (C) a facility for holding tastings or workshops, or providing information or education, related to the products, and
- (b) includes cellar door premises.

**Note**— Farm gate premises is a type of *agritourism*—see the definition of the term in this Dictionary.

***landholding*** means 1 or more lots of land that—

- (a) are constituted or worked as a single property, and
- (b) are contiguous or are separated only by a road or watercourse.

***primary production business*** has the same meaning as in the *Income Tax Assessment Act 1997* of the Commonwealth and includes a business that—

- (a) was a primary production business, and
- (b) has temporarily ceased to be a primary production business because of a natural disaster, including a drought, flood or bush fire.

[6] **Dictionary, definition of “cellar door premises”**

Omit “*retail premises*” from the note. Insert instead “*farm gate premises*”.

[7] **Dictionary, definition of “restaurant or cafe”**

Insert “, but does not include a restaurant or cafe that is included as part of artisan food and drink industry or farm gate premises” after “provided”.

[8] **Dictionary, definition of “retail premises”**

Insert “farm gate premises,” before highway service centres”.

[9] **Dictionary, definition of “retail premises”**

Omit paragraph (b).

# Standard Instrument LEP Agritourism Amendment Order



Information sheet

December 2021

## Standard Instrument LEP Agritourism Amendment Order

Following the exhibition of the [explanation of intended effect \(EIE\)](#) in March-April 2021, the [draft Standard Instrument \(Local Environmental Plans\) Amendment \(Agritourism\) Order 2021 \(LEP Order\)](#) has been prepared which will amend the Standard Instrument LEP.

This is the first stage of rolling out the proposals in the EIE.

A summary of the submissions made to the EIE can be found in the [Submission and Survey Analysis Report](#).

### What are the proposed changes?

Proposed changes in the LEP Order include

- new land use terms for 'agritourism', 'farm gate premises'<sup>1</sup> and 'farm experience premises'<sup>2</sup>
- changes to the definition of 'farm stay accommodation'
- optional clauses to be inserted into the Standard Instrument LEP for 'farm stay accommodation' and 'farm gate premises'
- transferring 'cellar door premises' to become a subset of 'farm gate premises'.

### What are the benefits of the changes?

The changes will provide farmers with additional income sources to allow them to be more resilient. They will enable them to better recover from natural disasters and the economic impacts of the COVID-19 pandemic and provide opportunities for sustainable tourism outlined in regional plans.

### What do the changes mean for councils?

Councils can now nominate to adopt the optional clauses and/or specify the land use zones to permit the new land uses in their LEPs and provide justification for their nominations.

Councils need to submit:

- preliminary responses to the [Standard Instrument LEP Agritourism nomination form](#) **by Friday 25 February 2022**. These responses will inform the drafting of amendments.
- final responses to the Standard Instrument LEP Agritourism Nomination and council minutes or a letter **by Thursday 31 March 2022**.

### What happens next?

The department proposes to make the LEP Order in early 2022.

A state environmental planning policy to amend relevant LEPs without the need for a planning proposal is proposed to be made in mid-2022.

### Agritourism permissibility

The LEP Order includes new agritourism land uses, as shown in Figure 1.

<sup>1</sup> Farm gate premises were previously identified as 'farm gate activities' in the EIE.

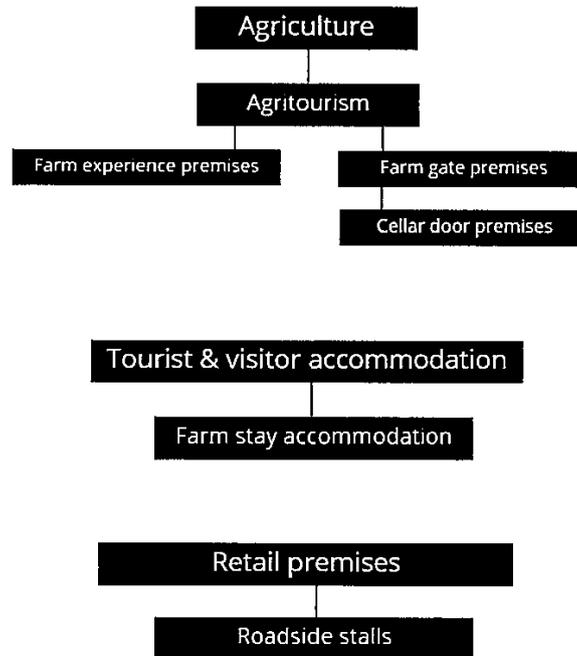
<sup>2</sup> Farm experience premises were previously identified as 'farm events' in the EIE

# Standard Instrument LEP Agritourism Amendment Order



Information sheet

Figure 1: Hierarchy of land uses



## Agritourism land use, farm gate premises and farm experience premises

Agritourism, and the subsets of this use, farm gate premises and farm experience premises will sit under the parent term of 'agriculture' and will be permissible in land use zones where agriculture is permissible.

They will not be automatically permissible where other subsets of agriculture, such as extensive agriculture or intensive plant agriculture, are permissible.

Councils wishing to allow agritourism, farm gate premises or farm experience premises in other zones can nominate these zones through the Standard Instrument LEP Agritourism Nomination.

## Farm stay accommodation and roadside stalls

Farm stay accommodation and roadside stalls will remain under their existing parent terms and continue to be permitted where tourist and visitor accommodation and retail premises, respectively, are permitted, or where the use is specified as permissible in a land use zone under the relevant LEP.

## Cellar door premises

Cellar door premises will continue to be permitted in land use zones in which they are currently permissible and will also be permitted where agriculture, agritourism or farm gate premises are permitted under the relevant LEP.

# Standard Instrument LEP Agritourism Amendment Order



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Councils that wish to expand these land uses into other zones can nominate the relevant zones through the Standard Instrument LEP Agritourism Nomination.

## Agritourism definitions

The table below details changes to the definitions of farm stay accommodation, farm experience premises and farm gate premises made in response to submissions received during exhibition of the EIE.

**Table 1. Changes to definitions**

Land use	Definition changes	Reason
Farm stay accommodation	Now includes moveable dwellings as defined in the SI LEP to facilitate small-scale camping on farms	<p>A response to council requests to clarify the type of camping allowed under the revised farm stay accommodation definition</p> <p>A section 68 approval under the <i>Local Government Act 1993</i> will be required to install a moveable dwelling on a farm unless the council's local approvals policy allows the activity without approval.</p>
Farm experience premises	<p>Farm events has been amended to farm experience premises</p> <p>Farm experience premises now include farm field days</p>	<p>The amendment to the term recognises guests will visit a farm to take part in tourist and recreational activities and to experience the features of the farm and farm life.</p> <p>Including farm field days is a response to submissions requesting specific activities be included in the definition.</p> <p>The department proposes to prepare model DCP clauses to assist councils where further parameters for farm experience premises are required.</p>
Farm gate premises	<p>Roadside stalls will remain as a form of retail premises and will not become a form of farm gate premises</p> <p>Clarifies that animal processing is not permitted as part of farm gate premises</p>	<p>This will ensure roadside stalls remain permissible in zones other than rural zones.</p> <p>Exempt development provisions are being prepared for roadside stalls in rural zones having regard to submissions received during the exhibition of the EIE.</p> <p>Animal processing has not been included as a form of agritourism as it has potentially significant impacts and less potential to generate tourism. The processing of other agricultural produce can be undertaken under the definition.</p>

# Standard Instrument LEP Agritourism Amendment Order



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## Principal use of the land

Submissions received during the exhibition of the EIE requested the department clarify the meaning of land principally used as primary production for commercial purposes. The LEP Order will amend the existing definition of farm stay accommodation and include in the new definitions for farm gate premises and farm experience premises a requirement that these uses must be undertaken on land that is a primary production business as defined under the *Income Tax Assessment Act 1997 (Cth)*, or which is rated 'farmland' by the council under the *Local Government Act 1993*. This approach will give applicants two options to show their development will be on land used for commercial farming and not a hobby or recreational farm.<sup>3</sup>

For farm experience premises and farm gate premises, the relevant use must also be ancillary to the farm. Ancillary uses are explained in [Planning Circular How to characterise development](#).

## Optional clauses

The optional clauses recognise the importance of local controls and have been prepared to allow councils to apply numerical standards that best fit their local strategic plans. Heads of consideration have also been included in each clause to require both applicants and council officers to address the impacts of the development. Please note that under [LEP Practice Note PN 11-001 Preparing LEPs using the Standard Instrument: standard clauses](#), councils cannot add local clauses that can be addressed using the optional clauses.

The development standards in the optional clauses that have been amended in response to submissions to the EIE are detailed in the table below.

**Table 2 Changes to development standards**

Type of development	Standard in EIE	Amended standard	Reason
Farm stay accommodation building – maximum guests	3 times the number of bedrooms in clause 5.4(5) or another number nominated by council	3 times the number of bedrooms in clause 5.4(5) or 20 guests	This will provide a maximum cap on guests to ensure that farm stays are small scale. Councils can reduce the number of guests for a development through a condition of development consent.
Farm stay accommodation building – maximum gross floor area (GFA) for a building	75sqm or a number that council specifies (that is not more than 75sqm)	A number the council nominates which is greater than 60sqm	This will provide flexibility for councils to nominate an area that reflects their strategic planning. Councils can reduce the GFA for a development through a condition of development consent.

<sup>3</sup> See [Taxation Ruling TR 97/11](#) Income tax: am I carrying on a business of primary production? and [section 515](#) of the *Local Government Act 1993*.

# Standard Instrument LEP Agritourism Amendment Order



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Type of development	Standard in EIE	Amended standard	Reason
			Changes are proposed to the Codes SEPP to allow buildings for farm stay accommodation up to 60sqm as complying development.
Farm stay accommodation – GFA exclusion for dwellings	As above	The maximum GFA will not apply to a change of use of an existing dwelling.	This will allow a dwelling house which is larger than 60sqm to be converted into farm stay accommodation without the need for substantial work to limit its size.
Farm stay accommodation - maximum number of days for guests in a moveable dwelling	14 days	The maximum number of consecutive days guests can stay in moveable dwellings will be included in model conditions of consent.	The department will prepare model conditions of consent for farm stay accommodation, farm experience premises and farm gate premises that councils can choose to adopt. This will complement model conditions of consent currently being prepared for other types of development.
Farm stay accommodation - dwelling entitlement	Modify clause 2.6 to prevent the creation of a dwelling entitlement in relation to farm stay accommodation	Farm stay accommodation will be required to be on: (i) the same lot as an existing lawful dwelling house, or (ii) on a lot for which a minimum size is shown for a dwelling house on the council's Lot Size Map and the size of which is not less than the minimum size shown.	This clause is intended to prevent the fragmentation of agricultural land.
Farm gate premises – maximum gross floor area	200sqm or the number council specifies in its LEP	A number council nominates which is no greater than 200sqm	Caps have been placed on the maximum floor area and number of guests for farm gate premises to ensure they remain small scale.

## Standard Instrument LEP Agritourism Amendment Order



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Type of development	Standard in EIE	Amended standard	Reason
Farm gate premises - maximum number of guests	50 guests or the number council specifies in its LEP	A number council nominates which is no greater than 50 guests	Caps have been placed on the maximum floor area and number of guests for farm gate premises to ensure they remain small scale.

### Poultry and pig farm setbacks

The amendment proposed in the EIE regarding setback requirements for poultry and pig farms has been included in the LEP Order.

The Order will amend clause 5.18 of the SI LEP to increase the setback requirements for poultry and pig farms permitted without consent, as proposed, to mitigate biosecurity risks.

However, most of the submissions received were not in favour of increasing the current limit of poultry farms permitted without consent to 10,000 birds. The submissions raised concerns about amenity and environmental impacts.

In response to these submissions, the department has proposed to not increase the development consent threshold for poultry farms from 1,000 to 10,000 birds.

### More information

For more information on the changes you can:

- visit the [department's website](#)
- visit the [NSW planning portal](#).
- email the project team at [agritoursm@dpie.nsw.gov.au](mailto:agritoursm@dpie.nsw.gov.au).

**12.4 DA4/2022 PROPOSED MOTEL CABINS, STUDIO, CAR PARK AND ACCESS BRIDGE 132 VICTORIA STREET TEMORA****File Number:** REP22/146**Author:** Town Planner**Authoriser:** Director of Environmental Services**Attachments:**

1. Submissions 132 Victoria Street [↓](#) 
2. Response to submissions from applicant [↓](#) 

**REPORT**

DA4/2022

Address: 132 Victoria Street Temora; Lot 2 DP 612360

Applicant: BM Sherwood

Proposal: Motel cabins, studio, car parking and access bridge

Notification: Notification of this application for a period of fourteen (14) days was provided to adjoining and nearby neighbours, and newspaper advertisement as part of the assessment process, from 20 January 2022 to 3 February 2022. Six submissions were received.

Site Description

The site is a hatchet shaped block of approximately 2497 sqm with a narrow access point to Victoria Street and frontage to an open drain and Little Aurora Street and an intersection with King Street. The site is currently vacant, apart from a single storey extension from the existing motel.

The zoning of the site is R1 General Residential zone, as shown by Figure 1. Adjoining development includes the existing Aromet Motel and residential properties, as shown by Figure 2.

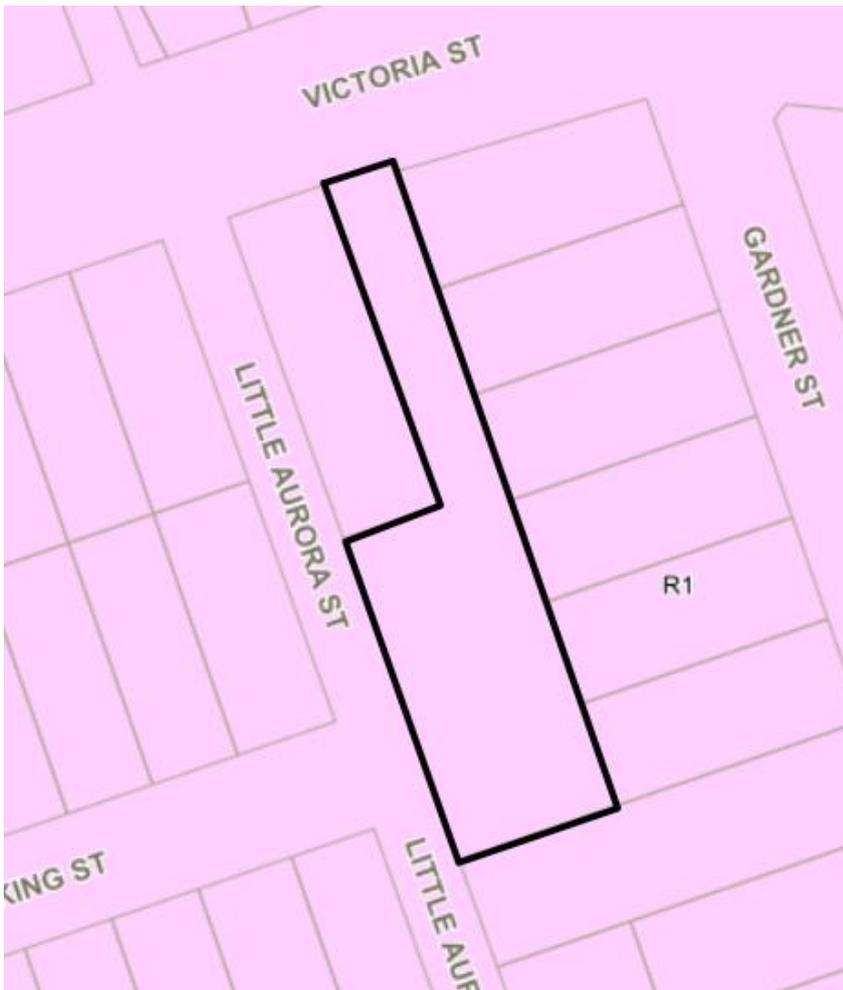


Figure 1: Zoning of the subject land



Figure 2: Aerial image of the subject land

#### Development Description

The proposal involves the installation of six (6) pre-fabricated self contained accommodation cabins and a private studio, to operate in conjunction with the existing Aromet Motel. The applicant identifies that existing site constraints prevent suitable access to the subject site from Victoria Street. The applicant has proposed that an alternative access be provided to the site, involving the construction of an access bridge from King Street. Figures 3 - 6 provide plans of the proposed development. Cabins are proposed to be 9 metres long x 4 metres wide, with a deck on the northern side of each cabin. Each cabin will be sited 2.5m apart, 3m from the southern boundary and 1.5m from the eastern boundary. The cabins are proposed to have beige cladding with colorbond roofing. Each unit will have two car parking spaces provided. All check-in, check-out and servicing will occur via the existing motel.

The applicant has identified that as part of the proposal, Lot 2 DP 612360 will be consolidated with the existing motel development lots, being Lots 5 & 6 DP 17578.

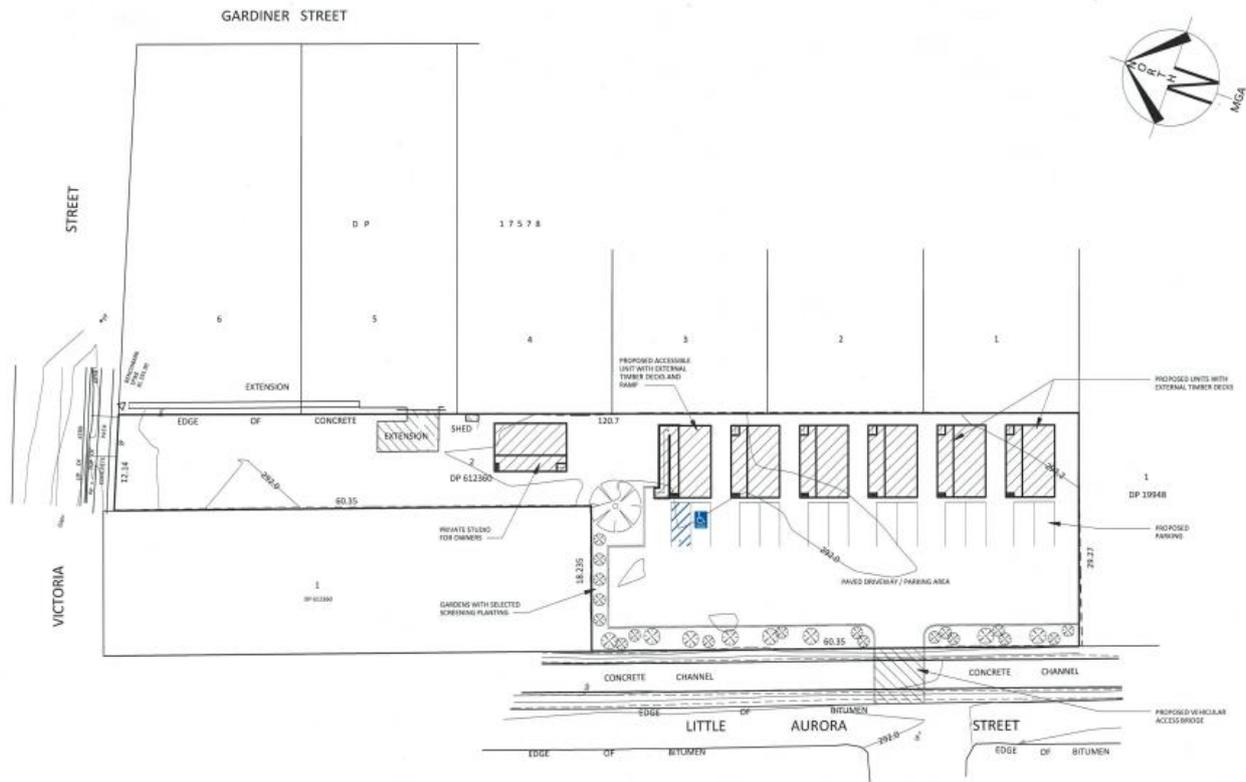


Figure 3: Concept layout of cabins and studio development (entire lot)

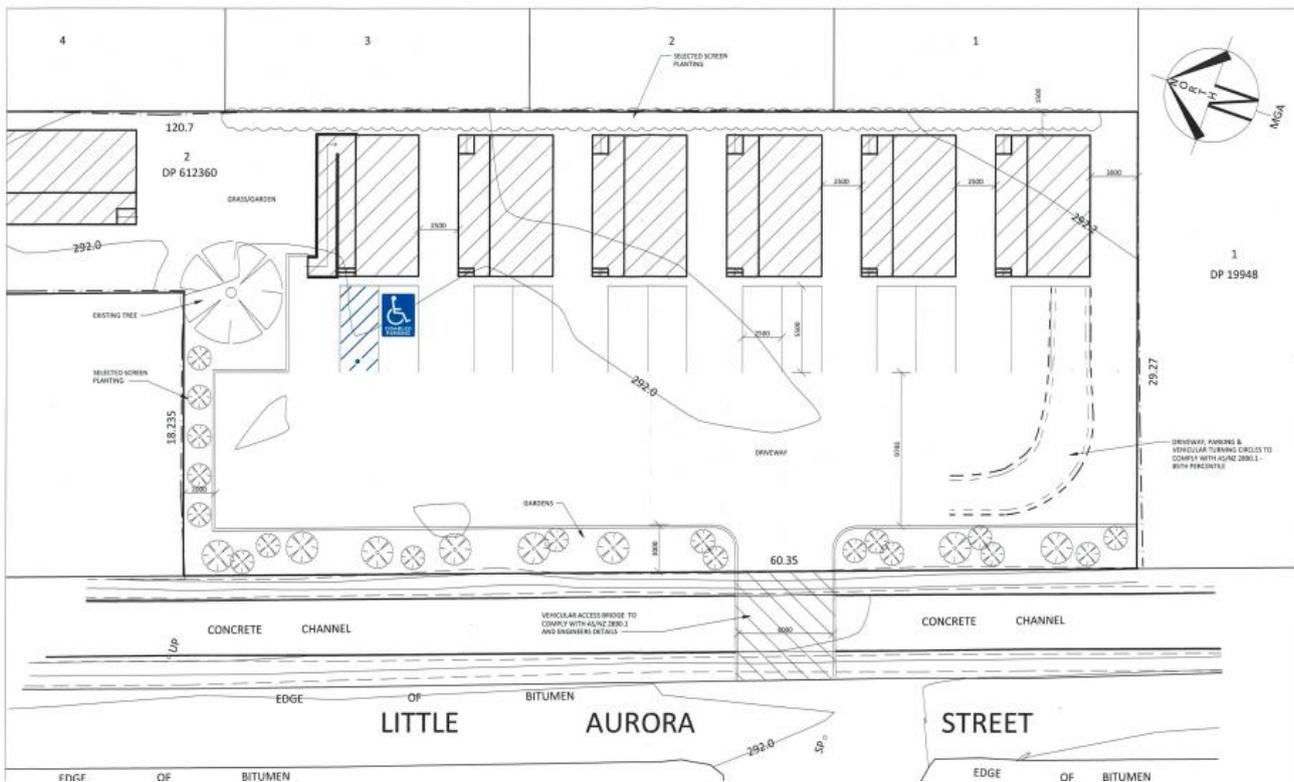


Figure 4: Concept layout of cabins and studio development (Little Aurora Street access)



The following matters are considered under section 4.15 of the Environmental Planning and Assessment Act, 1979, as part of the assessment of the proposal.

### Local Planning Controls

The site is zoned R1 General Residential under the Temora Local Environmental Plan (LEP) 2010.

The objectives of the zone are:

- To provide for the housing needs of the community.
- To provide for a variety of housing types and densities.
- To enable other land uses that provide facilities or services to meet the day to day needs of residents.
- To protect local groundwater aquifers from contaminating activities.

The proposed development is consistent with the objectives of the zone. Tourist and visitor accommodation is permitted with consent in the zone. The proposed use is hotel or motel accommodation, which is defined within the LEP as:

**hotel or motel accommodation** means a building or place (whether or not licensed premises under the [Liquor Act 2007](#)) that provides temporary or short-term accommodation on a commercial basis and that—

(a) comprises rooms or self-contained suites, and

(b) may provide meals to guests or the general public and facilities for the parking of guests' vehicles

The Temora Shire Council Development Control Plan 2012 is relevant to this application. The chapters relevant to this proposal are:

- Development Applications

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

- Notification of Development Application

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

- Engineering Standards

The proposed development will be required to comply with DCP Engineering Standards, including sealed driveway, pedestrian access, stormwater management, connection to water, sewer and electricity. The development complies with the requirement for all vehicles to leave the site in a forward direction. Stormwater will be directed towards the drainage channel. There is a sewer line located on the eastern boundary of the site. The proposed development will require the extension of water and electricity services to the site.

- Car Parking

The application includes 12 car parking spaces for the six cabins. Access to the car parking area is proposed via a new bridge across the existing drainage channel.

- Commercial Development

The development proposes a setback of 18 metres from the existing drainage channel. In addition, the development is setback a further 12.3m from existing dwellings located in King Street, due to

the drainage channel and Little Aurora Street. The cabins will be located 1.5m off the rear boundary of the existing rear yards of dwellings fronting Gardner Street.

The design and materials proposed are typical of expected cabin-style accommodation, with the addition of a deck at the side providing outdoor space to the occupants. Landscaping is proposed adjacent to the drainage channel, to the northern boundary and eastern boundary to soften the appearance of the development.

- Flood Prone Land

The site is identified within the Temora Flood Study as being affected by flooding in a 1 in 100 year event, as shown by Figure 7. The level of flooding identified is between 0.15m and 0.3m. Council must consider the potential impacts of flooding in the design of the proposed development and will manage this through conditions of consent.



Figure 7: Extract from the Temora Flood Study 1% AEP map

- Landscaping

The applicant proposes the inclusion of landscaping at the western boundary, adjacent to the drainage channel, alongside the existing dwelling on the northern edge and screen planting on the eastern boundary.

#### Likely Impacts

##### *Environmental*

###### - *Natural*

The site is mostly vacant, with vegetation of grass, shrubs and small trees on the site. The development will require earthworks to prepare the site for the delivery of the cabins and creation of the parking areas.

###### - *Built*

The development involves the installation of six cabins, a studio and a carparking area on the currently predominantly vacant land.

##### *Social*

The social impacts of the development are considered to be neutral, as the development is compatible with the existing motel usage, is relatively modest in scale, and sufficient onsite parking is provided for the cabins.

#### *Economic*

The economic impacts of the development are considered to be positive as the development will provide for additional self-contained visitor accommodation for Temora, within a residential zone, that is relatively close to shops and services.

#### Suitability of the Site

The site is zoned R1 General Residential and the development of the site for visitor accommodation is a use that is permitted with consent. The site is relatively constrained by its narrow access from Victoria Street and its potential for low level flooding in a 1 in 100 year event. The development of the site through the installation of self contained cabins, in conjunction with the existing motel, is a suitable use given the constraints of the site. The proposed cabins would be required to be installed at a suitable height to manage the risk of flooding. Siting the cabins furthest away from the drainage channel is a suitable approach. Earthworks at the site will direct stormwater towards the existing drainage channel.

#### Submissions

As a result of the notification of the development application, six submissions were received. Copies of the submissions are attached. The matters raised within the submissions are:

- Ambience and privacy to King Street residents
- Overflow parking on King Street
- Risk to pedestrians using Little Aurora Street and blocking Little Aurora Street with vehicles
- Traffic noise
- Concerns about impact of lighting to neighbouring residents
- Privacy for residents of Gardner Street
- Inadequate screening by proposed plantings
- Ensuring suitable water services to the development

#### Discussion

The proposal provides for additional visitor accommodation options in conjunction with the existing motel development. This type of use is consistent with the zone. However due to existing site constraints, the development of this site is not simple.

It is agreed that the access to the site using the narrow access handle from Victoria Street is not ideal and there is a restricted line of vision due to the location on a bend and the existing tree. The number of additional vehicle movements occurring through the cabin development is expected to be relatively modest.

The applicants propose to include a studio cabin along the narrow section of the lot. The construction of this cabin would prevent the use of the access handle to access the site, as the amount of land available for a potential road would be too narrow.

The development of the six cabins for visitor accommodation is not considered to generate an unsuitable level of traffic movements in the King Street and Little Aurora Street area. There will be an increase in vehicle movements, however the level of increase is not considered to be

unacceptable, given the owner's reasonable estimate of 50% occupancy at any one time. Visitors would be expected to take all reasonable precautions when driving on public roads and public laneways to be mindful of pedestrians. Additional impacts of noise and changes to amenity are also expected to be relatively minor, given the expected average occupancy rates.

The proposal to include the bridge access across the drainage channel towards King Street is a component of the development proposed to address the access issues to the site from Victoria Street. This is an engineering solution to improve vehicle access to the site. The impact of this construction is considered to have only minor level of impact to the adjoining residents due to the relatively low level of vehicle movements anticipated. As two vehicle car parking spaces are provided for each cabin, the use of King Street for overflow parking is relatively unlikely. Drivers of larger vehicles staying at the motel already park on Victoria Street and this is likely to continue rather than parking a larger vehicle in a side street.

The issue of potential impacts to residents of Gardner Street from vehicle headlights is considered to be relatively minor due to the location proposed cabins largely blocking the impact of the headlights. The use of screen planting at the rear of the cabins is not preferred due to the presence of a sewer line along the boundary. It is proposed that the location of the cabins be moved 1m further back off the boundary to provide for access to the sewer easement and the depth of landscape garden planting may be reduced from 3m to 2m to allow for vehicle movements.

#### Public Interest

It is in the public interest to support development that provides an overall benefit to the community, which responds to the intentions of planning controls, provides investment, is located on a suitable site, responds to the constraints and features of the site, is sufficiently serviced and mitigates against the adverse impacts associated with the development.

#### **Conclusion**

The proposed development is consistent with the existing motel development and the objectives of the zone. The level of impact upon neighbouring residents is considered to be overall fairly minor and is acceptable given the constraints of the site.

#### **Recommendation**

It is recommended that Council approve Development Application 4/2022 motel cabins, studio, car park, access bridge and lot consolidation at 132 Victoria Street, subject to conditions.

- (1) Compliance Standards: Any building and associated works shall comply with the statutory requirements of the Environmental Planning & Assessment Act, Local Government Act, 1993 and the National Construction Code of Australia, formerly known as the Building Code of Australia (BCA).
- (2) Compliance with Consent: The Development being completed in accordance with plans and specifications stamped by Council being:
  - a) Concept layout and unit layouts prepared by Elementree Drafting Services
  - b) Transportable cabin plans prepared by Esen Engineering

- c) Bridge construction plans prepared by Xeros Piccolo Consulting Engineers
  - d) Statement of Environmental Effects prepared by DA Busters Pty Ltd
- (3) Critical Stage Inspection: Council to be given 24 hours notice for the following inspection where nominated: -
- a) All footing excavations, with steel in position, before concrete is poured;
  - b) Sewer drains before being covered;
  - c) Stormwater drains before backfilling;
  - d) Final inspection on completion BEFORE occupation.
- (4) Signage: Site signage shall apply and must be erected on site in a prominent, visible position for the duration of the construction.
- a) Stating the unauthorised entry to the site is not permitted;
  - b) Showing the name of the builder or another person responsible for the site and a telephone number at which the builder or other persons can be contacted outside working hours; and
  - c) The name, address and telephone contact of the Principal Certifying Authority for the work.
- (5) Toilet Facilities: are to be provided, at or in the vicinity of the work site, on which a building is being erected.
- a) Each toilet must:
    - i. Be a standard flushing toilet connected to a public sewer, or
    - ii. Have an on-site effluent disposal system approved under the Local Government Act 1993, or
    - iii. Be a temporary chemical closet approved under the Local Government Act, 1993.
- (6) Building Permit: the builder/developer must at all times maintain on the job, a legible copy of the plans and specifications bearing the stamp and building permit of Council.
- (7) Hours of Construction: construction work on the project shall be limited to the following hours:
- |                  |                  |
|------------------|------------------|
| Monday to Friday | 7:00am to 6:00pm |
| Saturday         | 8:00am to 5:00pm |
- No work to be carried out on Sunday/Public Holidays, without prior consent from Council.

### Further Information

- (8) Construction Certificate Required: A Construction Certificate must be obtained from a Principal Certifying Authority prior to commencement of any work.
- (9) Soil Classification: A soil classification test must accompany any application for Construction Certificate. Engineering details for footings shall be designed to this classification and certified in accordance with AS 2870.
- (10) A Hydraulics Design (sewer, stormwater, water supply, gas) shall be submitted to and approved by Council prior to the issue of the Construction Certificate. Each design shall meet the requirements of the relevant authority. The sewage drainage system shall incorporate a 150mm private main arrangement with each unit having one connection point with a boundary shaft.
- (11) Occupation Certificate Required: A Final Occupation Certificate must be issued by the Principal Certifying Authority prior to occupation or use of the development. In issuing an occupation certificate, the Principal Certifying Authority must be satisfied that the requirements of Part 6, Section 6.9 of the Environmental Planning and Assessment Act, 1979 have been satisfied.
- (12) Prior to the issue of the first final Occupation Certificate, Lots 5 & 6 DP 17578 shall be consolidated via subdivision to rectify the existing encroachment (brick motel extension). A Subdivision Certificate, pursuant to Section 6.3 of the Environmental Planning and Assessment Act 1979, as amended must be obtained from Council, prior to its lodgement with the Lands Titles Office.

The Final Survey Plan (two paper copies and an electronic copy) must be submitted to Council along with the application for Subdivision Certificate and associated checklist, prior to occupation of any of the units.

NOTE: Council will only consider issuing a Subdivision Certificate in relation to this subdivision when it is satisfied that all conditions of development consent relating to the subdivision have been complied with and the appropriate fee paid.

### **Access Traffic, Parking, Roads & Footpaths**

- (13) Vehicle Access: Vehicle accesses shall be provided to the subject allotment and constructed to Councils standard. Work will be entirely at the developers cost. Consultation shall be made with Councils Engineering Department to ensure that the proposed access satisfies Councils requirements. No access way formwork or lead up infrastructure shall impede the natural flow of stormwater in or around the eastern drain.

- (14) Site Safety: all activities including, loading and unloading associated with this development are to take place within the subject site **only**.
- (15) The cabins shall be sited 2.5m from the eastern boundary in order to provide satisfactory separation from the existing underground sewer line. Gardens may need to be redesigned to ensure orderly vehicle movement to and from the designated parking spaces.

### Services

- (16) Waste Storage during Construction: Provision shall be made on site for the proper storage and disposal of waste such that no builders waste shall be left in the open. Specific attention should be given to items which are subject to relocation by the action of wind.
- (17) Waste Disposal: all debris and any waste fill is to be removed from the site and disposed of at Temora Garbage Depot, in the building refuse section of the garbage depot. Please note that a separate fee applies for disposal of waste at Councils waste depot.
- (18) Stormwater Disposal: Roof waters shall be conveyed to the existing stormwater drainage system and disposed of to the Little Aurora Street drainage channel.
- (19) Sewerage Connection: All connections to or alteration to any sewerage lines MUST be carried out by a Licensed Plumber/Drainer.
- (20) A certificate of compliance for water services from Goldenfields Water must be obtained prior to the release of the Construction Certificate.

### Site Works

- (21) Soil Erosion Control: Run-off and erosion control measures shall be incorporated into site management during construction and effectively maintained until the site has been stabilised and landscaped. Seepage and surface water shall be collected and diverted clear of the building site by a drainage system. Care shall be taken to ensure that no nuisance is created to adjoining properties or public space by way of sediment run off.

### Design

- (22) Toilet Access: That the door to the sanitary compartment must open outwards or slide, or be readily removable from the outside of the compartment, unless there is a clear space of at least 1.2m between the toilet bowl within the sanitary compartment of the nearest part of doorway to enable access to a collapsed person or emergency trauma.

(23) Scalding: The Hot Water System to the bathroom/ensuite is to be set not to exceed 50°C to prevent accidental scalding of children and the infirm. The licensed plumber is to complete the attached certificate of compliance for the complete installation.

(24) Safety Glass: Safety or laminated glass is to be installed in shower screen and glazed panels within 1m of the floor level or near a door.

### Construction

(25) The floor level of all units shall be a minimum of 450mm above natural ground level

(26) Termite Protection: protection of the building from attack by termites is to be carried out in accordance with the provisions of Australian Standard 3660.1 -1995. Documentary evidence regarding details the protection method utilised, shall be submitted to Council at the time of the footing inspection.

**\*\*NOTE:** A sprayed chemical treatment along is not considered by Temora Shire Council to be adequate means of termite protection, unless the installation includes a reticulated system capable of replenishing the chemical barrier around the slabs penetrations and perimeter.\*\*

(27) Smoke Alarm: A smoke alarm system complying with Australian Standard 3786, 1993 *"Self Contained Smoke Alarms"* or listed in the Scientific Services Laboratory (SSL) *Register of Accredited Products – Fire Protection Equipment* shall be installed in suitable locations on or near the ceiling in the position as shown on the approved plans.

The smoke alarm system must be connected to the mains electrical power supply and must have a standby (battery backup) power supply.

(28) An external Fire Hose Reel shall be installed in accordance with AS 1221. The Fire Hose Reel shall be installed in a prominent location with no unit to be more than 36 metres from the Fire Hose Reel location

### RESOLUTION 56/2022

Moved: Cr Jason Goode

Seconded: Cr Graham Sinclair

It was moved that Council approve Development Application 4/2022 motel cabins, studio, car park, access bridge and lot consolidation at 132 Victoria Street, subject to conditions.

**DEFEATED**

***Report by Claire Golder***

In Favour: Crs Graham Sinclair, Jason Goode and Belinda Bushell

Against: Crs Lindy Reinhold, Max Oliver, Nigel Judd, Claire McLaren, Rick Firman and Anthony Irvine

**LOST 3/6**

TEMORA NSW 2666

29<sup>th</sup> January, 2022

Dear Sir,

I am writing in reply to the proposed development: Motel Cabins, Studio, Carparking and access bridge.

Property description: Lot: 2 DP: 612360; 132 Victoria Street TEMORA

Applicant's name: B M Sherwood

Application Number: 4/2022

Firstly, I would like to say I have no objections with the construction of the motel cabins, studio and carparking. I feel Temora will benefit from the extra accommodation. However, I do have an objection with the placement of the access bridge.

I cannot see why an access bridge is needed in King Street/Little Aurora Street for access to proposed development when there is already a suitable access point off Victoria Street to reach the cabins.

I Will list some points of my concern:

1. I will ruin the ambience of and privacy to King St residents.
2. If workers are staying in the cabins and have heavy vehicles or larger vehicles, I would not like to see King Street used as an overflow carpark. We are already very limited in parking due to our small street.
3. Little Aurora Street is used by residents of King Street and members of the public and it is far too narrow for extra traffic. Travelling through King Street into Little Aurora Street the corners are blind and there have been close calls and accidents over the years. I foresee increased traffic would make this more hazardous.
4. There would be an increase in noise from extra traffic and this would interfere with our nice quiet and peaceful street. In my employment I can be required to start work any time between 4.30am and 7.00am. I go to bed quite early and am concerned the extra traffic at night may pose a problem with sleeping.

I would like to thank Council for giving me the opportunity to voice my concerns.

Yours Truly,

**Claire Golder**

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**From:** Temora Shire Council  
**Sent:** Thursday, 3 February 2022 8:09 AM  
**To:** Kris Dunstan; Claire Golder  
**Subject:** FW: Re proposed Development Motel Cabins, Studio, Car parking & Access Bridge

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

**From:** <>  
**Sent:** Wednesday, 2 February 2022 10:23 PM  
**To:** Temora Shire Council <temshire@temora.nsw.gov.au>  
**Subject:** Re proposed Development Motel Cabins, Studio, Car parking & Access Bridge

Director of Environmental Services

Dear Sir,

Regarding this development, we are not opposed to this development but have several concerns

1. If the lane will be closed from Victoria street as Our Carport comes off this lane and we would like to know that we still will have access to it and it won't be blocked off at any time by machinery or closed while construction is going on
2. We realise there will be a lot more machinery and trucks coming and going up the lane and our concern is the dangers it might be to the children and adults that walk along this lane who use it every day

Thanking you

Temora 2666

Phone [REDACTED]

Email [REDACTED]

2022 1 10 10 10

To Whom it may concern,  
 Re: Motel Cabins  
 Lot: 2 DP: 612360 132 Victoria St Temora  
 Application No : A/2022

We live at ... St Temora and  
 are a few concerns with the preposed  
 cabins in the block behind our house.

1. People sitting on the decks peering over  
 our fence.
2. Lights shining over the fence all times  
 of the day and night
3. The extra noise.

We believe the Applicant should put up  
 a privacy screen or <sup>preferably</sup> a higher fence.

Yours Sincerely

ph  
 email



6<sup>th</sup> January 2021

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

Dear Gary

Re Development Application – DA 4/2022 Motel Cabins and Studio

I refer to the proposed Development Application.

While a copy of the plans was kindly forwarded, my request for a copy of the Application to be forwarded was declined.

With regards to the proposed development, this will create an increase in water supply demand.

It is requested that the Conditions of Approval include a requirement that a Certificate of Compliance be obtained prior to the release of the Construction Certificate.

Goldenfields Water already has adequate arrangements for staged developments.

I can be contacted Monday to Thursday on 02 69773225 (direct) or 0429 308 066.

Regards

A handwritten signature in black ink, appearing to read "Gerard Carr", written over a horizontal line.

Gerard Carr  
**Administration Coordinator**

**Claire Golder**

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**From:** [REDACTED]  
**Sent:** Wednesday, 9 February 2022 6:32 PM  
**To:** Claire Golder  
**Subject:** Re: Response to submissions made - Aromet Motel Extension DA

Hi Claire,

I have received your email with the responses of the applicants to my submission.

I understand that there only be 6 units. However, I believe when word gets a round you will find that workers who will be in town for a period of time, will want to stay in the units because they will be more comfortable than a motel room. I have my reservations about heavier vehicles being parked next to the motel and occupants having to walk to the units after a long day at work. I think because your car park is only for cars and light commercial vehicles the heavier vehicles will park on King Street.

I went and viewed the exit located on Victoria Street. I still believe that this is the safest and most convenient point. The blind spot you mentioned is no different to any vehicle exiting the motel. In fact there is more space to get a clearer view from the Victoria Street access than the motel driveway itself. I feel that it would be more dangerous for the residence of King Street with extra traffic coming up Little Aurora Street with the boundary fences of existing house in place which would pose a blind spot.

I am sure the majority of your guests would be quite and respectful to the neighbours. Although you can't guarantee that all the guests will be back in there units early and quite after going out for a feed and a beer your two or three or .....so on. There are young children in the street as well and because King Street is a short street, children don't have a lot of time to react to incoming traffic. So extra traffic could pose an issue with this too.

Once again I would like to see cabins go ahead, but I must still object to the erection of an access bridge in King Street. I see no real issues for not using the Victoria Street access point. There are also no neighbours that it will impact.

Your truly,

**From:** [Claire Golder](#)  
**Sent:** Wednesday, February 09, 2022 12:26 PM  
**To:**  
**Subject:** RE: Response to submissions made - Aromet Motel Extension DA

Thank you

**From:** [REDACTED]  
**Sent:** Wednesday, 9 February 2022 12:25 PM  
**To:** Claire Golder <[cgolder@temora.nsw.gov.au](mailto:cgolder@temora.nsw.gov.au)>  
**Subject:** Re: Response to submissions made - Aromet Motel Extension DA

## Re: Submission 132 Victoria Street Temora

Thankyou for getting back to us so promptly Claire. I'm a little confused because the plans we received don't leave much room for any screening trees or plants along the fence line and most trees take 15-20 yrs to reach maturity and with the cabins being elevated with decking at the sides I would have thought it would be cheaper to raise the fence height! The lights I was referring to were actually the 10+ cars coming and going over the bridge at night time and the lights shining directly into our bedroom window which granted one of the cabins will partly block our biggest issue is the privacy as I'm sure all our neighbours would agree

Thanks 

Sent from my iPhone

**Claire Golder**

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**From:** Craig Filmer <craig@dabusters.com>  
**Sent:** Wednesday, 2 February 2022 1:47 PM  
**To:** Claire Golder; Kris Dunstan  
**Subject:** RESPONSE TO SUBMISSIONS MADE - AROMET MOTEL EXTENSION DA

Claire

I have put the submission to my clients who have themselves responded as follows. If any clarification required, please contact me directly.

With regards to the concerns.

***1. will ruin the ambiance of and privacy to King St residents.***

- There are only going to be six units, occupied by one or two guests each. With projected occupancy we do not anticipate that they will be used as often as you envisage.. Being enclosed rooms any outside noise would be minimal.. There will be no Campers or Caravans which would ruin the ambiance of the Motor Inn. Our guests usually keep to themselves. The Buildings will be built off site and delivered. It is a long term project. When all are built it will most likely be at full capacity when there is a special event - eg Temora Air Show.

***2. If workers are staying in the cabins and have heavy vehicles or larger vehicles, I would not like to see King Street used as an overflow car park. We are already very limited in parking due to our small street..***

- Most guests will only have one vehicle even though each unit allows for two vehicles next to the Unit. The Units do not have a large footprint on the block, so there is excess space for parking. Most business travelers have light commercial vehicles. If ever we do have guests with heavy vehicles and Larger trucks which is occasionally. At any one time large trucks have always been able to park out front or at the side of our premises. From our experience they do not venture into the smaller surrounding streets, they do not park there..

***3. Little Aurora Street is used by residents of King Street and members of the public and it is far too narrow for extra traffic. Travelling through King Street into Little Aurora Street the corners are blind and there have been close calls and accidents over the years. I foresee increased traffic would make this more hazardous.***

- The access bridge, which is your main concern, is designed for function and optimal safety. It will be straight in a direct line from the street and will be effective in creating a strong line of vision.. Based on projections from a third party who we engaged for assistance.. The impact of vehicles entering and leaving our property from this access point will have less impact than the average usage of the driveway of residential property.. Vehicles can also exit the property and leave without reversing. This is beneficial in avoiding any accidents. I understand you feel that access via Victoria Street would be suitable. That was our first thought. However, even though we have an existing driveway. It has been brought to our attention with the alternate access bridge. It would be less hazardous for vehicles than driving out onto a busy thoroughfare. Which unfortunately does have a potential blindspot for oncoming traffic.

***4. There would be an increase in noise from extra traffic and this would interfere with our nice quiet and peaceful street. In my employment I can be required to start work any time between 4.30am and 7.00am. I go to bed quite early and am concerned the extra traffic at night may pose a problem with sleeping.***

Understanding your concern I do not anticipate the Project to interfere with the peacefulness of the environment, or that it will have any marginal impact on the existing traffic. Late arrivals are few and far between. Our guests are usually respectful of others sleeping when arriving or leaving . I expect they are equally respectful to our neighbours.



**Craig Filmer**  
Development & Enviro Health Specialist  
**DA BUSTERS Pty Ltd**  
Phone: 0466 722 869 | Email: [Craig@DAbusters.com](mailto:Craig@DAbusters.com)

**Claire Golder**

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**From:** Claire Golder  
**Sent:** Thursday, 10 February 2022 5:07 PM  
**To:** Claire Golder  
**Subject:** FW: Submission 132 Victoria Street Temora

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**From:** Craig Filmer <[craig@dabusters.com](mailto:craig@dabusters.com)>

----- Forwarded message -----

**From:**  
**Date:** Thu, 3 Feb 2022, 3:47 pm  
**Subject:** Re: Submission 132 Victoria Street Temora  
**To:** Craig Filmer <[craig@dabusters.com](mailto:craig@dabusters.com)>

Hi Craig,

There are five properties backing onto the building site.

The one on Victoria Street has a small vacant block at the back of their property . That block is adjacent with where the Studio will eventually go..There is a side fence and they only have a wire fence at the back of the property..No one would be prying into their backyard from the deck as there is an established tree in the way. We are also planning to put an assorted garden at the back of the Victoria Street property .People would be unlikely to look as their vacant block between their house and the accommodation site is relatively distant.

In relation to the other four properties. The buildings are not going to be hard up against the fence line. It has always been our intention to put trees along there, whatever type is recommended. This will block the view of the fences and give the perception that you are not next to someone's backyard. When people come to stay they want pleasant surroundings.

In answer to the concerns, each would be negated by the planting of Trees

- 1- Neighbours property will be camouflaged by the trees. People will not be looking at it.
- 2-. There is no plan to have flood lights which I assume you are making reference to. The area will not be lit up Trees would block any lighting on the decks
- . Any outside lights will not be on. at all times, and would not be needed in the daytime..
- 3- Noise if any I would expect to be minimal.and the trees would attenuate sound.

Kind regards

Beydon Sherwood

**Aromet Motor Inn**

**13 ADMINISTRATION AND FINANCE****13.1 RATE PEG****File Number:** REP22/111**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:**  
1. **Information Paper**    
2. **Media Release**  **REPORT**

On 13 December 2021 IPART released the rate peg which is the maximum amount that Councils can increase their general income by. The rate peg for 2022-23 has been set at 0.7%. For Temora Shire Council this equates to a maximum allowable increase in rate revenue of \$31,064.

This year's rate peg is now comprised of two components, being the traditional cost component and the new population growth component. The population factor is equal to the annual change in residential population, adjusted for revenue received from supplementary valuations. The inclusion of a population factor in the calculation of the rate peg is a positive step towards providing Councils with the ability to align their income with population growth to support growing communities. With population factors across the state ranging from 0% to 4.3%, Temora's population factor for the purposes of the rate peg for 2022-23 is zero. The change in population has been calculated using the estimated residential population (ERP) for 2019 and 2020 published by the Australian Bureau of Statistics which forecast a decline in population for Temora Shire.

A rate peg of 0.7% represents the lowest permissible rate peg increase for NSW Councils since IPART took over in 2011. The criticality of the historically low-rate peg becomes apparent when compared to CPI and wage growth. CPI increased by 3.1% for the 12 months to December 2021 with indications that inflation may continue to be high for a while. The NSW Local Government State Award provides for a wage increase of 2% for employees from 1 July 2022.

Part of the problem is that IPART uses the Local Government Cost Index (LGCI) in its calculation of the rate peg, which is a rearward facing index, in this case using CPI to 30 June 2021 to calculate the rate peg for the year commencing 1 July 2022. In comparison, the Victorian Local Government rate peg uses a State CPI forecast as the basis for determining the Council rate peg for the next year (Vic rate peg for 2022-23 is 1.75%).

IPART's rate pegs are listed below.

2022-23	0.7%
2021-22	2.0%
2020-21	2.6%
2019-20	2.7%
2018-19	2.3%
2017-18	1.5%
2016-17	1.8%
2015-16	2.4%
2014-15	2.3%
2013-14	3.4%
2012-13	3.6%
2011-12	2.8%

LGNSW is calling for a revision of the determination by the Minister, stating that *“The determination has severe financial implication for councils, with several already advising that they will be forced to cut services and infrastructure expenditure. This is an undesirable outcome for councils and the state Government.”*

The formula used to calculate the rate peg is:

Rate Peg = change in LGCI – productivity factor + other adjustments + population factor.

In the past IPART has used the “other adjustments” component of the formula to take into account future cost impacts that are not part of the historically calculated LGCI. Instances where IPART has used the other adjustments component were a 0.2% allowance in the 2021-22 rate peg for the cost of local government elections and a 0.4% increase in the 12/13 rate peg to allow for the introduction of the carbon price regime. The question is why did IPART not take into account the clear and present fact of rising inflation when setting the upcoming 2022-23 rate peg? Clearly IPART is not being consistent in their approach to the current inflation spike that has and will impact Council’s current and future expenditure budgets.

IPART’s information paper on the 2022-23 rate peg suggests that Councils can seek additional increases above the rate peg, by applying to IPART for a special rate variation (SRV). IPART’s SRV timeline states that Councils were to notify IPART of any intending SRV applications by 26 November. This seems like a rather flippant suggestion given that the rate peg was released 18 days later on 13 December.

#### **RESOLUTION 57/2022**

Moved: Cr Jason Goode

Seconded: Cr Max Oliver

It was resolved that Council note the report and make strong representations to IPART, Member for Cootamundra Ms Steph Cooke, NSW Country Mayors Association, and Riverina JO stressing Council’s dissatisfaction with the 2022-23 rate peg announcement.

**CARRIED**

#### ***Report by Elizabeth Smith***



## Rate peg for NSW councils for 2022-23

13 December 2021

For the first time, the rate peg for 2022-23 will include a population factor that varies for each council in NSW depending on how fast its population is growing.

IPART has set the 2022-23 rate peg for each council at between 0.7% and 5.0%, depending on its population factor. The population factor ranges between 0% and 4.3% (see Attachment C for a table presenting the population factor and rate peg for each council).

The rate peg for 2022-23 is based on the change in the Local Government Cost Index (LGCI) and an adjustment to remove the costs of the 2021 local government elections that were included in the 2021-22 rate peg, and a population factor.

### 1 The rate peg will maintain per capita general income

The revised approach to the rate peg now includes a population factor for each council. The population factor is calculated to maintain per capita general income over time as councils' populations grow.

The population factor is calculated as the change in residential population less any increase in general revenue from supplementary valuations.

We plan to review the performance of our new methodology within 5 years to ensure it remains appropriate and consistent with its intended purpose to align councils' general income with population growth.

We set the rate peg for 2022-23 using the following formula:

$$\text{Rate peg} = \text{change in LGCI} - \text{productivity factor} + \text{other adjustments} + \text{population factor}$$

IPART acknowledges the Traditional Custodians of the lands where we work and live. We pay respect to Elders, past, present and emerging. We recognise the unique cultural and spiritual relationship and celebrate the contributions of First Nations peoples.

The components of the rate peg for 2022-23 are made up of:

- The change in the local government cost index (LGCI) to June 2021 of 0.9%.
- A productivity factor set to 0.0% because the ABS indices we use for the LGCI incorporate improvements in labour and capital productivity.
- A downward adjustment of 0.2% to remove the additional revenue that was included in the 2021-22 rate peg to meet the costs of the 2021 local government elections.
- A population factor for each council (see Attachment C for a table presenting the population factor for each council).

The NSW Government has undertaken to fully fund the increase in 2021-22 emergency services levy (ESL) contributions<sup>a</sup> and cover any COVID-related increases in the cost of local government elections.

We note:

- Under our revised approach, 47 (37%) of the 128 councils receive a population factor greater than 0% and a rate peg of up to 5.0%.
- Many councils will receive additional income from supplementary valuations.<sup>b</sup> For example, 107 councils (84%) received additional income from supplementary valuations in 2019-20. Of those, 23 councils (18%) received more income from supplementary valuations than was required to maintain per capita income.

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<sup>a</sup> LGCI uses the ESL payments lagged by one year. For example, the LGCI for 2022-23 uses the change in the ESL between 2020-21 and 2021-22.

<sup>b</sup> Refer to Section A6 for further information

## A Background information

### A.1 What is the rate peg?

The rate peg is the maximum percentage amount by which a council may increase its general income for the year. For most councils, general income consists entirely of rates income. For a small number of councils, general income also includes some annual charges such as drainage levies. The rate peg does not apply to stormwater, waste collection, water and wastewater charges.

Councils can increase general income by the rate peg, less than the rate peg, or not at all. If a council does not apply the full rate peg increase, it will be able to catch up on the shortfall in general income over any one or more of the next 10 years.

The rate peg applies to general income in total, and not to individual ratepayers' rates. This means that councils may increase categories of rates by more than, or less than the rate peg percentage, as long as the total increase in general income remains within the rate peg. Individual ratepayer's rates are also affected by other factors, such as land values determined by the Valuer General of NSW.

The rate peg is typically based on the change in the Local Government Cost Index (LGCI), a productivity factor and, from 2022-23, a population factor for each council. However, IPART has discretion over the rate peg percentage and can adjust the rate peg above or below the percentage produced by the LGCI, productivity factor and population factor, if we consider this appropriate. For the 2022-23 rate peg, we have adjusted the rate peg by -0.2%, to remove increases in the costs of conducting the 2021 local government elections that we included as a temporary adjustment in the 2021-22 rate peg. This adjustment ensures that ratepayers are not overcharged in non-election years (see Section A.4).

### A.2 What is the LGCI?

The LGCI is a price index for councils in NSW. It measures price changes over the past year for goods, materials and labour used by an average council. It is similar in principle to the Consumer Price Index (CPI), which is used to measure changes in prices for a typical household.

The LGCI is designed to measure the average change in prices of a fixed 'basket' of goods and services that are purchased by councils, relative to the prices of the same basket in a base period.

- The index has 26 cost components, such as employee benefits and on-costs, and building materials for roads, bridges and footpaths. The cost components represent the purchases made by an average council to undertake its typical activities. To measure changes in these cost components, we mainly use ABS price indexes for wages costs, producer and consumer prices.
- The ABS uses quality adjustments in its price measures to take into account improvements in labour and capital productivity.

To calculate the LGCI over the year to June 2021, we combined the 26 cost components using expenditure weights based on NSW councils' expenditure in 2017-18 and 2018-19. We aim to update the expenditure weights every four years to ensure the relativities between cost components remain accurate. The last reweight of the LGCI was completed in May 2020, using the results of the 2019 cost survey of councils.

The cost components measure price changes over the year to June 2021, compared to the year to June 2020, with the exception of the Emergency Services Levy (ESL), where we have used forecast costs for 2021-22. The NSW Government has undertaken to fully fund the increase in ESL contributions, so that councils will pay the same amount they paid last year.

For more information on the LGCI see our [LGCI Information Paper](#). For more information about the 2019 council cost survey, see our [website](#).

### A.3 What price changes influenced the LGCI?

The change in the LGCI over the year to June 2021 was 0.9%. The main contributors to the change were:

- An increase of 1.2% in employee benefits and on-costs, measured by the ABS Wage Price Index for the NSW public sector.
- An increase of 1.1% in construction works – roads, drains, footpaths, kerbing, bridges costs, measured by the ABS Producer Price Index for roads and bridge construction – NSW.
- An increase of 1.5% in other business expenses, measured by the ABS Producer Price Index for other administrative services, not elsewhere classified.
- Decreases in electricity, water and sewerage and automotive fuel of between 6.6% and 2.4%.

Attachment B shows the price changes in all cost components of the LGCI).

### A.4 What adjustments have we made?

The 2021-22 rate peg included a temporary adjustment of 0.2% to pay for the December 2021 local government elections. We have removed the allowed dollar amounts for each council by adjusting the rate peg down by 0.2%. This adjustment ensures that ratepayers are not overcharged in non-election years. The NSW Government has undertaken to cover any COVID-related increases in the cost of local government elections.<sup>c</sup>

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<sup>c</sup> The NSW Office of Local Government media release states that "(t)he NSW Government is putting up an additional \$29.1 million for the NSW Electoral Commission to ensure local councils and ratepayers do not foot the bill for election day delays caused by the COVID-19 Delta outbreak."

## A.5 How have we calculated the change in employee costs?

Local Government NSW (LGNSW) raised a concern about using ABS Wage Price Index (WPI) to determine the increase in employee costs. LGNSW noted the majority of local government employees' rates of pay and allowances were increased by 1.5% under the Local Government (State) Award 2020<sup>d</sup>, while the majority of state public servants' rates of pay and allowances were increased by 0.3% through the State Wage Case<sup>e</sup>. It was concerned that the lower (0.3%) increase for state employees would result in a WPI that materially underestimated the increase in employee costs experienced by councils.

We decided, on balance, not to make an adjustment to the rate peg for higher council employee costs because we consider the impact of any adjustment is insufficiently material to warrant a departure from our standard methodology. Our methodology is based on independent, publicly available benchmark wage and price indices. We consider this approach is fair to councils and provides better protection to ratepayers than if we set the rate peg using councils' actual cost increases.

The actual increase in the WPI to June 2021 was 1.2%, or 0.3%, lower than the 1.5% increase granted under the Local Government (State) Award 2020. As employee costs contribute around 40% to the LGCI, using 1.5% would have increased the peg by 0.1%.<sup>f</sup>

## A.6 How do we calculate the population factor?

The population factor is calculated for each council and is equal to the annual change in its residential population, adjusted for revenue received from supplementary valuations.

The population factor is equal to the maximum of the change in residential population less the supplementary valuations percentage or zero.

Councils with negative population growth will have a population factor of zero, ensuring no council receives a lower increase in general income, relative to a rate peg calculated using the LGCI, productivity factor and any adjustments. Councils that have recovered more from supplementary valuations than is required to maintain per capita general income as their population grows will also have a population factor of zero.

The population factor is calculated using the following formula:

$$\text{Population factor} = \max(0, \text{change in population} - \text{supplementary valuations percentage})$$

The change in population has been calculated using the estimated residential population (ERP) for 2019 and 2020 published by the Australian Bureau of Statistics (ABS). This is the most up to date ABS population data.

The calculation is shown in the following formula:

<sup>d</sup> [Local government employees guaranteed economically responsible pay rise \(lgnsw.org.au\)](https://www.lgnsw.org.au)

<sup>e</sup> [C2021-01 - Variation to the Crown Employees \(Public Sector - Salaries 2019\) Award \(nsw.gov.au\)](https://www.nsw.gov.au)

<sup>f</sup> The formula we would use to calculate the maximum adjustment is  $(1.5\% - 1.2\%) \times 38.4\% = 0.1\%$ , where 38.4% is the employee cost weight in the LGCI. The maximum amount (0.1%) assumes no productivity improvement.

$$\text{Change in population} = \max\left(0, \frac{\text{ERP 2020}}{\text{ERP 2019}} - 1\right)$$

The supplementary valuations percentage for each council is calculated using the following formula:

$$\text{supplementary valuations percentage} = \max\left(0, \frac{\text{supplementary valuations}}{\text{notional general income yield}}\right)$$

In this formula:

*supplementary valuations* means the total value of adjustments to a council's general income for 2019-20 that the council made under paragraphs 509(2)(b) and (c) of the *Local Government Act 1993* (LG Act). 21. This is the amount recorded as 'Plus or minus adjustments' in each council's 'Special schedule – Permissible income for general rates' for 2020-21 submitted to the Office of Local Government (OLG) in the 2020-21 Financial Statements.

*notional general income yield* means the general income of the council for 2019-20 prior to adjustment under paragraphs 509(2)(b) and (c) of the LG Act. This is the amount recorded as 'Last year notional general income yield' in each council's 'Special schedule – Permissible income for general rates' for 2020-21 submitted to the OLG in the 2020-21 Financial Statements.

The supplementary valuations percentage is calculated based on supplementary valuations revenue and notional general income yield for the same year as the ERP data. Each year we will update the formula.

### Worked example

For example, Albury has a rate peg of 1.1%. its ERP grew by 1.3% in 2019-20 while it received income from supplementary valuations equal to 0.9% of the Notional General Income Yield over the same period.

We calculated Albury's rate peg as follows:

$$\text{Change in population} = \max\left(0, \frac{55,055}{54,344} - 1\right) = 1.3\%$$

$$\text{supplementary valuations percentage} = \max\left(0, \frac{391,000}{43,365,000}\right) = 0.9\%$$

$$\text{Population factor} = \max(0, 1.3\% - 0.9\%) = 0.4\%$$

$$\text{Rate peg} = 0.9\% - 0\% - 0.2\% + 0.4\% = 1.1\%$$

For more information on the population factor, see our final report on including population growth in the rate peg on our [website](#).

## A.7 Councils can seek additional increases

Councils can seek additional increases to general income above the rate peg, by applying to IPART for a special variation (SV).

Councils applying for an SV must satisfy the criteria listed in the Office of Local Government's SV Guidelines. The Guidelines are available on [IPART's website](#). Councils applying for an SV for 2022-23 must apply to IPART by 7 February 2022. IPART's website also includes general information on the SV requirements and recent applications from councils

## B Change in the LGCI for the year ended June 2021

Cost components	Weight as at end June 2020 %	Price change to end June 2021 (% annual average)	Contribution to index change (percentage points)
<b>Operating cost components</b>			
Employee benefits and on-costs <sup>a</sup>	38.4	1.2	0.44
Plant and equipment leasing	0.3	1.1	0.00
Operating contracts	2.1	0.4	0.01
Legal and accounting services	0.8	1.4	0.01
Office and building cleaning services	0.3	1.4	0.00
Other business services	6.2	1.0	0.06
Insurance	1.2	3.0	0.04
Telecommunications, telephone and internet services	0.4	-2.4	-0.01
Printing, publishing and advertising	0.6	2.3	0.01
Motor vehicle parts	0.3	-1.2	0.00
Motor vehicle repairs and servicing	0.4	1.4	0.01
Automotive fuel	0.8	-2.4	-0.02
Electricity	2.0	-3.8	-0.07
Gas	0.1	-6.8	-0.01
Water and sewerage	0.4	-6.6	-0.03
Road, footpath, kerbing, bridge and drain building materials	2.5	1.1	0.03
Other building and construction materials	0.7	0.0	0.00
Office supplies	0.3	0.9	0.00
Emergency services levy <sup>b</sup>	1.5	0.0	0.00
Other expenses <sup>c</sup>	8.4	1.5	0.13
<b>Capital cost components</b>			
Buildings – non-dwelling	4.2	1.1	0.00
Construction works – roads, drains, footpaths, kerbing, bridges	21.9	1.1	0.25
Construction works – other	2.5	-0.3	0.03
Plant and equipment – machinery, etc.	3.1	0.1	-0.01
Plant and equipment – furniture, etc.	0.1	-0.4	0.00
Information technology and software	0.7	0.0	0.00
<b>Total change in LGCI</b>	<b>100.0</b>		<b>0.9</b>

a Employee benefits and on-costs includes salaries and wages.

b The NSW Government has undertaken to fully fund the increase in 2021-22 ESL contributions

c Includes miscellaneous expenses with low weights in the index – eg, councillor and mayoral fees.

Note: Figures may not add due to rounding. Percentage changes are calculated from unrounded numbers

## C Population factors and rate pegs for all councils

Councils with a population factor greater than 0% for 2022-23 are indicated by bolded blue font.

Council	Change in population	Supplementary valuations percentage	Population factor	Rate Peg (including population factor)
	%	%	%	%
<b>Albury</b>	1.3	0.9	0.4	<b>1.1</b>
Armidale Regional	0.0	0.1	0.0	0.7
Ballina	1.3	2.0	0.0	0.7
Balranald	0.0	0.8	0.0	0.7
<b>Bathurst Regional</b>	0.9	0.7	0.2	<b>0.9</b>
<b>Bayside</b>	1.7	0.9	0.9	<b>1.6</b>
Bega Valley	0.7	0.9	0.0	0.7
<b>Bellingen</b>	1.1	0.5	0.6	<b>1.3</b>
<b>Berrigan</b>	0.4	0.2	0.2	<b>0.9</b>
Blacktown	2.3	2.3	0.0	0.7
Bland	0.0	0.1	0.0	0.7
Blayney	0.1	0.0	0.0	0.7
<b>Blue Mountains</b>	0.1	0.0	0.1	<b>0.8</b>
Bogan	0.0	2.8	0.0	0.7
<b>Bourke</b>	1.4	0.0	1.4	<b>2.1</b>
Brewarrina	0.0	0.0	0.0	0.7
Broken Hill	0.0	0.6	0.0	0.7
Burwood	0.7	3.6	0.0	0.7
<b>Byron</b>	2.0	0.4	1.6	<b>2.3</b>
<b>Cabonne</b>	0.3	0.1	0.2	<b>0.9</b>
<b>Camden</b>	6.3	2.0	4.3	<b>5.0</b>
<b>Campbelltown</b>	1.9	1.3	0.5	<b>1.2</b>
<b>Canada Bay</b>	0.6	0.1	0.5	<b>1.2</b>
<b>Canterbury-Bankstown</b>	0.7	0.6	0.1	<b>0.8</b>
Carrathool	0.0	0.0	0.0	0.7
<b>Central Coast</b>	0.5	0.3	0.3	<b>1.0</b>
Central Darling	0.0	0.0	0.0	0.7
Cessnock	2.1	2.1	0.0	0.7
Clarence Valley	0.1	0.8	0.0	0.7
Cobar	0.0	0.3	0.0	0.7
Coffs Harbour	0.5	0.5	0.0	0.7
Coolamon	0.0	0.0	0.0	0.7
Coonamble	0.0	0.0	0.0	0.7
Cootamundra-Gundagai Regional	0.0	0.0	0.0	0.7
Cowra	0.0	0.2	0.0	0.7
<b>Cumberland</b>	0.5	0.0	0.5	<b>1.2</b>
Dubbo Regional	0.6	0.6	0.0	0.7
<b>Dungog</b>	2.6	0.9	1.7	<b>2.4</b>
Edward River	0.0	0.0	0.0	0.7
<b>Eurobodalla</b>	1.3	0.3	1.0	<b>1.7</b>
Fairfield	0.0	0.4	0.0	0.7
<b>Federation</b>	1.3	0.4	0.9	<b>1.6</b>
Forbes	0.2	0.3	0.0	0.7
Georges River	0.5	0.6	0.0	0.7

Information Paper

Rate peg for NSW councils for 2022-23

Council	Change in population	Supplementary valuations percentage	Population factor	Rate Peg (including population factor)
	%	%	%	%
Gilgandra	0.0	0.1	0.0	0.7
Glen Innes Severn	0.0	0.4	0.0	0.7
Goulburn Mulwaree	1.4	1.4	0.0	0.7
Greater Hume	0.7	0.8	0.0	0.7
Griffith	0.5	0.5	0.0	0.7
<b>Gunnedah</b>	0.1	0.0	0.1	<b>0.8</b>
Gwydir	0.0	0.3	0.0	0.7
<b>Hawkesbury</b>	0.7	0.6	0.1	<b>0.8</b>
Hay	0.0	0.3	0.0	0.7
Hilltops	0.0	0.0	0.0	0.7
Hornsby	0.3	0.5	0.0	0.7
Hunters Hill	0.0	0.1	0.0	0.7
<b>Inner West</b>	0.6	0.0	0.6	<b>1.3</b>
Inverell	0.0	3.3	0.0	0.7
Junee	0.0	0.5	0.0	0.7
<b>Kempsey</b>	0.6	0.5	0.1	<b>0.8</b>
<b>Kiama</b>	1.3	0.4	0.9	<b>1.6</b>
Ku-ring-gai	0.4	0.9	0.0	0.7
Kyogle	0.0	0.7	0.0	0.7
Lachlan	0.0	0.1	0.0	0.7
Lake Macquarie	0.9	0.9	0.0	0.7
Lane Cove	1.0	2.4	0.0	0.7
Leeton	0.0	0.1	0.0	0.7
Lismore	0.0	0.3	0.0	0.7
Lithgow	0.0	0.0	0.0	0.7
<b>Liverpool</b>	1.6	1.4	0.3	<b>1.0</b>
Liverpool Plains	0.0	0.2	0.0	0.7
Lockhart	0.0	0.0	0.0	0.7
Maitland	2.6	3.1	0.0	0.7
<b>Mid-Coast</b>	0.6	0.4	0.2	<b>0.9</b>
Mid-Western Regional	0.5	0.5	0.0	0.7
Moree Plains	0.0	0.0	0.0	0.7
Mosman	0.0	0.0	0.0	0.7
<b>Murray River</b>	1.7	0.9	0.8	<b>1.5</b>
Murrumbidgee (new)	0.0	0.0	0.0	0.7
Muswellbrook	0.0	5.3	0.0	0.7
Nambucca	0.3	0.7	0.0	0.7
Narrabri	0.0	0.0	0.0	0.7
Narrandera	0.0	0.0	0.0	0.7
Narromine	0.0	0.0	0.0	0.7
<b>Newcastle</b>	1.1	0.6	0.5	<b>1.2</b>
<b>North Sydney</b>	0.2	0.0	0.2	<b>0.9</b>
Northern Beaches	0.2	0.5	0.0	0.7
Oberon	0.1	0.4	0.0	0.7
Orange	0.1	0.8	0.0	0.7
Parkes	0.0	0.0	0.0	0.7
Parramatta (new)	1.2	1.6	0.0	0.7
<b>Penrith</b>	1.6	0.8	0.7	<b>1.4</b>
<b>Port Macquarie-Hastings</b>	1.7	0.7	1.0	<b>1.7</b>
<b>Port Stephens</b>	1.4	0.8	0.6	<b>1.3</b>

Information Paper

Rate peg for NSW councils for 2022-23

Council	Change in population	Supplementary valuations percentage	Population factor	Rate Peg (including population factor)
	%	%	%	%
Queanbeyan-Palerang Regional	1.9	2.0	0.0	0.7
<b>Randwick</b>	0.7	0.1	0.6	<b>1.3</b>
Richmond Valley	0.1	0.3	0.0	0.7
Ryde	1.6	2.9	0.0	0.7
<b>Shellharbour</b>	1.9	0.5	1.4	<b>2.1</b>
<b>Shoalhaven</b>	1.5	0.5	1.0	<b>1.7</b>
Singleton	0.0	1.3	0.0	0.7
<b>Snowy Monaro Regional</b>	1.0	0.9	0.1	<b>0.8</b>
Snowy Valleys	0.0	0.1	0.0	0.7
<b>Strathfield</b>	1.9	1.4	0.4	<b>1.1</b>
Sutherland	0.8	0.9	0.0	0.7
<b>Sydney</b>	1.1	0.5	0.7	<b>1.4</b>
Tamworth Regional	0.0	0.6	0.0	0.7
Temora	0.0	0.1	0.0	0.7
Tenterfield	0.0	0.0	0.0	0.7
<b>Hills</b>	3.3	2.4	0.9	<b>1.6</b>
<b>Tweed</b>	1.4	0.4	1.0	<b>1.7</b>
Upper Hunter	0.0	0.2	0.0	0.7
<b>Upper Lachlan</b>	2.7	1.0	1.7	<b>2.4</b>
Uralla	0.0	0.0	0.0	0.7
Wagga Wagga	0.8	1.1	0.0	0.7
Walcha	0.0	0.0	0.0	0.7
Walgett	0.0	0.0	0.0	0.7
<b>Warren</b>	0.7	0.1	0.6	<b>1.3</b>
Warrumbungle	0.0	0.1	0.0	0.7
<b>Waverley</b>	0.1	0.0	0.1	<b>0.8</b>
Weddin	0.0	0.0	0.0	0.7
Wentworth	0.5	1.0	0.0	0.7
<b>Willoughby</b>	0.1	0.1	0.1	<b>0.8</b>
<b>Wingecarribee</b>	1.2	0.8	0.5	<b>1.2</b>
<b>Wollondilly</b>	1.6	1.1	0.6	<b>1.3</b>
<b>Wollongong</b>	0.8	0.5	0.3	<b>1.0</b>
Woolahra	0.1	0.2	0.0	0.7
<b>Yass Valley</b>	1.4	0.8	0.6	<b>1.3</b>

# Media Release

13 December 2021

## Council rates revenue to rise with population growth

For the first time, the amount that councils will be able to increase the revenue they can collect from rates will depend on their level of population growth, under the 2022-23 rate peg decision announced today by the Independent Pricing and Regulatory Tribunal (IPART). IPART has set a rate peg for each council, ranging from 0.7% to 5.0%.

Tribunal Chair Carmel Donnelly said that in setting the rate peg for 2022-23, IPART has used a new methodology that recognises that some councils face higher costs from growing populations.

"We have developed a way of incorporating population growth into the rate peg that balances the need to ensure councils are financially sustainable, while protecting ratepayers from excessive rate rises.

The methodology we have used will ensure councils maintain the average amount of money collected per person as their population grows. This will enable councils to provide services to their growing communities," said Ms Donnelly.

IPART's rate peg also takes into account the annual change in the Local Government Cost Index (LGCI), which measures the average costs faced by NSW councils.

The rate peg represents the maximum percentage amount by which a council may increase its general income. For almost all councils, general income consists entirely of revenue from rates. The rate peg applies to each council's general income in total, not to individual ratepayers' rates. Councils may increase categories of rates by more than, or less than the rate peg, as long as the total increase in general income remains within the rate peg. Individual ratepayers' rates are also impacted by land values set by the Valuer General NSW.

An Information Paper that includes information on IPART's rate peg methodology and the rate peg for each council for 2022-23 is available on IPART's [website](#).

We have proposed a benchmark waste peg for 2022-23 to provide a guide to councils. IPART has released a Draft Report on these charges which may impact future decisions, and we are currently seeking feedback on our proposed approach.

IPART's Draft Report on domestic waste charges, and opportunities to have your say are available on IPART's [website](#). Submissions to IPART are due by 25 March 2022.

Media Contact: Adrian Flood

 0427 105 865

 [media@ipart.nsw.gov.au](mailto:media@ipart.nsw.gov.au)

**13.2 RECORDS FOR DESTRUCTION - DR/1-2021****File Number:** REP22/122**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Records for Destruction - Pinnacle Community Services [↓](#) **REPORT**

Attached are records that need to be destroyed under GA39 Retention and Disposal Authority.

**RESOLUTION 58/2022**

Moved: Cr Jason Goode

Seconded: Cr Graham Sinclair

It was resolved that the records are destroyed as listed in the attached report.

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

# GA39 Temora Council Retention Disposal Authority: Destruction Record

**For:** 3 - Community Services - Service Provision **Reference:** DR/1 - 2021

GA39 No	Description of records	Disposal action
3.7.3	Records of clients of community services. Records include: client case files and summary or registered particulars eg: medical details, registers and databases, assessments of eligibility and entitlements, enrolment and attendance records, records of client contact not recorded elsewhere, etc	Retain minimum of 7 years after action completed, then destroy

Item	Date Range	Disposal After
PINNACLE COMMUNITY SERVICES - COOTAMUNDRA ARCHIVES		
HACC Archives - Cootamundra		
Pinnacle - Cootamundra Box No 1	Home Modifications & Maintenance	2008
Pinnacle - Cootamundra Box No 2	Compacts	2011
Pinnacle - Cootamundra Box No 3	Compacts	2012
Pinnacle - Cootamundra Box No 4	Compacts	2012
Pinnacle - Cootamundra Box No 5	Compacts	2012
Pinnacle - Cootamundra Box No 6	Community Options	2011
Pinnacle - Cootamundra Box No 7	Community Options	2011
Pinnacle - Cootamundra Box No 8	Community Options	2004-2007

**Total Number of Boxes : 8**

**Date Destroyed:**

**Method of Destruction:**

**Authorised by\*:**

**No. of Boxes:**

Note: The destruction of records should be irreversible, and environmentally friendly.

Destruction is the complete and irreversible physical erasure of the record which ensures that the record cannot be reconstituted or reconstructed.

\*Council acknowledges that the records listed above are no longer required for legal, administrative, audit or financial reasons.

# GA39 Temora Council Retention Disposal Authority: Destruction Record

**For:** 3 - Community Services - Service Provision **Reference:** DR/2 - 2021

GA39 No	Description of records	Disposal action
3.7.3	Records of clients of community services. Records include: client case files and summary or registered particulars eg: medical details, registers and databases, assessments of eligibility and entitlements, enrolment and attendance records, records of client contact not recorded elsewhere, etc	Retain minimum of 7 years after action completed, then destroy

Item	Date Range	Disposal After
PINNACLE COMMUNITY SERVICES - TEMORA ARCHIVES		
Pinnacle - Temora Box No 41	2006-2009	2016
Pinnacle - Temora Box No 42	2006-2009	2016
Pinnacle - Temora Box No 43	2006-2009	2016
Pinnacle - Temora Box No 44	2000-2006	2013
Pinnacle - Temora Box No 45	2000-2005	2012
Pinnacle - Temora Box No 46	2000-2004	2011
Pinnacle - Temora Box No 47	2000-2006	2013
Pinnacle - Temora Box No 48	2000-2006	2013
Pinnacle - Temora Box No 49	2001-2006	2013
Pinnacle - Temora Box No 50	2002-2006	2013

**Total Number of Boxes : 10**

**Date Destroyed:**  
**Authorized by\*:**  
**Method of Destruction:**  
**No. of Boxes:**

Note: The destruction of records should be irreversible, and environmentally friendly. Destruction is the complete and irreversible physical erasure of the record which ensures that the record cannot be reconstituted or reconstructed.  
 \*Council acknowledges that the records listed above are no longer required for legal, administrative, audit or financial reasons.

**13.3 QUARTERLY BUDGET REVIEW STATEMENT FOR PERIOD 1.10.2021 TO 31.12.2021****File Number:** REP22/153**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Quarterly Budget review [↓](#) **REPORT**

Quarterly Budget Review Statement for the period 1.10.2021 to 31.12.2021

**RESOLUTION 59/2022**

Moved: Cr Belinda Bushell

Seconded: Cr Jason Goode

It was resolved that the Quarterly Budget Review statement for period 1.10.2021 to 31.12.2021 is adopted.

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

Temora Shire Council

**Quarterly Budget Review Statement**  
for the period 01/10/21 to 31/12/21

**Report by Responsible Accounting Officer**

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

**31 December 2021**

It is my opinion that the Quarterly Budget Review Statement for Temora Shire Council for the quarter ended 31/12/21 indicates that Council's projected financial position at 30/6/22 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed:



date: 10-2-2022

Elizabeth Smith  
Responsible Accounting Officer

## Temora Shire Council

## Income &amp; Expenses Budget Review Statement

Budget review for the quarter ended 31 December 2021

## Income &amp; Expenses - Council Consolidated

(\$000's)	Original Budget 2021/22	Approved Changes		Revised Budget 2021/22	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTI figure:
		Sep QBRS	QBRS					
<b>Income</b>								
Rates and Annual Charges	6,095,000			6,095,000			6,095,000	6,015,327
User Charges and Fees	8,633,000			8,633,000			8,633,000	4,618,671
Interest and Investment Revenues	200,000			200,000			200,000	58,564
Other Revenues	678,000			678,000			678,000	408,927
Grants & Contributions - Operating	7,291,000	(1,864,407)		5,426,593			5,426,593	3,153,814
Grants & Contributions - Capital	6,388,000	2,073,051		8,461,051	120,000	2	8,581,051	4,329,757
Net gain from disposal of assets	79,000			79,000			79,000	26,867
<b>Total Income from Continuing Operations</b>	<b>29,364,000</b>	<b>208,644</b>		<b>29,572,644</b>	<b>120,000</b>		<b>29,692,644</b>	<b>18,611,918</b>
<b>Expenses</b>								
Employee Costs	9,169,000			9,169,000			9,169,000	4,853,017
Borrowing Costs	58,000			58,000			58,000	26,807
Materials & Contracts	5,301,000			5,301,000	185,000	1	5,486,000	3,759,687
Depreciation	5,817,000			5,817,000			5,817,000	3,146,717
Other Expenses	3,069,000			3,069,000			3,069,000	1,646,171
Net Loss from disposal of assets				-			-	
<b>Total Expenses from Continuing Operations</b>	<b>23,414,000</b>	<b>-</b>		<b>23,414,000</b>	<b>185,000</b>		<b>23,599,000</b>	<b>13,432,379</b>
<b>Net Operating Result from Continuing Operation</b>	<b>5,950,000</b>	<b>208,644</b>		<b>6,158,644</b>	<b>(65,000)</b>		<b>6,093,644</b>	<b>5,179,539</b>
Discontinued Operations - Surplus/(Deficit)				-			-	
<b>Net Operating Result from All Operations</b>	<b>5,950,000</b>	<b>208,644</b>		<b>6,158,644</b>	<b>(65,000)</b>		<b>6,093,644</b>	<b>5,179,539</b>
<b>Net Operating Result before Capital Items</b>	<b>(438,000)</b>	<b>(1,864,407)</b>		<b>(2,302,407)</b>	<b>(185,000)</b>		<b>(2,487,407)</b>	<b>849,787</b>

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 31/12/2021 and should be read in conjunction with the total QBRS report



Quarterly Budget Review Statement  
for the period 01/10/21 to 31/12/21

Temora Shire Council  
Capital Budget Review Statement

Budget review for the quarter ended 31 December 2021  
Capital Budget - Council Consolidated

(\$000's)	Original Budget 2021/22	Approved Changes Sep QBRs	Approved Changes Dec QBRs	Approved Changes Mar QBRs	Revised Budget 2021/22	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
Capital Expenditure									
New Assets	50,000				50,000	154		50,154	154
- Office Equipment									
- Infrastructure									
Land & Buildings	170,000				170,000	10,872	1	180,872	35,951
Other Structures/Swimming Pools/Open Space & Recreational	340,000	(63,549)			276,451	110,000	2	386,451	348,844
Roads, Bridges, Footpaths	340,000	(2,500)			337,500			337,500	68,548
Stormwater Drainage	145,000				145,000			145,000	
Other Infrastructure	90,000				90,000	5,591	3	95,591	5,785
Sewerage Network	32,000				32,000			32,000	6,473
- Other Assets	30,000	3,500			33,500	10,302	4	43,802	1,782
Renewal Assets (Replacement)									
- Plant & Equipment	1,354,900				1,354,900			1,354,900	578,425
- Office Equipment	62,680				62,680			62,680	12,585
- Furniture & Fittings	18,500				18,500			-18,500	
- Infrastructure									
Land & Buildings	2,713,938	226,900			2,940,838			2,940,838	1,005,646
Other Structures/Swimming Pools/Open Space & Recreational	28,000	60,000			88,000	40,200	5	128,200	59,481
Roads, Bridges, Footpaths	5,770,328	922,000			6,692,328	(185,000)	6	6,507,328	2,271,130
Stormwater drainage	360,000	15,000			375,000			375,000	21,575
Sewerage Network	50,000	25,000			75,000			75,000	14,926
Other Infrastructure	295,000	2,302,603			2,597,603	14,381	7	2,611,984	164,166
- Leasehold Improvements		75,438			75,438	9,680	8	85,118	77,842
- Other Assets	50,000				50,000			50,000	
Loan Repayments (Principal)	375,718				375,718			375,718	180,920
Development of Real Estate	1,256,725				1,256,725			1,256,725	6,923
Carrying Amount of Assets Sold	158,889				158,889			158,889	72,459
Loans to Long Term Debtors & Deferred Development Infrastructure						223,329	9	223,329	223,329
Transfers to Reserves	706,981	2,184,949			2,891,930			2,891,930	1,211,470
<b>Total Capital Expenditure</b>	<b>14,398,659</b>	<b>5,749,341</b>			<b>20,148,000</b>	<b>239,509</b>		<b>20,387,509</b>	<b>6,368,414</b>
Capital Funding									
Rates & Other Untied Funding	5,293,539	1,913,941			7,207,480	239,509		7,446,989	
Capital Grants & Contributions	6,388,100				6,388,100			6,388,100	4,329,757
Reserves:									
- External Restrictions/Reserves	507,613	448,310			955,923			955,923	712,128
- Internal Restrictions/Reserves	801,680	3,387,090			4,188,770			4,188,770	1,764,675
New Loans	1,170,000				1,170,000			1,170,000	
Receipts from Sale of Assets									
- Plant & Equipment	237,727				237,727			237,727	93,068
- Real Property									4,682
<b>Total Capital Funding</b>	<b>14,398,659</b>	<b>5,749,341</b>			<b>20,148,000</b>	<b>239,509</b>		<b>20,387,509</b>	<b>6,904,310</b>
<b>Net Capital Funding - Surplus/(Deficit)</b>									<b>535,896</b>

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended 31/12/2021 and should be read in conjunction with the total QBRs report.



Quarterly Budget Review Statement  
for the period 01/10/21 to 31/12/21

Temora Shire Council  
Cash & Investments Budget Review Statement

Budget review for the quarter ended 31 December 2021  
Cash & Investments - Council Consolidated

(\$000's)	Original Budget 2021/22	Approved Changes		Revised Budget 2021/22	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Sep QBRS	QBRS					
<b>Externally Restricted <sup>(1)</sup></b>								
Sewerage Services	2,487,653	269,150	2,756,803			2,756,803	2,714,606	
Domestic Waste Management	827,139	163,657	990,796			990,796	1,049,810	
Pinnacle Unexpended Grants (including leave entitlements)	1,451,640	95,161	1,451,640			1,451,640	1,429,912	
Stormwater Drainage & Flood Studies	117,426		212,587			212,587	175,361	
S94 Contributions	181,856		181,856			181,856	213,811	
Unexpended Externally Restricted Grants	448,310	(448,310)	-			-	22,928	
<b>Total Externally Restricted</b>	<b>5,514,024</b>	<b>79,658</b>	<b>5,593,682</b>			<b>5,593,682</b>	<b>5,606,428</b>	
<i>(1) Funds that must be spent for a specific purpose</i>								
<b>Internally Restricted <sup>(2)</sup></b>								
Pinnacle Internally Restricted	2,296,340	65,162	2,361,502			2,361,502	2,601,395	
Other Waste Management	441,980	71,678	513,658			513,658	585,323	
Airside Maintenance	103,760		103,760			103,760	92,631	
Ariah Park Tip Fee Contributions	6,507	3,152	9,659			9,659	7,766	
IT Capital Works	102,625		102,625			102,625	203,630	
Digital Two Way Radio	65,000		65,000			65,000	65,000	
Employee Leave Entitlements	1,767,068		1,767,068			1,767,068	1,767,068	
FAGS Received in Advance	1,270,394	(1,270,394)	-			-		
Gravel Royalty	557,387	7,175	564,562			564,562	558,532	
Industrial Development	338,162		338,162			338,162	338,162	
Infrastructure	1,069,469	(50,000)	1,019,469			1,019,469	957,115	
Infrastructure - Airpark Estate	217,359		217,359			217,359	210,941	
Izumizaki Donation	2,152		2,152			2,152	2,152	
Local Roads	770,073	(107,343)	662,730			662,730	755,591	
Medical Complex	30,488	(10,481)	20,007			20,007	22,578	
Plant & Vehicle	449,058	(449,058)	-			-	16,529	
Revotes	183,713		183,713			183,713	707,861	
Roads Reserve	500,000		500,000			500,000	500,000	
Sports Council Requirements	58,566		58,566			58,566	58,566	
Temora Agricultural Innovation Centre Maintenance Reserve	-	20,000	20,000			20,000	14,396	
Youth Hospitality	23,141		23,141			23,141	23,634	
<b>Total Internally Restricted</b>	<b>10,253,242</b>	<b>(1,720,109)</b>	<b>8,533,133</b>			<b>8,533,133</b>	<b>9,488,870</b>	
<i>(2) Funds that Council has earmarked for a specific purpose</i>								
<b>Unrestricted (ie. available after the above Restrictions)</b>	1,000,000	1,640,451	6,080,669			2,640,451	1,583,832	
<b>Total Cash &amp; Investments</b>	<b>16,767,266</b>		<b>16,767,266</b>			<b>16,767,266</b>	<b>16,679,130</b>	

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 31/12/2021 and should be read in conjunction with the total QBRS report

Temora Shire Council

**Quarterly Budget Review Statement**  
for the period 01/10/21 to 31/12/21

**Cash & Investments Budget Review Statement**

**Investments**

Investments have been invested in accordance with Council's Investment Policy.

**Cash**

The Cash at Bank figure included in the Cash & Investment Statement totals \$873,123

This Cash at Bank amount has been reconciled to Council's physical Bank Statements. The date of completion of this bank reconciliation is 31/12/21

**Reconciliation Status**

The YTD Cash & Investment figure reconciles to the actual balances held as follows: **\$ 000's**

Cash at Bank (as per bank statements)		1,449,172
Investments on Hand		15,498,742
less: Unpresented Cheques & EFTs	(Timing Difference)	(9,466)
less: Unpresented Direct Debits	(Timing Difference)	
less: Pay Files not Presented	(Timing Difference)	(259,374)
add: Undeposited Funds	(Timing Difference)	56
less: Identified Deposits (not yet accounted in Ledger)	(Require Actioning)	
add: Identified Outflows (not yet accounted in Ledger)	(Require Actioning)	
less: Unidentified Deposits (not yet actioned)	(Require Investigation)	
add: Unidentified Outflows (not yet actioned)	(Require Investigation)	

<b>Reconciled Cash at Bank &amp; Investments</b>		16,679,130
<b>Balance as per Review Statement:</b>		16,679,130
Difference:		(0)

**Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

<b>Notes</b>	<b>Details</b>

Temora Shire Council

**Quarterly Budget Review Statement**  
for the period 01/10/21 to 31/12/21

**Contracts Budget Review Statement**

Budget review for the quarter ended 31 December 2021  
**Part A - Contracts Listing** - contracts entered into during the quarter

Contractor	Contract detail & purpose	Contract Value	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
ELM Aquatics	Temora Swimming Pool Upgrade	2,200,280	05/11/21	12 months	Y	
Downer EDI	Sprayed Bitumen Services	1,045,650	01/11/21	12 months	Y	
Westrac	Front End Loader	289,020	21/10/21		Y	

Notes:

1. Minimum reporting level is 1% of estimated income from continuing operations of Council or \$50,000 - whatever is the lesser.
2. Contracts listed are those entered into during the quarter being reported and exclude contractors on Council's Preferred Supplier list.
3. Contracts for employment are not required to be included.

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 31/12/2021 and should be read in conjunction with the total QBRS report





**Budgeted Capital Expenditure**  
**For the Year Ended 30th June 2022**  
 As at 31st December, 2021

Description	Original Budget	Approved Sub-Vote	Total Approved Budget	Actual	Est. Remainder of Year	Revised Estimate	Variance this Quarter
<b>Council Buildings</b>							
Aerodrome Cabins - Solar PV System Installation (6.6kw)	8,000		8,000	7,174	826	8,000	
Ariah Park Pool - Solar PV System Installation (25kw)	22,000		22,000	1,112	20,888	22,000	
Arts Precinct Development		226,900	226,900	215,743	11,157	226,900	
Baker Street Units - Solar PV System Installation (8kw) nominal	9,000		9,000	6,888	2,112	9,000	
Bundawarra Centre - Ambulance Museum Plans & Studies	18,000		18,000		18,000	18,000	
Bundawarra Centre - New Walkway and Cabinetry	100,000		100,000		100,000	100,000	
Bundawarra Centre - Virtual Tour	8,000		8,000		8,000	8,000	
Depot - Extend existing solar PV 5kw	2,500		2,500		2,500	2,500	
ePlanning Implementation Costs							
Environmental Services - Lenova Ideacentre			0	154	0	154	154
Environmental Services - Wattle ePlanning Filing			0	302	(0)	302	302
Library - Local Special Projects	18,500		18,500		18,500	18,500	
NRCC House - Library - Outdoor Reading Room & Upgrades	412,438		412,438	393,676	18,762	412,438	
Pinnacle - Supported Independent Living - Solar Installation	10,000		10,000	13,793	(0)	13,793	3,793
Pinnacle Cootamundra - Office Modifications			0	9,680	0	9,680	9,680
Pinnacle House - Solar Panels (10kw)	10,000		10,000		10,000	10,000	
Railway Station Conservation & Restoration Works		75,438	75,438	68,162	7,276	75,438	
Recreation Centre - Existing Solar PV 6.5kw Extension	4,000		4,000		4,000	4,000	
Recreation Centre - Solar PV System (40kw) - Pool Pumps	35,000		35,000		35,000	35,000	
Recreation Centre - Swimming Pool Redevelopment	2,160,000		2,160,000	396,227	1,763,773	2,160,000	
Recreation Centre - Toddler Pool Splash Park & Disability Hoist	20,000	156,436	176,436	268,829	17,607	286,436	110,000
Town Hall - Theatrical Backdrop		3,500	3,500		3,500	3,500	
<b>Technology</b>							
Computer Purchases	30,000		30,000	11,675	17,415	29,090	(910)
Pinnacle Computer Purchases			0	910	(0)	910	910
Civica - Asset Management & Apps	50,000		50,000		50,000	50,000	
EDRMS CM9 Upgrade	32,680		32,680		32,680	32,680	
CCTV Upgrades	50,000		50,000		50,000	50,000	
<b>Parks &amp; Gardens</b>							
Lake Centenary - Bridge Installation	40,000		40,000	194	39,806	40,000	
Lake Centenary - Irrigation Controller & Valve Wiring	20,000		20,000	7,099	12,901	20,000	
Lake Centenary - Solar Bollards - Solar Legacy Project	300,000	(219,985)	80,015	80,015	0	80,015	
Springdale Reserve - Driver Reviver Site Upgrade			0	37,874	2,326	40,200	40,200
<b>Sporting Grounds</b>							
Bob Aldridge Park - Top Dressing & Drainage		60,000	60,000	8,855	51,145	60,000	
Ariah Park Recreation Ground - Drainage Pipes & Structures		20,000	20,000		20,000	20,000	
Ariah Park Recreation Ground - Playground Swing Set	8,000		8,000	5,654	2,346	8,000	
Ariah Park Recreation Ground - Netball Court Extension			0	368	9,632	10,000	10,000
Nixon Park - Land purchase, dog track dam cleaning, construction & irrigation pump station	55,000		55,000		55,000	55,000	
<b>Sewerage</b>							
Effluent Re-use Scheme	30,000		30,000		30,000	30,000	
Aurora St Oval Irrigation Wiring	12,000		12,000	6,473	5,527	12,000	
French St Sewer Pump Station Relocation	20,000		20,000		20,000	20,000	
Railway Dam Pump Replacement	20,000		20,000	14,926	5,074	20,000	
<b>Roads &amp; Transport</b>							
Plant Purchases	1,354,900		1,354,900	578,425	776,475	1,354,900	
Kerb & Gutter Program	185,000		185,000	298	184,702	185,000	
Footpath Construction Program	155,000	(2,500)	152,500	68,250	84,250	152,500	
Rural Unsealed Roads	400,000	922,000	1,322,000	641,291	495,709	1,137,000	(185,000)
Urban Sealed Roads	251,500		251,500	192,382	59,118	251,500	
Urban Unsealed Roads	480,000		480,000		480,000	480,000	
Rural Sealed Roads	3,907,500		3,907,500	1,117,639	2,789,861	3,907,500	
Regional Roads	731,328		731,328	319,818	411,510	731,328	
Engineering Project Prep - FCR - Salaries							
Engineering Project Prep - Road Safety - Salaries							
<b>Stormwater Drainage</b>							
Chifley Street Culvert(s)	110,000		110,000		110,000	110,000	
Nixon Park & Gardener St Dam Levee Reinforcement		25,000	25,000		25,000	25,000	
Victoria St U/G Drainage (Railway Yard to Camp St)		15,000	15,000		15,000	15,000	
Airport Rd U/G Drainage (125m incl road crossing)	50,000		50,000	21,575	28,425	50,000	
Chifley St U/G Drainage (Joffre to Culvert)	70,000		70,000		70,000	70,000	
Giles St Levee Bank & Pipe Culvert	35,000		35,000		35,000	35,000	
Victoria St Arterial U/G Drainage - Gallipoli to Mallee St (400m)	240,000		240,000		240,000	240,000	
<b>Parking Facilities</b>							
Little Hoskins St Car Park Upgrade		50,000	50,000	149	49,851	50,000	



**Budgeted Capital Expenditure  
For the Year Ended 30th June 2022**  
As at 31st December, 2021

Description	Original Budget	Approved Sub-Vote	Total Approved Budget	Actual	Est. Remainder of Year	Revised Estimate	Variance this Quarter
<b>Aerodrome</b>							
Runway 18/36 Reconstruction		2,178,307	2,178,307	86,478	2,047,851	2,134,329	(43,978)
Main Airport Apron Reconstruction		114,729	114,729	13,528	101,202	114,729	
Arterial Drainage Upgrade			0	40,838	0	40,838	40,838
Aerodrome Upgrades Project Management			0	14,381	0	14,381	14,381
Taxiway F & G Initial Sealing		59,568	59,568		59,568	59,568	
Taxiway D & E Reconstruction			0	3,140	0	3,140	3,140
Resealing of Taxiways (C & E)	130,000		130,000		130,000	130,000	
Shared Infrastructure Project Management			0	5,591	(0)	5,591	5,591
TAPTA Project Management			0	7,079	0	7,079	7,079
Solar PV System Installation (35kw nominal)	35,000		35,000	1,017	33,983	35,000	
Taxiway C Underground Drainage	50,000		50,000		50,000	50,000	
Satellite Airfield Sites - Heritage/TAM	20,000		20,000		20,000	20,000	
<b>Temora Agricultural Innovation Centre</b>							
Temora Agricultural Innovation Centre - Solar Panel Installation (2	25,000		25,000		25,000	25,000	
<b>Cemetery</b>							
Temora Cemetery Burial Plinth	45,000		45,000	5,652	39,348	45,000	
<b>Development</b>							
Apollo Place	25,000		25,000		25,000	25,000	
Saleyards Subdivision	1,231,725		1,231,725	6,923	1,224,802	1,231,725	
Deferred Development Expenditure			0	223,329	(0)	223,329	223,329
<b>Other</b>							
Electrical Line Relocation Joffre/Bundawarah	120,000	(120,000)	0		0	0	
<b>Transfer to Reserves</b>							
Sewerage Reserve	199,768	269,150	468,918	344,721	124,197	468,918	
Domestic Waste Reserve		163,657	163,657	222,671	(59,014)	163,657	
Stormwater Management	48,713	95,161	143,874		143,874	143,874	
Section 94 Contributions	40,000		40,000	26,955	13,045	40,000	
Pinnacle Unexpended Internally Restricted		65,162	65,162	285,055	(219,893)	65,162	
Other Waste Reserve		71,678	71,678	143,343	(71,665)	71,678	
Local Roads Reserve		1,409,814	1,409,814		1,409,814	1,409,814	
Infrastructure Replacement Reserve	300,000		300,000	111,146	188,854	300,000	
Infrastructure Replacement Reserve - Street Lighting Upgrade	57,500		57,500		57,500	57,500	
Two Way Radio - Upgrade to Digital	15,000		15,000	15,000	0	15,000	
Medical Complex Maintenance Reserve	10,000		10,000	2,090	7,910	10,000	
IT Services Capital Works		80,000	80,000	18,325	61,675	80,000	
Gravel Royalties		7,175	7,175	1,145	6,030	7,175	
Ariah Park Tip Fees Donation		3,152	3,152	1,259	1,893	3,152	
Aerodrome - Airside Maintenance	36,000		36,000	24,871	11,129	36,000	
Youth Team Surplus			0	493	(493)	0	
Temora Agricultural Innovation Centre Reserve		20,000	20,000	14,396	5,604	20,000	
	<b>13,864,052</b>	<b>5,749,342</b>	<b>19,613,394</b>	<b>6,115,034</b>	<b>13,737,869</b>	<b>19,852,903</b>	<b>239,509</b>

**13.4 ARIC TRANSITION TO COMPLIANCE****File Number:** REP22/159**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. **Audit, Risk & Improvement Committee - Draft Terms of Reference** [↓](#) **REPORT**

The NSW government has released draft guidelines (provided under separate cover) that will require all Councils to have an Audit Risk & Improvement Committee (ARIC) to oversee the Risk Management and Internal Audit functions from 4 June 2022. Following June 2022, Council will have two years, until 30 June 2024, to comply with the risk management and internal audit requirements under the guidelines and five years to comply with the audit, risk and improvement committee requirements.

Council already has an Internal Audit Committee and is part of an Audit Alliance with five other councils. While the existing Internal Audit Committee is compliant with the requirements of the Local Government Act, future changes may need to be made to the composition of the Committee and its role in order to fully comply with the Risk Management and Internal Audit Guidelines.

Actions of Audit Alliance

Members of the Audit Alliance met late in 2021 to determine a pathway to full compliance with the ARIC guidelines with several models considered by the Alliance. The preferred model is to have individual ARICs that have members of neighboring Council staff sit on them. As there is nothing in the draft guidelines to indicate that this is not permissible this structure has been proposed in the draft Terms of Reference.

If the current Alliance model continues there are no fees assigned to the committee members or Chair. This would present a considerable financial saving over the next few years compared to the option of starting a shared ARIC model in which the fee payment for the Chair or Independent Committee members would need to apply.

It was suggested by the Alliance that each Audit Alliance member rename their Internal Audit Committee to an Audit, Risk & Improvement Committee to avoid doubt with being consistent with the Guidelines and to reflect the expanded functions of the committee moving forward.

The ARIC will need to make four-year strategic plans and one-year annual plans, and report on progress towards completing them.

Transition to compliance should be easier for the Alliance members for a number of reasons. The six member Councils already work cooperatively through the Alliance, we are in close proximity, and are all categorised as Tier 1 Councils.

Committee Structure and composition

The draft guidelines incorporate a tiered model in which Temora Shire is categorized as Tier 1. All Councils that are categorized as a tier 1 Council are required at a minimum to have an ARIC that has three independent voting members comprising a chair prequalified under the NSW Government's prequalification scheme and two independent persons that meet the eligibility criteria for non-prequalified committee members. Tier 1 Councils have the option of one non-voting Councillor member.

Council must ensure that the chair and any voting member appointed to the council's Audit, Risk & Improvement Committee meets the following independence criteria. The independent voting committee member cannot:

- Currently be a Councillor of any NSW Council
- Be a non-voting representative of the board of a joint organisation
- Be a candidate at the last election of the Council
- Be a person who has held office in the Council during its previous term
- Be currently employed by the council or a joint organization, or been employed during the last 12 months
- Conduct audits of the council on behalf of the Audit Office of NSW
- Have a close or personal business relationship with a Councillor or a person who has a senior role in the council that may lead to a real or perceived conflict of interest
- Currently or within the last three years, provided any material goods or services to the Council which directly affect subjects or issues considered by the audit, risk and improvement committee
- Be a substantial shareholder, owner, officer or employee of a company that has a material business, contractual relationship, direct financial interest or material indirect financial interest with the Council or a related entity which could be considered a real or perceived conflict of interest, or
- Currently or have previously acted as an advocate of a material interest on behalf the Council or a related entity which could be considered a real or perceived conflict of interest.

The Guidelines recognize that some small Councils located in remote local government areas may find it difficult to attract and retain a prequalified chair for their ARIC. Whilst prequalification is preferred, where a tier 1 Council is unable to appoint a prequalified chair, the Council can apply to the Secretary of the Department of Planning, Industry and Environment for an exemption from this requirement.

Non-voting Councillor members must satisfy eligibility criteria to be appointed as an ARIC committee member. They must:

- Be financially literate
- Have a good understanding of one or more of the following:
  - Internal audit and external audit
  - Risk management
  - Governance
  - Performance management
  - Financial management and reporting
  - Accounting

- Human resources management
  - Internal control frameworks
  - Fraud and corruption prevention
  - IT/cyber security
  - The local community, or
  - Another relevant subject matter, and
- Undertake any training on the operation of ARICs recommended by the Chair.

The general manager of Council is to appoint a council employee to provide secretariat support to the ARIC. It is suggested that the Director of Administration & Finance be appointed to this role.

#### ARIC Terms of Reference

The Local Government Regulation requires Council's ARIC to operate according to Terms of Reference consistent with the approved Model Terms of Reference (contained within the draft guidelines). The Terms of Reference will provide the ARIC with clear guidance on how it should serve the Council and allows the Council to have input into how the committee will operate. The Terms of Reference must be approved by resolution of Council and be reviewed annually by the ARIC and once each term of Council.

A key decision point within the draft Terms of Reference attached is the nomination of a non-voting Councillor member. A representative is required prior to the next ARIC meeting scheduled for early March.

The Terms of Reference have been drafted on the assumption that Council will continue to participate in the Audit Alliance and as such it is proposed that the Committee will comprise staff from another Alliance member Council as voting members. The other assumption made in preparation of the Terms of Reference is that Council will be granted an exemption by the Secretary of Department of Planning, Industry and Environment from the requirement that the Chair of the Committee be prequalified under the NSW Government's Prequalification Scheme. It is noted in the draft guidelines that exemptions will only be granted in exceptional circumstances. Council has until June 2027 to ensure membership of the committee complies with the guidelines.

At the time of writing this report, the guidelines are still in draft format. To facilitate a timely transition to full compliance, I suggest that Council adopt the draft Terms of Reference, with staff to consider whether amendments are required, following the release of final guidelines. Given the fluidity of the situation further reports may need to come back to Council.

#### **RESOLUTION 60/2022**

Moved: Cr Jason Goode

Seconded: Cr Anthony Irvine

It was resolved that Council rename the Internal Audit Committee to the Audit Risk and Improvement Committee, and that Council appoint Councillor McLaren as a non-voting Councillor member.

And Further

That Council adopt the draft Audit, Risk & Improvement Committee Terms of Reference.

**CARRIED**

*Report by Elizabeth Smith*

*Temora Shire Council*

# TEMORA SHIRE COUNCIL



**TEMORA**

*The Friendly Shire*

## Audit, Risk & Improvement Committee Terms of Reference

**DRAFT**

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*File Name: ARIC*

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Temora Shire Council

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

DOCUMENT NAME:            Audit, Risk & Improvement Committee  
                                      Terms of Reference

CODE NUMBER:

AUTHOR:                      Temora Shire Council

ENDORSEMENT DATE:      February 2022

REVIEW

Revision Date	Revision Description	Date approved by Council	General Managers Endorsement
Feb 2022	Terms of Reference		

PLANNED REVIEW

Planned Review Date	Revision Description	Review by
Feb 2023		

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*Temora Shire Council*

Temora Shire Council has established an audit, risk and improvement committee in compliance with section 428A of the *Local Government Act 1993* and the *Local Government (General) Regulation 2005*. These terms of reference set out the Committee's objectives, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

## Objective

The objective of Council's audit, risk and improvement committee is to provide independent assurance to Council by monitoring, reviewing and providing advice about the Council's governance processes, compliance, risk management and control frameworks, external accountability obligations and overall performance.

## Independence

The Committee is to be independent to ensure it has no real or perceived bias or conflicts of interest that may interfere with its ability to act independently and provide Council with robust, objective and unbiased advice and assurance.

The Committee is to provide an advisory and assurance role only and is to have no administrative function, delegated financial responsibility or any management functions of the Council. The Committee will provide independent advice to the Council that is informed by the Council's internal audit and risk management activities and information and advice provided by Council, relevant external bodies and subject matter experts.

The Committee must at all times ensure it maintains a direct reporting line to and from the Council's internal audit function and act as a mechanism for internal audit to report to the governing body and general manager on matters affecting the performance of the internal audit function.

## Authority

Council authorises the Committee, for the purposes of exercising its role and responsibilities, to:

- access any information it needs from the Council
- use any Council resources it needs
- have direct and unrestricted access to the general manager and senior management of the Council
- seek the general manager's permission to meet with any other Council staff member or contractor
- discuss any matters with the external auditor or other external parties
- request the attendance of any employee at committee meetings, and
- obtain external legal or other professional advice, subject to approval by the general manager and budgetary constraints.

Information and documents pertaining to the Committee are confidential and are not to be made publicly available unless explicitly authorised by the general manager. The Committee

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may only release **Council** information to external parties that are assisting the Committee to fulfil its responsibilities with the approval of the **general manager** except where it is being provided to an external investigative or oversight agency for the purpose of informing that agency of a matter that may warrant its attention.

## Composition and tenure

The Committee consists of **one independent prequalified voting Chair, two independent voting members and one non-voting councillor**, in accordance with the *Guidelines for risk management and internal audit in local councils in NSW*.

Council has been granted an exemption by the Secretary of the Department of Planning, Industry and Environment from the requirement that the Chair of the Committee be prequalified under the NSW Government's *Audit and Risk Committee Independent Chairs and Members Prequalification Scheme*.

The **governing body** is to appoint the Chair and members of the Committee. The Chair is counted as one member of the Committee. Current committee members are:

General Manager (Audit Alliance Council)	Independent chair (voting)
Finance Director (Audit Alliance Council)	Independent member (voting)
Community Representative	Independent member (voting)
[name]	Councillor member (non-voting) [cannot be the mayor]

All committee members are to meet the independence and eligibility criteria prescribed in the *Guidelines for risk management and internal audit in local councils in NSW*.

Members will be appointed for a four-year period. Members can be reappointed for a further term, but the total period of continuous membership cannot exceed eight years. This includes any term as Chair of the Committee. Members who have served an eight-year term (either as member or Chair) must have a two-year break from serving on the Committee before being appointed again. As a Tier 1 Council, if Council is unable to replace the chair or members of its audit, risk and improvement committee when their maximum term limit has been reached, the Council can seek the approval of the Secretary DPIE to extend their term or to reappoint the chair or committee member for a further term. To preserve the Committee's knowledge of **Council**, ideally, no more than one member should leave the Committee because of rotation on any one year.

Specific member terms and conditions are to be disclosed in a letter of appointment. New members will be thoroughly inducted to their role and receive relevant information and briefings on their appointment to assist them to meet their committee responsibilities.

Prior to approving the reappointment or extension of the Chair's or an independent member's term, the **governing body** is to undertake an assessment of the Chair's or committee member's performance. Reappointment of the Chair and members is also to be subject to the individual

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still meeting independence and eligibility requirements.

Members of the Committee are to possess and maintain a broad range of skills, knowledge and experience relevant to the operations, governance and financial management of Council, the environment in which Council operates, and the contribution that the Committee makes to the Council. At least one member of the Committee must have accounting or related financial management experience with an understanding of accounting and auditing standards in a local government environment. All members should have sufficient understanding of the Council's financial reporting responsibilities to be able to contribute to the Committee's consideration of the Council's annual financial statements.

[Add any relevant details about shared arrangements, if applicable].

## Role

In accordance with section 428A of the *Local Government Act 1993*, the role of the Committee is to review and provide independent advice to the Council regarding the following aspects of the Council's operations:

- compliance
- risk management
- fraud control
- financial management
- governance
- implementation of the strategic plan, delivery program and strategies
- service reviews
- collection of performance measurement data by the Council, and
- internal audit

The Committee must also provide information to the Council for the purpose of improving Council's performance of its functions.

The Committee's specific audit, risk and improvement responsibilities under section 428A are outlined in Schedule 1 to this charter.

The Committee will act as a forum for the Council's internal audit function and oversee its planning, monitoring and reporting to ensure it operates effectively.

The Committee will have no power of direction over external audit or the manner in which the external audit is planned or undertaken but will act as a forum for the consideration of external audit findings.

The Committee is directly responsible and accountable to the governing body for the exercise of its responsibilities. In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of the Council rests with the governing body and general manager.

The responsibilities of the Committee may be revised or expanded in consultation with, or as requested by, the governing body of the Council from time to time.

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## Responsibilities of members

### Independent members

The Chair and members of the Committee are expected to understand and observe the requirements of the *Guidelines for risk management and internal audit for local government in NSW*. Members are also expected to:

- make themselves available as required to attend and participate in meetings
- contribute the time needed to review and understand information provided to it
- apply good analytical skills, objectivity and judgement
- act in the best interests of the **Council**
- have the personal courage to raise and deal with tough issues, express opinions frankly, ask questions that go to the fundamental core of the issue and pursue independent lines of inquiry
- maintain effective working relationships with the **Council**
- have strong leadership qualities (Chair)
- lead effective committee meetings (Chair), and
- oversee the **Council's** internal audit function (Chair).

### Councillor members (if applicable)

To preserve the independence of the Committee, the **councillor** member of the Committee is a non-voting member. Their role is to:

- relay to the Committee any concerns the **governing body** may have regarding the **Council** and issues being considered by the Committee
- provide insights into local issues and the strategic priorities of the **Council** that would add value to the Committee's consideration of agenda items
- advise the **governing body** (as necessary) of the work of the Committee and any issues arising from it, and
- assist the **governing body** to review the performance of the Committee.

Issues or information the councillor member raises with or provides to the Committee must relate to the matters listed in Schedule 1 and issues being considered by the Committee.

The **councillor** member of the Committee must conduct themselves in a non-partisan and professional manner. The **councillor** member of the Committee must not engage in any conduct that seeks to politicise the activities of the Committee or the internal audit function or that could be seen to do so.

If the **councillor** member of the Committee engages in such conduct or in any other conduct that may bring the Committee and its work into disrepute, the Chair of the Committee may recommend to the **Council**, that the **councillor** member be removed from membership of the Committee. Where the **Council** does not agree to the Committee Chair's recommendation, the **Council** must give reasons for its decision in writing to the Chair.

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*Temora Shire Council***Conduct**

Independent committee members are required to comply with the **Council's** code of conduct and be held to the same ethical, behavioural and conduct standards as officials of the council.

Complaints or breaches of **Council's** code of conduct by an independent committee member are to be dealt with in accordance with the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*. The **general manager** must consult with the **governing body** before taking any disciplinary action against an independent committee member in response to a breach of the **Council's** Code of Conduct.

Prequalified Committee members are also required to comply with the code of conduct governing the NSW Government's *Audit and Risk Committee Independent Chairs and Members Prequalification Scheme*.

**Conflicts of interest**

Once a year, Committee members will provide written declarations to the **Council** stating that they do not have any conflicts of interest that would preclude them from being members of the Committee. Independent committee members are 'designated persons' and must also complete and submit returns of interest.

Committee members and observers must declare any pecuniary or non-pecuniary conflicts of interest that may have at the start of each meeting, before discussion of the relevant agenda item or issue, and when the issue arises. Where committee members and observers are deemed to have a pecuniary or a significant non-pecuniary conflict of interest, they are to remove themselves from Committee deliberations on the issue. Details of any conflicts of interest should also be appropriately minuted.

**Standards**

Committee members are to conduct their work in accordance with the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors and [**current Australian risk management standard**], where applicable.

**Workplans**

The work of the Committee is to be thoroughly planned and executed to ensure that all **Council** activities and functions are reviewed. The Committee must develop a strategic plan every four years to ensure that all matters listed in Schedule 1 are reviewed by the Committee and the internal audit function over each **Council** term. The strategic plan must be reviewed at least annually to ensure it remains appropriate.

The Committee may, in consultation with the **Council's governing body** vary the strategic work plan at any time to address new or emerging risks. The **governing body** of the **Council** may also, by resolution, request the Committee to approve a variation to the strategic work plan. However, any decision to vary the strategic work plan must be made by the Committee.

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The Committee must also develop an annual workplan to guide its work, and the work of the [name of internal audit function], over the forward year.

The Committee may, in consultation with the Council's governing body, vary the annual work plan to address new or emerging risks. The governing body of the Council may also, by resolution, request the Committee to approve a variation to the annual work plan. However, any decision to vary the annual work plan must be made by the Committee.

When considering whether to vary the strategic or annual work plans, the Committee must consider the impact of the variation on the internal audit function's existing workload and the completion of pre-existing priorities and activities identified under the workplan.

## Assurance reporting

The Committee must regularly report to the Council to ensure that the Council is kept informed of matters considered by the Committee and any emerging issues that may influence the strategic direction of the Council or the achievement of the Council's goals and objectives.

The Committee will provide an update to the governing body and general manager of its activities and opinions after every Committee meeting.

The Committee will provide an annual assessment to the governing body and general manager each year on the Committee's work and its opinion on how Council is performing.

The Committee will provide a comprehensive assessment every council term of all the matters listed in Schedule 1 to the governing body and general manager.

The Committee may at any time report to the governing body or general manager on any other matter it deems of sufficient importance to warrant their attention. The Mayor and Chair of the Committee may also meet at any time to discuss issues relating to the work of the Committee.

Should the governing body require additional information, a request for the information may be made to the Chair by resolution. The Chair may only provide the information requested by the governing body where the Chair is satisfied that it is reasonably necessary for the governing body to receive the information for the purposes of performing its functions under the Local Government Act. Individual councillors are not entitled to request or receive information from the Committee.

## Administrative arrangements

### Meetings

The Committee will meet at least four times per year, [including a special meeting to review the Council's financial statements].

The Committee can hold additional meetings when significant unexpected issues arise, or if the

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Chair is asked to hold an additional meeting by a committee member, the [general manager](#) or the [governing body](#).

Committee meetings can be held in person, by telephone or videoconference. Proxies are not permitted if a member is unable to attend a meeting.

A quorum will consist of a majority of independent voting members. Where the vote is tied, the Chair has the casting vote.

The Chair of the Committee will decide the agenda for each committee meeting. Each committee meeting is to be minuted to preserve a record of the issues considered and the actions and decisions taken by the Committee.

The [general manager](#) and [[head of the internal audit function](#)] are to attend committee meetings as non-voting observers. The external auditor (or their representative) is to be invited to each committee meeting as an independent observer. The Chair can request any [councillors](#), any employee/contractor of the council and any subject matter expert to attend committee meetings. These individuals must attend and provide any information requested, where possible. Observers have no voting rights and can be excluded from a meeting by the Chair at any time.

The Committee can hold closed meetings whenever it needs to discuss confidential or sensitive issues with only voting members of the committee present.

The Committee must meet separately with both the [[name of internal audit function](#)] and the [Council](#) external auditor at least once per year.

**Dispute resolution**

Members of the Committee and the [Council](#) management should maintain an effective working relationship and seek to resolve any differences they may have in an amicable and professional way via discussion and negotiation.

In the event of a disagreement between the Committee and the [general manager](#) or other senior managers, the dispute is to be resolved by the [governing body of the Council](#).

Unresolved disputes regarding compliance with statutory or other requirements are to be referred to the Secretary of the Department of Planning, Industry and Environment in writing.

**Secretariat**

The [general manager](#) will appoint a [Council's Director of Administration & Finance](#) to provide secretariat support to the Committee. The secretariat will ensure the agenda for each meeting and supporting papers are circulated after approval from the Chair at least [one week](#) before the meeting and ensure that minutes of meetings are prepared and maintained. Minutes must be approved by the Chair and circulated within [three weeks](#) of the meeting to each member.

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*Temora Shire Council***Resignation and dismissal of members**

Where the Chair or a Committee member is unable to complete their term, or does not intend to seek reappointment after the expiry of their term, they should give **4 weeks** notice to the Chair and **governing body** prior to their resignation to enable the **Council** to ensure a smooth transition to a new committee member.

The **governing body** can terminate via resolution the engagement of any Chair or independent committee member before the expiry of their term where the individual has:

- breached the conditions of, or become ineligible under the NSW Government's *Audit and Risk Committee Independent Chairs and Members Prequalification Scheme*
- breached the council's Code of Conduct
- performed unsatisfactorily or not to expectations
- been declared bankrupt or found to be insolvent
- experienced an adverse change in business status
- been proven to be in a serious breach of their obligations under any legislation, or
- declared, or is found to be in, a position of a conflict of interest which is unresolvable.

The position of a **councillor** member on the Committee can be terminated at any time by the **governing body** via resolution.

**Review arrangements**

At least once every council term the **governing body** must conduct an external review of the effectiveness of the Committee.

These terms of reference are to be reviewed annually by the Committee and once each council term by the **governing body**. Any substantive changes are to be approved by the **governing body**.

Temora Shire Council

## Schedule 1 – Audit, risk and improvement committee responsibilities

### Audit

#### Internal audit

- Provide overall strategic oversight of internal audit activities
- Act as a forum for communication between the [governing body](#), [general manager](#), senior management, the internal audit function and external audit
- Coordinate, as far as is practicable, the work programs of internal audit and other assurance and
- Review and advise the [Council](#):
  - o on whether the [Council](#) is providing the resources necessary to successfully deliver the internal audit function
  - o if the [Council](#) is complying with internal audit requirements, including conformance with the International Professional Practices Framework
  - o if the [Council's](#) Internal Audit Charter is appropriate and whether the internal audit policies and procedures and audit/risk methodologies used by the [Council](#) are suitable
  - o of the strategic four-year plan and annual work plan of internal audits to be undertaken by the [Council's](#) internal audit function
  - o if [Council's](#) internal audit activities are effective, including the performance of the head of the internal audit function and internal audit function
  - o of the findings and recommendations of internal audits conducted, and corrective actions needed to address issues raised
  - o of the implementation by [Council](#) of these corrective actions
  - o on the appointment of the head of the internal audit function and external providers, and
  - o if the internal audit function is structured appropriately and has sufficient skills and expertise to meet its responsibilities

#### External audit

- Act as a forum for communication between the [governing body](#), [general manager](#), senior management, the internal audit function and external audit
- Coordinate as far as is practicable, the work programs of internal audit and external audit
- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided
- Review all external plans and reports in respect of planned or completed audits and monitor council's implementation of audit recommendations
- Provide advice to the [governing body](#) and/or [general manager](#) on action taken on significant issues raised in relevant external audit reports and better practice guides

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## Risk

### Risk management

Review and advise the Council:

- if the Council has in place a current and appropriate risk management framework that is consistent with the Australian risk management standard
- whether the Council is providing the resources necessary to successfully implement its risk management framework
- whether the Council's risk management framework is adequate and effective for identifying and managing the risks the Council faces, including those associated individual projects, programs and other activities
- if risk management is integrated across all levels of the Council and across all processes, operations, services, decision-making, functions and reporting
- of the adequacy of risk reports and documentation, for example, the Council's risk register and risk profile
- whether a sound approach has been followed in developing risk management plans for major projects or undertakings
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- if Council has taken steps to embed a culture which is committed to ethical and lawful behaviour
- if there is a positive risk culture within the Council and strong leadership that supports effective risk management
- of the adequacy of staff training and induction in risk management
- how the Council's risk management approach impacts on the Council insurance arrangements
- of the effectiveness of Council's management of its assets, and
- of the effectiveness of business continuity arrangements, including business continuity plans, disaster recovery plans and the periodic testing of these plans.

### Internal controls

Review and advise the Council:

- whether Council's approach to maintaining an effective internal audit framework, including over external parties such as contractors and advisors, is sound and effective
- whether Council has in place relevant policies and procedures and that these are periodically reviewed and updated
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- whether staff are informed of their responsibilities and processes and procedures to implement controls are complied with
- if the Council's monitoring and review of controls is sufficient, and
- if internal and external audit recommendations to correct internal control weaknesses are implemented appropriately

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*Temora Shire Council***Compliance**

Review and advise the Council of the adequacy and effectiveness of the Council's compliance framework, including:

- if the Council has appropriately considered legal and compliance risks as part of the Council's risk management framework
- how the Council manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements, and
- whether appropriate processes are in place to assess compliance.

**Fraud and corruption**

Review and advise the Council of the adequacy and effectiveness of the Council's fraud and corruption prevention framework and activities, including whether the Council has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

**Financial management**

Review and advise the Council:

- if Council is complying with accounting standards and external accountability requirements
- of the appropriateness of Council's accounting policies and disclosures
- of the implications for Council of the findings of external audits and performance audits and Council responses and implementation of recommendations
- whether the Council's financial statement preparation procedures and timelines are sound
- the accuracy of the Council's annual financial statements prior to external audit, including:
  - o management compliance/representations
  - o significant accounting and reporting issues
  - o the methods used by the Council to account for significant or unusual transactions and areas of significant estimates or judgements
  - o appropriate management signoff on the statements
- if effective processes are in place to ensure financial information included in the Council's Annual report is consistent with signed financial statements
- if the Council's financial management processes are adequate
- the adequacy of cash management policies and procedures
- if there are adequate controls over financial processes, for example:
  - o appropriate authorisation and approval of payments and transactions
  - o adequate segregation of duties
  - o timely reconciliation of accounts and balances
  - o review of unusual and high value purchases
- if policies and procedures for management review and consideration of the financial position and performance of the Council are adequate
- if Council's grants and tied funding policies and procedures are sound.

*Temora Shire Council***Governance**

Review and advise the **Council** regarding its governance framework, including the **Council**:

- decision-making processes
- implementation of governance policies and procedures
- reporting lines and accountability
- assignment of key role and responsibilities
- committee structure
- management oversight responsibilities
- human resources and performance management activities
- reporting and communication activities
- information and communications technology (ICT) governance, and
- management and governance of the use of data, information and knowledge

**Improvement****Strategic planning**

Review and advise the **council**:

- of the adequacy and effectiveness of the **council's** IP&R processes
- if appropriate reporting and monitoring mechanisms are in place to measure progress against objectives, and
- whether the **Council** is successfully implementing and achieving its IP&R objectives and strategies.

**Service reviews and business improvement**

- Act as a forum for communication and monitoring of any audits conducted by external bodies and the implementation of corrective actions (for example, NSW government agencies, Commonwealth government agencies, insurance bodies)
- Review and advise the **Council**:
  - o if **Council** has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance
  - o if appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance, and
  - o how the **Council** can improve its service delivery and the **Council's** performance of its business and functions generally

**Performance data and measurement**

Review and advise the **Council**:

- if **Council** has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives
- if the performance indicators **Council** uses are effective, and
- of the adequacy of performance data collection and reporting.

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**13.5 TEMORA ARTS CENTRE NAMING**

**File Number:** REP22/164  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT**

Council will recall that at the January Council meeting it was resolved that the *facility be named Temora Arts Centre subject to endorsement by Imagine Temora.*

Following the Council meeting, correspondence was sent to the secretary of Imagine Temora, which was then shared with the members. A summary of the feedback received by Imagine Temora is set out below.

- Fran Cahill, representing Performing Arts Committee. Fran spoke to Dorothy Anderson and Susan Jeri all in agreement with the name.
- Scott Hayman representing Motion Arts, was also in agreement with Temora Arts Centre.
- Chris Watson also representing Motion Arts had his own thoughts on the acronym ARRT Centre. (Artistic Rural Retreat Temora)
- Susan Jeri, representing Women's Network, was in agreement with the name Temora Arts Centre.
- Louise Adams, individual artist, was in agreement with the name Temora Arts Centre.
- Yianni Johns, Chair of the Imagine Committee had signed Amanda's survey agreeing that the name should use the word Rural to attract funding. He would like to stay with this.
- Ken Foster, representing TADVAC was happy with Council's suggestion of Temora Art Centre.
- Rod Gray, representing live music and unusual spaces did not respond and I was not able to speak to him.
- Colette Balzer, individual artist was contacted as she is on the emailing list, not an active member of Imagine anymore... Colette did not return a comment and I was not able to contact her.

**RESOLUTION 61/2022**

Moved: Cr Jason Goode  
Seconded: Cr Lindy Reinhold

It was resolved that the facility be named Temora Arts Centre.

**CARRIED**

*Report by Elizabeth Smith*

**14 CORRESPONDENCE****14.1 COUNTRY MUSIC CONCERT****File Number:** REP22/139**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Country Music Concert  **REPORT**

A Country Music Concert will be held at the Bectric Hall on Saturday 19 March 2022 commencing around 4:00pm and raise awareness of Mental Health Issues. Funds raised will be donated back to the community and Bectric hall committee.

Requesting assistance toward the fees payable for the hire of the mobile stage.

The committee is required to pay the \$400.00 bond and an estimate of other costs for the hire of the mobile stage will be \$400.00 to \$450.00.

*NOTE: Total donations so far for 2022 FY is \$5,511.16*

**RESOLUTION 62/2022**

Moved: Cr Max Oliver

Seconded: Cr Nigel Judd

It was resolved that Council donate the costs for the mobile stage from Council's donation budget.

**CARRIED**

10<sup>th</sup> February 2022  
Mr. Gary Lavelle  
General Manager  
Temora Shire Council  
105 Loftus Street  
Temora NSW 2666

Dear Mr. Lavelle,

I am writing on behalf of Phil Moroney and Debbie Coddington who are organising a Country Music Concert event at the historic Bectric Hall on the afternoon and evening of Saturday 19<sup>th</sup> March 2022 commencing around 4:00pm.. The event is not for profit and hopes to raise peoples awareness of Mental Health issues. Any proceeds raised will be donated back to the Community and the Bectric Hall Committee.

The organisers acknowledge that the hall has an indoor stage but hope, weather permitting, to hold the planned event outdoors and to utilise the upgraded toilet, camp kitchen and grounds the Hall Committee have worked together to provide.

We would appreciate if Council would consider a funding request for any assistance Council may grant in relation to the fees payable for use of the Mobile Stage.

Yours Sincerely  
Earl Kotzur



Ph. 02 6978 0040

**14.2 EVENT APPLICATION - LAKE CENTENARY 40TH ANNIVERSARY****File Number:** REP22/149**Author:** Secretary Engineering**Authoriser:** General Manager**Attachments:** 1. Supporting Letter  

Lake Centenary Management Committee have submitted an application to hold an event for the 40<sup>th</sup> Anniversary of the Opening of Lake Centenary on Sunday 13<sup>th</sup> March, 2022. There will be Market Stalls, Amusement Rides and Boat displays around the park area, a map of the layout will be provided prior to the event.

They are requesting support for:

- Lake Centenary Power
- Red Event Bins
- Mobile Stage
- 20 Chairs
- 2 Stand Toilet Block

The costs associated with the event are listed below:

Task	Time	Rate	Cost
Mobile Stage (Supply, Delivery & Collection)			\$450
10 x Red Event Bins (Supply, Delivery & Collection)		\$8	\$80
20 x Chairs			\$20
2 Stand Toilet Block			\$210
Delivery, Installation & Collection			\$260
Small Event Application Fee			\$50
<b>TOTAL:</b>			<b>\$1,070</b>

*NOTE: Total donations so far for 2022 FY is \$5,511.16*

**RESOLUTION 63/2022**

Moved: Cr Claire McLaren

Seconded: Cr Lindy Reinhold

It was resolved that Council approve the event and provide in-kind support for the Council costs associated with holding the event.

**CARRIED**

**Temora Shire Council Secretary**

---

**From:** Mel Gallagher <MGallagher@cltemora.com.au>  
**Sent:** Thursday, 10 February 2022 4:16 PM  
**To:** Temora Shire Council Secretary  
**Cc:** Tbeg Executive Officer; Craig Sinclair  
**Subject:** Lake Centenary 40th Anniversary

**ATTENTION: Gary Lavelle, The General Manager**

Dear Gary,

TBEG Inc. is assisting the Lake Centenary Management Committee in organising the 40<sup>th</sup> Anniversary of the opening of Lake Centenary.

We write on behalf of the Lake Centenary Management Committee to respectfully request that Council provide in kind support by supplying the stage, toilets and seating plus any associated labour costs.

We note that the event will be a free community event to encourage the entire community to celebrate this auspicious occasion.

We also note that all other parties assisting in the event (including TBEG) are providing their support in kind.

Thank you for your consideration.

With kind regards,  
**Melinda Gallagher**  
Solicitor Director



**Granleese & Co.**  
Solicitors & Conveyancers

T 02 6977 1444

E [solicitors@cltemora.com.au](mailto:solicitors@cltemora.com.au)

W [Riverina Legal > Granleese & Co - Simplify the Complex](#)

DX 5493 Temora

A 169 Hoskins Street, Temora NSW 2666

P PO Box 258, Temora NSW 2666



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**BE AWARE OF SCAMMERS:** A sophisticated email scam is targeting law firms and their clients.

We request that you **DO NOT** act on any email communication asking you to deposit money. If you have received a request to deposit money into Granleese & Co Pty Ltd account PLEASE CALL US on 02 6977 1444 to confirm details.

**COVID-19:** To minimise the impact to our staff and clients, we have adopted our business plan to ensure that we are able to continue to provide our legal services during the Covid-19 pandemic. To adhere to social distancing recommendations, we will be conducting

**15 NOTICE OF MOTION****15.1 NOTICE OF MOTION - STAGE TRAILER****File Number:** REP22/161**Attachments:** 1. Notice of Motion - Stage Trailer [↓](#) 

I, Councillor Anthony Irvine, give notice that at the next Ordinary Meeting of Council be held on 17 February 2022, I intend to move the following motion:-

**MOTION**

The motion lapsed for the want of a seconder.

**RESOLUTION 64/2022**

Moved: Cr Graham Sinclair

Seconded: Cr Lindy Reinhold

That Council staff provide a report to a future Council meeting in regard to the procurement and subsequent issues with Council's Stage Trailer including related costs.

**CARRIED**

## Notice of Motion:

That Council staff provide a report to a future council meeting addressing the questions raised as a result of a review of emails obtained via a GIPA Formal Access Application relating the procurement and subsequent issues with Council's Stage Trailer.

## Notes:

The first payment for the trailer was made to the supplier 10<sup>th</sup> of January 2018. The first email recorded on Council's system was from the workshop manager to the supplier dated 18<sup>th</sup> May 2018.

Who has the preliminary paperwork?

May a copy be provided?

How was the initial specification and design brief developed?

Who developed this material?

How was the tendering process conducted?

Who conducted the tendering process?

How many suppliers were involved?

How was the supplier selected?

Who selected the supplier?

Please provide the contract for supply?

From the information in the emails it appears that the trailer was constructed throughout the course of 2018 and into early 2019. I have information indicating that it was scheduled to arrive in Temora the week of 13<sup>th</sup> May 2019.

There is one email from the workshop manager discussing stage legs dated 25<sup>th</sup> June 2019.

The next email in this group relative to the trailer is from the workshop manager to the supplier listing a number of problems dated 10<sup>th</sup> of September 2020. This correspondence is approx. 15 months after the previous email.

The problems as written by the workshop manager are serious and there are many:

1) Mudguards over width.

2) Pull A frame bowed ( needs to be strengthened ).

3) Main door/roof hinge points loose, damaged or broken, in my opinion the door is too heavy, incorrect hinges.

4) Problem with Actuators, I think this is due to the door being too heavy, or the mechanical advantage of the actuators (see below).

5) Stage legs?

6) Left side springs replaced but still lazy on this side, may need another leaf or two.

7) No OEM instruction manual.

The manager then goes on to discuss the problems with actuators.

Please provide further information detailing the process and success or otherwise of the repairs implemented for these problems.

Please provide detailed actions/outcomes for problems as listed.

I am aware that around June last year local fabricator Daryl Kemp and an Engineer from Wagga Wagga were attempting to rectify some remaining problems.

Has this work been successful?

What additional costs have been incurred?

Who has met these costs?

There are a number of additional questions requiring answers.

What is the total cost to date for this project including site visits, airfares, etc.?

Is there a Warranty and if so where is the Warranty held?  
Who is responsible for this project?

The costing information contained in the emails is set out below:

10/1/2018 Inv 344 \$18,750.00  
10/1/2018 O/N 13537 \$18,750.00  
16/7/2018 Inv 387 \$18,750.00  
18/7/2018 O/N 984 \$18,750.00  
26/11/2018 Inv 409 \$18,750.00  
26/11/2018 O/N 2987 \$18,750.00  
25/11/2018 Inv 408 \$12,910.00  
25/11/2018 O/N 2942 No Amount – Allow \$12,910.00  
4/3/2019 Inv 425 \$18,750.00  
4/3/2019 O/N 4189 \$18,750.00  
25/2/2019 Inv 420 \$1099.00  
6/3/2019 O/N 4168 No Amount – Allow Inv 420 - \$1099.00  
26/8/2019 Inv 474 \$3381.95  
No date O/N 6985 No Amount – Allow Inv 474 - \$3381.95  
Total Expenditure with DRB Listed: \$92,390.95  
Adam Bannister Expenditure  
19/6/2018 Inv 1012 \$1315.26  
19/6/2018 O/N 612 \$1315.26  
19/8/2018 Inv 1020 \$1676.60 or part thereof  
20/8/2018 O/N 1511 \$1676.60 or part thereof  
13/5/2019 Inv 1047 \$1832.67  
Total Expenditure with Adam Bannister Listed: \$4,824.53

What other costs have been incurred by council in relation to any aspect of this piece of equipment?

These costs may include equipment, travel, transport, repairs, consulting, insurance, registration etc.

This is an important and expensive piece of Community Infrastructure/Plant and it is in the public interest to have these matters discussed.

Cr. Anthony Irvine  
11<sup>th</sup> Feb 2022



**16 BUSINESS WITHOUT NOTICE**

NIL

**17 COUNCILLORS INFORMATION PAPER****RESOLUTION 65/2022**

Moved: Cr Max Oliver

Seconded: Cr Graham Sinclair

It was resolved that the Information Reports be received.

**CARRIED**

**17.1 TEMORA MEMORIAL TOWN HALL - INCOME & EXPENDITURE JANUARY 2022**

**File Number:** REP22/83

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Town Hall Income & Expenditure January 2022 [↓](#) 



Temora Shire Council

**Temora Memorial Town Hall****Income & Expenditure**

For the period ended 31st January, 2022

	Current YTD	Prior YTD
<b>Income</b>		
Facility Hire	10,794	4,585
Other Sundry Income	-	-
<b>Total Income</b>	<b>10,794</b>	<b>4,585</b>
<b>Expenditure</b>		
Utilities		
Electricity & Gas	(3,957)	(2,265)
Rates	(4,129)	(4,135)
Water	(332)	(133)
Cleaning	(6,043)	(6,111)
Maintenance	(5,813)	(7,513)
Administration		
Employee Costs	(3,826)	(3,862)
Depreciation	(26,329)	(52,786)
Insurance	(21,684)	(20,557)
Organisation Support Costs	(22,876)	(22,320)
Other/Miscellaneous	(1,611)	-
<b>Total Expenditure</b>	<b>(96,599)</b>	<b>(119,681)</b>
<b>Total Town Hall Surplus/(Deficit)</b>	<b>(\$ 85,805)</b>	<b>(\$ 115,097)</b>
Internal Hire/Donation	2,523	2,182

**17.2 WORKS REPORT - JANUARY 2022**

**File Number:** REP22/143  
**Author:** Secretary Engineering  
**Authoriser:** General Manager  
**Attachments:** Nil

**MAIN ROADS**

- MR57 Goldfields Way - inspection & routine maintenance
- MR84 Burley Griffin Way - inspection & routine maintenance
- MR57 Goldfields Way Heavy Patching
- MR57 Goldfields Way Segment 390 – Temporary approaches to new culvert structure for TfNSW
- Roadside Shoulder weed spraying Goldfields Way, Burley Griffin Way, Milvale Road and Mary Gilmore Way
- MR84 Burley Griffin Way / MR398 Mary Gilmore Way Intersection upgrade at Aria Park
- MR398 Mary Gilmore Way bridge size culvert construction Segment 330 (Near Chellington Road)

**LOCAL ROADS**

- Response to flood event 7<sup>th</sup> January through to 14<sup>th</sup> January
- Emergency works in response to flood and storm events various roads
- Tara Betric Road shoulder widening Segment 4 & 5
- Roadside Shoulder Slashing – Various Rural Roads

**URBAN TEMORA & ARIAH PARK**

- Town street maintenance patching
- Airport Upgrade Works
- Cemetery plinth new row at Temora Lawn Cemetery
- Concrete footpath Deboos Street at entrance to St Annes School with ground surface tactile indicators
- Bob Aldridge top dressing

**WORKS PLANNED FOR NEXT MONTH – NOVEMBER 2021**

- Heavy patching MR57 Goldfields Way & MR84 Burley Griffin Way
- MR398 Mary Gilmore Way bridge size culvert approach roadworks Segment 330 (Near Chellington Road)  
*Finishing works being bitumen seal, guardrail installation, linemarking and signage*
- Old Cootamundra Road shoulder widening segment 7 – Remaining culvert works
- Tara Betric Road shoulder widening Segment 4 & 5
- Cemetery plinth new row at Temora Lawn Cemetery
- Roadside Shoulder Slashing and Spraying – Various Rural Roads

- Maintenance Grading/Clean-up as emergency works for recovery of flood event – Various Roads
- Kerb and Gutter Maintenance – Various Streets
- Bitumen Resealing works MR57 Goldfields Way and MR84 Burley Griffin Way
- Airport Upgrade Works, including bitumen sealing of Taxiways and reconstruction works on runway 18/36
- Matthews Street upgrade to bitumen seal
- Back Mimosa Road Gravel Resheet
- Clean-up of O'Shannesys Dam site and adjustment to Dam overflow
- Drainage maintenance works Harrison St and Ariah Street at Ariah Park
- Airport Slashing and Spraying
- Intersection Lighting Design for MR84 Burley Griffin Way / MR398 Mary Gilmore Way  
Intersection upgrade at Ariah Park

***Report by Mick Mannion***

**17.3 BUILDING APPROVALS - JANUARY 2022**

**File Number:** REP22/141  
**Author:** Environmental Secretary  
**Authoriser:** General Manager  
**Attachments:** Nil

**BUILDING APPROVALS – JANUARY 2022**

- ✓ DA 86/2021 – Lot 14; DP 832132, Lot 302, 303, 599, 600 & 601; DP750587, Lot A; DP 370331; 232 Loftus Street, Temora – Subdivision – Creating 63 Residential Lots & 11 Industrial Lots
- ✓ DA/CC 92/2021 – Lot 7; Section 4; DP 758957; 225 Hoskins Street, Temora – Steel Framed Shed
- ✓ DA/CC 94/2021 – Lot 2; DP 521314; 148 Gardner Street, Temora – Carport
- ✓ DA/FSS 95/2021 – Lot 2; DP 594010; 288 Hoskins Street, Temora – Convert Existing Shed into Plant Nursery
- ✓ DA/CC 96/2021 – Lot 23; DP 1271175; 152 Carson Street, Temora – Dwelling
- ✓ DA 97/2021 – Lot 98; DP 750592; 538 Reynolds Lan, Combaning – New Commercial Kitchen and Small Function Centre
- ✓ DA 1/2022– Lot 5; Section 3; DP 758030; 32 Aria Street, Aria Park – Relocating Existing Shed
- ✓ DA 2/2022 – Lot 6; Section 4; DP 758957; 219-221 Hoskins Street, Temora – Subdivision
- ✓ DA/CC 3/2022 – Lot 3; Section 15; DP 758957; 103 Deboos Street, Temora – New Steel Framed Shed & Re-Locate Existing Shed
- ✓ DA/CC 7/2022 – Lot B; DP 357058; 2 Bowling Club Lane, Temora – Alterations & Additions to Pergola/BBQ Area

**COMPLYING DEVELOPMENT ISSUED**

- ✓ CDC 1/2022 – Lot 1; DP 385123; 63 Deutcher Street, Temora – Steel Framed Shed
- ✓ CDC 2/2022 – Lot 1; DP 1043221; 366 Thanowring School Road, Temora – Swimming Pool
- ✓ CDC 3/2022 – Lot 3; DP 1255462; 14 Evatt Street, Temora – Steel Framed Shed
- ✓ CDC 4/2022 – Lot 20; DP 1073421; 12 Harrier Street, Temora – Steel Framed Shed

**17.4 REGULATORY CONTROL - JANUARY 2022****File Number:** REP22/142**Author:** Environmental Secretary**Authoriser:** General Manager**Attachments:** Nil

Item	Inspection/ Incidents (Number)	Orders Issued Y/N	Penalty Infringement Y/N	Notes
Illegal Parking - Check	6	No	No	5 x Checked – All Good 1 x Care Dumped on Young Rd
Scooters & Bikes	1	No	No	1 x Remove Scooter left on Loftus Street
School Zones		No	No	School Holidays
Noise		No	No	1 x Airport Bird Monitoring 1 x Bait Program 1 x Barking Dog 1 x Monitor complaint 1 x Nothing Found
Air Quality		No	No	
Illegal Dumping/Littering	4	No	No	1 x Boxes on Trungley Hall Rd 1 x Mattress on Crowley St 1 x Tv on Mary Gilmore Road 1 x Chair on Trungley Hall Rd
Overgrown/Untidy Blocks	16	No	No	6 x Completed 1 x In Progress 9 x Monitor
Lake Walking Track – leashed animals	52	No	No	52 x Checked, No Issues.
Animal Welfare	12	No	No	1 x Cat – Collected 1 x Dog – Impounded 1 x Owner Contacted 7 x Monitor 1 x Dog – Vets 1 x Kittens - Rescue
Dangerous Dogs	9	No	No	4 x Monitor 4 x Dog Impounded (Ranger Bitten by 1 Dog) 1 x Dog Surrendered
Impounded	10	No	No	2 x Dog – Claimed 1 x Horse off French St – Claimed 3 x Dog 2 x Dog – Rescue 1 x Dog – Vets 1 x Dog – Surrendered

Noise Animals	8	No	No	6 x Monitor 2 x Ongoing
Nuisance Animals / Trapping	8	No	No	6 x Bird Control at Airport 1 x Remove Feral Cat 1 x Kitten Up Tree - Rescue
Dead Animal Removal	7	No	No	1 x Kangaroo 1 x Fish on Victoria Street (Resident Cleaned) 1 x Return Deceased Animal to Owner 1 x Cat 3 x Ducks
Keeping of Horses in Residential Areas	2	No	No	1 x Ongoing 1 x Spoke to Riders regarding welfare
Main Street Sign Approvals Inspections	1	No	No	Victoria St/Vesper St – Engineering Technical Manager Contacted
Rural Stock Incidents	6	No	No	5 x No Issues 1 x Sheep Back in Paddock
Fruit Fly		No	No	
Euthanised	12	No	No	12 x Feral Cats
Other	20	No	No	6 x Pound Clean/Feed 1 x Flood Watch – Lake 1 x Tree Removed – Thanowring Rd 1 x Check on Austral St 6 x Rest Stops/Caravan Parks 1 x Update with RSPCA 1 x Welfare Concern 1 x Issue Streets Update

**Report by Ross Gillard**

**17.5 CASH & INVESTMENTS FOR PERIOD ENDED 31 JANUARY 2022**

**File Number:** REP22/147

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Cash & Investments January 2022 [↓](#) 



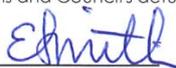
Temora Shire Council

Cash &amp; Investments

For the period ended 31st January, 2022

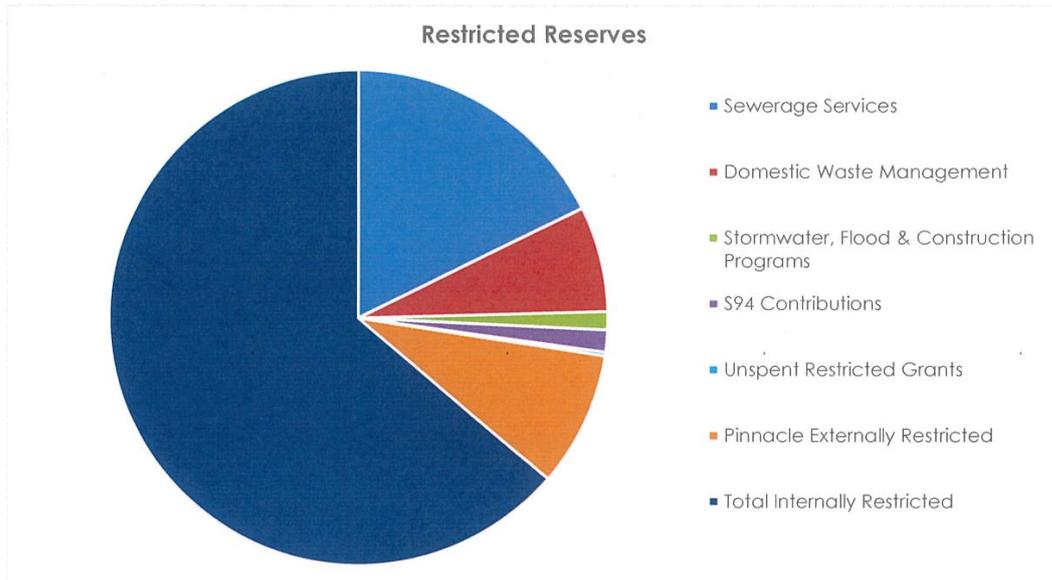
	Original Budget 2021/22	Revised Budget 2021/22	Actual YTD Figures
<b>Externally Restricted</b>			
Sewerage Services	2,487,653	2,756,803	2,646,034
Domestic Waste Management	827,139	990,796	1,027,802
Stormwater Drainage Flood Studies & Construction Programs	117,426	212,587	177,167
S94 Contributions	181,856	181,856	214,186
Unspent Restricted Grants	448,310	0	36,948
Pinnacle Externally Restricted	1,451,640	1,451,640	1,312,307
<b>Total Externally Restricted</b>	<b>5,514,024</b>	<b>5,593,682</b>	<b>5,414,444</b>
<b>Internally Restricted</b>			
Pinnacle Internally Restricted	2,296,340	2,361,502	2,506,668
Other Waste Management	441,980	513,658	585,418
Leave Reserves	1,767,068	1,767,068	1,767,068
Roads Reserve	500,000	500,000	500,000
Local Roads	770,073	662,730	713,856
FAGS Received in Advance	1,270,394	0	0
Industrial Development	338,162	338,162	338,162
Plant & Vehicle	449,058	0	181,575
Izumizaki Donation	2,152	2,152	2,152
Gravel Royalty	557,387	564,562	558,532
Ariah Park Tip Fee Contributions	6,507	9,659	8,058
Medical Complex Development	30,488	20,007	22,531
Infrastructure	1,069,469	1,019,469	981,986
Infrastructure - Airpark Estate	217,359	217,359	210,436
Digital Two Way Radio Upgrade	65,000	65,000	65,000
Computer Upgrade	102,625	102,625	204,540
Sports Council Requirements	58,566	48,566	58,566
Youth Donations	23,141	23,141	23,712
Revotes	183,713	183,713	690,961
Airside Maintenance	103,760	103,760	96,440
Temora Agricultural Innovation Centre Maintenance Reserve	0	20,000	14,396
<b>Total Internally Restricted</b>	<b>10,253,242</b>	<b>8,523,133</b>	<b>9,530,058</b>
<b>Total Restricted Reserves</b>	<b>\$ 15,767,266</b>	<b>\$ 14,116,815</b>	<b>14,944,502</b>
<b>Cash &amp; Investments</b>			
Westpac Cheque Account			731,406
Macquarie Bank DEFT Account			7,396
AMP Business Saver Account			804,700
AMP Notice Account			809,020
Macquarie Bank Cash Management Accelerator Account			500,662
Westpac Cash Reserve			201,782
Term Deposits held with:			
Bank of Queensland			2,001,221
National Australia Bank			7,116,824
AMP Bank			504,364
Macquarie Bank			1,511,698
Westpac Bank			500,000
Northern Territory Treasury Bonds			1,000,000
<b>Total Cash &amp; Investments</b>	<b>\$ 15,767,266</b>	<b>\$ 14,116,815</b>	<b>15,689,071</b>
<b>Less Funds required for operational purposes</b>			<b>(1,000,000)</b>
<b>Cash &amp; Investments Available for Reserves</b>	<b>15,767,266</b>	<b>14,116,815</b>	<b>14,689,071</b>
<b>Funding Deficit</b>			<b>(255,431)</b>

I certify that the investments have been made in accordance with the Act, the Regulations and Council's actual Investment Policy.

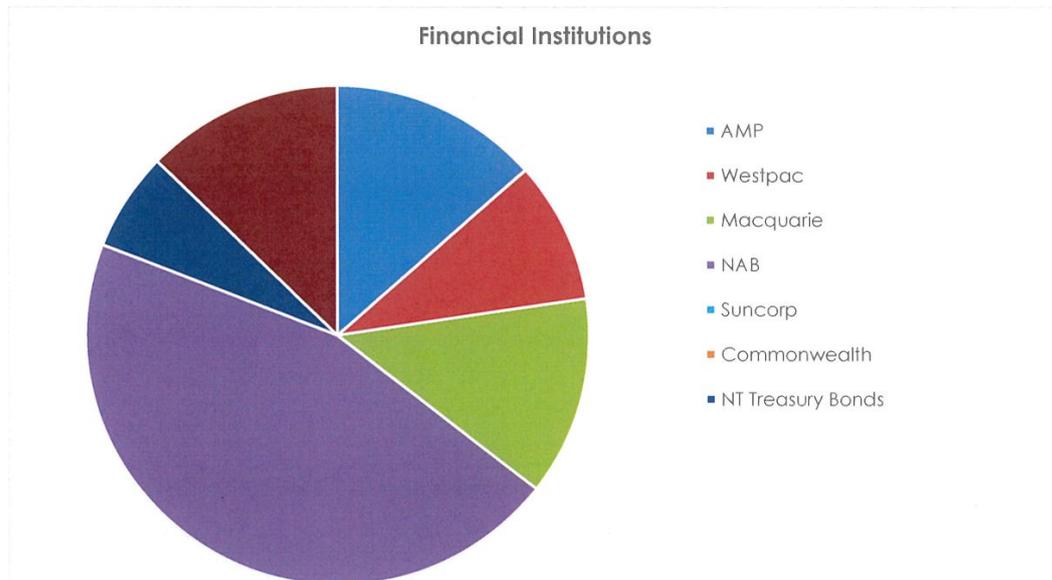
  
 Elizabeth Smith  
 Director Administration & Finance



Temora Shire Council  
**Cash & Investments**  
 For the period ended 31st January, 2022



Graph One - Proportion of reserves externally restriction compared to proportion of reserves internally restricted - with externally restricted reserves divided into purpose.



Graph Two - Proportion of restricted reserves held with each financial institution.



## Temora Shire Council

## Cash &amp; Investments

For the period ended 31st January, 2022

Institution	Type	Date Lodged	Rate	Term	Maturity Date	Amount Invested	Institution Total
<b>Cash Held</b>							
Westpac Bank	Cheque account		0.00%			731,405.70	
Westpac Bank	Cash Reserve		0.01%			201,781.62	933,187.32
Macquarie Bank	DEFT Account		0.00%			7,395.57	
Macquarie Bank	Cash Management Accelerator Account		0.40%			500,661.69	508,057.26
AMP Bank	Business Saver		0.50%			804,699.99	
AMP Bank	31 Day Notice Account		0.55%			809,020.04	1,613,720.03
<b>Total Cash Held</b>							<b>3,054,964.61</b>
<b>Investments Held</b>							
Bank of Queensland	Term Deposit	6/04/17	3.60%	5yrs	6/04/22	500,000.00	
Bank of Queensland	Term Deposit	22/06/18	3.55%	5yrs	22/06/23	500,000.00	
Bank of Queensland	Term Deposit	21/06/19	2.35%	5yrs	16/06/24	500,000.00	
Bank of Queensland	Term Deposit	30/06/21	0.40%	245 days	2/03/22	501,220.55	2,001,220.55
National Australia Bank	Term Deposit	17/12/21	0.69%	367 days	19/12/22	500,000.00	
National Australia Bank	Term Deposit	22/09/21	0.32%	301 days	20/07/22	506,444.57	
National Australia Bank	Term Deposit	3/11/21	0.45%	287 days	17/08/22	543,351.13	
National Australia Bank	Term Deposit	19/01/22	0.71%	365 days	19/01/23	513,473.03	
National Australia Bank	Term Deposit	8/09/21	0.80%	1097 days	9/09/24	504,415.11	
National Australia Bank	Term Deposit	2/12/21	0.55%	365 days	2/12/22	505,090.69	
National Australia Bank	Term Deposit	11/08/21	0.31%	280 days	18/05/22	504,069.59	
National Australia Bank	Term Deposit	1/06/21	0.35%	365 days	1/06/22	505,000.00	
National Australia Bank	Term Deposit	27/01/21	1.30%	1461 days	20/10/25	504,622.90	
National Australia Bank	Term Deposit	24/03/21	0.34%	365 days	24/03/22	527,819.51	
National Australia Bank	Term Deposit	6/10/21	0.30%	252 days	15/06/22	502,027.40	
National Australia Bank	Term Deposit	24/03/21	0.34%	365 days	24/03/22	500,509.59	
National Australia Bank	Term Deposit	17/12/21	0.61%	271 days	14/09/22	500,000.00	
National Australia Bank	Term Deposit	6/01/22	0.63%	279 days	12/10/22	500,000.00	7,116,823.52
AMP Bank	Term Deposit	2/12/21	0.70%	91 days	3/03/22	504,364.38	504,364.38
Macquarie Bank	Term Deposit	21/04/21	0.40%	365 days	21/04/22	506,193.55	
Macquarie Bank	Term Deposit	16/06/21	0.35%	245 days	16/02/22	505,504.82	
Macquarie Bank	Term Deposit	23/06/21	0.40%	224 days	2/02/22	500,000.00	1,511,698.37
Westpac Bank	Term Deposit	27/08/21	0.31%	367 days	27/08/22	500,000.00	500,000.00
Northern Territory Treasury	Treasury Bonds	24/03/21	0.80%	1178	15/06/24	500,000.00	
Northern Territory Treasury	Treasury Bonds	31/05/21	1.30%	1841	15/06/26	500,000.00	1,000,000.00
<b>12,634,106.82</b>							<b>12,634,106.82</b>
<b>Total Cash &amp; Investments</b>							<b>15,689,071.43</b>

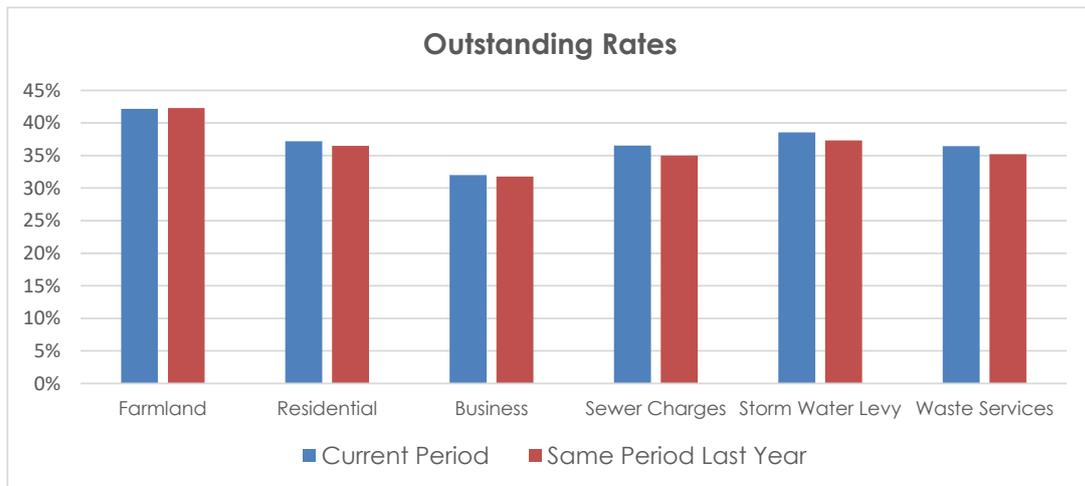
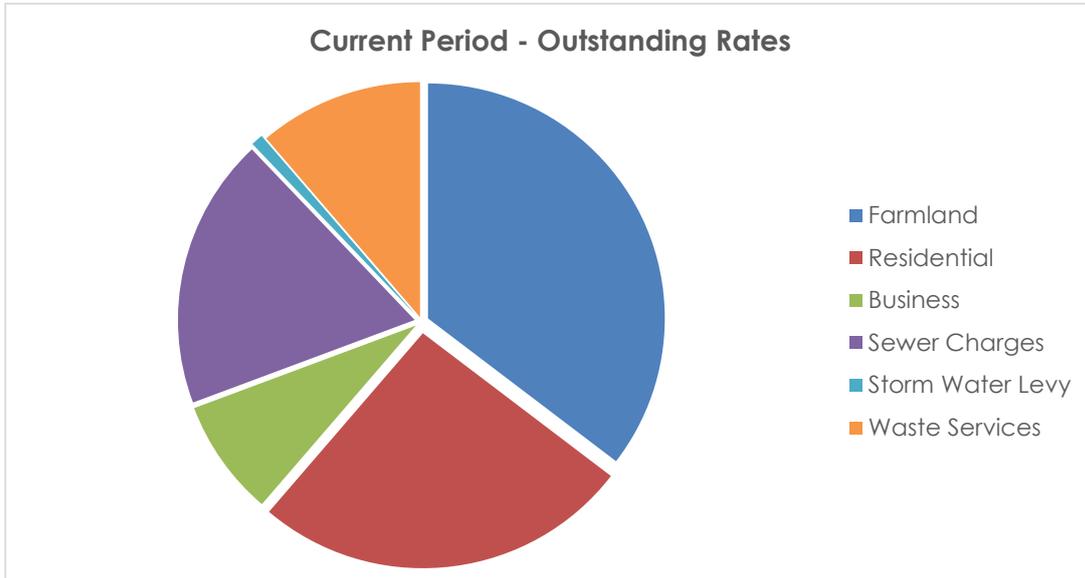
**17.6 RATES REPORT - JANUARY 2022****File Number:** REP22/82**Author:** Executive Assistant**Authoriser:** General Manager

- Attachments:**
1. Rates Collection January 2022  
  2. Rates Chart January 2022  



Temora Shire Council  
**Rates Collections**  
 For the period ended 31 January, 2022

General Rates Category	Total Rates Levied (Incl Arrears)				Pensions Rebates		Payments		Rates Outstanding \$		Rates Outstanding %		Same Period last year	
	Total Rates Levied (Incl Arrears)	Pensions Rebates	Payments	Rates Outstanding \$	Rates Outstanding %	Rates Outstanding \$	Rates Outstanding %	Rates Outstanding \$	Rates Outstanding %	Rates Outstanding \$	Rates Outstanding %	Rates Outstanding \$	Rates Outstanding %	
Farmland	2,007,692.69	(3,716.31)	(1,158,624.22)	845,352.16	42%	841,895.90	42%	841,895.90	42%	841,895.90	42%	841,895.90	42%	
Residential Temora - Occupied	1,375,641.38	(77,905.98)	(803,520.51)	494,214.89	38%	471,063.61	37%	471,063.61	37%	471,063.61	37%	471,063.61	37%	
Residential Temora - Vacant	79,462.29	(43.44)	(54,876.60)	24,542.25	31%	24,881.40	34%	24,881.40	34%	24,881.40	34%	24,881.40	34%	
Residential - Afiah Park	86,011.99	(6,660.64)	(47,873.18)	31,478.17	40%	32,984.78	41%	32,984.78	41%	32,984.78	41%	32,984.78	41%	
Residential - Springdale	11,663.42	(986.87)	(6,794.56)	3,881.99	36%	3,530.25	35%	3,530.25	35%	3,530.25	35%	3,530.25	35%	
Rural Residential	1,602,253.03	(10,077.86)	(101,338.86)	48,836.31	33%	44,028.47	30%	44,028.47	30%	44,028.47	30%	44,028.47	30%	
Residential - Temora Aviation	45,222.05	(566.72)	(29,781.77)	14,873.56	33%	11,617.97	28%	11,617.97	28%	11,617.97	28%	11,617.97	28%	
Business Temora - Hoskins Street	263,069.57	(168,257.33)	(168,257.33)	94,812.24	36%	94,888.12	37%	94,888.12	37%	94,888.12	37%	94,888.12	37%	
Business Temora - Town	277,289.99	(195,004.51)	(195,004.51)	82,285.48	30%	78,561.59	28%	78,561.59	28%	78,561.59	28%	78,561.59	28%	
Business Temora - Aviation	27,320.73	(19,717.10)	(19,717.10)	7,603.63	28%	6,699.72	25%	6,699.72	25%	6,699.72	25%	6,699.72	25%	
Business - Afiah Park	21,650.48	(16,332.19)	(16,332.19)	5,318.29	25%	7,367.91	38%	7,367.91	38%	7,367.91	38%	7,367.91	38%	
Business - Other	9,670.24	(8,011.43)	(8,011.43)	1,658.81	17%	473.55	5%	473.55	5%	473.55	5%	473.55	5%	
<b>Services</b>														
Residential Sewer Charges	1,064,995.53	(37,843.87)	(641,610.04)	385,541.62	38%	341,014.16	36%	341,014.16	36%	341,014.16	36%	341,014.16	36%	
Non-Residential Sewer Access & Usage Charges	191,579.64	(131,889.15)	(131,889.15)	59,690.49	31%	44,875.24	30%	44,875.24	30%	44,875.24	30%	44,875.24	30%	
Storm Water Levy	51,020.87	(31,352.77)	(31,352.77)	19,668.10	39%	19,066.40	37%	19,066.40	37%	19,066.40	37%	19,066.40	37%	
Domestic & Rural Waste Services	639,791.07	(38,749.94)	(375,982.00)	225,059.13	37%	203,824.75	36%	203,824.75	36%	203,824.75	36%	203,824.75	36%	
Trade Waste Services	135,926.57	(92,318.37)	(92,318.37)	43,608.20	32%	36,276.37	29%	36,276.37	29%	36,276.37	29%	36,276.37	29%	
Overpayments	(108,162.16)		80,557.68	(27,604.48)		(4,885.29)		(4,885.29)		(4,885.29)		(4,885.29)		
Legal charges	14,649.54		(4,855.36)	9,794.18										
<b>Total</b>	<b>6,354,748.92</b>	<b>(176,551.63)</b>	<b>(3,807,582.27)</b>	<b>2,370,615.02</b>	<b>38%</b>	<b>2,258,164.90</b>	<b>38%</b>	<b>2,258,164.90</b>	<b>38%</b>	<b>2,258,164.90</b>	<b>38%</b>	<b>2,258,164.90</b>	<b>38%</b>	



**17.7 TOWN HALL THEATRE - OPERATING RESULTS JANUARY 2022**

**File Number:** REP22/73

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Cinema January 2022 [↓](#) 



Temora Shire Council

## Temora Town Hall Theatre Operating Statement

For the period ended 31st January 2022

	Current YTD	Previous YTD
<b>Candy Bar</b>		
Income	15,093	4,565
Purchases	(4,510)	(1,462)
	10,583	3,103
<b>Admissions</b>		
Income	24,553	15,924
Audio Visual Purchases	(13,107)	(4,780)
	11,446	11,143
<b>Other Income</b>		
Facility Hire	2,764	1,280
Sale of Advertising	364	636
Donations	-	225
Event Catering	-	463
	3,127	2,604
<b>Other Costs</b>		
Advertising	(434)	(767)
Bank Fees	(616)	(739)
Building Maintenance	-	(357)
Cleaning	(2,021)	(1,739)
Computer Costs	(2,554)	(1,572)
Freight	(111)	(36)
General Maintenance	-	(128)
Insurance	(5,706)	(5,352)
Insurance Claims (Expenses to be reimbursed)	-	(17,859)
Materials Purchased	(666)	(1,018)
Rates & Electricity	(4,258)	(3,787)
Employee Costs	(19,669)	(15,129)
Sundry Expenses	71	-
Telephone & Internet	(804)	(574)
Volunteer Support	(501)	-
Depreciation	(733)	(1,465)
	(38,003)	(50,522)
<b>Total Cinema Surplus/(Deficit)</b>	<b>(\$ 12,847)</b>	<b>(\$ 33,672)</b>
Internal Hire/Donation	-	-

**17.8 TEMORA & DISTRICT SPORTS COUNCIL MINUTES HELD 7 NOVEMBER 2021****File Number:** REP22/116**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. TDSC minutes [↓](#) 

**TEMORA AND DISTRICT SPORTS COUNCIL****REPORT OF THE GENERAL MEETING OF THE TEMORA AND DISTRICT SPORTS COUNCIL HELD ON WEDNESDAY, 17<sup>th</sup> November 2021, AT 6.30 PM AT THE TEMORA EX-SERVICES CLUB**

**PRESENT:** Rick Firman (TSC), Judy Gilchrist (TDSC) Denise Breust (Basketball) Tony Stringer (TDSC) Jack Morton (Temora Old Boys) Max Oliver (TSC) Hack Hetherington. Michelle Mawbey (Swimming), Maree Liston (Pistol Club and Soccer Club), Peter Hartwig (TARFNC) Emma Bowley (Little A's) Bill Schwencke (Greyhound Club) Sheree Elwin (Touch)

**APOLOGIES:** Claire Reid, Tennis Club, Alison McCrone, Kate Bruce  
Alison McCrone

Moved Hack Hetherington Seconded Bill Schwencke  
Carried

**Minutes:** The minutes of the previous meeting were read and confirmed on the motion

Moved Judy Gilchrist Seconded Maree Liston Carried

**BUSINESS ARISING FROM THE MINUTES:**

Nil.

**EXECUTIVE MEETING REPORT**

Nil

**TREASURERS' REPORT:**

Balance as per bank statement \$ 16,538.77

The Treasurer's Report was read and confirmed on the motion of Denise Breust.

Seconded Tony Stringer Carried

**Correspondence:****Outgoing:**

Business Papers

Letter to Primary and Secondary users of the Nixon Park House" Re Fees and Charges.

**Incoming.**

Christmas Card

Letter from TSC re Council delegates to Sports Council

Moved Jack Morton    Seconded Tony Stringer Carried

**Rec Centre Business:**

Rick, Tony and Judy had an inspection on 11<sup>th</sup> November 5.00pm. There were no problems, the inside of the stadium looked really clean and tidy. Still waiting on scissor lift to change the light an put the covers back on.

**General Business:****Greyhound Club:**

Saturday Morning races going very well.

No admission, no bar etc re covid

10 weeks in a row,

Catching up with jobs that needed doing. The toilets will be done by the end of next year. Machinery shed been donated for machinery to be kept in. air Conditioners into the Kennel boxes. Tim Maguire has done all of the electrical work. They utilised mostly local traders for the jobs that need to be done. New roof on the kennel boxes.

\$90K club, industry & grants funding project.

Heat held for a major race to be held in Melbourne.

\$56K profit having a tab made a huge difference.

Everything is going well. Everyone are to be double vaxed

Well done Bill and your committee. The local paper has been giving great photo coverage in the local paper,

Bill wished all clubs well and a merry Christmas.

**Old Boys Rugby League:**

Nothing happening - waiting for get the crop off. Presentation held at the ground. AGM no changes on the executive. Youngs ones are starting to join the committee.

Hayden Lomax is now back with the Club.  
Sitting back and will try to buy more players,  
Happy Christmas to all.

#### **Little Athletics:**

Rego to be held next Wednesday. All to be fully vaxed.

Welcome day coming up.

AGM soon

Comp starts on the 1<sup>st</sup> December. 60 registered, 17 registered seniors, 6 from Cowra.

Zone finalised to be held in January . Regionals in March. State the first week in April.

#### **Snr Aussie Rules:**

New Coach has been signed. Arriving next Tuesday. Training run will be held on the 25<sup>th</sup> November. Canberra boys are returning to the club this season to boost the numbers. 3 x Life members were awarded at the Presentation night they were Jenny McKelvie, James Durham and Richard Thomas. Congratulations to the awardees and very well deserved.

#### **Soccer:**

Snr presentation has been held. Ashley Ryan is the New President.

Postponed the start of the summer season. 6 – 10 players, nomination taken up till Monday night.

#### **Pistol Club:**

Small maintenance jobs have been done. Other works are going to be costly.

#### **Swimming Club:**

80 swimmers on Thursday night club swims.1 swimmer went to Wagga and she did a PB. Swimmers going to Albury along with Michelle & Stephen Mawbey who are going to officiate.

#### **Temora High School:**

No much has been happening, due to Covid with not a lot of sport on offer.

**Temora Primary School:**

Yr. 2 students are currently participating in a 2-week intense swimming program. Fantastic opportunity to develop life skills in the water. Yr. 3 – 6 doing primary swimming in groupings that are aligned with stroke technique and skills for individual abilities.

**Temora Touch Football;**

**BASKETBALL:**

Basketball won't be starting before March next year.

Closed at 7.14pm

**Next meeting 16<sup>th</sup> February 2022**

**6.30pm at Temora Ex-Services Club**

**Narraburra Room**

.....

**President  
RB Firman**

.....

**Secretary  
JA Gilchrist**

**17.9 ARIAH PARK MARY GILMORE FESTIVAL MINUTES HELD 7 DECEMBER 2021**

**File Number:** REP22/62

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. APMGF minutes [↓](#) 

**Ariah Park Mary Gilmore Festival Committee**

A Section 355 Committee Of The Temora Shire Council

Minutes From meeting held 7/12/2021

Meeting Opened by president Chris Mutton

Present - Nigel Judd, Lorraine Coup, Margaret Spiers, Allen Penfold, Robyn Wall, Bruce Ryan, Sandy Kosh, Patty Vearing, Sandy Waters, Julie Colwill

Apologies

**Minutes Of Meeting**

Read by Robyn Wall

**Moved Robyn** Seconded – Bruce  
**Minutes be Accepted Passed**

**Treasures Report**

Opening Balance \$23,825.32

**Inward**

Sale of leftover sausages from BBQ \$10.00

**income \$ 23,835.32**

**Expenditures**

Bush balladeers advertising	\$98.00
Temora shire council printing	\$40.00
Donation to preschool	\$400.00
Temora flower centre	\$90.00
Transfer to term deposit	\$16,000.00

**Expenditures**

**Outwards \$16,628.00**

Closing balance \$7,207.32

Moved –M Speirs Seconded Julie

**Correspondence**

Inward  
nil

**Out ward**

letter for Bunnings BBQ attended  
letters to sponsors attended  
phone calls to Chris re meeting and get together attended  
money returned to fixed deposit attended

**Business Arising:**

1. plan for 2022 festival attended
  - Wed BBQ 5pm walk ups 6.30 until 9pm
  - Thurs walk ups 1.30 to 4pm BBQ 5pm until 6.30 live show (Darcy & Ally) 7pm until 9.30
  - Fri 9am until 11am walk ups 11.30 until 12.30 town history walk 1.30 bare foot bowls 7pm until 10pm live show (Tom Maxwell)
  - Sat Poets breakfast 7.30 until 9.30 main show of country artists from 10am until 5.30
  - raffle draw night with Royden Donohue 6.30 until 10pm
  - Sun markets in street and busking finish 2pm
- 2 camping rules to be handed out when booking in at grounds
- 3 meeting to be held in Feb
- 4 camp fees are \$80 this includes all shows a fee of \$% a night for power to be added if need power
- 5 Day gate fee \$30.00 per person
- 6 a motion was passed that other food providers be asked if they were interested in suppling food as well as our present providers a letter to present providers regarding same will be needed moved Margaret seconded Nigel (motion passed)

**Outcome**

Letter to be sent to Men's shed in March2022 also to Maureen Brown re same  
Fees and camping price added to new flyer

**Discussions**

Program for 2022  
Meeting closed 9.10 pm

**17.10 AUSTRALIA DAY COMMITTEE - MINUTES 10 JANUARY 2022**

**File Number:** REP22/55

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Australia Day minutes 10 January 2022 [↓](#) 

## TEMORA SHIRE AUSTRALIA DAY COUNCIL

*MINUTES OF THE LAST GENERAL MEETING HELD ON MONDAY 10TH DECEMBER 2022 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), Ms Roz St Clair, Mr Taz Rundle

**APOLOGIES:** Mrs Toots Noack, Mrs Robyn Lewis, Mr Dylan Engelke  
The apologies were received and confirmed on the motion of Cr Oliver and Roz St Clair  
**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:**

Nil

### **CORRESPONDENCE:**

#### **Incoming:**

- Australia Day Council correspondence
- Letter received from St Anne's principal re School Captains address
- Christmas card from the Mayor

#### **Outgoing:**

- Letters written as invitations to last years winners to attend and participate in the ceremony

Mr Rundle and Cr Oliver moved that the outward correspondence be endorsed and the inward correspondence be read and dealt with. **CARRIED**

### **TREASURERS REPORT:**

Nil to Report

### **GENERAL BUSINESS:**

- Aria Park are all on track with preparations
- Beth contacted Millers Embroidery and The Independent regarding medals and certificates. Nothing as yet
- Winners certificates have been given to Angela Coombs-Matthews
- Brendan Fritsch is unable to attend the Australia day ceremony
- The secretary is to ring Ben Rayner regarding his duties on the day
- The secretary is to contact The Girl Guides regarding their part in the ceremony
- \$18,200 has been granted to Temora for Australia day activities. Invoices must be presented to Council and made out to Temora Shire Council

- Promotional banners must be erected on the day
- Photos are to be taken with official photos taken in front of the banners
- Working bee to be held on Tuesday evening at 5pm
- The secretary is to contact Ashleigh regarding tables and chairs to be delivered to the park before the end of the work day on Tuesday 25th

There being no further general business, the chairman thanked all for their attendance and declared the meeting closed at 6.29 pm.

**DATE:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_  
**Chairman**

**17.11 TEMORA WOMENS NETWORK MEETING MINUTES 3 FEBRUARY 2022**

**File Number:** REP22/114

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. TWN Minutes [↓](#) 

## TEMORA WOMEN'S NETWORK COMMITTEE

Meeting held Thursday, 3<sup>rd</sup> February, 2022 at Temora Arts Centre, Aurora Street, commencing 2.40pm.

Present: Amanda Gay, Susan Jeri, Catherine Thompson, Norma Howard, Sally Deep.

Apologies: Lindy Reinhold, Jean Gunn, Lyn Cartwright,

Amanda conducted the meeting, welcoming all those present.

MINUTES: Minutes of the last meeting were read and confirmed with a correction that Lindy suggested a creative activities program and not Amanda as stated. Moved Susan, seconded by Norma, motion carried.

TREASURER'S REPORT: No report.

### CORRESPONDENCE:

Resignation from the committee by Dianne Scott.  
Motion moved by Sally, seconded by Amanda to regretfully accept.

Advice from Shire Council General Manager, GC Lavelle  
re: the appointment of Cr. Reinhold elected to represent Council on the Temora Women's Network. Motion moved by Sally, seconded by Norma.

### GENERAL BUSINESS:

It was decided not to hold an International Women's Day function in early March, 2022, due to the spread of the COVID-19 virus. Those involved with the program are concerned about the risk of infection and generally people are keeping their distance and may not attend.

It was decided to plan for the "Women's Creative Expo" to be held Saturday, 21st May, 2022 and hold it at the new Temora Arts Centre, in Aurora Street. Moved by Norma and seconded by Susan.

Meeting closed at 3.15pm

Next meeting: Tuesday 8<sup>th</sup> March, 2022

1. pm at Temora Arts Centre.

**17.12 THE HON MICHAEL MCCORMACK - MOBILE COVERAGE****File Number:** REP22/66**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Mobile Coverage [↓](#) **FIRST HEADING**

The Hon Michael McCormack MP made representations to the Minister for Regionalisation and Regional Communications regarding priority areas for mobile coverage in the Temora Local Government Area.

A response from the Minister is provided.

**the Hon. Michael McCormack MP**

Federal Member for Riverina

84983

Mr Craig Sinclair  
Economic Development Manager  
Temora Shire Council  
PO Box 262  
TEMORA NSW 2666

*Craig*  
Dear Mr Sinclair

You will recall I recently made representations on Council's behalf to the Minister for Regionalisation and Regional Communications, Senator the Hon Bridget McKenzie, in relation to the priority areas for mobile coverage in the Temora Local Government Area.

I am pleased to have received the enclosed response from the Minister and trust the information provided is of interest to Council and its residents.

Thank you for bringing Council's views on this important matter to my attention.

Yours sincerely

*Michael McCormack*  
Michael McCormack MP  
**Federal Member for Riverina**  
mm.eb.pke

*22/12/2021*

**Parkes**  
207A Clarinda Street  
Parkes, NSW, 2870  
**ph** 02 6862 4560

**Wagga Wagga**  
Suite 2, 11-15 Fitzmaurice Street  
Wagga Wagga, NSW, 2650  
**ph** 02 6921 4600 **fax** 02 6921 5900





## Senator the Hon Bridget McKenzie

Minister for Emergency Management and National Recovery and Resilience  
Minister for Regionalisation, Regional Communications and Regional Education  
Leader of the Nationals in the Senate  
Senator for Victoria

Ref No: MC21-010423

The Hon Michael McCormack MP  
Member for Riverina  
Suite 2 11-15 Fitzmaurice Street  
WAGGA WAGGA NSW 2650

Dear Mr McCormack

A handwritten signature in black ink that reads "Michael McCormack".

Thank you for your letter of 27 October 2021 on behalf of the Temora Shire Council regarding priority areas for mobile phone coverage in the Temora Shire, NSW.

To date, the Liberal and Nationals Government's Mobile Black Spot Program (MBSP) has funded more than 1,270 mobile base stations, with more than 980 of these complete and now on air, including three base stations in the Temora Shire.

Communities will have further opportunities to benefit from the next round of the MBSP, Round 6. Community members and local councils are encouraged to contact the mobile network operators (MNOs) to make their coverage issues known. As noted from your letter, the fact that the Temora Shire Council has already contacted Telstra is positive, as past experience has shown that when local communities and councils engage closely with the MNOs it increases the likelihood that an application will be put forward for funding under the MBSP. The MNOs' contact details, including for Optus and TPG Telecom, are enclosed for reference.

The Department of Infrastructure, Transport, Regional Development and Communications maintains a central register of locations which have been the subject of a complaint concerning poor or non-existent mobile coverage. Following receipt of your letter, the three priority areas identified in the Temora Shire Council's survey (Pucawan, Tara-Betric and Aria Park West) have been added to the register. This register is used by the Government to inform future policy decisions and is also made available to all bidders for their consideration when applying for funding under the MBSP. Further information about the MBSP is available on the Department's website at [www.communications.gov.au/mbbsp](http://www.communications.gov.au/mbbsp).

The Government is also improving digital connectivity in regional Australia through the Regional Connectivity Program (RCP). Round 1 of the RCP is funding more than 130 place-based telecommunications projects across regional Australia.

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172 High Street Wodonga VIC 3690 • Telephone: (02) 6024 2560 • Facsimile: (02) 6024 2635  
Parliament House, Canberra ACT 2600 • Telephone: (02) 6277 7660  
Email: [Minister.McKenzie@infrastructure.gov.au](mailto:Minister.McKenzie@infrastructure.gov.au)

These projects will complement the National Broadband Network (NBN) and the MBSP by providing regional communities with significant upgrades to voice and data services. A second round of the RCP is now open for applications until 27 January 2022. Further information about the RCP is available at [www.communications.gov.au/what-we-do/internet/regional-connectivity-program](http://www.communications.gov.au/what-we-do/internet/regional-connectivity-program).

In relation to existing mobile coverage in the area, the predictive coverage maps published by the MNOs – Optus, Telstra and TPG Telecom (formerly Vodafone Hutchison Australia) – indicate that the Temora Shire is receiving varying degrees of 3G and 4G coverage from the Optus and Telstra networks, however, coverage may be patchy or non-existent in some locations.

As there are a number of factors that can affect mobile reception, members of the Temora Shire community are encouraged to contact their mobile service providers to raise their mobile coverage concerns and to identify if there are ways to improve their reception.

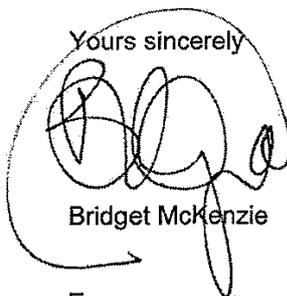
Wi-Fi calling is an option available on the mobile carriers' networks, for use with a compatible device, allowing some customers to call and text over a Wi-Fi connection. Customers can also obtain further advice regarding this option by contacting their mobile service provider.

For residents and businesses in the Temora Shire who do not already have a broadband connection, the NBN Co Limited (NBN Co) website indicates that the NBN is now available in the Temora Shire. Further information about the NBN, including how to connect and a list of providers in the area, is available on the NBN Co website at [www.nbnco.com.au](http://www.nbnco.com.au).

Members of the Temora Shire community may also wish to contact the Regional Tech Hub for further advice on their specific connectivity challenges. Funded by the Government, the Regional Tech Hub offers independent and free advice about telecommunications services in regional, rural and remote Australia. The Hub includes a website, online helpdesk, phone support line and social media access through Facebook and Twitter. Community members can visit the Hub's website at [www.regionaltechhub.org.au](http://www.regionaltechhub.org.au) or contact the hotline on 1300 081 029.

Thank you for bringing the Temora Shire Council's concerns to my attention and I trust this is of assistance.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Bridget McKenzie', enclosed within a hand-drawn circular scribble.

Bridget McKenzie

Enc.

17 DEC 2021

**CONTACT POINTS FOR MOBILE BLACK SPOT NOMINATIONS****Mobile Network Operators****Optus – Mobile Network Operator**

**Email:** [mobileblackspotprogramme@optus.com.au](mailto:mobileblackspotprogramme@optus.com.au)

**Website:** [www.optus.com.au/about/network/mbsp](http://www.optus.com.au/about/network/mbsp)

**Telstra**

**Email:** ACT & Southern NSW: [TelstraACTSthNSW@team.telstra.com](mailto:TelstraACTSthNSW@team.telstra.com)

Northern NSW: [TelstraNthNSW@team.telstra.com](mailto:TelstraNthNSW@team.telstra.com)

Northern Territory: [TelstraNT@team.telstra.com](mailto:TelstraNT@team.telstra.com)

Northern Queensland: [TelstraNorthernQld@team.telstra.com](mailto:TelstraNorthernQld@team.telstra.com)

Southern Queensland: [TelstraMetroSEQld@team.telstra.com](mailto:TelstraMetroSEQld@team.telstra.com)

South Australia: [TelstraSA@team.telstra.com](mailto:TelstraSA@team.telstra.com)

Tasmania: [TelstraTas@team.telstra.com](mailto:TelstraTas@team.telstra.com)

North West Victoria: [TelstraNWVic@team.telstra.com](mailto:TelstraNWVic@team.telstra.com)

Eastern Victoria: [TelstraEastVic@team.telstra.com](mailto:TelstraEastVic@team.telstra.com)

Western Australia: [TelstraWA@team.telstra.com](mailto:TelstraWA@team.telstra.com)

**Website:** [www.telstra.com.au/coverage-networks/telstra-regional-australia/contact-us](http://www.telstra.com.au/coverage-networks/telstra-regional-australia/contact-us)

**TPG Telecom (formerly Vodafone) – Mobile Network Operator**

**Email:** [tim.mcphail@vodafone.com.au](mailto:tim.mcphail@vodafone.com.au)

**Website:** [www.vodafone.com.au/red-wire/category/regional](http://www.vodafone.com.au/red-wire/category/regional)

**17.13 MAYOR NORIKATSU YANNAI - IZUMIZAKI COUNCIL****File Number:** REP22/109**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Izumizaki Council [↓](#) 

Wishing Temora Shire a happy & prosperous 2022 and look forward to continued friendship and support.



# 福島県泉崎村

izumizaki-mura.fukushima

January 18, 2022

Dear Mayor Firman, DAM,  
Councillors, Staff and Citizens,  
PO Box 262 Temora N.S.W. 2666  
Australia

Dear Mayor Firman, DAM,  
Councillors, Staff and Citizens,

On behalf of Izumizaki Village,  
I would like to express many thanks for the warm  
holiday greetings.

We wish you and all of Temora Shire a happy and  
prosperous 2022 !

We are looking forward to your continued  
friendship and support in the year ahead.

Warmest Regards,  
Mayor Norikatsu Yannai



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**18 CONFIDENTIAL REPORTS****RESOLUTION 66/2022**

Moved: Cr Anthony Irvine

Seconded: Cr Jason Goode

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 6:45PM:

**18.1 Confidential Minutes of the Economic Development and Visitations Committee Meeting held on 8 February 2022**

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 34/2022**

Moved: Cr Claire McLaren

Seconded: Cr Lindy Reinhold

**It was resolved that the reports be received.**

Carried

**RESOLUTION 35/2022**

Moved: Cr Claire McLaren

Seconded: Cr Max Oliver

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

Carried

**18.2 Staff Award**

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 36/2022**

Moved: Cr Jason Goode

Seconded: Cr Belinda Bushell

**It was resolved that Council award the staff member with a Level two staff incentive award in recognition of outstanding service.**

Carried

**18.3 Warbirds Downunder 2022**

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 37/2022**

**Moved: Cr Anthony Irvine**

**Seconded: Cr Nigel Judd**

**It was resolved that Council support Warbirds Downunder 2022 based on the figures provided by Temora Aviation Museum with a contribution as per the report.**

**AND FURTHER**

**That Council consult with the Temora Aviation Museum regarding potential budget overruns and models of management.**

**Carried**

**18.4 Temora Caravan Parks Expression of Interest**

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

**RESOLUTION 38/2022**

**Moved: Cr Jason Goode**

**Seconded: Cr Graham Sinclair**

**It was resolved that Council advertise for Expressions of Interest for the lease of the Junee Road and Temora Airport Caravan Parks.**

**Carried**

**18.5 Boundary Adjustment**

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 39/2022**

**Moved: Cr Jason Goode**

**Seconded: Cr Max Oliver**

**It was resolved that Council fund the fencing of the subject area using quarry operations budget.**

**Carried**

**18.6 Bush Bursary program Participant Report**

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 40/2022**

**Moved: Cr Lindy Reinhold**

**Seconded: Cr Max Oliver**

**It was resolved that Council note the report.**

Carried

**CARRIED**

**RESOLUTION 67/2022**

Moved: Cr Belinda Bushell

Seconded: Cr Jason Goode

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

**CARRIED**

**19 MEETING CLOSE**

**The Meeting closed at 8:28PM.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 17 March 2022.**

.....  
**GENERAL MANAGER**

.....  
**CHAIRMAN**