



Date: Thursday, 24 November 2022
Time: 4:00pm
Location: 105 Loftus Street
TEMORA NSW 2666

MINUTES

Ordinary Council Meeting

24 November 2022

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**MINUTES OF TEMORA SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666
ON THURSDAY, 24 NOVEMBER 2022 AT 4:00PM**

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

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

Alan Wilson – Independent

1 OPEN AND WELCOME

Public Forum held at 3:30PM

John Goode

Adam Perry (Via Zoom)

Danielle McKenzie - Crowe

2 APOLOGIES

Nil

3 OPENING PRAYER

The opening prayer was conducted by Derek Yu from the Temora Christian Leaders Group.

4 CONFIRMATION OF MINUTES

RESOLUTION 186/2022

Moved: Cr Anthony Irvine

Seconded: Cr Belinda Bushell

It was resolved that the minutes of the Ordinary Council Meeting held on 20 October 2022 be confirmed.

CARRIED

5 MAYORAL MINUTES**5.1 MAYORAL MINUTE - STATEWIDE ROADS EMERGENCY****File Number:** REP22/1410**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** Nil

We are all well aware the Temora Shire has been hit by a seemingly relentless wave of flood events in the past 12 months and beyond.

And we are not alone. A total of 126 of New South Wales' 128 local government areas have had natural disaster declarations within the last 12 months, according to the President of Local Government NSW, Cr Darriea Turley AM.

On the third of November 2022, Local Government NSW declared a Statewide Roads Emergency.

The declaration – and urgent call for the NSW and Federal governments to increase their existing road funding commitments in the wake of the floods – comes on the back of an estimated \$2.5 billion in road damages and a collapse of the local and regional road network.

I call on Temora Shire Council to show our unanimous support for this move and whole-heartedly endorse the Local Government NSW declaration of Statewide Road Emergency.

The declaration has already been publicly supported by our peak regional body, the Country Mayors Association of New South Wales.

As part of the Statewide Roads Emergency, LG NSW and Country Mayors Association of NSW are calling for:

- An acceleration and significant increase in funding for the \$1.1 billion Fixing Local Roads and Fixing Country Bridges program from the New South Wales Government
- A boost to Road block Grant funding to compensate for the damage to the regional road network, from the Federal Government
- New funding to provide Councils with plant machinery and skilled workers to expedite road repairs, from the Federal Government.

We have faced, and may continue to face, an unprecedented and unrelenting series of natural disasters that has seen residents and business owners cleaning up again and again, people isolated, workers unable to get to work, and students unable to get to training or school.

Add to this our very real and immediate concern for our farming community.

The latest rain events have hit at a critical time. Winter crops are ready to be harvested and the window for planting summer crops, is rapidly closing.

Livestock are ready to go to sale.

The local and regional road network is critically enabling infrastructure. It is absolutely vital to our farmers and graziers, and the key to keeping affordable food on the table across New South Wales and beyond.

Our road network, and the road network of shires across the state, have disastrous damage. We are facing a task that is beyond the reasonable scope of any local government authority. We face an unprecedented disaster that requires an unprecedented response.

Our community needs help. Other regional and rural communities across the state and beyond need help. Council acknowledges the initial funding from the NSW Government, and we say thank you.

We need to support our peak bodies in their declaration of Statewide Road Emergency.

This is an emergency, and it is time to seek help, and by supporting this Mayoral Minute you are endorsing that I write to the Prime Minister of Australia The Hon Anthony Albanese MP and the Premier of New South Wales, The Hon Dominic Perrottet and pleading for immediate action.

Thank you to The Hon Michael McCormack MP, Federal Member for Riverina and The Hon Steph Cooke MP, State Member for Cootamundra for supporting Temora Shire and we look forward to their continued assistance, during this critical time.

RESOLUTION 187/2022

Moved: Cr Rick Firman

Seconded: Cr Claire McLaren

That Temora Shire Council joins with Local Government NSW and Country Mayors Association of NSW in declaring a Statewide Road Emergency.

AND FURTHER

That we write to the Prime Minister of Australia, Premier of NSW to formally articulate our position.

CARRIED

Report by Mayor Rick Firman

6 REPORTS FROM COMMITTEES**6.1 MINUTES OF THE ASSETS & OPERATIONS COMMITTEE MEETING HELD ON 15 NOVEMBER 2022****File Number:** REP22/1419**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Minutes of the Assets & Operations Committee Meeting held on 15 November 2022**RESOLUTION 188/2022**

Moved: Cr Graham Sinclair

Seconded: Cr Max Oliver

It was resolved that the reports be received.

CARRIED**RESOLUTION 189/2022**

Moved: Cr Max Oliver

Seconded: Cr Nigel Judd

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

CARRIED



Date: Tuesday, 15 November 2022
Time: 2:00pm
Location: 105 Loftus Street
TEMORA NSW 2666

MINUTES

Assets & Operations Committee Meeting

15 November 2022

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**MINUTES OF TEMORA SHIRE COUNCIL
ASSETS & OPERATIONS COMMITTEE MEETING
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666
ON TUESDAY, 15 NOVEMBER 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

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

1 OPEN MEETING

2:00PM

2 APOLOGIES

COMMITTEE RESOLUTION 119/2022

Moved: Cr Rick Firman

Seconded: Cr Belinda Bushell

That apologies from Director of Environmental Services Kris Dunstan and Engineering Works Manager Alex Dahlenburg be received and accepted.

CARRIED

3 DISCLOSURES OF INTEREST

Councillor/Officer	Item	Nature of Interest	How Managed
Cr Bushell	REP22/1400	Non Pecuniary	Stayed in Meeting

4 REPORTS**4.1 COUNCIL CAR PARK UPGRADE BUDGET****File Number:** REP22/1295**Author:** Engineering Trainee**Authoriser:** Engineering Asset Manager**Attachments:** 1. Council Car Park Upgrade - Cost Estimations**REPORT**

As part of the 2022/2023 capital works budget, \$50,000 was allocated towards upgrading the carpark behind the Council building. The \$50,000 was an estimate without detailed investigation or estimates completed and this budget has been determined insufficient to fund the completion of the project.

Three options were investigated for the upgrade:

1. Concrete
2. Sub-base reconstruction with asphalt wearing course
3. Milling with asphalt base and asphalt wearing course

As per attachment, all options range between \$80,000 - \$100,000. Engineering Managers hold preference for option 1 or 2 as option 3 has greater risk given that the sub-base layer is unknown for strength, reducing the lifespan of the structure and the benefit of the project.

Option 2 is the preferred design option as concrete in Option 1 will have a longer life and strength but is open to looking untidier with any fluids leaking onto the concrete and tyre marks to stand out more predominately. Option 2 tests the sub-base for strength while providing a good wearing asphalt surface.

The carpark finds everyday use from both Council staff and the public, finding additional attraction due to the permanent placement of an electric vehicle charging station on the north end of the lot. Although there is not a large population of electric vehicles in Temora, proper support in upgrading the lot to improve functional quality and visual appeal therefore contributes to Temora's reputation from prospective travellers as well as produces a low maintenance asset.

Budget Implications

Being solely Council funded, deferral of the project would see the allocated \$50,000 roll over into 2023/2024 Financial Year and await additional allocation of \$40,000 from capital budget in 2023/24 to suit.

Since kerb and gutter upgrades are budgeted separately a separate \$10,000 to fund upgrading the poor condition kerb and gutter alongside the carpark coincided with this carpark reconstruction should also be sought out.

Ideal budget totals \$100,000 which includes 10% project contingency.

COMMITTEE RESOLUTION 120/2022

Moved: Cr Jason Goode

Seconded: Cr Rick Firman

That the Committee resolved to recommend to Council to defer the current \$50,000 funding for the project and refer the project to 2023/2024 budget estimates for consideration.

CARRIED

Report by Michael Laxina

Council car parking upgrades

Concrete	Rates	Sub-total
Concrete/m2	\$150.00	\$92,250.00
Kerb and gutter replacement/m	\$160.00	\$6,560.00
Line Marking (incl. other fees) - ACT Line Marking	\$2.95	\$1,146.92
Total (ex. GST)		\$99,956.92

Sub-base reconstruction and 50mm asphalt spread	Rates	Sub-total
Sub-base/m2 (incl. excavate, prep and 100mm ridge gravel)	\$60.00	\$36,900.00
Asphalt 50mm AC14		\$44,280.00
Kerb and gutter replacement/m	\$160.00	\$6,560.00
Line Marking (incl. other fees) - ACT Line Marking	\$2.95	\$1,146.92
Total (ex. GST)		\$88,886.92

Asphalt	Rates	Sub-total
Milling, 100mm compacted AC20 fill, 50mm AC14		\$76,860.00
Kerb and gutter replacement/m	\$160.00	\$6,560.00
Line Marking (incl. other fees) - ACT Line Marking	\$2.95	\$1,146.92
Total (ex. GST)		\$84,566.92

Area (m2)	615
Line marking (m)	117.6
Kerb replacement (m)	41

Other possible additions:

Wheel stops or bollards for the wall and/or fence
Extra linemarking or signage for electric charging station

4.2 HOSKINS STREET PAVEMENT RECONSTRUCTION PROJECT

File Number: REP22/1312
Author: Engineering Works Manager
Authoriser: Engineering Asset Manager
Attachments: Nil

REPORT

At the October 2022 Council meeting a notice of motion was passed for a report to be presented back to Council regarding the Hoskins Street Pavement Reconstruction project.

Council Engineering Works Manager has further liaised with Transport for NSW (TfNSW) on this matter and has been provided the below tentative project timeframes.

Indicative Project Timeframes

- Field survey works have now been completed however the creation of detailed survey model is in progress. This is expected to be completed by 4 November
- Utility investigation is in progress
- Survey data will be provided to the Council for their use.
- Design works are expected to commence in late November and complete by mid December 2022
- G1 and PRS will be issued in mid Dec 2022
- Relocating utilities, if any = Jan-March 2023 (tentative)
- Project Commencement – Stage 1 = April 2023 (tentative - depending on Council's availability)
- Project Completion - Stage 1 = June 2023 (tentative)
- Project Commencement - Stage 2 = Oct 2023 (tentative - depending on Council's availability)
- Project Completion - Stage 2 = Jan 2024 (tentative)

Note - return correspondence sent to TfNSW requesting Stage 2 commence in January 2024 not October 2023 so the project is not being delivered through harvest. Project timeframes are in general subject to possibility of change.

In terms of this project pavement reconstruction is being undertaken only due to failing pavement and has no link to other projects which are in the planning phase such as a roundabout or alternate route. However, it was indicated if Council has approved designs for the roundabout and funds allocated prior to the above dates, Council can construct the roundabout first prior to the reconstruction project.

This pavement reconstruction has been on TfNSW programming for 10+ years as Council's Engineering Managers had pushed the project due to the noticeable decline in pavement condition and strength. Council Managers pushing even harder to have the pavement upgraded due to faster decline in pavement in the past 2 years with the project needing delivery. It can be further indicated if an alternate route was agreed, approved, and funded Hoskins Street would remain a through state road link for lighter vehicles. With the alternate route still in the planning phase this pavement needs reconstruction now to address pavement issues.

Council should consider if funding needs committing in the draft budget for any upgrades in Hoskins Street outside the centre nine (9) metres of the road. Examples of this may be strengthening the pavement shoulders outside Intersales and outside McDonalds both sides of the road where current failures have developed during 2022.

Further consideration for this project should be given for early planning of underground drainage north of Parkes Street intersection to install underground drainage road crossings as part of the reconstruction project so later the road pavement wouldn't need excavating to install these.

As indicated in the project timeframes, Council's Engineering Works Manager had requested that all survey data be provided to Council for our use. This has been agreed to by TfNSW and Council will receive this data likely by mid-December for use in design for other projects along Hoskins Street for Council's assets.

Budget Implications

Nil for Council unless other projects are committed on Council's assets in conjunction with the TfNSW funded project.

COMMITTEE RESOLUTION 121/2022

Moved: Cr Belinda Bushell

Seconded: Cr Max Oliver

That the Committee recommend that Council note the report presented as per information supplied by Transport for NSW on the Hoskins Street Pavement Reconstruction Project and possible project inclusions by Council to be developed, costed and proposed in draft budget for 2023/24.

CARRIED

Report by Alex Dahlenburg

4.3 MURPHY STREET & SHARPE STREET DRAINAGE ISSUES

File Number: REP22/1315
Author: Engineering Works Manager
Authoriser: Engineering Asset Manager
Attachments: 1. Murphy Street Maps
2. Various images
3. Written CRM and images

REPORT

Following rain over recent months multiple concerns have been raised by residents in Sharpe Street relating to issues with drainage. This issue has been raised by residents with Council in the past. Images attached show issues relating to various properties where water is causing issues with house foundations, filling back yards and preventing access to the front of the properties at times. This sees residents needing to drive out of their driveway to the other side of Sharpe Street to pickup people and drive them through the water to the property for access.

This has been an ongoing issue in very wet years and the residents are seeking a solution from Council to address the matter.

This matter will be considered as part of stormwater management planning for the whole of Temora however there are some matters that can be progressed.

1. As per Map 1 attached drainage along the southern side of Murphy Street can be cleaned out across to the fence. This won't stop the issue but will help it.
2. As per Map 1 create a bank between Little Camp Street and Sharpe Street on the Northern side of Murphy Street to try preventing water going down Little Camp Street into the back of properties.
3. At the large box culvert on Murphy Street water struggles to get in the culvert properly and at some point, this culvert should be widened to the southern side. To achieve this as per Map 2 Council should consider starting the process to acquire some land or undertaking a boundary adjustment to allow future works in this area. *(No conversation with the property owner has been undertaken regarding this matter yet)*
4. Consider reconstructing Murphy Street between Little Twynam Street and the large box culvert east of Sharpe Street intersection. Reconstruction of the pavement would allow the height to be lifted by approximately 100mm or so (depends on survey and detailed design) to prevent water crossing the road and making the box culvert structure run at full capacity. As per images attached it can be seen the box culvert is not at full capacity when water is crossing Murphy Street.

There is discussion around a retention dam in this catchment area as part of stormwater management planning which would help but once a dam is full the same issue has chance of occurring in heavier rain events without other works such as item 2 and 3 above as a long-term solution.

Other projects in this area in Council's future plans and draft budget are:

- Nicholson Street upgrade to seal (funded in current financial year in FLR funding)
- Twynam Street Segment 1 (between Murphy and Britannia Sts) kerb and gutter plus road shoulder reconstruction/upgrade
- Camp Street Segment 1 (between Murphy and Britannia Sts) kerb and gutter plus road shoulder reconstruction/upgrade
- Little Twynam Street (between Murphy and Britannia Sts) upgrade to seal
- Little Camp Street (between Murphy and Britannia Sts) upgrade to seal

Budget Implications

Item 1: Routine Maintenance

Item 2: Routine Maintenance

Item 3: \$20,000 (boundary adjustment/minor acquisition, registered plans, legal fees, etc.)

Possibly refer to 2023/24 budget estimates to start progress this item as the process takes considerable time.

Item 4: \$100,000 (Pavement reconstruction and lifting in Murphy Street)

Refer to future budget estimates.

COMMITTEE RESOLUTION 122/2022

Moved: Cr Claire McLaren

Seconded: Cr Anthony Irvine

That the Committee recommend that Council refer the matter to the flood study for advice on the impact of raising the pavement by 100mm.

CARRIED

Report by Alex Dahlenburg

Map 1

Murphy Street

**Key:**

- Table drain to be cleaned under routine maintenance budget
- Possibly create a bank to force water into Sharpe Street
- Proposal to reconstruct Murphy St between Little Twynam Street and the large culvert on Murphy St at the bend.

Map 2

Possible Land acquisition/Boundary adjustment required on Murphy Street



Sharpe Street Images

Water inundating the yard and under the house at 174 Sharpe Street





Water in the back yard of 172 Sharpe Street



Images of Little Camp Street and Inundation of Water in the yard at 170 Sharpe Street



Images of Murphy Street



Culverts running under Murphy Street to the Railway Line



Customer Request Management Enquiry 4038/2022 - Drainage Matters Stormwater

Received Date
19/10/2022 12:23 PM

Determination Details
Undetermined

Reference Id
21109

Contact Method
TELEPHONE

Description
Email from [REDACTED]

ATTENTION: THE GENERAL MANAGER Dear Sir, I am contacting you to make you aware a drainage issue that is impacting our residence in Sharpe Street. During and after rain the gutter at the front of the residence overflows covering the entire front lawn. The gutter flows up to a width up to 4 metres covering most of the road. After rain in August 2022 residents had to drive cars out of their drives to pick students up off the school. The drainage is also having a big impact on the back of the residence. The water flows in under the back gate and floods most of the back section of the property. It covers the lawn and makes it impossible to access the clothesline (unless in gum boots). At times parts of the BBQ area have also gone under water. I have attached links to photos dating from the 30th March until 4th August 2022. As the photos show the drainage issue has a massive impact on both the front and rear sections of our property. I totally understand that the amount of rain we are having is impacting our local drainage systems. However, this problem occurs even with rain during a 'normal' weather. I hope you understand the impact this drainage problem is having on the residents in Sharpe Street and that solutions to this problem are investigated in a timely manner.

[REDACTED]







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

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

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

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

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

There are several signage options to restrict parking:

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

Summary

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

BUDGET IMPLICATIONS

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

Labour and vehicle = \$120

Total Cost Approximately \$340

Cost would be covered under general maintenance.

COMMITTEE RESOLUTION 123/2022

Moved: Cr Rick Firman

Seconded: Cr Claire McLaren

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

AND FURTHER

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

CARRIED

Report by Michael Laxina

Subject: Street parking in the industrial zones

From:

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

To:

CC:

Hi Anthony

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

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

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

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

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

Your comments and advice would be welcome?





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

Thanks Anthony

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

On reflection I see there are two distinct issues.

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

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

Cheers

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

www.mosesandson.com.au



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Map 1: Mallee Street and Proposed No Parking Zone



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



Road sign showing 'No Stopping'



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



Restricted parking signs



You must not park between a 'Clearway' sign



'End clearway' sign

4.5 HUMAN FAECES ISSUES - INDUSTRIAL ESTATE

File Number: REP22/1325
Author: Engineering Trainee
Authoriser: Engineering Asset Manager
Attachments: Nil

REPORT

Council have received a written complaint from a resident and verbal complaints from Schultz Automotive and Hanson Australia – Temora site regarding human faeces with toilet paper being regularly seen in the kerb and/or on the nature strip along Ironbark Street and Industrial Avenue.

The issue seems to be attributed to a lack of toilet facilities accessible to heavy vehicle drivers around this area. Trucks are often parked in these areas as a rest stop or for maintenance/decoupling as they travel along the Burley Griffin Way route. Lately, the heavy rain has helped in washing away any faeces in the kerb and gutter, but future solutions, not relying on this, should be sought to prevent these events occurring.

Written complaint to council:

advised that in Ironbark St that where trucks are stopping in this location that Human Excrement (Faeces) is regularly seen in the kerb and Gutter as she rides her bike along those streets. Lately with many rain events that has helped wash away this waste however she wished to raise the matter as it is quite untidy and unpleasant. Can council consider investigating and look at an alternative to improve this matter.

Cr Max Oliver left the meeting at 3:00 pm.

COMMITTEE RESOLUTION 124/2022

Moved: Cr Jason Goode
Seconded: Cr Anthony Irvine

That the Committee recommend to Council to explore options including private enterprise and Transport for provision of public toilets at the Victoria Street Information Bay.

CARRIED

Report by Michael Laxina

4.6 CAMP STREET KERB RENEWAL

File Number: REP22/1384
Author: Engineering Asset Manager
Authoriser: Engineering Asset Manager
Attachments: Nil

REPORT

Council has allocated \$160,000 for Camp Street Kerb and Gutter Removal and Replacement under the Local Roads and Community Infrastructure Program Round 3.

Council staff are currently in the process of scoping and designing the kerb replacement works ready for construction in early 2023. Within the design process, it has become apparent the proximity of street trees to the kerb in the southern section of Camp Street is an issue both in relation to kerb construction and longevity post construction.

I am seeking Council consider the following:

- Removal and replacement of 9 existing trees (3 mature), with replanting of a consistent species a minimum of 1.2m from back of kerb. This allows the kerb line to remain consistent with the adjacent Camp Street blocks.
- Retain the trees and offset the kerb 1.2m east. This would provide approximately 6.4m to the existing Camp St centreline, with Camp Street retaining a width similar to the adjacent Twynam Street, but significantly less than adjacent Camp Street blocks.



**Budget Implications**

N/A

COMMITTEE RESOLUTION 125/2022

Moved: Cr Anthony Irvine

Seconded: Cr Rick Firman

That the Committee recommend to Council to remove the trees and proceed with the project maintaining road alignment.

CARRIED

Report by Rob Fisher

4.7 PROPOSED SERVICE STATION MURAL

File Number: REP22/1338
Author: Town Planner
Authoriser: Director of Environmental Services
Attachments: Nil

REPORT

At the October Council Meeting, Councillors considered a report regarding the proposed service station mural. At this meeting it was resolved that Council support the concept in principle, provided it meets heritage guidelines.

AND FURTHER

That the proposal is referred to the Heritage Committee.

The item was subsequently considered by the Heritage Committee at their meeting held on Thursday 27 October 2022. At this meeting the Committee recommended that:

The Committee:

1. Agrees with the principle of wall refurbishment,
2. Agree with the principle of a framed artwork, with a border to the image,
3. Prefer that the image is not painted directly onto the wall and suggest the style of a framed hoarding,
4. The subject of the image should relate to the site and its vicinity. Suggested subjects are Empire Hotel, Suttons Motors or Shell Oil for example, and
5. Heritage assistance may be available to contribute to the delivery of the project, in accordance with the adopted policy of the Heritage Committee

COMMITTEE RESOLUTION 126/2022

Moved: Cr Jason Goode

Seconded: Cr Rick Firman

That the Committee recommend to Council to write to the property owner to ascertain whether the property owner is open to the proposal in the event that grant funding was available.

CARRIED

COMMITTEE RESOLUTION 127/2022

Moved: Cr Rick Firman

Seconded: Cr Nigel Judd

That the Heritage Advisor be engaged to advise on other potentially suitable properties for public art.

CARRIED

Report by Claire Golder

1. CR JUDD

Attended the flood study presentation at Aria Park on Thursday 10 November. Need more Councillors involved when they meet again.

2. TOWN PLANNER

Advised that Places to Play grant funding applications opened today. Council will submit an application for Bradley Park.

Applying for funding to assist with the installation of pedestrian bridge at Lake Centenary through Places to Swim.

Cr Jason Goode left the meeting at 3:47 pm.

5 CONFIDENTIAL REPORTS**COMMITTEE RESOLUTION 128/2022**

Moved: Cr Rick Firman

Seconded: Cr Anthony Irvine

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 3:48pm:

5.1 Replacement 3 axle dog trailer

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

5.2 Review of Street Banner & Street Stall Van

This matter is considered to be confidential under Section 10A(2) - f of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property.

5.3 Temora Airfield Tourist Park

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.

5.4 Hoskins Street - Proposed Upgrade

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.

5.5 Temora Town Tennis Courts - Lighting Quote

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.

5.6 Proposed lighting upgrades - Bob Aldridge Park and Temora West Sportsground

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.

CARRIED

COMMITTEE RESOLUTION 129/2022

Moved: Cr Rick Firman

Seconded: Cr Claire McLaren

It was resolved that Council adopts the motions from the closed committee of Council.

CARRIED

6 CLOSE MEETING

The Meeting closed at 5:04pm.

This is the minutes of the Assets & Operations Committee meeting held on Tuesday 15 November 2022.

.....

GENERAL MANAGER

.....

CHAIRMAN

**6.2 MINUTES OF THE ECONOMIC DEVELOPMENT AND VISITATIONS COMMITTEE MEETING
HELD ON 15 NOVEMBER 2022**

File Number: REP22/1421

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Minutes of the Economic Development and Visitations Committee
Meeting held on 15 November 2022

RESOLUTION 190/2022

Moved: Cr Claire McLaren

Seconded: Cr Belinda Bushell

It was resolved that the reports be received.

CARRIED

RESOLUTION 191/2022

Moved: Cr Nigel Judd

Seconded: Cr Lindy Reinhold

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

CARRIED



Date: Tuesday, 15 November 2022
Time: 5:07pm
Location: 105 Loftus Street
TEMORA NSW 2666

MINUTES

Economic Development and Visitations Committee Meeting

15 November 2022

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3	Disclosures of Interest	3
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6	Close Meeting	6

**MINUTES OF TEMORA SHIRE COUNCIL
ECONOMIC DEVELOPMENT AND VISITATIONS COMMITTEE MEETING
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666
ON TUESDAY, 15 NOVEMBER 2022 AT 5:07PM**

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

5:07pm

2 APOLOGIES

COMMITTEE RESOLUTION 80/2022

Moved: Cr Nigel Judd

Seconded: Cr Graham Sinclair

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

CARRIED

3 DISCLOSURES OF INTEREST

Councillor/Officer	Item	Nature of Interest	How Managed
NIL			

4 REPORTS

4.1 GROWING LOCAL ECONOMIES FUNDING

File Number: REP22/1405
Author: Economic Development Manager
Authoriser: Director of Administration & Finance
Attachments: Nil

REPORT

The purpose of this report is to advise Council that the funding condition for the \$10.1M Restart NSW Growing Local Economies (GLE) grant for the implementation of the Airport Master Plan Project is not able to be met. As the condition cannot be met, the grant is unable to proceed.

The project involved the development of a 40-lot subdivision on the Temora Airport Airpark Estate as well as the construction of a commercial pilot training academy with a capacity of 200 students.

There are several factors that led to this outcome. Primarily, funding was awarded subject to the condition that Council secures a commercial partner to establish the pilot training academy and co-contribute to the cost of the project. Unfortunately, the commercial partner and co-contribution was unable to be secured, due, in part, to the impact of the pandemic on the aviation and education industries and the inability of the commercial operator to secure the co-contribution from other funding programs.

Since the funding was officially announced in November 2020 Council officers have worked with representatives from the Department of Regional NSW to explore a range of options for progressing the project in accordance with the Growing Local Economies fund guidelines, when it became evident that the funding condition could not be met.

The Member for Cootamundra has also been very proactive in supporting the project and advocating on behalf of Council.

Despite these challenges, Council officers are continuing to explore opportunities to implement the Airport Master Plan and the outlook is optimistic for the development of the Airpark subdivision to proceed. These options will be presented to Council in a future report.

COMMITTEE RESOLUTION 81/2022

Moved: Cr Belinda Bushell
Seconded: Cr Rick Firman

That the Committee resolved to recommend to Council to write to the Department of Regional NSW to advise that the funding condition for the Restart NSW Growing Local Economies grant of \$10.1m for the implementation of the Airport Master Plan Project cannot be met.

CARRIED

Report by Craig Sinclair

5 CONFIDENTIAL REPORTS

COMMITTEE RESOLUTION 82/2022

Moved: Cr Nigel Judd

Seconded: Cr Graham Sinclair

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993 at 5:13pm:

5.1 Economic & Community Development Update

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 83/2022

Moved: Cr Graham Sinclair

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 5:28pm.

This is the minutes of the Economic Development and Visitations Committee meeting held on Tuesday 15 November 2022.

.....
GENERAL MANAGER

.....
CHAIRMAN

7 DISCLOSURES OF INTEREST

Councillor/Officer	Item	Nature of Interest	How Managed
Cr Claire McLaren	REP22/1374	Pecuniary	Stayed in the meeting
Cr Claire McLaren	REP22/1403	Non-Pecuniary	Left the meeting
Cr Belinda Bushell	REP22/1425	Pecuniary	Left the meeting
Cr Rick Firman	REP22/1306	Pecuniary	Left the meeting
Cr Rick Firman	REP22/1425	Pecuniary	Left the meeting
Cr Nigel Judd	REP22/1443	Non-Pecuniary	Stayed in the meeting
Cr Jason Goode	REP22/1425	Non-Pecuniary	Stayed in the meeting
Kris Dunstan	REP22/1425	Non-Pecuniary	Stayed in the meeting
Cr Lindy Reinhold	REP22/1366	Non-Pecuniary	Left the meeting

8 DELEGATES REPORTS**1 CR OLIVER**

Attended Springdale Progress Associate Meeting last Sunday night. Issues with septic system, brought about by wet weather and extra traffic through the area.

Springdale Progress Association complimented Council saying that Temora Shire's roads are in better shape than other Council areas.

Attended the Rural Museum meeting last Wednesday night – everything going well in readiness for their 50 year anniversary.

2 CR SINCLAIR

Australia Day – Papers have been distributed for Citizen, Junior Citizen and Event of the Year award nominations. Councillors should have a look at these and vote accordingly.

Attended Annual LGNSW Conference on 24 October. Overall it was a reasonable conference.

3 CR REINHOLD

Attended the Arts Centre Committee Meeting – Complimented Denise Clements, Art Centre Manager.

Council staff informed the committee of the upcoming Drench festival. One month of culture

which will hopefully become an annual event.

TBEG Christmas Fair on Friday 9th December.

T-Raffles coming up and to be drawn at fair. "Why Leave Town" Gift Vouchers are also available

4 CR FIRMAN

At Country Mayors – Scholarship available for trainee or apprentice of the Council who wins the AR Bluett Award. The subcommittee will review the protocols around that .

Governor of NSW, Her Excellency Margaret Beazley, will be meeting with Councillors and senior staff next Friday 2nd December at 3pm followed by Civic Reception at 6pm.

Oran Park Anglican College Students currently visiting Temora to help Temora Shire Community Groups, Senior Citizens, Churches Etc. Their spirit of generosity is overwhelming.

5 CR MCLAREN

Attended the Rotary function where TADVAC hosted them at the Arts Centre. During that evening the General Manager hosted the UA3 meeting which was a great success.

Great to attend the grants commission visit last week.

9 MAYORAL REPORT**9.1 MAYORS REPORT - OCTOBER 2022**

File Number: REP22/1337
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

REPORT

1st October – I had a meeting with the Federal Member for Riverina, the Hon Michael McCormack MP.

3rd October – I attended Council Chambers.

- I had teleconferences with the Federal Member for Riverina, the Hon Michael McCormack MP and NSW Member for Cootamundra, the Hon Steph Cooke MP.
- I had a meeting with the Mayor of Cootamundra-Gundagai Regional Council, Mayor Charlie Sheahan.

4th October – I flew to Sydney for meetings.

5th October - I attended my first ‘face-to-face’ meeting of the NSW Regional Health Ministerial Advisory Panel. It was a real honour to be present with 14 of my fellow Panel Members to consider ways we can enhance health service delivery in rural and regional NSW. It was terrific to have the Regional Health Minister, the Hon Bronnie Taylor MLC with us for most of the session.

6th October – Councillors, Senior Staff and I hosted a Mayoral Reception in honour of former Prime Minister, the Hon Tony Abbott AC and his fellow Pollie Pedallers. They were raising funds for Soldier On Charity. Thank you to those community groups who also attended the special occasion.

7th October – I had meetings with Mayors of Singleton, Bega Valley,

8th October – I was invited to extend an Official Welcome to the Bikers Charity Event. With some 70 plus riders converging here from all over the Riverina region, they raised funds for Temora’s CANASSIST. Congratulations are extended to Organisers, Mr Glen Hart, former Citizen of the Year, Ms Monkerud and their small band of helpers.

- The Deputy Mayor (Cr Sinclair) officially opened the Temora Shire Arts Show.

9th October – My mother (Mrs Beth Firman) and I were invited to attend the ‘Pink Breakfast’, held at the Arianah Park Bowling Club. My warm congratulations to Mrs Toots Noack, Mrs Sue Weise, Mrs Kath Arnold and all their helpers on raising crucial funds for Temora’s CANASSIST Branch.

10th October – I attended Council Chambers.

- I chaired a meeting of the Cootamundra State Electorate Council meeting. Temora’s Mrs Jan Wright is the Secretary and I’m the Chairman.
- I had a meeting with the Chairman of NSW Country Mayors Association, Mayor Ken Keith OAM.
- I had a meeting with LGNSW President, Cr Darriea Turley AM.

11th October – Councillors, Senior Staff and I attended policy workshops & Council Committee Day.

- The Deputy Mayor (Cr Sinclair), Cr Nigel Judd OAM, Cr Claire McLaren, Cr Anthony Irvine and the General Manager (Mr Lavelle) and I represented Council on a tour of the newly renovated Railway Hotel. Council warmly thanks Mine Host, Mr Peter Ward for his kind invitation.

12th October – I chaired a meeting of the Temora & District Sports Council (TDSC) Executive, with General Manager (Mr Lavelle) also in attendance.

- I chaired a meeting of St Paul's Anglican Church Parish Council.

13th October – I conducted an interview with Seven News Wagga re: condition of roads after rain events.

- I attended Council offices.
- I had a meeting with Mayor of Coolamon Shire, Mayor David McCann OAM.
- I had a meeting with Chief Executive Officer, Mrs Julie Briggs.

14th October – I chaired a meeting with Temora & District Cricket Association and the Temora Australian Football Club. General Manager (Mr Lavelle) was also in attendance.

- I chaired a Workshop of REROC Mayors and General Managers, held in Wagga – re: One Regional Organisation. The Deputy Mayor (Cr Sinclair) and the General Manager (Mr Lavelle) also attended.
- I had a meeting with NSW Member for Cootamundra, the Hon Steph Cooke MP.

15th – 16th October – Congratulations to Cr Nigel Judd OAM and his Committee for hosting a terrific Mary Gilmore Music Festival. All reports I've received have been positive.

17th October – I attended Council Chambers.

- I had a meeting with Federal Member for Riverina, the Hon Michael McCormack MP.
- I chaired a meeting of the Temora Local Health Advisory Council (LHAC).
- I attended a briefing of the next steps re: new Temora & District Hospital. I had Pastor Patricia Morris (Secretary – Temora LHAC) and Mrs Wendy Skidmore (Manager - Temora & District Hospital).
- I had a teleconference with State MP, the Hon Steph Cooke.

18th October – I attended a meeting of the Temora Shire Australia Day Council. Deputy Mayor (Cr Sinclair) is the Chairman, Cr Max Oliver is Treasurer, Mrs Beth Firman is the long-serving Secretary and I am the Deputy Chairman. Nominations for the various awards close 28th October.

- I had an interview with the Temora Independent re: Temora & District Education Fund Grant applications. They close on 31st October.

19th October – I chaired the Delegates meeting of the Temora Sports Council. We've resolved to have bi-monthly Delegates meetings from 2023.

20th October – I attended a briefing session with Architects at Temora & District Hospital re: new Hospital.

- Councillors, Senior Staff and I attended monthly Temora Shire Council meeting. We also had a briefing session on the next phase of Temora & District Hospital.

21st October – I chaired a REROc Workshop on Rate Peg review which IPART (Independent Regulatory and Pricing Tribunal), held in Wagga.

- I chaired a meeting of the REROc Executive.
- I had a meeting with the LGNSW Chief Executive, Mr Scott Phillips.

22nd October – My mother (Mrs Beth Firman) and I attended the Temora CANASSIST Expo. Well done to President, Mrs Lynn Hegarty and her hardworking Executive and Members.

- I had a teleconference with Federal Member for Riverina, the Hon Michael McCormack MP.
- My mother and I were honoured to have attended the Graduation ceremony of the 'Take the Lead' Youth Leadership Programme. Well done to Mrs Sheree Elwin (Youth Officer) and her team, including mentors, for their efforts. Congratulations to each of the six young graduates on a fine achievement.
- I had a teleconference with the Chairman of the NSW Regional Health Ministerial Advisory Panel, Mr Richard Colbran.
- I had an interview with the Wagga Daily Advertiser re: flooding issues.

24th October – I had an interview with Seven News Riverina re: flooding damage to road network.

- Cr Max Oliver and I attended a meeting of the Temora West Public School Council.
- The Deputy Mayor (Cr Sinclair), Cr Judd and General Manager (Mr Lavelle) represented Temora Shire at the annual LGNSW Conference held in the Hunter Valley. This is the first conference I've missed since being on Council (18 years). I thank the Council delegation for representing Temora Shire very well indeed, from all reports.

26th October – I was at Council offices.

- I had a meeting with the Chairman of NSW Regional Health Ministerial Advisory Panel, Mr Richard Colbran PhD.
- I had an interview with Mr Mark Ribbons of TEM-FM re: Citizen of the Year nominations and TDEF Grant applications.
- I had a teleconference with Chairman of NSW Country Mayors Association, Mayor Ken Keith OAM.

27th October – I attended a meeting of the NSW Country Mayors Association Executive. I'm pleased to have been appointed as Chairman of a Scholarship Sub-Committee.

- I chaired the annual general meeting of the Temora & District Education Fund. Congratulations to Deputy Mayor, Cr Sinclair on being re-appointed Deputy President and I was re-elected as President. Thank you to our re-elected and newly elected Board Members.
- I had a teleconference with Federal Member for Riverina, the Hon Michael McCormack MP.
- I had teleconferences with the Mayors of Murrumbidgee, Orange City and Gunnedah.
- I had a teleconference with Captain Greg Matthews AFSM.

28th October – Captain Greg Matthews AFSM had his last official day as Temora Fire Brigade leader. Cr Nigel Judd OAM represented Council and the Shire community at a farewell morning tea. I was unable to attend, however we will always remain grateful to Captain Matthew's outstanding 45 years of service to helping others.

- The Deputy Mayor (Cr Sinclair), Acting General Manager (Mrs Smith) and I attended the REROC Annual General Meeting. I was deeply honoured to have been re-elected as Chairman of the REROC Board. I congratulate the Executive team, Board and Chief Executive, Mrs Briggs for giving 100% to strengthening our Riverina communities.
- I had a teleconference with LGNSW President, Cr Darriea Turley AM.
- I had a teleconference with Federal Member for Riverina, the Hon Michael McCormack MP.

29th October – I had a teleconference with NSW Member for Cootamundra, the Hon Steph Cooke MP.

31st October – I chaired a meeting of the Cootamundra State Electorate Council (CSEC).

- I spoke to several Mayors via telephone, re: NSW Country Mayors Association matters.

RESOLUTION 192/2022

Moved: Cr Claire McLaren

Seconded: Cr Max Oliver

It was resolved that the Mayors report for October 2022 is noted.

CARRIED

Report by Mayor Rick Firman

10 STAFF REPORTS

RESOLUTION 193/2022

Moved: Cr Jason Goode

Seconded: Cr Graham Sinclair

It was resolved that Council receive Staff reports.

CARRIED

11 GENERAL MANAGER**11.1 CALENDAR OF EVENTS - NOVEMBER 2022**

File Number: REP22/1328
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

REPORT**NOVEMBER 2022**

15 Committee Meetings
15 Workshop
17 NSW JO Chairs Forum - Sydney
24 Council Meeting

DECEMBER 2022

2 Visit by Governor The Hon Margaret Beazley (Tentative)
6 Committee Meetings
8 Mayors Christmas Reception – Long Serving Hospital Staff
9 REROC & JO Meetings - Wagga
15 Council Meeting
16 Council Staff Christmas Party – 12:30pm – Bowling Club
17 Swimming Pool Refurbishment Opening – 12 noon
19 Runway Upgrade Official Opening

JANUARY 2023

19 Council Meeting
26 Australia Day – Gloucester Park
26 Australia Day Breakfast – Davey Park, Aria Park

RESOLUTION 194/2022

Moved: Cr Jason Goode
Seconded: Cr Lindy Reinhold

It was resolved that the Calendar of Events be noted.

CARRIED

11.2 SEALS - NOVEMBER 2022

File Number: REP22/1374
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

REPORT

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

- Deed of Compensation by Mutual Agreement – TSC & McLaren
- Deed of Compensation by Mutual Agreement – NSW Breeders Owners & Trainers Association Ltd
- Temora Agricultural Innovation Centre Workshed 3 – Licence Agreement
- Contract – Temora Security Services
- Temora Airfield Tourist Park – Lease
- Fulton Hogan – Bitumen Emulsion Tender

Cr Claire McLaren declared a Pecuniary interest due to her husband being a party to an Agreement.

RESOLUTION 195/2022

Moved: Cr Jason Goode
Seconded: Cr Graham Sinclair

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

CARRIED

11.3 CODE OF MEETING PRACTICE - DRAFT**File Number:** REP22/1326**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Code of Meeting Practice [↓](#) **REPORT**

The Code of Meeting Practice has been on public exhibition for 28 days.

Thirteen submissions were received and provided under separate cover for your information.

RESOLUTION 196/2022

Moved: Cr Graham Sinclair

Seconded: Cr Anthony Irvine

It was resolved that the Draft Code of Meeting Practice is adopted.

CARRIED

Report by Gary Lavelle

Cr Max Oliver voted against

Function: Governance

Temora Shire Council

Policy Number: G2

TEMORA SHIRE COUNCIL



TEMORA
The Friendly Shire

Code of Meeting Practice

DRAFT

Revision Number: 1
File Name: Code of Meeting Practice

Revision Date: October 2022
Page Number: 1

Function: Governance

Temora Shire Council

Policy Number: G2

Review Details

ABOUT THIS RELEASE

DOCUMENT NAME: Code of Meeting Practice
CODE NUMBER: G2
AUTHOR: Temora Shire Council
ENDORSEMENT DATE:

REVIEW

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement
October 2022	New Policy – Model Code	1		

PLANNED REVIEW

Planned Review Date	Revision Description		Review by

Revision Number: 1
 File Name: Code of Meeting Practice

Revision Date: October 2022
 Page Number: 2

*Function: Governance**Temora Shire Council**Policy Number: G2*

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Revision Number: 1
File Name: Code of Meeting Practice

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*Function: Governance**Temora Shire Council**Policy Number: G2*

1 INTRODUCTION

This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is prescribed under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).

The Model Meeting Code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

Revision Number: 1
File Name: Code of Meeting Practice

Revision Date: October 2022
Page Number: 4

*Function: Governance**Temora Shire Council**Policy Number: G2*

2 MEETING PRINCIPLES

2.1 Council and committee meetings should be:

Transparent: Decisions are made in a way that is open and accountable.

Informed: Decisions are made based on relevant, quality information.

Inclusive: Decisions respect the diverse needs and interests of the local community.

Principled: Decisions are informed by the principles prescribed under Chapter 3 of the Act.

Trusted: The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.

Respectful: Councillors, staff and meeting attendees treat each other with respect.

Effective: Meetings are well organised, effectively run and skilfully chaired.

Orderly: Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

Revision Number: 1
File Name: Code of Meeting Practice

Revision Date: October 2022
Page Number: 5

*Function: Governance**Temora Shire Council**Policy Number: G2*

3 BEFORE THE MEETING

Timing of ordinary council meetings

- 3.1 Ordinary meetings of the council will be held on the following occasions:
Held at 4.00pm on the third Thursday of each month at Temora Shire Council Chambers, (check adjusted times). In the event that the business of Council is, as determined by the Mayor, unable to be reasonably dealt with for completion at a reasonable time due to the amount of business, the meeting may commence at an earlier time. Council may in exceptional circumstances by resolution of Council change the date of the Council meeting. Notice of such change will be given in accordance with 3.4.
- 3.2 Not applicable.

Extraordinary meetings

- 3.3 If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.(S366)

Notice to the public of council meetings

- 3.4 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.
- 3.5 For the purposes of clause 3.4, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council's website and published in the Temora Independent.
- 3.6 For the purposes of clause 3.4, notice of more than one (1) meeting may be given in the same notice.

Notice to councillors of ordinary council meetings

- 3.7 The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.(S367(1))

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- 3.8 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, but only if all councillors have facilities to access the notice, agenda and business papers in that form. (S367(3))

Notice to councillors of extraordinary meetings

- 3.9 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency. (S367(2))

Giving notice of business to be considered at council meetings

- 3.10 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted 5 business days before the meeting is to be held.
- 3.11 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.
- 3.12 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.
- 3.13 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:
- (a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or
 - (b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted,

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defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.

Questions with notice

- 3.14 A councillor may, by way of a notice submitted under clause 3.10, ask a question for response by the general manager about the performance or operations of the council.
- 3.15 A councillor is not permitted to ask a question with notice under clause 3.14 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.
- 3.16 The general manager or their nominee may respond to a question with notice submitted under clause 3.14 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.

Agenda and business papers for ordinary meetings

- 3.17 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.
- 3.18 The general manager must ensure that the agenda for an ordinary meeting of the council states:
- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
 - (b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
 - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
 - (d) any business of which due notice has been given under clause 3.10.
- 3.19 Nothing in clause 3.18 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.6.
- 3.20 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.

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- 3.21 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:
- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
 - (b) states the grounds under section 10A(2) of the Act relevant to the item of business.
- 3.22 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

Statement of ethical obligations

- 3.23 Not applicable.

Availability of the agenda and business papers to the public

- 3.24 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council. (Sect 9 (2) and (4))
- 3.25 Clause 3.24 does not apply to the business papers for items of business that the general manager has identified under clause 3.21 as being likely to be considered when the meeting is closed to the public. (Section 9 (2A) (b))
- 3.26 For the purposes of clause 3.24, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors. (Sect 9 (3))
- 3.27 A copy of an agenda, or of an associated business paper made available under clause 3.24, may in addition be given or made available in electronic form. (Sect 9 (5))

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*Function: Governance**Temora Shire Council**Policy Number: G2*Agenda and business papers for extraordinary meetings

- 3.28 The general manager must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.
- 3.29 Despite clause 3.28, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:
- (a) a motion is passed to have the business considered at the meeting, and
 - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 3.30 A motion moved under clause 3.29(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.
- 3.31 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.29(a) can speak to the motion before it is put.
- 3.32 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.29(b) on whether a matter is of great urgency.

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4 PUBLIC FORUMS

- 4.1 The council may hold a public forum, as required, 30 minutes prior to each ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary council meetings and meetings of committees of the council.
- 4.2 Public forums may be held by audio-visual link in exceptional circumstances
- 4.3 Public forums are to be chaired by the mayor or their nominee.
- 4.4 To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by 24 hours before the date on which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item. Councillors will be advised by email or text message 24 hours prior to the meeting of a public forum.
- 4.5 Not applicable.
- 4.6 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.
- 4.7 The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 4.8 No more than **one** speaker are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.
- 4.9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public forum.

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- 4.10 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.
- 4.11 Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no more than 24 hours before the public forum. The general manager or their delegate may refuse to allow such material to be presented.
- 4.12 The general manager or their delegate is to determine the order of speakers at the public forum.
- 4.13 Each speaker will be allowed five (5) minutes to address the council, with an extension of five (5) minutes available at the discretion of the Mayor. This time is to be strictly enforced by the chairperson.
- 4.14 Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.
- 4.15 A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.
- 4.16 Speakers are under no obligation to answer a question put under clause 4.15. Answers by the speaker, to each question are to be limited to one minute.
- 4.17 Speakers at public forums cannot ask questions of the council, or council staff unless permitted by the Mayor/Chairperson.
- 4.18 The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to **one** minute in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.
- 4.19 Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may

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recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.

- 4.20 When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies, and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.
- 4.21 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.20, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.
- 4.22 Clause 4.21 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.
- 4.23 Where a speaker engages in conduct of the type referred to in clause 4.20, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.
- 4.24 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.

Note: Public forums should not be held as part of a council or committee meeting. Council or committee meetings should be reserved for decision-making by the council or committee of council. Where a public forum is held as part of a council or committee meeting, it must be conducted in accordance with the other requirements of this code relating to the conduct of council and committee meetings.

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*Function: Governance**Temora Shire Council**Policy Number: G2***Public Presentations**

- 4.25 If required, Council may provide time at the beginning of the meeting to receive a presentation from an individual or organisation or to make a presentation on behalf of the community to an individual or organisation.
- 4.26 Presentations are to be chaired by the Chairperson of the meeting
- 4.27 Presentations must be prearranged and approved by the Mayor
- 4.28 Items discussed at the Public Presentation shall not be under consideration at the meeting
- 4.29 Each presentation will be limited to ten (10) minutes unless extended by the Chairperson
- 4.30 To enable a presentation to occur, the Chairperson will set aside Standing Orders

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5 COMING TOGETHER

Attendance by councillors at meetings

- 5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.
- 5.2 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting, unless permitted to attend the meeting by audio-visual link under this code.
- 5.3 Not applicable.
- 5.4 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings. This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However, the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.
- 5.5 A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.
- 5.6 The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.
- 5.7 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA. (Sect 234 (1) (d))
- 5.8 A councillor who intends to attend a meeting of the council despite having been granted a leave of absence should, if practicable, give the general manager at least two (2) days' notice of their intention to attend.

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*Function: Governance**Temora Shire Council**Policy Number: G2*The quorum for a meeting

- 5.9 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office. (Sect 368 (1))
- 5.10 Clause 5.9 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council. (Sect 362 (2))
- 5.11 A meeting of the council must be adjourned if a quorum is not present:
- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
 - (b) within half an hour after the time designated for the holding of the meeting, or
 - (c) at any time during the meeting.
- 5.12 In either case, the meeting must be adjourned to a time, date, and place fixed:
- (a) by the chairperson, or
 - (b) in the chairperson's absence, by the majority of the councillors present, or
 - (c) failing that, by the general manager.
- 5.13 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.
- 5.14 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or a public health emergency, the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.
- 5.15 Where a meeting is cancelled under clause 5.14, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called under clause 3.3.

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*Function: Governance**Temora Shire Council**Policy Number: G2*Meetings held by audio-visual link

- 5.16 A meeting of the council or a committee of the council may be held by audio-visual link where the mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of councillors and staff at risk. The mayor must make a determination under this clause in consultation with the general manager and, as far as is practicable, with each councillor.
- 5.17 Where the mayor determines under clause 5.16 that a meeting is to be held by audio-visual link, the general manager must:
- (a) give written notice to all councillors that the meeting is to be held by audio-visual link, and
 - (b) take all reasonable steps to ensure that all councillors can participate in the meeting by audio-visual link, and
 - (c) cause a notice to be published on the council's website and in such other manner the general manager is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.
- 5.18 This code applies to a meeting held by audio-visual link under clause 5.16 in the same way it would if the meeting was held in person.

Attendance by councillors at meetings by audio-visual link

- 5.19 Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee.
- 5.20 A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing to the general manager prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.
- 5.21 Councillors may request approval to attend more than one meeting by audio-visual link. Where a councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.20.
- 5.22 The council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a councillor to attend a meeting by audio-visual link.
- 5.23 A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the council or committee determines whether to approve

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their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.

- 5.24 A decision whether to approve a request by a councillor to attend a meeting of the council or a committee of the council by audio-visual link must be made by a resolution of the council or the committee concerned. The resolution must state:
- (a) the meetings the resolution applies to, and
 - (b) the reason why the councillor is being permitted to attend the meetings by audio-visual link where it is on grounds other than illness, disability, or caring responsibilities.
- 5.25 If the council or committee refuses a councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.
- 5.26 A decision whether to approve a councillor's request to attend a meeting by audio-visual link is at the council's or the relevant committee's discretion. The council and committees of the council must act reasonably when considering requests by councillors to attend meetings by audio-visual link. However, the council and committees of the council are under no obligation to approve a councillor's request to attend a meeting by audio-visual link where the technical capacity does not exist to allow the councillor to attend the meeting by these means.
- 5.27 The council and committees of the council may refuse a councillor's request to attend a meeting by audio-visual link where the council or committee is satisfied that the councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the council or a committee of the council by audio-visual link.
- 5.28 This code applies to a councillor attending a meeting by audio-visual link in the same way it would if the councillor was attending the meeting in person. Where a councillor is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.
- 5.29 A councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this code.
- 5.30 A councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.

Entitlement of the public to attend council meetings

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- 5.31 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.
- 5.32 Clause 5.31 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.
- 5.33 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:
- (a) by a resolution of the meeting, or
 - (b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

Webcasting of meetings

- 5.34 Each meeting of the council or a committee of the council is to be recorded by means of an audio or audio-visual device.
- 5.35 At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:
- (a) the meeting is being recorded and made publicly available on the council's website, and
 - (b) persons attending the meeting should refrain from making any defamatory statements.
- 5.36 The recording of a meeting is to be made publicly available on the council's website:
- (a) at the same time as the meeting is taking place, or
 - (b) as soon as practicable after the meeting.
- 5.37 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting.
- 5.38 Clauses 5.36 and 5.37 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.
- 5.39 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

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*Function: Governance**Temora Shire Council**Policy Number: G2*Attendance of the general manager and other staff at meetings

- 5.40 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors. (Sect 376 (1))
- 5.41 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote. (Sect 376 (2))
- 5.42 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager. (Sect 376 (3))
- 5.43 The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the general manager.
- 5.44 The general manager and other council staff may attend meetings of the council and committees of the council by audio-visual-link. Attendance by council staff at meetings by audio-visual link (other than as members of the public) shall be with the approval of the general manager.

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6 THE CHAIRPERSON

The chairperson at meetings

- 6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.
- 6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

Election of the chairperson in the absence of the mayor and deputy mayor

- 6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.
- 6.4 The election of a chairperson must be conducted:
- (a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
 - (b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.
- 6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.
- 6.6 For the purposes of clause 6.5, the person conducting the election must:
- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
 - (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.
- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.
- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

- 6.9 When the chairperson rises or speaks during a meeting of the council:

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- (a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
- (b) every councillor present must be silent to enable the chairperson to be heard without interruption.

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7 MODES OF ADDRESS

- 7.1 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.
- 7.2 Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.
- 7.3 A councillor is to be addressed as 'Councillor [surname]'.
- 7.4 A council officer is to be addressed by their official designation or as Mr/Ms [surname].

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8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

- 8.1 Not applicable.
- 8.2 The general order of business for an ordinary meeting of the council shall be:
1. Declare the Meeting Open
 2. Acknowledgement of Country
 3. Prayer
 4. Apologies and applications for a leave of absence or attendance by audio-visual link by councillors
 5. Declaration of Interests
 6. Public Presentations (if any)
 7. Confirmation of Minutes of Previous Meeting
 8. Mayoral Minute (if any)
 9. Committee Reports
 10. Call for Delegates Reports
 10. Staff Reports
 12. Correspondence
 13. Motion to Receive Information Paper
 14. Business with Notice
 15. Urgent Business Without Notice
 16. Closed Committee for Confidential Reports
 17. Motion to move out of Closed Committee
 18. Advise the Open Council of resolutions passed in the Confidential Meeting
 19. Close Meeting
- 8.3 The order of business as fixed under clause 8.2 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.
- 8.4 Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 8.3 may speak to the motion before it is put.

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9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

Business that can be dealt with at a council meeting

- 9.1 The council must not consider business at a meeting of the council:
- (a) unless a councillor has given notice of the business, as required by clause 3.10, and
 - (b) unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
- (a) is already before, or directly relates to, a matter that is already before the council, or
 - (b) is the election of a chairperson to preside at the meeting, or
 - (c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or
 - (d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:
- (a) a motion is passed to have the business considered at the meeting, and
 - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.
- 9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

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- 9.6 Subject to clause 9.9, if the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the council, or of which the council has official knowledge.
- 9.7 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.
- 9.8 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.
- 9.9 A mayoral minute must not be used to put without notice matters that are routine and not urgent or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.10 Where a mayoral minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the mayoral minute does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the recommendation if adopted.

Staff reports

- 9.11 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

Reports of committees of council

- 9.12 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.
- 9.13 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

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- 9.14 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.14.
- 9.15 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.
- 9.16 A councillor may, through the general manager, put a question to a council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.
- 9.17 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.
- 9.18 Councillors must put questions directly, succinctly, respectfully and without argument.
- 9.19 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

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10 RULES OF DEBATE

Motions to be seconded

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

Notices of motion

- 10.2 A councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3 If a councillor who has submitted a notice of motion under clause 3.10 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the councillor may request the withdrawal of the motion when it is before the council.
- 10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:
- (a) any other councillor may, with the leave of the chairperson, move the motion at the meeting, or
 - (b) the chairperson may defer consideration of the motion until the next meeting of the council.

Chairperson's duties with respect to motions

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

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- 10.9 A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the motion if adopted.

Amendments to motions

- 10.10 An amendment to a motion must be moved and seconded before it can be debated.
- 10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.16 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

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

Limitations on the number and duration of speeches

- 10.20 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.21 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.22 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.23 Despite clause 10.22, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.

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- 10.24 Despite clause 10.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.
- 10.25 Despite clauses 10.20 and 10.21, a councillor may move that a motion or an amendment be now put:
- (a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
 - (b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.
- 10.26 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.
- 10.27 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.20.
- 10.28 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.29 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.
- 10.30 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

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11 VOTING

Voting entitlements of councillors

- 11.1 Each councillor is entitled to one (1) vote.
- 11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.
- 11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.
- 11.4 Not applicable

Voting at council meetings

- 11.5 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.
- 11.6 If a councillor who has voted against a motion put at a council meeting so requests, the general manager must ensure that the councillor's dissenting vote is recorded in the council's minutes.
- 11.7 The decision of the chairperson as to the result of a vote is final unless the decision is immediately challenged and not fewer than two (2) councillors rise and call for a division.
- 11.8 When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The general manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in the council's minutes for the meeting.
- 11.9 When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.5 of this code.
- 11.10 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.
- 11.11 Not applicable.

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- 11.12 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.
- 11.13 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.
- 11.14 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.
- 11.15 Clauses 11.12–11.14 apply also to meetings that are closed to the public.

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12 COMMITTEE OF THE WHOLE

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

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13 DEALING WITH ITEMS BY EXCEPTION

13.1 Not applicable.

13.2 Not applicable.

13.4 Not applicable

13.5 Not applicable

13.6 Not applicable

13.7 Not applicable

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14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

Grounds on which meetings can be closed to the public

- 14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
- (a) personnel matters concerning particular individuals (other than councillors),
 - (b) the personal hardship of any resident or ratepayer,
 - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
 - (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret,
 - (e) information that would, if disclosed, prejudice the maintenance of law,
 - (f) matters affecting the security of the council, councillors, council staff or council property,
 - (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
 - (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
 - (i) alleged contraventions of the council's code of conduct.
- 14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Matters to be considered when closing meetings to the public

- 14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:
- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
 - (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.
- 14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:

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- (a) are substantial issues relating to a matter in which the council or committee is involved, and
 - (b) are clearly identified in the advice, and
 - (c) are fully discussed in that advice.
- 14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.
- 14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:
 - (a) a person may misinterpret or misunderstand the discussion, or
 - (b) the discussion of the matter may:
 - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
 - (ii) cause a loss of confidence in the council or committee.
- 14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Departmental Chief Executive of the Office of Local Government.

Notice of likelihood of closure not required in urgent cases

- 14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:
 - (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
 - (b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
 - (i) should not be deferred (because of the urgency of the matter), and
 - (ii) should take place in a part of the meeting that is closed to the public.

Representations by members of the public

- 14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.
- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.
- 14.11 Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to

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the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received by 24 hours before the meeting at which the matter is to be considered.

- 14.12 The general manager (or their delegate) may refuse an application made under clause 14.11. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 14.13 No more than two speakers are to be permitted to make representations under clause 14.9.
- 14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.
- 14.15 The general manager (or their delegate) is to determine the order of speakers.
- 14.16 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than two speakers to make representations in such order as determined by the chairperson.
- 14.17 Each speaker will be allowed five minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

Expulsion of non-councillors from meetings closed to the public

- 14.18 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.
- 14.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person

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from re-entering that place for the remainder of the meeting.

Obligations of councillors attending meetings by audio-visual link

- 14.20 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

Information to be disclosed in resolutions closing meetings to the public

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

Resolutions passed at closed meetings to be made public

- 14.22 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.23 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.22 during a part of the meeting that is webcast.

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15 KEEPING ORDER AT MEETINGS

Points of order

- 15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.
- 15.3 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

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

Motions of dissent

- 15.8 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.9 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been

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rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.

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

Acts of disorder

- 15.11 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:

- (a) contravenes the Act, the Regulation or this code, or
- (b) assaults or threatens to assault another councillor or person present at the meeting, or
- (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
- (d) insults, makes unfavourable personal remarks about, or imputes improper motives to any other council official, or alleges a breach of the council's code of conduct, or
- (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into disrepute.

- 15.12 The chairperson may require a councillor:

- (a) to apologise without reservation for an act of disorder referred to in clauses 15.11(a), (b), or (e), or
- (b) to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or
- (c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.11(d) and (e).

How disorder at a meeting may be dealt with

- 15.13 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from

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the conduct of members of the public as well as disorder arising from the conduct of councillors.

Expulsion from meetings

- 15.14 Not applicable.
- 15.15 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person other than a councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the council or the committee of the council.
- 15.16 Clause [15.15] does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.
- 15.17 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.12. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.
- 15.18 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.
- 15.19 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.
- 15.20 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

How disorder by councillors attending meetings by audio-visual link may be dealt with

- 15.21 Where a councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the councillor's audio link to the meeting for the purposes of enforcing compliance with this code.

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- 15.22 If a councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the councillor's audio-visual link to the meeting.

Use of mobile phones and the unauthorised recording of meetings

- 15.23 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.
- 15.24 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.25 Without limiting clause 15.18, a contravention of clause 15.24 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.18. Any person who contravenes or attempts to contravene clause 15.24, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.26 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

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16 CONFLICTS OF INTEREST

- 16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.
- 16.2 Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with the council's code of conduct. Where a councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, the councillor's audio-visual link to the meeting must be suspended or terminated and the councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the council or committee, or at any time during which the council or committee is voting on the matter.

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17 DECISIONS OF THE COUNCIL

Council decisions

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

Rescinding or altering council decisions

- 17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.10.
- 17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.
- 17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.10.
- 17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.
- 17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.
- 17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.
- 17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.
- 17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than 30 minutes after the meeting at which the resolution was adopted.
- 17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

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17.12 Not applicable

17.13 Not applicable

17.14 Not applicable

17.15 Not applicable

17.16 Not applicable

17.18 Not applicable

17.19 Not applicable

17.20 Not applicable

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18 TIME LIMITS ON COUNCIL MEETINGS

18.1 Not applicable.

18.2 Not applicable.

18.3 Not applicable.

18.4 Not applicable.

18.5 Not applicable.

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19 AFTER THE MEETING

Minutes of meetings

- 19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.
- 19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:
- (a) the names of councillors attending a council meeting and whether they attended the meeting in person or by audio-visual link,
 - (b) details of each motion moved at a council meeting and of any amendments moved to it,
 - (c) the names of the mover and seconder of the motion or amendment,
 - (d) whether the motion or amendment was passed or lost, and
 - (e) such other matters specifically required under this code.
- 19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.
- 19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.
- 19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

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

- 19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.
- 19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

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- 19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.
- 19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

- 19.12 The general manager is to implement, without undue delay, lawful decisions of the council.

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20 COUNCIL COMMITTEES

Application of this Part

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

Council committees whose members are all councillors

- 20.2 The council may, by resolution, establish such committees as it considers necessary.
- 20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.
- 20.4 The quorum for a meeting of a committee of the council is to be:
- (a) such number of members as the council decides, or
 - (b) if the council has not decided a number – a majority of the members of the committee.

Functions of committees

- 20.5 The council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.

Notice of committee meetings

- 20.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:
- (a) the time, date and place of the meeting, and
 - (b) the business proposed to be considered at the meeting.
- 20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

Attendance at committee meetings

- 20.8 A committee member (other than the mayor) ceases to be a member of a committee if the committee member:
- (a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
 - (b) has been absent from at least half of the meetings of the committee held

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during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.

- 20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.

Non-members entitled to attend committee meetings

- 20.10 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:

- (a) to give notice of business for inclusion in the agenda for the meeting, or
- (b) to move or second a motion at the meeting, or
- (c) to vote at the meeting.

Chairperson and deputy chairperson of council committees

- 20.11 The chairperson of each committee of the council must be:

- (a) the mayor, or
- (b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
- (c) if the council does not elect such a member, a member of the committee elected by the committee.

- 20.12 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.

- 20.13 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.

- 20.14 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

- 20.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.

- 20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original

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vote unless the council or the committee determines otherwise in accordance with clause 20.15.

20.17 Not applicable

20.18 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Closure of committee meetings to the public

20.19 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.

20.20 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.

20.21 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.20 during a part of the meeting that is webcast.

Disorder in committee meetings

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

Minutes of council committee meetings

20.23 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:

- (a) the names of councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,
- (b) details of each motion moved at a meeting and of any amendments moved to it,
- (c) the names of the mover and seconder of the motion or amendment,
- (d) whether the motion or amendment was passed or lost, and
- (e) such other matters specifically required under this code.

20.24 Not applicable.

20.25 The minutes of meetings of each committee of the council must be confirmed at

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a subsequent meeting of the committee.

- 20.26 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 20.27 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.
- 20.28 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 20.29 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

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21 IRREGULARITIES

- 21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:
- (a) a vacancy in a civic office, or
 - (b) a failure to give notice of the meeting to any councillor or committee member, or
 - (c) any defect in the election or appointment of a councillor or committee member, or
 - (d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
 - (e) a failure to comply with this code.

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22 DEFINITIONS

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.11 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
audio-visual link	means a facility that enables audio and visual communication between persons at different places
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code
this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
day	means calendar day
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment
foreshadowed motion	means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system

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	or similar means
planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2021</i>
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June

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11.4 REVIEW OF ORGANISATION STRUCTURE**File Number:** REP22/1341**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:**
1. **Structure 1**  
2. **Structure 2**  **REPORT**

Section 333 of the Local Government Act, 1993 (the Act) requires a council to review and redetermine their organisational structure within 12 months of a general local government election.

In determining the organisational structure, the elected body of the Council is required, after consultation with the General Manager, to determine:

1. The senior staff positions within the organisational structure of the Council
2. The roles and reporting lines of holders of senior staff positions, and
3. The resources to be allocated to the employment of staff.

In terms of the current structure, there is only one senior staff member of council, being the General Manager. Under the Act, the position of General Manager is required to be a senior staff position. Accordingly, the reporting lines for this position are to the elected body.

To meet the requirements of a senior staff position, are that:

1. The responsibilities, skills and accountabilities of the position are generally equivalent to those applicable to the Executive Band of the Local Government State Award and
2. The total remuneration package payable with respect to the position is equal to or greater than the minimum remuneration package payable with respect to senior executives under the Government Sector Employment Act 2013.

Whilst the positions of directors and senior managers meet the requirements of point 1, the remuneration packages, noted in point 2, are below the threshold for consideration as a senior staff position.

The current executive structure of the council includes:

- General Manager
- Director of Environmental Services
- Director of Administration and Finance
- Engineering Works Manager *
- Engineering Assets Manager *

* The duty allocation and titles of these positions have changed in the past year

The structure is detailed in the attached graphic (1).

Current Structure

Temora Shire Council currently has 188 employees, with an Equivalent Full Time (EFT) of 125.45. The positions, generally excluding casuals is graphical outlined in the attached graphic (2).

The past few years have been challenging as council meets external impacts including labour/skills shortage, predatory recruitment by external employers, retirement of long-standing employees and attitudinal changes in career commitments. Nonetheless, the average length of service across the organisation is 11.8 years, indicating a stable workforce. This figure will typically reduce as older employees resign.

Turnover is relatively high, at 21.8%, however this is distorted due to the high level of casuals employed at Pinnacle Community Services, accounting for 16% of the turnover.

Employee cost are a continuing challenge for Council across a background of rate pegging and award increases in excess of the rate peg. Sustainability of workforce is an issue that will need addressing in future across the local government industry. The total wages costs for 2021/22 was \$9.447m.

The current high level of grant allocations has been challenging for Council but rewarding for the community. The uncertainty of ongoing funding has led to a higher level of casual employment, raising the supervisory and administrative burden. This has also seen greater use of contracted labour and services, further compounding the issue.

At present, there is a review of the Human Resources function being undertaken to determine a pathway to address a number of issues raised in staff surveys. These include:

- Comparative wage structure with external industry
- Staff morale
- Reward structures
- Health, safety and wellbeing of staff

Conclusion

The current structure is functioning well against a difficult and unsure fiscal environment.

RESOLUTION 197/2022

Moved: Cr Jason Goode

Seconded: Cr Graham Sinclair

It was resolved that Council redetermine the current organisation structure.

CARRIED

Report by Gary Lavelle

Temora Shire Council Organisational Structure



GENERAL MANAGER
Mr G C Lavelle



**DIRECTOR OF
ADMINISTRATION
& FINANCE**
Mrs E Smith
(Public Officer)

Administration

- Administration Services
- Financial Management
- Human Resources
- Information Technology
- Records Management

Aged & Disability Services

- Aged Care/Seniors
- Home & Community Care
- Disability Services

Community Services

- Childcare
- Cultural Services
- Education
- Library Services
- Youth

Resident Services

- Community Safety
- Customer Relations
- Service NSW
- Villages
- Volunteers

Economic Development

- Economic Development



**ENGINEERING
ASSET MANAGER**
Mr R Fisher

Aerodrome

Engineering Works

- Noxious Plants
- Street Lighting
- Street Trees

Recreational Services

- General Recreation
- Parks & Gardens
- Sporting Grounds

Sewerage Services

- Effluent Reuse Scheme
- Sewerage Scheme

Support Services

- Street Sweeping
- Asset Management
- Survey & Design Services

Water Services

- Water Cycle Management



**DIRECTOR OF
ENVIRONMENTAL
SERVICES**
Mr K J Dunstan

Commercial Services

- Caravan Parks

Environmental Services

- Climate Change
- Environmental Management

Heritage Services

- Heritage
- Rural Museum

Property Services

- Cemeteries
- Council Properties
- Public Toilets
- Swimming Pools
- Temora Recreation Centre
- Temora Town Hall

Public Health

- Food Control
- Community Health Programs

Regulatory Control

- Animal Control
- Building Control
- Land Use Planning
- Regulatory Control

Waste Services

- Garbage & Trade Waste
- Street Cleaning



**ENGINEERING
WORKS MANAGER**
Mr A Dahlenburg

Emergency Services

- Rural Fire Service
- State Emergency Service

Engineering Works

- Mining
- Parking

Support Services

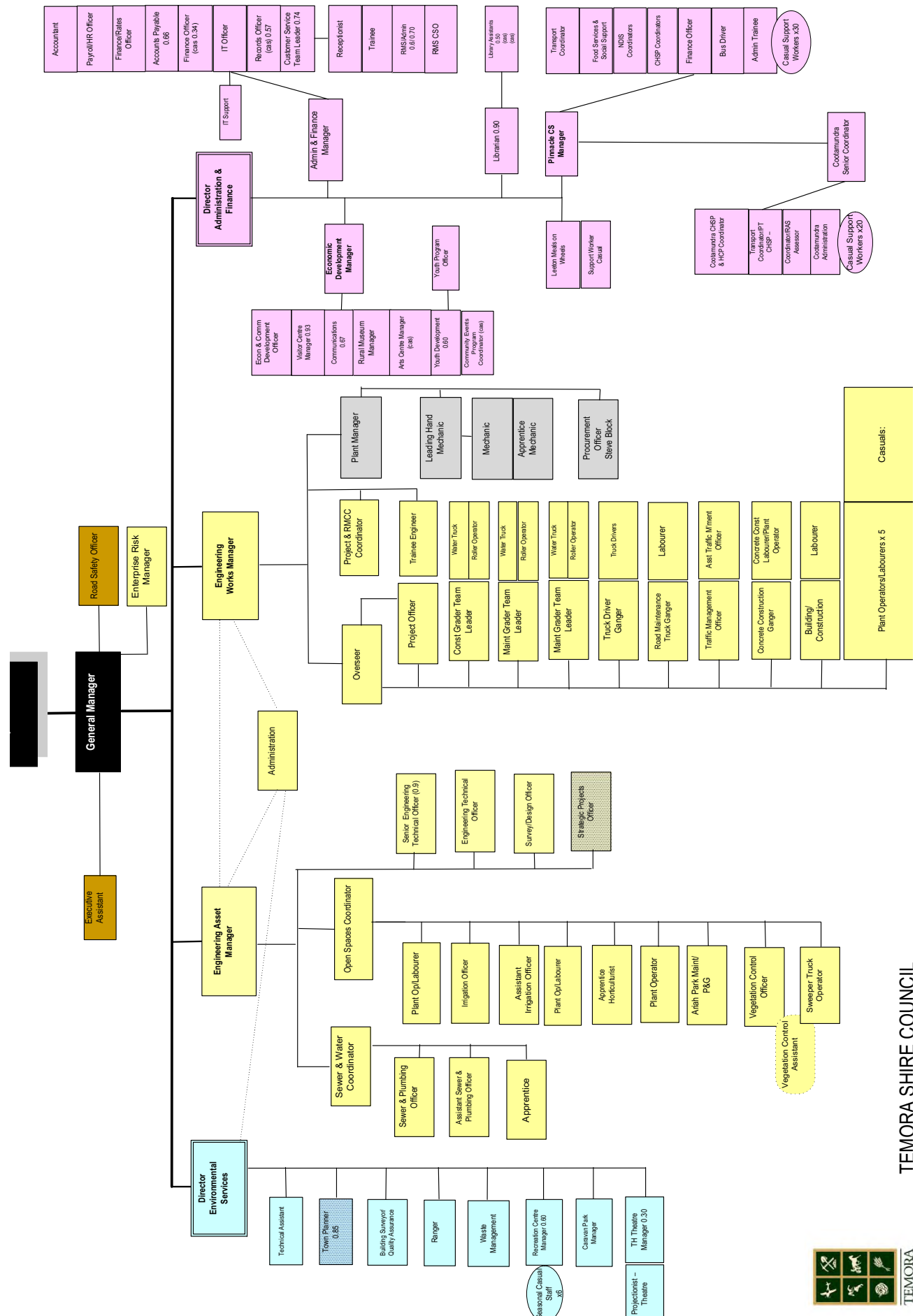
- Depot & Workshop
- Plant & Equipment

Transport Infrastructure

- Footpaths & Cycleways
- Road Infrastructure
- Road Safety

Water Services

- Drainage



TEMORA SHIRE COUNCIL



11.5 LOCAL GOVERNMENT REMUNERATION TRIBUNAL**File Number:** REP22/1343**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Local Government Remuneration Tribunal [↓](#) **REPORT**

Local Government Remuneration Tribunal has commenced its review for the 2023 annual determination, on fees payable to Councillors and Mayors to take effect from 1 July 2023.

The Tribunal invites submissions from individual Councils in respect to categorisation, fees and any general matters as part of the review. Submissions Council may wish to make should be received no later than 16 December 2022.

RESOLUTION 198/2022

Moved: Cr Nigel Judd

Seconded: Cr Claire McLaren

It was resolved that Temora Shire Council make a submission to the Local Government Remuneration Tribunal.

CARRIED



Local Government Remuneration Tribunal

Ref: A6023981

To Mayors/General Managers

via email to Councils

Dear Mayors/General Managers,

I write to advise that the Local Government Remuneration Tribunal has commenced its review for the 2023 annual determination.

Pursuant to s.241 of the Local Government Act 1993 (LG Act), the Tribunal is required to make an annual determination, by no later than 1 May 2023, on the fees payable to Councillors and Mayors to take effect from 1 July 2023.

Fees

The Tribunal will review the minimum and maximum fee levels for each category.

In accordance with section 242A of the LG Act the Tribunal is required to apply the Government's public sector wages policy to the determination of ranges of fees for Councillors and Mayors.

Categorisation

In accordance with the LG Act, the Tribunal will undertake a review of the categories, as part of the 2023 review. Section 239 of the LG Act requires the Tribunal to determine the category of councils and mayoral offices at least once every three years.

The Tribunal last undertook a review of the categories and the allocation of councils into each of these categories in 2020. The criteria for each of the categories is outlined in Appendix 1 of the 2022 determination <https://www.remtribunals.nsw.gov.au/sites/default/files/2022-04/2022%20Annual%20Determination%20-%20%20LGRT.pdf>.

Each of the 128 councils is allocated into one of the following eleven categories:

Metropolitan

- Principal CBD
- Major CBD
- Metropolitan Large
- Metropolitan Medium
- Metropolitan Small

Non-metropolitan

- Major Regional City
- Major Strategic Area
- Regional Strategic Area
- Regional Centre
- Regional Rural
- Rural

Level 4, 255 George Street, Sydney NSW 2000 ■ GPO Box 3988, Sydney NSW 2001
Tel: (02) 9272 6006 ■ www.remtribunals.nsw.gov.au

Submissions

The Tribunal invites submissions from individual councils in respect to categorisation, fees and any general matters as part of this review. It is expected that submissions are endorsed by their respective council.

Any submission that Council may wish to make should be received no later than 16 December 2022 and should be emailed to employmentstrategyandadvice@psc.nsw.gov.au attention Joanne Nava.

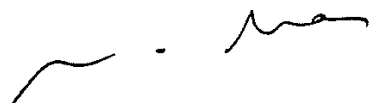
Please note that any material provided to the Tribunal may be made available under the Government Information (Public Access) Act 2009.

The 2022 determination recognised that some councils may have a strong case for recategorisation this year and possible determination of new categories. To this end the Tribunal and Assessors may benefit from visits to meet regional organisations of Councils and direct opportunities for input from Mayors and General Managers. Decisions in this regard will be made following receipt of formal submissions.

As part of the annual review the Tribunal will seek to meet with Local Government NSW, as it does each year, to receive a sector wide view for local government in NSW.

If you require any further information, please email Joanne.Nava@psc.nsw.gov.au or telephone on 02 8226 0250.

Yours sincerely



Viv May PSM
Local Government Remuneration Tribunal
28 October 2022

11.6 POLICY REVISION**File Number:** REP22/1418**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:**
1. **Model Councillor and Staff Interaction Policy** [↓](#) 
2. **Social Media Policy** [↓](#) **REPORT**

At the workshop held Tuesday 15 November 2022, the following policies were reviewed by Council:

- Councillor and Staff Interaction Policy
- Social Media Policy

These policies will now be required to be placed on public exhibition for a period of 28 days before being adopted by Council. Given that the November meeting is a week later than normal, the mandatory submission period cannot be met prior to the December meeting which is scheduled for 15 December 2022. The reports will instead be considered at the January 2023 meeting of Council.

RESOLUTION 199/2022**Moved:** Cr Max Oliver**Seconded:** Cr Graham Sinclair

It was resolved that Council place the policies on public display for a period of 28 days and resubmit to the January 2023 meeting of Council.

CARRIED***Report by Gary Lavelle***

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Model Councillor and Staff Interaction Policy

DRAFT

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Review Details

ABOUT THIS RELEASE

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CODE NUMBER: G27
AUTHOR: Temora Shire Council
ENDORSEMENT DATE: November 2022

REVIEW

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

PLANNED REVIEW

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November 2023			

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Preface

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

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

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

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

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

Access to information: the key to the relationship

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

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

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

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

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

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

Official capacity versus private capacity

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

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

The development and intent of this policy

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

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

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

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

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

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

Adoption

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

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

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

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

Enforcement

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

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

Acknowledgements

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

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Model Councillor and Staff Interaction Policy

Part 1 – Introduction

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

Part 2 – Application

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

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Part 3 – Policy objectives

3.1 The objectives of the Policy are to:

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

Part 4 – Principles, roles and responsibilities

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

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

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

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

Considerate and respectful

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

Ethical, open and transparent

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

Fit for purpose

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

Accountable and measurable

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

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

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

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

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

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

Part 5 – The councillor requests system

- 5.1 Councillors have a right to request information provided it is relevant to councillor's exercise of their civic functions. This right does not extend to matters about which a councillor is merely curious.
- 5.2 Councillors do not have a right to request information about matters that they are prevented from participating in decision-making on because of a conflict of interest, unless the information is otherwise publicly available.
- 5.3 The General Manager may identify Council support staff (**the Councillor Support Officer**) under this Policy for the management of requests from councillors.
- 5.4 Councillors can use the councillor email system to:
 - a) request information or ask questions that relate to the strategic position, performance or operation of the Council
 - b) bring concerns that have been raised by members of the public to the attention of staff
 - c) request ICT or other support from the Council administration
 - d) request that a staff member be present at a meeting (other than a meeting of the council) for the purpose of providing advice to the meeting.**
- 5.5 Councillors must, to the best of their knowledge, be specific about what information they are requesting, and make their requests respectfully. Where a councillor's request lacks specificity, the General Manager or staff member authorised to manage the matter is

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

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

5.17 Councillor requests are state records and must be managed in accordance with the *State Records Act 1998*.

5.18 A report will be provided to Council **six monthly** regarding the performance and efficiency of the councillor requests system against established key performance indicators.

Part 6 – Access to Council staff

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

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Part 7 – Councillor access to council buildings

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

Part 8 – Appropriate and inappropriate interactions

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

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

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Part 9 – Complaints

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

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

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

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

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Social Media Policy

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Function: Human Resources

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Policy Number: G28

Review Details

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REVIEW

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

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Introduction

Social media – opportunities and challenges

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

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

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

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

reputational damage to colleagues and employers; and

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

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

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

Social media and local government in NSW

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

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

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

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

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

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

The development and intent of this policy

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

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

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

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

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Content of the Model Social Media Policy

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

- Openness
- Relevance
- Accuracy
- Respect

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

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

The Model Social Media Policy is structured as follows:

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

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

Adoption

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

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

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

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

Enforcement

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

Concerns or complaints

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

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

Acknowledgements

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

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

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Part 1 – Principles

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

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

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

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

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

Platforms

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

Establishment and deletion of Council social media platforms

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

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Option 1 – the 'General Manager' model

The role of the General Manager

2.5 The role of the General Manager is to:

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

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

Authorised users

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

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

~~OR~~

The General Manager will appoint authorised users when required.

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

2.10 The role of an authorised user is to:

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

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

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

Administrative tone

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

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

Register of authorised users

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

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Ceasing to be an authorised user

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

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

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

Induction and training

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

Identifying as a councillor

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

Councillor "First Name and Last Name".

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

Other general requirements for councillor's social media platforms

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

Councillor queries relating to social media platforms

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

Other social media platforms administered by councillors

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

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Part 4 – Standards of conduct on social media

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

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

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

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

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

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

4.4 Council officials must:

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

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

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

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

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Part 5 – Moderation of social media platforms

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

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

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

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

House Rules

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

5.4 At a minimum, the House Rules should specify:

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

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

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

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

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

Removal or 'hiding' of content

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

Blocking or banning

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

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

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

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

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

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

Part 6 – Use of social media during emergencies

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

Part 7 – Records management and privacy requirements

Records management

7.1 Social media content created, sent and received by council officials (including councillors) acting in their official capacity is a council record and may constitute open access information or be subject to an information access application made under the *Government Information (Public Access) Act 2009*. These records must be managed in accordance with the requirements of the *State Records Act 1998* and the Council's approved records management policies and practices.

7.2 **Council officials, including councillors**, must not destroy, alter, or remove social media content unless authorised to do so. If you need to alter or remove social media content, you must do so in accordance with this policy, and consult with the Council's records manager and comply with the requirements of the *State Records Act 1998*.

7.3 When/if a councillor's term of office concludes, the councillor must contact the Council's records manager and General Manager to manage/transfer records of social media content created during their term of office and comply with the requirements of the *State Records Act 1998*.

7.4 In fulfilling their obligations under clauses 7.1 to 7.3, council officials should refer to any guidance issued by the State Archives and Records Authority of NSW relating to retention requirements for councils' and councillor's social media content³.

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

Privacy considerations and requirements

7.5 Social media communications are in the public domain. Council officials should exercise caution about what personal information, if any, they upload onto social media.

7.6 The *Privacy and Personal Information Protection Act 1998* applies to the use of social media platforms by the Council and councillors. To mitigate potential privacy risks, council officials will:

- a) advise people not to provide personal information on social media platforms
- b) inform people if any personal information they may provide on social media platforms is to be used for official purposes
- c) moderate comments to ensure they do not contain any personal information
- d) advise people to contact the Council or councillors through alternative channels if they have personal information they do not want to disclose in a public forum.

7.7 Council officials must ensure they comply with the *Health Records and Information Privacy Act 2002* when engaging on and/or moderating social media platforms. In fulfilling their obligations, council officials should refer to any guidance issued by the Information and Privacy Commission of NSW, such as, but not limited to, the Health Privacy Principles.

Part 8 – Private use of social media

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

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

What constitutes 'private' use?

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

Use of social media during work hours

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

Part 9 – Concerns or complaints

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

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

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Part 10 - Definitions

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

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

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11.7 RM-001 RISK MANAGEMENT POLICY**File Number:** REP22/1456**Author:** Enterprise Risk Manager**Authoriser:** Engineering Asset Manager**Attachments:** 1. RM-001: Risk Management policy [↓](#) **REPORT**

The risk management policy demonstrates TSC's leadership and commitment to developing and implementing a risk management framework in accordance with the relevant Australian Standard (AS ISO 31000:2018 Risk Management Guidelines). Leadership and commitment to risk management is a central feature of frameworks designed to meet this standard. This policy was reviewed and endorsed by the Risk Management committee on the 7th of November 2022 with the only change since that meeting being the addition of a description of AS ISO 31000:2018, at the request of the committee.

RESOLUTION 200/2022

Moved: Cr Claire McLaren

Seconded: Cr Lindy Reinhold

It was resolved that the RM-001: Risk Management policy be adopted.

CARRIED***Report by Grant Nicholson***

TEMORA SHIRE COUNCIL



RM-001: Risk management Policy

Review Details

ABOUT THIS RELEASE**DOCUMENT NAME:** Risk Management Policy**CODE NUMBER:** RM-001**AUTHOR:** Temora Shire Council**ENDORSEMENT DATE:****REVIEW**

Revision Date	Revision Description	Review by	Date approved by Council	General Managers Endorsement
November 2021	Adoption of OLG Example Policy, with some minor adjustments	ERM		
November 2022	Added description of Risk Management Standard ISO 31000:2018; removed General Manager endorsement at end of document, changed to TSC Risk Management Committee Endorsement.	ERM		

PLANNED REVIEW

Planned Review Date	Revision Description	Review by
November 2023	Scheduled Review	ERM

Purpose

The purpose of this policy is to express Temora Shire Council's (TSC) commitment to implementing organisation-wide risk management principles, systems and processes that ensure the consistent, efficient and effective assessment of risk in all TSC's planning, decision-making and operational processes.

Risk management framework

TSC provides critical services and infrastructure to the residents, ratepayers and visitors to Temora shire. TSC also has service agreements and contractual obligations with government and non-government agencies and organisations and has its own strategic goals and objectives that it seeks to achieve on behalf of the Temora shire community.

It is therefore incumbent on TSC to understand the internal and external risks that may impact the delivery of these services, contracts and strategic objectives and have processes in place to identify, mitigate, manage and monitor those risks to ensure the best outcome for TSC, staff and the community. It is also our responsibility to ensure the efficient, effective, and ethical use of resources and services by ratepayers, residents, staff and visitors.

AS ISO 31008:2018 Risk Management Guidelines

AS ISO31008:2018 is the international standard relating to the risk management practices of organisations. It provides a generic approach to risk management with principles and guidelines for anyone who manages risk in an organisation.

The following description is from Standards Australia:

"AS ISO 31000 2018 specifies guidelines on managing risk faced by organizations with the application of these guidelines able to be customized to any organization. As one of the risk management standards, this standard provides a common approach to managing any type of risk and is not industry or sector specific."

TSC Commitment

TSC is committed to the development of a risk management framework consistent with AS ISO 31000:2018 to assist it to identify, treat, monitor and review all risks to its operations and strategic objectives and apply appropriate internal controls.

TSC is committed to the principles, framework, and process of managing risk as outlined in AS ISO 31000:2018.

TSC commits to fully integrating risk management and applying it to all decision-making, functions, services and activities of TSC in accordance with our statutory requirements.

Responsibilities

TSC aims to create a positive risk management culture where risk management is integrated into all everyday activities and managing risks is an integral part of governance, good management practice and decision-making. It is the responsibility of every staff member and business area to observe and implement this policy and TSC's risk management framework.

All staff are responsible for identifying and managing risk within their work areas. Key responsibilities include:

- being familiar with, and understanding, the principles of risk management
- complying with all policies, procedures and practices relating to risk management
- alerting management to risks that exist within their area, and
- performing any risk management activities assigned to them as part of their daily role.

Risk management is a core responsibility for all senior staff/management at TSC.

In addition to their responsibilities as staff members, senior staff/management are responsible for:

- ensuring all staff manage their risks within their own work areas. Risks should be anticipated, and reasonable protective measures taken
- encouraging openness and honesty in the reporting and escalation of risks

- ensuring all staff have the appropriate capability to perform their risk management roles
- reporting to the General Manager on the status of risks and controls, and
- identifying and communicating improvements in TSC's risk management practices to the risk management function.

TSC's risk management function is available to support staff in undertaking their risk management activities.

To ensure TSC is effectively managing its risk and complying with its statutory obligations, the audit, risk and improvement committee and internal audit function is responsible for reviewing TSC's:

- risk management processes and procedures
- risk management strategies for major projects or undertakings
- control environment and insurance arrangements
- business continuity planning arrangements, and
- fraud control plan.

Monitoring and Review

TSC is committed to continually improving its ability to manage risk.

TSC will review this policy and its risk management framework at least annually to ensure it continues to meet the requirements of the *Local Government Act 1993*, *Local Government (General) Regulation 2005*, and TSC's requirements.

This Policy was endorsed by the TSC Risk Management Committee on the 7th of November 2022.

12 ENGINEERING SERVICES

Nil

13 ENVIRONMENTAL SERVICES**13.1 DEVELOPER CONTRIBUTIONS PLAN 2022****File Number:** REP22/1313**Author:** Town Planner**Authoriser:** Director of Environmental Services**Attachments:** 1. Developer Contributions Plan 2022  **REPORT**

At the September Council Meeting, Councillors considered a report on the Draft Developer Contributions Plan 2022. At this meeting Council resolved:

1. Receive the Draft Temora Shire Council Developer Contributions Plan 2022,
2. Place the Draft Plan on public exhibition for a period of 28 days and
3. Receive a future report on the outcome of the public exhibition.

The intent of the Draft Developer Contributions Plan 2022 is to update the existing Developer Contributions Plan 2020. The draft plan has been amended to include minor wording changes, updated contributions towards stormwater infrastructure projects and updates to the list of community facility projects funded under this plan

The draft plan was exhibited between 23 September 2022 and 24 October 2022. As a result of the exhibition, no submissions were received.

A copy of the exhibited plan is attached.

RESOLUTION 201/2022

Moved: Cr Jason Goode

Seconded: Cr Claire McLaren

It was resolved that Council adopt the Temora Shire Council Developer Contributions Plan 2022

AND FURTHER

That an Annual Report be supplied to Council to inform of projects completed and recommended future projects to be included in schedule 1 and a statement of funds collected.

CARRIED

Report by Claire Golder

Temora Shire Council

Developer Contributions Plan 2022

Fixed development consent levy under Section 7.12 of the Environmental Planning and Assessment Act 1979

Contents:

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Dated Adopted by Temora Shire Council:

Plan commences:

In brief:

This plan replaces the previous Developer Contributions Plan 2020.

Temora Shire Council collects a levy on all development valued over \$100,000 occurring in Temora Shire. There is no requirement for nexus to be established between the development section 7.12 is levied against and object of the expenditure of that levy. Temora Shire Council expends money levied under section 7.12 on value add projects which have whole of community benefit such as parks, recreation facilities, Temora main street improvements, transport facility improvements and stormwater drainage improvement works. Projects are prioritised and funded as money becomes available, meaning that there are always projects being funded by section 7.12 in the Temora Shire Local Government Area.

Temora Shire Council does not have a Section 7.11 Contributions Plan.

Part 1

Administration & Operation

1.1. Name of Plan:

This Plan is called *Temora Shire Council Developer Contributions Plan 2022*.

1.2. Commencement

This Plan commences upon adoption of this Plan by Temora Shire Council.

1.3. Purpose of Plan

- To authorise the Council to impose, as a condition of development consent, a requirement that the applicant pay to the Council a levy determined in accordance with 1.8. of this Plan;
- To require a certifying authority to impose, as a condition of issuing a complying development certificate, a requirement that the applicant pay to Council a levy determined in accordance with this Plan; and
- To govern the application of money paid to the Council under a condition by this Plan.

1.4. Section 7.12 Fixed development consent levies(cf previous s 94A)

(1) A consent authority may impose, as a condition of development consent, a requirement that the applicant pay a levy of the percentage, authorised by a contributions plan, of the proposed cost of carrying out the development.

(2) A consent authority cannot impose as a condition of the same development consent a condition under this section as well as a condition under section 7.11.

(2A) A consent authority cannot impose a condition under this section in relation to development on land within a special contributions area without the approval of:

- (a) the Minister, or
- (b) a development corporation designated by the Minister to give approvals under this subsection.

(3) Money required to be paid by a condition imposed under this section is to be applied towards the provision, extension or augmentation of public amenities or public services (or towards recouping the cost of their provision, extension or augmentation). The application of the money is subject to any relevant provisions of the contributions plan.

(4) A condition imposed under this section is not invalid by reason only that there is no connection between the development the subject of the development consent and the object of expenditure of any money required to be paid by the condition.

(5) The regulations may make provision for or with respect to levies under this section, including:

- (a) the means by which the proposed cost of carrying out development is to be estimated or determined, and
- (b) the maximum percentage of a levy.

1.5. Land to which this Plan Applies

This Plan applies to all land within the Temora Shire Council Local Government Area.

1.6. Development to which this Plan Applies

This Plan applies to development on land to which this Plan applies that requires development consent or a complying development certificate under the Act except:

- Development, other than the subdivision of land, where a condition under s7.12 of the Act has been imposed under a previous development consent relating to the subdivision of the land on which the development is proposed to be carried out and the purpose for which that condition was imposed is a purpose towards which a levy under this Plan may be applied; or
- Development involving alterations and additions to, or the rebuilding of, a building used for residential purposes or a building that is used for a purpose that is ancillary or incidental to such a purpose, unless the development involves an enlargement, expansion or intensification of the use of the building or the land on which the building is, or is proposed to be, situated.

1.7. Definitions

ABS – meaning the Australian Bureau of Statistics.

Act – meaning the *Environmental Planning & Assessment Act 1979*.

Council – meaning Temora Shire Council.

Development Contribution – meaning a development contribution required to be paid by a condition of development consent imposed pursuant to section 7.12 of the Act.

Minister – meaning the minister administering the Act.

Public Facility – meaning a public amenity or public service.

Regulation – means the *Environmental Planning and Assessment Regulation 2000*.

1.8. Payment of Levy as a Condition of Consent

Subject to any change to the Act or direction by the Minister, this Plan authorises Temora Shire Council or the consent authority to levy development in accordance with the parameters of this plan through condition of consent according to the below rates:

Proposed Cost of the Development	Maximum Percentage of the Levy
Up to \$100,000	Nil
\$100,001-\$200,000	0.5 Percent
\$200,001 +	1 Percent

1.9. Cross-boundary issues

(1) A condition may be imposed under section 7.12 for the benefit (or partly for the benefit) of an area that adjoins the local government area in which the development is to be carried out.

(2) Any monetary contribution that is required to be paid under any such condition is to be apportioned among the relevant councils—

(a) in accordance with any joint or other contributions plan approved by those councils, or

(b) if provision is not made for the apportionment in any such plan—in accordance with the terms of the development consent for the development.

(3) Any dispute between the councils concerned is to be referred to the Planning Secretary and resolved in accordance with any direction given by the Planning Secretary.

1.10. Section 7.12 conditions imposed by Minister or Planning Secretary in growth centres and council areas

(1) This section applies where the Minister or the Planning Secretary, as the consent authority, imposes conditions under section 7.12 in relation to—

(a) land within a growth centre, or

b) other land within one or more council areas.

(2) This Division applies to land within a growth centre as if references in this Division to the area were references to the growth centre.

(3) Any monetary contribution paid in accordance with a condition under section 7.12—

(a) must be paid by the Minister or Planning Secretary to the corporation for the growth centre or to the councils of the areas concerned, and

(b) must (together with any additional amount earned from its investment) be applied within a reasonable time for the purpose for which it was levied.

(4) This section applies to the Minister as consent authority whether or not the Minister is the consent authority because it is State significant development.

1.11. Ministerial Directions

The Council will have regard to the requirements of any issued Ministerial Direction.

1.12. Planning Agreements

(1) The Council will have regard to the requirements imposed under section 7.4 – 7.10 where a voluntary agreement or other arrangement under this Division between a planning authority (or 2 or more planning authorities) and a person (the developer) is made, under which the developer is required to dedicate land free of cost, pay a monetary contribution, or provide any other material public benefit, or any combination of them, to be used for or applied towards a public purpose.

1.13. Determination of the Proposed Cost of Development

In accordance with Clause 25J of the Regulation:

(1) The proposed cost of carrying out development is to be determined by the consent authority, for the purpose of a section 7.12 levy, by adding up all the costs and expenses that have been or are to be incurred by the applicant in carrying out the development, including the following:

(a) if the development involves the erection of a building, or the carrying out of engineering or construction work—the costs of or incidental to erecting the building, or carrying out the work, including the costs (if any) of and incidental to demolition, excavation and site preparation, decontamination or remediation,

(b) if the development involves a change of use of land—the costs of or incidental to doing anything necessary to enable the use of the land to be changed,

(c) if the development involves the subdivision of land—the costs of or incidental to preparing, executing and registering the plan of subdivision and any related covenants, easements or other rights.

(2) For the purpose of determining the proposed cost of carrying out development, a consent authority may have regard to an estimate of the proposed cost of carrying out the development prepared by a person, or a person of a class, approved by the consent authority to provide such estimates.

(3) The following costs and expenses are not to be included in any estimate or determination of the proposed cost of carrying out development:

(a) the cost of the land on which the development is to be carried out,

(b) the costs of any repairs to any building or works on the land that are to be retained in connection with the development,

(c) the costs associated with marketing or financing the development (including interest on any loans),

(d) the costs associated with legal work carried out or to be carried out in connection with the development,

(e) project management costs associated with the development,

(f) the cost of building insurance in respect of the development,

(g) the costs of fittings and furnishings, including any refitting or refurbishing, associated with the development (except where the development involves an enlargement, expansion or intensification of a current use of land),

(h) the costs of commercial stock inventory,

(i) any taxes, levies or charges (other than GST) paid or payable in connection with the development by or under any law,

(j) the costs of enabling access by disabled persons in respect of the development,

(k) the costs of energy and water efficiency measures associated with the development,

(l) the cost of any development that is provided as affordable housing,

(m) the costs of any development that is the adaptive reuse of a heritage item.

(4) The proposed cost of carrying out development may be adjusted before payment, in accordance with a contributions plan, to reflect quarterly or annual variations to readily accessible index figures adopted by the plan (such as a Consumer Price Index) between the date the proposed cost was determined by the consent authority and the date the levy is required to be paid.

(5) To avoid doubt, nothing in this clause affects the determination of the fee payable for a development application

1.14. Indexation of Contribution

In accordance with Clause 25J of the Regulation:

(1) The proposed cost of carrying out development may be adjusted before payment, in accordance with a contributions plan, to reflect quarterly or annual variations to readily accessible index figures adopted by the plan (such as a Consumer Price Index) between the date the proposed cost was determined by the consent authority and the date the levy is required to be paid.

The formulae governing indexation of the proposed cost of carrying out development is:

$$IDC = ODC \times \frac{CP2}{CP1}$$

IDC= the indexed development cost

ODC= the original development cost determined by the Council

CP2= is the Consumer Price Index, All Groups Sydney, as published by the ABS in respect of the quarter ending immediately prior to the date of payment.

CP1= is the Consumer Price Index, All Groups Sydney, as published by the ABS in respect of the quarter ending immediately prior to the date of the consent.

1.15. Cost Estimate Report

A development application or an application for a complying development certificate is to be accompanied by a report, prepared at the applicant's cost in accordance with this clause, setting out an estimate of the proposed cost of carrying out the development for the purposes of clause 25J of the Regulation.

The following report is required:

- Where the estimate of the proposed cost of carrying out the development is greater than \$100,000, a cost estimate report may be required by Council.

1.16. Who may provide a Report in Accordance with Clause 1.15. of this Plan?

For the purpose of clause 25J(2) of the Regulation, a person who, in the opinion of the Council either generally or in a particular case, is suitably qualified to provide an estimate of the proposed cost of carrying out development may do so for the purposes of the report referred to in Clause 1.15. Council encourages the use of a Quantity Surveyor or industry recognised building cost indicators in the preparation of estimates for the purpose of clause 25J(2) of the Regulation. Building cost indicators are to be recognised by the Australian Institute of Building and include, but is not limited to, Reed Construction Data Publications.

The Council may, at the applicant's cost, engage a person to review a report submitted by the applicant in accordance with clause 1.16.

1.17. Application of Funds Collected

Money paid to Council under a condition authorised by this Plan is to be applied by the Council towards meeting the cost of one or more of the public facilities that will be or have been provided within the area as listed in Schedule 1. Contributions will be allocated at the rate of 50% towards community facilities and 50% drainage infrastructure.

1.18. Project Priorities

Subject to s7.3 of the Act and clause 1.19 of this Plan, the projects listed in Schedule 1 are to be provided in accordance with the staging set out in that Schedule.

1.19. Pooling of Funds

This Plan authorises money paid in accordance with the condition of development consent imposed under this Plan, to be pooled in accordance with s7.3 of the Act in respect of development within Council's area and applied progressively towards the various purposes for which such conditions were imposed.

1.20. Obligation of Certifying Authorities

Pursuant to clause 146 of the Regulation, a certifying authority must not issue a construction certificate for building work or subdivision work under a development consent unless it is satisfied of compliance with any condition requiring the payment of a levy before work is carried out in accordance with the consent.

The certifying authority must cause the applicant's receipt for payment of the levy to be provided to Temora Shire Council at the same time as the other documents required to be provided under clause 142(2) of the Regulation.

1.21. When is the Contribution Payable?

The contribution, or levy, is required to be paid as per the specifications of the condition which required the contribution be payable. If no time is specified, the levy must be paid prior to the first certificate issued in respect of the development under Part 6 of the Act.

1.22. Deferred or Periodic Payments.

Like other NSW Local Governments, Temora Shire Council does not allow for deferred, periodic or discounted payments of any contribution authorised under this Plan.

1.23. Alternatives to Paying the Levy.

Council can accept offers of Works in Kind or Material Public Benefit in lieu of monetary contribution required as a condition of consent.

Part 2

Expected Development & Facilities Demand

At the date of the 2021 Census, Temora Shire had a population of 6034 residents¹. The population is considered to be stable, however there are strong indications of future growth based on recent subdivisions currently under development. Whilst the population is still small in comparison to regional cities, the number of residents and its location 80km from the next largest centres, and 40-50km from other similar sized towns, generates demand for facilities and infrastructure for a stand alone community. Based on recent trends in the value of development occurring in Temora Shire, only around one-third² of all developments will be expected to pay Council a contribution under this Plan in accordance with the rates established in clause 1.8.

Money levied, will then be put towards the provision, intensification or augmentation of community facilities and infrastructure. These facilities and infrastructure are listed as Projects in Schedule 1 of this Plan. With a continued projected growth rate of approximately 1.1% per year³ and recent development rates annual revenue from this Plan in accordance with the rates established in clause 1.8. is expected to be approximately \$90,000.

As such this Plan is expected to have a life of at least 10 years from adoption. The plan shall be reviewed after 5 years to allow for review of project completion and identification of new priorities.

Projects funded under this Plan are seen as value adding to the already high amenity and liveability of Temora Shire Council; contributing to the goal of Temora Shire being a destination for liveability, migration and innovation.

Delivery of particular projects provide expected timeframes, however actual delivery may depend on securing additional funds through grants or specific budget allocation from Council.

¹ 2021 Census

² Temora Shire Council Development Contributions Options prepared for Temora Shire Council by John Kerwan on behalf of Community Development Initiatives February 2016

³ 2016 Census

Schedule 1

Works Schedule

A. Completed works for which contributions will be recouped:

Nil

B. Improvements to existing Public Facilities to be partly funded from S7.12 levies

Community Facility	Estimated Cost	S7.12 Contribution	Delivery
Main Street Upgrade	\$300,000	\$50,000	2021/22/23
Loftus Street Pedestrian Upgrade	\$210,000	\$40,000	2022/23/24
Painting Aria Park Pool	\$120,000	\$40,000	2022/23
Widen and reseal Nixon Park netball courts	\$50,000	\$25,000	2022/23
Bradley Park Upgrade	\$400,000	\$50,000	2022/23
Total community facility	\$1,085,000	\$210,000	
Drainage Infrastructure	Estimated Cost	S7.12 Contribution	Delivery
Victoria Street / Ironbark St U/G Drainage (200m) including BGW crossing (Gallipoli to Ironbark)	\$300,000	\$100,000	2023/24
Britannia Street / Hoskins Street Intersection Drainage (60m)	\$25,000	\$10,000	2023/24
Gallipoli Street (Victoria St to Timmins St 250m)	\$100,000	\$30,000	2023/24
Back Mimosa Road (1250m Drainage Channel Construction) Note: Major tree removal	\$80,000	\$20,000	2022/23 Underway

required			
Baker Street U/G Drainage (240m Victoria St to Britannia St)	\$150,000	\$45,000	2026/27
Delavan Street Box Culvert (Using Council owned culverts Ex RMS)	\$100,000	\$30,000	2025/26
Chifley Street U/G Drainage (Williams to Joffre 220m)	\$66,000	\$15,000	2026/27
Hoskins Street (Macauley to Ashelford U/G Drainage)	\$80,000	\$10,000	2025/26
Austral Street U/G Drainage (DeBoos to Aurora St) 135m	\$100,000	\$10,000	2024/25
Crowley St/Polaris St - Western Drain upgrade Crowley St to intersection of Polaris & Baker Sts	\$1,020,000	\$200,000	2028/29
Hoskins Street (Parkes to Kitchener U/G Drainage)	\$1,000,000	\$200,000	2029/30
Total drainage infrastructure	\$3,021,000	\$670,000	

Schedule 2 Detailed Community Facility Works Description

Ariah Park Playground Swing Set

Install a swing set at the playground at the Ariah Park Recreation Ground

Main Street Upgrade

Upgrade of Hoskins Street between Polaris Street and Parkes Street & Victoria Street and Britannia Street to enhance footpaths, street furniture and landscaping to complement existing upgrade of main street

Loftus Street Pedestrian Upgrade

Upgrade pedestrian access to the western side of Loftus Street, at the corner of Hoskins Street.

Painting Ariah Park Pool

Repair and painting of the lining of the Ariah Park pool

Widen and reseal Nixon Park netball courts

Upgrade of the existing netball courts at Nixon Park to meet current standards

Bradley Park Upgrade

Upgrade Bradley Park to include nature based adventure play space and improved amenities for visitors

13.2 PLACES TO PLAY GRANT APPLICATION**File Number:** REP22/1442**Author:** Town Planner**Authoriser:** Director of Environmental Services**Attachments:** 1. Bradley Park Concept Upgrade Plans [!\[\]\(fa6f3af6bfa46c5d4a2d362681095beb_img.jpg\)](#) **REPORT**

Council has been notified that the NSW Government's Places to Play grant program is open until 15 December 2022. There is \$5 million available across NSW Councils. Up to \$500,000 is available for individual projects including adventure play.

Council officers have been working with the Department of Planning and Environment and consultants Place Design Group to develop plans to support the upgrade of Bradley Park, Temora, in anticipation of this grant program. This has involved extensive community consultation.

The final plans are attachment to this report.

Council has identified \$50,000 to make a co-contribution towards this project, under the Development Contributions Plan 2022, based upon an estimated total project value of \$400,000.

RESOLUTION 202/2022**Moved:** Cr Graham Sinclair**Seconded:** Cr Max Oliver

It was resolved that Council:

1. Support the draft plans prepared for Bradley Park,
2. Make an application under Places to Play funding program for the upgrade of Bradley Park and
3. Commit \$50,000 in co-contribution funding to this project from Section 7.12 Contributions Fund.

CARRIED***Report by Claire Golder***

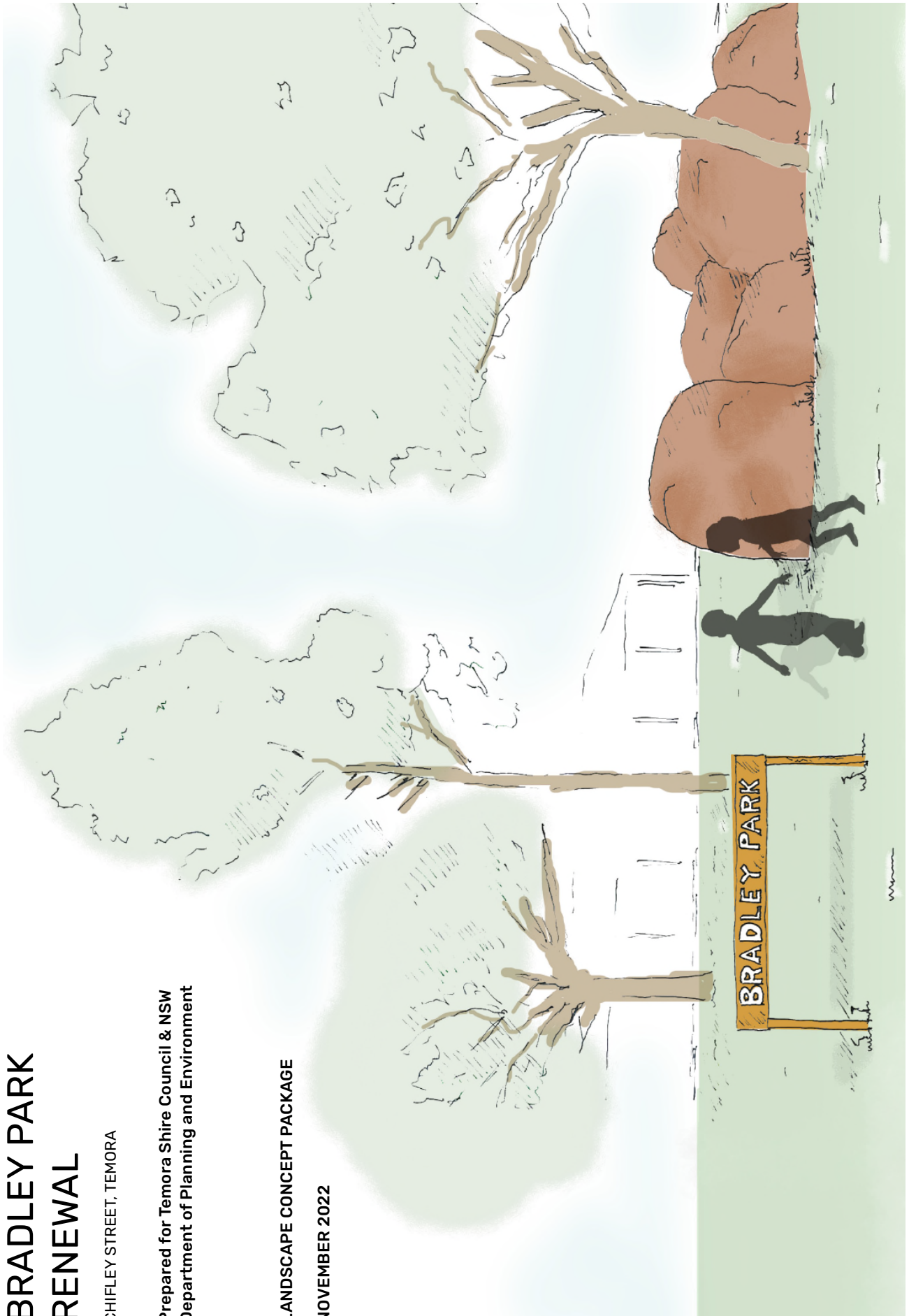
BRADLEY PARK RENEWAL

CHIFLEY STREET, TEMORA

Prepared for Temora Shire Council & NSW
Department of Planning and Environment

LANDSCAPE CONCEPT PACKAGE

NOVEMBER 2022



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Report title	Concept Design Report
Document number	2522059
Prepared for	DPIC and Temora Council
Authors	ZW / JP
Revision number	C
Revision issue date	14.11.2022
Approved	TM
Reason for revision	For Information

Disclaimer: This report has been prepared in accordance with the scope of services described in the contract or agreement between Place Design Group Pty Ltd ACH 082 370063 and the Client. The report relies upon data, surveys, measurements and results taken at or under the particular times and conditions specified herein. Any findings, conclusions or recommendations only apply to the aforementioned circumstances and no greater reliance should be assumed or drawn by the Client. Furthermore, the report has been prepared solely for use by the Client and Place Design Group accepts no responsibility for its use by other parties.

CONNECTING WITH COUNTRY

By connecting with local First Nations knowledge holders in a process of collaborative design, the ancient spiritual significance of this site can be celebrated.

Temora Shire sits on the ancestral lands of the Wiradjuri people and is shared between two major southern Wiradjuri Clans; Narrandera people and Cootamundra people. The meaning of Wiradjuri is "People of the three rivers" these being the Lachlan, Macquarie and Murrumbidgee Rivers.

The site is located in the east, country of the Cootamundra people. They share the spirit ancestor with "Gudhamang", the Eastern Long Necked Turtle.

Traditional Wiradjuri society were non literate and communicated their knowledge verbally between generations through social interaction and initiation ceremonies known as "Burbungs". Elders would trace images in the earth or prescribe them into trees beside the designated path ahead of ceremonies. During the ceremony insights would be shared from the images by the appropriate elder. There was a level of information offered which was dependant on the individual in which the ceremony was held for. Young men would aspire to the status of "Clever Man", in which they would be trusted with society's guarded knowledge.

Both men and women have sacred teaching stones. The mens teaching stones are called Tjuringa; the women's stones Okgteringa. These stones are carved with symbols used for teaching and ceremony.



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Bradley Park Nature Based Adventure and Water Playspace
Concept Package

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DESIGNING WITH COUNTRY

On First Peoples Collaboration

Our approach is to embark on a reconciliatory process of collaborative design, working to support culture, identity and practice, as well as celebrate and nurture the cultural stories that are embedded in Wiradjuri Country.

This could allow us to:

- Authentically connect to Wiradjuri Country
- Give insight into the nature of Country
- Facilitate appropriate planting
- Create inspiration for design interpretations
- Facilitate cultural exchange
- Respect Indigenous community as custodians and decision makers for Country
- Accurately express the song lines of Country



Designing with Country

The identity of Wiradjuri Country will be celebrated in the design of the landscape through interpretive expression, art and planting.

Interpretation of country through design could be brought to life through;

- The use of carved elements in the rock boulders and play structures such as the Goanna and long neck turtle. Water animals can be aligned with the interpretive creek line
- The interpretive creek line as a symbolic gesture to the "People of the three rivers",
- The use of indigenous planting to embrace the nature of country including edible indigenous planting such as fruit trees and bush food. This will communicate the connection to country through the story of food along the creek line

The position and spatial arrangement of these design features will require further collaboration with local indigenous community members.

Symbolic of Gudhamang



Etchings to symbolise Teaching Stones



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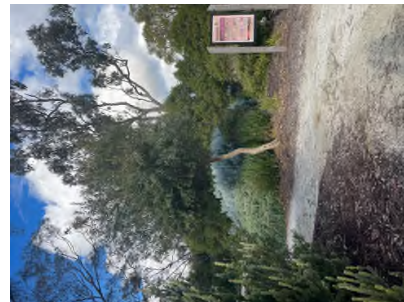


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UNDERSTANDING PLACE

NUMBER	OPEN SPACE	APPROX. AGE GROUP	PLAY EQUIPMENT	PICNIC TABLES	AMENITY BLOCK	BBQ	CHICKEN	AFL	SOCCER FIELD	TENNIS	PUMP TRACK	WALKING TRACK	NATURE PLAY
1.	Hillview Park	18+		X	X	X						X	
2.	Apex Park	18+		X									
3.	Gloucester Park	5-16	X	X		X							
4.	Federal Park	16-25	X	X		X				X			
5.	Callaghan Park	18+		X	X	X						X	
6.	Father Hannan Oval	5+					X		X				
7.	Nixon Park	5+			X		X	X	X				
8.	Lake Centenary	16+		X	X	X							



01 / Hillview Park



03 / Gloucester Park



04 / Federal Park



05 / Callaghan Park



07 / Nixon Park

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Bradley Park Nature Based Adventure and Water Playspace

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DATE 14/11/2022

PROJECT NO. 2522059

REVISION C

DWG NO. 5

VISION & PRINCIPLES

"SHOWCASING INNOVATIVE WAYS TO IGNITE ADVENTURE AND RISK TAKING"

PROVIDE A UNIQUE
SITE IDENTITY



ALLOW FOR CHALLENGE
& RISK TAKING



CELEBRATE COMMUNITY
AND NATURE



Understanding the unique environment and embracing
the challenges of the site

Create placemaking opportunities and a destination point

Retain and enhance the existing character of the park

Listen and celebrate stories of First Nations people
through design

Consider the brief to create an 'Adventure and Water
Playspace'

Create an environment which supports healthy
childhood development

Accommodate a range of activities which assist in
developing motor skills

Provide innovative ways of play which challenges
children's capabilities and problem solving

Allow accessibility for people with a range of
mobilities including inclusive and adaptable play
spaces

Accommodate equal access and play for all ages

Provide an environment which promotes social
interaction and accommodates people of different
cultures, diversities and abilities

Allow for the community to interact and learn about
nature

Design spaces which promotes safety and comfort
through canopy cover, resting points and clear
movement corridors

Promoting sustainability and biodiversity through
resilient planting and water management principles

PLAY OBJECTIVE RESPONSE



BALANCE

Platform Y's preferred nature play activity was balancing logs.

Students had mentioned balancing items were mostly used when attending parks with siblings and younger children.



CLIMBING

Temora After school Care consultation provided the feedback that climbing elements were the most sought after within the park.

Bradley Park climbing elements will comprise of a range of timber totems, cargo nets and ropes for challenging and risk focused play.



CONNECTION TO NATURE

A key community response to the sites identity was it's reference as 'The Rock Park'.

This informs the design move to use naturally sourced materials for play and placemaking opportunities.

Landscape elements such as a dry creek bed, boulders and natural materials and textures will make reference to 'The Rock Park' whilst the sites context amongst rolling hills will be captured through the pump track and mounding tunnels.



CREEK LINE AND WATER PLAY

Interactive elements such as the pump track and the creek bed were well received in the consultation. Both user groups responded positively to the creek bed as one of their favourite landscape items from the preliminary concept design.

The proposed interpretive dry creek bed and water play has been a direct response to the initial design brief for an 'Adventure and Water Playspace'. Materials such as rocks and timber logs will be sourced locally to provide a connection to the local area.



JUMPING

Play elements, particularly the boulders were communicated as part of Bradley Park's unique sense of place. The design will include additional play items such as timber log stumps, stepping stones and trampolines to create a motion of jumping in the landscape.



LEVEL OF DIFFICULTY

Platform Y consultation attendees expressed the need for a degree of risk to dedicated play elements and the desire for a pump track. This provides the opportunity of progression in skills and mobility as well as providing play for all ages.

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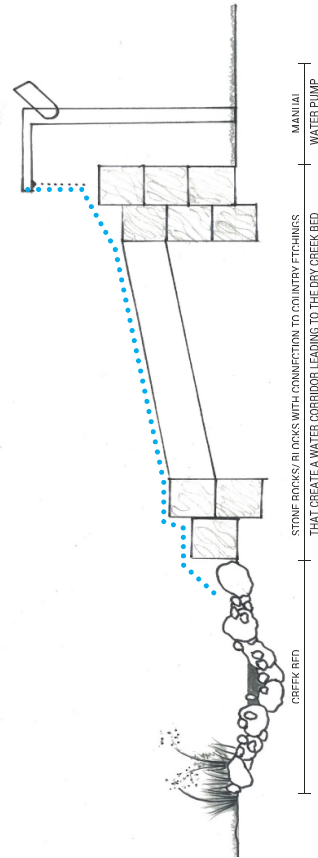
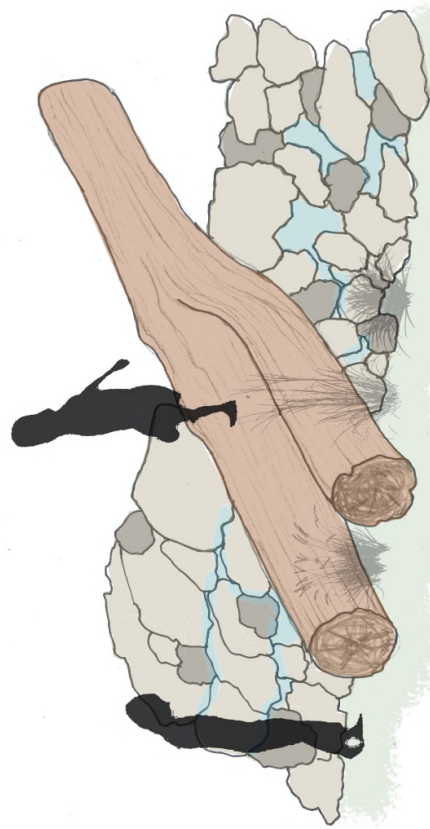


Bradley Park Nature Based Adventure and Water Playspace
Concept Package

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NATURE PLAY ELEMENTS

Dry Creek Bed



The dry creek bed will meander through the landscape. Materials selected will include locally sourced rocks (basalt and granite) and natural timber elements which brings a sense of place to the design.

The water feature includes a manual pump which provides the opportunity to educate the community on the value of water as a sustainable resource. As it flows amongst the rocks into the creek bed additional integrated play elements will allow children to interact with the water.

PLAY MOMENTS



CONSULTATION PRECEDENTS



MATERIAL PALETTE



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place
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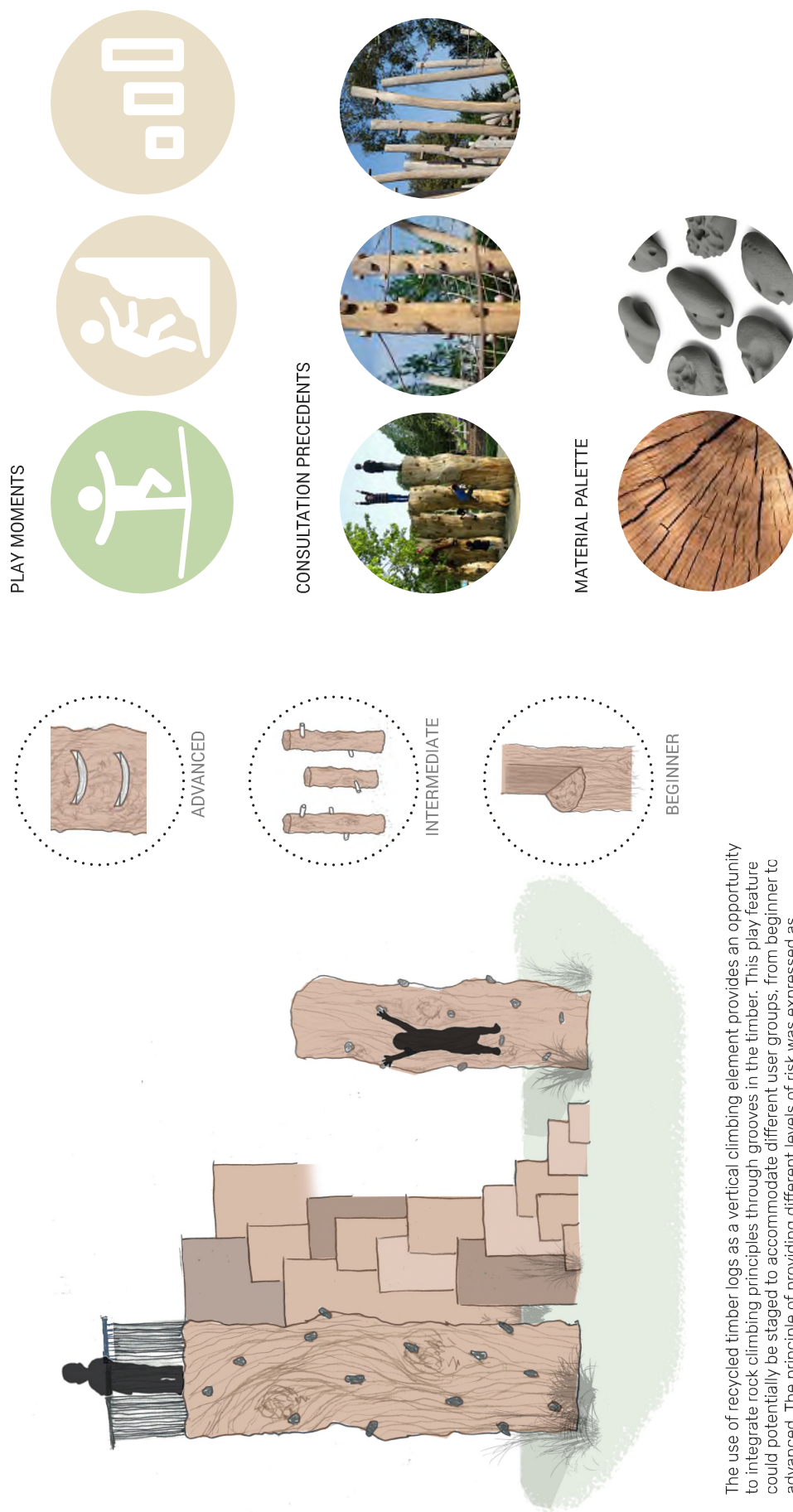


Bradley Park Nature based Adventure and Water Playspace
Concept Package

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NATURE PLAY ELEMENTS

Vertical Climbing Log



The use of recycled timber logs as a vertical climbing element provides an opportunity to integrate rock climbing principles through grooves in the timber. This play feature could potentially be staged to accommodate different user groups, from beginner to advanced. The principle of providing different levels of risk was expressed as favourable in the community consultation.

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design**

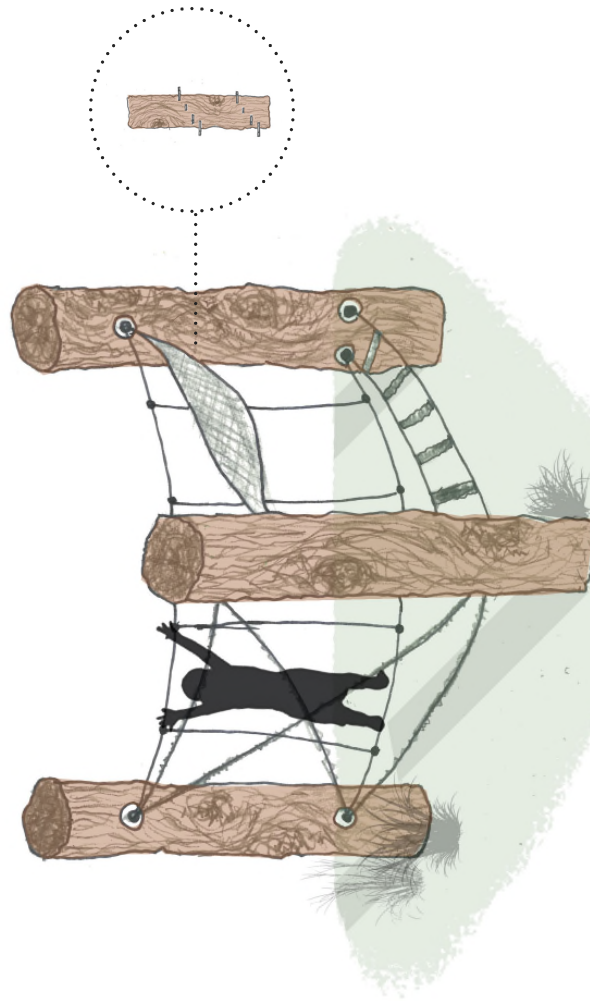


Bradley Park Nature Based Adventure and Water Playspace
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NATURE PLAY ELEMENTS

Net & Rope Nature Play



Cargo ropes have been utilised to create a range of climbing and traverse options for users. Stepped elements and climbing elements can be applied to timber totems.

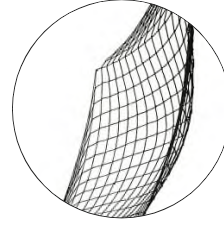
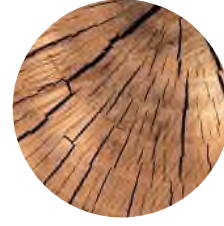
PLAY MOMENTS



CONSULTATION PRECEDENTS



MATERIAL PALETTE



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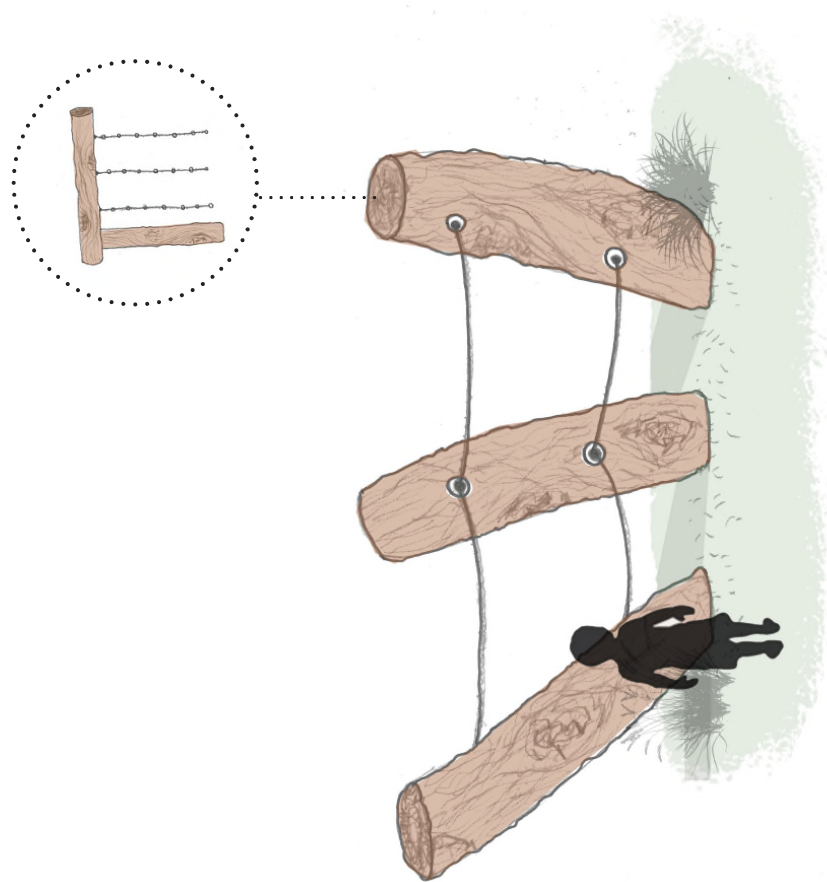


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NATURE PLAY ELEMENTS

Traverse Nature Play

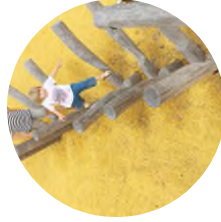


This play item encourages younger users to jump and balance between timber vertical logs. There is potential for this item to be used as a connective corridor in a broader sequence of nature play items.

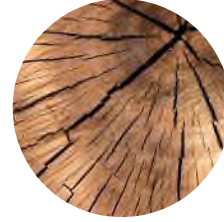
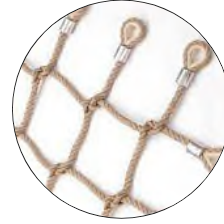
PLAY MOMENTS



CONSULTATION PRECEDENTS



MATERIAL PALETTE



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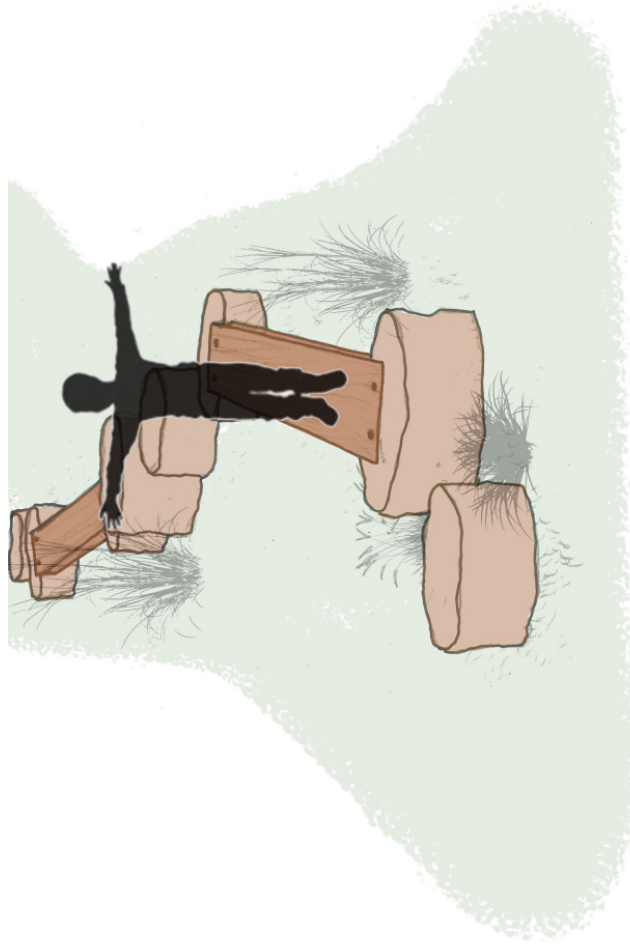


Bradley Park Nature Based Adventure and Water Playspace
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NATURE PLAY ITEMS

Stepping Logs/ Balance Beams



This play item encourages younger users to jump and balance between timber logs and could potentially fit into a broader sequence of nature play. The mounding and tunnel landscape feature is a symbolic reference to the broader site context and scenic hills.

PLAY MOMENTS



CONSULTATION PRECEDENTS



MATERIAL PALETTE



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OVERALL CONCEPT PLAN



KEY

- 1 Chifley Street entrance with boulders for placemaking and signage
- 2 1.8 wide circulation path to formalise movement and access to the park
- 3 Kick-about space.
- 4 Pump track with turn areas
- 5 Pump track breakout space with boulder seating
- 6 Picnic table with shelter
- 7 Interpretive dry creek line with integrated play and planting
- 8 Nature play area entwined into creek line. Refer to detail plan for play elements
- 9 Existing play to be retained
- 10 Future amenities location
- 11 Proposed trees
- 12 Existing trees to be retained
- 13 Streetfront buffer planting with integrated fence
- 14 Existing substation to be retained
- 15 Future public footpath along Chifley Street
- 16 Entrance from Hyde Street

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PROJECT STAGING PLANS

Stage 1



Stage 2



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NATURE PLAY DETAIL PLAN



KEY

	Turf
	Creek planting
	Endemic plant species
	Proposed Trees
	Existing tree to be retained
	Playground mulch
	Access path
	Interpretive dry creek bed
	Water feature pump
	Water play with turnstiles
	Vertical climbing logs
	Net and Rope nature play
	Traverse nature play
	Stepping logs / balance beam
	Accessible trampolines
	Crossing logs
	Cubby house
	Existing play under structural shade canopy
	Bench seating
	Picnic table and bench seating
	Interpretive bridge
	Proposed sand pit
	Kick about area
	Boulders and dry creek edge rocks
	Drinking Water Fountain
	Educational signage
	Proposed Bin

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PUMP TRACK DETAIL PLAN



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ANALYSIS PLAN: CIRCULATION AND MOVEMENT



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ANALYSIS PLAN: PLAY BY DESIGN



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SECTION AA



- Open kick-about grassed area for active sports
- Endemic planting
- Puddle play integrated into dry creek bed
- Endemic planting
- Dry creek bed with crossing logs
- Mulch
- Access path
- Nature play with much
- Native planting
- Open turf area

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SECTION BB



Hyde Park Street
Turf and buffer
planting edge
Pump Track with
burns and jumps
Endemic planting
Central turf area
Pump Track with
burns and jumps
Boulders in the
background for
informal seating
Shared path
Open turf area
with proposed and
existing trees
Proposed
kickabout area

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IMAGE 1 - 3D RENDER



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IMAGE 2 - 3D RENDER



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Concept Package

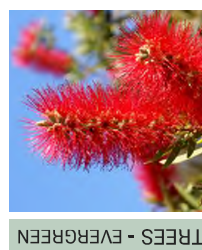


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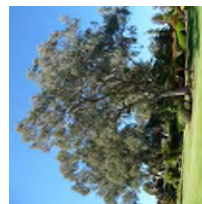
INDICATIVE PLANTING PALETTE



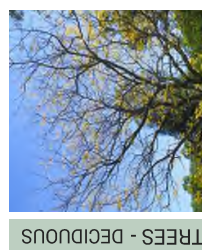
CALLISTEMON BOTTLEBRUSH
Common Red Bottlebrush



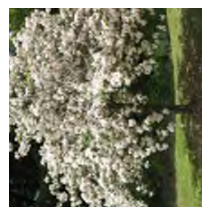
EUCALYPTUS CAESSIA
Silver Princess



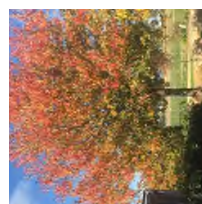
EUCALYPTUS ALBENS
Grey Box



MELIA AZEDERACH
White Cedar



MALUS IOENSIS
Crab Apple



PYRUS CALLERYANA
Ornamental Pear



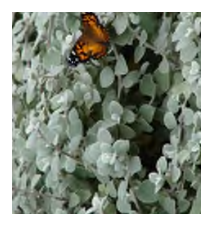
ASTARTEA FASCICULARIS
False Baeckea



CALYTRIX TETRAGONA
Fringe Myrtle



ERYSIMUM "WINTER JOY"
Woolflower



HELICHRYSUM PETIOLARE
Liquorice Plant



MELALEUCA THYMIFOLIA
Thyme honey-myrtle



SANTOLINA CHAMAECYPARISSUS
Cotton Lavender

GROUND COVERS



BRACHYSCOME MULTIFIDA
Cut-Leaved Daisy



GREVILLEA X GAUDICHAUDII
Prostrate Grevillea



HARDENBERGIA VIOLACEA
Purple Coral Pea

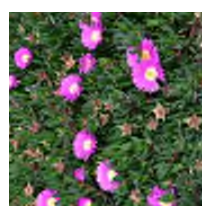


MYOPORUM PARVIFOLIUM
Boobialla

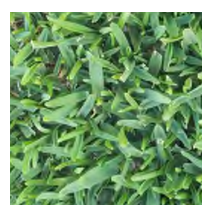
STRAPPY PLANTS



ROSMARINUS OFFICINALIS
Trailing Rosemary



CARPOBROTUS GLAUDESCENS
Pig Face



SIR WALTER BUFFALO



FICINIA NODOSA
Noddy Club Rush

STRAPPY PLANTS



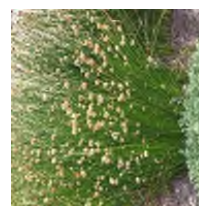
DIANELLA REVOLUTA
Blue Flax Lily



DIETES GRANDIFLORA
Fortnight Lily



PENNISETUM RUBRUM
Fountain Grass

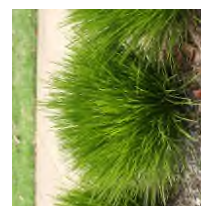


FICINIA NODOSA
Noddy Club Rush

STRAPPY PLANTS



FESTUCA GLAUCA
Blue Fescue Grass



LOMANDRA LONGIFOLIA 'LIME TUFF'
Mat Rush



PENNISETUM ALOPECUROIDES
Swamp Fountain Grass



FICINIA NODOSA
Noddy Club Rush

SOURCE:
LANDSCAPING: TEMORA SHIRE COUNCIL
[HTTPS://WWW.TEMORA.NSW.GOV.AU](https://www.temora.nsw.gov.au)
TEMORA SHIRE DEVELOPMENT CONTROL PLAN

MATERIALS PALETTE



CIRCULATION

GOLD DECOMPOSED GRANITE



DECOMPOSED GRANITE



PLAY

PLAY MULCH



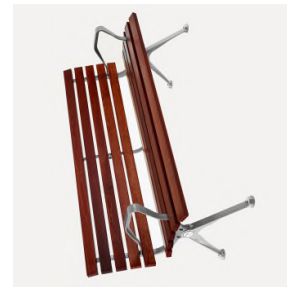
TIMBER LOGS



RIVERINA RED GRAVEL



INFORMAL SEATING



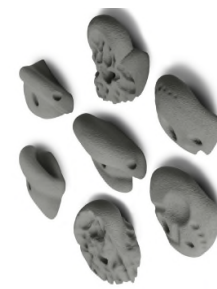
SEATING WITH BACKREST



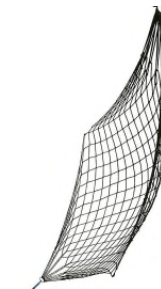
BOULDERS - ANDESITE



SANDSTONE EDGING



CLIMBING MOULDS



CARGO NET HAMMOCK



MANUAL WATER PUMP



CARGO NET

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STAGE 1 - OPINION OF PROBABLE COST



IMPORTANT NOTE: THIS OPINION OF PROBABLE COST HAS BEEN PREPARED TO PROVIDE A HIGH LEVEL INDICATION OF PROJECT COSTS. ALL RATES AND QUANTITIES ARE SUBJECT TO CHANGE. SHOULD AN ACCURATE LEVEL OF PRICING BE REQUIRED FOR THIS PROJECT, WE RECOMMEND CONSULTING A QUANTITY SURVEYOR.

STAGE 01						
ITEM	DESCRIPTION	UNIT	QTY	RATE	COST	
1.00 PRELIMINARY WORKS						
1.10	Site establishment works including but not limited to, site set up, site sheds, tree protection and toilets	item	1	\$ 15,000.00	\$ 15,000.00	
1.20	Payment of authority fees and charges associated with all engineering work (electrical, stormwater, hydraulic and sanitation works)	item	1	\$ 2,000.00	\$ 2,000.00	
					Sub Total	\$ 17,000.00
2.00 DEMOLITION, SITE CLEARANCE AND GROUNDWORKS						
2.10	Demolish and remove all existing furniture	item	1	\$ 7,500.00	\$ 7,500.00	
2.20	Prepare ground levels including all cut and fill, compaction and hand finishing to car park and playground area to meet proposed finished levels	item	1	\$ 5,000.00	\$ 5,000.00	
2.30	Disposal of all demolished materials off site (existing furniture)	item	1	\$ 5,000.00	\$ 5,000.00	
					Sub Total	\$ 17,500.00
3.00 STORMWATER WORKS: (Supply and install)						
3.10	Provisions for grated inlet pits, stormwater drainage lines, subsoil drainage lines and outlet headwalls with secure protection	item	1	\$ 12,000.00	\$ 12,000.00	
					Sub Total	\$ 12,000.00

4.00 HYDRAULIC WORKS - (Supply and install)					
4.10	New authority water connection to 100mm authority water main	item	1	\$ 5,000.00	\$ 5,000.00
4.20	200mm water supply to drinking fountain	lin m	1	\$ 2,500.00	\$ 2,500.00
4.30	Water supply to water feature	lin m	1	\$ 2,500.00	\$ 2,500.00
4.30	Supply and install 3 x Quick Coupling Valves at approximately 30m intervals across the site for site irrigation	item	1	\$ 2,000.00	\$ 2,000.00
Sub Total					\$ 12,000.00
5.00 PATHWAYS (Supply and install)					
5.10	CONCRETE FOOTPATH - 110mm thick concrete to footpaths	m ²	170	\$ 110.00	\$ 18,700.00
5.20	DECOMPOSED GRANITE FOOTPATH - Decomposed granite to Dry Creek Bed	m ²	80	\$ 70.00	\$ 5,600.00
5.30	PLAYGROUND MULCH - Softfall mulch to play areas	m ²	100	\$ 80.00	\$ 8,000.00
5.40	RUBBER SOFTFALL - Rubber softfall in some areas with play equipment to allow for accessibility	m ²	190	\$ 300.00	\$ 57,000.00
Sub Total					\$ 89,300.00
6.00 FURNITURE, SHELTERS AND SIGNAGE (Supply and install)					
6.10	DRINKING FOUNTAIN - Accessible drinking fountain with bottle filler and dot bowl	item	1	\$ 5,000.00	\$ 5,000.00
6.20	BIN - 240L Dual Wheeled Bin Enclosure	item	2	\$ 3,000.00	\$ 6,000.00
6.30	WATER RUBBER	item	1	\$ 750.00	\$ 750.00
6.40	BENCH - Aluminium seat with back rest	item	2	\$ 2,000.00	\$ 4,000.00
6.50	PICNIC SETTING - Accessible table and 2 profile benches	item	1	\$ 4,000.00	\$ 4,000.00
6.60	SHELTER STRUCTURE - Shade shelter to cover picnic area	item	2	\$ 8,000.00	\$ 16,000.00
Sub Total					\$ 35,750.00
7.00 EDGING (Supply and install)					
7.10	TIMBER EDGING - 100 x 38 mm Hardwood timber edging	lin m	150	\$ 18.00	\$ 2,700.00
Sub Total					\$ 2,700.00
8.00 PLAY EQUIPMENT (Supply and install)					
8.10	SANDPIT - Sand and edging for the sand pit	item	1	\$ 5,000.00	\$ 5,000.00
8.20	BOULDERS - Boulders on site to create informal play	item	3	\$ 250.00	\$ 750.00
8.30	IN GROUND TRAMPOLINE - In ground trampoline that is accessible	item	2	\$ 8,500.00	\$ 17,000.00
8.40	TIMBER LOG CREEK CROSSING - Logs for crossing creek bed	item	3	\$ 2,000.00	\$ 6,000.00
8.50	TIMBER LOG ROCK CLIMBING - 3 x Logs with climbing rocks and informal log steps	item	1	\$ 20,000.00	\$ 20,000.00
8.60	TIMBER LOG NET & ROPE PLAY - Logs with nets and climbing, balancing and swinging elements attached	item	1	\$ 12,000.00	\$ 12,000.00
8.70	STEPPING TIMBER LOGS/BALANCE BEAMS - Logs at various heights for stepping, some linked with timber beams for balancing	item	20	\$ 500.00	\$ 10,000.00
8.80	CUBBY HOUSE - Small timber cubby house for play	item	1	\$ 2,000.00	\$ 2,000.00
8.10	PUMP AND CONCRETE BLOCKS - Waterplay to creekline, pump and etched concrete blocks	item	1	\$ 20,000.00	\$ 20,000.00
8.11	TRAVERSE ROPE - Logs with ropes	item	1	\$ 18,000.00	\$ 18,000.00
8.12	INTEGRATED CREEK LINE - Creekline connecting stormwater pits, with rocks and 2 bridges	item	1	\$ 8,000.00	\$ 8,000.00
Sub Total					\$ 118,750.00
9.00 SOFT LANDSCAPING (Supply and install)					
9.10	PLANTING AREA PREPARATION - Cultivation to a minimum of 300mm, Application of Gypsum and Fertilisers	m ²	620	\$ 16.00	\$ 9,920.00
9.20	IMPORTED TOPSOIL - To Planting Areas, 300mm depth	m ³	186	\$ 50.00	\$ 9,300.00
9.30	PLANT STOCK - 140mm Plant Stock (6m ²), include Fertiliser Tablets/Pellets	each	3,720	\$ 5.00	\$ 18,600.00
9.40	GARDEN BED MULCH - Organic mulch to garden bed areas indicated GML to 75mm depth	m ³	47	\$ 12.00	\$ 568.00
9.50	TURF - Make good all disturbed turf areas during construction	item	1	\$ 2,000.00	\$ 2,000.00
9.60	ADVANCED PLANT STOCK - 100L bagged Plant Stock, includes fertilise 100mm deep Hydrocort to base, Stakes & Ties	each	9	\$ 300.00	\$ 2,700.00
Sub Total					\$ 43,078.00
Stage 01 Total					\$ 346,078.00
Contingency allowance 10%					\$ 34,607.80
Stage 01 Total + Contingency					\$ 382,885.80
OPTIONAL ITEMS					
5.30a	COLOURED CONCRETE FOOTPATH - 110mm thick concrete to Dry Creek Bed	m ²	80	\$ 125.00	\$ 10,000.00

STAGE 2 - OPINION OF PROBABLE COST



IMPORTANT NOTE: THIS OPINION OF PROBABLE COST HAS BEEN PREPARED TO PROVIDE A HIGH LEVEL INDICATION OF PROJECT COSTS. ALL RATES AND QUANTITIES ARE SUBJECT TO CHANGE SHOULD AN ACCURATE LEVEL OF PRICING BE REQUIRED FOR THIS PROJECT. WE RECOMMEND CONSULTING A QUANTITY SURVEYOR.

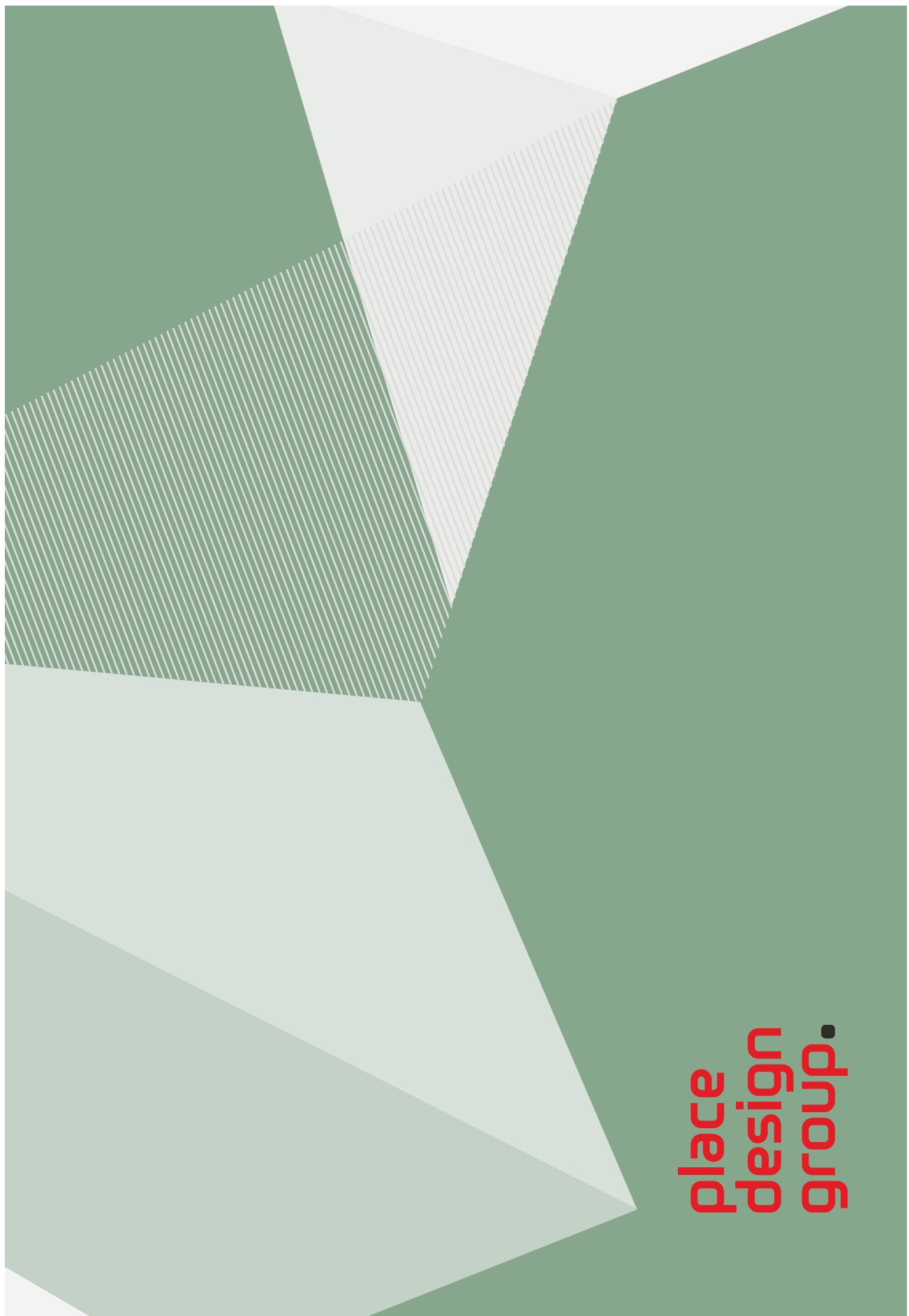
ITEM	DESCRIPTION	UNIT	QTY	RATE	COST
STAGE 02					
10.00	PUMP TRACK (Supply and install)				
10.10	DECOMPOSED GRANITE HAUL - Pump track inclusive of compacted subgrade, surface finish, drainage and ancillary items	m ²	242	\$	70.00 \$
				Sub Total	\$ 16,940.00
5.00	PATHWAYS (Supply and install)				
5.10	CONCRETE FOOTPATH - 110mm thick concrete to footpaths	m ²	225	\$	110.00 \$
				Sub Total	\$ 24,750.00
6.00	FURNITURE SHELTERS AND SIGNAGE (Supply and install)				
6.50	PICNIC SEATING - Accessible table and 2 profile benches.	item	1	\$	4,000.00 \$
5.50	SHELTER STRUCTURE - Shade shelter to cover picnic area	item	1	\$	8,000.00 \$
				Sub Total	\$ 12,000.00
8.00	PLAY EQUIPMENT (Supply and install)				
8.20	BOULDERS - Boulders on site to create informal play	item	3	\$	250.00 \$
				Sub Total	\$ 750.00
9.00	SOFT LANDSCAPING (Supply and install)				
9.10	PLANTING AREA PREPARATION - Cultivation to a minimum of 300mm, Application of Gypsum and Fertilisers	m ²	205	\$	16.00 \$
9.30	PLANT STOCK - 140mm Plant Stock (6m ²), include Fertiliser	each	1,230	\$	5.00 \$
9.40	GARDEN BED MULCH - Organic mulch to garden bed areas indicated GM to 75mm depth	m ³	15	\$	12.00 \$
9.50	TURF - Make good all disturbed turf areas during construction	item	1	\$	2,000.00 \$
9.60	ADVANCED PLANT STOCK - 100lt bagged Plant Stock, includes Fertiliser, 100mm deep Hydrocell to base, Stakes & Ties	each	9	\$	300.00 \$
				Sub Total	\$ 14,314.50
				Stage 02 Total	\$ 68,754.50
				Contingency allowance 10%	\$ 6,875.45
				Stage 02 Total + Contingency	\$ 75,629.95
OPTIONAL ITEMS					
10.10a	ASPHALT - Pump track inclusive of compacted subgrade	m ²	242	\$	80.00 \$
					\$ 19,360.00

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DATE 14/11/2022 PROJECT NO. 2522059 REVISION C DWG NO. 26



14 ADMINISTRATION AND FINANCE**14.1 EXTERNAL GRANT FUNDING POLICY****File Number:** REP22/1440**Author:** Town Planner**Authoriser:** Director of Environmental Services**Attachments:** 1. Draft External Grant Funding Policy  **REPORT**

At the August Economic Development and Visitations Committee Meeting, the Committee recommended that Council review the External Grant Funding Policy.

Council officers have completed this review and the draft plan was considered at Councillors policy Review meeting. The draft policy was supported at the meeting and is now required to be placed on public exhibition.

RESOLUTION 203/2022

Moved: Cr Jason Goode

Seconded: Cr Lindy Reinhold

It was resolved that that Council place the Draft External Grant Funding Policy on public exhibition for 28 days and receive a future report on the outcome of the public exhibition.

AMENDMENT

Moved: Cr Claire McLaren

Seconded: Cr Nigel Judd

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

The amendment was put and became the motion.

The motion was carried.

CARRIED

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

TEMORA SHIRE COUNCIL



EXTERNAL GRANT FUNDING POLICY

DRAFT

Revision Number: 1
File Name: External Grant Funding Policy

*Revision Date: October 2024*¹

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

Review Details

ABOUT THIS RELEASE

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

REVIEW

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

PLANNED REVIEW

Planned Review	Revision Description		Review by
October 2024	Review		GCL

Revision Number: 1
 File Name: External Grant Funding Policy

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 Revision Date: October 2024

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

PART A Outline

Objectives

This policy is aimed at fulfilling the following objectives:

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

Legislative and regulatory requirements

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

Background

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

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

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

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

Scope

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

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

Definitions

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

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

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

PART B Procedures

Policy

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

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

1. Authorisation / Approval

Council planned projects

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

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

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

Unbudgeted higher value projects

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

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

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

Short time frame grant programs

It is recognised that on occasion funding programs over \$50,000, offering significant benefit to Temora Shire, do not allow sufficient time for the proper authorisations. This is generally in situations whereby the program provides a short lead timeframe between the announcement of the opportunity and the closing date for applications. Should this occur, the General Manager, with the concurrence of the Mayor, Deputy Mayor and the relevant Head of Department, may authorise a submission in lieu of a report to the next Council meeting, justifying the reasons for the application.

If deemed necessary by the General Manager, a request for comment from all Councillors regarding the proposed application may be made via email.

Low value grant programs

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

Community Organisations

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

2. Expressions of Interest Process

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

Should an Expression of Interest lead to an invitation to apply for a grant, the approval process outlined in Section 1 applies.

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

3. Assessment Process

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

Questions to consider include:

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

Business case

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

4. Conflict of Interest

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

5. Notification

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

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

6. Recognition Treatment

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

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Where conditional grant funds are received in:

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

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

7. Records

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

8. Project Management, Delivery and Reporting

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

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

Responsibilities

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

Review


The General Manager will review the policy every 4 years.

Revision Number: 1
File Name: External Grant Funding Policy

Revision Date: October 2024⁷

14.2 AUDITED FINANCIAL STATEMENTS - 30 JUNE 2022**File Number:** REP22/1411**Author:** Director of Administration & Finance**Authoriser:** Director of Administration & Finance

Attachments:

1. **2022 Financial Statements** [↓](#) 
2. **Report on the Conduct of the Audit** [↓](#) 
3. **Audit Report - GPFS** [↓](#) 
4. **Audit Report - SPFS** [↓](#) 

REPORT

Council's financial statements for 2021/22 have been audited and the Auditor General's reports accompany the financial statements.

A representative from the contract auditor, Crowe will present the audit report at the November Council meeting.

The financial statements were placed on public display from Monday 7th November until Thursday 24th November. No submissions have been received thus far by Council in relation to the 2021/22 financial statements. The closing date for submissions is Thursday 1st December 2022.

RESOLUTION 204/2022

Moved: Cr Graham Sinclair

Seconded: Cr Max Oliver

It was resolved that Council receive and note the Financial Statements and Audit Reports for the year ended 30 June 2022.

CARRIED

Report by Elizabeth Smith

Temora Shire Council

Income Statement

for the year ended 30 June 2022

Original unaudited budget 2022	\$ '000	Notes	Actual 2022	Actual 2021
	Income from continuing operations			
6,095	Rates and annual charges	B2-1	6,088	5,807
8,633	User charges and fees	B2-2	12,574	10,267
390	Other revenues	B2-3	364	996
7,291	Grants and contributions provided for operating purposes	B2-4	8,177	7,590
6,388	Grants and contributions provided for capital purposes	B2-4	7,940	7,713
200	Interest and investment income	B2-5	168	144
288	Other income	B2-6	270	279
79	Net gain from the disposal of assets	B4-1	—	558
29,364	Total income from continuing operations		35,581	33,354
	Expenses from continuing operations			
9,169	Employee benefits and on-costs	B3-1	9,979	9,058
7,764	Materials and services	B3-2	9,437	9,171
58	Borrowing costs	B3-3	62	59
5,817	Depreciation, amortisation and impairment of non-financial assets	B3-4	6,366	5,987
606	Other expenses	B3-5	586	721
—	Net loss from the disposal of assets	B4-1	31	—
23,414	Total expenses from continuing operations		26,461	24,996
5,950	Operating result from continuing operations		9,120	8,358
5,950	Net operating result for the year attributable to Council		9,120	8,358
(438)	Net operating result for the year before grants and contributions provided for capital purposes		1,180	645

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

Temora Shire Council

Statement of Comprehensive Income

for the year ended 30 June 2022

\$ '000	Notes	2022	2021
Net operating result for the year – from Income Statement		9,120	8,358
Other comprehensive income:			
Amounts which will not be reclassified subsequently to the operating result			
Gain (loss) on revaluation of infrastructure, property, plant and equipment	C1-7	43,633	864
Impairment (loss) reversal / (revaluation decrement) relating to infrastructure, property, plant and equipment	C1-7	(1,257)	(640)
Total items which will not be reclassified subsequently to the operating result		42,376	224
Total other comprehensive income for the year		42,376	224
Total comprehensive income for the year attributable to Council		51,496	8,582

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

Temora Shire Council

Statement of Financial Position

as at 30 June 2022

\$ '000	Notes	2022	Restated 2021	Restated 1 July 2020
ASSETS				
Current assets				
Cash and cash equivalents	C1-1	4,823	2,779	1,622
Investments	C1-2	9,604	11,140	12,122
Receivables	C1-4	4,268	4,245	3,657
Inventories	C1-5	1,773	977	1,636
Contract assets and contract cost assets	C1-6	656	—	29
Other	C1-8	251	160	109
Total current assets		21,375	19,301	19,175
Non-current assets				
Investments	C1-2	5,542	2,500	—
Receivables	C1-4	345	—	—
Infrastructure, property, plant and equipment (IPPE)	C1-7	282,095	235,740	229,750
Investments accounted for using the equity method	D2-1,D2-3	217	209	204
Total non-current assets		288,199	238,449	229,954
Total assets		309,574	257,750	249,129
LIABILITIES				
Current liabilities				
Payables	C3-1	2,036	2,809	2,410
Contract liabilities	C3-2	2,349	2,160	2,020
Borrowings	C3-3	417	364	355
Employee benefit provisions	C3-4	3,906	3,816	3,975
Total current liabilities		8,708	9,149	8,760
Non-current liabilities				
Borrowings	C3-3	2,667	1,885	2,249
Employee benefit provisions	C3-4	56	69	54
Total non-current liabilities		2,723	1,954	2,303
Total liabilities		11,431	11,103	11,063
Net assets		298,143	246,647	238,066
EQUITY				
Accumulated surplus	C4-1	112,543	103,423	95,065
IPPE revaluation reserve	C4-1	185,601	143,225	143,001
Council equity interest		298,144	246,648	238,066
Total equity		298,144	246,648	238,066

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

Temora Shire Council

Statement of Changes in Equity

for the year ended 30 June 2022

	Notes	2022			2021		
		Accumulated surplus	IPPE revaluation reserve	Total equity	Accumulated surplus	IPPE revaluation reserve	Total equity
\$ '000					Restated	Restated	Restated
Opening balance at 1 July		103,423	143,225	246,648	94,385	143,001	237,386
Correction of prior period errors	G4-1	—	—	—	680	—	680
Restated opening balance		103,423	143,225	246,648	95,065	143,001	238,066
Net operating result for the year		9,120	—	9,120	8,358	—	8,358
Restated net operating result for the period		9,120	—	9,120	8,358	—	8,358
Other comprehensive income							
Gain (loss) on revaluation of infrastructure, property, plant and equipment	C1-7	—	43,633	43,633	—	864	864
Impairment (loss) reversal / (revaluation decrement) relating to infrastructure, property, plant and equipment	C1-7	—	(1,257)	(1,257)	—	(640)	(640)
Other comprehensive income		—	42,376	42,376	—	224	224
Total comprehensive income		9,120	42,376	51,496	8,358	224	8,582
Closing balance at 30 June		112,543	185,601	298,144	103,423	143,225	246,648

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

Temora Shire Council

Statement of Cash Flows

for the year ended 30 June 2022

Original unaudited budget 2022	\$ '000	Notes	Actual 2022	Actual 2021
Cash flows from operating activities				
<i>Receipts:</i>				
6,091	Rates and annual charges		6,095	5,859
8,637	User charges and fees		10,604	10,972
211	Interest received		126	179
13,670	Grants and contributions		18,232	14,695
—	Bonds, deposits and retentions received		50	10
694	Other		2,382	2,350
<i>Payments:</i>				
(9,157)	Payments to employees		(9,868)	(9,162)
(7,869)	Payments for materials and services		(12,400)	(11,164)
(51)	Borrowing costs		(62)	(61)
(611)	Other		(469)	(821)
11,615	Net cash flows from operating activities	G1-1	14,690	12,857
Cash flows from investing activities				
<i>Receipts:</i>				
3,000	Sale of investments		—	—
—	Sale of real estate assets		—	1,081
238	Proceeds from sale of IPPE		116	653
—	Deferred debtors receipts		—	172
<i>Payments:</i>				
(2,500)	Acquisition of term deposits		(1,506)	(1,518)
(11,859)	Payments for IPPE		(11,374)	(11,590)
(1,257)	Purchase of real estate assets		(27)	(143)
—	Deferred debtors and advances made		(690)	—
(12,378)	Net cash flows from investing activities		(13,481)	(11,345)
Cash flows from financing activities				
<i>Receipts:</i>				
1,170	Proceeds from borrowings		1,210	—
<i>Payments:</i>				
(376)	Repayment of borrowings		(375)	(355)
794	Net cash flows from financing activities		835	(355)
31	Net change in cash and cash equivalents		2,044	1,157
4,577	Cash and cash equivalents at beginning of year		2,779	1,622
4,608	Cash and cash equivalents at end of year	C1-1	4,823	2,779
11,022	plus: Investments on hand at end of year	C1-2	15,146	13,640
15,630	Total cash, cash equivalents and investments		19,969	16,419

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



Cr Rick Firman
Mayor
Temora Shire Council
105 Loftus Street
TEMORA NSW 2666

Contact: Nirupama Mani
Phone no: (02) 9275 7111
Our ref: D2220732/1793

31 October 2022

Dear Mayor

**Report on the Conduct of the Audit
for the year 30 June 2022
Temora Shire Council**

I have audited the general purpose financial statements (GPFS) of the Temora Shire Council (the Council) for the year ended 30 June 2022 as required by section 415 of the *Local Government Act 1993* (the Act).

I expressed a modified opinion on the Council's GPFS.

This Report on the Conduct of the Audit (the Report) for the Council for the year ended 30 June 2022 is issued in accordance with section 417 of the Act. This Report should be read in conjunction with my audit opinion on the GPFS issued under section 417(2) of the Act.

SIGNIFICANT AUDIT ISSUES AND OBSERVATIONS

I identified the following significant audit issues and observations during my audit of the Council's financial statements. These issues and observations were addressed as part of my audit.

Modification to the opinion in the Independent Auditor's Report

Rural fire-fighting equipment not recognised in the financial statements

The Council has not recognised rural fire-fighting equipment as assets within 'Infrastructure, property, plant and equipment' in the Statement of Financial Position at 30 June 2022. In my opinion, these assets are controlled by the Council and should be recognised as assets in accordance with AASB 116 'Property, Plant and Equipment'.

Australian Accounting Standards refers to control of an asset as being the ability to direct the use of, and obtain substantially all of the remaining benefits from, the asset. Control includes the ability to prevent other entities from directing the use of, and obtaining the benefits from, an asset.

Rural fire-fighting equipment is controlled by the Council as:

- these assets are vested in the Council under section 119(2) of the *Rural Fires Act 1997* (Rural Fires Act), giving the Council legal ownership
- the Council has the ability, outside of emergency events as defined in section 44 of the Rural Fires Act, to prevent the NSW Rural Fire Service from directing the use of the rural fire-fighting equipment by either not entering into a service agreement, or cancelling the existing service agreement that was signed on 17 June 2013
- the Council has specific responsibilities for fire mitigation and safety works and bush fire hazard reduction under Part 4 of the Rural Fires Act. The Council obtains economic benefits from the rural fire-fighting equipment as these assets are used to fulfil Council's responsibilities
- in the event of the loss of an asset, the insurance proceeds must be paid into the New South Wales Rural Fire Fighting Fund (section 119(4) of the Rural Fires Act) and be used to reacquire or build a similar asset, which is again vested in the Council as an asset provided free of charge.

The Council has not undertaken procedures to confirm the completeness, accuracy, existence or condition of these assets. Nor has the Council performed procedures to identify the value of assets vested in it during the year. When these assets are vested, no financial consideration is required from the Council and as such these are assets provided to Council free-of-charge.





Consequently, we were unable to determine the carrying values of rural firefighting equipment assets and related amounts that should be recorded and recognised in the council's 30 June 2022 financial statements.

This has resulted in the audit opinion on the Council's 30 June 2022 GPFS to be modified.

Refer to the Independent Auditor's report on the GPFS.

INCOME STATEMENT

Operating result

	2022 \$m	2021 \$m	Variance %
Rates and annual charges revenue	6.1	5.8	 5
Grants and contributions revenue	16.1	15.3	 11
Operating result from continuing operations	9.1	8.4	 9
Net operating result before capital grants and contributions	1.1	0.6	 78

Rates and annual charges revenue of \$6.1 million increased by \$0.3 million (5 per cent) in 2021–22 due to an increase in the number of rateable properties from 3,760 in 2020–21 to 3,770 in 2021–22.

Grants and contributions revenue of \$16.1 million increased by \$0.8 million (11 per cent) in 2021–22 due to amounts received for:

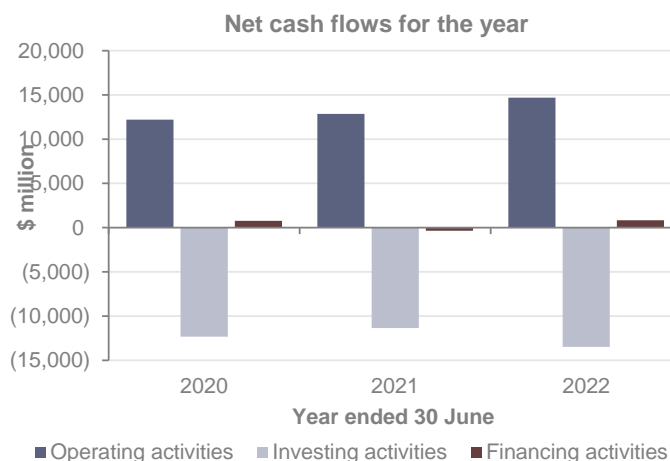
- Local Roads & Community Infrastructure Funding
- Stronger Country Communities Grant
- Swimming Pool Grant.

The Council's operating result from continuing operations was \$9.1 million including depreciation and amortisation expense of \$6.4 million, which was \$0.7 million higher than the 2020–21 result. This was driven by the \$2.3 million increase in user fees and charges, which increased from \$10.2 million in 2020–21 to \$12.5 million in 2021–22.

The net operating result before capital grants and contributions of \$1.1 million was \$0.5 million higher than the 2021–22 result. The increase is due to moderate increase in rates and annual charges and user charges and fees.

STATEMENT OF CASH FLOWS

- Council's cash and cash equivalents was \$4.8 million at 30 June 2022 (\$2.8 million at 30 June 2021). There was a net increase in cash and cash equivalents of \$2.0 million during 2021–22 financial year.
- Net cash provided by operating activities increased by \$1.8 million. This is mainly due to the increase in cash receipts from grants and contributions of \$3.5 million.
- Net cash used in investing activities has increased by \$2.1 million, which is driven by the sale of real estate assets in 2020–21.



FINANCIAL POSITION

Cash and investments

Cash and investments	2022	2021	Commentary
	\$m	\$m	
Total cash, cash equivalents and investments	20.0	16.4	<ul style="list-style-type: none"> Externally restricted cash and investments are restricted in their use by externally imposed requirements. This has remained stable from 2020–21 to 2021–22 financial years.
Restricted and allocated cash, cash equivalents and investments:			<ul style="list-style-type: none"> Internally restricted cash and investments have been restricted in their use by resolution or policy of Council to reflect identified programs of works and any forward plans identified by Council. Internal restrictions have increased by \$2.0 million at 30 June 2022.
• External restrictions	6.7	5.7	
• Internal allocations	12.5	10.5	
• Unrestricted	0.8	0.2	<ul style="list-style-type: none"> Unrestricted cash and investments are \$0.8 million, which is available to provide liquidity for day-to-day operations of the Council.

Debt

The Council has total borrowings of \$3.1 million at 30 June 2022. Council had cash outflows of \$0.4 million during the year. An additional \$1.2 million of new borrowings were drawn down.

PERFORMANCE

Performance measures

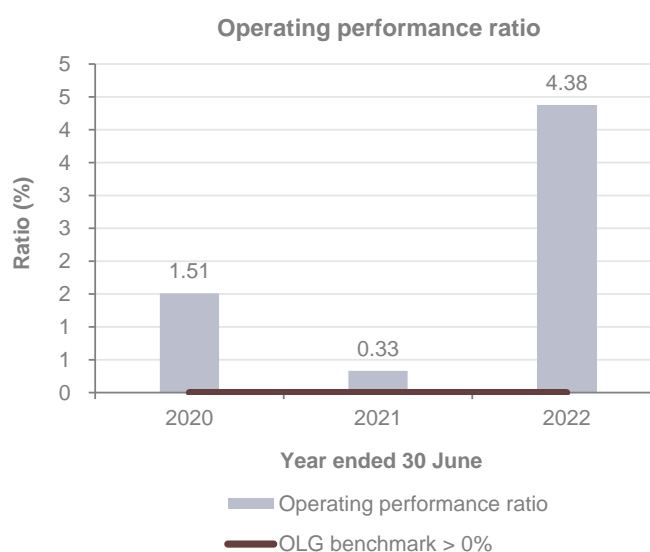
The following section provides an overview of the Council's performance against the performance measures and performance benchmarks set by the Office of Local Government (OLG) within the Department of Planning and Environment.

Operating performance ratio

The Council exceeded the OLG benchmark for the current reporting period.

The 'operating performance ratio' measures how well council contained operating expenditure within operating revenue (excluding capital grants and contributions, fair value adjustments, and reversal of revaluation decrements). The benchmark set by OLG is greater than zero per cent.

The operating performance ratio has increased as a result of receipt of 75 per cent of the Financial Assistance Grants 2022–23 allocation of funding in the 2022 financial year.

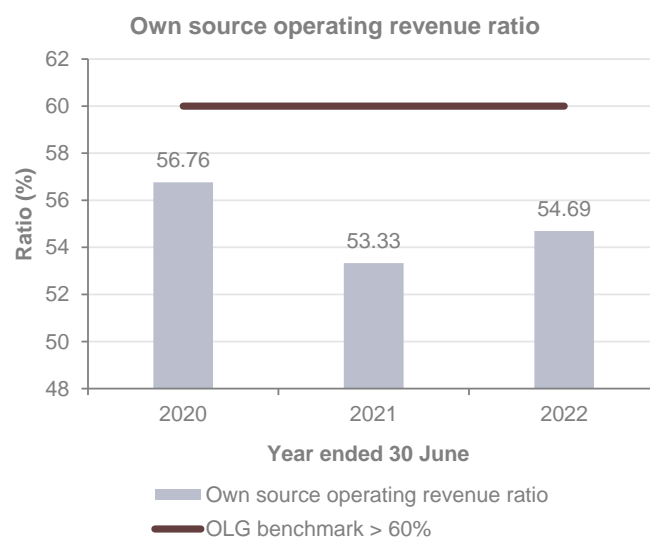


Own source operating revenue ratio

The Council did not meet the OLG benchmark for the current reporting period.

The 'own source operating revenue ratio' measures council's fiscal flexibility and the degree to which it relies on external funding sources such as operating grants and contributions. The benchmark set by OLG is greater than 60 per cent.

The own source operating revenue ratio has increased slightly from 30 June 2021.

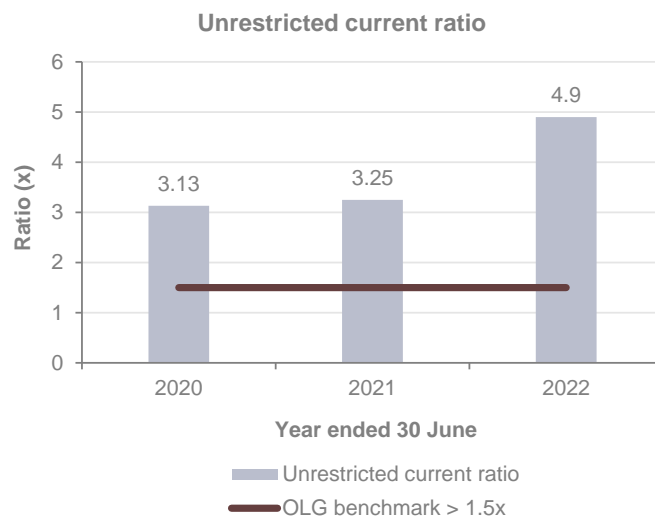


Unrestricted current ratio

The Council exceeded the OLG benchmark for the current reporting period.

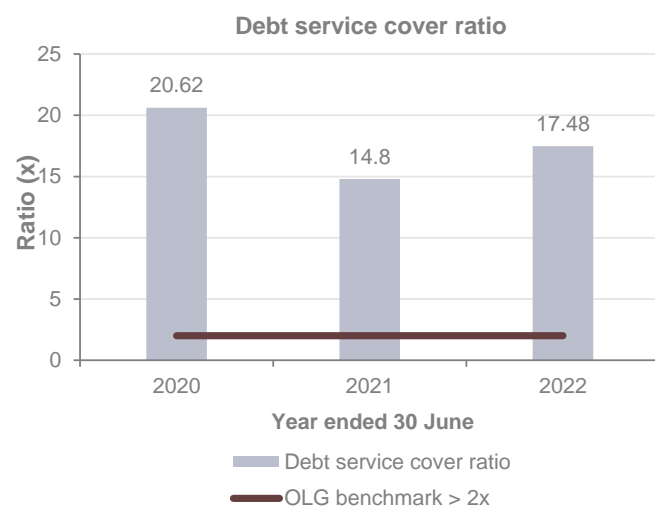
The 'unrestricted current ratio' is specific to local government and represents council's ability to meet its short-term obligations as they fall due. The benchmark set by OLG is greater than 1.5 times.

The Council's unrestricted current ratio has increased due to an increase in the unrestricted cash, cash equivalents and investments.

**Debt service cover ratio**

The Council exceeded the OLG benchmark for the current reporting period.

The 'debt service cover ratio' measures the operating cash to service debt including interest, principal and lease payments. The benchmark set by OLG is greater than two times.

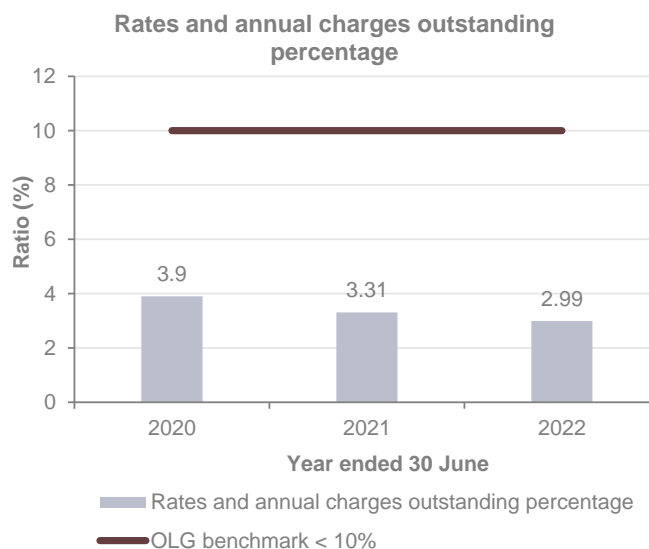


Rates and annual charges outstanding percentage

The Council is within the OLG benchmark for the current reporting period.

The 'rates and annual charges outstanding percentage' assesses the impact of uncollected rates and annual charges on council's liquidity and the adequacy of debt recovery efforts. The benchmark set by OLG is less than 10 per cent for regional and rural councils.

The rates and annual charges outstanding remained consistent for the last three years which reflects sound debt recovery at the Council.

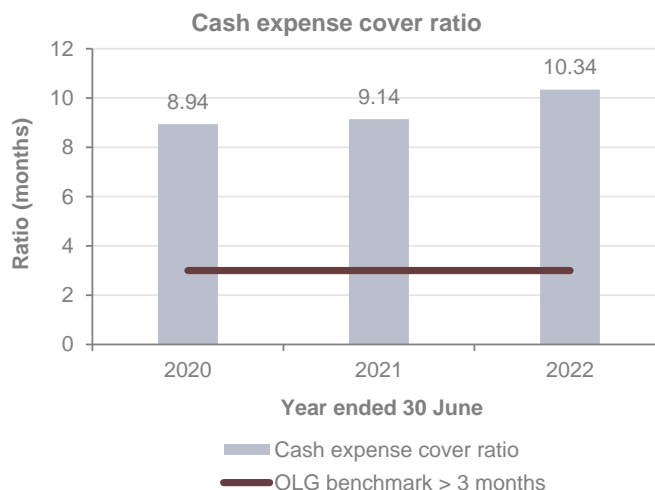


Cash expense cover ratio

The Council exceeded the OLG benchmark for the current reporting period.

This liquidity ratio indicates the number of months the council can continue paying for its immediate expenses without additional cash inflow. The benchmark set by OLG is greater than three months.

The councils cash expense cover has increased due to increase in cash held.



Infrastructure, property, plant and equipment renewals

The Council renewed \$8.1 million of assets in the 2021–22 financial year, compared to \$9.9 million of assets in the 2020–21 financial year. The increase is primarily due to:

- \$3.4 million of direct renewals for capital work in progress
- \$2 million of direct renewals for roads.

OTHER MATTERS

Legislative compliance

My audit procedures identified a material deficiency in the Council's financial statements that will be reported in the Management Letter. Rural fire-fighting equipment was not recognised in the financial statements.

Except for the matter outlined above, the Council's:

- accounting records were maintained in a manner and form that facilitated the preparation and the effective audit of the GPFS
- staff provided all accounting records and information relevant to the audit.



Nirupama Mani
Director, Financial Audit

Delegate of the Auditor-General for New South Wales

cc: Mr Gary Lavelle, General Manager
Mr Peter Veneris, Audit, Risk & Improvement Committee Chair
Mr Elizabeth Smith, Director Administration & Finance
Mr Michael Cassel, Secretary of the Department of Planning, Industry and Environment



INDEPENDENT AUDITOR'S REPORT

Report on the general purpose financial statements

Temora Shire Council

To the Councillors of Temora Shire Council

Qualified Opinion

I have audited the accompanying financial statements of Temora Shire Council (the Council), which comprise the Statement by Councillors and Management, the Income Statement and Statement of Comprehensive Income for the year ended 30 June 2022, the Statement of Financial Position as at 30 June 2022, the Statement of Changes in Equity and Statement of Cash Flows for the year then ended and notes comprising a summary of significant accounting policies and other explanatory information.

In my opinion, except for the effects of the matter described in the 'Basis for Qualified Opinion' section of my report:

- the Council's accounting records have been kept in accordance with the requirements of the *Local Government Act 1993*, Chapter 13, Part 3, Division 2 (the Division)
- the financial statements:
 - have been prepared, in all material respects, in accordance with the requirements of this Division
 - are consistent with the Council's accounting records
 - present fairly, in all material respects, the financial position of the Council as at 30 June 2022, and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards
- all information relevant to the conduct of the audit has been obtained
- no material deficiencies in the accounting records or financial statements have come to light during the audit.

My qualified opinion should be read in conjunction with the rest of this report.

Basis for Qualified Opinion

Non recognition of rural fire-fighting equipment

As disclosed in Note C1-7 to the financial statements, the Council has not recognised rural fire-fighting equipment as assets within 'Infrastructure, property, plant and equipment' in the Statement of Financial Position at 30 June 2022. In my opinion, these assets are controlled by the Council and should be recognised as assets in accordance with AASB 116 'Property, Plant and Equipment'.

Australian Accounting Standards refers to control of an asset as being the ability to direct the use of, and obtain substantially all of the remaining benefits from, the asset. Control includes the ability to prevent other entities from directing the use of, and obtaining the benefits from, an asset.

Rural fire-fighting equipment is controlled by the Council as:

- these assets are vested in the Council under section 119(2) of the *Rural Fires Act 1997* (Rural Fires Act), giving the Council legal ownership
- the Council has the ability, outside of emergency events as defined in section 44 of the Rural Fires Act, to prevent the NSW Rural Fire Service from directing the use of the rural fire-fighting equipment by either not entering into a service agreement, or cancelling the existing service agreement that was signed on 17 June 2013
- the Council has specific responsibilities for fire mitigation and safety works and bush fire hazard reduction under Part 4 of the Rural Fires Act. The Council obtains economic benefits from the rural fire-fighting equipment as these assets are used to fulfil Council's responsibilities
- in the event of the loss of an asset, the insurance proceeds must be paid into the New South Wales Rural Fire Fighting Fund (section 119(4) of the Rural Fires Act) and be used to reacquire or build a similar asset, which is again vested in the Council as an asset provided free of charge.

The Council has not undertaken procedures to confirm the completeness, accuracy, existence or condition of these assets. Nor has the Council performed procedures to identify the value of assets vested in it during the year. When these assets are vested, no financial consideration is required from the Council and as such these are assets provided to Council free-of-charge.

This is a limitation on the scope of my audit as I was unable to obtain sufficient appropriate audit evidence to:

- support the carrying values of rural fire-fighting equipment assets that should be recorded in the Statement of Financial Position and related notes as at 30 June 2022
- determine the impact on the 'Accumulated surplus' in the Statement of Changes in Equity and Statement of Financial Position
- determine the amount of 'Grants and contributions provided for capital purposes' income from any rural fire-fighting equipment assets vested as an asset received free of charge during the year and/or 'Depreciation, amortisation and impairment of non-financial assets' expense that should be recognised in the Income Statement for the year ended 30 June 2022
- determine the impact on the 'Operating performance' and 'Own source operating revenue' ratios in Note G5-1 'Statement of performance measures – consolidated results' and Note G5-2 'Statement of performance measures by fund'.

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Financial Statements' section of my report.

I am independent of the Council in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants (including Independence Standards)' (APES 110).

I have fulfilled my other ethical responsibilities in accordance with APES 110.

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as auditor of councils
- precluding the Auditor-General from providing non-audit services.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my qualified audit opinion.

Other Information

The Council's annual report for the year ended 30 June 2022 includes other information in addition to the financial statements and my Independent Auditor's Report thereon. The Councillors are responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprise the special purpose financial statements and Special Schedules (the Schedules).

My opinion on the financial statements does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information. However, as required by the *Local Government Act 1993*, I have separately expressed an opinion on the special purpose financial statements and Special Schedule - Permissible income for general rates.

In connection with my audit of the financial statements, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

The Councillors' Responsibilities for the Financial Statements

The Councillors are responsible for the preparation and fair presentation of the financial statements in accordance with Australian Accounting Standards and the *Local Government Act 1993*, and for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Councillors are responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting.

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to:

- obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements. Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the financial statements.

A description of my responsibilities for the audit of the financial statements is located at the Auditing and Assurance Standards Board website at: www.auasb.gov.au/auditors_responsibilities/ar4.pdf. The description forms part of my auditor's report.

The scope of my audit does not include, nor provide assurance:

- that the Council carried out its activities effectively, efficiently and economically
- on the Original Budget information included in the Income Statement, Statement of Cash Flows, and Note B5-1 'Material budget variations'
- on the Special Schedules. A separate opinion has been provided on Special Schedule - Permissible income for general rates
- about the security and controls over the electronic publication of the audited financial statements on any website where they may be presented

- about any other information which may have been hyperlinked to/from the financial statements.

A handwritten signature in dark ink, reading "Nirupama Mani". The signature is written in a cursive style with a small flourish at the end.

Nirupama Mani
Director, Financial Audit

Delegate of the Auditor-General for New South Wales

31 October 2022
SYDNEY



INDEPENDENT AUDITOR'S REPORT

Report on the special purpose financial statements

Temora Shire Council

To the Councillors of Temora Shire Council

Opinion

I have audited the accompanying special purpose financial statements (the financial statements) of Temora Shire Council's (the Council) Declared Business Activity, Sewerage Business Activity, which comprise the Statement by Councillors and Management, the Income Statement of each Declared Business Activity for the year ended 30 June 2022, the Statement of Financial Position of each Declared Business Activity as at 30 June 2022 and the Significant accounting policies note.

In my opinion, the financial statements present fairly, in all material respects, the financial position of the Council's Declared Business Activities as at 30 June 2022, and their financial performance for the year then ended, in accordance with the Australian Accounting Standards described in the Significant accounting policies note and the Local Government Code of Accounting Practice and Financial Reporting 2021–22 (LG Code).

My opinion should be read in conjunction with the rest of this report.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Financial Statements' section of my report.

I am independent of the Council in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants (including Independence Standards)' (APES 110).

I have fulfilled my other ethical responsibilities in accordance with APES 110.

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as the auditor of councils
- precluding the Auditor-General from providing non-audit services.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Emphasis of Matter - Basis of Accounting

Without modifying my opinion, I draw attention to the Significant accounting policies note to the financial statements which describes the basis of accounting. The financial statements have been prepared for the purpose of fulfilling the Council's financial reporting responsibilities under the LG Code. As a result, the financial statements may not be suitable for another purpose.

Other Information

The Council's annual report for the year ended 30 June 2022 includes other information in addition to the financial statements and my Independent Auditor's Report thereon. The Councillors are responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprise the general purpose financial statements and Special Schedules (the Schedules).

My opinion on the financial statements does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information. However, as required by the *Local Government Act 1993*, I have separately expressed an opinion on the general purpose financial statements and Special Schedule 'Permissible income for general rates'.

In connection with my audit of the financial statements, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

The Councillors' Responsibilities for the Financial Statements

The Councillors are responsible for the preparation and fair presentation of the financial statements and for determining that the accounting policies, described in the Significant accounting policies note to the financial statements, are appropriate to meet the requirements in the LG Code. The Councillors' responsibility also includes such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Councillors are responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting.

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to:

- obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements. Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the financial statements.

A description of my responsibilities for the audit of the financial statements is located at the Auditing and Assurance Standards Board website at: www.auasb.gov.au/auditors_responsibilities/ar4.pdf. The description forms part of my auditor's report.

The scope of my audit does not include, nor provide assurance:

- that the Council carried out its activities effectively, efficiently and economically
- about the security and controls over the electronic publication of the audited financial statements on any website where they may be presented
- about any other information which may have been hyperlinked to/from the financial statements.

A handwritten signature in dark ink, reading "Nirupama Mani". The signature is written in a cursive, flowing style.

Nirupama Mani
Director, Financial Audit

Delegate of the Auditor-General for New South Wales

31 October 2022
SYDNEY

14.3 SEPTEMBER COUNCIL MEETING MINUTES

File Number: REP22/1429
Author: Director of Administration & Finance
Authoriser: Director of Administration & Finance
Attachments: Nil

REPORT

An issue has been identified with the official minutes of the September Council meeting. The September minutes were ratified at the October Council meeting.

At the September Assets and Operations Committee Meeting in relation to item 4.4 Tree Removal Request the committee resolved the following:

Committee Resolution 102/2022

Moved: Cr Jason Goode

Seconded: Cr Claire McLaren

That the Committee recommend to Council to proceed with proposal from email dated 11 August 2021 (attached) with the addition of the installation of a buffer.

Amendment

Moved: Cr Belinda Bushell

Seconded: Cr Anthony Irvine

That Council remove the tree and repair damaged kerb, footpath & road pavement.

The Amendment was put and lost

The motion was then put and carried.

Carried

At the September Council meeting in relation to item 7.4 Minutes of the Assets & Operations Committee Meeting held on 6 September 2022, the following resolutions were made:

RESOLUTION 154/2022

Moved: Cr Claire McLaren

Seconded: Cr Lindy Reinhold

It was resolved that the reports be received.

CARRIED

RESOLUTION 155/2022

Moved: Cr Anthony Irvine

Seconded: Cr Nigel Judd

It was resolved that in relation to REP22/971 that Council consider this matter after review of the Street Tree Policy.

CARRIED

Crs Max Oliver & Jason Goode voted against

RESOLUTION 156/2022

Moved: Cr Claire McLaren

Seconded: Cr Jason Goode

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

CARRIED

Following an enquiry from Cr Irvine, staff reviewed the Council meeting recording at approximately the 55-minute mark and noted that the wording of Councillor Irvine's resolution (Resolution 155/2022) was:

"... move a motion that decision be overturned and defer any future works on this matter after the review of the street tree policy".

The Mayor went on to say,

"So effectively you want this matter considered at the same time as we review the street tree policy"

Further, it was noted that Resolution 155/2022 refers to REP 22/971 in error. It should refer to REP 22/1023.

RESOLUTION 205/2022

Moved: Cr Anthony Irvine

Seconded: Cr Jason Goode

It was resolved that Council rescind resolution 155/2022

And further, adopt the correct motion, being that in relation to REP 22/1023 the decision be overturned and defer any future works on this matter until after the review of the street tree policy.

CARRIED***Report by Elizabeth Smith***

14.4 RECORDS FOR DESTRUCTION - DR/5-2022**File Number:** REP22/1331**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Records for Destruction  

Attached are a list of records that require to be destroyed under GA39 Retention and Disposal Authority.

RESOLUTION 206/2022**Moved:** Cr Jason Goode**Seconded:** Cr Graham Sinclair

It was resolved that the attached list of records be destroyed under GA39 Retention and Disposal Authority.

CARRIED

GA39 Temora Council Retention and Disposal Authority: Destruction Record

00001

For: 12.0.0 Financial Management **Reference:** DR/5 - 2022

GA39 No	Description of records	Disposal action
12.1.1	Records documenting the organisation's financial transactions which are the primary record of transaction. Includes revenue, expenditure, debt recovery, deposits, investments, revenue from levies, banking and rates.	Retain minimum of 7 years after end of financial year in which record was created, then destroy*
Item	Date Range	Disposal After

B18/28	Merchant Statements	2007/08 - 2011/12	Jul-19
B18/11	Statements/Tr-Balance/Funeral Service Debtors	2012/13 - 2013/14	Jul-22
B18/37	Temora's Own Arts & Crafts - Receipts	2012/13 - 2013/14	Jul-22
B18/30	Autopays & Vouchers	2013/2014	Jul-22
B18/29	Debtors	2013/2014	Jul-22
B18/26	Daily & DEFT Agency Receipting	2013/2014	Jul-22
	Direct Debits/Manual Cheques	2013/2014	Jul-22
	Bank Rec Workpapers	2013/2014	Jul-22
B18/27	EFT/Cheque Run Reports/End of Month Reports	2013/2014	Jul-22
B18/25	Journals	2013/2014	Jul-22
B19/50	BAS Reconciliations	2013/2014	Jul-22
	Payroll Pays	2013/2014	Jul-22
	Garbage Tip Receipts	2013/2014	Jul-22
	Receipt/Order Books	2013/2014	Jul-22

Date Destroyed:

Authorised by:

Method of Destruction: Shredding

No. of Boxes:

34

*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.

20yrs

14.5 RATES PROCESSING AND PENSIONER CONCESSION POLICIES**File Number:** REP22/1432**Author:** Director of Administration & Finance**Authoriser:** Director of Administration & Finance**Attachments:**
1. Rates Processing Mangement Policy [!\[\]\(c694a3ff3b077d76910920a6a1593ab4_img.jpg\)](#) 
2. Rates & Charges - Pensioner Concession Policy [!\[\]\(ca145749a3d75a63aab95bf2007ac277_img.jpg\)](#) **REPORT**

At the workshop held Tuesday 15 November 2022, the following policies were reviewed by Council:

- Rates Processing Management Policy
- Rates & Charges – Pensioner Concession Policy

Minor amendments were made to the policies following the workshop and it is now recommended that Council adopt the policies.

RESOLUTION 207/2022

Moved: Cr Jason Goode

Seconded: Cr Anthony Irvine

It was resolved that Council adopt the Rates Processing Management Policy and the Rates & Charges – Pensioner Concession Policy.

CARRIED

Report by Elizabeth Smith

Function: Finance

Temora Shire Council

Policy Number: F5

TEMORA SHIRE COUNCIL



Rates Processing Management Policy

DRAFT

Revision Number: 1
File Name: Rates Processing Management Policy

Revision Date: October 2022
Page Number: 1

*Function: Finance**Temora Shire Council**Policy Number: F5***Review Details****ABOUT THIS RELEASE**

DOCUMENT NAME: Rates Processing Management Policy
CODE NUMBER: F5
AUTHOR: Temora Shire Council
ENDORSEMENT DATE: November 2022

REVIEW

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement
October 2022	New Policy		November 2022	GCL

PLANNED REVIEW

Planned Review Date	Revision Description		Review by
November 2024			

Revision Number: 1
File Name: Rates Processing Management Policy

Revision Date: October 2022
Page Number: 2

Function: Finance

Temora Shire Council

Policy Number: F5

The main objectives of this policy are to:

- Establish controls over management of rate exemptions & rate category amendments to assist Council staff in making consistent and transparent decisions that are evidenced by appropriate supporting documentation.
- Provide guidelines on management of Rates, Annual Charges and related costs for supplementary valuations, categorization changes, exemptions, payment options and service of notices.
- Ensure a fair and equitable approach and provide guidance on the issue of supplementary levy/exemptions.
- Ensure compliance with relevant legislation, regulations, and policies of Council.

Revision Number: 1
File Name: Rates Processing Management Policy

Revision Date: October 2022
Page Number: 3

Function: Finance

Temora Shire Council

Policy Number: F5

Policy Statement

This policy aims to assist staff with guidance on how to assess rateable land parcels within the Temora Shire Council area.

Levying of Rates

A Council must make and levy an ordinary rate for each year on all rateable land in its area in accordance with section 494 of the Local Government Act.

In accordance with section 514 of the Local Government Act, before making an ordinary rate, the Council must have declared each parcel of rateable land in its area to be within one or other of the following categories:

- Farmland
- Residential
- Mining
- Business

Supplementary Valuations

A supplementary list is provided by Property NSW on a fortnightly basis and any adjustments will be processed promptly.

These lists contain amendments to existing valuations, new valuations for subdivisions and amalgamations and objections.

If the plan is registered post-1 July any change to rating will take effect from 1 July the next financial year, with the exception of the levying of rates on major subdivisions (greater than 5 lots) which will be determined on a case-by-case basis by the General Manager.

Cancellation of rates and/or charges (lease terminations etc) will be actioned from the effective date of the cancellation

Section 574(3) of the Local Government Act will be relied upon in the event of a ratepayer disputing the levying of any rate or charge. However, in cases where it can be shown that a levy has been incorrectly charged or not charged, adjustments to the current financial year will be made.

Category Changes

Where a ratepayer requests a review of their rating category in accordance with section 525 of the Local Government Act and the application is approved, any adjustments to the ratepayer's assessment will be effective from the date of application. An amended rates notice, and explanation will be forwarded to the ratepayer.

Where Council reviews a category in accordance with section 523 of the Local Government Act, and the outcome is that a category change occurs, any adjustment to the ratepayer's assessment will be affected from the date of inspection. An amended rate notice and explanation will be forwarded to the ratepayer.

Revision Number: 1
File Name: Rates Processing Management Policy

Revision Date: October 2022
Page Number: 4

*Function: Finance**Temora Shire Council**Policy Number: F5*

All applications for change of category are to be approved by Manager Administration & Finance or above.

Exemption Applications – Sections 555-559

Ratepayers may apply for exemption from Rates and/or Charges in accordance with sections 554-559 of the Local Government Act. While section 574 of the Act states that any appeal against a rate must be made within 30 days of the service of the notice, Council may allow an application to be considered at any time.

A list of exemptions is provided on the back of annual rate and instalment notices and a full list can be supplied upon request.

All applications for exemption must be in writing on the approved form and state under which Section of the Local Government Act the appeal is being made and must be supported by sufficient appropriate evidence to enable a decision to be made.

To assess applications, council staff may conduct appropriate searches, including but not limited to ABN searches, inspections of the property in relation to use of land, articles of association and photos.

All applications will be reviewed/approved by the Director Administration and Finance. Any adjustment to the rate assessment will be made accordingly from the date of the application. A letter will be sent to the ratepayer advising them of Council's decision.

Storm water charges

Council has resolved for the purposes of Section 496A of the Act, to levy an annual charge for storm water management services in respect of urban land that is categorized for rating purposes as residential or business and is occupied. (LEP Zones - R1, R5, RU5, B2, SP1, SP2, RU1).

Service of Rate Notices

Council encourages electronic service of rate notices through options determined to be operationally economic and effective. Council uses the SaveMail portal and BPAYView for electronic service of rate and instalment notices.

If electronic service of rate notices is not accepted (by way of opening a SaveMail account), Council will serve the annual, instalment, reminder and final notices through Australia Post.

Pensioner Concession

Eligible pensioners under Section 575 of the Local Government Act can apply for a concession on their rates. The application must be on the approved form and a copy of their pension concession card or Department of Veteran Affairs Gold card provided to enable verification. Refer to Council's Pensioner Concession Policy.

A pension concession will be applied to the current financial year, and if applicable a maximum of 2 prior years only.

*Revision Number: 1
File Name: Rates Processing Management Policy*

*Revision Date: October 2022
Page Number: 5*

*Function: Finance**Temora Shire Council**Policy Number: F5*

In accordance with Section 577 of the Local Government Act, Council may grant a rate concession where an eligible pensioner, not the owner of the property, has a life interest in the property and is responsible for payment of rates & charges. Council requires confirmation in writing (eg letter from solicitor, copy of will, title search (if registered) or relevant documentation) to validate a life tenancy agreement.

Pension Verification

Once a year (May) Council will confirm with Services Australia the continuing eligibility of all pension concessions allowed for ratepayers. A letter will be written to advise ratepayers of any changes.

Waste Management Charges

Under section 496 of the Local Government Act Council must make and levy an annual charge for the provision of domestic waste management services for each parcel of rateable land for which the service is available. This includes vacant land.

Council may provide a domestic waste collection service to residences outside the defined garbage service area where such residences are enroute or are conveniently located to an existing route. The provision of the service must be authorized by the Director of Environmental Services. The rural garbage charge will become effective from the date the service was requested.

Trade Waste services can only be removed from an assessment if the customer provides written evidence of a regular bulk pick up service (e.g. Temora Skip Bins/Smallman Bros). Customers will need to provide a copy of the invoice for the service for 3 separate months.

Credit Balances

In the case of overpayments or payments made in error, a refund will be made to the payee upon completion of a Rates Refund Request. A credit amount that results from the adjustment of rates and charges (including pensioner concessions) may be refunded to the ratepayer upon request or held on the account as a credit to be taken up by a future levy.

A ratepayer may pay more than required in order to put their account into credit. The council will not automatically refund credits but will refund the payee upon request, providing the account remains up to date.

Copy of past notice/s

Customers are encouraged to create a SaveMail account or a BPAYView which provides a copy of each of the notices issued.

Copies of past notices will be provided upon the owner's request once payment of relevant fee, as listed in Council's schedule of fees and charges, is paid.

Revision Number: 1
File Name: Rates Processing Management Policy

Revision Date: October 2022
Page Number: 6

Function: Finance

Temora Shire Council

Policy Number: F4

TEMORA SHIRE COUNCIL



Rates & Charges – Pensioner Concession

DRAFT

Revision Number: 1
File Name: Pensioner Concession (Rates & Charges)

Revision Date: October 2022
Page Number: 1

*Function: Finance**Temora Shire Council**Policy Number: F4***Review Details****ABOUT THIS RELEASE**

DOCUMENT NAME: Pensioner Concession (Rates & Charges)
CODE NUMBER: F4
AUTHOR: Temora Shire Council
ENDORSEMENT DATE: November 2022

REVIEW

Revision Date	Revision Description	Date approved by Council	General Manager's Endorsement
October 2022	New Policy	November 2022	GCL

PLANNED REVIEW

Planned Review Date	Revision Description		Review by
November 2024			

Revision Number: 1
File Name: Pensioner Concession (Rates & Charges)

Revision Date: October 2022
Page Number: 2

*Function: Finance**Temora Shire Council**Policy Number: F4*

Objectives

- Ensure pension concessions are granted in accordance with Section 575 of the Local Government Act 1993
- Ensure consistency, fairness, integrity and confidentiality of all proceedings for both Council and the pensioner.
- Ensure compliance with relevant auditing and legislative requirements.

Policy Statement

1. Eligibility

- 1.1 Only eligible (refer definition) ratepayer pensioners are entitled to receive a pensioner concession against their rates & charges.
- 1.2 The property for which a pensioner concession is sought must be the applicant's sole or principal place of living
- 1.3 Where an owner becomes an eligible pensioner after the commencement of a quarterly instalment the concession will commence from the start of the next quarterly instalment period. Quarterly instalment periods commence on 1 July, 1 October, 1 January, and 1 April each year.
- 1.4 Validation of eligible pensioner card holders will be carried out annually in May /June of each year in conjunction with Services Australia and the Department of Veterans Affairs.
- 1.5 If a ratepayer receiving a pensioner concession on a property considered to be their sole or principal place of living enters an aged care facility, the pensioner concession will continue to be applied on the condition that the property is not being rented, and the owner is still responsible for payment of rates and charges.
- 1.6 In accordance with section 577 of the Local Government Act 1993, Council will grant a rate concession where an eligible pensioner, not the owner of the property, has a life interest in the property and is responsible for payment of rates and charges. Council requires confirmation in writing (legal representative) with a certified copy of the will, copy of title search (if life tenancy is registered) or relevant documentation to validate a life tenancy agreement.

Revision Number: 1
File Name: Pensioner Concession (Rates & Charges)

Revision Date: October 2022
Page Number: 3

*Function: Finance**Temora Shire Council**Policy Number: F4*

2. Application Process

- 2.1 Pensioners applying for a concession are required to complete an application on the prescribed form and provide a copy of a current concession card issued by Services Australia or Department of Veterans Affairs. An application for Pensioner Concession will not be considered if the address shown on the concession card differs from the property address for which the rebate has been sought.
- 2.2 The application must be signed by the applicant or a person with Power of Attorney for the applicant, which allows Council to confirm with appropriate Government agencies, the accuracy of the details provided by the applicant.
- 2.3 A concession will be granted to pensioners who meet the eligibility criteria and will be limited to the current rating year and a maximum of two rating years prior to application, if applicable.

3. Amount of Rebate

- 3.1 Mandatory pension concession under Section 575 of the Local Government Act 1993 will be granted as follows:
 - 50% off ordinary rates and charges and domestic waste up to \$250.00 maximum
 - 50% off sewer charges up to \$87.50 maximum
- 3.2 Council receives a pensioner concession subsidy of 55% of all concession granted for a rating year. Council fund the balance of 45% of the concession granted.

4. Administration

- 4.1 The amount by which the Rates and Charges are reduced is determined by the ownership of the property. If the person making the application is an eligible pensioner which is solely liable or jointly liable with one or more jointly eligible occupiers but with no other person (jointly eligible occupier is the spouse or de facto partner of that eligible pensioner) then a full rebate is granted. Otherwise, a percentage of the rebate is calculated in relation to the percentage of ownership.
- 4.2 Where an owner ceases to qualify as an eligible pensioner, the concession will cease at the end of the instalment period in which the eligibility ceased. Reinstatement of a concession will require reapplication.
- 4.3 Council is required to submit an independent Audit Certificate prepared by Council's auditor to the Office of Local Government on an annual basis when applying for payment of the pensioner concession subsidy

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- 4.4 Council will provide written documentation when a pensioner concession is granted detailing the amount of the concession, the period and the balance of rates and charges outstanding. Council will also provide written documentation when a concession is unconfirmed (in the annual verification process) or removed.
- 4.5 Any consideration for pension concession not pursuant with these guidelines will be determined by council resolution.

5. Definition

"eligible pensioner" in Division 1 of Part 8 of Chapter 15, in relation to a rate or charge levied on land on which a dwelling is situated means a person

- (a) who is a member of a class of persons prescribed by the regulations, and
- (b) who occupies that dwelling as his or her sole or principal place of living

Local Government (General) Regulation 2005

134 Eligible pensioners for the purposes of determining pensioner concessions—prescribed classes

For the purposes of paragraph (a) of the definition of **eligible pensioner** in the Dictionary to the Act, the following classes of persons are prescribed:

- (a) persons who receive a pension, benefit or allowance under Chapter 2 of the *Social Security Act 1991* of the Commonwealth, or a service pension under Part III of the *Veterans Entitlements Act 1986* of the Commonwealth, and who are entitled to a pensioner concession card issued by or on behalf of the Commonwealth Government,
- (b) persons who receive a pension from the Commonwealth Department of Veterans Affairs as:
 - (i) the widow or widower of a member of the Australian Defence or Peacekeeping Forces, or
 - (ii) the unmarried mother of a deceased unmarried member of either of those Forces, or
 - (iii) the widowed mother of a deceased unmarried member of either of those Forces, and do not have income and assets that would prevent them from being granted a pensioner concession card (assuming they were eligible for such a card),
- (c) persons who receive a general rate of pension adjusted for extreme disablement under section 22 (4) of the *Veterans Entitlements Act 1986* of the Commonwealth, or a special rate of pension under section 24 of that Act.

"jointly eligible occupier", in Division 1 of Part 8 of Chapter 15, in relation to a rate or charge in respect of which an eligible pensioner is jointly liable, means a person who

- (a) is the spouse or de facto partner of that eligible pensioner, or

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Temora Shire Council

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- (b) is another eligible pensioner, or
- (c) if another eligible pensioner and his or her spouse or de facto partner have the same sole or principal place of dwelling, is the spouse or de facto partner of that other eligible pensioner, and whose sole or principal place of living is the same as that of that first mentioned eligible pensioner.

The dictionary of the Local Government Act contains a definition of dwelling that relates only to the statutory pensioner rate rebate:
"dwelling" in Division 1 of Part 8 of Chapter 15, means a building or part of a building used as a place of dwelling.

Revision Number: 1
File Name: Pensioner Concession (Rates & Charges)

Revision Date: October 2022
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14.6 QUARTERLY BUDGET REVIEW - QUARTER ENDING 30 SEPTEMBER 2022**File Number:** REP22/1433**Author:** Director of Administration & Finance**Authoriser:** Director of Administration & Finance**Attachments:**
1. September QBR [↓](#) 
2. September QBR Capital [↓](#) **REPORT**

Quarterly Budget Review Statement for the period 1 July 2022 to 30 September 2022.

RESOLUTION 208/2022

Moved: Cr Graham Sinclair

Seconded: Cr Max Oliver

It was resolved that Council adopt the Quarterly Budget Review for the quarter ending 30 September 2022.

CARRIED

Report by Elizabeth Smith

Temora Shire Council

Quarterly Budget Review Statement
for the period 01/07/22 to 30/09/22

Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

30 September 2022

It is my opinion that the Quarterly Budget Review Statement for Temora Shire Council for the quarter ended 30/09/22 indicates that Council's projected financial position at 30/6/23 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: 18-Nov-22

Elizabeth Smith
Responsible Accounting Officer

Temora Shire Council

Quarterly Budget Review Statement
for the period 01/07/22 to 30/09/22

Income & Expenses Budget Review Statement

Budget review for the quarter ended 30 September 2022

Income & Expenses - Council Consolidated

(\$'000's)	Original Budget 2022/23	Approved Changes			Revised Budget 2022/23	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Sep QBRS	Dec QBRS	Mar QBRS					
Income									
Rates and Annual Charges	6,306,523				6,306,523			6,306,523	6,161,864
User Charges and Fees	10,057,180				10,057,180	(95,000)	4	9,962,180	1,617,578
Interest and Investment Revenues	116,200				116,200			116,200	55,495
Other Revenues	704,358				704,358			704,358	151,781
Grants & Contributions - Operating	7,641,442				7,641,442	(2,833,869)	1	4,807,573	1,655,985
Grants & Contributions - Capital	4,761,087				4,761,087	702,416	5	5,463,503	1,357,154
Net gain from disposal of assets	51,544				51,544			51,544	52,244
Total Income from Continuing Operations	29,638,334	-	-	-	29,638,334	(2,226,453)		27,411,881	11,052,101
Expenses									
Employee Costs	9,574,522				9,574,522	(42,000)	2	9,532,522	2,558,292
Borrowing Costs	81,229				81,229			81,229	22,726
Materials & Contracts	8,704,008				8,704,008	(66,935)	3	8,637,073	3,662,685
Depreciation	6,581,198				6,581,198			6,581,198	1,672,590
Other Expenses	660,086				660,086			660,086	281,398
Total Expenses from Continuing Operations	25,601,043	-	-	-	25,601,043	(108,935)		25,492,108	8,197,691
Net Operating Result from Continuing Operations	4,037,291	-	-	-	4,037,291	(2,117,518)		1,919,773	2,854,410
Discontinued Operations - Surplus/(Deficit)					-			-	
Net Operating Result from All Operations	4,037,291	-	-	-	4,037,291	(2,117,518)		1,919,773	2,854,410
Net Operating Result before Capital Items	(723,796)	-	-	-	(723,796)	(2,819,934)		(3,543,730)	1,497,256

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 30/09/2022 and should be read in conjunction with the total QBRS report

Temora Shire Council

Quarterly Budget Review Statement

for the period 01/07/22 to 30/09/22

Income & Expenses Budget Review Statement**Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

Notes	Details
1	Income for 2022/23 reduced by \$2.9m due to FAGs advance payment received during April equivalent to 75% of 2022/23 allocation. \$80k received from Dept Planning for API Portal costs.
2	Wages reduced \$42k due to cancellation of Warbirds Downunder
3	M&C reduced \$67k due to cancellation of Warbirds Downunder.
4	Caravan park fees reduced by \$95k due to cancellation of Warbirds.
5	Capital grants - projects expected to be completed in 2022FY. No budget allocation for 2023FY. SCCF4 - Lake Centenary Shade Sails \$25,939, Nixon Park Shade Sails \$27,839, Ariah Park Recreation Ground - Outdoor Gym & Rubber Softfall \$13,807, Temora Swimming Pool Redevelopment \$148,408, Building Better Regions - Airport \$486,423

Quarterly Budget Review Statement
for the period 01/07/22 to 30/09/22

Temora Shire Council
Capital Budget Review Statement
Budget review for the quarter ended 30 September 2022
Capital Budget - Council Consolidated

(\$000's)	Original Budget 2022/23	Approved Changes Sep QBRs Dec QBRs Mar QBRs	Revised Budget 2022/23	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
Capital Expenditure							
New Assets							
- Work in Progress	109,087		109,087	6,278	1	115,365	18,959
- Plant & Equipment	15,000		15,000	5,000	2	20,000	5,000
- Office Equipment							
- Furniture & Fittings							
- Infrastructure							
Land & Buildings	430,000		430,000				645
Other Structures/Swimming Pools/Open Space & Recreational	177,000		177,000	71,079	3	248,079	71,039
Roads, Bridges, Footpaths	1,521,284		1,521,284			1,521,284	86,512
Stormwater Drainage	235,000		235,000	1,188		236,188	101,188
Other Infrastructure	55,000		55,000			55,000	486
Sewerage Network	50,000		50,000			50,000	
- Land Improvements							
- Leasehold Improvements							
- Other Assets	8,000		8,000			8,000	
Renewal Assets (Replacement)							
- Work in Progress							
- Plant & Equipment	1,002,000		1,002,000			1,002,000	499,805
- Office Equipment	62,680		62,680	2,178		64,858	9,113
- Furniture & Fittings	18,500		18,500			18,500	726
- Land Improvements							
- Infrastructure							
Land & Buildings	799,500		799,500	12,101	4	811,601	93,234
Other Structures/Swimming Pools/Open Space & Recreational	233,000		233,000	443,906	5	676,906	447,844
Roads, Bridges, Footpaths	4,182,760		4,182,760			4,182,760	1,427,386
Stormwater drainage	390,000		390,000			390,000	683
Sewerage Network	350,000		350,000	18,693	6	368,693	18,693
Other Infrastructure	15,000		15,000	486,423	7	501,423	486,423
- Leasehold Improvements							
- Other Assets							
Loan Repayments (Principal)	417,514		417,514			417,514	103,339
Development of Real Estate	950,800		950,800			950,800	134,219
Carrying Amount of Assets Sold	121,183		121,183			121,183	105,116
Cost of Real Estate Assets Sold							
Loans to Long Term Debtors & Deferred Development Infrastructure							
Transfers to Reserves	1,432,707		1,432,707	98,081	8	98,081	98,081
Total Capital Expenditure	12,576,015	-	12,576,015	1,129,236	9	13,705,251	5,444,644
Capital Funding							
Rates & Other United Funding	5,705,870		5,705,870			4,808,509	721,124
Capital Grants & Contributions	4,761,087		4,761,087	(897,361)		4,761,087	1,357,154
Reserves:							
- External Restrictions/Reserves	655,000		655,000			655,000	525,874
- Internal Restrictions/Reserves	1,281,331		1,281,331	2,028,597	10	3,307,928	2,683,132
New Loans							
Receipts from Sale of Assets							
- Plant & Equipment							
- Real Property	172,727		172,727			172,727	157,360
Total Capital Funding	12,576,015	-	12,576,015	1,129,236		13,705,251	5,444,644
Net Capital Funding - Surplus/(Deficit)	-	-	-	-		-	(0)

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended 30/09/2022 and should be read in conjunction with the total QBRs report

Temora Shire Council

Quarterly Budget Review Statement

for the period 01/07/22 to 30/09/22

**Capital Budget Review Statement
Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

Notes	Details
1	Youth Coffee Machine and Grinder \$6,278 - Youth reserves funded.
2	Department Planning Portal API Implementation Costs \$5,000 - grant funded.
3	Lake Centenary Shade Sails over playground \$25,939, Nixon Park Shade Sails over playground \$28,890, Aria Park Recreation Ground outdoor gym & rubber softfall \$ 16,250 - all funded through Stronger Country Communities R4.
4	Temora Agricultural Innovation Centre Cottage 1 improvements \$12,101 - required to bring property to a rentable standard, funded by rental revenue.
5	Temora Swimming Pool Redevelopment \$443,408 - \$295k funded from loan proceeds with remainder Office of Sport grant funded.
6	Gardener St Dam pump station replacement \$17,550 - budgeted for 2024 but needed to be replaced.
7	Runway 18/36 reconstruction Main Airport Apron reconstruction, Arterial drainage upgrade & project management costs \$486,423 - budgeted for completion by 30 June 2022 - Building Better Regions funded.
8	Deferred Development expenditure \$98,081 - contribution to be received from developer (this is within \$750k agreement).
9	Deferred Development Sewer expenditure \$(15,691) - came in under the \$350k budget.
10	FAGS received in advance general component returned to unrestricted \$2,026,597.

Temora Shire Council

Cash & Investments Budget Review Statement

Budget review for the quarter ended 30 September 2022

Cash & Investments - Council Consolidated

	Approved Changes			Revised Budget 2022/23	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
	Original Budget 2022/23	Sep QBR	Mar QBR					
(\$000's)								
Externally Restricted ⁽¹⁾								
Sewerage Services	2,839,899			2,839,899			2,839,899	3,119,589
Domestic Waste Management	1,245,567			1,245,567			1,245,567	1,195,714
Pinnacle Unexpended Grants (including leave entitlements)	946,449			946,449			946,449	1,462,294
Stormwater Drainage & Flood Studies	92,910			92,910	1,347		94,257	269,966
S94 Contributions	245,892			245,892			245,892	300,081
Unexpended Externally Restricted Grants	491,670			491,670			491,670	874,679
Total Externally Restricted	5,862,387	-	-	5,862,387	1,347		5,863,734	7,222,323
(1) Funds that must be spent for a specific purpose								
Internally Restricted ⁽²⁾								
Pinnacle Internally Restricted	2,205,982			2,205,982			2,205,982	2,303,187
Other Waste Management	652,245			652,245			652,245	615,777
Airside Maintenance	137,600			137,600			137,600	128,835
Ariah Park Tip Fee Contributions	12,461			12,461			12,461	9,923
IT Capital Works	211,864			211,864			211,864	267,609
Digital Two Way Radio	80,000			80,000			80,000	80,000
Employee Leave Entitlements	2,199,905			2,199,905			2,199,905	2,199,905
FAGS Received in Advance	-			-			-	-
Gravel Royalty	566,243			566,243			566,243	758,889
Industrial Development	338,162			338,162			338,162	338,162
Infrastructure	1,156,589			1,156,589			1,156,589	1,076,544
Infrastructure - Airpark Estate								206,908
Izumizaki Donation								2,152
Local Roads	900,583			900,583	(250,000)	1	650,583	705,855
Medical Complex	28,605			28,605			28,605	22,069
Plant & Vehicle	500,000			500,000			500,000	500,000
Revotes	494,852			494,852			494,852	662,880
Roads Reserve	500,000			500,000			500,000	500,000
Sports Council Requirements	58,566			58,566			58,566	63,566
Temora Agricultural Innovation Centre Maintenance Reserve	10,969			10,969			10,969	28,708
Temora Recreation Centre Olympic Pool upgrade	295,240			295,240	(295,240)	2	-	-
Youth Hospitality	3,436			3,436			3,436	-
Total Internally Restricted	10,353,302	-	-	10,353,302	(545,240)		9,808,062	10,470,969
(2) Funds that Council has earmarked for a specific purpose								
Unrestricted (ie. available after the above Restrictions)	1,000,000	-	-	1,000,000			1,000,000	2,319,611
Total Cash & Investments	17,215,689	-	-	17,215,689	(543,893)		16,671,796	20,012,903

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended 31/09/2022 and should be read in conjunction with the total QBRs report

Temora Shire Council

Quarterly Budget Review Statement

for the period 01/07/22 to 30/09/22

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 \$2,188,650

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.
The date of completion of this bank reconciliation is 30/09/22

Reconciliation Status

The YTD Cash & Investment figure reconciles to the actual balances held as follows:

\$ 000's

Cash at Bank (as per bank statements)		2,023,169
Investments on Hand		17,824,253
less: Unpresented Cheques & EFTs	(Timing Difference)	(83,589)
less: Unpresented Direct Debits	(Timing Difference)	
less: Pay Files not Presented	(Timing Difference)	
add: Undeposited Funds	(Timing Difference)	2,478
less: Identified Deposits (not yet accounted in Ledger)	(Require Actioning)	(25,773)
add: Identified Outflows (not yet accounted in Ledger)	(Require Actioning)	272,364
less: Unidentified Deposits (not yet actioned)	(Require Investigation)	
add: Unidentified Outflows (not yet actioned)	(Require Investigation)	

Reconciled Cash at Bank & Investments

20,012,903

Balance as per Review Statement:

20,012,903

Difference: (0)

Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes Details

1 FAGS Local Roads Income committed to operating expenditure.

2 Temora Olympic Pool revote - loan funded

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 31/03/2022 and should be read in conjunction with the total QBRS report

Temora Shire Council

Quarterly Budget Review Statement

for the period 01/07/22 to 30/09/22

Consultancy & Legal Expenses Budget Review Statement

Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	Nil	
Legal Fees	17,742	Partially

Definition of a consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

Comments

Expenditure included in the above YTD figure but not budgeted includes:

Details

Several matters have arisen during the year which have required legal advice for which no budget was provided. Unbudgeted legal fees to date amount to \$8k.



Temora Shire Council
Budgeted Capital Expenditure
For the Year Ended 30th June 2023
 As at 30th September, 2022

Description	Original Budget	Approved Sub-Vote	Total Approved Budget	Actual	Est. Remainder of Year	Revised Estimate	Variance this Quarter
Council Buildings							
Airport Caravan Park Post & Fence	15,000		15,000		15,000	15,000	
Ariah Park Pool - Surface Painting	100,000		100,000		100,000	100,000	
Bundawarra Centre - New Walkway and Cabinetry	102,000		102,000		102,000	102,000	
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	
Depot - Covered storage area	87,500		87,500		87,500	87,500	
Depot - Chemical Storage Area	24,000		24,000		24,000	24,000	
Depot - Portable Small Stage	7,000		7,000		7,000	7,000	
Library - Local Special Projects	18,500		18,500	726	17,774	18,500	
Pinnacle House - Shed Renovation	50,000		50,000		50,000	50,000	
Recreation Centre - Swimming Pool Redevelopment			0	443,408	(0)	443,408	443,408
Recreation Centre - Heated Pool Gas Boiler & Electric Pump	60,000		60,000		60,000	60,000	
Recreation Centre - Accessible Parking	20,000		20,000		20,000	20,000	
Air-conditioner - Director Administration & Finance			0	2,178	0	2,178	2,178
NRCC House - Library - RFID Gates, Back Auto Door, Shelving, Signage, Bookends (PLIG)	102,087		102,087	12,681	89,406	102,087	
Youth - Coffee Machine & Grinder			0	6,278	(0)	6,278	6,278
TAIC - Cottage 1 Improvements			0	12,101	(0)	12,101	12,101
Technology							
Computer Purchases	30,000		30,000	6,935	23,065	30,000	
Civica - Implement Inspection Reporting Module	15,000		15,000		15,000	15,000	
EDRMS CM9 Upgrade	32,680		32,680		32,680	32,680	
API Implementation Costs			0	5,000	0	5,000	5,000
Parks & Gardens							
Lake Centenary - Shade Sails over Playground			0	25,939	0	25,939	25,939
Edis Park - Playground Swing Set Installation (\$18,000)	18,000		18,000	135	17,865	18,000	
Bradley Park - toilet & play equipment upgrade	250,000		250,000	232	249,768	250,000	
Sporting Grounds							
Nixon Park #2 - Scarify & Heavy Top Dressing	40,000		40,000	54	39,946	40,000	
Nixon Park - shade sails over playground			0	28,890	0	28,890	28,890
Temora Recreation Ground - Modify Storage Room / Create Work	67,500		67,500		67,500	67,500	
Bob Aldridge Park - new female and accessible changerooms	618,000		618,000	81,133	536,867	618,000	
Nixon Park - widen & resurface netball courts & install lights	175,000		175,000	3,749	171,251	175,000	
Ariah Park Recreation Ground - outdoor gym & rubber soffitall			0	16,250	(0)	16,250	16,250
Sewerage							
Effluent Reuse	40,000		40,000		40,000	40,000	
French St Sewer Pump Station Relocation	250,000		250,000		250,000	250,000	
Railway Dam Pump Replacement			0	1,143	(0)	1,143	1,143
Gardener St Dam - Pump Station Replacement			0	17,550	0	17,550	17,550
Treatment Plant - Install Solar PV System	50,000		50,000		50,000	50,000	
Browns Dam Desilting	60,000		60,000		60,000	60,000	
Roads & Transport							
Plant Purchases	1,002,000		1,002,000	499,805	502,195	1,002,000	
Kerb & Gutter Program	220,000		220,000		220,000	220,000	
Footpath Construction Program	271,000		271,000	69,667	201,333	271,000	
Rural Unsealed Roads	1,130,000		1,130,000	343,848	786,152	1,130,000	
Urban Sealed Roads	386,000		386,000	112,204	273,796	386,000	
Urban Unsealed Roads	1,030,284		1,030,284	16,845	1,013,439	1,030,284	
Rural Sealed Roads	1,967,000		1,967,000	815,346	1,151,654	1,967,000	
Regional Roads	699,760		699,760	155,987	543,773	699,760	
Stormwater Drainage							
Chifley Street Culvert(s)	100,000		100,000		100,000	100,000	
Nixon Park & Gardener St Dam Levee Reinforcement			0		0	0	
Victoria St U/G Drainage (Railway Yard to Camp St)	20,000		20,000		20,000	20,000	
Airport Rd U/G Drainage (125m incl road crossing)			0		0	0	
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)	300,000		300,000	683	299,317	300,000	
Back Mimosa Rd - 1250m Drainage Channel Construction	100,000		100,000	101,188	(0)	101,188	1,188
Aerodrome							
Runway 18/36 Reconstruction			0	478,017	0	478,017	478,017
Main Airport Apron Reconstruction			0	791	0	791	791
Arterial Drainage Upgrade			0	458	(0)	458	458
Aerodrome Upgrades Project Management			0	6,888	0	6,888	6,888
Resealing of Taxiways (C & E)			0	269	(0)	269	269



Temora Shire Council
Budgeted Capital Expenditure
For the Year Ended 30th June 2023
 As at 30th September, 2022

Description	Original Budget	Approved Sub-Vote	Total Approved Budget	Actual	Est. Remainder of Year	Revised Estimate	Variance this Quarter
Temora Agricultural Innovation Centre							
Temora Agricultural Innovation Centre - Solar Panel Installation [2]	30,000		30,000	413	29,587	30,000	
Cemetery							
Temora Cemetery Burial Plinth			0	498	(0)	498	498
Temora Cemetery New Road (\$30,000)	30,000		30,000	486	29,514	30,000	
Temora Road Resealing	15,000		15,000		15,000	15,000	
Ariah Park - gravel parking area	5,000		5,000		5,000	5,000	
Development							
Apollo Place	185,000		185,000	132,239	52,761	185,000	
Saleyards Subdivision	765,800		765,800	1,980	763,820	765,800	
Deferred Development Expenditure			0	98,081	(0)	98,081	98,081
Transfer to Reserves							
Sewerage Reserve	508,603		508,603	373,745	119,167	492,912	(15,691)
Domestic Waste			0	140,136	(140,136)	0	
Pinnacle Externally Restricted			0	515,845	(515,845)	0	
Stormwater Management	48,963		48,963	19,122	29,841	48,963	
Section 94 Contributions	50,000		50,000	24,189	25,811	50,000	
Pinnacle Unexpended Internally Restricted	407,664		407,664	478,483	(70,819)	407,664	
Other Waste			0	48,358	(48,358)	0	
Ariah Tip Fees Donations			0	615	(615)	0	
Infrastructure Replacement Reserve	300,000		300,000		300,000	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	1,464	8,536	10,000	
IT Services Capital Expenditure			0	70,745	(70,745)	0	
Sports Council Requirements			0	5,000	(5,000)	0	
Aerodrome - Airside Maintenance	34,977		34,977	26,212	8,765	34,977	
Temora Agricultural Innovation Centre Capital Renewal & Maintenance			0	17,239	(17,239)	0	
	12,037,318	0	12,037,318	5,236,232	7,930,322	13,166,554	1,129,236
New Assets							
Plant & Equipment	109,087	0	109,087	18,959	96,406	115,365	6,278
Office Equipment	15,000	0	15,000	5,000	15,000	20,000	5,000
Infrastructure:							
Buildings - non specialised	80,000	0	80,000	413	79,587	80,000	0
Buildings - specialised	350,000	0	350,000	232	349,768	350,000	0
Other Structures	117,000	0	117,000	-	117,000	117,000	0
Roads	1,250,284	0	1,250,284	16,845	1,233,439	1,250,284	0
Footpaths	271,000	0	271,000	69,667	201,333	271,000	0
Stormwater Drainage	235,000	0	235,000	101,188	135,000	236,188	1,188
Sewerage Network	50,000	0	50,000	-	50,000	50,000	0
Other open space/recreational assets	60,000	0	60,000	71,079	60,000	131,079	71,079
Other Infrastructure	55,000	0	55,000	486	54,514	55,000	0
Other	8,000	0	8,000	-	8,000	8,000	0
Renewal Assets							
Plant & Equipment	1,002,000	0	1,002,000	499,805	502,195	1,002,000	0
Office Equipment	62,680	0	62,680	9,113	55,745	64,858	2,178
Furniture & Fittings	18,500	0	18,500	726	17,774	18,500	0
Infrastructure:							
Buildings - non specialised	0	0	0	12,101	(0)	12,101	12,101
Buildings - specialised	799,500	0	799,500	81,133	718,367	799,500	0
Other Structures	0	0	0	498	(0)	498	498
Roads	4,182,760	0	4,182,760	1,427,386	2,755,374	4,182,760	0
Stormwater Drainage	390,000	0	390,000	683	389,317	390,000	0
Sewerage Network	350,000	0	350,000	18,693	350,000	368,693	18,693
Other open space/recreational assets	233,000	0	233,000	447,346	229,062	676,408	443,408
Other Infrastructure	15,000	0	15,000	486,423	15,000	501,423	486,423
	9,653,811	0	9,653,811	3,267,778	7,432,878	10,700,657	1,046,846
Aerodrome Estate & Industrial Land	950,800	0	950,800	134,219	816,581	950,800	0
Transfers to Reserves	1,432,707	0	1,432,707	1,736,153	(319,137)	1,417,016	(15,691)
Deferred Development Expenditure	0	0	0	98,081	(0)	98,081	98,081
	12,037,318	0	12,037,318	5,236,232	7,930,322	13,166,554	1,129,236

15 CORRESPONDENCE**15.1 REROC/RIVERINA JO - THE WAY FORWARD: ONE ORGANISATION****File Number:** REP22/1389**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. REROC-Riverina JO  **REPORT**

The Boards of the Riverina JO and REROC is nearing finalisation of the One Organisation issue for Councils.

The Boards of both organisations are now seeking endorsement from the Member Councils of the decision to adopt Option 4 and the actions that flow from that decision and seeking that advice by the end of November.

Option 4: REROC Stand Alone/JO goes into hiatus.

RESOLUTION 209/2022

Moved: Cr Nigel Judd

Seconded: Cr Jason Goode

It was resolved that Council endorse Option 4 and the decisions that flow from that decision.

CARRIED



ABN 66 746 462 096
PO Box 646, Wagga Wagga NSW 2650
Phone: 02 6931 9050 | Fax: 02 6931 9040
www.riverinajo.nsw.gov.au

1 November 2022

Cr Graham Sinclair
Deputy Mayor
Temora Shire Council
PO Box 262
TEMORA NSW 2666

Via email: glavelle@temora.nsw.gov.au

Dear Graham,

The Way Forward: One Organisation

I am writing on behalf of the Boards of the Riverina Joint Organisation and REROC to advise that the final steps in the resolution of the One Organisation issue for councils in the eastern Riverina is nearing finalisation.

As you know we wrote to all Member Councils at the end of August setting out four options that both Boards had agreed on in relation to the One Organisation question. The options were as follows:

1. REROC Stand Alone/JO Folds
2. JO Stand Alone/REROC goes into Hiatus
3. REROC Stand Alone/ JO is Operated by Wagga Wagga City operating separately from each other
4. REROC Stand Alone/JO goes into hiatus

Each Member was asked to nominate their first and second preferences in relation to the above options by the end of September, the results of which are contained in **Attachment One**.

A joint meeting of the JO and REROC Boards was held on 14 October to discuss the Member preferences. At that meeting an agreement was reached by the majority of Members that a recommendation be made to the JO and REROC Boards for the adoption of Option 4 (REROC Stand Alone/JO goes into hiatus).

On 28 October, both Boards at separate meetings, resolved to adopt Option 4, REROC Stand Alone/JO goes into hiatus. The resolution of the JO Board was not unanimous with Wagga Wagga City voting against it, the REROC Board resolution was unanimous.

The JO Board's resolution was as follows:

1. From 1 July 2023 the Riverina JO will go into hiatus.
2. After 31 December 2022, the Riverina JO take on no new projects

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3. That the Treasurer and CEO prepare a budget for the 2023/24 year based on the JO fulfilling its compliance obligations.
4. The Treasurer and the CEO determine how administrative support will be provided to the JO and the costs involved.
5. That Riverina JO write to each Member Council to formally advise of the decision to adopt Option 4, the outcomes of same and seek formal endorsement of the decision from each Member Council by the end of November.

The REROC Board's resolution was as follows:

1. From 1 July 2023 REROC will deliver the three core functions of the JO:
 - Regional Planning
 - Advocacy and Lobbying and
 - Intergovernmental Relations
2. The Treasurer and CEO prepare a budget for the 2023/24 year based on the budget and assumptions used in the Way Forward decision-making.
3. The Treasurer and the CEO determine how administrative support will be provided to the JO and the costs involved.
4. That REROC write to each Member Council to formally advise of the decision to adopt Option 4, the outcomes of same and seek formal endorsement of the decision from each Member Council by the end of November.

Both Boards agreed that the Joint Organisation should continue to operate until the end of the current financial year to enable it to complete the OLG-funded Capacity Building project. Further, it has been agreed that no new projects will be undertaken by the JO after 31 December 2022 to ensure that there would be no obligations that would need to be fulfilled after 30 June 2023.

As you are aware the move to place the JO in hiatus means that it will continue to "exist", with its current membership in place. Therefore, the JO will be required to fulfil some minimum obligations such as an audit, four meetings a year and compliance obligations such reporting on Pecuniary Interests. The only business to be conducted at the JO Board meetings, will be related to audit and compliance obligations. There will be costs involved in this and the Treasurer and CEO have been charged with determining a budget for the work. In order to avoid duplication, it is anticipated that REROC will undertake the secretariat activities.

From the 1 July 2023 the activities that REROC handed to the JO in October 2018 will revert to the ROC. This means all advocacy and lobbying, regional planning activities and intergovernmental relations will again fall within REROC's area of responsibility.

The Treasurer, the CEO and the REROC Executive will develop a budget for the operation of the ROC which will reflect the structure and budget that was developed to inform the One Organisation discussion.

REROC currently works closely with other JOs and regional organisations in the State for example on the Southern Lights Project, the Best Practice in Aggregated Procurement and the proposed Disaster

Risk Reduction project and we do not anticipate the decision will result in any changes to those relationships.

As you are aware Wagga Wagga City Council and Riverina Water County Council resigned from REROC in 2019 and 2020 respectively. In the light of the One Organisation decision, the REROC Board would welcome both organisations re-joining the ROC, however this is a matter for Wagga Wagga and Riverina Water to address.

The Boards of both organisations are now seeking endorsement from the Member Councils of the decision to adopt Option 4 and the actions that flow from that decision. We are seeking advice from Member Councils by the end of November in order to finalise matters in relation to the One Organisation issue at the JO and REROC Board meetings, to be held on 9 December 2022.

Thank you for your commitment to this extended process that will hopefully reach its final resolution by the end of the year.

Yours sincerely



Cr Rick Firman OAM
Chairman
REROC and the Riverina JO

ATTACHMENT ONE

Council Name	Option 1	Option 2	Option 3	Option 4
	REROC Stand Alone/JO Folds	JO Stand Alone/REROC goes into hiatus	REROC Stand Alone/JO Operated by Wagga Wagga City Operating separately from each other	REROC Stand Alone/JO goes into hiatus
Bland	2			1
Coolamon	2			1
Cootamundra-Gundagai	Will Support Majority Decision			
Greater Hume	2			1
June	2			1
Lockhart			1	2
Temora	1			2
Wagga Wagga			1	
Goldenfields Water	1			2
Riverina Water		2	1	

15.2 MURRUMBIDGEE LOCAL HEALTH DISTRICT EXCELLENCE AWARDS - 2023 SPONSORSHIP**File Number:** REP22/1306**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. MLHD Excellence Awards [↓](#) **REPORT**

Murrumbidgee Local Health District (MLHD) would like Council's support of the 2023 MLHD Excellence Awards.

In 2023, MLHD will be holding a gala celebration evening on Friday 16 June 2023.

MLDH invite Council to again sponsor the event showcasing excellence, innovation and resilience across the MLHD.

Council provided \$500.00 sponsorship for the 2022 Awards.

NOTE: Donations for 2022/2023 are \$7,234.80 with a total budget of \$15,000. \$7,765.20 budget remaining

Cr Rick Firman declared a pecuniary interest due to being the chairman of LHAC and left the meeting at 5:32 pm and Cr Sinclair assumed the Chair.

RESOLUTION 210/2022

Moved: Cr Anthony Irvine

Seconded: Cr Lindy Reinhold

It was resolved that Council donate \$500 to the Murrumbidgee Local Health District Excellence Awards.

CARRIED

Cr Rick Firman returned to the meeting and resumed the chair at 5:35 pm.

MLHD Excellence Awards 2023 PROSPECTUS

MURRUMBIDGEE
Local Health District



Sponsorship Prospectus

INTRODUCTION

The 2023 MLHD Excellence Awards will be a gala evening celebrating the achievements of individuals and teams for their pursuit of excellence and commitment to improving the lives of others.

These awards recognise innovation, excellence, collaboration and the quality and safety initiatives and approaches that impact on services provided for residents across the Murrumbidgee.

The 2023 MLHD Excellence Awards reflect the MLHD vision and priority areas. The focus is on wellness and seizing every opportunity to work in partnership with consumers to build and maintain wellness. The objective is to enable MLHD to be the best place to work, lead, practise, volunteer, teach, learn and grow.

More information about the awards criteria is available in the Guidelines.

IMPORTANT NOTE

MLHD is a Registered Deductible Gift Recipient (DGR). Your contribution is tax deductible. MLHD is able to provide a tax receipt for contributions.

CRITICAL DATES

Nominations Open:	1 March 2023
Nomination Close:	21 April 2023
Awards presentation:	16 June 2023 (SAVE THE DATE!)

CONTACT

To secure your place as a sponsor/contributor, simply choose the option that best suits you and contact:

Setchen Brimson
Executive Services Manager - Communications
T 0477 359 764
E setchen.brimson@health.nsw.gov.au



Sponsorship Options

AWARD SPONSORSHIP

Award Sponsor (\$1,500 plus cost of trophy / award)

Your company will present an award at the 2023 MLHD Excellence Awards and receive acknowledgement in the lead up to and during the event. This includes:

- Organisation representative to present award to prize winner
- Organisation logo included on award certificate
- \$1,500 sponsorship to be awarded as prize to recipient
- Organisation to be named as awards sponsor in promotional materials and keepsake program
- Verbal acknowledgement as a sponsor at the Awards Presentation
- Organisation named as award sponsor in MLHD e-newsletter and Murrumbidgee Matters Magazine
- Organisation logo and link to company website/social media to appear on MLHD website/social media platforms

Award Categories

The following awards categories are available to sponsor.

- Enriching Consumer Experience
- Value Based Healthcare Award
- Exceptional Aboriginal Healthcare
- Patient Safety First Award
- Innovation and Health Research Award
- Keeping People Healthy Award
- Recovery and Resilience Award
- Volunteer of the Year Award
- Collaborative Staff Member of the Year
- Nurse or Midwife of the Year award
- Exceptional Rural Healthcare Award (consumer led nomination)
- Our workforce at its best (open category)





EVENT SPONSORSHIP

Major Event Sponsor (\$3,500 ex GST)

Your company will receive acknowledgement in the lead up to and during the 2023 MLHD Excellence Awards. This includes:

- Verbal acknowledgement as a major sponsor at the Awards Presentation
- Acknowledgement and Logo in keepsake program and promotional materials
- Organisation named as major sponsor in MLHD e-newsletter and Murrumbidgee Matters Magazine
- Event media releases to include sponsor organisation name and logo
- Certificate of appreciation for display at sponsor's business premises
- Opportunity to display company signage at the Awards presentation
- Logo with link to organisation's website from MLHD website
- Opportunity to set up signage, banners and display at Awards presentation including brochures/flyers and business cards
- Opportunity for a company representative to attend the Awards presentation as VIP
- Organisation logo and link to company website/social media to appear on MLHD website/social media platforms

You can watch a video clip from the 2022 MLHD Excellence Awards here:

<https://youtu.be/VypC-nQ4wY>

Photos are available on our Facebook page here:

<https://www.facebook.com/media/set/?vanity=MurrumbidgeeLHD&set=a.2178677065634152>





Silver Event Sponsor (\$1,500 ex GST)

Your company will receive acknowledgement in the lead up to and during the 2023 MLHD Excellence Awards. This includes:

- Verbal acknowledgement as a sponsor at the Awards Presentation
- Acknowledgement and Logo in keepsake program
- Organisation named as sponsor in MLHD e-newsletter and Murrumbidgee Matters Magazine
- Organisation named as sponsor in media releases
- Certificate of appreciation for display at sponsor's business premises
- Opportunity to display company signage at the Awards presentation
- Organisation logo and link to company website/social media to appear on MLHD website/social media platforms

Event Contributor (\$500 ex GST)

Your company will receive acknowledgement in the lead up to and during the 2023 MLHD Excellence Awards. This includes:

- Verbal acknowledgement as event contributor at the Awards Presentation
- Acknowledgement in keepsake program
- Organisation named as event contributor in MLHD e-newsletter
- organisation named as contributor in media releases
- certificate of appreciation for display at contributor's business premises



15.3 TEMORA GREYHOUND RACING CLUB - SPONSORSHIP**File Number:** REP22/1354**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Temora Greyhound Racing Club [↓](#) **REPORT**

Council is in receipt of correspondence for sponsorship from the Temora Greyhound Racing Club. Race days cannot happen without the assistance of businesses and appreciates the support given from sponsors.

NOTE:

Council received correspondence in January 2022 from the Greyhound Racing Club for their Cup Carnival in February/March 2022 and Council resolved to donate at the January 2022 Council meeting the amount of \$500.00

NOTE: Donations for 2022/2023 are \$7,234.80 with a total budget of \$15,000. \$7,765.20 budget remaining

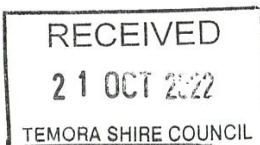
RESOLUTION 211/2022**Moved:** Cr Nigel Judd**Seconded:** Cr Anthony Irvine

It was resolved that Council donate \$500 towards a race at the Temora Greyhound Club.

CARRIED



The NSW Greyhound Breeders, Owners & Trainers' Association



Location:
Temora Greyhound Park
77 Gallipoli Street
Temora 2666

All correspondence to:
PO BOX 163
Temora 2666

Telephone: (02) 6977 1950
Facsimile: (02) 6977 4134
Email: temora@gbota.com.au
ABN: 68000043756

Hi

Re: Sponsorship

TEMORA GREYHOUND RACING CLUB

The Temora Greyhound Club look for sponsorship each year from business houses, companies and individuals. We hold several TAB meetings throughout the year where you can get your business name out there.

The track is one of the top one turn tracks in NSW and we pride ourselves on the presentation of the grounds and the racing surface and the safety of our greyhounds, the public and participants. A small country town who strives to improve and make it a better place for the community and our sponsors

Temora Greyhound Racing Club acknowledges that race days cannot happen without the aid of businesses and appreciates the support given to the Club from sponsors in the past and the future.

The track being a non-for-profit club cannot survive without the community's help, and we like to involve the community in the track.

we are again asking for your support and your company's name will be on races throughout the year

We try to have at least one/two full meetings where we raise money for a charity each year, and our memorial meeting in November, where passed loved ones are honoured with a race named after them.

Yours Faithfully

Donna Widdows
Racing Operations Officer
Temora Greyhound Club

Banking Details

Bank: Commonwealth Bank of Australia
BSB: 062-805
ACCOUNT NUMBER : 10410148

Please write your name on when you deposit and Temora Track



Temora Greyhound Club Sponsorship deals

Up to \$250; name on a race.

\$250 - \$500; name on heats and final race and free passes to track on the race date.

\$500 - \$1,000; name on heats and final race at Carnival with TAB coverage, a number of free passes for your company on that race date and Trophy to present to winner.

\$1,000 - \$2,000; name on heats and finals at cup Carnival, TAB coverage and free entry passes to track for your company anytime that year as well as Trophy, Rug for presentation to winner and Photo for your company wall.

\$2,000 - \$5,000; name on heats and finals at cup Carnival, TAB coverage and free entry passes for your company for that year, Trophy and Presentation Rug with company name on it to present and rug the winner while a photo is taken of your representatives and winner for your wall. Name on other races all that year including any other TAB meetings.

\$5,000 plus; **Major Sponsorship package** to be discussed on the price of sponsorship.

Talk to our club to arrange sponsorship of your choice

Items to consider are:

GET YOUR COMPANY NAME OUT THERE

Name on races. TAB coverage all over Australia and overseas

Sign on track. (at your expense)

Presentation Rug with Company names on it, to rug the winner.

(\$120 your expense)

Photo for Company, of winner and representatives present.

Company Day at the races

Bucks/Hens night/day

Parties/Birthday - Christmas etc

Fundraisers - to raise money for your company

Advertisement/write up in paper, face book, website with Company name.

Board room available with finger food and tea/coffee.

Presentation of Trophies and Rug on your race.

Club rooms available for hire

Children safe/ friendly play areas



15.4 EVENT APPLICATION - TEMORA ANZAC DAY 2023**File Number:** REP22/1367**Author:** Secretary Engineering**Authoriser:** General Manager**Attachments:** 1. Anzac Day Committee Letter [↓](#) **REPORT**

Temora Anzac Day Committee has lodged an event application for the 2023 Anzac Day March and request Council to waive associated costs for the road closure and delivery of small portable stage and chairs.

Event Costing

Task	Time	Rate	Cost
Road Closure: 6:00am – 1:00pm on Tuesday 25 th April			
- Monday 1 hour setup x 2 Staff	2 hours	\$102/hr	\$408
- Tuesday 3 hours removal x 2 staff	2 hours	\$102/hr	\$408
- Plant Hire 1 Vehicle	4 hours	\$15/hr	\$60
Delivery/Collection of small portable stage and chairs (3 staff)	4 hours	\$102/hr	\$1,224
Plant Hire	4 hours	\$15/hr	\$60
Road Closure Advertisement in the Temora Independent			\$75
Road closure Application Fee			\$105
Large Event Application Fee <i>Note: Considered a large event as it involves a road closure request</i>			\$105
TOTAL:			\$2,445

RESOLUTION 212/2022

Moved: Cr Max Oliver

Seconded: Cr Graham Sinclair

It was resolved that Council accede to the request.

CARRIED

Chairperson:
ALAN RANDS
Ph: (02) 69772669

Secretary:
ANNE RANDS
Ph: 02 69772669



OF AUSTRALIA
NEW SOUTH WALES BRANCH INCORPORATED
"The price of liberty is eternal vigilance"

IN CONJUNCTION WITH
THE TEMORA ANZAC DAY COMMITTEE

Temora, NSW
2666

ABN:
71 546 389 758

3 November 2022

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

Dear Gary

RE: ANZAC DAY 2023

Temora Anzac Day Committee has completed and lodged the event application for the above event.

Temora Anzac Day Committee also request the small portable stage and 50 chairs from the Temora Memorial Town Hall and consideration be given for the water fountain to be turned off for the day.

Temora Anzac Day Committee is requesting Council to waive any associated costs for the road closure and the delivery of small portable stage and chairs to Callaghan Park.

We look forward to a favourable response.

Regards

Anne Rands
SECRETARY

15.5 EVENT APPLICATION - TEMORA AUSTRALIA DAY CEREMONY 2023

File Number: REP22/1373
Author: Secretary Engineering
Authoriser: General Manager
Attachments: Nil

REPORT

Council has received an Event Application for the use of Gloucester Park for the Australia Day Ceremony to be held on Thursday 26th January, 2023.

Task	Time	Rate	Cost
Mobile Stage Hire			\$400
Delivery & Collection of Chairs & Tables (2 Staff)	1 hour	\$102/hr	\$204
Plant Hire	1 hour	\$15/hr	\$15
Street Banner			\$150
Small Event Application Fee			\$50
TOTAL:			\$819

RESOLUTION 213/2022

Moved: Cr Jason Goode
Seconded: Cr Belinda Bushell

It was resolved that Council accede to the request.

CARRIED

15.6 EVENT APPLICATION - ARIAH PARK CAROLS BY CANDLELIGHT

File Number: REP22/1447
Author: Secretary Engineering
Authoriser: General Manager
Attachments: Nil

REPORT

Council has received an application from Aria Park Advisory Committee to hold the Aria Park Carols by Candlelight at Davey Park on Thursday 15th December, 2022 from 7:00pm – 9:30pm.

There will be no cost to Council.

RESOLUTION 214/2022

Moved: Cr Max Oliver
Seconded: Cr Lindy Reinhold

It was resolved that Council accede to the request.

CARRIED

15.7 BREASTSCREEN VAN

File Number: REP22/1462
Author: Secretary Engineering
Authoriser: General Manager
Attachments: Nil

REPORT

Council have received a request from BreastScreen NSW MLHD to bring their mobile screening van back to Temora from 23 January to 17 February 2023.

The van will be situated on the vacant block next to the Metro Station on Victoria Street as per previous visits.

RESOLUTION 215/2022

Moved: Cr Claire McLaren
Seconded: Cr Jason Goode

It was resolved that Council accede to the request.

CARRIED

15.8 BRIGHT BEGINNINGS - CHRISTMAS PARTY**File Number:** REP22/1467**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Bright Beginnings [↓](#) **REPORT**

Bright Beginnings are seeking approval to hold the children's christmas party at Gloucester Park on Sunday 11 December from 10:00am to 1:00pm.

They will have face painting and a farm animal petting zoo and either a police car or fire truck.

Estimated to have 180 people in attendance.

RESOLUTION 216/2022

Moved: Cr Jason Goode

Seconded: Cr Belinda Bushell

It was resolved that approval is granted for Gloucester Park on Sunday 11 December 2022 between 10:00am to 1:00pm.

CARRIED

Temora Shire Council

From: Courtney Weir <brightbeginningseylc@outlook.com>
Sent: Friday, 18 November 2022 9:49 AM
To: Temora Shire Council
Subject: Bright Beginnings Christmas Party

Hi,

We are hoping to hold our Bright Beginnings Children's Christmas Party at Gloucester Park this year on Sunday December 11 from 10am until 1pm. Although, we expect many families to leave by 12pm.

The children will perform a song/dance and Santa will arrive for a visit via police car or fire truck (to be confirmed).

We have organised external activities, being; face painting by Nat Young and a farm animal petting zoo with Old Kentucky Mobile Animal Farm. Old Kentucky have their own public liability insurance and all working with children check documentation.

If all families, children and staff were to attend, we estimate a maximum of 180 people.

If you require any further information or have any questions, please don't hesitate to contact us via email or phone on 0269771006.

Kind Regards,

Courtney & Cheree

15.9 SACRED HEART PARISH - CHRISTMAS EVE MASS 2022**File Number:** REP22/1469**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Sacred Heart Parish [↓](#) **REPORT**

Sacred Heart Parish is requesting the use of Callaghan Park and the mobile stage for the annual Christmas Eve Mass on Saturday 24 December 2022 at 6:00pm.

RESOLUTION 217/2022**Moved:** Cr Graham Sinclair**Seconded:** Cr Claire McLaren

It was resolved that Council accede to the request.

CARRIED

SACRED HEART PARISH TEMORA

Parish Priest: Fr Sijo Jose

St Mary's Presbytery
Phone: 02: 69772104
Email: temora@cg.org.au

PO Box 78
111 Loftus Street
TEMORA NSW 2666

18th November 2022

Mr Gary Lavelle
Temora Shire Council
105 Loftus Street
TEMORA NSW 2666

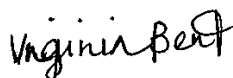
Dear Mr Lavelle

RE: USE OF CALLAGHAN PARK & MOBILE STAGE

We are writing to you to request permission to hold our annual Christmas Eve mass in Callaghan Park on Saturday 24th December 2022 at 6pm. We would also appreciate it if we were able to use Council's mobile stage for the Mass.

We look forward to hearing from you.

Yours sincerely



FOR Fr Sijo Jose
Parish Priest

15.10 PRIVATE LONG AFTERNOON TEA FUNCTION

File Number: REP22/1365
Author: Secretary Engineering
Authoriser: General Manager
Attachments: Nil

Council has received an application to hold a small Long Afternoon Tea Painting Class for a Hen's Party on the Railway Station Platform on Saturday 10th December from 3:00pm – 7:00pm.

They have also requested the possibility of have Topsy Sips pop up bar on the platform to serve a few drinks.

There would be a maximum of 25 people attending.

RESOLUTION 218/2022

Moved: Cr Graham Sinclair
Seconded: Cr Lindy Reinhold

It was resolved that Council accede to the request to hold the function.

CARRIED

15.11 EVENT APPLICATION - EMBRACE FESTIVAL

File Number: REP22/1366
Author: Secretary Engineering
Authoriser: General Manager
Attachments: Nil

Council has received an application to hold the Embrace Festival at the Railway Precinct on Saturday 1st April 2023 from 11am – 4pm.

The festival is aimed at fostering a society where everyone can make commitment to the community and is an opportunity for all Australians to celebrate living in a culturally diverse society.

This event will be run by Temora Council and Temora Community Centre.

They have also requested the use of extra bins for the event.

Cr Lindy Reinhold declared a non-pecuniary interest due to being a board member of the community centre and left the meeting at 5:56 pm.





RESOLUTION 219/2022

Moved: Cr Jason Goode
Seconded: Cr Anthony Irvine

It was resolved that Council accede to the request.

CARRIED

15.12 EVENT APPLICATION - ARIAH PARK CHRISTMAS TREE

File Number: REP22/1443
Author: Secretary Engineering
Authoriser: General Manager
Attachments: 1. Letter  
 2. Map  

REPORT

Temora Shire Council has received an event application from the Ariaiah Park Community Projects Committee Inc. to hold the annual Ariaiah Park Christmas Tree event on Wednesday 21 December 2022 at Davey Park.

Insurance from the Ariaiah Park Community Inc. has been received.

The Ariaiah Park Projects Committee Inc. have requested:

- Closure of Coolamon Street (between Ariaiah Street and Pitt Street)
- Waiving of any associated fees

The costs associated with the event are listed below:

Cost to Council: \$1,189

Task	Time	Rate	Cost
Road Closure/ Detour – Wednesday 21 st December 2022 (Wednesday 4PM until Thursday 7AM)			
Set up (2 Staff)	4 hours	\$49/hr	\$392
Removal (2 Staff)	4 hours	\$49/hr	\$392
Plant Hire	8 hours	\$15/hr	\$120
Road Closure Application Fee (Includes TGS Design & Administration)			\$105
Road Closure Advertisement in the Temora Independent			\$75
Large Event Application Fee <i>Note: Considered a large event as it involves a road closure request</i>			\$105
TOTAL:			\$1,189

Cr Judd declared a Non-pecuniary interest due to being a member of the Ariaiah Park Projects Committee.

RESOLUTION 220/2022

Moved: Cr Max Oliver

Seconded: Cr Jason Goode

It was resolved that Council accede to the request.

CARRIED

Cr Lindy Reinhold returned to the meeting at 5:59 pm.

89510

**ARIAH PARK COMMUNITY PROJECTS COMMITTEE INC.**

C/- W.H. Speirs,

Chairman,

624 Mary Gilmore Way,

ARIAH PARK NSW 2665

20th September 2022

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

Dear Gary,

Re. Road Closure fees for "Ariah Park Christmas Tree" Event

The Ariah Park community is keen to restore its pre-pandemic calendar of events and to this end anticipates hosting its annual "Christmas Tree" family event in Davey Park on the evening of Wednesday 21st December 2022.

In order to maximise the safety of the numerous young children we expect to gather in the vicinity of the park at that hour of the day, we would like to close Coolamon Street between Ariah and Pitt Streets during the event.

In previous years, Council has generously donated the cost of facilitating the road closure to the organising committee as in-kind support. Such support would again be sincerely appreciated by our community.

With this in mind, should Council grant permission for the event to proceed, would you please place before Council for its consideration again this year, our request for in-kind support of our event, equivalent to the fees that will be incurred by the road closure.

Thank you in anticipation.

A handwritten signature in dark ink, appearing to read 'Bill Speirs' with a stylized flourish at the end.

Bill Speirs

Chairman

Function: Community

Temora Shire Council

Policy Number: C17

Site Plan - please indicate road closure details below.



Revision Number:
File Name: The Major Event Management Application

Revision Date:
Page Number: 25

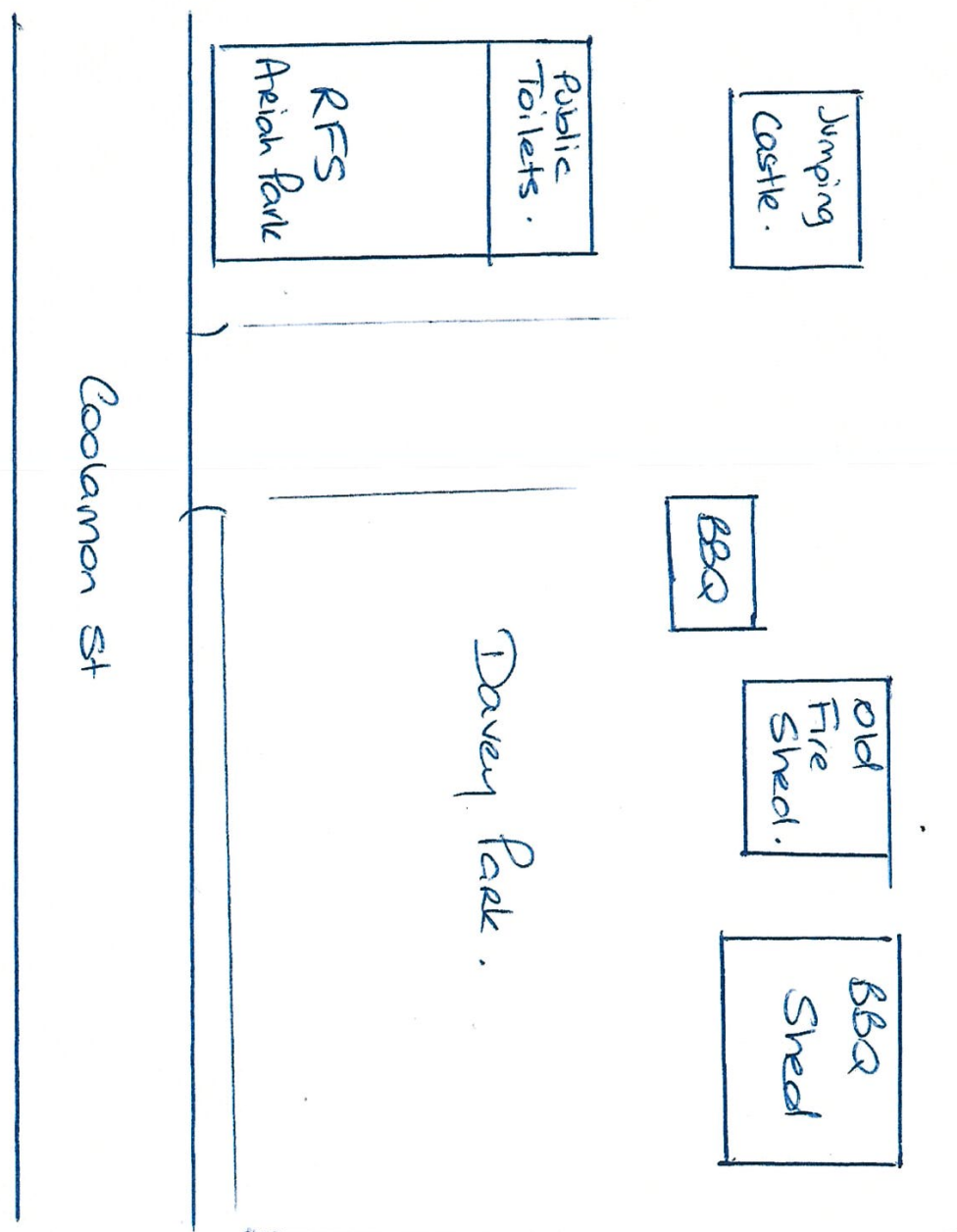
Function: Community

Temora Shire Council

Policy Number: C17







Site Plan



Revision Number:
File Name: The Major Event Management Application

Revision Date:
Page Number: 14

16 NOTICE OF MOTION**16.1 NOTICE OF MOTION - NBN FIBRE****File Number:** REP22/1290**Attachments:**
1. **NOM - NBN Fibre**  
2. **NOM - Telstra**  

I, Councillor Jason Goode, give notice that at the next Ordinary Meeting of Council be held on 24 November 2022, I intend to move the following motion:-

RESOLUTION 221/2022

Moved: Cr Jason Goode

Seconded: Cr Anthony Irvine

It was resolved that the Temora Shire Council lobby Federal Member and the Minister for Communications, the Hon Michelle Roland MP to obtain better connection to the NBN internet direct fibre.

AND FURTHER

That an invitation be extended to Sean O'Reilly from NBN to address Council.

CARRIED

Notice of motion

I Jason Anthony Goode put the following the motion

That the Temora Shire council lobby our Federal Member and the Minister for Communications, the Honourable Michelle Roland MP to obtain better connection to the NBN internet direct fibre.

Explanation:

Currently Temora businesses are limited in their options to connect to NBN fibre to the premises.

The cost of this connection is based on whether you are classed as CBD pricing or regional pricing.

I have offices in Cootamundra, Narrandera and Temora. Cootamundra and Narrandera are shown as Sydney CBD pricing. I can therefore connect to NBN fibre at my Cootamundra office for no upfront infrastructure cost provided I enter into a 2 year contract with Aussie Broadband for \$129.00 per month.

As Temora is considered regional pricing Aussie Broadband do not provide this pricing. Telstra will, however, provide this service with no up front infrastructure costs, however, their condition is that I enter in to a 3 year contract with a monthly cost of \$507.30 per month.

Therefore, the cost to connect through Aussie Broadband to Cootamundra is \$3,096.00 for a 2 year period whereas Telstra will be \$18,262.80 for a 3 year contract. This is 6 times the cost.

Attached is a copy of an email received from Telstra confirming Telstra's price.



Jason Goode

From: Bianca Swann <bianca.swann@tbtcnswsoutherncentral.com.au>
Sent: Tuesday, 18 October 2022 2:13 PM
To: Jason Goode
Subject: Enterprise Internet
Attachments: Direct Adapt brochure.pdf; EE Brochure.pdf

Categories: LEAP

Hi Jason,

Hope your afternoon is going well, just sending through an email with information of Telstra Internet Direct (Fibre) as discussed on the phone this afternoon.

2 of your sites (Cootamundra and Narrandera) are showing Sydney CBD pricing, at \$373.80 ex GST per month; and your Temora site has regional pricing at a cost of \$507.30 ex GST per month .

These sites are all applicable for NBN to build the fibre infrastructure at no cost to you; meaning that \$6900 EX GST on average per site is included for 36 month service agreements. Telstra connections fee of \$300 per site are also waived.

Additionally we are currently offering a \$1500 welcome credit per site until the end of the month.

I know you mentioned during the call that you were looking at an Aussie Broadband connection as well, and although they comparable classes of service; Telstra have invested 19 Billion dollars (as of March 2022) into the backend network meaning a better quality of service and usage experience.

We have customers who have advised the stability of their speeds and have reported a slowest desktop speed of 80mbps on the 100/100 LOW COS option, the 100/100 HIGH COS option has a 1:1 contention ratio meaning in situation this connection does not slow down.

Please let me know if you would like me to arrange a Business Technology Advisor to have a more detailed conversation with you about your fibre needs.

Kind Regards,

Bianca Swann

Account Manager

Telstra Business Technology Centre NSW Southern & Central

T: (02) 6939 5888

E: bianca.swann@tbtcnswsoutherncentral.com.au

This email may contain confidential information. If I've sent it to you by accident, please delete it immediately.



**Help your network perform at its peak
with Network Device Management.**

Let's help keep your tech more reliably connected.

Talk to us today.



16.2 NOTICE OF MOTION - DEVELOPER CONTRIBUTION**File Number:** REP22/1292**Attachments:** 1. **NOM - Developer Contribution**  

I, Councillor Jason Goode, give notice that at the next Ordinary Meeting of Council be held on 24 November 2022, I intend to move the following motion:-

RESOLUTION 222/2022

Moved: Cr Jason Goode

Seconded: Cr Claire McLaren

It was resolved that Council investigate the possibility of introducing a developer contribution pursuant to section 7.11 of the Environmental Planning & Assessment Act 1979.

CARRIED

10000

Notice of motion

I Jason Anthony Goode put the following the motion

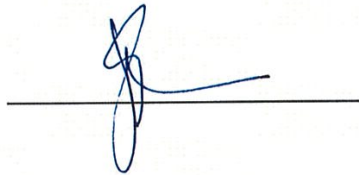
Council investigate the possibility of introducing a developer contribution pursuant to section 7.11 of the Environmental Planning & Assessment Act 1979

Explanation

Council is currently proposing rezoning of certain lots of land in Temora. We have had many submissions to Council in relation to the need for open space for the new areas the subject of current subdivisions.

Section 7.11 of the Environmental Planning & Assessment Act 1979 allows a consent authority to make a development consent subject to the dedication of land free of cost. Rezoning of land makes the land considerably more valuable. Any purchaser of land in subdivisions will require open spaces.

It is only fair that developers contribute land to open spaces in any large scale subdivision for the benefit of the purchasers buying the land.



16.3 NOTICE OF MOTION - INFORMAL AND ILLEGAL HOUSING**File Number:** REP22/1423**Attachments:** 1. Informal & Illegal Housing [↓](#) 

I, Councillor Anthony Irvine, give notice that at the next Ordinary Meeting of Council be held on 24 November 2022, I intend to move the following motion:-

MOTION

It was resolved that Council in light of the current housing shortage, anecdotal reports of people “living rough” and in recognition of the pressures faced by some individuals takes the following actions

1. An investigation into the prevalence of this issue currently within Temora Shire.
2. Seek any information from neighbouring Councils as to the existence and scale of this issue or similar issues.
3. Council Officers to provide a report detailing the range of compliance actions available to Council. The report to contain an overview of previous five years compliance actions undertaken and further detail instances where Council chose to take no action.

The motion lapsed for want of a seconder.

Notice of Motion:

I am aware of multiple examples of people living currently, or having lived previously, in informal and illegal housing within Temora Shire. These arrangements vary from occupying non compliant spaces such as commercial premises, industrial premises, farm outbuildings and long term caravan or vehicle based situations, to illegal or non-compliant structures. In some cases Council Officers have been aware of these arrangements.

In light of the current housing shortage, anecdotal reports of people "living rough", and in recognition of the pressures faced by some individuals I request a range of actions be taken:

- 1) An investigation into the prevalence of this issue currently within Temora Shire.
- 2) Seek any information from neighbouring Councils as to the existence and scale of this issue or similar issues.
- 3) Council Officers to provide a report detailing the range of compliance actions available to Council. The report to contain an overview of previous five years compliance actions undertaken and further detail instances where Council chose to take no action.

Cr. Anthony Irvine
16th November 2022



16.4 NOTICE OF MOTION - HEAVY VEHICLE ROUTE EXISTING NETWORK OPTIONS**File Number:** REP22/1425**Attachments:** 1. Heavy Vehicle Route [↓](#) 

I, Councillor Anthony Irvine, give notice that at the next Ordinary Meeting of Council be held on 24 November 2022, I intend to move the following motion:-

Cr Belinda Bushell declared a Pecuniary interest due to her Parents in-law residing on the proposed route and left the meeting at 6:17 pm.

Cr Rick Firman declared a Pecuniary interest due to residing on the proposed route and left the meeting at 6:17 pm and Cr Sinclair assumed the Chair.

Cr Jason Goode declared a Non-Pecuniary interested due his business premises being located on Hoskins Street.

Mr Kris Dunstan declared a Non-Pecuniary interested due to owning a property and residing on Hoskins Street.

RESOLUTION 223/2022

Moved: Cr Anthony Irvine

Seconded: Cr Jason Goode

It was resolved that Council consider options for Heavy Vehicle Route using Existing Network as detailed in email circulated to Councillors 26 September 2022

AND FURTHER

That a workshop be conducted in the first quarter of 2023 to discuss Heavy Vehicle Route options.

CARRIED

Cr Belinda Bushell returned to the meeting at 6:31 pm.

Cr Rick Firman returned to the meeting at 6:31 pm and resumed the Chair.

Notice of Motion:

That Council consider options for Heavy Vehicle Route Using Existing Network as detailed in email circulated to Councillors 26th September 2022.



Cr. Anthony Irvine

16th November 2022

16.5 NOTICE OF MOTION - POST OFFICE BANK**File Number:** REP22/1427**Attachments:** 1. Post Office Bank [↓](#) 

I, Councillor Anthony Irvine, give notice that at the next Ordinary Meeting of Council be held on 24 November 2022, I intend to move the following motion:-

RESOLUTION 224/2022

Moved: Cr Anthony Irvine

Seconded: Cr Claire McLaren

It was resolved that Council support a campaign for a public post office bank in Australia.

LOST

Notice of Motion:

That Council consider supporting, by way of a motion to be determined, the campaign for a public post office bank in Australia.

Further information on the proposal was emailed to all Councillors 3rd October 2022. The email contains various examples of motions passed by other Councils. The basic concept is detailed below:

The Australian Citizens Party is part of a nationwide campaign to establish a new government bank, like the original Commonwealth Bank, to operate in post offices, which would guarantee face-to-face financial services for all communities, and force the Big Four banks to compete on both cost and service.

The post office bank would also:

- Guarantee deposits, because it is a government bank;
- Maintain cash payments and processing, which the private banks are trying to do away with;
- Increase lending to individuals and small businesses in regional communities;
- Invest in more infrastructure, including through local government.

This policy is different to the existing banking service in post offices, Bank@Post, because it is a dedicated postal bank that will increase competition, whereas Bank@Post is just an agency service for the existing banks which can withdraw any time. It is also different to community banks, which do an admirable job, but, again, they don't increase competition.

Cr. Anthony Irvine
16th November 2022



16.6 NOTICE OF MOTION - RISK ASSESSMENT FOR PERMITTED ROAD TRAIN, AB TRIPLE ROUTE FROM HOSKINS STREET TO POLARIS STREET**File Number:** REP22/1430**Attachments:** 1. NOM - Risk Assessment [↓](#) 

I, Councillor Anthony Irvine, give notice that at the next Ordinary Meeting of Council be held on 24 November 2022, I intend to move the following motion:-

NOTE: This NOM that the motion refers to the route between the intersection of Kitchener Road and Hoskins Street to Polaris Street/ Twynam Street intersection (the current route for permitted traffic)

RESOLUTION 225/2022**Moved:** Cr Anthony Irvine**Seconded:** Cr Claire McLaren

It was resolved that Council provide a risk assessment for permitted Road Train, AB Triple route from Hoskins Street to Polaris Street in particular

1. Details of any risks associated with the boom gated rail crossing.
2. Details of any risks associated with the unboomgated rail crossing.
3. Details of any risks that may arise when permitted vehicles travelling in opposite directions are required to navigate the particular turns on the route at the same time.
4. Details as to the location, safety and risks with regards to Give Way holding lines
5. Detail be provided with regards to the cycleway, local parking, local residence access and egress and any other relevant matters.

LOST

Notice of Motion:

That Council Officers provide a risk assessment for the permitted Road Train, AB Triple route from Hoskins Street to Polaris Street.

In particular:

- 1) Details of any risks associated with the boomgated rail crossing.
- 2) Details of any risks associated with the unboomgated rail crossing.
- 3) Details of any risks that may arise when permitted vehicles travelling in opposite directions are required to navigate the particular turns on the route at the same time.
- 4) Details as to the location, safety and risks with regards to Give Way holding lines.
- 5) Detail be provided with regards to the cycleway, local parking, local residence access and egress and any other relevant matters.

Cr. Anthony Irvine

16th November 2022



17 BUSINESS WITHOUT NOTICE**1 CR JUDD**

Represented Council at the retirement of Greg Matthews who has spent 45 years in fire brigade with many of those as Captain. It was a great send off for Greg to show appreciation for the work he has put into looking after Temora and the Community.

10 November – A Sewerage Discussion Meeting held in Arianah Park. Well attended with 60-70 people in the supper room. Thanks to Council staff for addressing the meeting and to Cr McLaren for attending. Everyone is very keen on the issue.

Held a Meeting last week with the Grants Commission. Could our General Manager provide a report on which way our advocacy policy should go in future.

RESOLUTION 226/2022

Moved: Cr Nigel Judd

Seconded: Cr Claire McLaren

That Council receive a report in consideration of our position in relation to FAGS grants and associated matters.

CARRIED

2 CR MCLAREN

That the Grants Commission suggested that it's up to Council to lobby in relation to per capita component of the FAGS grant.

RESOLUTION 227/2022

Moved: Cr Claire McLaren

Seconded: Cr Nigel Judd

That Council write to the Federal Member requesting consideration for the change of the Commonwealth Grants Commission Act to allow flexibility in the per capita contribution in the range of 10-30%.

CARRIED

3 CR FIRMAN

In Sydney last week at the NSW JO Joint Chairmans Forum we heard from Minister for Local Government Wendy Tuckerman and Shadow Minister Mr Greg Warren regarding Joint Organisations. Minister Tuckerman realises there are 4 JO's who have gone into hiatus.

Would like to express my sympathy on the loss of our most senior citizen Mr Ron McGuirk at the age of 104 and Mr Alan Bent has also passed away.

18 COUNCILLORS INFORMATION PAPER**RESOLUTION 228/2022**

Moved: Cr Graham Sinclair

Seconded: Cr Lindy Reinhold

It was resolved that the Information Reports be received.

CARRIED

18.1 WORKS REPORT - OCTOBER 2022

File Number: REP22/1461

Author: Secretary Engineering

Authoriser: General Manager

Attachments: Nil

MAIN ROADS

- MR 57 Goldfields way – inspection and routine maintenance
- MR 84 Burley Griffin way – inspection and routine maintenance
- MR 57 Heavy Patching
- MR 84 Ardlethan Heavy Patching
- Sealing of Heavy patches
- Call out response to Water over MR 57
- Call out response to water over MR 84

LOCAL ROADS

- Tara Bectric Seg 4 & 5 upgrade stabilising
- Maintenance grading
- Flood damage repair to gravel roads
- Back Mimosa Road Pavement
- Heavy patching
- Slashing and Spraying

URBAN TEMORA & ARIAH PARK

- Britannia Street table drains
- Weed spraying for re seals
- Harrison Street Box culverts

- Arian Street Box Culverts
- Urban slashing and spraying
- Urban K & G repairs

WORKS PLANNED FOR NEXT MONTH – NOVEMBER 2022

- Hopetoun Street box culverts
- State Road heavy patching and dig outs
- Morangarell Road dig outs
- MR 398 causeway (near Haddrills)
- Sealing patches
- Urban sealing
- Back Mimosa Subbase and base courses
- Maintenance and flood damage grading
- Weed spraying and slashing

Report by Pat Kay

18.2 ROAD SAFETY OFFICER - ACTIVITY REPORT SEPTEMBER 2022**File Number:** REP22/1283**Author:** Secretary Engineering**Authoriser:** General Manager**Attachments:** 1. September RSO Activity Report [!\[\]\(cbe2492b119e39e02a1dab2af4a4b296_img.jpg\) !\[\]\(2f36c159ea3670f7a62f64a4f1cf5c05_img.jpg\)](#)

REPORT – TEMORA – SEPTEMBER 2022**ACTIVITIES:**

- Chaired Program Delivery meeting
- Meeting with Alex regarding Road Safety Strategic Plan
- Stepping On presentation
- Organising swags and venues for Plan B – Win a Swag campaign
- Consultation with events team regarding SafeT360 Truck visit
- Swags ordered
- Attended two Road Safety presentation at Temora High School with St Anne's in attendance
- Completed Performance self-review
- Performance review meeting with Gary, Alex and James Davis
- Teams Meeting with myDRIVESCHOOL to discuss how what they do could be integrated into youth programs for learner drivers.
- Provided all council with information regarding myDRIVESCHOOL for consideration.
- Developing caravan safety project
- Consultation with caravan companies for quotes and information for caravan project
- Speeding on Local Roads campaign started VMS boards displaying messaging in place from 29 September – 5 October
- Speeding On Local Roads project started
- Organising resources for Temora Family Expo
-

FACEBOOK POSTS:

- Take care around trucks video x1
- Casual speeding every K counts post x1
- Towards zero post x1
- Safety Door Road Safety Education post x1
- Comic fuel post
- Check your tyres video x1
- Australian Road Safety Foundation video x10
- Rural Road Safety Month video x3
- Clip every trip video x1
- What would you do if you broke down on a country road post x2
- "Hit The Road Ready" Training and Awareness Day post x3
- Casual speeding video x1
- Ezy Az 1,2,P driving school post x1
- Coolamon shire council school holidays activities
- Double Demerits post x1
- Queen Elizabeth cover photo
- Road Safety presentation at Temora high school
- "The Knock On Effect" video x1
- Driving on country roads video x2

- Seatbelt safety school bus video x1
- Double Demerits video x3
- Buxton Tragedy post x1
- myDRIVESCHOOL post x1
- Driver Reviver rest stops post x1
- Safety Town school holidays post x1
- “Hit The Road Ready” Training and Awareness Day post x1
- Caravanning safety tips post x1
- Half of all fatalities on country roads occur on a curve or bend post x1
- Casual speeding post x1
- The tragedy of mobile phone use while driving video x1
- School crossing supervisors video x1
- Australasian Road safety Conference post x1
- Double Demerit video x1
- Choose road safety post x1
- Double Demerit post x1
-

EDITORIALS:

18.3 ROAD SAFETY OFFICER - ACTIVITY REPORT OCTOBER 2022**File Number:** REP22/1453**Author:** Secretary Engineering**Authoriser:** General Manager**Attachments:** 1. October RSO Activity Report [↓](#) 

REPORT – TEMORA – OCTOBER 2022

ACTIVITIES:

- Discussions with Temora Public School regarding presenting road safety to kindergarten – year 6
- Liaising with Department of Education on how to best assist Temora Public School in the road safety space.
- Attended TfNSW LGRSP conference in Goulburn
- Presented “Hit The Rod Ready” Training and Awareness Day road safety PowerPoint at LGRSP conference
- Liaising with SafeT360 for visit in March 2023
- Liaising with caravan weighing companies on next year’s project.
- Meeting with TfNSW lead to discuss 2022/23 project costs
- Meeting with Youth Development Officer to organise a talk with youth team leaders.
- Towards Zero Collaboration Hub how to use virtual meeting
- Phone meeting with TfNSW Plan B and child restraints lead
- Ordered Plan B resources from TfNSW
- Emailed Plan B media releases for approval
- Venues participating in Plan B December campaign
 - Temora Bowling Club
 - Shamrock Hotel
 - Waiting to hear from Railway Hotel
- Organising resources for Family Expo to be held in Town Hall
- SafeT360 locked in for 20th and 21st March 2023



<https://www.safet360.com.au/>

- Organised and chaired four shires quarterly meeting
- Attended Family Expo



FACEBOOK POSTS:

- Double Demerit post x1
- Check your blind spots - look out for motorcycles post x1
- Ride to live – Test your skills post x1
- Double demerits post x1
- Dehydration a real factor in being a safe driver post x1
- Protective gear for motorcyclist post x1
- Drive safely this harvest season post x2
- Casual speeding – every K counts video x1
- Little Rustic Pantry post x1
- Turn on your headlights post x1
- Australian Road safety Foundation post x1
- Breathable riding gear video x1
- Crash safer ratings for helmets post x1
- “Hit The Road Ready” Training and Awareness day post x1
- Safety Town video x1
- School zones back in operation video x1
- Local Government Road safety Program face to face meeting post x1
- Dive safely this harvest season video x1
- Motorcycle quiz post x1
- Bland Shire Council roadworks post x1
- Junee Shire Council roadworks post x1
- Motorcycle lane filtering rules post x1
- Coolamon Shire Council road conditions update post x1
- Safework month post x1
- Australian Road Safety Foundation safety in the workplace video x1
- 3 in 4 workplace fatalities in Australia involve a vehicle video x1
- Australian Road Safety Foundation helmet safety awareness week post x1
- Speed advisor app post x1
- Texting while driving post x1
- Road safety is a shared responsibility video x1
- Half of all fatalities on country roads occur on curves or bends post x1
- Signs of fatigue for motorcyclists post x1
- Ride to live safety tips for motorcyclists video x1
- Drive to the conditions post x1
- Mobile phone detection camera’s – Stop It or Cop It video x1
- Eddie Woo speeding video x1
- Make safe choices on the road x1
- Trailer Weight Surprise – Truths Proven YouTube video x1
- Speeding Stop It or Cop It video x1
- Drug Driving Stop It or Cop It x1
- Temora Family Expo advertisement X1
- Temora Family Expo post x1
- Motorcycle riders face more dangers on the road post x1
- Don’t Trust Your Tired Self post x1
- Ride To Live NSW Police Force video x1
- Microsleep post x1

EDITORIALS:

- Double Demerits

18.4 BUILDING APPROVALS - OCTOBER 2022

File Number: REP22/1460
Author: Environmental Secretary
Authoriser: General Manager
Attachments: Nil

BUILDING APPROVALS – OCTOBER 2022

- ✓ DA 69/2022 – Lot 12; Section 24; DP 758957; 198 Camp Street, Temora – Stage 1: Relocate Transportable Dwelling; Stage 2: Reclad Primary Dwelling & NCC Compliance Upgrades
- ✓ DA 70/2022 – Lot 11; DP 5891; 105 Coolamon Street, Aria Park – Transportable Dwelling
- ✓ DA/CC 72/2022 – Lot 2; DP 519941 & Lot 1; DP 25538; 177 & 179 Polaris Street, Temora – S/F Shed
- ✓ DA/CC 73/2022 – Lot 2; DP 23725; 86 Byron Street, Temora – S/F Shed
- ✓ DA 74/2022 – Lot 16, 17 & 18; DP 14072; 9, 11 & 13 George Street, Aria Park – Demolish existing Dwelling & Install Transportable Dwelling

COMPLYING DEVELOPMENT ISSUED

- ✓ CDC 34/2022 – Lot 1; DP 327862; 161 Britannia Street, Temora – S/F Shed
- ✓ CDC 35/2022 – Lot 6; Section 24; DP 758957; 191 Twynam Street, Temora – Carport
- ✓ CDC 36/2022 – Lot 166; DP 7508527; 353 Mary Gilmore Way, Aria Park – Farm Shed

18.5 REGULATORY CONTROL - SEPTEMBER 2022**File Number:** REP22/1267**Author:** Environmental Secretary**Authoriser:** General Manager**Attachments:** Nil

Item	Inspection/ Incidents (Number)	Orders Issued Y/N	Penalty Infringement Y/N	Notes
Illegal Parking	6	No	No	4 x No Issues 1 x Not showing Disability pass 1 x Car impounded on Mary Gilmore Way
Scooters & Bikes	8	No	No	1 x Boys moved on from Post office 7 x No issues
School Zones	59	No	No	All schools checked – No Issues
Noise	2	No	No	2 x Dogs Barking - Monitor
Air Quality		No	No	
Illegal Dumping/Littering	17	No	No	1 x Bag of beer bottles at Showgrounds 15 x Tyres on Dinga Dinga Rd 1 x Farm toys dumped on Wallundry Rd
Overgrown/Untidy Blocks	7	No	No	7 x Ongoing
Lake Walking Track – leashed animals	51	No	No	51 x No issues
Animal Welfare	16	No	No	4 x Concern for Dog 3 x No Issues 1 x Monitor Horses 1 x Remove Bees 2 x Cat & Kittens 3 x RSPCA Issue – Horses 1 Rescue – Pick up animals 1 x Rooster
Dangerous Dogs	5	Yes	No	1 x Sheep Attack – Ongoing 1 x Sheep Attack – Nothing Found 1 x Checks 1 x Fox 1 x Nothing Found
Impounded	30	No	No	2 x Dog 28 x Sheep
Noise Animals	5	No	No	1 x Nothing Found 4 x Dogs Barking – Monitor 1 x Rooster
Nuisance Animals / Trapping	9	No	No	1 x Feral Cats 4 x Airport Birds 2 x Cat Trap 2 x Pigeons removed

Dead Animal Removal	4	No	No	2 x Kangaroo 1 x Dog 1 x Cat
Keeping of Horses in Residential Areas	1	No	No	1 x Monitor - RSPCA
Main Street Sign Approvals Inspections		No	No	
Rural Stock Incidents	6	No	No	2 x Sheep Out 1 x Sheep removed 2 x No Issues 1 x Lambs Out
Fruit Fly		No	No	
Euthanised	2	No	No	2 x Feral Cat
Other	21	No	No	2 x Bees in Main Street 1 x Stolen Truck – Contact Police 6 x Caravan Parks/Railway/Airport/Showground/ Parking Bays 6 x Pound Clean 1 x RSPCA -3 Dogs 3 x Teal Street Gate 1 x Check Goats at Hospital 1 x Dogs – Fireworks

Report by Ross Gillard

18.6 REGULATORY CONTROL - OCTOBER 2022**File Number:** REP22/1459**Author:** Environmental Secretary**Authoriser:** General Manager**Attachments:** Nil

Item	Inspection/ Incidents (Number)	Orders Issued Y/N	Penalty Infringement Y/N	Notes
Illegal Parking	4	No	No	1 x Car dumped on Burley Griffin Way 2 x No Issues 1 x Monitor
Scooters & Bikes		No	No	
School Zones	48	No	No	All schools checked – No Issues
Noise	4	Yes	No	3 x Dog Barking – Monitor 1 x Dog Barking – Nuisance Order
Air Quality		No	No	
Illegal Dumping/Littering	22	No	No	2 x Tyres on Polaris Street 20 x Tyres on Hennessy Hill
Overgrown/Untidy Blocks	9	Yes	No	4 x Notice sent 5 x Monitor
Lake Walking Track – leashed animals	51	No	No	50 x No issues 1 x Man thrown off bike at spillway
Animal Welfare	8	No	No	1 x Lamb 2 x No Issue 1 x Sheep 1 x Dog wandering 1 x Dead Crows 1 x Monitor 1 x Plovers concern
Dangerous Dogs	2	Yes	No	1 x Aggressive Dog – Issued Warning 1 x No Issue
Impounded	6	No	No	6 x Dog
Noise Animals	3	No	No	2 x Nothing Found 1 x Dogs Barking – Monitor
Nuisance Animals / Trapping	3	No	No	1 x Dog Trap 1 x Cat Trap 1 x Feral Cat - Dispose
Dead Animal Removal	2	No	No	1 x Kangaroo 1 x Cat
Keeping of Horses in Residential Areas	1	No	No	1 x RSPCA not responding – Monitoring 1 x No Issue
Main Street Sign Approvals Inspections		No	No	
Rural Stock Incidents	3	No	No	1 x Sheep Major issue - Monitor 1 x Sheep impounded 1 x No Issues

Fruit Fly		No	No	
Euthanised	1	No	No	1 x Feral Cat
Other	18	No	No	14 x Caravan Parks/Railway/Airport/Showground/ Parking Bays 11 x Pound Clean 2 x Teal Street Gate 1 x Monitor Rabbits at Airport 1 x Check Flooding on Roads

Report by Ross Gillard

18.7 CASH & INVESTMENTS - PERIOD ENDED 31 OCTOBER 2022**File Number:** REP22/1381**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Cash & Investments  

The investment portfolio decreased by \$1.25m for the month. Externally restricted cash decreased by \$0.302m while internally restricted cash decreased by \$0.105m.

The investment portfolio is diversified across a number of investment types. This includes term deposits and on-call accounts.

The investment portfolio is regularly reviewed in order to minimise risk and maximise investment performance.



Temora Shire Council

Cash & Investments

For the period ended 31st October, 2022

	Original Budget 2022/23	Revised Budget 2022/23	Actual YTD Figures
Externally Restricted			
Sewerage Services	2,855,590	2,855,590	2,880,608
Domestic Waste Management	1,245,567	1,245,567	1,135,466
Stormwater Drainage Flood Studies & Construction Programs	92,910	92,910	265,896
S94 Contributions	245,892	245,892	305,021
Unspent Restricted Grants	491,670	797,919	874,679
Pinnacle Externally Restricted	946,449	946,449	1,458,496
Total Externally Restricted	5,878,078	6,184,327	6,920,166
Internally Restricted			
Pinnacle Internally Restricted	2,205,982	2,311,530	2,409,750
Other Waste Management	652,245	652,245	634,604
Leave Reserves	2,199,905	2,199,905	2,199,905
Roads Reserve	500,000	500,000	500,000
Local Roads	900,583	900,583	452,658
FAGS Received in Advance	0	0	0
Industrial Development	338,162	338,162	338,162
Plant & Vehicle	500,000	500,000	500,000
Izumizaki Donation	0	0	2,152
Gravel Royalty	566,243	566,243	764,309
Ariah Park Tip Fee Contributions	12,461	12,461	9,923
Medical Complex Development	28,605	28,605	18,535
Infrastructure	1,156,589	1,156,589	1,101,437
Infrastructure - Airpark Estate	0	0	206,908
Digital Two Way Radio Upgrade	80,000	80,000	80,000
Computer Upgrade	211,864	211,864	267,609
Sports Council Requirements	58,566	58,566	58,566
Youth Donations	3,436	3,436	(0)
Revotes	494,852	399,852	662,880
Airside Maintenance	137,600	137,600	129,770
Temora Agricultural Innovation Centre Maintenance Reserve	10,969	10,969	28,593
Temora Pool Upgrade	295,240	295,240	(0)
Total Internally Restricted	10,353,303	10,363,851	10,365,760
Total Restricted Reserves	\$ 16,231,380	\$ 16,548,177	17,285,926
Cash & Investments			
Westpac Cheque Account			929,064
Macquarie Bank DEFT Account			0
AMP Business Saver Account			557,014
AMP Notice Account			816,098
Macquarie Bank Cash Management Accelerator Account			504,942
Westpac Cash Reserve			302,382
Term Deposits held with:			
Bank of Queensland			1,000,000
National Australia Bank			8,625,764
Commonwealth Bank of Australia			1,000,000
AMP Bank			505,245
Macquarie Bank			2,518,549
Westpac Bank			500,000
Northern Territory Treasury Bonds			1,000,000
ME Bank			500,000
Total Cash & Investments	\$ 16,231,380	\$ 16,548,177	18,759,058
Less Funds required for operational purposes			(1,000,000)
Cash & Investments Available for Reserves	16,231,380	16,548,177	17,759,058
Funding Surplus			473,132

I certify that the investments have been made in accordance with the Act, the Regulations and Council's actual Investment Policy.

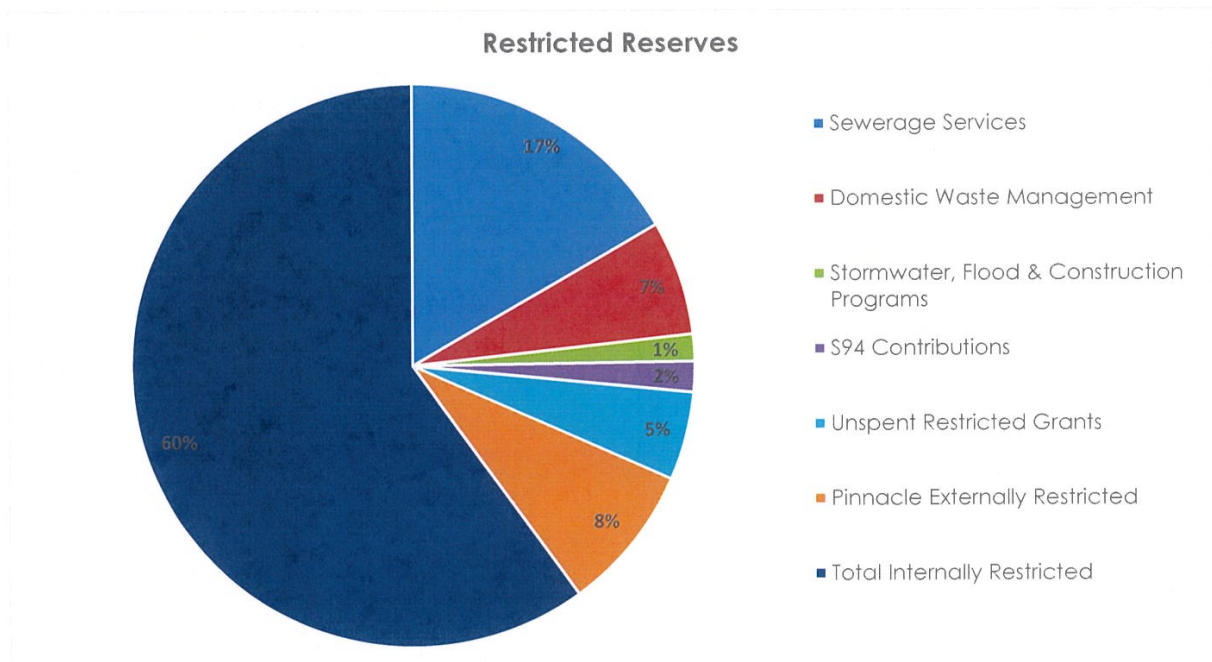
Elizabeth Smith
Director Administration & Finance



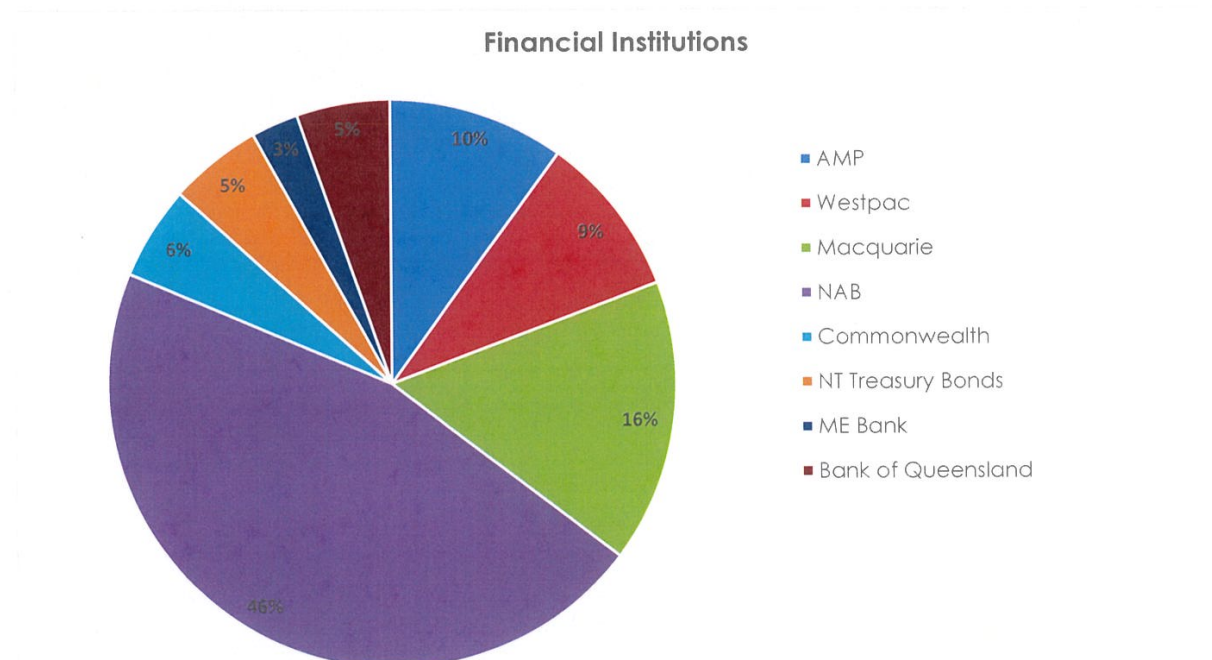
Temora Shire Council

Cash & Investments

For the period ended 31st October, 2022



Graph One - Proportion of reserves externally restricted compared to reserves internally restricted - with externally restricted reserves divided into purpose.



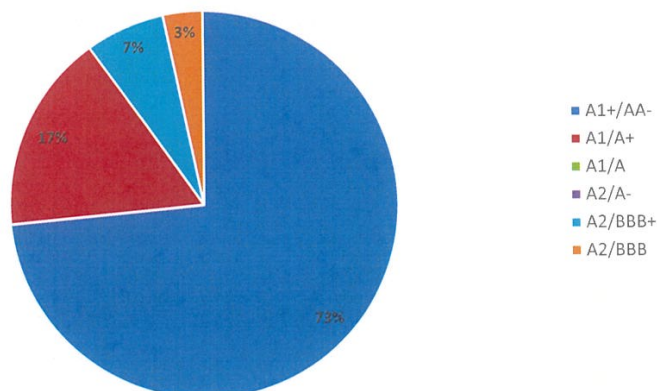
Graph Two - Proportion of cash held with each financial institution.



Temora Shire Council
Cash & Investments
 For the period ended 31st October, 2022



Institution	Rating	Type	Date Lodged	Rate	Term (days)	Maturity Date	Amount Invested	Institution Total
Cash Held								
Westpac Bank	A1+/AA-	Cheque account		0.00%			929,064.48	
Westpac Bank	A1+/AA-	Cash Reserve		0.95%			302,382.26	1,231,446.74
Macquarie Bank	A1/A+	DEFT Account		0.00%			0.00	
Macquarie Bank	A1/A+	Cash Management Accelerator Account		2.80%			504,941.81	504,941.81
AMP Bank	A2/BBB	Business Saver		0.50%			557,013.97	
AMP Bank	A2/BBB	31 Day Notice Account		3.05%			816,097.74	1,373,111.71
							Total Cash Held	3,109,500.26
Investments Held								
Bank of Queensland	A2/BBB+	Term Deposit	22/06/18	3.55%	1825	22/06/23	500,000.00	
Bank of Queensland		Term Deposit	21/06/19	2.35%	1825	19/06/24	500,000.00	1,000,000.00
National Australia Bank	A1+/AA-	Term Deposit	17/12/21	0.69%	367	19/12/22	500,000.00	
National Australia Bank		Term Deposit	17/08/22	3.66%	287	31/05/23	545,273.70	
National Australia Bank		Term Deposit	19/01/22	0.71%	365	19/01/23	513,473.03	
National Australia Bank		Term Deposit	8/09/21	0.80%	1097	9/09/24	504,415.11	
National Australia Bank		Term Deposit	2/12/21	0.55%	365	2/12/22	505,090.69	
National Australia Bank		Term Deposit	18/05/22	2.13%	190	24/11/22	505,268.31	
National Australia Bank		Term Deposit	1/06/22	2.28%	203	21/12/22	506,767.50	
National Australia Bank		Term Deposit	27/01/21	1.30%	1461	20/10/25	504,622.90	
National Australia Bank		Term Deposit	28/03/22	3.15%	1824	26/03/27	530,000.00	
National Australia Bank		Term Deposit	15/06/22	3.10%	218	19/01/23	503,067.22	
National Australia Bank		Term Deposit	28/03/22	2.80%	1095	27/03/25	502,250.00	
National Australia Bank		Term Deposit	14/09/22	3.96%	281	22/06/23	502,264.53	
National Australia Bank		Term Deposit	12/10/22	4.03%	279	12/07/23	502,407.81	
National Australia Bank		Term Deposit	6/04/22	1.75%	365	6/04/23	500,000.00	
National Australia Bank		Term Deposit	29/06/22	3.96%	538	19/12/23	500,863.02	
National Australia Bank		Term Deposit	22/04/22	1.45%	202	10/11/22	1,000,000.00	8,625,763.82
Commonwealth Bank	A1+/AA-	Term Deposit	18/07/22	3.89%	247	22/03/23	1,000,000.00	1,000,000.00
AMP Bank	A2/BBB	Term Deposit	3/03/22	1.00%	349	15/02/23	505,244.60	505,244.60
Macquarie Bank	A1/A+	Term Deposit	21/04/22	1.85%	365	21/04/23	508,218.32	
Macquarie Bank		Term Deposit	31/08/22	3.20%	91	30/11/22	508,460.97	
Macquarie Bank		Term Deposit	28/09/22	3.83%	147	22/02/23	501,869.86	
Macquarie Bank		Term Deposit	28/06/22	3.87%	330	24/05/23	1,000,000.00	2,518,549.15
Westpac Bank	A1+/AA-	Term Deposit	29/08/22	4.16%	367	29/08/23	500,000.00	500,000.00
Northern Territory Treasury	A1+/AA-	Treasury Bonds	24/03/21	0.80%	1178	15/06/24	500,000.00	
Northern Territory Treasury		Treasury Bonds	31/05/21	1.30%	1841	15/06/26	500,000.00	1,000,000.00
							15,149,557.57	15,149,557.57
Total Cash & Investments								18,259,057.83

Standard & Pools Short Term/Long Term Credit Ratings



Graph One - proportion of investments held by Standard & Pools credit ratings.

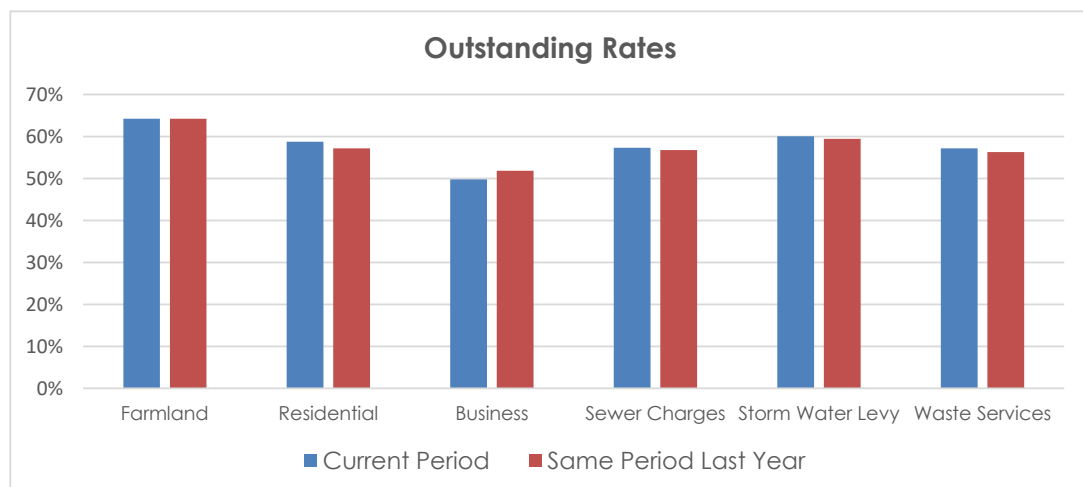
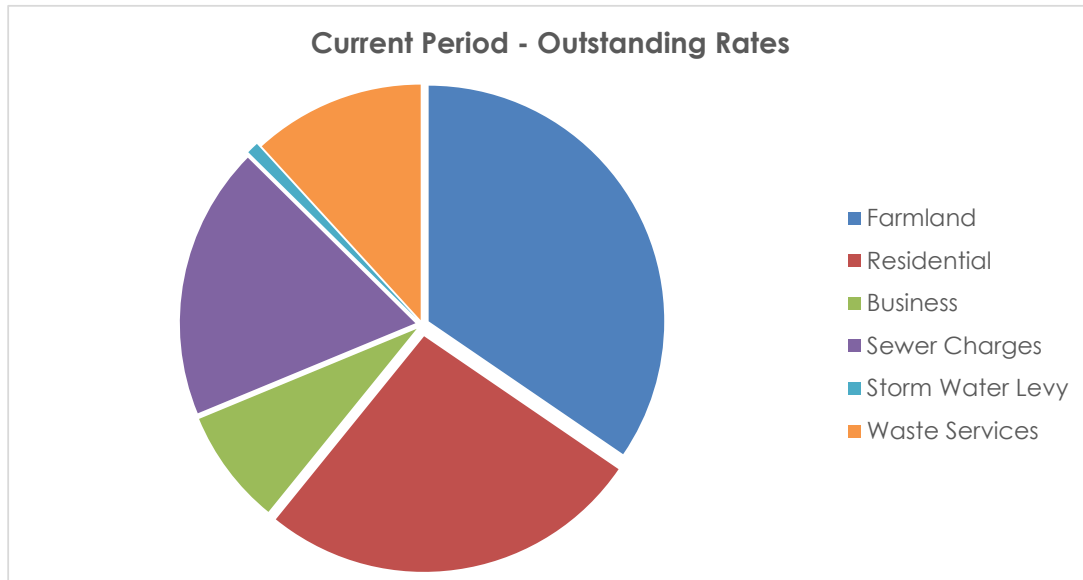
18.8 RATES REPORT - OCTOBER 2022**File Number:** REP22/1368**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:**

1. Rates Collection [↓](#) 
2. Rates Chart [↓](#) 



Temora Shire Council
Rates Collections
 For the period ended 31 October, 2022

General Rates Category	Total Rates Levied (Incl Arears)	Pension Rebates	Payments	Same Period last year		
				Rates Outstanding \$	Rates Outstanding %	Rates Outstanding %
Farmland	2,044,342.55	(3,422.46)	(730,313.56)	1,310,606.53	64%	64%
Residential Temora - Occupied	1,414,783.04	(77,076.14)	(536,192.76)	801,514.14	60%	58%
Residential Temora - Vacant	65,855.11	0.00	(30,495.79)	35,359.32	54%	52%
Residential - Ariah Park	88,439.85	(5,979.80)	(30,311.48)	52,148.57	63%	56%
Residential - Springdale	12,542.29	(988.31)	(4,656.12)	6,897.86	60%	50%
Rural Residential	165,122.80	(9,575.95)	(78,880.00)	76,666.85	49%	49%
Residential - Temora Aviation	45,424.29	(688.44)	(19,589.63)	25,146.22	56%	60%
Business Temora - Hoskins Street	265,605.21		(118,474.31)	147,130.90	55%	59%
Business Temora - Town	278,439.04		(149,437.02)	129,002.02	46%	48%
Business Temora - Aviation	27,853.96		(13,547.96)	14,306.00	51%	48%
Business - Ariah Park	21,477.71		(12,716.67)	8,761.04	41%	37%
Business - Other	10,069.12		(8,798.09)	1,271.03	13%	27%
Services						
Residential Sewer Charges	1,118,273.31	(37,545.07)	(447,988.05)	632,740.19	59%	58%
Non-Residential Sewer Access & Usage Charges	153,658.43		(78,840.83)	74,817.60	49%	47%
Storm Water Levy	51,318.07		(20,514.80)	30,803.27	60%	59%
Domestic & Rural Waste Services	678,265.68	(38,171.91)	(261,219.96)	378,873.81	59%	57%
Trade Waste Services	142,401.48		(74,090.72)	68,310.76	48%	51%
Overpayments	(102,962.41)		80,023.95	(22,938.46)		
Legal charges	13,470.08		(2,330.13)	11,139.95		
Total	6,494,379.61	(173,448.08)	(2,538,373.93)	3,782,557.60	59%	60%



18.9 BORROWINGS

File Number: REP22/1330
Author: Director of Administration & Finance
Authoriser: Director of Administration & Finance
Attachments: Nil

Council's borrowings are set out in the table below.

Purpose	Loan Amount	Interest Rate	Annual P + I Payments	Balance @ 31/10/2022	Term	End Date
Depot Purchase	\$2,000,000	3.1%	\$283,242	\$999,100	8 yrs	2026
SIL House	\$1,000,000	1.45%	\$132,616	\$730,352	8 yrs	2028
Swimming Pool Upgrade	\$1,210,280	3.29 %	\$82,831	\$1,188,685	20 yrs	2042
Totals			\$498,689	\$2,918,137		

18.10 TEMORA MEMORIAL TOWN HALL - INCOME & EXPENDITURE OCTOBER 2022**File Number:** REP22/1385**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Town Hall Income & Expenditure [↓](#) 



Temora Shire Council

Temora Memorial Town Hall**Income & Expenditure**

For the period ended 31st October, 2022

	Current YTD	Prior YTD
Income		
Facility Hire	14,550	8,675
Total Income	14,550	8,675
Expenditure		
Utilities		
Electricity & Gas	(4,754)	(3,114)
Rates	(4,313)	(4,129)
Water	(174)	(332)
Cleaning	(4,131)	(4,950)
Maintenance	(3,359)	(4,378)
Administration		
Employee Costs	(1,994)	(2,838)
Depreciation	(29,456)	(26,329)
Insurance	(25,193)	(21,684)
Organisation Support Costs	(10,529)	(10,162)
Other/Miscellaneous	-	(1,611)
Total Expenditure	(83,903)	(79,527)
Total Town Hall Surplus/(Deficit)	(69,353)	(70,852)
Internal Hire/Donation	1,264	1,797

18.11 TOWN HALL THEATRE - OPERATING RESULTS OCTOBER 2022**File Number:** REP22/1387**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Town Hall Theatre [!\[\]\(e3f8612927870f2e0f9f5989e6dd3064_img.jpg\)](#) 



Temora Shire Council

Temora Town Hall Theatre Operating Statement

For the period ended 31st October, 2022

	Current YTD	Previous YTD
Candy Bar		
Income	11,789	7,428
Purchases	(5,824)	(2,189)
	5,965	5,239
Admissions		
Income	22,336	13,218
Gold Class Ticket Sales	764	
Audio Visual Purchases	(17,685)	(8,019)
	5,415	5,199
Other Income		
Facility Hire	136	782
Donations	25	-
	161	782
Other Costs		
Advertising	(50)	(434)
Bank Fees	(480)	(442)
Building Maintenance	(46)	-
Cleaning	(1,283)	(1,255)
Computer Costs	(1,072)	(1,297)
Freight	-	(83)
General Maintenance	(259)	-
Insurance	(6,614)	(5,706)
Licences & Permits	(773)	-
Materials Purchased	(386)	(666)
Rates & Electricity	(3,748)	(3,286)
Employee Costs	(9,665)	(14,773)
Sundry Expenses	12	39
Telephone & Internet	(364)	(182)
Volunteer Support	(60)	(170)
Depreciation	(250)	(733)
	(25,038)	(28,988)
Total Cinema Surplus/(Deficit)	(\$ 13,497)	(\$ 17,768)
Internal Hire/Donation	-	-

18.12 PINNACLE COMMUNITY SERVICES - FINANCE REPORT FOR QUARTER ENDING 30 SEPTEMBER 2022**File Number:** REP22/1434**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Pinnacle Community Services Financial Report - September [!\[\]\(cbe2492b119e39e02a1dab2af4a4b296_img.jpg\)](#) 



Temora Shire Council

Pinnacle Community Services - Summary

For the period ended 30th September 2022

	Current YTD	Prior Year Total
Disability Services - State Block Funding	224	(4,799)
Supported Independent Living	17,156	98,444
NDIS Packages	34,884	315,668
Contracted/Brokered Services	34,506	104,479
Aged Care - Commonwealth Funded Block Funding	(51,526)	(940)
Home Care Packages	79,285	859,642
Community Transport Programs	(11,839)	15,475
Net Surplus/(Deficit)	\$ 102,688	\$ 1,387,969

18.13 SPRINGDALE COMMUNITY COMMITTEE MINUTES HELD 18 SEPTEMBER 2022

File Number: REP22/1335

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Springdale Community Committee [↓](#) 

Springdale Community Committee

Meeting opened: 5.12pm

DATE: 18/09/2022

Present: Max Oliver, Pat Thorne, Annie Thorne, Vinni Reid, Jess Miller

Apologies: Belinda Bushell

Minutes of previous meeting 17/07/2021

Minutes read and accepted – Moved by Les, seconded by Vinni

Business arising from minutes:

- Pat to follow up with the Vietnam Vets about the PA system.
- Men's Christian group breakfast was cancelled due to committee members being away.

Treasures report:

- Read and accepted. Moved by Pat. Seconded by Les.

Correspondence:

Incoming:

- Letter from Council Re: Mayoral Moring Tea
- Letter from Council Re: Invite to Community Memorial Service to celebrate Her Majesty The Queen.

Outgoing: Nil.

General Business:

- Memorial for Thelma Reid is a work in progress. Committee agreed to have the memorial unveiled after the Anzac Day service 2023
- Jess to contact Council to request a picture of the new monarch, King Charles III when they become available.
- Hot Rods are planning a Drive-In Movie night (weather permitting) on Friday 30th September. \$5 per car. Is open to the public. Possibly sell popcorn, choc tops and soft drinks. Advertising to be organised.
- Letter to be sent to Kris Dunstan Re: rubble drain. The drain ends at the BBQ area creating a very unpleasant smell. The rubble drain is not overflowing, and it is creating a septic pond. There is a drainage issue that needs to be investigated by council.
- Council held a road opening ceremony for Penfolds Lane to recognise the Penfold family as local pioneers. Attended by Deputy Mayor, Graham Sinclair, Michael McCormack and members of the Penfold family.
- The band, 'Lock Stock and Bingle' has been booked for the New Years Eve party at the Springdale Hall.

Meeting closed at 5.59pm

Next meeting to be held 20th November 2022

18.14 MINUTES OF THE TEMORA & DISTRICT SPORTS COUNCIL HELD 19 OCTOBER 2022**File Number:** REP22/1379**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Sports Council Minutes 19 October [!\[\]\(8d0f0e0fe25b320c33272c52aec1fbca_img.jpg\)](#) 

GENERAL MEETING OF THE TEMORA AND DISTRICT SPORTS COUNCIL

REPORT OF THE GENERAL MEETING OF THE TEMORA AND DISTRICT SPORTS COUNCIL HELD ON WEDNESDAY 19TH October 2022, AT 6.30 PM AT THE TEMORA EX-SERVICES CLUB

Attendance: Rick Firman (TSC) Judy Gilchrist (Secretary) Denise Breust (Treasurer) Jack Morton Tony Stringer (Vice President) Michelle Mawbey (Swimming) Rob Pfeiffer Peter Hartwig (Aussie Rules) Kate Bruce (THS) Hack Hetherington (TSC)

Apologies: Sheree Elwin, Marnie Smith, Michele Stewart, Claire Reid, Ali McCrone, Bruce Lack

Moved Hack Hetherington Seconded Jack Morton Carried

Executive Meeting Report:

29/10/22 Meeting was held at the stadium. Change rooms and amenities need a general spruce up.

Discussion of having Bi-Monthly meetings. February, April, June, August (AGM) October. On alternative months, if need the executive will meet. If any urgent issues arise, we will deal with those accordingly.

A motion was moved by Jack Morton, that we recommend the change of meeting to be-monthly, other than urgent matters. To start February 2023 if passed by committee. To be reviewed after 12 months.

Moved Jack Morton seconded Tony Stringer carried

Denise has moved that we revamp the sports council brochure

Moved Denise Breust seconded Judy Gilchrist carried

An Extra special Meeting was held on the 12/11/22

The motion put forward by Jack Morton.

It was decided that we need to refer this issue back to the executive of the Temora Shire Council as they are the owners of the Nixon Park Complex

Due to the complexity and the serious nature of the allegations

Moved Jack Morton seconded Tony Stringer.

The details of this meeting and the outcomes will remain private and confidential.

It was moved that both of the executive motions be adopted

Moved Tony Stringer seconded Judy Gilchrist carried

Rec Centre Business:

Still waiting for the jobs to be repaired Lights etc

Business Arising from the Minutes:

Nil

Minutes: The minutes of the previous meeting were read and confirmed on the motion of Judy Gilchrist.

Moved Kate Bruce Seconded Michelle Mawbey Carried

CORRESPONDENCE:**Incoming:**

Letter from Temora Shire Council re Pool opening

Outgoing:

Business Papers

Sympathy Card to the Pike Family

Liam Martin Congratulations

Todd Payton Congratulations

School Presentations

Moved Judy Gilchrist seconded Jack Morton carried

Treasurers Report:

Balance as per bank statement \$17,783.60 moved on the motion of Denise Breust Seconded Michelle Mawbey Carried

Denise moved a motion that were invest for another 3-month term at 1%

Seconded Peter Hartwig carried

General Business:

The opening of the pool complex will be held on the 12th of November at 12.00. It will be jointly opened by Steph Cooke and Rick Firman

Temora Swimming Club:

Temora swimming club opened its 2022-23 membership late last month. So far memberships are going well, we are well on the way to acquiring all the extra equipment we will need with the new pool layout, including 5 new lane lines, 5 rope lanes, reels to hold them and extra time clocks, almost \$20,000

This is above the \$24000 for starting blocks the shire purchased and the club will pay for over the next few years, we are looking forward to the pool opening so we can start our season.

Temora High School:

Sarah Oliver and Eden Breust have been selected in rep Teams for CHS Cricket. Good luck to you both. The Temora High School has this year nominated Grace Krause and Sasha Curry for a Riverina Blues Award. For both of their amazing achievements throughout the year.

Kate also bought some paperwork for the Sport Council to have a look at.

It is Called the Resilience Project.

The core purpose for the Resilience Project (TRP) is to use evidence-based programs to support the health and well being of young people. From 2017 - 2019, (TRP) commissioned the University of Melbourne to conduct an independent evaluate of the program and any behavioural changes achieved in relation to gratitude, empathy and mindfulness.

Why is this important????

75% 1 in 5 Australians suffer from mental ill health
and 75% of people that develop mental ill health, have their first experience under the age of 25.

Less than 10% of young people who required mental health support in 2019-20 received the help they needed.

Less than 1% of the mental health budget is going towards preventing mental ill health.

What the Resilience Project Delivers is

A whole school approach to teaching and embedding positive mental health strategies to help people become happier and more resilient. The holistic program work with teachers, students, parents and carers to support the well being of young people and develop their future capacity to deal with adversity.

Please Contact Kate Bruce at the Temora High School, if you would like any further information.

Australian Rules Football and Netball Club:

AGM has been held and on the hunt for a president
All other positions have been filled with an assistant Secretary and assistant Treasurer.

The club is in a financially sound position.

A new Coach has been Signed Jimmy Kennedy from Collingullie. Will Reinhold has also returned to the club.

AFL 9's comp has started with 8 teams. Grant Haigh is the man in control of this comp.

AWAFL have commence training. Great numbers Michael Gilchrist is the Coach of the ladies and Renae Manning is the Manager. Comp starts next year in Feb. Good luck ladies and hope you have a great competition.

Rick also thanked Peter Hartwig for his role as president for the last 2 years.

Rugby League and Old boys:

Old Boys quite

Held presentation evening. it was well attended especially with the League tag ladies bringing home to trophy

B & F U16's Riley Neville

U18's Jed Reardon ad Charlie Bent

Reserves Tom New

1st Grade Billy Reardon

League Tag Emily Perrot

The club have resigned Josh McCrone, Jack said that Josh is very good at his Job in being Coach. Kept all players so far for the next season.

Basketball:

The Women and Kids comps are going along nicely. Junior comp being held on the 6th November.

Paul New and Julian Drumore are running the means comp. It is just a casual competition

Could you please pass on the details of the McDonalds Grass Root Grant to any juniors that you think may fit the criteria to nominate. High School age

This year the McDonalds Grass roots grant will be on offer for High School Students (in years 7 – 12)

Written Applications will open on Friday 21st October and Close at 4.30pm on Friday 11th November,

Applications to include sporting history, your goals, ambitions, why they have a passion for their chosen sport and what they plan to do with the grant

Applications may be emailed to Secretary Mrs Judy Gilchrist gilly04@bigppond.com or mail PO Box 262 Temora or left at the council offices


Presentation date yet to be determined.

The next meeting will be on the 16th November 2022
6.30 pm Temora Ex-Services Club Narraburra Room

Meeting closed at 7.10pm

Signed Chairman:

Secretary:

18.15 TOWN HALL THEATRE MINUTES HELD 19 OCTOBER 2022**File Number:** REP22/1451**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Town Hall Theatre [↓](#) 



TEMORA SHIRE COUNCIL

-THEATRE MANAGEMENT COMMITTEE-

~Minutes of the General Meeting~
Held on Wednesday, 19 October 2022 at 6.00PM
Venue: Temora Town Hall Foyer

Present

Trevor Player, Beth Firman, Guy Piltz, Andrew Lukasiak, Sue James, Gina Tkacz, Susan Jeri, Peter McIntyre, Jan Gilchrist.

Apologies

Lindy Reinhold

Correspondence

Thank you letter from the Rainbow Ball about vouchers donated by the theatre.
Invitation to welcome to new citizens to the area meeting/stall.

Nov/Dec Program

Nov

Amsterdam, Mia & Me: The Hero of Centopia, Don't Worry Darling, Black Adam, Mrs. Harris Goes to Paris, Out of the Blue

December suggestions.

Dreaming Walls, Black Panther, Little Eggs, Lyle, Lyle Crocodile, Seriously Red, On the Line, The Nutcracker and the Magic Flute, Armageddon Time, The Menu, Strange World, She Said, Seriously Red.

Lack of Patronage

Discussed. No extra solutions found. Possible cause is cost of living pressures.

Film Club update

Last meeting-

Another small turnout of 12-15. Many people still away. The film *Children of Heaven* was a happy one, even though it sounded a bit miserable from the summary. People enjoyed it very much for its lightness of touch. A good discussion occurred afterwards and happy chatter over drinks and snacks.

Next meeting-

5 November *Arsenic and Old Lace*



A Brooklyn writer of books on the futility of marriage risks his reputation when he decides to tie the knot. Things get even more complicated when he learns on his wedding day that his beloved maiden aunts are habitual murderers.

One Music Update

Things have settled down. Clarification has been received that the council's payment for incidental music at all its venues does not cover the costs for film music. Guy is dealing with the invoices. Some members believe it is legal theft since copyright is already paid on films shown and surely musical composers of film music have had copyright paid from that by producers.

Guy is organising statistics for the first bill.

Christmas Party Suggestions

11th December 7pm was suggested, the venue to be the hall foyer.

GENERAL BUSINESS

Financial Report tabled.

GENERAL DISCUSSION

Hearing loop location was raised by Peter McIntyre.

The hearing loop in the centre of the theatre. He suggested a sign near the till. Something like 'Those wishing to make use of the hearing loop, it is better to sit in these seats.' (With an image indicating the seats). Seconded Jan. PASSED.

Movie selection.

Meeting closed 6.45pm.

18.16 HERITAGE COMMITTEE MINUTES HELD 27 OCTOBER 2022**File Number:** REP22/1333**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Heritage Committee [!\[\]\(fa6f3af6bfa46c5d4a2d362681095beb_img.jpg\)](#) 

MINUTES OF THE MEETING OF THE TEMORA HERITAGE COMMITTEE

Meeting Held: Temora Shire Council Chambers on Thursday, 27th October, 2022

Present: Kris Dunstan (Chair), David Scobie, Cr Nigel Judd, Michael Collins, Wilma McCubbin, Claire Golder, Bill Speirs, Belinda Bushell, Janice Taylor, Ros Hartwig, Craig Sinclair and Sally Hurst

Apologies: Rod Ballantyne

Commenced: 12:05 PM

ITEM		ACTION
1	Confirmation of Minutes <ul style="list-style-type: none"> ▪ It was Moved Wilma McCubbin and Seconded Claire Golder that the minutes be accepted. 	
2	Business Arising from Previous Minutes – <ul style="list-style-type: none"> • Interpretive Panel Book – <ul style="list-style-type: none"> ▪ General location map to be found and inserted into book ▪ Review booklet to ensure all panels are included. • Satellite Airfield and Self-Drive Tours <ul style="list-style-type: none"> ▪ Satellite Airfields on the back burner. Next step is to shape text obtained from 	<p>Ongoing – final proof reading to be done (1 week). Wilma noted a missing panel – St Marks Gidginbung. Sal and Claire to follow up.</p>

<p>Anna Gebels into one panel. Get Cuttlefish Design to do up a design consistent with the one at the Railway Station.</p> <ul style="list-style-type: none"> ▪ Drive 1 complete, 2 and 3 almost complete and 4 ongoing. 	<p>Ongoing – David and Wilma</p>
<p>Oral History – David Schlunke</p> <ul style="list-style-type: none"> ▪ Bill has obtained a huge digital file (approx. 1.5 hrs). A copy has been down loaded at Council. ▪ Bill and Claire discussed the meaning/description of paintings with David. Rob Willis has a digital copy of 12 images which David has given a 30 sec description of, these will be collated for an exhibition of his work. 	<p>Ongoing</p>
<p>Prepare an advertisement for the Narraburra News for expressions of interest from community members to be taught by Rob Willis to capture information for oral history recordings.</p> <ul style="list-style-type: none"> ▪ Nominate/request community members to be participate in interview program. 	<p>Sal to talk to Kate to draft an advertisement</p>
<p>Marie Narelle Book – pretty much completed! One document to come and then it will be ready to go. Book to be launched 11th March, 2023.</p>	

	<ul style="list-style-type: none"> • Main Street Verandah Restoration – <ul style="list-style-type: none"> ▪ David has prepared a list of Priority Buildings to be repaired. ▪ These repairs are big ticket items. ▪ Need assistance from Council. ▪ Development Application for the Westminster Hotel should be submitted shortly. This verandah is one which needs significant work. • Bradley Park – ideas to incorporate Wirdayuri Culture into the design <ul style="list-style-type: none"> ▪ An acknowledgement of Country sign, Wiradyuri Art in play areas, animals along the pump track with Wiradyuri name, checkpoints with Wiradyuri information from the local area, ‘chill out’ areas to educate people on the Wiradyuri Culture, incorporate native trees/garden with signage about how Wiradyuri people used them, incorporate Wiradyuri symbols into the overall plan, include a yarnning circle. Language = Culture. Culture is Language. ▪ Concerns – removal of trees goes against the Wiradyuri Culture and ways of being, moving or altering sandstone boulders – belief that the sandstone houses ancestors. • Craig Sinclair – DRENCH Festival – A Healthy Dose of Culture <ul style="list-style-type: none"> ▪ NSW Government Reconnecting Regional NSW – Community Events Program. ▪ DRENCH will feature live music, theatrical performances, exhibitions, interactive displays and other cultural and community events. ▪ Late February to the end of March. 	Ongoing
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3	<p>Heritage Fund Applications –</p> <ul style="list-style-type: none"> • Bill Speirs – requesting \$500 to assist with the cost of constructing a storage display cabinet at the Bundawarra Centre to store Marie Narelle memorabilia. • Moved Ros Hartwig and Seconded Sal Hurst 	
5	<p>Meeting Notice –</p> <ul style="list-style-type: none"> • Current Projects – all moving along • General Business – <ul style="list-style-type: none"> ▪ Steph Cooke Media Release – Applications for Heritage Grants ▪ Craig Sinclair – Acousti Guide – Grant Funding of up to \$50k. Costings quoted of \$6k to \$15k to compile tours/walks onto an app which can be downloaded and used on a phone. (Pictures, videos and audio). Click on the site button and an explanation of the current site will be available. Use of different voices for different projects eg Craig Lowndes at the Bathurst Race Track. ▪ Craigs proposal included The Bundawarra Centre and Heritage Walk, in addition the Heritage Pub Crawl. ▪ ‘Bring History to Life’ • Proposed Mural on Service Station Wall <ul style="list-style-type: none"> ▪ Council referred to the Heritage Committee for further discussion. 	<p>Sal to forward a copy to committee members with the meeting minutes</p> <p>Committee to compile and provide a letter of support for Craig to submit with the application.</p> <p>Claire and Sal to follow up with Kris. Letter to be prepared for</p>

	<p>The Committees response:</p> <p>Agrees with the principle of wall refurbishment, framed/border around artwork, would prefer that the image is not painted directly onto the wall and suggest a style of a framed hoarding, artwork should depict the heritage of the buildings eg. Empire Hotel, Suttons Motors or Shell Oil, Heritage assistance may be available as a contribution for this project.</p>	Council.
6	<p>General Business –</p> <ul style="list-style-type: none"> • Ros mentioned there is going to be a further 250 copies printed of the Combaning-Springdale book. (To be stored somewhere at the VIC). • Belinda discussed current bank closures and the impact removing of marketing material has on heritage buildings. If we hear anything or have an inkling of a closure to contact David to write to the parties involved and advise. <p>Meeting Closed: 1.19PM</p> <p>Next Meeting: Thursday 24th November 2022 at the Temora Shire Council Chambers</p>	

18.17 AUSTRALIA DAY COMMITTEE MINUTES HELD 14 NOVEMBER 2022

File Number: REP22/1416

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Australia Day Committee [↓](#) 

TEMORA SHIRE AUSTRALIA DAY COUNCIL

*MINUTES OF THE LAST GENERAL MEETING HELD ON TUESDAY 14TH NOVEMBER 2022
HELD AT THE TEMORA SHIRE COUNCIL CHAMBERS, COMMENCING AT 5.30PM*

PRESENT: Cr Graham Sinclair (Chairman), Cr Rick Firman (Vice Chairman), Cr Max Oliver (Treasurer), Mrs Beth Firman (Secretary)

APOLOGIES: Ros St Clair, Toots Noack, Robyn Lewis
Received and confirmed on the motion of Cr Oliver and CR Firman **CARRIED.**

MINUTES OF LAST MEETING:

The minutes of the last meeting were read and confirmed on the motion of Cr Oliver and Cr Firman **CARRIED**

BUSINESS ARISING:

- Cr Oliver has contacted the French Bakery and MBM Meats and everything is on track
- Cr Sinclair has asked Angus Sinclair to play the bagpipes but he may be still on holidays. Phil Moroney has also been asked regarding his whip cracking display. Wendy McCrone to still be contacted

CORRESPONDENCE:

Incoming:

- Letter from Isabelle Slapp accepting nomination

Outgoing:

- Letters to Temora Public School, OBRL, Girl Guides

Cr Firman 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:

- Motion from Beth Firman that a Special Award be presented at the 2023 Australia day awards. Seconded Cr Oliver **CARRIED**
- Cr Oliver addressed the possible mosquito problem that we may have in the park and it was suggested we purchase product for guests to use.
- To email Sharon Aldous at the Temora Independent to claim a date for the feature
- Max to hire the Cool Room
- Letters to be sent to past winners of Citizen of the Year to attend ceremony
- Beth to send letter to Christian Leaders Group

There being no further general business, the chairman thanked all for their attendance and declared the meeting closed at 6pm. Next meeting Wednesday 7th December 2022

DATE: _____

SIGNED: _____
Chairman

18.18 CAMPBELLS CREEK - SIGN**File Number:** REP22/1308**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Campbells Creek Sign [↓](#) **FIRST HEADING**

Thanking Council for reinstating Campbell's Creek signs at Combaning.

To the General Manager,
Alex the Engineer and all the Shire Council.

8998

I would like to say thank you to everyone who answered my request for the reinstatement of the sign for "Campbells Creek" at Cambaring.

I feel it's very important to retain the history and heritage of our Shire and, to me, the missing signs were an important family name in that particular area of our Shire.

Again many thanks for acceding to my request, I have driven past and the signs are probably an improvement on the originals, from memory.

Regards
Ivan Gilchrist.

18.19 TEMORA POLICE & COMMUNITY COMMITTEE**File Number:** REP22/1310**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Temora Police & Community Committee [↓](#) **FIRST HEADING**

Thanking Council for the use of the Council Chambers for their board meetings and request continual use for 2023.

Temora Police & Community Committee Inc.



4872 Goldfields Way
Temora, NSW 2666

14.10.2021

The General Manager
Temora Shire Council
105 Loftus Street
PO Box 262
Temora NSW 2666

Dear General Manager

The TPCC would like to thank you for the use of the
Council Chambers Board Room.

And we are also asking, for the continued use of these premises for our
on going Bi monthly meetings for the next twelve months 2022 and
2023.

As we all greatly appreciate of this kind gesture.
Thank You! From all of us at the TPCC.

Sincerely,
Secretary
Diane Monkerud

Signature

A handwritten signature in black ink that reads "Diane Monkerud".

18.20 TEMORA BASKETBALL ASSOCIATION**File Number:** REP22/1449**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Temora Basketball [↓](#) 

Temora Basketball Association would like to thank the Council and Staff for the support given to the Temora Junior Basketball Gala Day held on Sunday 6 November 2022.



Po Box 249
TEMORA NSW 2666
ABN 71 703 023 967



TEMORA BASKETBALL ASSOCIATION INCORPORATED

8th November, 2022

General Manager
Temora Shire Council
PO Box 262
TEMORA NSW 2666

Dear Gary,

On behalf of the Temora Basketball Association, thank you for the Councils continued support of the sporting community.

The generous approval of the Temora Basketball Association's application for the NSW Government Reconnecting Regional NSW "Community Events Program", greatly assisted in our successful event known as the Temora Junior Basketball Gala Day held on Sunday 6th November 2022. The day was filled with great sporting community spirit, with a small taste of competitiveness for our junior ballers.

Special mention should be made to the following staff members who assisted us throughout the lead up; during the event; and the conclusion of the event.

Mr Kris Dunstan – Director of Environmental Services
Mrs Robyn Beurckner – Grant Coordinator
Ms Judy Mannion – Recreation Centre Manager
Miss Hannah Cooper – Recreation Centre Canteen Coordinator

Please pass on the association's thank you to the above, through the appropriate channels. Once again thank you to the Temora Shire Council.

Yours sincerely

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

Belinda Bushell
President

19 CONFIDENTIAL REPORTS**RESOLUTION 229/2022**

Moved: Cr Claire McLaren

Seconded: Cr Lindy Reinhold

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 7:00PM:

19.1 Confidential Minutes of the Assets & Operations Committee Meeting held on 15 November 2022

This matter is considered to be confidential under Section 10A(2) - c, di, dii and f of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business, commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it, information that would, if disclosed, confer a commercial advantage on a competitor of the council and details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property.

RESOLUTION 186/2022

Moved: Cr Graham Sinclair

Seconded: Cr Belinda Bushell

It was resolved that the reports be received.

CARRIED

RESOLUTION 187/2022

Moved: Cr Graham Sinclair

Seconded: Cr Claire McLaren

In relation to Item REP 22/1320 that Council endorse the decision made by email regarding the purchase of the 3 axle dog trailer.

CARRIED

RESOLUTION 188/2022

Moved: Cr Graham Sinclair

Seconded: Cr Belinda Bushell

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

CARRIED

19.2 Confidential Minutes of the Economic Development and Visitations Committee Meeting held on 15 November 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 189/2022

Moved: Cr Claire McLaren

Seconded: Cr Max Oliver

It was resolved that the reports be received.

CARRIED

RESOLUTION 190/2022

Moved: Cr Belinda Bushell

Seconded: Cr Jason Goode

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

CARRIED

19.3 Minutes of the Confidential Risk Management Committee held 7 November 2022

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

RESOLUTION 191/2022

Moved: Cr Anthony Irvine

Seconded: Cr Jason Goode

It was resolved that the reports be received.

CARRIED

RESOLUTION 192/2022

Moved: Cr Belinda Bushell

Seconded: Cr Max Oliver

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

CARRIED

19.4 Apollo Place - Development

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

RESOLUTION 193/2022

Moved: Cr Jason Goode

Seconded: Cr Graham Sinclair

It was resolved that Council sell the property for the nominated amount, repayable over 5 years interest free.

AMENDMENT

Moved: Cr Anthony Irvine

Seconded: Cr Nigel Judd

That Council focus on cost recovery only with the removal of grants and that we negotiate with the developer kerb and gutter costs and Council cover costs of road upgrade.

The Amendment was lost

The motion was put and carried

CARRIED

RESOLUTION 230/2022

Moved: Cr Jason Goode

Seconded: Cr Graham Sinclair

It was resolved that Council adopts the motions from the closed committee of Council.

CARRIED

20 MEETING CLOSE

The Meeting closed at 8:01PM.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 15 December 2022.

.....
GENERAL MANAGER

.....
CHAIRMAN